

# TOWN OF KEARNEY

## AGENDA

### REGULAR COUNCIL MEETING

Council Chambers

Thursday March 6, 2025 – 6:00 p.m.

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*A Moment of Silence to be observed to honour the memories of Donald (Toddy) Haining and Sharon Bice-Wilhelm*

**1. Call the Meeting to Order**

**2. Approval of Agenda**

**3. Disclosure of Interest**

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

**4. Delegations/Presentations**

**5. Consent List**

5.1. February 6 <sup>th</sup> , 2025 Regular Council Meeting Minutes	pg.3
5.2. February 10 <sup>th</sup> , 2025 Special Meeting Minutes	pg.8
5.3. Payment Register	pg.9
5.4. Transfer Station Report	pg.13
5.5. Resolution Report	pg.14
5.6. RFSC Meeting Minutes	pg.15
5.7. AHHC Draft Minutes February 2025	pg.17
5.8. Recreation Committee Meeting Minutes January 28 <sup>th</sup> 2025	pg.19
5.9. DSSAB Operating and Capital Budget 2025	pg.22
5.10. JWMC Minutes – February 26, 2025	pg.108
5.11. Council Honourarium Report	pg.110
5.12. 2024 Budgetary Control as of Feb 24 2025	pg.111

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

**7. Items for Discussion**

7.1. Legion Request to use Ball Diamond for Car Show	pg.115
7.2. Regatta Committee Budget Request	pg.116
7.3. Planning Report – Bootsma Consent Application B-005/25, 193 Proudfoot Road	pg.119
7.4. DRAFT Council Code of Conduct Update	pg.125
7.5. SR2025-11 2024 Building Permit Fees	pg.134

7.6. Treasurer Report 2024 Building Department Financial Summary	pg.136
7.7. DRAFT Capital Budget #2	pg.137
7.8. DRAFT Bylaw Designate persons authorized to sign cheques	pg.138
7.9. MEMO: New Recruit Fire Department - Michael Szajda & Gabriel Zylstra	pg.139
7.10. SR2025 – 12 Grader Expenses	pg.141
7.11. DRAFT HR Policy – awaiting legal counsel review	pg.143
7.12. Verbal Update: LAS as Closed Meeting Investigator	
7.13. Council Emails re: Policy Direction	pg.155
7.14. JWMC proposed budget	pg.156
7.15. Draft Agreement with Joshua Webster – Yoga Instructor	pg.157

## **8. Notice of Motion**

## **9. Correspondence for Information**

9.1. Support Resolution Re Urgent Need for Improvements to Highways 11 and 17	pg.162
9.2. Support Resolution Re Ride Share Services	pg.167
9.3. Huntsville-LOB IWM Workshop November 2024 – Summary	pg.176
9.4. Email from Ana Cultraro - Request for Support to oppose proposed lithium battery storage	pg.183

## **10. Bylaws**

10.1 Being a By-law to outline the Records Retention of the Town of Kearney	pg.185
10.2 ZBLA Amendment Ziraldo – 14 Rain Lake Rd	pg.193
10.3 Being a By-law to designate persons authorized to sign cheques	pg.195
10.4 Being a By-law to enter into an agreement with Joshua Webster for Yoga	pg.196

## **11. Closed Session**

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

(2)(d) Labour Relations or Employee Negotiations

## **12. Confirming Bylaw**

## **13. Adjournment**

**The Corporation of the Town of Kearney**  
**REGULAR COUNCIL MEETING MINUTES**  
**Council Chambers**  
**Thursday, February 6, 2025 – 6:00 p.m.**

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

**Staff Present:** Nicole Gourlay, Clerk Administrator (CA)  
Cindy Filmore, Deputy Clerk (DC)

Staff were present for the entirety of the meeting.

*A Moment of Silence was held to honour the memory of Edith Burke and to honour the memory of Marjorie Campbell*

1. **Call the Meeting to Order**  
The meeting was called to order at 6:00 p.m.
2. **Approval of Agenda**  
Resolution 2025-24  
Moved by: Councillor Beaucage; Seconded by: Councillor Sharer  
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney adopts the Agenda of February 6, 2025 as amended. \* Remove Closed Session  
CARRIED
3. **Disclosure of Interest**  
Keven Beaucage submitted a Declaration of Pecuniary Interest in relation to Chq #34432, a cheque payable to Stefanie Alen, her daughter.
4. **Delegations/Presentations/Public Meetings**  
Resolution 2025-25  
Moved by: Deputy Mayor Rickward, Seconded by Councillor Sharer  
BE IT RESOLVED that the Public Meeting of Council pursuant to Section (12), (13), (14) of the Planning Act, R.S.O. 1990, c..P. 13, as amended held Thursday, February 6, 2025, be called to order at 6:02 p.m.  
CARRIED  
  
The Mayor asked the Planning Consultant to explain the purpose and effect of the proposed Zoning Bylaw Amendment.  
  
Jessica Rae Reid, of EcoVue Planning Consultants explained the proposed Zoning Bylaw Amendment, and the recommendation of EcoVue  
  
The Mayor asked if anyone wished to speak in support of the Applicant  
  
Paul Ziraldo spoke in support of the applicant  
  
The Mayor asked if anyone wished else wished to speak  
  
Karen Fraser requested additional information and clarification of the intended ZBLA  
  
Jessica Rae Reid of EcoVue Consultants spoke further of the intended effect of the ZBLA  
  
Resolution 2025-26  
Moved by Deputy Mayor Rickward; Seconded by Councillor Beaucage  
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney receives and accepts the report dated January 28, 2025 from EcoVue Consulting Services regarding application RZ-03-24; AND FURTHER, Council approves the proposed amendment to Zoning Bylaw 2022-20, which will rezone the subject lands from the Institutional (I) Zone to a site-

specific Commercial Townsite Exception 05 (CTS-05) Zone in order to acknowledge the existing use on the subject lands; AND FURTHER that a bylaw to this affect will be passed at a later meeting.

CARRIED

Resolution 2025-27

Moved by: Councillor Sharer; Seconded by: Councillor Sharer

BE IT RESOLVED that the Public Meeting of Council pursuant to Section (12), (13), (14) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, held Thursday, February 6, 2025 be adjourned at 6:41 p.m.

CARRIED

Resolution 2025-28

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

WHEREAS Council received application to purchase the Shore Road Allowance in front of 14 Beaver Lake Lane (Audette) in 2023; AND WHEREAS Legal Counsel has provided guidance and clearance regarding this purchase/sale; AND WHEREAS all the necessary steps have been completed to allow this purchase; NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves in principle the passing of Bylaw 2025-04 which will take place later in this meeting.

CARRIED

**5. Consent List**

Resolution 2025-29

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

BE IT RESOLVED that the Consent List from the Council Meeting of Thursday, February 6, 2025, be accepted and that all recommendations or support contained therein be adopted and approved as resolutions of Council

CARRIED

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

Nil

**7. Items for Discussion**

7.1 Painting from Museum of Lennox & Addington Napanee

The Mayor gave an explanation of the painting received from the Museum which depicts Werlich's Mill and its history.

7.2 OSIM Report – Tatham Engineering

Council received the report and it was suggested that Staff bring back a synopsis of both the OSIM Report and the DM Wills Report on Landfill Monitoring to provide to Council

7.3 Kearney Landfill Monitoring Report – DM Wills

Resolution 2025-30

Moved by: Councillor Beaucage; Seconded by Deputy Mayor Rickward

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives the 2022-2023 Biennial Kearney Landfill Monitoring report from DM Wills; AND WHEREAS Bylaw 2011-78, the Procurement Bylaw, Sec. 9.4(c) precludes the need for tendering of a service that is deemed to be for a provision of an essential service; BE IT FURTHER RESOLVED THAT Council direct Staff to obtain quotes from a minimum of three firms to complete the required work in 2025 to ensure Kearney's compliance with MECP requirements

CARRIED

7.4 Almaguin Housing Task Force - ACED

Resolution 2025-31

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

BE IT RESOLVED the Council of the Corporation of the Town of Kearney hereby receives the Almaguin Housing Task Force Summary and Recommendations report as presented by ACED.

CARRIED

7.5 Discussion on CRAFT Donations Policy

Resolution 2025-32

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



BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives the DRAFT Donations Policy; AND FURTHER directs staff to make the noted changes to the policy and bring it back for further discussion at the April 2025 Regular Council Meeting.  
CARRIED

7.6 MEMO re: Current By-laws & Policies – Notice of Motion from January 16<sup>th</sup>, 2025  
Resolution 2025-33

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

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives the MEMO re Current Bylaws & Policies;  
AND FURTHER directs Staff to receive the list of Councillor Beaucage and return to Council with updates and revisions at a later meeting.

CARRIED

7.7 DRAFT Retentions By-law

Resolution 2025-34

Moved by: Councillor Beaucage; Seconded by: Councillor Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives the DRAFT Retentions Bylaw; AND FURTHER directs Staff to make the changes discussed and bring back to the March Council meeting for passing.

CARRIED

7.8 DRAFT Interim Tax Levies Bylaw

Resolution 2025-35

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

BE IT RESOLVED that the Council of the Corporation of the Kearney hereby receives and approves the proposed Interim Tax Levies Bylaw; AND FURTHER that this Bylaw be passed later in the meeting.

CARRIED

7.9 DRAFT Agreement for the Fire Protection Grant

Resolution 2025-36

Moved by: Councillor Sharer; Seconded by: Councillor Beaucage

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby approves entering into an Agreement with the Province of Ontario to receive the Fire Protection Grant; AND FURTHER that Council wishes to congratulate Fire Chief Schaefer and Staff on this successful grant submission.

CARRIED

7.10 DRAFT Agreement for the Community Emergency Preparedness Grant

Resolution 2025-37

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

WHEREAS the Fire Department has received confirmation of funding from the Community Emergency Preparedness Grant, a grant to ensure the funding of our wildland fire fighting equipment including the purchase of a specialized equipment; AND WHEREAS By-law 2011-78, the Procurement By-law recognizes that, where there are a limited number of suppliers of specialized equipment the need to tender for same is precluded in Sec. 9.4 (b)(ii); Council directs Staff to utilize this sole supplier in accordance with the Procurement By-law; BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves entering into the Agreement with the Province of Ontario to accept funding for the Community Emergency Preparedness Grant; AND FURTHER that Council authorizes Staff to purchase the drone equipment immediately; AND FURTHER that Council wishes to congratulate Fire Chief Schaefer and Staff on this successful grant submission.

CARRIED

7.11 DRAFT Agreement for the Provision of Primary Public Safety Answering Point (PSAP) Services

Resolution 2025-38

Moved by: Councillor Sharer; Seconded by: Councillor Beaucage

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby approves the DRAFT Agreement for the Provision of Primary Public Safety Answering Point Services and a bylaw to this affect will be passed by bylaw later in this meeting.

7.12 DRAFT Agreement with Nipissing-Parry Sound student transportation services re: student transfer location

Resolution 2025-39

Moved by: Deputy Mayor Rickward; Seconded by Councillor Sharer  
BE IT RESOLVED that the Council of the Corporation of the Town of Kearney hereby receives the DRAFT Agreement with the Nipissing-Parry Sound Student transportation services regarding the Student Transfer Location, and bylaw to this affect, will be passed later in this meeting.

7.13 DRAFT Agreement to enter into a Consent Agreement (Mosmann)  
Resolution 2025-40

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer  
WHEREAS Council approved the Mosmann Consent Applications B045-22, B046-22 and B047-22 in August, 2022; AND WHEREAS a Consent Agreement was a condition of Consent for these applications in 2024; NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney approves in principle the passing of By-law 2025- 05, being the Consent Agreement regarding the Mosmann consents, which will take place later in this meeting.  
CARRIED

7.14 Change of Council Meeting Dates: February 27, 2025  
Resolution 2025-41

Moved by: Councillor Beaucage; Seconded by: Councillor Sharer  
WHEREAS a Provincial Election has been called to be held on February 27, 2025; AND WHEREAS the Kearney Community Centre is a designated polling station; AND WHEREAS the Council of the Corporation of the Town of Kearney next Regular Council Meeting date had been scheduled to be held on February 27, 2025; NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney reschedules the February 27, 2025 meeting to March 6, 2025 AND FURTHER reschedules the March 20 meeting until March 27, and the April 10 meeting until April 17, 2025  
CARRIED

7.15 Parry Sound District EMS Advisory Committee – New Regional Representative  
Resolution 2025- 42

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Beaucage  
WHEREAS the Parry Sound District EMS Advisory Committee Board Representative has resigned from Village of Burks Falls; AND WHEREAS there is urgent need for a new representative for the Advisory Board; NOW THEREFORE BE IT RESOLVED the Council of the Corporation of the Town of Kearney supports the nomination of Cheryl Philip as the area representative.  
CARRIED

7.16 OPP Board Appointments and Update  
Resolution 2025-43

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Sharer  
BE IT RESOLVED That the Council of the of the Corporation of the Town of Kearney hereby approves the appointment of the following individuals to the Almaguin Highlands OPP Detachment Board, with terms and responsibilities in accordance with the *Community Safety and Policing Act, 2019*, to serve until November 14, 2026

- Joe Lumley, Township of Perry, Council Representative
- Dan Robertson, Township of Ryerson, Council Representative
- Neil Scarlett, Township of Machar, Council Representative
- Kevin Noaik, Township of Strong, Council Representative
- Robert Sutherland, Community Representative
- Krista Miller, Community Representative

AND FURTHER THAT Council of the Council of the Corporation of the Town of Kearney supports the Township of Perry to remain as the lead municipality for the Almaguin Highlands OPP Board, whereas the Perry Township Deputy Clerk or designate acts as Secretary to the Board until a time when the Board formally appoints a Secretary; AND FURTHER THAT Council of the Corporation of the Town of Kearney supports paying its 1/12th share of annual Insurance Costs for the Almaguin Highlands OPP Detachment Board, as deemed required to protect the Board and its members, once the Insurance Provider and coverage details has been determined; AND FURTHER THAT Council of the Town of Kearney supports paying its 1/12th share of any other costs associated with the Almaguin Highlands OPP Detachment Board, as required under O.Reg 135/24, including remuneration and travel costs for the Provincial Appointee and any other matters, programs, or items in which the OPP Detachment Board formally enact.

CARRIED

8.     **Notice of Motion - nil**

9.     **Correspondence for Information**

Resolution 2025-44  
Moved by Councillor Beaucage; Seconded by: Councillor Sharer  
BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney the  
Correspondence list for information from February 6, 2025  
CARRIED

Resolution 2025-45  
Moved by: Councillor Beaucage; Seconded by: Deputy Mayor Rickward  
BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney receives the  
Correspondence list from information from February 6, 2025; AND FURTHER that Council  
directs staff to send letters of support regarding the County of Frontenac's Resolution regarding  
increasing the maximum annual Tile Drain Loan Limit to a minimum of \$250,000  
CARRIED

CARRIED

10.    **By-laws**

Resolution 2025-46  
Moved by Deputy Mayor Rickward; Seconded by Councillor Sharer  
BE IT RESOLVED that the following by-laws be read a first, second and third time, be passed  
by the Council of the Corporation of the Town of Kearney, signed by the Mayor and Clerk,  
sealed with the seal of the Corporation, and engrossed in the by-law book:  
10.1   By-law 2025-02 being a By-law to Set Interim Tax Levies  
10.2   By-law 2025-03 being a By-law to enter into an Agreement with the OPP (PSAP)  
10.3   By-law 2025-04 being a By-law to Stop Up, Close and Sell a portion of SRA (Audette)  
10.4   By-law 2025-06 being a By-law to enter into a Consent Agreement (Mosmann)  
10.5   By-law 2025-06 being a By-law to enter into an Agreement for the Fire Protection  
Grant  
10.6   By-law 2025-07 being a By-law to enter into an Agreement re Community Emergency  
Preparedness Grant  
10.7   By-law 2025-08 being a By-law to enter into an Agreement with the Nipissing-Parry  
Sound Student Transportation Services  
CARRIED

11.    **Closed Session**  
Nil

12.    **Confirming By-law**  
Resolution 2025-47

Moved by: Deputy Mayor Rickward; Seconded by: Councillor Pateman  
BE IT RESOLVED that By-law 2025-09 being a by-law to Confirm the Proceedings of the  
Regular Meeting of February 6, 2025, be read a first, second and a third time, passed, signed  
by the Mayor and the Clerk, sealed with the seal of the Corporation, and engrossed in the by-  
law book.  
CARRIED

13.    **Adjournment**

Resolution 2025-48  
Moved by: Deputy Mayor Rickward; Seconded by: Councillor Beaucage  
BE IT RESOLVED that the Regular Council Meeting of the Corporation of the Town of Kearney  
adjourn at 7:38 pm  
CARRIED

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Town of Kearney

SPECIAL COUNCIL MEETING MINUTES  
Council Chambers  
Monday, February 10, 2025 – 9:39 a.m.

Council Members Present:	Mayor:	Cheryl Philip
	Deputy Mayor:	Michael Rickward (remotely)
	Councillors:	Keven Beaucage, Heather Pateman and Jill Sharer
Staff Present:		
Nicole Gourlay, Clerk Administrator (CA)		
Jenny LeBlond, Treasurer		
Paul Audette, Public Works Superintendent		
Paul Schaefer, Fire Chief		
Cindy Filmore, Deputy Clerk		

1.

Call the Meeting to Order

The meeting was called to order at 9:39 a.m.
2.

Approval of Agenda

Resolution 2025-49

Moved by: Councillor Beaucage; Seconded by: Councillor Pateman

BE IT RESOLVED that Agenda of the Special Council Meeting of the Corporation of the Town of Kearney of Monday, February 10, 2025 be adopted as circulated.

CARRIED
3.

Disclosure of Interest

Nil
4.

Items for Discussion

4.1 2025 Draft Capital Budget Discussion

The Mayor turned the floor over to Jenny LeBlond, Treasurer to lead the discussions regarding the DRAFT Capital Budget. Capital costs were discussed by line

Resolution 2025-50

Moved by: Councillor Beaucage; Seconded by: Councillor Sharer

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to engage the appropriate ministry to enquire about the funding for Town owned access roads for the Graphite Mine.

CARRIED

Resolution 2025-51

Moved by: Councillor Beaucage; Seconded by Councillor Pateman

BE IT RESOLVED that the Council of the Corporation of the Town of Kearney directs Staff to bring back a report at the next regular Council Meeting regarding the process to dispose of some Town owned land.

CARRIED
5.

Adjournment

Resolution 2025-52

Moved by: Councillor Sharer; Seconded by: Councillor Pateman

BE IT RESOLVED that the Special Council Meeting of the Corporation of the Town of Kearney adjourn at 11:40 a.m.

THE CORPORATION OF THE  
TOWN OF KEARNEY

Mayor

Clerk

**Town of Kearney**  
**A/P Batch Report-7 batches Jan 30-Feb20**  
Batch: 2025-00006 to 2025-00018

Bank Code: AP - GENERAL AP

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Payment Amount
<del>34482</del>	<del>1/30/2025</del>	<del>Gourlay, Nicole</del>	<del>10,700.00</del>
		<b>voided</b>	
34483	1/30/2025	Harvie, Kent - Reimburse lunch (Mtg) - Town CC didn't work	100.62
34484	1/30/2025	Leblond, Jenny Reimburse Amcto Membership	523.19
34485	1/30/2025	Mashinter, Amanda F/D Reimburse training expenses	320.21
34486	1/30/2025	Schaefer, Paul F/D Reimburse training expenses	22.46
34487	1/30/2025	VOID - Gheque Printing	0.00
<del>34488</del>	<del>1/30/2025</del>	<del>VOID - Gheque Printing</del>	<del>0.00</del>
		<b>Printing Errors</b>	
34489	1/30/2025	Gourlay, Nicole Dog Sled Cheque for Cash Purse Prizes	5,000.00
34490	1/30/2025	Gourlay, Nicole Dog Sled Cheque for Cash Purse Prizes (+float)	5,700.00
34491	1/31/2025	<del>DO NOT USE</del> Ministry of Finance - Ontario Policing Annual PSAP	546.41
34492	1/31/2025	ABC Overhead Garage Doors F/D Station door repairs	881.40
34493	1/31/2025	Abell Pest Control P/W & KCC Monthly Pest Control	234.70
34494	1/31/2025	Almaguin Highlands Health Centre Annual Contribution (Res: 70 - 23)	6,007.00
34495	1/31/2025	Aird & Berlis LLP B/D Legal Re: building permits	1,256.56
34496	1/31/2025	Battleship Industries Limited F/D Truck 314 Repair	4,529.20
34497	1/31/2025	Bowman Fuels Ltd. P/W Furnace Fuel (3,214.77) Vehicle diesel	9,584.56
34498	1/31/2025	Building Administration OBOA B/D 2025 Membership Fee (C.F. Imore)	25.00
34499	1/31/2025	Bell Mobility Inc. Admin Dec & Jan Internet	294.82
34500	1/31/2025	Bell Canada (Internet) Monthly Internet	372.69
34501	1/31/2025	Brandt P/W Re Turbo repairs	1,267.86
34502	1/31/2025	Bray Motors B/D Vehicle repairs	3,774.72
34503	1/31/2025	Burk's Falls Building Ctr Ltd P/W & KCC Supplies	151.39
34504	1/31/2025	Camfil Canada, Inc. Laval KCC Supplies	250.86
34505	1/31/2025	CRA - Receiver General Source Deductions Jan 16 - 31	18,126.39
34506	1/31/2025	CUPE Local 1813 Union Dues for January	627.79
34507	1/31/2025	Currie Truck Centre P/W Shop Supplies	1,456.46
34508	1/31/2025	Ecovue Consulting Services Inc Re: Various Consents	14,762.60
34509	1/31/2025	Entandem Licensing Music Usage 2024	478.42
34510	1/31/2025	Fetterley's Gas & Convenience All depts fuel and supplies	1,474.29
34511	1/31/2025	Fowler Construction Winter Maintenance Agmt (24-25) Inv. 1	2,947.48
34512	1/31/2025	G-Force Marketing Admin Assessment roll binder	258.21
34513	1/31/2025	GIN-COR P/W Shop Supplies	99.87
34514	1/31/2025	Glen Martin Ltd. KCC Maintenance & Cleaning Supplies	448.02
34515	1/31/2025	Hunt's Contracting P/W Shop building repairs	6,682.25

**Town of Kearney**  
**A/P Batch Report-7 batches Jan 30-Feb20**  
Batch: 2025-00006 to 2025-00018

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Payment Amount
34516	1/31/2025	Hydro One Networks Inc. Monthly Hydro	7,025.50
34517	1/31/2025	J.I.machine services P/W backhoe part	82.09
34518	1/31/2025	Lake Country Office Solutions Admin computer supplies	1,587.65
34519	1/31/2025	LAS-Local Authority Services Admin office Supplies	335.33
34520	1/31/2025	Minister Of Finance (EHT) Health Tax January Remittance	2,130.30
34521	1/31/2025	Moore Propane Ltd. P/W Shop Furnace Propane	3,112.83
34522	1/31/2025	Near North Laboratories Inc. P/W, F/D, KCC Water Sample testing	128.00
34523	1/31/2025	Netspectrum F/D Monthly internet	74.52
34524	1/31/2025	Nipissing-East Parry Sound Mutual F/D 2024 Dues	50.00
34525	1/31/2025	Novexco Inc Admin office Supplies	136.78
34526	1/31/2025	OMERS Pension contributions January	15,397.02
34527	1/31/2025	Leonard Peacock P/W Shop Supplies	160.00
34528	1/31/2025	Phinney, Les Roads beaver removal services (November)	500.00
34529	1/31/2025	Purolator Inc. Admin/KCC Shipping charges	66.45
34530	1/31/2025	Russell Christie LLP legal re: Various consents	6,610.45
34531	1/31/2025	Spectrum Telecom Group Ltd. F/D Peversey Monthly Tower Rental & radio batteries	1,124.21
34532	1/31/2025	Three Mile Truck & Trailer Repair P/W 2016 Freightliner Service	1,120.45
34533	1/31/2025	Toromont Ind. Ltd. P/W backhoe service (866.15) / Grader rental	12,959.41
34534	1/31/2025	McKean, David First Response Reimburse Med. Exps	200.00
34535	1/31/2025	TransCanada Safety F/D bunker gear	2,217.06
34536	2/5/2025	Wright Restorations Canada Inc. P/W Shop mold restoration (replace lost chg. 34404)	8,938.29
34537	2/19/2025	Cambium Inc. Wastewater Assessment Review	2,260.00
34538	2/19/2025	Jeff Maki Trucking Inc. Roads 2" Minus Gravel (2024 delivery)	2,199.69
<del>34539</del>	<del>2/19/2025</del>	<del>DO NOT USE Ministry of Finance - Ontario Valdeol</del>	<del>25,105.48</del>
34540	2/19/2025	Sands Canada Inc. F/D Medical Supplies	367.25
34541	2/19/2025	The Ontario Aggregate Resources Corp. Aggregate Permit Annual Fee & Royalties	1,332.05
34542	2/19/2025	<del>DO NOT USE</del> Ministry of Finance - Ontario OPP Policing Dec. Billing	25,180.00
34543	2/21/2025	ABC Overhead Garage Doors P/W Inspect & Repair Shop door	1,707.45
34544	2/21/2025	AFC Inc. P/W Grader repair	63,571.51
34545	2/21/2025	Almaguin Road Superintendant Assoc P/W Annual AORS Mem. Renewal	65.00
34546	2/21/2025	Audette, Shannon Regatta Reimburse Expenses	167.24
34547	2/21/2025	Bell Canada Admin Monthly Phone bill	126.42
34548	2/21/2025	Bickley Ford Sales P/W F-550 Oil change	291.54
34549	2/21/2025	Bowman Fuels Ltd. P/W Vehicle diesel	7,928.59
34550	2/21/2025	Bugelli, Lisa Fitness Instructor Fees January	1,300.40

**Town of Kearney**  
**A/P Batch Report-7 batches Jan 30-Feb20**  
Batch: 2025-00006 to 2025-00018

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Payment Amount
34551	2/21/2025	Burk's Falls Building Ctr Ltd KCC Maintenance Parts	73.40
34552	2/21/2025	Cedar Signs Road signs (bump ahead)	512.79
34553	2/21/2025	ClayMar Electric P/W Shop - Repair & install lights	1,163.51
34554	2/21/2025	CRA - Receiver General Source deductions (Feb 1-15)	14,565.17
34555	2/21/2025	Currie Truck Centre P/W Shop Supplies	46.47
34556	2/21/2025	Fetterley's Gas & Convenience All departments fuel & supplies	787.00
34557	2/21/2025	Fibernetics Corporation Monthly Phone	389.45
34558	2/21/2025	FluentIMS F/D Annual Subscription & hardware	1,155.09
34559	2/21/2025	GIN-COR P/W Sander repair	141.25
34560	2/21/2025	Griffith Bros. Service Centre Ltd P/W Float Service	881.40
34561	2/21/2025	Harvie, Kent Reimburse for 2025 boot allowance	361.59
34562	2/21/2025	Kelly Shires Foundation - Facility rental deposit refund	250.00
34563	2/21/2025	Lake Country Office Solutions Admin Monthly photocopy/fax Fees	230.96
34564	2/21/2025	LAS-Local Authority Services Admin Office & Computer supplies	65.58
34565	2/21/2025	Manchester, Steve P/W Reimburse medical for licence	100.00
34566	2/21/2025	McQuillan, Barb Facility rental deposit refund	250.00
34567	2/21/2025	Moore Propane Ltd. P/W Furnace Fuel	2,488.07
34568	2/21/2025	MPAC Property Assessment services (1st Otr levy)	14,587.39
34569	2/21/2025	Muskoka Springs Inc KCC Tugs of Water	87.69
34570	2/21/2025	Near North Laboratories Inc. F/D & KCC Water Sample testing	87.63
34571	2/21/2025	Noaik, Kevin F/D Wallet ID Cards	55.75
34572	2/21/2025	Novexco Inc Admin office & Computer supplies	126.66
34573	2/21/2025	Patton, Pauline Rec Comm Skating Event - reimburse exps	77.53
34574	2/21/2025	Reeder Web Design Dog Sked Website maintenance	154.08
34575	2/21/2025	Safeguard Admin computer cheques	1,625.51
34576	2/21/2025	Spectrum Telecom Group Ltd. F/D Pevensy Tower monthly rental	274.93
34577	2/21/2025	Stuffed Animal House Ltd. Dog Sked Souvenirs	487.76
34578	2/21/2025	Tatham Engineering Ltd 2024 Osim Support	477.43
34579	2/21/2025	Toromont Ind. Ltd. P/W Grader rental	284.70
34580	2/21/2025	Town Of Parry Sound 2025 Land Ambulance levy	139,095.35
34581	2/21/2025	Trackmatics Inc. Monthly Vehicle GPS Monitoring	963.89
34582	2/21/2025	ULINE Canada Corp KCC & P/W Supplies / Seniors Grant Sandwich boards (1,102.45)	2,569.76
34583	2/21/2025	Waste Connections of Canada Trans Str: Recycle dump & return	8,942.13

Total Computer Cheque: 487,824.31

Date Printed  
2/24/2025 2:34 PM

**Town of Kearney**  
**A/P Batch Report-7 batches Jan 30-Feb20**  
Batch: 2025-00006 to 2025-00018

Page 4

Total AP: 487,824.31

Report Prepared for Council Meeting of Marchy 6, 2025

This is the 'List of Accounts' report for Cheques #34482 to #34583 in the amount of \$487,824.31 This report also includes \$22,866.42 online visa payment.

The grand total of the paid invoices for this period is: \$510,690.73

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TRANSFER STATION ATTENDANCE AND COLLECTED FEES						
Presented at the Regular Council Meeting on March 6, 2025						
Date	Waste bins pick-up Construction Recycle Garbage Furniture	Location Attendance		Cash Fees		Site Fee Totals per Day
		King William	Kallio	King William Cash Fees	Kallio Cash Fees	
Reporting Period - Jan 21 - Feb 15, 2025						
Jan 21	1C/1P/3G	21	8			-
Jan 27		15	9		-	-
Jan 28		6	9		-	-
Jan 31		25	7	2.00	-	2.00
Feb 1		17	5		-	-
Feb 2		18	5		4.00	4.00
Feb 3		13	10	5.00	-	5.00
Feb 4	2C/1P/2G	22	3			-
Feb 8			8			-
Feb 9			12		-	-
Feb 11	1G	22	6		-	-
Feb 14		19	13	-	-	-
Feb 16		18	5			
						-
						-
						-
Count Totals		196	100	REPORTING PERIOD \$ 11.00		
Station Attendant:		Josh Dresser		Notes:		
Report Date:		February 25, 2025				

DATE OF COUNCIL MEETING	RESOLUTION NUMBER	RESOLUTION	ACTION REQUIRED	STAFF	STATUS	COMPLETED	NOTES/COMMENTS
Mar 7/24	2024-75	Policy re waiving fees	policy	Nicole	in progress		investigating review
April 18/24	2024-114	AMPS - bring back revised	Revise to include applicable by-laws	Nicole/Cindy/Jason	in progress		coordinate with all staff
April 18/24	2024-122	Bring Back Report re Keep Office Open	Report re Staff Safety/Regulations	Nicole	in progress		
August 1/24	2024-243	Rock Point Road Deviation	Contact Planning Board/owner re 3 way cost	Cindy	in progress		
Oct. 17/24	2024-324	Grant Applications	Review and apply	Cindy		in progress	
Oct. 17/24	2024-329	Town Hall Mtg	Note date/time	Nicole, Stef		Postponed until 2025	
Nov. 28/24	2024-379	waste mgmt update	review & update	Paul A., Nicole		2025-012 - Report to Council re Con. Waste	
<b>2025</b>							
Jan. 16/25	2025-007	Meier Consent B055i-24, B056-24, B057-24	move forward with file	Cindy	completed		
Jan. 16/25	2025-008	Meier Consent B058-24, B059-24	move forward with file	Cindy	completed		
Jan. 16/25	2025-009	Kelly Shire Waive Fees	advise applicant	Stef	Complete		
Jan. 16/25	2025-010	Dogsled Race Request	advise Paul A, notify public of closure	Stef	Complete		
Jan. 16/25	2025-014	Donation Policy	bring back for further discussion	Nicole/Cindy	Complete		
Jan. 16/25	2025-015	List of By-laws and Policies	provide list of by-laws, policies	Nicole, Cindy	Complete		
Jan. 16/25	2025-016	Correspondence	send letters to MPs, MPPS, etc.	Stef	Complete		
Jan. 16/25	2025-019	Ratify CUPE Settlement	notify CUPE, move forward	Nicole	Complete		
Feb. 6/25	2025-25	Approve ZBLA Ziraldo	bring bylaw to March	Nicole/Cindy			
Feb. 6/25	2025-28	Approve SRA Audette	advise legal counsel	Cindy	Complete		
Feb. 6/25	2025-30	Landfill Report - Staff to Obtain Quotes	Obtain Quotes	Paul A			
Feb. 6/25	2025-31	Support ACED	advise ACED	Stefanie	Complete		
Feb. 6/25	2025-32	Donation Policy - bring to April	Update	Cindy			
Feb. 6/25	2025-33	Policies & By-laws list	Obtain List from Keven	Nicole	See package		
Feb. 6/25	2025-34	Draft Retention By-law - bring to March	update, bring back	Nicole/Jenny			
Feb. 6/25	2025-35	Interim Tax Levies	issue taxes	Jenny/Leslie			
Feb. 6/25	2025-36	Agreement - Fire Protection Grant	sign agreement	Nicole	Complete		
Feb. 6/25	2025-37	Agreement - Community Emergency Preparedness	sign agreement, purchase drone	Nicole/Paul S	Complete		
Feb. 6/25	2025-38	Agreement - Primary Public Safety Answering Poir	sign agreement	Nicole	Complete		
Feb. 6/25	2025-39	Agreement - Student Transfer	sign agreement	Nicole	Complete		
Feb. 6/25	2025-40	Agreement - Mosmann	forward agreement, remove condition	Nicole/Cindy	Complete		
Feb. 6/25	2025-41	Change Council Meeting Dates	Update Website	Stefanie	Complete		
Feb. 6/25	2025-42	Nominate Cheryl Philip EMS Advisory Brd	advise EMS Brd	Stef	In Progress	Sent to Sheri Skinner, Secretary of the board. We are waiting for all municipalities to vote on a final rep and once that is complete we will let them know.	
Feb. 6/25	2025-43	OPP Detachment Board	advise	Nicole/Stef	Complete		
Feb. 6/25	2025-45	Support Frontenac	Send letters of support	Stefanie	Complete		

**Southeast Almaguin Highlands Regional Fire Services Committee  
(RFSC)**

**MINUTES**

**Thursday, November 21, 2024**

Perry Township Council Chambers  
(Sign-in sheet attached)

**1. Call to Order**

Mayor Norm Hofstetter opened the meeting at 7:00 p.m.

**2. Minutes**

**Resolution No. 2024-05**

**Moved by: Chris Hope**

**Seconded by: Rod Ward**

***Be it resolved that*** the Regional Fire Services Committee hereby approves the Thursday, August Minutes as presented.

**Carried**

**3. Live Fire Training Unit**

Progress - The pad has been poured.

Each Fire Department has been billed for the progress and billing to date for the live fire training unit (\$20,904.96 including taxes) and the projected cost for 2025 of \$15,335.19 was provided on the invoice. Operating costs are not known at this time.

**4. Updates on Recruitment and Retention**

The Fire Chiefs provided an update. They outlined that retention will always be a problem in volunteer service and that is why we need to rely on the 5 Station service.

Honorariums need to be looked at. There are some Fire Departments still on the points system which needs reviewed. Volunteer Fire Departments can offer OMERS. Magnetawan offered this, however none accepted.

The Fire Chiefs had been working on a proposal for full-time firefighters to be stationed centrally to cover off at times where there are limited volunteers.

It was suggested to look at High School job fairs for recruitment.

Chief Training Officer updated that they expect to have 10 or more Level 1, and also Level 2 instructors by the new year. It is the goal to have enough instructors for training to carry on when the Training Officer retires.

#### **5. Shared Equipment**

The Fire Chiefs will be bringing forward a shared RDC to be included in each of their 2025 Budgets.

Township of McMurrich/Monteith will pay for the RDC and will distribute invoices to the other Fire Departments.

The Fire Departments continue to use the old Perry Municipal Office as their Training House. It is used monthly for search facilities.

#### **6. Other Business**

The Chair asked for a better understanding of what occurred at the September 4, 2025 structure fire located off of Boundary Road in Novar. The Fire Chiefs and Chief Training Officer provided a general overview for the Committee.

The Burk's Fall Fire Hall is looking to be located in a central location within the region, with Perry Township Fire Hall being the next central location.

#### **7. Next Meeting**

The Chair will be away during the month of February 2025, therefore the next meeting has been tentatively scheduled for Thursday, March 6, 2025 at 7:00 pm in the Perry Council Chambers.

#### **Adjourn**

The meeting adjourned at 8:16 p.m.

Dated this 6<sup>th</sup> day of March, 2025.

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Norm Hofstetter, *Chair*



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

**Minutes:** February 6, 2025 at 10:00 am via Zoom and at the Township of Perry Municipal Office.

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Vicky Roeder-Martin (Vice- Chair), Sean Cotton, Jim Ronholm, Cheryl Philip, Tom Bryson, Ashley Soundy (Secretary)

Regrets: Brad Kneller, Norm Hofstetter

Guest: Rocco Frangione

Called to order at 10:01 am by Chair R. Ward

1. 2025-03 Moved by Tom Bryson - Seconded by Margaret Ann MacPhail  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council adopt the minutes from the regular meeting of January 9, 2025, as circulated. Carried.

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

3. **DELEGATIONS:** None

4. **RESOLUTIONS PASSED:**

2025-04 Moved by Vicky Roeder-Martin – Seconded by Cheryl Philip  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council approves the revised Terms of Reference for the Almaguin Highlands Health Council as discussed and amended dated January 2025. Carried.

2025-05 Moved by Tom Bryson – Second by Vicky Roeder-Martin  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council hereby recognize Shawn Jackson as the new representative on AHHC for the Village of Sundridge, replacing Luke Preston. Carried.

5. **ITEMS FOR DISCUSSION:**

**a) Update on the recent Primary Care funding announcement**

Chair R. Ward gave a brief overview of Dr. Jane Philpott taking over the lead for Ontario's Primary Care Action Team and funding received by the province.

**b) Municipal Updates on 2023 Deficit Cost Recovery for Burk's Falls**

Chair R. Ward confirmed that the Township of Armour has fully paid the 2023 deficit invoice received from Burk's Falls for the 150 Huston health centre building. A discussion followed on how other municipalities are handling their invoices. J. Ronholm

inquired about the 2024 amounts, their expected receipt, and emphasized that new proposals for the building should focus on future planning rather than past issues. Questions were raised about future budgeting for the health centre and the financial expectations for each council. Clarification is needed regarding funding requirements for the 150 Huston Street building. Additionally, general inquiries about long-term planning were addressed, and discussions continued regarding rent options for MAHC at the facility.

### **c) Other Business**

R. Ward provided a brief overview of Nicole Porter from the Alzheimer Society of Muskoka and her proposed presentation on “Dementia Friendly Communities” and “Finding Your Way.” He suggested it would be beneficial to have the ASM present at AHHC meeting. Nicole Porter is aiming to schedule the presentation for April or May, and council will be updated on potential dates.

Chair R. Ward gave a verbal update regarding the property on Peggs Mountain Road. The Township of Armour has acquired the property for a proposed future site for the Fire Department. Greystone Project Management was contacted to draw up site plan proposals and they have included one with a Fire hall and Health Centre. 5 options were provided. Discussion regarding ideas for the future use and needs of the community occurred. Discussion regarding a private partner to help fund the building of the facility and what an investor partnership would like look. R. Ward will keep the AHHC posted on future updates regarding the property.

S. Cotton expressed concerns about the conclusion of meetings, particularly how directions are established and the need for potential resolutions to provide clearer guidance for members. A general discussion followed on the best approach moving forward.

## **6. ADJOURNMENT**

2025-06 Moved by Vicky Roeder-Martin - Seconded by Tom Bryson

**THEREFORE, BE IT RESOLVED THAT** the Almaguin Highlands Health Council adjourn at 11:04 am to meet again on March 6, 2025 at 10:00 am at Perry Township. Carried.

# The Corporation of the Town of Kearney

## RECREATION COMMITTEE MINUTES

Tuesday, January 28, 2024 – 3:00 p.m.  
Seniors Room

**Members Present:** C-A Nicole Gourlay, Councillor Jill Sharer, Bea Dubuc, Janet Dunsmore, Patti Kennery, Tracey Mashinter, and Pauleen Patton.

**Regrets:** Laura Seaton.

### 1. Call the Meeting to Order at 3:03pm

### 2. Approval of Agenda

Res. No. 01-25 Janet Dunsmore, Patti Kennery

BE IT RESOLVED that the Recreation Committee of the Town of Kearney, adopts the agenda as circulated to include an update on the storage bin organization and discussion on senior's program funding.

CARRIED

### 3. Disclosure of Interest

None Noted.

### 4. Delegations/Presentations

### 5. Adoption of Previous Meeting Minutes

5.1 November 26, 2024

Res. No. 02-25 Janet Dunsmore, Jill Sharer

BE IT RESOLVED that the Recreation Committee of the Town of Kearney, adopts the meeting minutes as circulated for the meeting of November 26, 2024.

CARRIED

### 6. Items for Discussion

6.1. Staff Activity Report Year End Numbers for 2024

	Pickleball Tuesdays/Thursdays	Pickleball Wednesdays	Fitness - Monthly Passes	Fitness - Drop In Passes	Country Fusion - 10 week Session	Country Fusion - Drop Ins	CPR	Lacto-fermentation	Kids Dance
January	NA	76	NA	NA	NA	NA	NA	NA	
February	NA	53	37	0	NA	NA	NA	NA	
March	NA	43	23	1	NA	NA	NA	NA	
April	33	30	16	2	NA	NA	NA	NA	
May	13	10	21	0	NA	NA	NA	NA	
June	22	29	25	5	NA	NA	NA	NA	
July	12	11	24	3	NA	NA	NA	NA	
August	7	9	22	1	NA	NA	NA	NA	
September	34	33	21	0	10	11	NA	9	
October	33	30	24	4	NA	NA	8	NA	
November	20	23	27	1	NA	NA	NA	NA	
December	10	18	26	0	NA	NA	NA	NA	4-6=3 confirmed, 3 tentative 7-11= 9

	<u>Pickleball Tuesdays</u>	<u>Pickleball Wednesdays</u>	<u>Fitness - Monthly Passes</u>	<u>Fitness - Drop In Passes</u>	<u>Kids Dance</u>	<u>Food Handlers Course</u>
January	33	40	25		0 Ages 4-6=6, Age 7-11=13	

## 6.2. Staff Activity Report January 2025

Res. No. 03-25

Patti Kennery, Jill Sharer

BE IT RESOLVED that the Recreation Committee of the Town of Kearney determines that it be reasonable to have the exercise drop-in class rate set to \$10/day instead of \$10/class.

CARRIED

### 6.3. Line Dancing with Cindy Leggett – Starting Jan 30<sup>th</sup>

The C-A outlined to the committee that we only have 1 person registered and 1 person thinking maybe a drop-in. Cindy agreed with Staff that she would push it off to the end of February.

### 6.4. Christmas Lights Decorating Contest – Recap

Continue this contest into 2025, maybe with higher prizes amounts.

Tracey came in at 3:29pm

### 6.5. Kearney Strategic Planning Workshop – Recap

Pauleen gave an overview of the Strat Plan meeting. Walking trails were high priority, as well as the Lions Park.

### 6.6. Skating Party – Jan 25<sup>th</sup> – Recap

Two people skated during that time, and more came out after they left. We had a lot of kids without parents. It was advertised well, and people still didn't come out. It was cold outside, but there weren't people there.

### 6.7. 2025 Programming & Events

- Potential Evening Exercise or Yoga Class  
The Committee said we will put out a call for proposals for evening yoga on Thursday or Tuesday evenings.
- Changing Evening Pickleball Class  
The Committee discussed maybe needing to change this depending on the yoga instructor availability. Some Committee members noted that they had asked Staff to adjust the heat in the gym, but stated that we didn't have the key. C-A to look into this further.
- Easter Morning Breakfast & Egg Hunt – April 20<sup>th</sup> 10am
  - o Working with the Legion again and will be looking for volunteers to assist at the legion.
- Canada Day Celebrations Pickleball
  - o Working with Legion & Lions
  - o July 1 – Grant: C-A to communicate with Lisa & Cindy if a grant may be available for that event.
  - o Games – if you find a new game that would be good for this, please let the committee know.
- Indoor Walking Update



- Seniors group got a \$500 grant for Nordic walking sticks. They will be using the gym, but then will do walking groups outside in the future. Staff will assist with a poster for the walking group and coordinate timing with Cathy Hare.
- Food Handling Course
  - Cathy Hare has approached the Health Unit for March 5<sup>th</sup> 2025 for the course to be held in Kearney. Need a minimum of 15 people to run the course.
  - Staff to coordinate with Cathy Hare re: poster
- Baseball Update
  - Unsure of recommendation to the committee on how to move forward with this. Will bring back to next meeting for discussion should the C-A have more information after the Almaguin Clerks Group Meeting.
- Storage Bin Update
  - Cleaned it all out and its #5 – in our bin there are three shelving units. We only need one, but the three shelves are there. One box was put back in for swimming lessons but unsure if its needed.
  - Request to Staff that all the bins labeled and separate keys for each one.
- Senior Programming Funding
  - Ask Staff to review the possible grants for free exercise classes

## 7. Closed Session

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

(2)(b) Personal Matters about an Identifiable Individual

Res. No. 04-25 Janet Dunsmore, Jill Sharer

BE IT RESOLVED that the Recreation Committee of the Town of Kearney moves into closed session under Section 239 of the Municipal Act: (2)(b) Personal Matters about an Identifiable Individual at 4:30pm.

Res. No. 05-25 Jill Sharer, Tracey Mashinter

BE IT RESOLVED that the Recreation Committee of the Town of Kearney moves out of closed session at 4:50pm.

## 8. Adjournment

Res. No. 06-25 Janet Dunsmore, Tracey Mashinter

BE IT RESOLVED that the Recreation Committee of the Town of Kearney adjourns the meeting at 4:53 p.m. to meet again February 18th at 3PM.

CARRIED

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Chair

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Secretary



# District of Parry Sound Social Services Administration Board 2025 Operating and Capital Budget

February 13, 2025

Presented By:  
Sylvia Roy, CPA, CGA  
Director of Finance

Tammy MacKenzie, M.Ed RP  
Chief Administrative Officer



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## 2025 BUDGET HIGHLIGHTS

The 2025 Operating and Capital Budget has been developed by the Senior Leadership Team with a commitment to ensuring the District of Parry Sound Social Services Administration Board (DSSAB) can continue to maintain existing levels of service to the community while minimizing municipal levy fluctuations and maximizing Provincial-Municipal cost sharing arrangements.

### **NET REQUIRED MUNICIPAL LEVY - \$7,231,074 (3.95% over 2024 Net Levy)**

- 2.42% property tax rate increase (\$5.36 on property valued at \$500,000)
- An increase or decrease of \$70,000 to the net levy is equal to 1%
- 2025 budget is funded primarily through: provincial funding (58%); municipal funding (16%); and user fees and grants (27%).
- Includes \$1,235,000 contribution to capital reserves
- Inflationary pressures for the DSSAB include:
  - Adjustments for 2025 collective agreement negotiations;
  - CPI increase for non-union staff;
  - Utilities –hydro & gas– 5% + per year
  - Insurance premiums
  - Cost of supplies and construction increasing due to supply limitations
- Interdepartmental Overhead Allocations:
  - In 2025, the DSSAB continues the allocation of corporate services to program departments to better reflect the true costs of the services. The allocation method provides a consistent, fair and efficient method for distributing costs to program departments on an annual basis;
  - Allocated costs include:
    - ✓ CAO's Office, Finance, Human Resources
    - ✓ Corporate Wide Communications
    - ✓ Information Technology
- The 2025 Budget structure includes:
  - Operating Budget which provides the necessary resources to deliver programs and services to meet the needs of the community and accommodates for inflationary pressures.
  - Capital Budget which provides for the infrastructure requirements of DSSAB buildings and equipment, and social housing stock as identified in the Asset Management Plan (AMP)

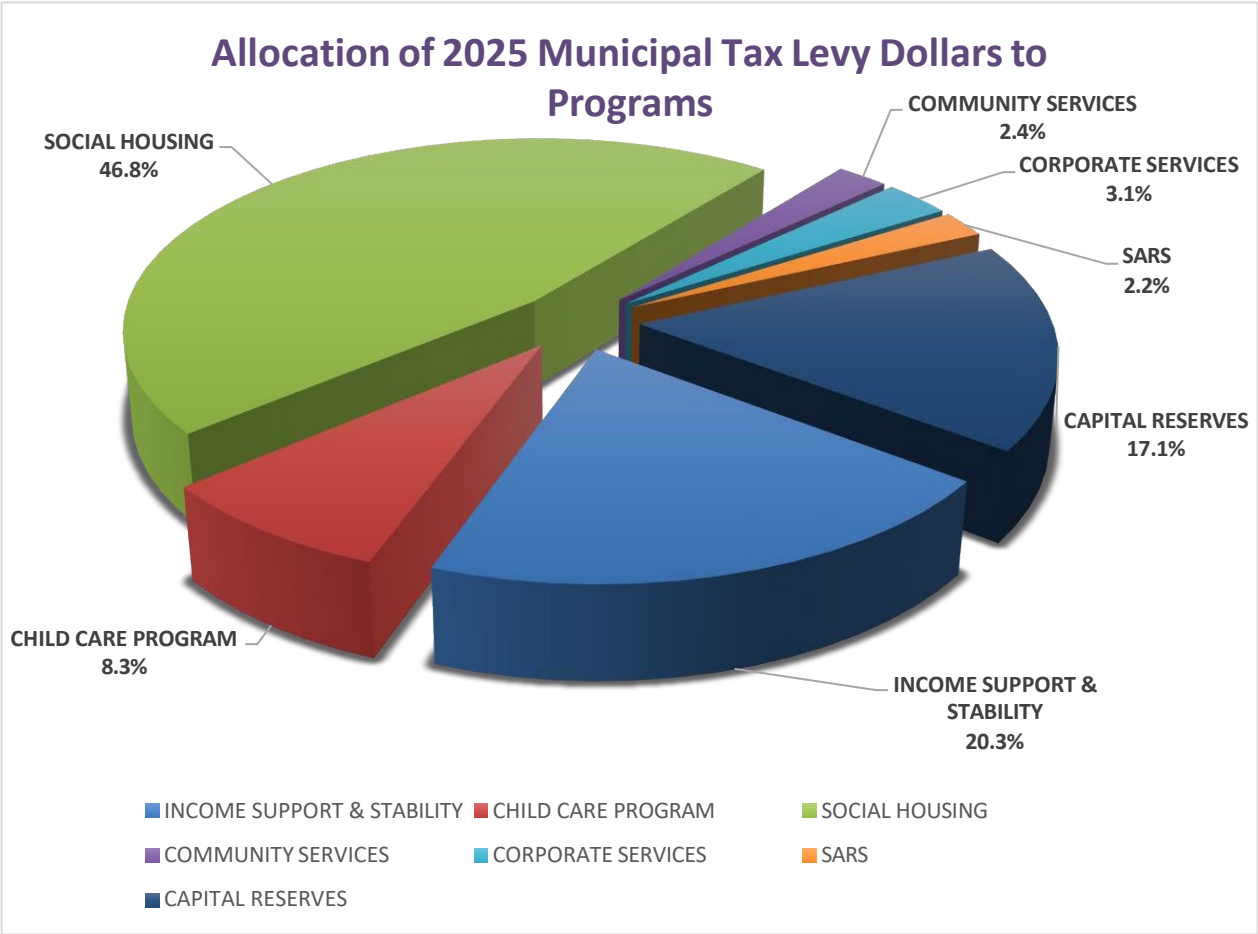
### **CAPITAL BUDGET - \$3,288,991 funded through capital reserves and grants**

- Expenditures based on 2025 asset management plan derived from building condition assessments completed in 2023
- Includes \$500,000 for Non-Profit Housing Providers

# SUMMARY OF MUNICIPAL LEVY – 3.95% CHANGE TO LEVY

	2024 Budget	2025 Budget	% of Program Budget of 2025 Net Levy	2025 Tax on \$500k MPAC Assessment
Income Support & Stability Program	1,443,992	1,467,000	20.3%	46.03
Child Care Program	449,590	597,486	8.3%	18.75
Housing Program	3,340,798	3,382,265	46.8%	106.13
Community Services	180,171	170,787	2.4%	5.36
Corporate Services	-	221,337	3.1%	6.95
Social Assistance Restructuring Fund	275,200	157,200	2.2%	4.93
	<b>\$ 5,689,751</b>	<b>\$ 5,996,074</b>	<b>82.92%</b>	<b>\$ 188.15</b>
Capital Reserve Contributions	1,266,600	1,235,000	17.1%	38.75
	<b>\$ 1,266,600</b>	<b>\$ 1,235,000</b>	<b>17.08%</b>	<b>\$ 38.75</b>
	<b>\$ 6,956,351</b>	<b>\$ 7,231,074</b>	<b>100.00%</b>	<b>\$ 226.91</b>

Increase / (Decrease) to Net Municipal Levy	\$ 274,724
Percentage Increase / (Decrease) To Net Levy	3.95%
Percentage Increase / (Decrease) To Tax Rate	2.42%
Increase / (Decrease) On \$500,000 MPAC Assessment	\$ 5.36



# MUNICIPAL LEVY RATE vs. PROPERTY TAX RATE TRENDS

The chart on the next slide illustrates the direct relationship between the DSSAB's levy rate and its calculated property tax rate over the previous ten (10) budget years based on a residential home assessed at \$500,000 in the District of Parry Sound.

The DSSAB's levy rate has hovered between (0% to 3.86% - **blue line**) over the previous ten (10) budget years 2015 – 2024 and has been calculated and presented as a higher budget rate each year than the DSSAB's total annual budget calculated as a district municipal property tax rate for the same budget years. (-.90% to 2.39% - **orange line**).

The examples below, comparing with budget years 2015 and 2014, explain how the DSSAB annual levy rate and the DSSAB annual property tax rate are calculated each year:

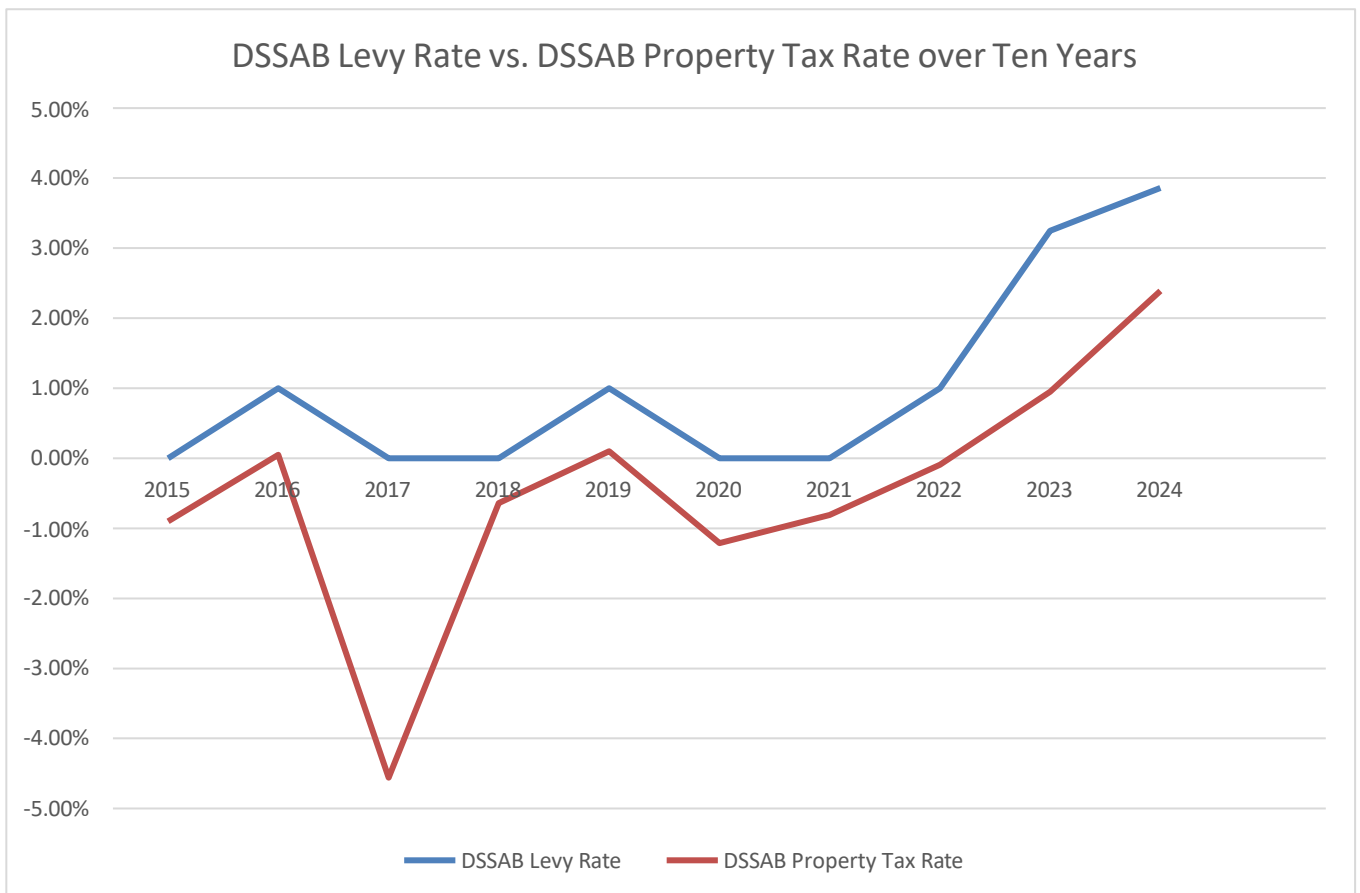
- **DSSAB annual levy rate is calculated each year as a percentage increase of the prior budget year:**
  1. DSSAB 2015 Municipal levy less DSSAB 2014 Municipal Levy  
= 2015 Municipal Levy \$ increase
  2. 2015 Municipal Levy \$ increase divided over DSSAB 2014 Municipal Levy  
= 2015 municipal levy rate increase as a %
- **DSSAB's district annual property tax rate increase is calculated each year as a percentage increase of the prior budget year:**
  1. DSSAB 2015 Municipal Levy divided over 2015 Total Residential Assessment Value \$ in District of Parry Sound  
= 2015 property tax rate as a percent %
  2. DSSAB 2014 Municipal Levy divided over 2014 Total Residential Assessment Value in District of Parry Sound  
= 2014 property tax rate as a percent %
  3. 2015 property tax rate percent less 2014 property tax rate percent  
  
= 2015 property tax rate increase as a percent % and converted to property tax dollars on various MPAC residential home assessment values.

## MUNICIPAL LEVY RATE vs. PROPERTY TAX RATE TRENDS

The chart below illustrates the analysis from the previous slide and compares the DSSAB's levy rate with its district wide property tax rate each year for the previous ten-year (10) budget years (2015 thru 2024).

Due to the increased residential assessment growth each year in the District of Parry Sound, the DSSAB's total ten (10) year property tax rate has resulted in a decrease of (4.72%) and equated to a total decrease of \$11.11 on a residential home assessed at \$500,000 in the District of Parry Sound.

The next slide will illustrate each municipality's apportionment share of the total ten-year (10) property tax decrease (4.72%) based on each municipality's total assessment growth over ten (10) years.





# DISTRICT ASSESSMENT GROWTH vs. DISTRICT PROPERTY TAX RATE DECREASE

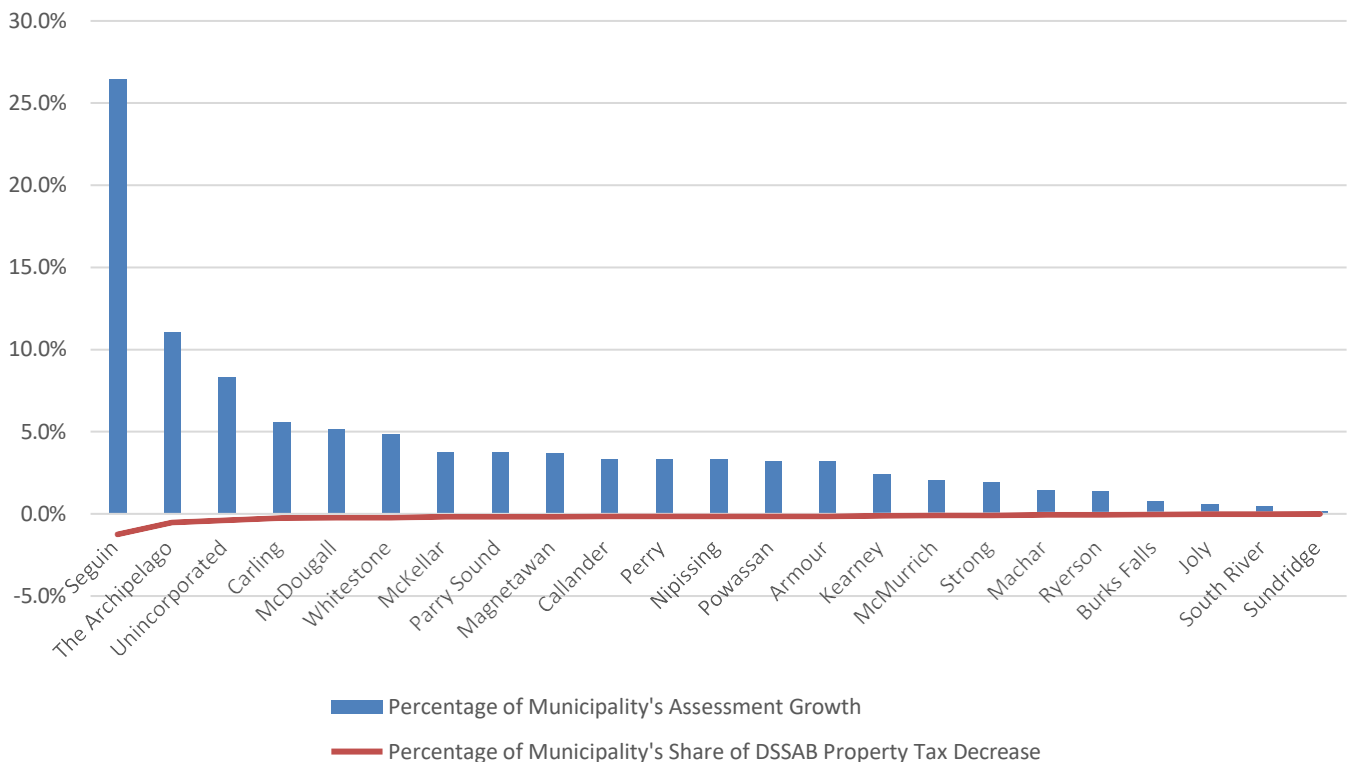
The District of Parry Sound's assessment value (growth) has increased by \$2,046,492,602 over the previous ten (10) years, 2015 thru 2024. The blue bars in the chart below illustrates each municipality's as well as townships without municipal organization's total ten-year (10) assessment growth dollars as a percentage of the District's total ten-year (10) assessment growth value.

The red line in the chart represents the DSSAB's total ten-year (10) property tax rate decrease of (4.72%) and each municipality's share of this decrease based upon its total ten-year (10) assessment growth percentage as calculated above.

The analysis illustrates that the Township of Seguin has seen the highest total ten-year (10) assessment growth percentage of 26.5% and therefore its share of the DSSAB's total property tax rate decrease over ten years has been 1.25% or \$0.14 for a residential home assessed at \$500,000.

Inversely, we see that the Village of Sundridge has seen the lowest total ten-year (10) assessment growth percentage of 0.2% and therefore its share of the DSSAB's total property tax rate decrease over the same period has been (.01%) or (\$.001) for a residential home assessed at \$500,000.

Percentage of District Assessment Growth per Municipality and share of DSSAB's Property Tax Rate Decrease over 10 budget years



# 2025 MUNICIPAL LEVY DISTRIBUTION PER APPORTIONMENT GUIDELINES

The DSSAB's total 2025 municipal levy of \$7,231,074 is funded by twenty-two (22) area municipalities and two (2) townships without municipal organization within the District of Parry Sound. Funding distribution calculations are based on the municipal levy distribution per apportionment guidelines.

In the chart below, we see each participant's 2024 and 2025 total residential assessment value (less exempt) and its 2024 and 2025 apportionment share calculated as a percentage of its assessment value in the District of Parry Sound total assessment.

Each apportionment percentage each year is then used to calculate each participant's share of the total DSSAB's municipal levy each year. Column E in the chart depicts the 2025 funding increase over 2024 funding for each participant.

	A		B		C	D	E
Municipality	2024 Current Value Assessment Less Exempt	2024 Apportionment Percentage	2024 Levy Actual	2025 Current Value Assessment Less Exempt	2025 Apportionment Percentage	2025 Levy Budget	2025 Levy Increase (Decrease) D - A
Seguin	3,728,683,327	23.75%	1,652,142	3,775,401,627	23.69%	1,713,318	61,176
The Archipelago	2,186,371,509	13.93%	968,759	2,199,153,000	13.80%	997,999	29,240
Carling	1,082,866,354	6.90%	479,807	1,101,124,705	6.91%	499,702	19,895
McDougall	814,363,000	5.19%	360,836	828,785,100	5.20%	376,112	15,276
Parry Sound	792,052,500	5.05%	350,950	800,812,600	5.03%	363,417	12,467
Magnetawan	740,423,818	4.72%	328,074	750,138,709	4.71%	340,421	12,347
McKellar	704,568,509	4.49%	312,187	718,860,600	4.51%	326,227	14,039
Whitestone	642,915,810	4.10%	284,870	656,678,801	4.12%	298,008	13,138
Callander	579,209,300	3.69%	256,642	585,851,700	3.68%	265,866	9,224
Perry	505,235,200	3.22%	223,865	514,298,500	3.23%	233,394	9,530
Nipissing	411,311,993	2.62%	182,248	414,833,193	2.60%	188,256	6,008
Armour	406,795,118	2.59%	180,247	420,497,209	2.64%	190,826	10,579
Kearney	399,515,109	2.54%	177,021	406,801,200	2.55%	184,611	7,590
Powassan	357,155,924	2.27%	158,252	359,907,477	2.26%	163,330	5,078
Strong	308,053,900	1.96%	136,496	310,427,600	1.95%	140,875	4,380
Machar	274,016,800	1.75%	121,414	280,713,900	1.76%	127,391	5,977
McMurrich	245,495,500	1.56%	108,777	260,240,000	1.63%	118,100	9,323
Ryerson	200,528,000	1.28%	88,852	206,564,300	1.30%	93,741	4,889
Sundridge	106,903,900	0.68%	47,368	108,535,500	0.68%	49,255	1,887
Burks Falls	83,299,300	0.53%	36,909	83,977,100	0.53%	38,110	1,201
South River	75,657,700	0.48%	33,523	76,632,200	0.48%	34,777	1,253
Joly	65,946,800	0.42%	29,221	67,340,100	0.42%	30,560	1,338
	<b>14,711,369,371</b>	<b>93.71%</b>	<b>6,518,461</b>	<b>14,927,575,121</b>	<b>93.68%</b>	<b>6,774,294</b>	<b>255,834</b>
Unincorporated	988,267,200	6.29%	437,891	1,006,543,100	6.32%	456,780	18,889
<b>Total</b>	<b>\$ 15,699,636,571</b>	<b>100%</b>	<b>\$ 6,956,352</b>	<b>\$ 15,934,118,221</b>	<b>100%</b>	<b>\$ 7,231,074</b>	<b>\$ 274,722</b>

# 2025 MUNICIPAL TAX LEVY INCREASE PER MPAC ASSESSEMENTS

As illustrated in the chart below for various MPAC assessment property values, the DSSAB's total 2025 municipal levy converted to a district property tax rate has increased by 2.42% over 2024 rates.

For a residential home assessed at \$500,000, the chart illustrates that a property owner will pay an extra \$5.36 more on their 2025 property tax bill for DSSAB human services.

It is important to note that this is a general calculation based on the District of Parry Sound total assessment value on a home valued at \$500,000. These amounts will vary for each municipality based on each municipality's total 2025 budget divided over its total 2025 assessment dollars.

District of Parry Sound Social Services Board Impact on 2025 Assessment and 2025 Draft Tax Rate Increase						
ASSESSMENT EXAMPLES	2024 Tax Rate	2024 Property Tax	2025 Tax Rate	2025 Property Tax	Percentage Increase	Total estimated tax dollar increase
Per \$100,000 of Assessment	0.04431%	\$44.31	0.04538%	\$45.38	2.42%	
<b>TOTAL \$</b>		<b>\$ 44.31</b>		<b>\$ 45.38</b>		<b>\$1.07</b>
\$200,000 Assessed Value	0.04431%	\$88.62	0.04538%	\$90.76	2.42%	
<b>TOTAL \$</b>		<b>\$ 88.62</b>		<b>\$ 90.76</b>		<b>\$2.14</b>
\$250,000 Assessed Value	0.04431%	\$110.77	0.04538%	\$113.45	2.42%	
<b>TOTAL \$</b>		<b>\$ 110.77</b>		<b>\$ 113.45</b>		<b>\$2.68</b>
\$350,000 Assessed Value	0.04431%	\$155.08	0.04538%	\$158.83	2.42%	
<b>TOTAL \$</b>		<b>\$ 155.08</b>		<b>\$ 158.83</b>		<b>\$3.75</b>
\$500,000 Assessed Value	0.04431%	\$221.54	0.04538%	\$226.91	2.42%	
<b>TOTAL \$</b>		<b>\$ 221.54</b>		<b>\$ 226.91</b>		<b>\$5.36</b>
\$750,000 Assessed Value	0.04431%	\$332.32	0.04538%	\$340.36	2.42%	
<b>TOTAL \$</b>		<b>\$ 332.32</b>		<b>\$ 340.36</b>		<b>\$8.04</b>
\$1,000,000 Assessed Value	0.04431%	\$443.09	0.04538%	\$453.81	2.42%	
<b>TOTAL \$</b>		<b>\$ 443.09</b>		<b>\$ 453.81</b>		<b>\$10.72</b>
\$1,500,000 Assessed Value	0.04431%	\$664.63	0.04538%	\$680.72	2.42%	
<b>TOTAL \$</b>		<b>\$ 664.63</b>		<b>\$ 680.72</b>		<b>\$16.08</b>

# OPERATING AND CAPITAL 2025 BUDGET OVERVIEW

## Program Departments:

### **Income Support - \$23,008 increase to municipal levy**

Ontario Works financial assistance costs have been budgeted at the same level as in 2024.

A reduction of \$339,383 has been made in 2025 for program costs to reflect the reduction in Provincial funding. The Transfer Payment Agreement for Income Support requires a 50/50 split for provincial and municipal funding, and as such we are required to put \$1,467,000 on the municipal levy for the Income Support Program.

### **Childcare Service Management - \$147,894 increase to municipal levy**

There has been a \$147,894 increase to the 2025 municipal levy from 2024. On November 26, 2024 the Province issued new Ontario Child Care and Early Years Funding Guidelines and Transfer Payment Agreement to be effective for 2025. The new agreements have a large portion of provincial funding enveloped in a Cost-Based Funding Allocation. This allocation has no flexibility to be used on administration. We already know we will be returning funding because we know how much needs to be sent out using cost-based workbooks for each childcare centre. We have a small bucket of flexibility funding for local priorities that we have maximized for 2025 within the guidelines. This inflexibility in funding has caused the increase to the municipal levy.

### **Social and Affordable Housing - \$41,469 increase to municipal levy**

Program costs have increased the municipal levy by \$41,469 from 2024 to 2025. The Local Housing Corporation (LHC) social housing units were downloaded to the DSSAB without capital reserves in 2000. At the same time, responsibility for the non-profit housing provider operating agreements was transferred to us. Although these units had reserves, they were minimal, and the buildings were, on average, 20 years old.

Due to decreases in federal funding and the current level of high inflation in the province, labour, material, and subcontractor costs continue to rise to meet the ongoing repairs and maintenance of our buildings and services to tenants.

### **Community Services – (\$9,384) decrease to municipal levy**

Community Services program costs, for our Women's Services and Housing Stability Programs have decreased the 2025 municipal levy by (\$9,384). This decrease has resulted from additional provincial funding for Esprit and the ability to utilize donations. Also, we continue to utilize one-time grant funding from the province and allocate deferred revenue funding for a portion of the Housing Stability Program.

## OPERATING AND CAPITAL BUDGET OVERVIEW CONTINUED

### **The Social Assistance Restructuring Allocation (SARS) - \$118,000 decrease to municipal levy**

There has been a \$118,000 decrease to the 2025 municipal levy from 2024. Funding to local food banks has increased by \$6,000, however the amounts for 2024 budget were not needed and put into reserves. Housing Stability had received additional Provincial funding for emergency food and shelter in 2024 that was used instead. Staff have recommended to adjust the approval process for the spending allocation. Each year's spending allocation shall be included and considered for approval by the Board as part of the annual consolidated budget each year. These funds are used to support those in our communities with the most limited resources and include funding for local food banks, the emergency shelter and energy program, community-based supports for children and the transitional support program.

### **Corporate Services – \$221,337 increase to municipal levy**

There has been an increase of \$221,337 to the municipal levy for 2025 compared to 2024. Program revenue recoveries are recorded to offset corporate service expenses. However, many programs have a stipulated amount they can spend on allocated administration, which we have maxed out. The remainder of administration that can't be covered by program revenue recoveries and interest income must be put on the municipal levy. Total corporate services costs have decreased \$113,761 in 2025 compared to 2024.

### **Contributions to Reserves – (\$31,601) decrease to municipal levy**

As communicated earlier, the Local Housing Corporation (LHC) buildings were transferred from the Province to the DSSAB without capital reserves in 2000. At the same time, responsibility for the non-profit housing provider operating agreements was transferred to us. Although these units had reserves, they were minimal, and the buildings were on average 20 years old.

One of our greatest priorities over the years has been to minimize the risk of a potential capital fund deficit for these buildings. To minimize this risk, in 2023, the Board approved the capital cost of an external consultant to assess and prepare 25-year building condition assessments (BCAs) on DSSAB, LHC and nonprofit housing provider building assets.

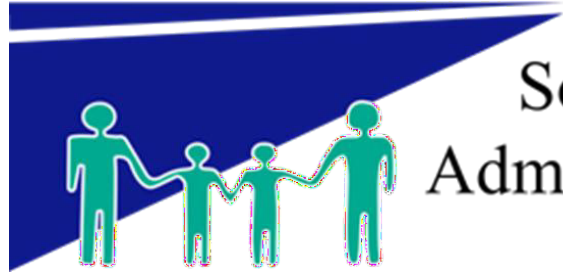
These BCAs will provide us with a 25-year guideline for capital replacement planning and capital reserve funding and have been uploaded into Yardi Financial system in 2024 to form the organization's asset management plan. Using these plans will allow management and the Board to make better decisions regarding the maintenance, replacing and disposing of infrastructure assets in a sustainable manner.

Total annual operating and capital costs incurred on each building will be reported and reflected in the asset management system and we will be able to establish a consistent funding approach which minimizes levy variability and formulates funding costs into the future to sustain program operations and infrastructure.

# TOTAL EXPENDITURES AND FUNDING

	2024 Budget	2025 Budget	Increase / (Decrease)
<b>Income Support</b>			
Income Support Financial Assistance	\$8,262,000	\$8,262,000	-
Income Support Program	3,666,684	3,327,300	-339,384
	<b>11,928,684</b>	<b>11,589,300</b>	<b>-339,384</b>
<b>Child Care Service Program</b>			
Child Care Service Management	852,547	3,474,127	2,621,580
External Child Care Providers	2,885,525	4,267,505	1,381,980
Directly Operated Child Care	6,509,223	6,035,771	-473,451
Quality Assurance	222,574	192,061	-30,513
Early Years	1,300,457	1,300,457	-
Inclusion Support Services	644,381	681,117	36,736
	<b>12,414,707</b>	<b>15,951,039</b>	<b>3,536,332</b>
<b>Housing Service Program</b>			
Housing Service Management	3,595,628	1,998,298	-1,597,330
Property Maintenance & Capital Projects	8,358,537	6,425,522	-1,933,015
Tenant Services	710,782	689,581	-21,201
NOAH Meadowview Housing	634,500	657,099	22,599
	<b>13,299,447</b>	<b>9,770,500</b>	<b>-3,528,947</b>
<b>Community Service Programs</b>			
Social Assistance Restructuring Fund	287,200	293,200	6,000
Women's Services	1,157,848	1,140,900	-16,948
Housing Stability	2,091,690	2,075,437	16,253
DSSAB Buildings Maintenance	434,265	466,902	32,637
	<b>3,971,003</b>	<b>3,976,439</b>	<b>5,436</b>
<b>Corporate Service Programs</b>			
Administration	2,427,358	2,397,837	-29,521
Information Technology	1,158,862	1,106,543	-52,319
	<b>3,586,220</b>	<b>3,504,380</b>	<b>-81,841</b>
<b>Contributions to Capital Reserves</b>			
Social Housing Capital Fund	735,000	735,000	-
DSSAB Buildings Capital Fund	700,000	500,000	-200,000
Information Technology Reserve	149,200	150,000	800
	<b>1,584,200</b>	<b>1,385,000</b>	<b>-199,200</b>
<b>Total Operating Costs</b>	<b>46,784,261</b>	<b>46,176,657</b>	<b>-607,604</b>
<b>Less Funding From Sources</b>			
Provincial Funding	23,046,963	26,596,218	3,549,255
Parent Fee Revenue	1,020,000	951,542	-68,458
Federal Funding	585,815	316,223	-269,592
Tenant Revenue	985,000	1,200,000	215,000
Investment Income	416,383	655,000	238,617
Other Revenue & Cost Recoveries	13,773,748	9,226,600	-4,547,148
	<b>39,827,908</b>	<b>38,945,583</b>	<b>-882,326</b>
<b>Net Municipal Levy</b>	<b>\$ 6,956,352</b>	<b>\$ 7,231,074</b>	<b>\$ 274,722</b>
<b>Residential Tax Rate</b>	<b>0.04431%</b>	<b>0.04538%</b>	<b>2.42%</b>
<b>Tax Dollars on a \$500,000 Residential Home</b>	<b>\$ 221.54</b>	<b>\$ 226.91</b>	<b>\$ 5.37</b>

# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Income Support & Stability Program

# INCOME SUPPORT & STABILITY PROGRAM - INTRODUCTION

The Income Support & Stability division provides integrated services through the administration of the Ontario Works program to eligible residents of the District of Parry Sound 16 years of age or older, by authority of the Ontario Works Act, 1997 and through the Housing Stability program and the administration of Homelessness Prevention Program funding provided by the Ministry of Municipal Affairs and Housing (MMAH).

## **Ontario Works**

The program provides Life Stabilization supports and provides referrals and coordination with a variety of community partners including Housing Stability, Housing Programs, Employment Ontario, CMHA, ODSP, Esprit and the West Parry Sound Health Centre. Adults must participate in these activities to enable them to become self-reliant.

Ontario Works also issues financial employment and discretionary benefits along with Homelessness Prevention Program funding to eligible OW participants to support life stabilization. The program supports other low-income individuals and Ukrainian migrants through the issuance of Emergency Assistance, which provides short term financial assistance to those that may be in crisis and works closely with our Housing Stability program in this regard. The integration of Income Support and Housing Stability aligns with the DSSAB's Strategic Plan. Offices are located in the Town of Parry Sound and the Village of South River.

## **Housing Stability**

The Housing Stability Program has two main program outcomes:

- To support those who are homeless obtain and retain housing.
- To support those at risk of homelessness remain housed.

The program and clients are supported through Homelessness Prevention Funding which is used to support rental/utility arrears, connection fees, rental deposits. The program works closely with our community partners to provide integrated supports, outreach and intense case management to the most vulnerable in our district.

## ***The Division is comprised of the following Staff:***

- Director of Income Support and Stability
- Supervisors of Income Support & Stability x 2
- Program Leads x 2
- Integrity Officers x 1
- Integrated System Navigators x 16
- Case Support Workers x 4



# INCOME SUPPORT & STABILITY PROGRAM – INTRODUCTION CONTINUED

*The Income Support & Stability Program provides the following services:*

## **Ontario Works**

- Case coordination and system navigation to a variety of life stabilization supports and services to OW participants and ODSP non-disabled adults
- Issuance of Participation, Mandatory and Discretionary Benefits for dental, vision care, travel, housing etc;
- Emergency Assistance issuance for other low-income individuals and Ukrainian Migrants
- Discretionary Benefits for ODSP recipients
- Administer Children's Rec Fund to Social Assistance recipients and Community Housing Tenants
- Completes the Eligibility Verification Process
- Provides access point to other DSSAB programs and services through Integrated System Navigators
- Provides Front Desk reception duties to the DSSAB

## **Housing Stability**

- Administer Homelessness Prevention Program funding to eligible clients to help secure or maintain stable housing.
- Operates transitional housing throughout the district
- Manage the By Name List, which tracks those who are homeless in the district along with chronicity that helps to prioritize supports and services.
- Provide intense case management with a Housing First approach.
- Provides outreach, referrals and leads community service coordination and system navigation with a variety of Stability Supports.
- Provides Public Education
- Provide Transitional Support to residents of Esprit and other victims of Domestic Violence and Human Trafficking
- Acts as a 'homelessness' resource to the DSSAB and the community at large

# INCOME SUPPORT & STABILITY PROGRAM – ACCOMPLISHMENTS

## ***2024 Major Accomplishments:***

### **Ontario Works**

- Expanded our Mental Health program with Community Counselling Centre to address waitlist pressures
- Integrated our Case Worker and Homelessness CRW's into a new integrated position called Integrated System Navigator
- Program continues connect those that can work to employment. In 2024 we are exceeding or maintaining our 2023 performance levels regarding % of caseload and % of exits to employment.
- Enhanced the work and coordination with Community Partners to provide wrap around supports.
- 23% of the caseload is enrolled in MyBenefits.
- Continue to enhance our FIIT Case Management System with increased integration of other DSSAB programs and streamlining to current processes.
- Continued our Employment Placement Program in partnership with Employment North
- Continued 100% completion rate for the EVP (Eligibility Verification Process).
- Transformational Coaching and Case Management training conducted across the district

### **Housing Stability**

- Began operating transitional housing to support those on our By Name List. In East Parry Sound (4 units). Will take over 1 unit in West Parry Sound as of January 1, 2025
- Integrated our Case Worker and Homelessness CRW's into a new integrated position called Integrated System Navigator
- Continued integration of our Community Relations Workers to provide transitional support for VAW/Human Trafficking Survivors at Esprit
- 60% of all people have been housed from our By Name List since inception in 2021
- Enhanced working relationships with community partners. Continued partnership with the West Parry Sound Health Centre for our Mental Health and Addiction Worker and the Safe Justice Bed program.
- Continued outreach to Food Banks, By Law, Municipal Offices, The Hub, NPLC's, encampments
- Memorandum of Understanding with Community Paramedicine program continued in 2024, looking to expand partnership to include ride-alongs for DSSAB staff to provide strategic and integrated services for mutual clients.

# INCOME SUPPORT & STABILITY PROGRAM – CHALLENGES

## *Significant Challenges for 2025:*

### **Ontario Works**

- Employment Services Transformation - As of March 1<sup>st</sup>, 2025, we will move over to the new model. College Boreal will be our new Service System Manager for Employment Services in the northeast catchment area.
- Included with this, an integrated Common Assessment has been implemented in Ontario Works and will 'integrate' services with Employment Ontario. The tool presents challenges for staff.
- We will see a gradual funding decrease over a 3-year period beginning in 2025 of \$482,200
- Full Centralized Intake expansion is expected in early 2025. The Ontario Works Intake Unit (OWIU) will be responsible for all initial eligibility for OW applications.
- No new rate increases for Ontario Works participants since 2018. A single person on OW receives \$733/month so ongoing inflationary pressures exacerbate the barriers of housing, transportation and food security with our clients.
- Mental Health and Addictions challenges among the caseload with an increased intensity. Services cannot meet demand.
- MCCSS forecasts that our caseload will increase to near pre-pandemic levels over the next 2 years to nearly 700. The average caseload has continued to creep up, currently at an average of 590 (up 5% over 2022).
- Lack of primary health care options

### **Housing Stability**

- Inflation making the cost of maintaining safe and stable housing a challenge for many.
- An increasingly aging and complex population that requires Alternate Levels of Care (ALC) due to medical, cognitive, or mental health concerns beyond the skill set of our staff.
- Housing supply especially for those with low incomes
- Community Mental Health and Addiction supports are struggling to keep up with demand.

## **2025 Budget Impacts:**

### **Ontario Works**

- Funding has been maintained at the same levels since 2018 with only a small PDF funding increase in 2025
- We will see a gradual funding decrease over a 3-year period beginning in 2025 of \$482,200

# INCOME SUPPORT & STABILITY PROGRAM – CHALLENGES

## **Housing Stability**

- Inflation will impact housing costs for low income and vulnerable people. Housing allowances and Rent Supplements are limited.
- Ongoing investment in Mental Health and Addiction worker in partnership with West Parry Sound Health Centre
- Taking over Lease from Esprit for transitional housing unit at 118 Church St in Parry Sound.

# INCOME SUPPORT PROGRAM - OPERATING BUDGET 2025

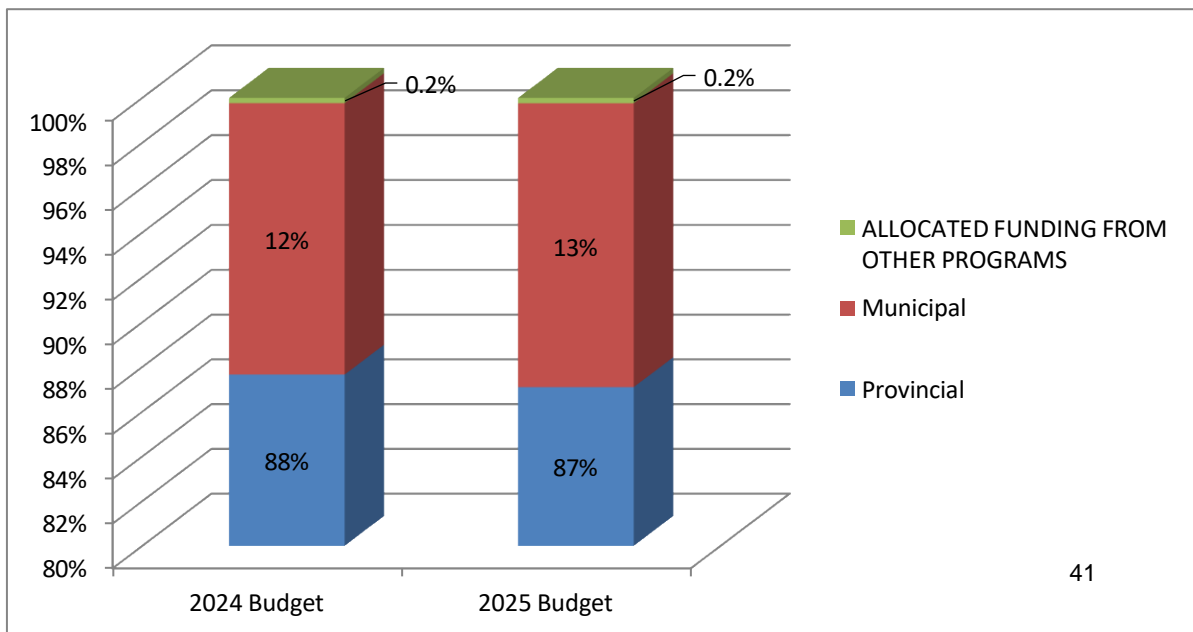
District of Parry Sound



Operating Budget 2025

## Income Support Program

	A	B	C	<div>VARIANCES</div> <div>Increase / (Decrease)</div>	
	2024 PROJECTI ON	2024 BUDGET	2025 BUDGET	2024 Projection vs 2024 Budget (B - A)	2025 BUDGET vs 2024 Budget (C - B)
Salaries & Benefits	1,087,496	1,836,334	1,445,484	748,838	-390,850
Operating Costs	1,075,475	1,504,950	1,632,416	429,475	127,467
Employment Assistance Costs			229,400	57,177	76,000
	248,223	305,400			
Child Recreation Fund	20,000	20,000	20,000	-	-
Financial Assistance Costs	5,031,344	8,262,000	8,262,000	3,230,656	-
<b>Income Support Program Costs</b>	<b>7,462,538</b>	<b>11,928,684</b>	<b>11,589,301</b>	<b>4,466,146</b>	<b>-339,383</b>
Less: Provincial Funding	-1,599,220	-2,194,692	-1,832,300	-595,472	362,392
Less: Allocated Funding from Other Programs	-19,070	-28,000	-28,000	-8,930	-
Less: Provincial Financial Assistance Reimbursement	-5,272,799	-8,262,000	-8,262,000	-2,989,201	-
<b>Total Municipal Levy Requirement:</b>	<b>571,449</b>	<b>1,443,992</b>	<b>1,467,000</b>	<b>872,543</b>	<b>23,009</b>
<b>Percentage of Municipal Levy</b>		<b>20.8%</b>	<b>20.3%</b>		
<b>Increase to Municipal Levy</b>			<b>23,008</b>		
<b>Percentage Increase to Municipal Levy</b>			<b>8.4%</b>		



# HOUSING STABILITY PROGRAM OPERATING BUDGET 2025

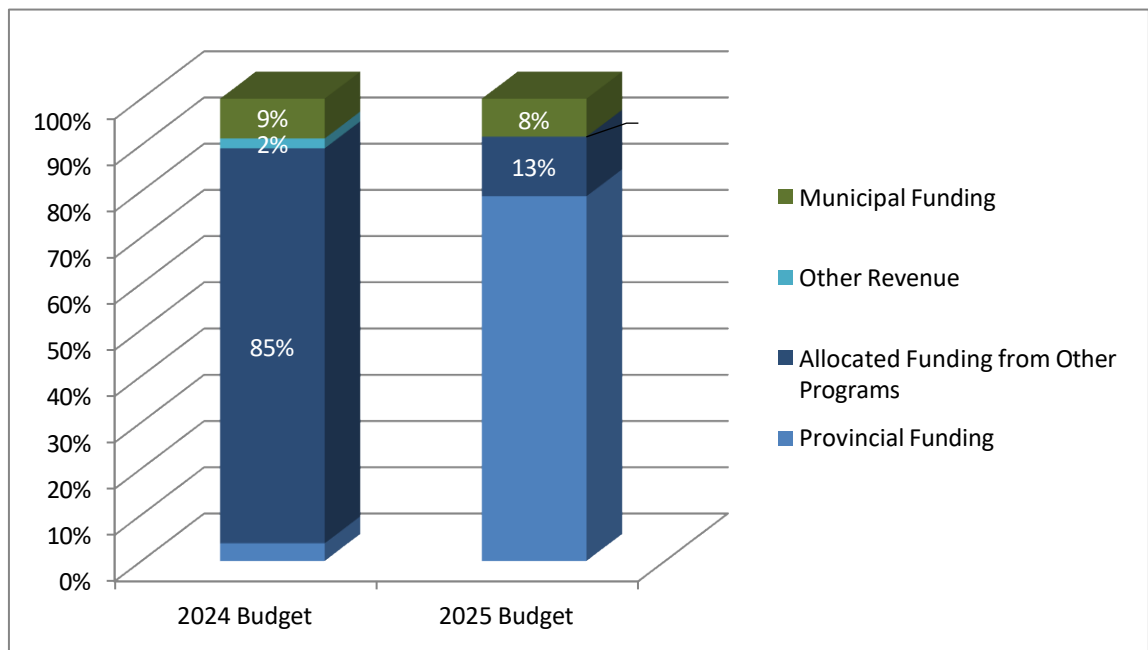
District of Parry Sound



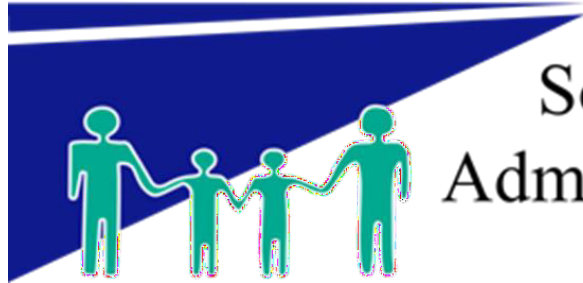
Operating Budget 2025

## Housing Stability Program

	A	B	C	<b>VARIANCES</b> Increase / (Decrease)	
				2024 Projection vs 2024 Budget (B - A)	2025 BUDGET vs 2024 Budget (C - B)
	2024 PROJECTION	2024 BUDGET	2025 BUDGET		
Homelessness Program	760,871	1,065,690	1,106,349	304,819	40,659
Client Expenditures	481,002	606,000	639,088	124,998	33,088
Emergency Heating and Shelter	127,391	190,000	190,000	62,609	0
Supportive Housing	109,895	230,000	140,000	120,105	-90,000
<b>Housing Stability Program Costs</b>	<b>1,479,159</b>	<b>2,091,690</b>	<b>2,075,437</b>	<b>612,531</b>	<b>-16,253</b>
Less: Provincial Revenue	-80,000	-80,000	-1,637,400	-	-1,557,400
Less: Allocated Funding from Other Programs	-830,335	-1,787,150	-267,250	-956,815	1,519,900
Less: Other Revenue	-	-44,369	-	-44,369	44,369
<b>Total Municipal Levy Requirement:</b>	<b>568,824</b>	<b>180,171</b>	<b>170,787</b>	<b>-388,653</b>	<b>-9,384</b>
<b>Percentage of Municipal Levy</b>		<b>2.6%</b>	<b>2.4%</b>		
<b>Increase / (Decrease) to Municipal Levy</b>			<b>-9,384</b>		
<b>Percentage Increase to Municipal Levy</b>			<b>-3.4%</b>		



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Childcare Service Management Program

## CHILDCARE SERVICE MANAGEMENT PROGRAM - INTRODUCTION

The DSSAB is the designated childcare and early years' service system manager responsible for planning and managing licensed childcare services and EarlyON Child and Family Centres in the District of Parry Sound. Childcare Service Management provides leadership, guidance, and support to licensed childcare programs in the District. Childcare Service Management determines eligibility for income support and hours of care for families that reside in the district and oversee the billing process for directly operated childcare programs. The Quality Assurance Program ensures that high quality childcare is available in all licensed childcare programs. Regular visits allow our staff to support and enhance programs and provide opportunities for growth in the sector.

### **The Program is comprised of the following Staff:**

- Director of Childcare Service Management
- Supervisor of Childcare Service Management
- Supervisor of Quality Assurance
- Program Support Worker

### **The Childcare Service Management provides the following services:**

- Eligibility for childcare fee subsidy and hours of care for families in the District of Parry Sound
- Purchase of Service Agreements with child care operators
- Review and monitor Child Care Licensing System
- Cross jurisdictional agreements with other service managers – shared boundaries of child care programs
- Organize/provide training and development opportunities for child care programs in the district
- Provide funding to child care providers to support appropriate repairs and maintenance – maintain health and safety compliance.
- Administer the Canada Wide and Early Learning Child Care agreement for the district
- Responsible for developing and implementing the 5 Year Early Years and Child Care Plan for the district.



# CHILDCARE SERVICE MANAGEMENT PROGRAM – ACCOMPLISHMENTS, CHALLENGES

## **2024 Major Accomplishments:**

- Ongoing partnership with Nipissing DSSAB to work with OneHSN Child Care Connect to develop a Service System Manager platform that will support external providers with data and budget submissions – pilot ongoing
- Align billing with directly operated admin – no longer under CCSM portfolio
- Implementation of the District of Parry Sound Child Care Application Portal – July 2024
- Welcomed new CWELCC approved child care operator, Clara's Place Preschool – addition of 26 spaces
- Expansion project underway with Adventure Academy – will add 12 new spaces

## **Significant Challenges for 2025:**

- Ongoing implementation of CWELCC.
- Early Years Advisors with Ministry of Education no longer available to support Service Managers (previously hosted monthly meetings, available for questions/answers, conduit to the Ministry of Education (MEDU))
- Continued implementation of the Directed Growth Strategy – limited on number of spaces permitted to open in district
- 2025 Cost Based Allocation – new funding formula, guidelines and new Transfer Payment Agreement
- Training opportunities for providers

## **2025 Budget Impacts:**

- Implementation of OneHSN Child Care Connect – Service System Manager Database
- Develop 2024-29 Child Care Service Plan – Consultant Fee (\$15,000)
- Environmental Scan for Child Care to support Service Planning – (\$15,000)
- Implementation of the 2025 Cost Based Allocation funding formula – many unknowns

# CHILDCARE SERVICE MANAGEMENT PROGRAM OPERATING BUDGET 2025

District of Parry Sound

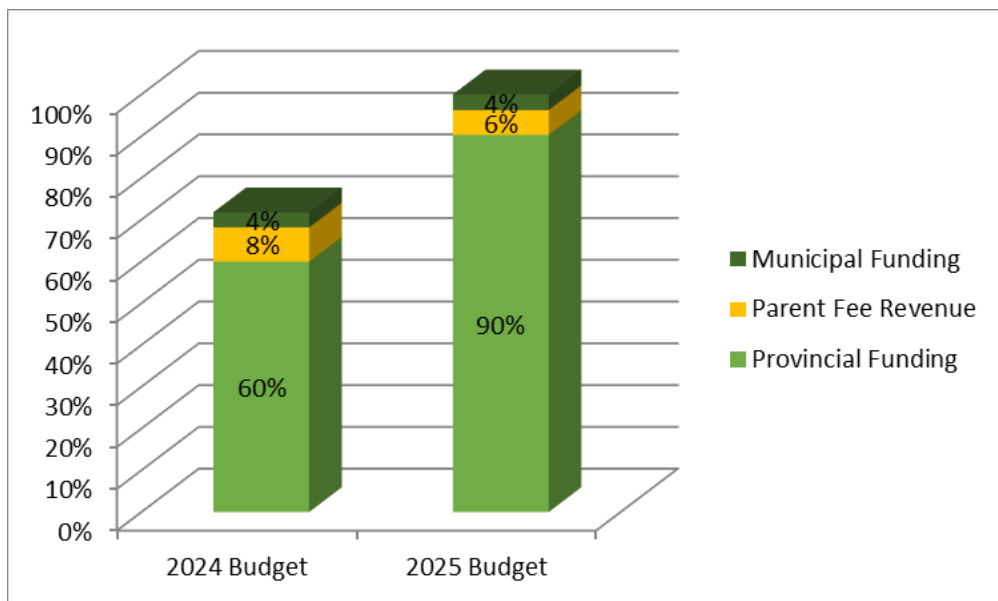


Social Services  
Administration Board

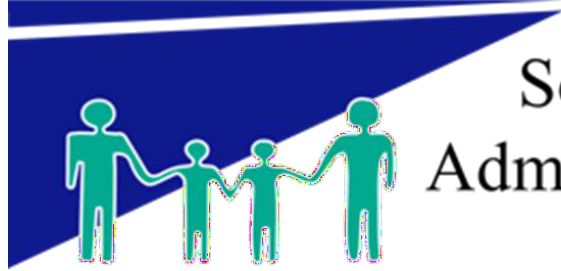
Operating Budget 2025

## Child Care Service Management Program

	A	B	C	VARIANCES Increase / (Decrease)	
				2024 Projection vs 2024 Budget (B - A)	2025 BUDGET vs 2024 Budget (C - B)
	2024 PROJECTION	2024 BUDGET	2025 BUDGET		
Child Care Service Management	767,292	852,547	3,474,127	85,255	2,621,580
Quality Assurance	211,445	222,574	192,061	11,129	-30,513
Directly Operated Child Care	6,509,223	6,509,223	6,035,771	0	-473,451
Early Years	1,131,398	1,300,457	1,300,457	169,059	-
Inclusion Support Services	612,162	644,381	681,117	32,219	36,736
External Child Care Centres	2,770,104	2,885,525	4,267,505	115,421	1,381,980
<b>Child Care Program Costs</b>	<b>12,001,624</b>	<b>12,414,706</b>	<b>15,951,039</b>	<b>413,083</b>	<b>3,536,332</b>
Less: Provincial Funding	-7,365,602	-7,440,002	-14,402,011	-74,400	-6,962,010
Less: Provincial CWELCC Funding	-3,435,012	-3,505,114	-	-70,102	3,505,114
Less: Parent Fees	-969,000	-1,020,000	-951,542	-51,000	68,458
Less: Deferred Revenue	-	-	-	-	0
<b>Total Municipal Levy Requirement:</b>	<b>232,010</b>	<b>449,590</b>	<b>597,486</b>	<b>217,581</b>	<b>147,894</b>
<b>Percentage of Municipal Levy</b>		<b>6.5%</b>	<b>8.3%</b>		
<b>Increase to Municipal Levy</b>			<b>147,894</b>		
<b>Percentage Increase to Municipal Levy</b>			<b>53.8%</b>		



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Directly Operated Childcare Program

## DIRECTLY OPERATED CHILDCARE PROGRAM - INTRODUCTION

Directly Operated Childcare Programs are responsible to deliver high quality, inclusive, developmentally appropriate childcare services to the families in the District of Parry Sound. Each licensed childcare program is legislated by the Childcare and Early Years Act, as well, the Ontario Ministry of Education has created a foundational pedagogy “How Does Learning Happen?” that guides all of the programs in their planning. The childcare programs work closely with many community partners to ensure that families are well served regardless of their challenges. The EarlyON Child and Family Centres and Inclusion Support Services must follow the provincial funding and operational guidelines provided by the Ministry of Education.

### **The Department is comprised of the following Staff:**

- 1 Director of Directly Operated Childcare Programs
  - Early Learning and Childcare Centre Staff:
    - 3 Program Supervisors (Registered Early Childhood Educators)
    - 4 Program Team Leaders (Registered Early Childhood Educator)
    - 25 Preschool Teachers (Registered Early Childhood Educators)
    - 5 Preschool Teachers (Non-Early Childhood Educators)
    - 4 Part-time Cooks
    - 4 Housekeepers
  - Home Childcare Program
    - .5 Program Supervisor (Registered Early Childhood Educator)
    - 2 Home Visitors (Registered Early Childhood Educators)
    - Licensed for 20 Home Childcare Providers under the new CWELCC funding guidelines
  - School Age Programs
    - Program Supervisor (Registered Early Childhood Educator) shared with Fairview and First Steps
    - 3 Ministry Approved Program Staff (1 Registered Early Childhood Educator and 2 Non-ECE's)
  - Inclusion Support Services
    - .5 Program Supervisor (Registered Early Childhood Educator)
    - 6 Resource Consultants (Registered Early Childhood Educators)
  - Directly Operated Admin
    - .5 Program Supervisor (shared position with Highlands)
    - 2 Case Support Workers

# **DIRECTLY OPERATED CHILDCARE PROGRAM – INTRODUCTION & ACCOMPLISHMENTS**

## **The Directly Operated Childcare Programs provides the following service:**

- Families able to access licensed child care across the district through services at 4 Early Learning and Child Care Centres and a Home Child Care Program with locations in several communities
- Inclusion Support Services offers free child development support to children, licensed child care programs, and EarlyON Child and Family Centres district wide assisting with successful inclusion of all children in various aspects of a child care program regardless of their diagnosis or developmental challenges
- Through the support of the Child Care Service Management Team, our licensed child care programs offer child care spaces to families that qualify for fee subsidy
- School Age Programs are offered on the east side of the district and are located in schools where children can move seamlessly between their classrooms and the child care program. Mapleridge offers both Before and After School Care while Sundridge Centennial offers After School only. The largest program located in Mapleridge Elementary School in Powassan offers a full day program during the summer months based on the community need and program viability
- Partner with several community agencies, for example, One Kids Place, Handsthefamilyhelpnetwork, NBPS District Health Unit, Children's Aid Society, and four school boards as well as other DSSAB departments to offer families wrap-around care where possible
- In-house parent billing account management through the newly formed Directly Operated Admin program that streamlines the invoicing and fee collection process for the licensed child care programs

## **2024 Major Accomplishments:**

- All licensed child care programs utilize the Lillio platform to enhance parent communication, record keeping, billing, and fee collection through automatic withdrawal of fees for service
- Reviewed and revised the Home Child Care Program operations based on risk factors and better aligned the provider contract and policies to reflect the status of an independent contractor
- Offered 1 School Age summer program that was well attended
- Amalgamated Waubeek to one building reducing the administrative burden and increasing the licensed capacity by 10 spaces
- Maintain the CWELCC base-fees and utilize ministry funding to support the licensed child care programs with purchasing and staff training

# DIRECTLY OPERATED CHILDCARE PROGRAM – CHALLENGES & BUDGET IMPACTS

## **2024 Major Accomplishments continued:**

- With the support of ministry funding for staff training, the centre-based programs were able to train staff and re-engage with offering the Seeds of Empathy program to eligible children
- The ISS Resource Consultants completed Reaching In Reaching Out train the trainer certification and were able to offer the training to all district wide licensed child care staff to support the full inclusion of all children
- Able to move qualified staff between programs to avoid licensed child care centres closing playrooms due to staffing shortages
- All licensed programs were able to maintain operating capacities given staffing availability
- Re-located the parent billing and account management administrative functions under the new program now known as the Directly Operated Admin program which has streamlined and removed administrative burdens on the licensed programs
- Successfully navigated the Ministry of Education's funding modernization and had a positive outcome to the mandated Value for Money Audit of the 4 ELCCCs.
- Transitioned individual program wait lists to the district-wide OneHSN portal where family and community needs can be disseminated

## **Significant Challenges for 2025:**

- Recruitment and retention of qualified staff to meet the needs of all the Directly Operated Child Care Programs
- Increase the casual roster to ensure consistent staffing in the licensed child care centres
- Recruit Home Child Care Providers in underserviced communities to meet the child care demands while remaining within the Child Care Service Management Growth Strategies Plan
- Maintain viability of School Age Programs while meeting the demands of the communities and addressing the staffing shortage
- Inability to physically increase the number of child care spaces in the district to meet the needs of working families due to the lack of provincial capital funding
- Meeting program quality expectations without additional staff over the licensed minimums to support program planning and special events
- Invest in quality programming while navigating the Ministry of Education's new cost-based funding formula guidelines
- Further reduce the administrative burden on the child care programs to meet the funding guidelines
- Increase in the funding allocation for Special Needs Resourcing and the impact on the ISS Resource Consultant caseload

# DIRECTLY OPERATED CHILDCARE PROGRAM – CHALLENGES & BUDGET IMPACTS

## **2025 Budget Impacts:**

- CWELCC parent fee reduction for 2025 was a larger reduction than was initially anticipated and will impact the full-day equivalency rates
- Navigation of the cost-based funding formula and the impact on the daily program operations of the licensed programs remains hugely unknown, especially given the administrative allowance and reporting of actual expenditures
- Balancing the supply staff budgeted allowances with the actual need for staff coverage given the unionized staff vacation and sick-time allowances creates a budget deficit every year
- Increase to unionized staff wages and benefits under the latest collective agreement will impact the overall wage allowance driving up the operational costs of each program beyond the ministry base-funding allowance increase of 2.5%
- Engaging in a risk analysis of each program utilizing the auspices outlined in the value for money audit will hopefully identify gaps in service delivery and access to funding opportunities
- Segregating and realigning the individual program budgets to be more transparent with reporting and analyzing expenditures will assist program supervisors in business model-based operations

### Directly Operated Centres in the District of Parry Sound





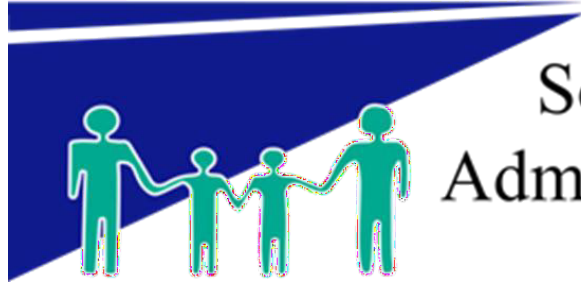
## Home Child Care Providers in the District of Parry Sound



## EarlyON Child & Family Programs



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Housing Service Management Program

# HOUSING SERVICE MANAGEMENT PROGRAM - INTRODUCTION

The DSSAB is the designated housing service manager responsible for funding and administration of community housing programs and oversees affordable housing projects in the District of Parry Sound. To meet local housing needs, service managers may use federal, provincial, and municipal funds to establish, administer and fund housing and homelessness programs and services. Housing Programs provides leadership, guidance, and support to the Local Housing Corporation and Non-Profit Housing providers in the district and adheres to the rules set out in the Housing Services Act (HSA). Housing Programs is responsible for the administration of Rent Geared to Income and managing the Centralized Wait List. Housing Programs seeks opportunities to create affordable housing and maintains a strong working relationship with local landlords and potential developers.

## **The Department is comprised of the following Staff:**

- Director of Housing Operations and Service Management
- Supervisor of Housing Programs
- Community Relations Worker – Community Development
- Community Relations Worker – Housing Programs
- Program Support Workers (2)

## **The Housing Program provides the following services:**

- Responsible for the Centralized Wait List
- Review eligibility and determine subsidy amount for Rent Geared to Income (RGI)
- Review eligibility for the special priority designation for the Centralized Wait List
- Administration of Ontario Renovates Program and Home Ownership
- Review eligibility and administer:
  - Rent Supplements
  - Canada Ontario Housing Benefit
  - Affordable Housing
  - Canada Ontario Community Housing Initiative/Ontario Priorities Housing Initiative
- Maintain operating agreements with Non-Profit Housing providers
  - Parry Sound Non-Profit Housing Corporation
  - Georgian Bay Native Non-Profit Housing Inc.
  - Golden Sunshine Municipal Non-Profit

# HOUSING SERVICE MANAGEMENT PROGRAM – ACCOMPLISHMENTS & CHALLENGES

- Provide training and development opportunities for Local Housing Corporation and Non-Profit Housing providers
- Statistical reporting to Ministry of Municipal Affairs and Housing
- Creation of affordable housing projects
- Landlord engagement

## **2024 Major Accomplishments:**

- Addition of 0.5 FTE to support program changes from YARDI implementation – Housing Support Worker
- Canada Ontario Housing Benefit (COHB – received additional funding allocation)
- Successful with request for extension of Social Services Relief Fund 4/5
- Finalized COCHI/OPHI Year 5
- Received COCHI/OPHI Year 6 funding allocation
- Began to discharge loans from 2023-24 – Ontario Renovates and Home Ownership

## **Significant Challenges for 2024:**

- End of operating agreements with Non-Profit Housing providers – still in conversations with Golden Sunshine and Georgian Bay Native Non-Profit – to be completed in 2025 (due in 2024)
- Capital program with Non-Profit Housing providers – increased costs of materials/labour/access (ongoing)
- Still underway from 2024 - Utilize Rent Café for waitlist – undergoing system refresh
- Delay with federal funding – impacted COHB allocation and timeline to eligible applicants

## **2025 Budget Impacts:**

- End of Mortgages – no longer receive federal funding for mortgages for non-profit housing providers
- Cost of Rent-Geared-to-Income subsidy will be DSSAB
- Rising cost of labour/materials impacts completion timelines for capital projects – reporting timelines to MMAH (may impact use it/lose it by specific date)
- Increased rents have made it difficult to assist the same number of rent supplement households
- Increasing requests for Ontario Renovates Accessibility Grant – increase to cost of labour/materials
- Anticipating loan discharges from Ontario Renovates projects – approximately 36 pending

# HOUSING PROGRAM OPERATING BUDGET 2025

## District of Parry Sound

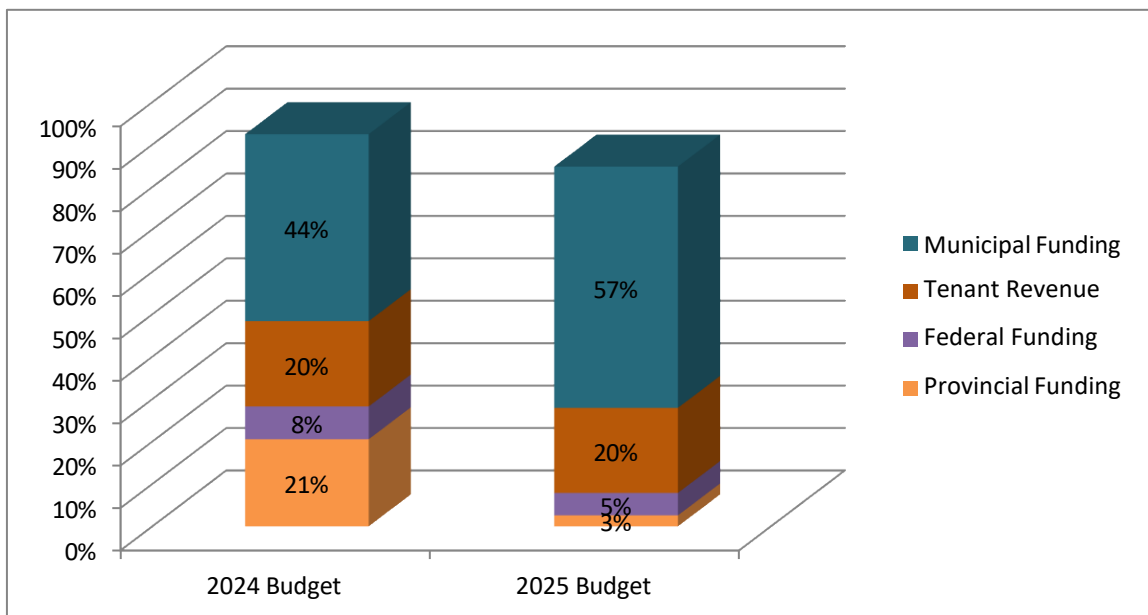


Social Services  
Administration Board

### Operating Budget 2025

#### Housing Program

	A	B	C	VARIANCES Increase / (Decrease)	
				2024 Projection vs 2024 Budget (B - A)	2025 BUDGET vs 2024 Budget (C - B)
	2024 PROJECTION	2024 BUDGET	2025 BUDGET		
Housing Service Manager	2,538,414	3,095,627	1,498,298	557,213	-1,597,329
Housing Tenant Services	638,116	710,781	689,581	72,666	-21,201
Housing Property Maintenance	2,982,123	3,139,077	3,136,532	156,954	-2,545
Housing Meadowview	523,325	634,500	657,099	111,175	22,599
<b>Housing Program Costs</b>	<b>6,681,978</b>	<b>7,579,986</b>	<b>5,981,510</b>	<b>898,007</b>	<b>-1,598,476</b>
Less: Provincial Revenue	-1,401,660	-1,557,400	-156,000	-155,740	1,401,400
Less: Federal Funding	-585,815	-585,815	-316,223	-	269,592
Less: Tenant Revenue	-1,692,750	-1,525,000	-1,200,000	167,750	325,000
Less: Other Revenue	-420,372	-46,708	-627,021	373,664	-580,313
Less: Property Management Overhead Recovery	-498,052	-524,265	-300,000	-26,213	224,265
<b>Total Municipal Levy Requirement:</b>	<b>2,083,330</b>	<b>3,340,798</b>	<b>3,382,266</b>	<b>1,257,468</b>	<b>41,468</b>
<b>Percentage of Municipal Levy</b>		<b>48.0%</b>	<b>46.8%</b>		
<b>Increase to Municipal Levy</b>			<b>41,469</b>		
<b>Percentage Increase to Municipal Levy</b>			<b>15.1%</b>		





# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Housing Tenant Services Program

# HOUSING TENANT SERVICES - INTRODUCTION

Under the umbrella of the Housing Operations Department, Tenant Services provide supports and direction to all tenants within the Parry Sound District Housing Corporation, and Non-Profit Organization for Almaguin Housing, to preserve or dissolve tenancy.

## **The Department is comprised of the following Staff:**

- Director, Housing Operations
- Supervisor, Tenant Services
- Community Relations Worker, Tenant Services (West)
- Community Relations Worker, Tenant Services (East)
- Community Relations Worker, Tenant Services (PSNP and Family Homes)
- Program Support Worker

## **The Tenant Services program provides the following services:**

- Tenant mediation and resolution
- Landlord Tenant Board Notices relating to eviction, and disruption of reasonable enjoyment
- Landlord Tenant Board hearing preparation, and attendance
- Organizing, and delivering Tenant Education workshops, to include Parry Sound Non-Profit Organization
- Monitoring rental arrears, reporting to the Housing Service Manager for the provincial data base upload
- Repayment agreements
- Showing units
- Lease agreements
- Assisting with documents as it pertains to ongoing eligibility
- Tenant complaints
- Referrals as needed to community agencies
- Rent collection
- Annual Market Increase letters as per legislation
- Annual rental income tax receipts
- Financial system coordination with Ontario Works and Ontario Disability Support Program
- Service coordination (internally and external)/case coordination
- Maintaining internal service coordination software (FIIT) data base
- Collection of deposits
- Direct oversight of tenant ledgers



# HOUSING TENANT SERVICES – ACCOMPLISHMENTS & CHALLENGES

## **2024 Major Accomplishments:**

- Completion of upgrading software within Housing Operations: YARDI
- Tenant education sessions were had throughout the district; to include family Parry Sound Non-Profit tenants
- Overall tenant communication and service delivery has improved.
- The program has made good efforts in addressing rental arrears effectively through repayment agreements, along with delivering Notices for nonpayment of rent.
- Updated the leases for the LHC and held tenant lease workshops across the district.
- Supervisor of Tenant Services continues to work closely with a paralegal in serving notices and evictions. This has proven to be successful in the orders received by the Landlord Tenant Board.
- Assumed the responsibility of maintaining tenant ledgers, and processing payments within the YARDI/RentCafe software.

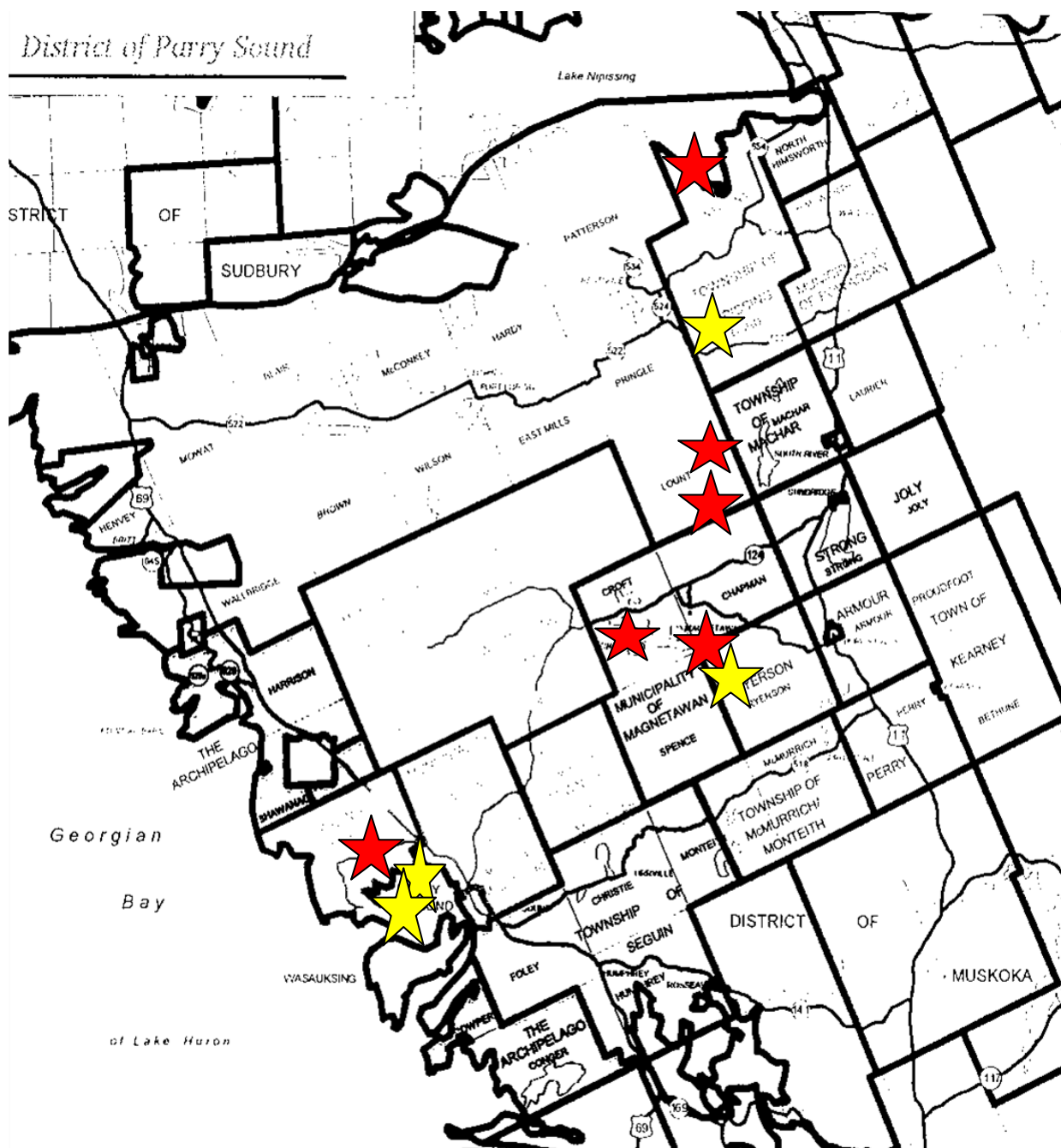
## **Significant Challenges for 2025:**

- Mental wellness and substance misuse more prevalent; not seeing increased services. This has come at an expense to the Housing Operations Department as security services were required for a long period of time prior to successful order to evict.
- Landlord and Tenant Board Hearing times are currently 9-15 months.
- Continued work with PSNP regarding Tenant Educational sessions.
- Will be engaging in a Communication Strategy to improve engagement with Tenants.

## **2025 Budget Impacts:**

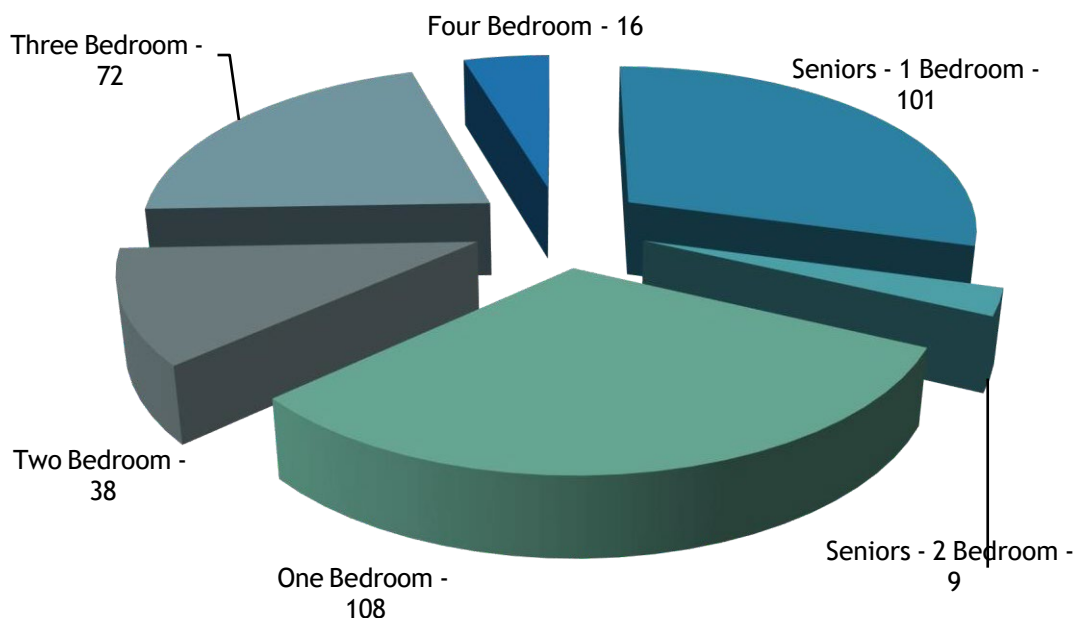
- Displacement of tenants due to major repairs to units has been on the rise in 2024.
- An opportunity was presented by the Housing Service Manager; additional funding to support the Parry Sound Non-Profit Housing organization in tenant relations, and education. 1 FTE is requested to not only provide this service to PSNP, but also serve the family homes across the district. 2025 this will be extended.
- As evictions are very complicated, and are of last resort, accessing legal services via a paralegal remains a priority for the upcoming year.

## LOCATION OF SOCIAL HOUSING UNITS

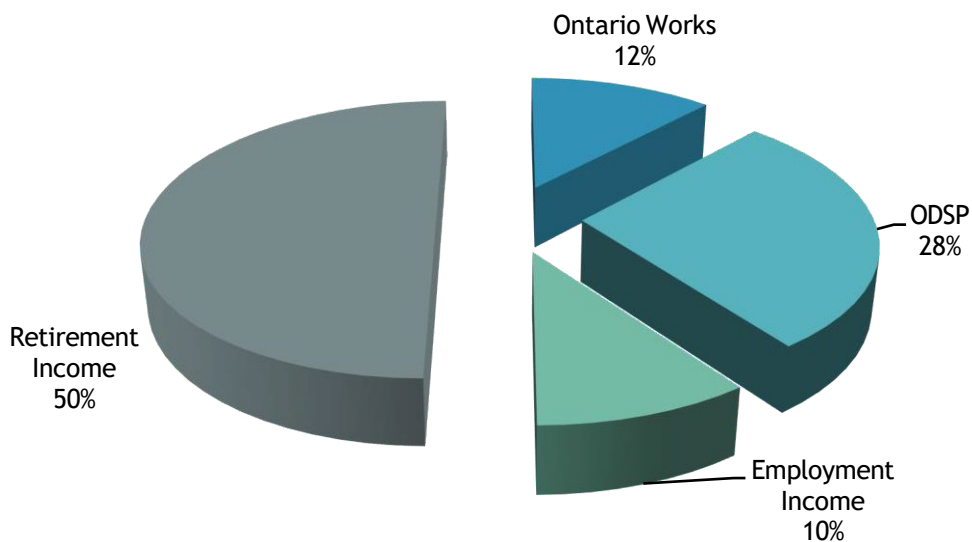


# SOCIAL HOUSING UNITS AND TENANT INCOME SOURCES

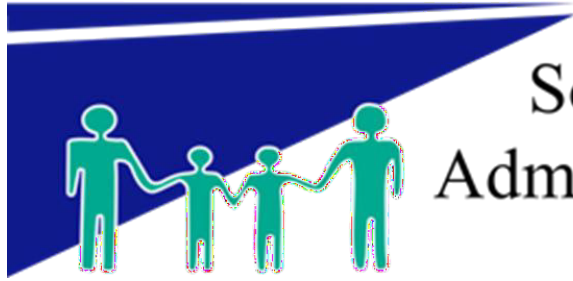
## Social Housing Units in the District



## LHC Tenant Income Sources



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Housing Property Maintenance & Capital Projects

# HOUSING PROPERTY MAINTENANCE & CAPITAL PROJECTS - INTRODUCTION

Under the umbrella of the Housing Operations Department, the Property Maintenance and Capital Projects program oversees the maintenance, capital repair and planning for the District of Parry Sound Social Services Administration Board (DSSAB) across the district of Parry Sound, to include property maintenance of the Non-Profit Organization for Almaguin Housing (The Meadow View, Powassan).

The Parry Sound District Housing Corporation (the Local Housing Corporation or LHC) is a wholly owned subsidiary of the District of Parry Sound Social Services Administration Board (the DSSAB). It was incorporated under the *Business Corporations Act*.

Housing Operations is 100% Municipally funded, and adheres to the *Residential Tenancy Act*, along with the *Housing Services Act*.

There are 215 rent-geared-to-income units, along with 25 affordable, and 25 market units within the portfolio for a total of 265 homes/units.

A total of 5 DSSAB buildings (Beechwood Drive, Waubeek Street and Esprit Place in Parry Sound, Highlands Childcare Emsdale, and Toronto Ave. South River), 8 PSDH apartment buildings (Parry Sound, Magnetawan, Sundridge, South River, Burk's Falls, Callander), 1 NOAH apartment building (Powassan), and 53 family units across the district (South River, Burks Falls, Parry Sound)

## **The Department is comprised of the following Staff:**

- Director of Housing Operations
- Supervisor of Capital Projects
- Supervisor of Property Maintenance
- Coordinator, Capital Projects
- Facilities Maintenance Technician WEST (currently vacant seconded to Program Lead)
- Facilities Maintenance Technician – Custodian (part time, Callander now utilizing a contractor due to little response to posting)
- Facilities Maintenance Technician – WEST
- Facilities Maintenance Technician –EAST x 2
- Community Relations Worker – Maintenance WEST
- Community Relations Worker - Maintenance EAST
- Property Management Clerk – (Currently a contract after staff retirement)
- Program Support EAST- Shared position between Tenant Services/Maintenance
- Custodial contracts (South River, Magnetawan, Beechwood, Toronto Ave, Sundridge, Burks Falls)

## **The Property Maintenance and Capital Projects program provides the following services:**

- Move out inspections, along with move in inspections
- Coordination of contractors for unit move in readiness
- Minor maintenance and repairs done internally

# HOUSING PROPERTY MAINTENANCE & CAPITAL PROJECTS - ACCOMPLISHMENTS

**The Property Maintenance and Capital Projects program provides the following services continued:**

- Coordination of contractors for major repairs
- Preventative maintenance inspections
- Smoke detector and CO2 inspections
- Fire Suppression Systems
- Updates and shares Fire Plans for all LHC/NOAH buildings
- Screening and recruitment for the Qualified Contractor list
- Asbestos management
- Custodial duties
- Office moves, hanging boards/pictures
- Creation and follow up of Work Orders, and Purchase orders
- Payment processing
- Manage the yard maintenance and snow removal RFQ process and awarding
- Manage the ongoing contracts for yard maintenance and snow removal each year
- Respond to, and rectify maintenance complaints
- Scheduling relevant maintenance work for both the DSSAB owned buildings, along with LHC/N.O.A.H. buildings
- Waste management for LHC/NOAH and Administration buildings
- Capital projects based on current condition, along with Building Condition Assessments (BCA)
- Oversee tender process for capital repair, addition, or replacement
- Unit clean out
- Lock/Fob maintenance
- Inventory control and maintenance of LHC/N.O.A.H. assets
- Ordering supplies
- Eaves trough maintenance
- On Call after hours maintenance and coordination of maintenance/repairs
- Heat filter and duct inspection and light maintenance
- Oversee the preventative maintenance contracts for HVAC, elevators, roof management, asbestos survey, alarms, and water purification
- Investigating energy efficiencies, and conversion planning
- Cost sourcing
- Maintaining the Electrical Safety Authority Data Base (ESA)
- Septic Management
- Maintain by-law expectations for the property standards

# HOUSING PROPERTY MAINTENANCE & CAPITAL PROJECTS – CHALLENGES & BUDGET IMPACT

## **2024 Major Accomplishments:**

- A new position - Supervisor of Maintenance was filled in January 2025.
- YARDI implementation was successful (June 2024) and has created convenience and efficiency for staff.
- Hired a Community Relations Worker (Maintenance), along with a Program Support Worker in the East side of the district.
- Successfully implemented regular building and unit inspections, therefore positioning to be better with preventative maintenance measures.
- Completed, and nearing completion of several capital projects: Esprit Renovation, 66 Church Street exterior up grades, Belvedere windows (completion January 2025), exterior upgrades at 1 Beechwood, renovation at Waubeek Daycare to allow for the rental of 66 B Waubeek St.
- Extensive renovations on 4 units in response to either mould, asbestos disruption, or both. This resulted in some cases of tenant relocation.
- Completion of renovation on 3 family units. One located on Broadway Ave. South River, and the other on Queen St. Burk's Falls. As a response to the Centralized Waitlist growing need of 1 bedroom, and 2-bedroom units in the east side of the district; three family units were retrofitted into 4 single units, and 2- 2bedroom units. Subsequently, a partnership was formed with Housing Stability for the creation of 4 supported transitional units.
- Working toward assuming the responsibility of maintaining all DSSAB buildings.

## **Significant Challenges for 2025:**

- Expense of extensive renovations, and subsequent tenant relocation/displacement due to mould and asbestos within the housing stock
- Increase of mental wellness and substance misuse with minimal services to respond.
- Creating an asset management plan based on updated building condition assessments (BCA)
- Development of Housing Policies as per separation of Housing Programs, and Housing Operations
- Working through new business processes with the separation of maintenance and capital programs
- As per the BCAs required work on buildings now identified. Staffing and contractor capacity may be a challenge.
- Aging buildings requiring large maintenance repairs, abatement or remediation
- Developing standards for both the Maintenance and Capital programs

## HOUSING PROPERTY MAINTENANCE & CAPITAL PROJECTS – CHALLENGES & BUDGET IMPACT

### 2025 Budget Impacts:

- Providing maintenance services to all DSSAB buildings will require additional staffing. This service will now include the monitoring of the DSSAB buildings with the afterhours on call, along with monthly preventative maintenance inspections
- Cost of materials, along with services continues to be significantly higher.
- Service providers are more difficult to secure in a timely fashion
- Aging buildings require more preventative maintenance measures to include abatement of asbestos when necessary
- Landlord Tenant Board back log creates the risk of profit loss, and further damage to unit while awaiting evictions.
- Complexity of tenants with mental wellness and substance misuse issues, and with minimal outside services to respond, creates risks associated with damage of assets, along with safety requirements such as entering a unit in pairs.
- Catching up on maintenance issues and capital projects for all DSSAB and PSDH buildings
- Replacement of the West side work van; working toward an additional East van to provide more capacity of maintenance work completed. The East side of the district is vastly larger, and currently a significant portion of the day is traveling.



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Women's Services Program (Esprit Place)

## **WOMEN'S SERVICES PROGRAM (ESPRIT PLACE) – INTRODUCTION**

Esprit Place Family Resource Centre provides single window access for all female identifying survivors of violence or abuse and their dependents in the District of Parry Sound, to immediate protection and quality support provided in a coordinated and integrated manner. This may include access to emergency shelter, income and housing support, referrals for medical treatment and police interventions, social, psychological, legal assistance, ongoing counselling and support, and support for children experiencing violence. All services and programs are voluntary, free of charge, and confidential. Esprit Place operates 10 emergency shelter beds in a secured facility which is staffed 24 hours a day, seven days a week. There are individual bedrooms for privacy, and common areas shared by all residents. We strive to maintain a safe home atmosphere, with expectations of co-operation and tolerance from everyone within the household. Esprit Place provides a friendly and supportive atmosphere for children.

### **The Department is comprised of the following Staff:**

- Director of Women's Services (1)
- Supervisor – Esprit Place (1)
- Clinical Counsellor (1)
- Residential Program Workers (4 Full-time; 2 Part-time)
- Relief Councillors (6)
- Outreach Worker (1)

### **The Women's Services Department provides the following services:**

- Residential Services (Esprit Place Family Resource Centre)
  - Supportive counselling
  - Temporary safe and secure shelter residence
  - Provision of food and other residential supports (i.e. blankets, hygiene products)
  - Emergency transportation
  - Referrals or linking women to alternative accommodations
  - Assisting with housing applications
  - Provision of information on rights, options, and available services
  - Development of safety strategies or plans for women and their children
  - Assistance with information on immigration, transportation and cultural interpretation
  - Services through the local crisis phone line
  - Outreach to women, including promoting shelter services
  - Advocacy on behalf of the woman and her children
  - Children's Programming and referrals to Childcare

- Non-Residential Services
  - 24-hour Crisis Phone
  - Crisis Intervention and Supportive Counselling
  - Emergency Transportation to Esprit Place or another shelter (in partnership with other agencies)
  - Community Liaison, Referrals, and Advocacy
- Children's Voices
  - Individual counselling for children or youth
  - Consultation with parents regarding behaviour strategies
  - Group work focusing on topics such as self-esteem, self-care, anger management, and healthy relationships
- The Transitional Housing Support Program
  - To provide enhanced housing supports across the District to prevent homelessness.
  - Funds one additional community relations worker to work with vulnerable populations in our community
- VAW Coordinating Committee

# **WOMEN'S SERVICES PROGRAM (ESPRIT PLACE) – ACCOMPLISHMENTS, CHALLENGES & BUDGET IMPACTS**

## **2024 Major Accomplishments:**

Esprit Place emergency shelter beds were closed effective April 1st, 2024, to embark on a major renovation to our building. Outreach, transitional housing, Children's Voices and crisis line services continued. We are grateful to our violence against women shelter partners in Muskoka for providing emergency shelter beds for women and their dependents from the District of Parry Sound and supporting our crisis line services.

The renovation included a complete interior refurbishment and brought the electrical, HVAC, and fire alarm system up to code. The building will reopen early 2025. In addition to continuing with program delivery, the closure provided an opportunity to review our current program and service delivery model, job descriptions, and program policies. We will be reopening with a new service delivery and staffing model that is up-to-date and reflects the current complex needs of our community.

Women's Services also continued to enhance our charitable giving capacity. Our Communications Officer played an integral role in expanding our social media presence, strengthening corporate partnerships, and developing fundraising campaigns.

## **Significant Challenges for 2025:**

- Recruiting and maintaining an optimal staffing compliment to ensure the safe and effective operation of Esprit Place Family Resource Centre and the delivery of comprehensive wrap around supports for Esprit Clients.
- Training staff and engaging relevant community resources to support our clients who are experiencing increased levels of addiction and poorly managed mental health concerns. This challenge is exacerbated by the poor distribution of mental health and addiction treatment resources throughout the District of Parry Sound.

## **2025 Budget Impacts:**

- Increased staffing costs
- Increased operational costs for a congregate setting, including increased cost of groceries, household cleaning supplies, and transportation.
- Static MCCSS funding year over year

# WOMEN'S SERVICES PROGRAM OPERATING BUDGET 2025

District of Parry Sound



Social Services  
Administration Board

Operating Budget 2025

## Women's Services Program

	A	B	C	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>VARIANCES</b>  <b>Increase / (Decrease)</b> </div>	
				<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <b>2024</b>  <b>Projection</b>  <b>vs</b>  <b>2024 Budget</b>  <b>(B - A)</b> </div> <div style="text-align: center;"> <b>2025</b>  <b>BUDGET</b>  <b>vs</b>  <b>2024 Budget</b>  <b>(C - B)</b> </div> </div>	
	<b>2024</b> <b>PROJECTION</b>	<b>2024</b> <b>BUDGET</b>	<b>2025</b> <b>BUDGET</b>		
Esprit Shelter Costs	563,343	794,472	948,457	231,129	153,985
Outreach Worker Costs	128,193	238,812	101,358	110,619	-137,454
Child Witness Costs	40,874	68,502	63,252	27,628	-5,250
VAWCC Costs	29,443	27,833	27,833	-1,610	-
One-Time Costs	413,175	28,229	-	-384,946	-28,229
<b>Women's Services Program Costs</b>	<b>1,175,027</b>	<b>1,157,848</b>	<b>1,140,900</b>	<b>-17,179</b>	<b>-16,948</b>
Less: Provincial Funding	-676,492	-846,480	-961,155	-169,988	-114,675
Less: Grant Revenue	-2,875	-35,289	-10,000	-32,414	25,289
Less: Donation Revenue	-6,785	-87,850	-9,745	-81,065	78,105
Less: Bursary Revenue	-	-	-	-	-
Less: Transfer from Reserves	-2,469	-	-	2,469	-
Less: Allocated from Other Programs	-120,000	160,000	-160,000	-40,000	0
Less: Provincial One time Funding	-61,817	-28,229	-	33,588	28,229
<b>Total Municipal Levy Requirement:</b>	<b>304,590</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Percentage of Municipal Levy

0.0%

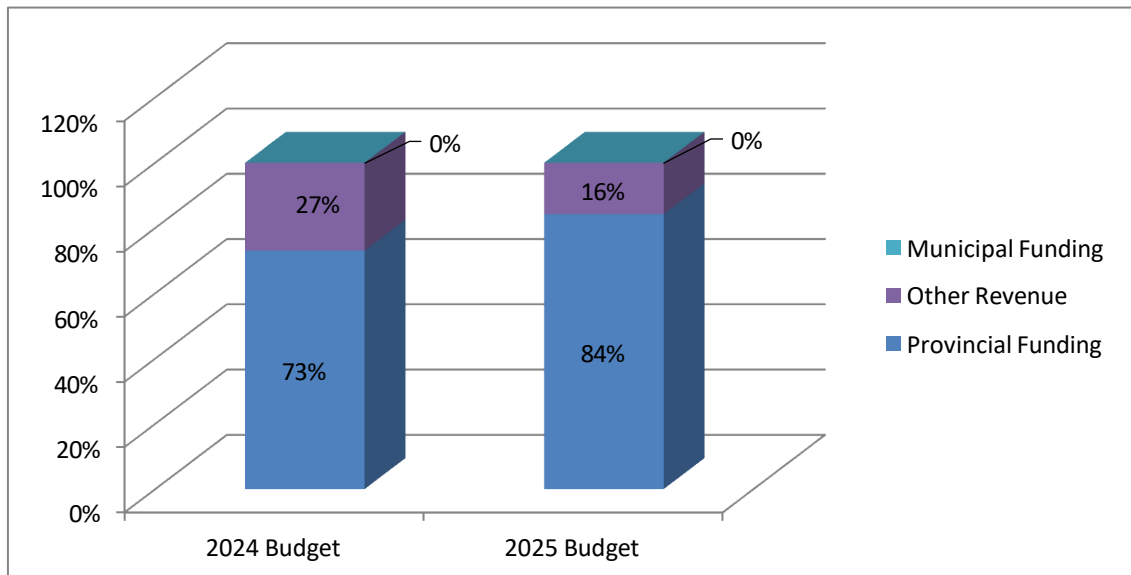
0.0%

Increase / (Decrease) to Municipal Levy

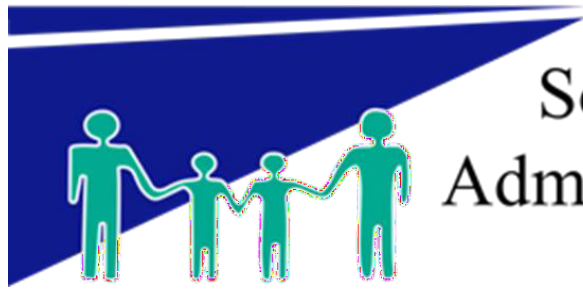
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Percentage Increase to Municipal Levy

0.0%



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### DSSAB Facilities Maintenance

# DSSAB FACILITEIS MAINTENANCE - INTRODUCTION

The DSSAB incurs facility property management expenses for buildings that we own in the District that are not social housing. The Property Maintenance & Capital Projects division is responsible for ensuring that the internal and external property maintenance of these buildings is maintained throughout the year and manages the cost in the operating and capital budget as reported in the asset management plan system.

The DSSAB facilities are located as follows:

## **South River**

- 16 Toronto St. – Ontario Works, Childcare Services, First Steps Early Learning and Child Care Centre, EarlyON Child & Family Centre, Esprit Outreach program, Housing & Homelessness program.

## **Emsdale**

- 2500, H 592, Perry Township- Highlands Early Learning and Childcare Centre

## **Town of Parry Sound**

- 1 Beechwood Drive –Ontario Works, Social Housing, Childcare Service Management, and Corporate Services
- 66A Waubeek St. – Waubeek Early Learning and Childcare Centre
- 66B Waubeek St. – Waubeek Early Learning and Childcare Centre
- 3A Beechwood Dr. – Esprit Women’s Shelter
- Waubeek St. – vacant property

# PROGRAM FACILITIES OPERATING BUDGET 2025

## District of Parry Sound

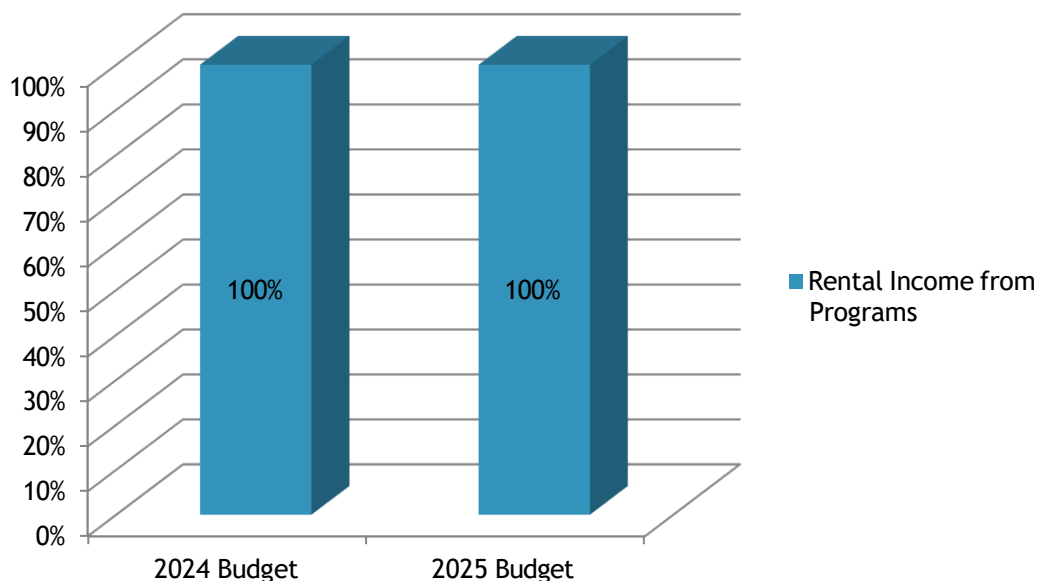


Social Services  
Administration Board

### Operating Budget 2025

#### DSSAB Facilities Maintenance

Expense	A	B	C	VARIANCES Increase / (Decrease)	
				2024 Projection	2025 BUDGET
				vs 2024 Budget (B - A)	vs 2024 Budget (C - B)
	2024 PROJECTION	2024 BUDGET	2025 BUDGET		
Parry Sound - Beechwood Facility	249,922	187,695	189,500	-62,277	1,805
South River - Toronto Avenue Facility	95,507	75,900	108,480	-19,607	32,580
Parry Sound - Waubeek Daycare Facility	85,819	99,950	70,232	14,131	-29,718
Emsdale - Highlands Daycare Facility	23,732	44,280	53,690	20,548	9,410
Parry Sound - Esprit Women's Shelter	19,363	26,440	45,000	7,077	18,560
<b>DSSAB Facilities Maintenance Costs</b>	<b>474,343</b>	<b>434,265</b>	<b>466,902</b>	<b>-40,078</b>	<b>32,637</b>
Less: Rental Income from Programs	-460,499	-434,265	-466,902	26,234	-32,637
<b>Total Municipal Levy Requirement:</b>	<b>13,844</b>	<b>-</b>	<b>-</b>	<b>-13,844</b>	<b>-</b>
<b>Percentage of Municipal Levy</b>		<b>0.0%</b>	<b>0.0%</b>		
<b>Increase / (Decrease) to Municipal Levy</b>			<b>-</b>		
<b>Percentage Increase to Municipal Levy</b>			<b>0.0%</b>		





# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

Corporate Services  
(CAO's Office &  
Members of the DSSAB Board)

# CORPORATE SERVICES (CAO/BOARD) - INTRODUCTION

Working with the Board, the CAO is responsible for the establishment of the Corporate Strategic Directions for the District of Parry Sound Social Services Administration Board (DSSAB). Through management and leadership of the Senior Leadership Team, the CAO provides direction of administration and implementation of the strategic directions and operations of the DSSAB. The CAO manages the execution of the Board's directions and decisions and provides recommendations to the Board regarding periodic updating of the Corporate Strategic Directions.

## **The Department is comprised of the following Staff:**

- Chief Administrative Officer
- Administrative Officer
- Board Chair, Members of the DSSAB Board

## **The CAO's Office provides the following services:**

- Oversee the implementation of the Strategic Plan
- Provide recommendations to the Board
- Preparation of a monthly CAO report
- Collaborate with program Directors to fulfill program and strategic objectives
- Provide leadership to the organization

## **2024 Major Accomplishments:**

- Implementation of the Strategic Plan
- Continuing to develop and strengthen the Leadership Team
- Participated in delegations with Ministry representatives at the Association of Municipalities of Ontario (AMO) Conference & Rural Ontario Municipalities Association (ROMA) Conference
- Attended the annual Ontario Municipal Social Services Association (OMSSA) Policy and OMSSA Exchange conferences representing our DSSAB
- Attended the annual Northern Ontario Service Deliverers Association (NOSDA) conference representing our DSSAB
- Moderated the Early Learning and Child Care discussion with the Ministry of Education Assistant Deputy Ministry (ADM) at the NOSDA conference
- Moderated the closing panel at the HSC Share Event at the NOSDA Conference.
- Attended the Association of Municipalities of Ontario (AMO) Knowledge Exchange on Community and Supportive Housing representing our DSSAB
- Attended the District of Parry Sound Municipal Association (DPSMA) Spring meeting in Emsdale (hosted by the Township of Perry), and the fall meeting in Pointe au Baril (hosted by the Township of the Archipelago)
- NOSDA Co-Lead for Children's Services and NOSDA Lead for Communications

- Successfully presented to various District of Parry Sound municipalities
- Continued to support the West Parry Sound Ontario Health Teams (OHT) as a Collaborative Partner
- Successful disposal of a redundant asset (Sundridge Property) resulting in recouping of funds and elimination of expenses for 2025
- Successfully completed the renovation of Esprit Place Family Resource Centre
- Secured funding for Esprit Place renovation
- Continued as Board Director on the Housing Services Corporation (HSC) Board and became a member of the audit/finance committee
- Continued building and strengthening relationships with our local MP and MPP
- Partnership discussions with Ontario Health North
- Continued building and strengthening relationships with Community Partners such as WPSHC, Parry Sound Friendship Centre, OPP, Children's Aid Society of Nipissing & Parry Sound, Canada Mortgage and Housing Corporation (CMHA), The Friends, Community Living Parry Sound, Habitat for Humanity Ontario Gateway North

#### **Significant Challenges for 2025:**

- NOAH financial structure
- Maximizing Ministry of Education funding for Child Care due to restrictive funding guidelines
- Addressing the ongoing housing crisis locally with meaningful solutions
- The end of the Social Assistance Renewal Plan presents significant challenges for our Income Support and Stability program. The province is taking on full responsibility for initial eligibility of all new applications, meaning less flexibility for our staff to address immediate needs for our most vulnerable. The launch of Employment Services Transformation on March 1st poses challenges to the program as well. From a funding perspective, we are in year 1 of a 3-year phased in funding decrease of 22%. From a program perspective, the implementation of the Common Assessment and Mental Health & Addiction Screener signifies a significant shift in our interactions with our clients on Ontario Works

#### **2025 Budget Impacts:**

- Similar to prior year, maintain in-person attendance by the CAO to various provincial conferences to build awareness of the DSSAB's services and required funding for programs

# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Corporate Services (Finance)

# CORPORATE SERVICES (FINANCE) - INTRODUCTION

The Finance Department is headed by the Director of Finance. The Finance department provides support to the DSSAB and Social Housing programs and Board to fulfill their obligations with the following principles in mind; efficiency and consistency in program operations; adherence to board policies in all programs and continual organizational development and improvement in program and staff effectiveness.

## **The Department is comprised of the following Staff:**

- Director of Finance
- Supervisor of Finance
- Senior Financial Analyst
- Financial Analyst
- Finance Officer (3)

## **The Finance Department provides the following services:**

### **Treasury and Cash Management**

- Includes monitoring bank accounts, signing authorities, managing investments and capital reserve planning.
- Investment Policy
- Following the standard of care established, Board assets must be invested with the “care, skill, diligence and judgment that a prudent investor would exercise in making investments.”
- Investment parameters recognize that the DSSAB has a long-term time horizon and that the Board’s objective is to ensure that the value of its investments keeps pace with inflation.

### **Financial Reporting**

- Provides administrative support for all DSSAB program areas while managing the flow of data incorporating separate software systems for Ontario Works (SDMT), Housing (Yardi), Children’s Services (OCCMS and Lillio), Community Services (WISH) and Finance (Financial Edge). Data is aggregated and financial statements are prepared monthly.

### **Reporting and Analysis to Programs**

- Detailed activity reports are provided to each Director monthly for review. Financial analysis is prepared regularly as needed. Financial reports are reviewed monthly by the Director of Finance. The financial reports are compared to budgeted figures, variances are investigated, and plans developed for corrective action as required.

# **CORPORATE SERVICES (FINANCE) – INTRODUCTION CONTINUED**

## **Board Financial Reporting**

- Provide monthly reporting, financial analysis recommendations to Board for decision making.

## **Annual Corporate Operating and Capital Budgets**

- CAO & Director of Finance responsible to lead the organization and preparation of the annual DSSAB and Social Housing corporate budget to the Board for annual approval.

## **Audit**

- Preparation and analysis of year-end financial statements for audit. Financial analysis and schedules are prepared by the staff and provided electronically for the auditors to review and provide their professional opinion.

## **Purchasing**

- Invoices are processed for payment centrally and reviewed to ensure that they are properly authorized for payment, fall within the constraints of the approved budgets and that purchasing/procurement policies have been followed.

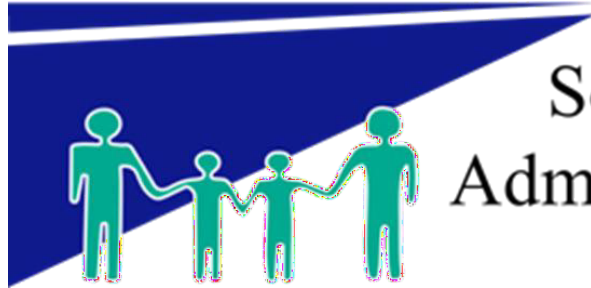
## **Significant Challenges for 2025:**

- Accounting for post-retirement benefits for year-end
- Digitizing and revamping many financial processes to work with new environment and ongoing technology changes
- Creating reserve accounts to organize funds related to programs and revamping our current Reserve Policy

## **2025 Budget Impacts:**

- Increased audit fees – switched to a larger/dynamic firm
- Increased consulting fees for actuarial valuation

# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

Corporate Services  
(Human Resources /  
Health & Safety)

## CORPORATE SERVICES (HUMAN RESOURCES/HEALTH & SAFETY) – INTRODUCTION

The Human Resources / Health & Safety (HR) department is the group responsible for managing the employee life cycle and all employment related functions. Areas such as recruitment and selection, legislative compliance, payroll and benefits, organizational development, talent management and performance are key responsibilities. The scope of work is not limited to managing administrative functions. HR also works actively to safeguard the interest of employees and create a positive work environment for them. It serves as a link between employer expectations and employee needs so that a fine balance is maintained. Employee/labour relations are also an ongoing focus. The HR team works to ensure that the employees of the DSSAB are supported to assist them in serving the vulnerable populations in our communities.

### **The Department is comprised of the following Staff:**

- Director of Human Resources
- Payroll Coordinator
- HR Coordinator- Pension & Benefits
- HR Coordinator- Training, Performance & Licensing
- HR Coordinator- Recruitment

### **The Human Resources Department provides the following services:**

- Payroll & attendance
- Pension & benefit administration
- Recruitment & Selection, job postings, interviews, hiring.
- Job design and job description creation and revision
- Orientation and on-boarding of new staff
- Training including in-house facilitation and organizing external training.
- Policy administration
- Workplace accommodations, WSIB administration, absence/sick pay administration
- Administration of all employee leaves (parental, medical, leave of absence etc.)
- Legislative compliance (Employment Standards Act, Labour Relations Act, Occupational Health & Safety Act, Accessibility for Ontarians with Disabilities Act, etc.)
- Employee/ labour relations (Collective Bargaining negotiations and ongoing collective agreement interpretation)
- Licensing for childcare programs
- Vulnerable sector checks
- Employee loans administration
- Conflict resolution
- Workplace investigations
- Performance Review process administration



# CORPORATE SERVICES (HUMAN RESOURCES/HEALTH & SAFETY) – INTRODUCTION CONTINUED

## **The Human Resources Department provides the following services continued:**

- Addressing work-related issues of individual employees, including discipline and termination
- Maintaining employee records
- Fostering a safe and positive work environment, and promoting employee wellness
- Working with the Leadership team to maintain and promote organizational culture.
- Keeping employees safe at work by implementing/updating health and safety regulations
- Focusing on diversity, equity, and inclusion
- Helping staff exit the company well, whether retiring, resigning, termination, or layoff

## **2024 Major Accomplishments:**

- Successful Collective Bargaining – New contract expires December 31, 2027
- Consultant engagement for Non-Union Compensation Review. The review is in progress
- Navigated a difficult recruitment landscape with many successful hires (76 job posting: 69 union and 7 non-union)

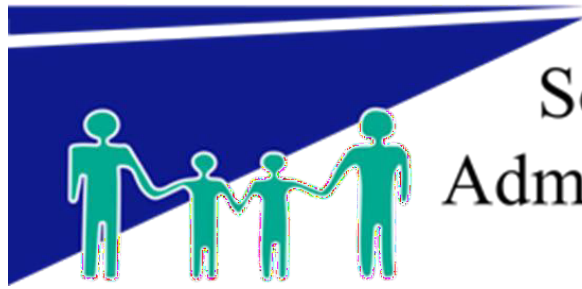
## **Significant Challenges for 2025:**

- Pay equity review with union
- Continuing work on organizational culture with post-collective bargaining issues
- Supporting employee health and wellness
- Changing legislation (ESA, OHSA updates)
- Increasing diversity, equity and inclusion in recruitment
- Succession planning for upcoming retirements in key positions

## **2025 Budget Impacts:**

- Legal fees for outstanding grievances and potential new grievances, given the change in culture/climate
- Implementation of the time management section of Payworks for payroll purposes
- Continuing employee education, learning and development

# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Corporate Services (Communications)

# CORPORATE SERVICES ( COMMUNICATIONS) - INTRODUCTION

The Communications Team supports all programs/departments by connecting and informing residents of the District of Parry Sound on local social services issues. The Communications Officer provides support and communications work of a confidential nature to the CAO.

Communications is a subdepartment of the Corporate Services budget, and the intent of the department is to grow public awareness of the DSSAB's services, and capitalizing on opportunities to promote the DSSAB as one voice at the corporate level.

The key objectives of the Communications Team are to:

1) Create Awareness; 2) Simplify Navigation; 3) Improve Public Perception

**The Communications Team is comprised of the following Staff:**

- Communications Officer

**The Communications Team provides the following services:**

## **External Communications**

- Strategic communications support to all departments in their delivery of programs and services to those we serve.
- Development and implementation of plans, programs, and messaging to promote the DSSAB within the community.
- Ensuring the DSSAB speaks with a unified voice
- Development and distribution of media releases, newsletters and other organizational communications
- Organization of political and other events
- Responding to public and media inquiries, compliments and complaints
- Acts as a spokesperson for the organization, along with the CAO, and Board Chair
- Providing image and reputation management support
- Communicating about the long-term vision of the organization, our Strategic Plan which includes key goals and objectives.
- Providing crisis and issues management support
- Attend & host community events to increase awareness
- Fulfills the role of Privacy Officer for the organization
- Develop content and administer the external DSSAB websites ([www.psdssab.org](http://www.psdssab.org), [www.espritplace.ca](http://www.espritplace.ca), [www.themeadowview.ca](http://www.themeadowview.ca))
- Develop content and administer all social media accounts
  - DSSAB (Facebook, Twitter, LinkedIn)
  - Esprit Place (Facebook, Instagram)
  - EarlyON (Facebook)
  - Become an ECE (Facebook, Twitter, Instagram)
  - The Meadow View (Facebook)

# CORPORATE SERVICES ( COMMUNICATIONS) - INTRODUCTION

## **Internal Communications**

- Supports the Human Resources Team and CAO's Office in their efforts to communicate and engage DSSAB employees
- Publication of the quarterly internal staff newsletter called 'The District'
- Administration of the Internal Staff Website
- Provides training to staff on privacy best practices

## **2024 Major Accomplishments:**

- Filmed a recruitment video for the organization, in collaboration with the HR department. Marketing of this video will begin in 2025.

## **Significant Opportunities & Challenges for 2025:**

### **Opportunities:**

- In 2024, Communications engaged GHD Digital to assist with the development of a new and improved public website. This site will focus on user experience, accessibility, and directing people to where they need to go. The new subscription function will enable us to leverage the new website to enhance our reach and communications efforts.
- Bringing 3 websites (DSSAB, EarlyON, Esprit Place) under one Content Management System (CMS) will provide greater administrative control, improved visitor satisfaction and ease of use, and additional features (ie. news subscriptions, job posting notifications, calendars, etc). This will also help us to meet our obligations under the French Language Services Act (FLSA).
- In collaboration with the HR team, the Communications team's developed a recruitment video in 2024, which will provide an opportunity in 2025 for us to showcase our staff and what it means to be a DSSAB employee.
- Communications staff will continue to review processes and service levels standards to address any potential gap between community expectation and our ability to deliver prompt and effective services.
- Social media performance will be reviewed. New platforms may provide opportunities for greater reach.

### **Challenges:**

- Recruitment continues to be a challenge. Must find creative ways of reaching a greater audience and promoting DSSAB as an employer of choice (ie. recruitment video).
- In 2023, Metroland Media Group (MMG) announced that it was restructuring its operations and seeking protection under the Bankruptcy and Insolvency Act. This loss of community printed news continues to be a challenge as we publish media releases, and advertise Tenders, RFPs, and job postings.
- Communications staff will continue to review processes and service levels standards to

address any potential gap between community expectation and our ability to deliver prompt and effective services.

## **CORPORATE SERVICES ( COMMUNICATIONS) – BUDGET IMPACTS**

### **2025 Budget Impacts:**

- Continued implementation of current Communications Plan in 2025.
- Continue with ongoing redesign of the external website to improve user navigation, accessibility, bilingualism, and to bring all 3 websites under one Content Management System (DSSAB, Esprit Place Family Resource Centre, EarlyON). This will also help us to meet our obligations under the French Language Services Act (FLSA).
- A new recruitment video was filmed in 2024, in collaboration with the HR department. A marketing campaign to promote this video will be planned for 2025 using primarily digital advertising platforms.
- A marketing campaign for The Meadow View will be considered in the 2025 budget.
- In 2025, the Communications Officer intends to keep office hours in the South River office to support staff throughout the district. The slight increase in cost has been reflected in the travel budget.
- The funding we received for Workforce Development and the ‘Become An ECE’ campaign concluded in 2023, but the lack of Early Childhood Educators in our district, and in the province, remains evident. Promotion will still be important to encourage ECE as a career choice as we consider our recruitment efforts over the coming years.

# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Corporate Services (Information Technology)

# CORPORATE SERVICES (IT) - INTRODUCTION

The Information technology Department (I.T.) is responsible for managing all of the technology needs of the DSSAB. This includes maintaining all computer systems, servers, software, communications, and networks. The department works to ensure that all hardware and software are up-to-date and functioning properly and provides technical support to all employees. The I.T. Department plays a crucial role in the planning and implementation of new projects and initiatives in all departments across the organization and works to provide our programs with the most efficient and cost-effective solutions, allowing the DSSAB's client facing programs to deliver high standards of service. The I.T. department plays a key role in protecting the DSSAB from Cybersecurity threats by implementing and maintaining strong security measures, such as firewalls and network monitoring devices. The department also helps to educate employees on good cyber security practices. Overall, the I.T. department helps to ensure that the DSSAB has the technology it needs to operate smoothly and efficiently.

## **The Department is comprised of the following Staff:**

- Director of Information Technology
- Information Technology Support Technician
- Information Technology Support Technician

## **The Information Technology Department provides the following services:**

- Centralized technology purchasing
- Asset management (technology assets)
- Provisioning of all Desktops and Notebooks for staff and programs
- Mobile device purchasing and plan management
- Mobile device security and provisioning
- Telephone and VOIP management, provisioning, and support
- Wired and wireless network design, implementation and management for all programs
- Management of internet access for all DSSAB programs and buildings
- Day to day, end user technical support to all staff and stakeholders
- End user cyber security and cyber awareness training
- Licensing management for all program related and agency wide software purchasing and renewals
- Firewall and Wide area network services and management
- Provisioning and management of VPN and remote access services
- Cyber security management and threat analysis
- Cyber security threat response
- Administration of all employee accounts and credentials

# CORPORATE SERVICES (IT) - INTRODUCTION

## **The Information Technology Department provides the following services continued:**

- Administration of all user email and digital communications
- Administration of all on site and cloud-based servers and services
- Security Camera provisioning and administration
- Access controls management – provisioning and distribution of all card and fob access for DSSAB buildings
- Working closely with all departments to implement new and efficient technology solutions to assist in service delivery
- Technology advisors for all DSSAB programs as well as community partners and stakeholders

## **2024 Major Accomplishments:**

- Migration to M365 Licensing and added security controls
- Integration of new access controls for DSSAB buildings
- Esprit Place technology refresh - renovation
- Centralized device management for all new systems
- Implementation of Sentinel One – additional cyber security for endpoints

## **Significant Challenges for 2025:**

- Continuation of Video security installation for Beechwood and Toronto Ave
- Virtual/local server hardware replacements - End of lifecycle
- Firewall and wireless access point renewal – End of lifecycle.
- Agency wide vulnerability assessment
- EarlyON ONEHSN Solution – implementation for remote sites
- Income support and Stability – Kiosk implementation for electronic application process (public facing)
- Cybersecurity appliance renewal – end of lifecycle
- Move of Microsoft licensing agreement – Vendor change

## **2025 Budget Impacts:**

- Cost increases from software and hardware vendors
- Potential for additional costs due to the impact of tariffs between US and Canada
- Weak Canadian dollar



# CORPORATE SERVICES OPERATING BUDGET 2025

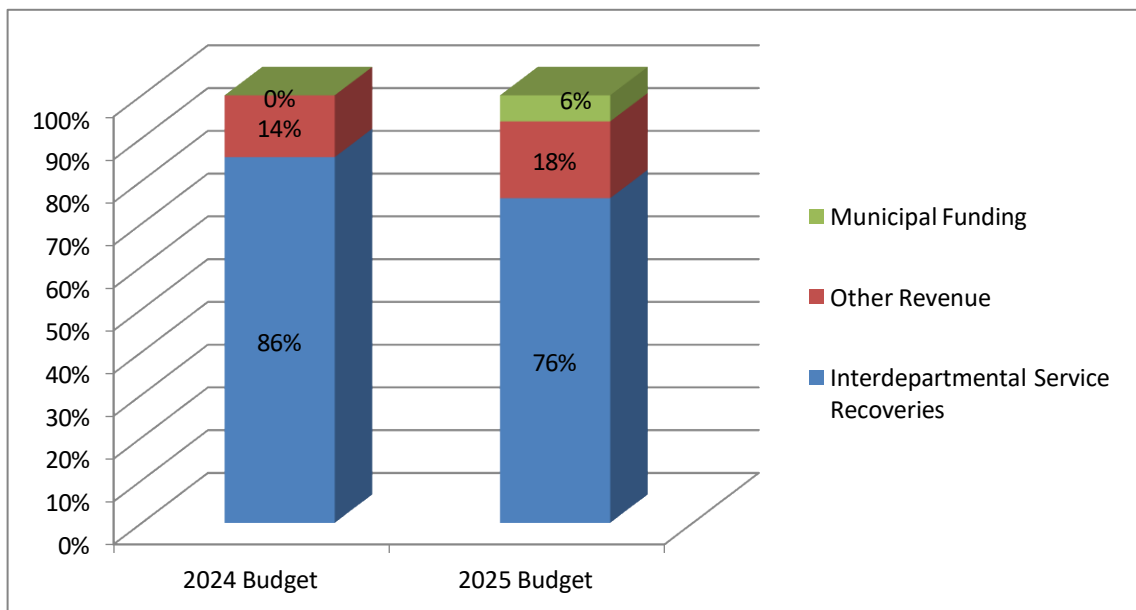
## District of Parry Sound



### Operating & Capital Budget 2025

#### Corporate Services

	A	B	C	<b>VARIANCES</b> Increase / (Decrease)	
				2024 Projection vs 2024 Budget (B - A)	2025 BUDGET vs 2024 Budget (C - B)
	2024 PROJECTION	2024 BUDGET	2025 BUDGET		
Members of the DSSAB Board	51,345	65,019	65,019	13,674	0
CAO's Office	385,166	473,141	524,165	87,975	51,024
Finance Services	724,940	901,356	874,162	176,416	-27,194
Human Resources / Health & Safety Services	881,273	847,104	790,802	-34,170	-56,301
Communication Services	111,194	140,739	141,494	29,545	755
Information Technology	1,362,417	1,308,062	1,226,016	-54,355	-82,046
<b>Corporate Services Costs</b>	<b>3,516,334</b>	<b>3,735,420</b>	<b>3,621,659</b>	<b>219,086</b>	<b>-113,761</b>
Less: Interdepartmental Overhead Recoveries	-2,116,052	-3,195,137	-2,750,322	-1,079,085	444,815
Less: Other Revenue	-927,334	-540,283	-650,000	387,051	-109,717
<b>Total Municipal Levy Requirement:</b>	<b>472,948</b>	<b>0</b>	<b>221,337</b>	<b>-472,948</b>	<b>221,337</b>
<b>Percentage of Municipal Levy</b>		<b>0.0%</b>	<b>3.1%</b>		
<b>Increase to Municipal Levy</b>			<b>221,337</b>		
<b>Percentage Increase to Municipal Levy</b>			<b>80.6%</b>		



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Social Assistance Restructuring Fund (SARS)

# SOCIAL ASSISTANCE RESTRUCTURING FUND

## Purpose of Social Assistance Restructuring Fund:

- The Social Assistance Restructuring Fund represents amounts that were directed by the province to be set aside (between 2003 and 2013) and spent to “reduce the depth of child poverty and promote attachment to the labour force”.
- Municipal savings from the Social Assistance Restructuring Fund were realized in reduced financial assistance payments to Ontario Works families with children through the Ontario Child Benefit program.
- The Board has allocated these funds over the years primarily to food security programs and emergency shelter and energy programs for low-income families and social assistance recipients.
- These funds had the potential of being reimbursed to municipalities through OMPF (Ontario Municipal Partnership Fund) grants in the past. In 2013 the OMPF grant formula changed to a MFCI (Municipal Fiscal Circumstance Index) basis. As such, social services costs are no longer a determinant of OMPF grants and Social Assistance Restructuring Fund allocations are no longer available through OMPF funding.
- In previous budget years, the Board would approve annual spending allocations from the Social Assistance Restructuring Fund at a separate meeting of the Board. However, beginning with the 2024 budget and continuing to 2025, staff recommend that approval of program funding be included with the Board’s approval of the consolidated 2025 draft budget.

# SOCIAL ASSISTANCE RESTRUCTURING OPERATING BUDGET 2025

District of Parry Sound

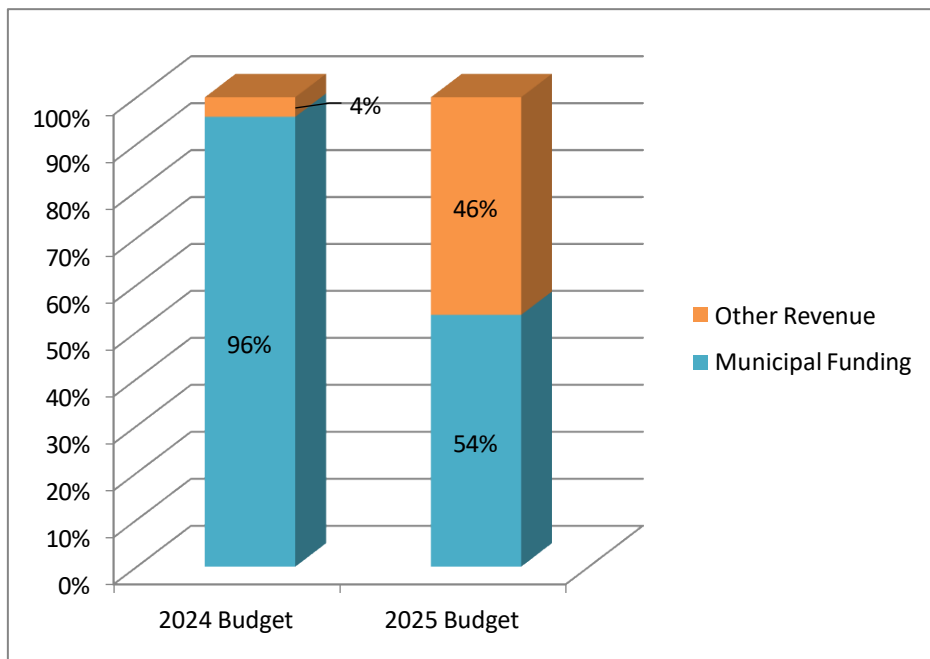


Social Services  
Administration Board

Operating Budget 2025

## Social Assistance Restructuring

	A	B	C	<div>VARIANCES</div> <div>Increase / (Decrease)</div>	
				2024 Projection vs 2024 Budget	2025 BUDGET vs 2024 Budget
	2024 PROJECTION	2024 BUDGET	2025 BUDGET		
Recreational Opportunities for children	20,000	20,000	20,000	-	-
Food Security Programs	130,000	136,000	142,000	6,000	6,000
Emergency Shelter & Energy program	60,000	60,000	60,000	-	-
FRP/Homes for Good	61,200	61,200	61,200	-	-
Other Expenses	10,000	10,000	10,000	-	-
<b>Social Assistance Restructuring Costs</b>	<b>281,200</b>	<b>287,200</b>	<b>293,200</b>	<b>6,000</b>	<b>6,000</b>
Less: Transfer from Reserves	-12,000	-12,000	-136,000	-	-124,000
<b>Total Municipal Levy Requirement:</b>	<b>269,200</b>	<b>275,200</b>	<b>157,200</b>	<b>6,000</b>	<b>- 118,000</b>
<b>Percentage of Municipal Levy</b>		<b>4.0%</b>	<b>2.2%</b>		
<b>Decrease to Municipal Levy</b>			<b>- 118,000</b>		
<b>Percentage Increase (Decrease) to Municipal Levy</b>			<b>-43.0%</b>		



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Contributions to Capital Reserves

## CONTRIBUTION TO CAPITAL RESERVES- INTRODUCTION

To mitigate the burden placed on the municipal levy, balances in the DSSAB Facilities and Social Housing reserve are projected to decrease by \$200,000 over 2024 contributions for a total 2025 contribution to capital reserves of \$1,235,000.

Reserves and reserve funds are an important financial indicator in the DSSAB's overall financial health. By maintaining reserves, the DSSAB has the capability to fund future liabilities, a key link to long-term financial planning practices. They also provide a cushion to absorb unexpected shifts in revenue and expenditures. The availability of reserves also reduces the cost of financing capital as it allows an organization to avoid debt interest payments.

The effective use and management of reserves and reserve funds is a critical aspect of an organization's strategic financial plan and continued long-term financial sustainability. It is crucial that the DSSAB has principles, programs and policies formally approved by the Board that serve as a framework to make important financial decisions. Staff will be working to enhance the DSSAB's reserve policy to provide guidance with respect to the administration, establishment, targeted levels and uses of the DSSAB's reserve funds.

This also includes the review of the composition of reserves and reserves funds to ensure sufficient and appropriate funding and to ensure the reserves will support the DSSAB's asset management plan to assist with keeping assets in a state of good repair.

As staff continue to improve and work on the asset management plan over the next few years, reserve targets required will become more accurate, reserve composition will change, and additional funding strategies will be established.

# CONTRIBUTIONS TO CAPITAL RESERVES OPERATING BUDGET 2025

District of Parry Sound

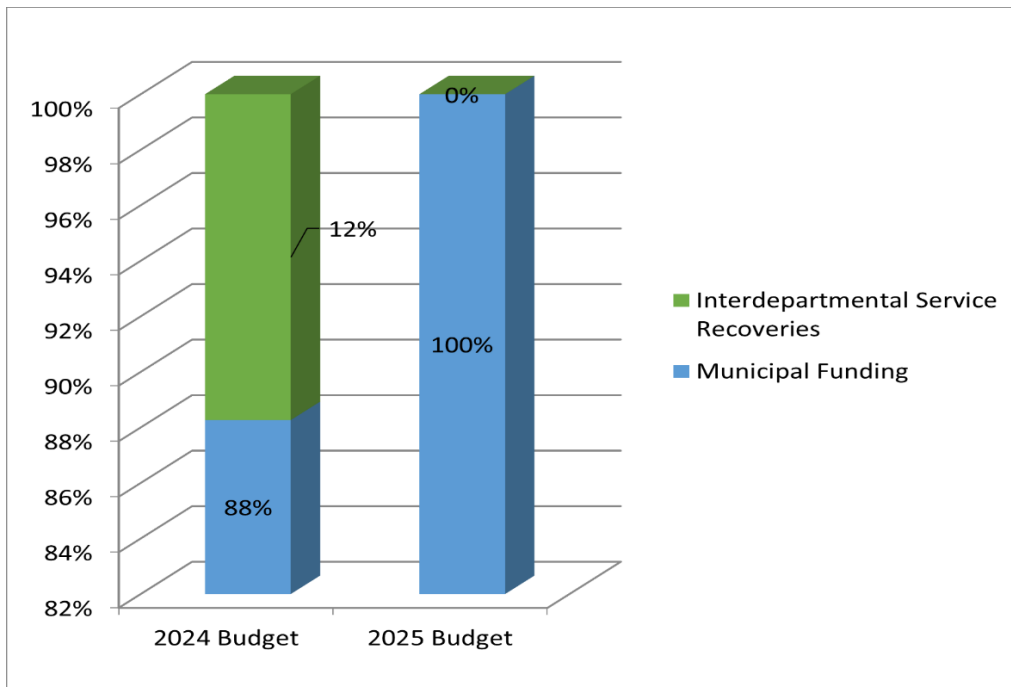


Social Services  
Administration Board

Operating Budget 2025

## Contributions to Capital Reserves

	A	B	C	<div>VARIANCES</div> <div>Increase / (Decrease)</div>	
				2024 Projection vs 2024 Budget (B - A)	2025 BUDGET vs 2024 Budget (C - B)
	2024 PROJECTION	2024 BUDGET	2025 BUDGET		
Contributions to Social Housing Capital Fund	735,000	735,000	735,000	-	-
Contributions to DSSAB Building Capital Fund	700,000	700,000	500,000	-	-200,000
<b>Capital Reserve Contribution Costs</b>	<b>1,435,000</b>	<b>1,435,000</b>	<b>1,235,000</b>	<b>-</b>	<b>-200,000</b>
Less: Interdepartmental Overhead Recoveries	-168,399	-168,399	-	-	168,399
<b>Total Municipal Levy Requirement:</b>	<b>1,266,601</b>	<b>1,266,601</b>	<b>1,235,000</b>	<b>-</b>	<b>-31,601</b>
<b>Percentage of Municipal Levy</b>		18.2%	17.1%		
<b>Decrease to Municipal Levy</b>			-31,601		
<b>Percentage Decrease to Municipal Levy</b>			-11.5%		



# District of Parry Sound



Social Services  
Administration Board

## 2025 BUDGET

### Capital Budget & Reserves



# CAPITAL BUDGET AND OPERATING FUNDS OVERVIEW

## General Operating Fund

The DSSAB maintains operating funds for cash management purposes. As per the Board's operating reserve policy, operating funds of no greater than three months of annual operating expenses will be maintained by the DSSAB. This equates to \$9,428,444 at the end of 2025.

Our projected level of operating funds on December 31, 2025, is \$3,850,728 or 36 days of annual operating expenses. Coupled with our capital reserves, we believe that we have sufficient funds on hand to meet our current short-term operating requirements.

If capital reserve contributions continue as recommended, we are not recommending an increase to the operating reserves.

## DSSAB Facilities Capital Fund:

The DSSAB holds capital funds for the capital repairs of five of its buildings that it owns. These facilities are:

1. South River Building – 16 Toronto Street
  - Programs held: Income Support, Childcare Services, First Steps Early Learning and Childcare Centre, EarlyON Child & Family Centre, Housing Stability program
2. Emsdale - 2500, H 592, Perry Township
  - Programs held: Highlands Early Learning and Childcare Centre
3. Town of Parry Sound Building - 1 Beechwood Drive
  - Programs held: Ontario Works, Social Housing, Childcare Service Management, Esprit Outreach and Corporate Services
4. Town of Parry Sound Building - Waubeek St. and vacant property
  - Programs held: Waubeek Early Learning and Childcare Centre
5. Town of Parry Sound Building - 3A Beechwood Dr.
  - Programs held: Esprit Women's Shelter

## CAPITAL BUDGET AND OPERATING FUNDS OVERVIEW CONTINUED

### Social Housing Capital Fund:

The DSSAB holds capital funds for the 344 social housing units owned and operated within our Housing Operations program. These include the Local Housing Corporation (LHC) housing units as well as the Non-Profit Housing program units that we fund as we are responsible for any of their operating or capital shortfalls.

These units were transferred from the Province to the DSSAB without capital reserves in 2000. At the same time, responsibility for the non-profit housing provider operating agreements was transferred to us. Although these units had reserves, they were minimal, and the buildings were on average 20 years old.

It is recommended to maintain contributions of \$735,000 to the social housing capital fund in 2025 to ensure that sufficient capital funds are available to meet the ongoing infrastructure replacement and renewal requirements.

	General Operating Fund	DSSAB Facilities Capital Fund	Social Housing Capital Fund	Total Operating and Capital Reserves
<b>Balance, Dec 31, 2023</b>	<b>\$3,650,728</b>	<b>\$4,203,537</b>	<b>\$10,195,496</b>	<b>\$18,049,760</b>
Contribution: 2024 Municipal Levy		700,000	735,000	1,435,000
Contribution: 2023 Surplus/Adjustments	100,000			100,000
Contribution: Interest Earned		20,000	100,000	120,000
Capital Expenditures in 2024	-	-743,275	-2,759,040	-3,502,315
Non Profit Capital Expenditures in 2024			-500,000	-500,000
<b>Projected Balance, Dec 31, 2024</b>	<b>\$3,750,728</b>	<b>\$4,180,262</b>	<b>\$7,771,456</b>	<b>\$15,702,445</b>
Contribution: 2025 Municipal Levy		500,000	735,000	1,235,000
Contribution: 2024 Surplus/Adjustments	100,000			100,000
Contribution: Interest Earned				-
Capital Expenditures in 2025	-	-515,500	-2,273,491	-2,788,991
Non Profit Capital Expenditures in 2025			-500,000	-500,000
<b>Projected Balance, Dec 31, 2025</b>	<b>\$3,850,728</b>	<b>\$4,164,762</b>	<b>\$5,732,964</b>	<b>\$13,748,454</b>
Daily operating cash flow requirements	\$ 104,760			
# Days operating funds on hand	36			
Maximum allowable operating fund	\$ 9,428,444			

# CAPITAL BUDGET AND RESERVES BUDGET

The 2025 Draft Capital Budget is reflecting 2025 spending of \$3,288,991 of which \$2,942,461 will be funded from capital reserves and \$346,530 from a Canada-Ontario Community Housing Initiative grant.

## 2025 Capital Budget

DSSAB Facilities	515,500
LHC Social Housing Buildings	1,838,691
Remediation Asbestos & Mold	150,000
Appliances (fridges & stoves)	55,000
LHC & DSSAB Vehicles	70,000
Non-Profit Housing Providers	500,000
LHC & DSSAB Office Furniture	10,000
Information Technology	149,800
<b>\$</b>	<b>3,288,991</b>

As per Service Agreements with Non-Profit Housing Providers, they are eligible for capital funding as needed. It is anticipated that this funding may be \$500,00 for building capital repairs.

The chart below and on the next slide illustrates the 2025 capital budget and funding for each asset category as compared with the 2024 capital budget and actuals to date.

2024 and 2025 CAPITAL EXPENSE AND VARIANCES						2025 FUNDING		
	2024 ACTUAL	2024 BUDGET	2024 BUDGET vs. 2024 ACTUALS	2025 BUDGET	2025 BUDGET vs. 2024 BUDGET	RESERVE FUNDING	GRANTS	TOTAL 2025 FUNDING
<b>DSSAB BUILDINGS</b>								
Esprit Women's Shelter	776,112	22,500	-753,612	-	-22,500	-	-	-
Toronto Ave Admin	10,895	80,250	69,356	25,875	-54,375	25,875	-	25,875
Beechwood Admin	61,494	308,375	246,881	294,625	-13,750	294,625	-	294,625
64 & 66 Waubek	36,487	190,125	153,638	145,000	-45,125	145,000	-	145,000
Highlands Daycare	2,167	-	-2,167	50,000	50,000	50,000	-	50,000
<b>TOTAL DSSAB BUILDING CAPITAL</b>	<b>\$ 887,153</b>	<b>\$ 601,250</b>	<b>-\$ 285,903</b>	<b>\$ 515,500</b>	<b>-85,750</b>	<b>\$ 515,500</b>	<b>\$ -</b>	<b>\$ 515,500</b>
<b>LHC BUILDINGS</b>								
Parry Sound Belvedere	618,372	3,383,056	2,764,684	588,750	2,794,306	242,220	346,530	588,750
Parry Sound 66 Church	153,328	246,088	92,760	227,750	18,338	227,750	-	227,750
Parry Sound William & Addie	71,265	29,063	-42,203	34,688	-5,625	34,688	-	34,688
Parry Sound Maplevue	21,832	102,750	80,918	177,250	-74,500	177,250	-	177,250
Parry Sound 118 Church	-	3,125	3,125	20,313	-17,188	20,313	-	20,313
Callendar Main	4,625	38,125	33,500	56,875	-18,750	56,875	-	56,875
Sundridge Main	23,004	89,375	66,371	114,750	-25,375	114,750	-	114,750
Magnetawan Queen	-	110,625	110,625	105,188	5,438	105,188	-	105,188
Burks Falls Queen	122,566	114,375	-8,191	126,438	-12,063	126,438	-	126,438
Burks Falls Main	-	1,563	1,563	4,063	-2,500	4,063	-	4,063
Burks Falls Dimsdale	3,956	44,375	40,419	129,313	-84,938	129,313	-	129,313
Burks Falls Yonge	5,860	98,816	92,956	96,941	1,875	96,941	-	96,941
South River Broadway	142,555	26,875	-115,680	48,125	-21,250	48,125	-	48,125
Sourth River Dublin	2,464	52,500	50,036	84,500	-32,000	84,500	-	84,500
South River Roselawn	-	17,500	17,500	23,750	-6,250	23,750	-	23,750
Housing Program	71,120	-	-71,120	-	0	-	-	-
<b>TOTAL LHC BUILDING CAPITAL</b>	<b>\$ 1,240,948</b>	<b>\$ 4,358,210</b>	<b>\$ 3,117,262</b>	<b>\$ 1,838,691</b>	<b>2,519,519</b>	<b>\$ 1,492,162</b>	<b>\$ 346,530</b>	<b>\$ 1,838,692</b>

## CAPITAL BUDGET AND RESERVES BUDGET CONTINUED

As continued from the chart in the previous slide, the chart below illustrates the 2025 capital budget and funding for each remaining asset category as compared with the 2024 capital budget and actuals to date.

2024 and 2025 CAPITAL EXPENSE AND VARIANCES						2025 FUNDING		
REMEDIASION ASBESTOS & MOLD								
RECURRING	123,652	100,000	-23,652	150,000	50,000.00	150,000		150,000
TOTAL REMEDIATION ASBESTOS & MOLD CAPITAL EXPENSE	\$ 123,652	\$ 100,000	\$ 23,652	\$ 150,000	50,000.00	\$ 150,000	\$ -	\$ 150,000
APPLIANCES								
RECURRING	7,788	90,000	82,212	55,000	-35,000	55,000		55,000
TOTAL APPLIANCE CAPITAL EXPENSE	\$ 7,788	\$ 90,000	\$ 82,212	\$ 55,000	-35,000	\$ 55,000	\$ -	\$ 55,000
LHC VEHICLES	60,806	60,000	806	70,000	10,000	70,000		70,000
DSSAB VEHICLES	54,656.76	-	54,657		-	-	-	-
TOTAL VEHICLES CAPITAL EXPENSE	\$ 115,463	\$ 60,000	\$ 55,463	\$ 70,000	10,000	\$ 70,000	\$ -	\$ 70,000
NON PROFIT HOUSING PROVIDERS	49,928	500,000	450,072	500,000	-	500,000		500,000
TOTAL NON PROFIT HOUSING PROVIDERS	\$ 49,928	\$ 500,000	\$ 450,072	\$ 500,000	-	\$ 500,000	\$ -	\$ 500,000
LHC FURNITURE & EQUIPMENT			-		-	-		-
DSSAB FURNITURE & EQUIPMENT	12,694	10,000	2,694	10,000	-	10,000		10,000
TOTAL FURNITURE & EQUIPMENT CAPITAL EXPENSE		\$ 10,000	\$ 2,694	\$ 10,000	0	\$ 10,000	\$ -	\$ 10,000
INFORMATION TECHNOLOGY	141,871	128,900	12,971	149,800	20,900	149,800		149,800
TOTAL INFORMATION TECHNOLOGY CAPITAL EXPENSE	\$ 141,871	\$ 128,900	\$ 12,971	\$ 149,800	20,900	\$ 149,800	\$ -	\$ 149,800
TOTAL CAPITAL EXPENSE	\$ 2,566,803	\$ 5,848,360	\$ 3,268,863	\$ 3,288,991	\$ 2,479,669	\$ 2,942,462	\$ 346,530	\$ 3,288,991

## 25-YEAR CAPITAL PLAN AND RESERVE FUNDING OVERVIEW

One of our greatest priorities over the years has been to minimize the risk of a potential capital fund deficit for DSSAB, Social Housing and Non-Profit Provider buildings. To minimize this risk, in 2023, the Board approved the capital cost of an external consultant to assess and prepare 25-year building condition assessments (BCAs) on each of the DSSAB, LHC and non-profit housing provider units. The new BCAs will provide us with a guideline for capital replacement planning and capital reserve funding and have been uploaded into the new asset management system in 2024 to form the organization's 25-year capital plan.

The asset management system provides annual reports that reflect the total operating and capital expenses incurred on each asset. This allows Management and the Board to make better decisions regarding the maintenance, replacing and disposing of infrastructure assets in a sustainable manner into the future. We are able to establish a consistent funding approach which minimizes levy variability and formulates funding costs into the future to sustain program operations and infrastructure.

As shown in chart on the next slide, the DSSAB's 25-year capital plan, total estimated cost is \$35,698,187. The capital plan is forecasted for the budget years, 2024-2048, and has mainly based on the 25-year Building Condition Assessments that were completed in 2023 and other historical capital spending. The capital plan is a live document, and changes to the plan can occur each year from internal and external factors including service levels, economic conditions, environmental impacts, legislative changes and technological advancements.

The 25-year capital plan includes average annual spending of \$1,427,927, with funding derived from grants (5.2%) and capital reserves (94.8%) and therefore it is critical to continue to contribute to capital reserves at amounts recommended in the budget each year to fund the plan's annual expenditures.

If average capital spending and contributions to reserves remain consistent each year as shown in the 25-year capital plan, it is anticipated that reserve levels will remain at a healthy level to fund future infrastructure needs.

## SCHEDULE OF 25-YEAR CAPITAL PLAN AND RESERVES

The 2025-Year Capital Plan is reflecting total spending for the years 2024-2048 of \$35,698,187 of which \$33,852,142 will be funded from capital reserves and \$1,846,045 from a Canada Mortgage Housing (CMHC) capital grant.

### 25-Year Capital Plan

DSSAB Facilities	3,544,281
LHC Social Housing Buildings	14,019,023
Remediation Asbestos & Mold	2,400,000
Appliances (fridges & stoves)	2,160,000
LHC & DSSAB Vehicles	871,783
Non-Profit Housing Providers	12,000,000
LHC & DSSAB Office Furniture	194,000
Information Technology	509,100
<b>\$</b>	<b>35,698,187</b>

The chart below and on the next slide illustrates the 25-Year capital plan and funding for each asset category.

TOTAL 25-YEAR CAPITAL EXPENSE		TOTAL 25-YEAR FUNDING		
DSSAB BUILDINGS	TOTAL 25 YEARS	RESERVE FUNDING	GRANTS	TOTAL 25-YEAR FUNDING
Esprit Women's Shelter	408,250	408,250	-	408,250
Toronto Ave Admin	643,375	643,375	-	643,375
Beechwood Admin	1,375,375	1,375,375	-	1,375,375
64 & 66 Waubeeek	622,688	622,688	-	622,688
Highlands Daycare	227,969	227,969	-	227,969
<b>TOTAL DSSAB BUILDING CAPITAL</b>	<b>3,277,656</b>	<b>3,277,656</b>	<b>-</b>	<b>3,277,656</b>
LHC BUILDINGS				
Parry Sound Belvedere	4,699,650	2,853,605	1,846,045	4,699,650
Parry Sound 66 Church	668,713	668,713	-	668,713
Parry Sound William & Addie	990,063	990,063	-	990,063
Parry Sound Maplevue	1,614,750	1,614,750	-	1,614,750
PS 118 Church	266,625	266,625	-	266,625
Callendar Main	774,250	774,250	-	774,250
Sundridge Main	533,875	533,875	-	533,875
Magnetawan Queen	975,688	975,688	-	975,688

# SCHEDULE OF 25-YEAR CAPITAL PLAN AND RESERVES CONTINUED

TOTAL 25-YEAR CAPITAL EXPENSE		TOTAL 25-YEAR FUNDING		
	TOTAL 25 YEARS	RESERVE FUNDING	GRANTS	TOTAL 25-YEAR FUNDING
Burks Falls Queen	310,125	310,125	-	310,125
Burks Falls Main	454,000	454,000	-	454,000
Burks Falls Dimsdale	400,750	400,750	-	400,750
Burks Falls Yonge	695,910	695,910	-	695,910
South River Broadway	478,125	478,125	-	478,125
South River Dublin	946,700	946,700	-	946,700
South River Roselawn	476,425	476,425	-	476,425
<b>TOTAL LHC BUILDING CAPITAL</b>	<b>14,285,648</b>	<b>12,439,603</b>	<b>1,846,045</b>	<b>14,285,648</b>
<b>NON PROFIT HOUSING PROVIDERS</b>				
RECURRING	12,000,000	12,000,000		12,000,000
<b>TOTAL NON PROFIT HOUSING PROVIDERS EXPENSE</b>	<b>12,000,000</b>	<b>12,000,000</b>	<b>-</b>	<b>12,000,000</b>
<b>REMEDIATION ASBESTOS &amp; MOLD</b>				
RECURRING	2,400,000	2,400,000		2,400,000
<b>TOTAL REMEDIATION CAPITAL EXPENSE</b>	<b>2,400,000</b>	<b>2,400,000</b>	<b>-</b>	<b>2,400,000</b>
<b>APPLIANCES</b>				
RECURRING	2,160,000	2,160,000		2,160,000
<b>TOTAL APPLIANCE CAPITAL EXPENSE</b>	<b>2,160,000</b>	<b>2,160,000</b>	<b>-</b>	<b>2,160,000</b>
LHC VEHICLES	543,679	543,679	-	543,679
DSSAB VEHICLES	328,105	328,105	-	328,105
<b>TOTAL VEHICLES CAPITAL EXPENSE</b>	<b>871,783</b>	<b>871,783</b>	<b>-</b>	<b>871,783</b>
INFORMATION TECHNOLOGY	509,100	509,100		509,100
<b>TOTAL INFORMATION TECHNOLOGY CAPITAL EXPENSE</b>	<b>509,100</b>	<b>509,100</b>	<b>-</b>	<b>509,100</b>
LHC FURNITURE & EQUIPMENT	-	-	-	-
DSSAB FURNITURE & EQUIPMENT	194,000	194,000	-	194,000
<b>TOTAL FURNITURE &amp; EQUIPMENT CAPITAL EXPENSE</b>	<b>194,000</b>	<b>194,000</b>	<b>-</b>	<b>194,000</b>
<b>TOTAL ESTIMATED CAPITAL EXPENSE</b>	<b>\$ 35,698,187</b>	<b>\$ 33,852,142</b>	<b>\$ 1,846,045</b>	<b>\$ 35,698,187</b>
2023 CMHC GRANT FUNDING	-1,846,045			
REMAINING EXPENSE TO FUND BY RESERVES	33,852,142			
OPENING RESERVE BALANCE JAN 1/2024	14,377,211			
ESTIMATED RESERVE FUNDING	-33,852,142			
ESTIMATED RESERVE CONTRIBUTIONS	37,971,671			
ESTIMATED RESERVE BALANCE SURPLUS/(DEFICIT)	\$ 18,496,739			

## JOINT WASTE MANAGEMENT COMMITTEE

### MINUTES

February 26, 2025

Perry Township

#### Attendance

Board Members: Jim Hilt, Sean Murdy, Jill Sharer, Keven Beaucage, Jim Cushman, Paul Sowrey

Absent:

Audience:

Staff: Kim Seguin, Secretary-Treasurer

The meeting was called to order at 6:00pm by the Chair.

Pecuniary Interest: None were declared

The minutes of the October 30, 2024 meeting was reviewed, and it was;

**Moved by: Keven Beaucage**

**Seconded by: Jill Sharer**

**Resolution 2025-001**

***Be it Resolved that the minutes of the October 30, 2024 meeting of the committee be approved with the amendment for attendance showing Jill Sharer in attendance and Jim Cushman as absent.***

**Carried**

#### **Business Arising from the Minutes:**

N/A

The Bank Reconciliations for October, November, December 2024 and January 2025 for Kawartha Credit Union and Scotiabank accounts were reviewed, it was;

**Moved by: Paul Sowrey**

**Seconded by: Sean Murdy**

**Resolution 2025-002**

***Be it Resolved that the Kearney Perry Joint Waste Management Committee have received and reviewed the bank reconciliations for October, November, December 2024 and January 2025 for the Scotiabank and Kawartha Credit Union accounts.***

**Carried**

The bill payment list was presented, it was;

**Moved by: Jill Sharer**

**Seconded by: Jim Cushman**

**Resolution 2025-003**

***Be it Resolved that the bill payment report as of February 18, 2025 in the amount of \$86,711.98 be approved.***

**Carried**



The Financial Report year to date as of December 31, 2024 and January 31, 2025 were reviewed, it was

**Moved by: Keven Beaucage**

**Seconded by: Paul Sowrey**

**Resolution 2025-004**

***Be it Resolved that the Kearney Perry Joint Waste Management Committee accept the year to date as of December 31, 2024 and January 31, 2025 as presented.***

**Carried**

**New Business:**

The 2025 proposed budget was reviewed and the increase in the budget is largely due to the costs required to close cell #1.

The 2025 Proposed Budget was presented, it was

**Moved by: Sean Murdy**

**Seconded by: Jill Sharer**

**Resolution 2025-005**

***Be it Resolved that the Kearney Perry Joint Waste Management Committee recommend the 2025 Proposed Budget for a total amount of \$401,750.00 to the Township of Perry and the Town of Kearney for approval.***

**Carried**

Being that there was no further business, it was;

**Moved by: Keven Beaucage**

**Seconded by: Jill Sharer**

**Resolution 2025-006**

***Be it resolved that the Kearney Perry Joint Waste Management Committee does hereby adjourn at 6:19pm until the next regular meeting or at the call of the Chair.***

**Carried**

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Jim Hilt Chairperson

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Kim Seguin Recording Secretary

*These minutes are not official until reviewed and passed by the Committee.*

## THE CORPORATION OF THE TOWN OF KEARNEY

### MEMORANDUM

**TO:** Mayor & Council  
**FROM:** Leslie Harvie, Deputy Treasurer  
**SUBJECT:** 2024 Council Honorarium & Expenses  
**DATE:** March 6, 2025

In compliance with Section 284(1) of the Municipal Act, this annual report is to serve as notification of the total Honoraria and Expenses paid to Council members in 2024.

<b>Council Jan. 01 – Dec. 31, 2024</b>	<b>Honourarium</b>	<b>Expenses Conferences &amp; Mileage</b>
Cheryl Philip Councilor/Mayor	\$15,300	\$1,771.03
Keven Beaucage Councilor	\$11,400	0
Heather Pateman Councilor	\$11,400	\$1,620.48
Michael Rickward Councilor/Deputy Mayor	(Donated 6 months Hounourarium to KWEF) \$5,700	0
Jill Sharer Councilor	\$11,400	\$1,041.58
<b>TOTALS</b>	<b>\$55,200.00</b>	<b>\$3,833.09</b>

All Council members received a set rate monthly honourarium in 2024, regardless of the number of meetings attended.

Account # / Description	Year to Date	Budget	Variance	%
020-001 - Tax Levy-Set Up Taxes	4,573,379.90	4,573,380.00	(0.10)	100.0
020-002 - Supplementaries	130,295.53	15,000.00	115,295.53	868.6
020-003 - Pay-in-Lieu/Canada Post/Ont Graphite	25,934.28	25,935.00	(0.72)	100.0
020-201 - Education Req - EP	(592,682.24)	(578,208.00)	(14,474.24)	102.5
020-202 - Education Req - FP	(2,949.49)	(2,889.00)	(60.49)	102.1
020-203 - Education Req - ES	(36,549.97)	(34,395.00)	(2,154.97)	106.3
020-204 - Education Req - FS	(7,451.32)	(7,316.00)	(135.32)	101.9
021-001 - OMPF Grant	720,600.00	720,600.00		100.0
021-002 - AMO Gas Tax Revenue (Re: Funds spent)	99,000.00	122,785.00	(23,785.00)	80.6
021-005 - NORDS Funding (Prev.Main Street)	371,021.53	330,000.00	41,021.53	112.4
021-023 - OPP Detachment Revenue	1,181.04	1,460.00	(278.96)	80.9
021-421 - Provincial Offences Act (P.O.A.)	4,567.33	5,170.00	(602.67)	88.3
021-422 - CSPT-Court Security Prisoner Transport	1,071.00	1,071.00		100.0
021-423 - OCLIF (Cannabis)	540.92	500.00	40.92	108.2
021-502 - Aggregate Resources Trust	2,656.16	224.00	2,432.16	1185.8
021-504 - OCIF Formula Based Funding	273,107.32	302,264.00	(29,156.68)	90.4
021-601 - Recycling/Hazardous Waste Grants (EPRA)	83,285.26	83,688.00	(402.74)	99.5
021-711 - Elderly Persons Operating Grant (SALC))	13,375.00	13,375.00		100.0
021-712 - Elderly Persons Special Grant	8,290.11	8,738.00	(447.89)	94.9
021-714 - Seniors Active Living Fair	2,500.00	2,500.00		100.0
021-823 - NOHFC - KCC renovation	96,334.83	130,496.00	(34,161.17)	73.8
021-901 - NOHFC-Youth Intern	4,038.46	4,038.00	0.46	100.0
022-321 - Tax Certificates	1,500.00	2,260.00	(760.00)	66.4
022-322 - Photocopy & Fax Services Revenue	78.16	290.00	(211.84)	27.0
022-401 - Fire Dept Misc. Revenue	8,594.33	6,000.00	2,594.33	143.2
022-441 - Bldg Dept - Bldg & Zoning Compliance	1,200.00	2,290.00	(1,090.00)	52.4
022-442 - Bldg Dept - Abandoned Permits		5,040.00	(5,040.00)	
022-443 - Bldg Dept - Special Inspections		470.00	(470.00)	
022-444 - Bldg Dept Misc Revenues	474.30		474.30	
022-491 - 911 Civic Number Signs	575.00	1,080.00	(505.00)	53.2
022-501 - Road User Fees	2,293.92		2,293.92	
022-601 - Trans. Stn. Tipping Fees/Other Revenue	47,202.84	30,420.00	16,782.84	155.2
022-811 - Kearney Dog Sled Revenue	28,942.00	28,942.00		100.0
022-812 - Regatta Revenue	29,694.10	23,000.00	6,694.10	129.1
022-813 - Rec Programs - Misc Revenues	14,213.77	9,000.00	5,213.77	157.9
022-821 - KCC Revenue	952.00	4,000.00	(3,048.00)	23.8
022-841 - Art Show Revenue	1,767.80	8,100.00	(6,332.20)	21.8
022-901 - Planning Revenue	10,309.90	12,000.00	(1,690.10)	85.9
023-001 - Lottery Lic. Revenue	2,951.70	1,130.00	1,821.70	261.2
023-002 - Trailer License Revenue	3,500.00	3,130.00	370.00	111.8
023-003 - Marriage License Revenue	500.00	130.00	370.00	384.6
023-004 - Encroachment Revenue		200.00	(200.00)	
023-401 - Fire Permits & Inspection Revenue	7,898.00	6,960.00	938.00	113.5
023-441 - Building Permits Revenue	63,159.40	190,310.00	(127,150.60)	33.2
023-461 - Dog Tags	457.00	250.00	207.00	182.8
023-501 - Driveway/Entrance/Oversize/Permits	2,450.00	3,770.00	(1,320.00)	65.0
024-821 - Community Hall-Gym Rentals	1,381.52	5,000.00	(3,618.48)	27.6
024-822 - Senior's Lounge	271.24	1,000.00	(728.76)	27.1
025-501 - SOES-Scarborough School Brd Rd Maint.	11,934.76	11,935.00	(0.24)	100.0
026-001 - Bank Interest	153,762.50	163,000.00	(9,237.50)	94.3
026-002 - Interest On Taxes	49,122.05	58,500.00	(9,377.95)	84.0
027-001 - By-Law Enforcement Revenue (Fines)	5,135.00	4,000.00	1,135.00	128.4
027-811 - Centennial Committee Revenue	20.00	100.00	(80.00)	20.0
028-001 - Miscellaneous Revenue (FOI)	9,140.88	2,500.00	6,640.88	365.6
028-002 - Sale of Surplus Lands		230,000.00	(230,000.00)	
028-003 - Asset sale/insurance proceeds	70,314.04	45,250.00	25,064.04	155.4
028-004 - Gain/Loss on Capital Asset Disposals	(163,680.01)		(163,680.01)	
028-005 - Contra Proceeds of disposition	(35,576.10)		(35,576.10)	
028-801 - Parkland Revenue Re: Funds spent		32,185.00	(32,185.00)	
028-803 - Lions Park Revenue	2,632.24		2,632.24	
029-001 - Transfer from Reserves	26,713.71	29,339.00	(2,625.29)	91.1
029-002 - Prior Year Surplus (budget only)		475,871.00	(475,871.00)	
<b>Revenue Totals:</b>	<b>6,131,431.70</b>	<b>7,115,868.00</b>	<b>(984,436.30)</b>	
030-001 - Council Honorariums	55,500.00	55,500.00		100.0
030-010 - Council EHT & CPP	2,954.78	1,320.00	(1,634.78)	223.9
030-020 - Council Sundry Expenses	1,374.61	4,000.00	2,625.39	34.4
030-035 - Council Insurance	1,135.08	1,135.00	(0.08)	100.0
030-040 - Council Training, Dues & Mileage	7,006.18	7,500.00	493.82	93.4
030-050 - Council Donations	6,915.33	6,115.00	(800.33)	113.1
031-020 - Election Expenses	2,455.31	2,450.00	(5.31)	100.2
031-900 - Transfer to Election Reserve	4,075.00	4,075.00		100.0
031-902 - Transfer to UFCW Reserve	2,500.00	2,500.00		100.0

032-001 - Administration - Wages & Benefits	459,929.73	556,000.00	96,070.27	82.7
032-002 - Years of Service Awards		750.00	750.00	
032-020 - Office Postage, Supplies and Sundries	9,337.52	12,800.00	3,462.48	73.0
032-023 - Computer and Equipment Maint & Paper	40,525.26	45,000.00	4,474.74	90.1
032-025 - CGIS Expenses / SCOOP	12,942.71	13,275.00	332.29	97.5
032-026 - Advertising	1,123.43	2,500.00	1,376.57	44.9
032-027 - Association Dues	4,494.80	5,040.00	545.20	89.2
032-030 - Telephone	3,544.39	4,225.00	680.61	83.9
032-031 - Hydro	9,553.19	7,485.00	(2,068.19)	127.6
032-035 - Insurance-Administration	62,676.89	62,677.00	0.11	100.0
032-036 - Insurance Claim Deductibles		15,000.00	15,000.00	
032-040 - Training & Professional Development	6,220.36	10,000.00	3,779.64	62.2
032-050 - MPAC - Property Assessment	56,845.08	56,845.00	(0.08)	100.0
032-051 - Contracted General Legal/Title Searches	115,371.83	50,000.00	(65,371.83)	230.7
032-053 - Auditor	28,519.11	22,769.00	(5,750.11)	125.3
032-054 - Contracted Accounting	40,544.27	35,100.00	(5,444.27)	115.5
032-056 - Human Resources Consultant	19,843.24	20,982.00	1,138.76	94.6
032-057 - CUPE Negotiation Costs-Legal/other	31,906.91	50,000.00	18,093.09	63.8
032-058 - UFCW Negotiation Costs-Legal/other	189.27	1,500.00	1,310.73	12.6
032-060 - Property Tax Write Offs	9,659.63	12,500.00	2,840.37	77.3
032-065 - Bank Charges & Interest	2,855.65	2,570.00	(285.65)	111.1
032-100 - Mileage Expenses	44.38	100.00	55.62	44.4
032-701 - 2B Recovered (I/S) - Sick Leave	(12,721.03)		12,721.03	
032-800 - General Government Capital	60,432.33	80,000.00	19,567.67	75.5
032-890 - GG contra capital	(60,432.33)		60,432.33	
032-891 - Amortization - General Government	18,074.06		(18,074.06)	
032-900 - Provisions for Reserves	324,264.00	316,274.00	(7,990.00)	102.5
040-001 - KVFD - Fire Wages & Benefits	121,461.62	117,800.00	(3,661.62)	103.1
040-003 - KVFD - Volunteer Pay/Training/Health Sci	69,188.44	108,000.00	38,811.56	64.1
040-010 - KVFD - Volunteer WSIB, EHT	5,444.17	6,930.00	1,485.83	78.6
040-020 - KVFD - Administrative Expenses	8,319.49	7,800.00	(519.49)	106.7
040-022 - KVFD - Public Education	6,290.11	3,000.00	(3,290.11)	209.7
040-023 - KVFD-Repeater Tower/Fluent/PS Dispatch	5,884.33	7,500.00	1,615.67	78.5
040-025 - KVFD - Equipment Maintenance	10,091.61	8,000.00	(2,091.61)	126.2
040-026 - KVFD - Small Equipment Purchases	11,168.45	10,529.00	(639.45)	106.1
040-030 - KVFD - Telephone	1,363.30	450.00	(913.30)	303.0
040-031 - KVFD - Hydro/Heat	7,878.09	8,600.00	721.91	91.6
040-032 - KVFD - Building Expenses	14,196.02	15,000.00	803.98	94.6
040-035 - KVFD - General & Firefighters Insurance	43,978.52	43,978.00	(0.52)	100.0
040-041 - KVFD - Joint Training Officer (Ryerson)	16,681.62	17,182.00	500.38	97.1
040-042 - KVFD - Uniforms	3,488.52	6,000.00	2,511.48	58.1
040-060 - MNR Fire Agreement	7,827.66	7,875.00	47.34	99.4
040-100 - KVFD - Vehicle Expenses	38,961.44	22,000.00	(16,961.44)	177.1
040-723 - 2007 E-One Pumper/Tanker Principal	9,761.98	9,762.00	0.02	100.0
040-724 - KVFD-2007 E-One Pumper/Tanker Interest	3,432.02	3,432.00	(0.02)	100.0
040-800 - KVFD - Capital Purchases Equipment	123,780.84	124,475.00	694.16	99.4
040-890 - Fire CONTRA CAPITAL	(120,172.64)		120,172.64	
040-891 - KVFD - Amortization - Fire Department	77,817.07		(77,817.07)	
041-021 - 1st Response - Medical Supplies	1,957.52	2,500.00	542.48	78.3
042-020 - Policing (Realignment)	302,160.00	302,160.00		100.0
044-001 - Building Dpt Wages & Benefits	168,128.55	149,900.00	(18,228.55)	112.2
044-020 - Bldg Dept Office Expense	21,661.87	4,300.00	(17,361.87)	503.8
044-027 - Bldg Dept Memberships	521.20	577.00	55.80	90.3
044-040 - Bldg Dept Training & Misc	5,393.91	7,000.00	1,606.09	77.1
044-058 - Bldg Dept Legal	13,872.84	15,000.00	1,127.16	92.5
044-100 - Bldg Dept Mileage&Vehicle exp	7,960.07	4,900.00	(3,060.07)	162.5
044-800 - Bldg Dept Capital purchases	1,027.78	1,100.00	72.22	93.4
044-890 - Bldg Dept Contra Capital	(1,027.78)		1,027.78	
044-891 - Building Dpt Amortization	7,605.00		(7,605.00)	
045-020 - By-Law Exps / Mileage (Monthly Invoice)	60,431.76	61,500.00	1,068.24	98.3
045-021 - B/L Enfor-Prop. Cleanup/Impound/Legal	2,467.69		(2,467.69)	
045-023 - By-law Training		2,000.00	2,000.00	
046-020 - Animal Control Costs	90.00	1,000.00	910.00	9.0
049-020 - Emergency Measures Expenses/911	1,068.50	2,850.00	1,781.50	37.5
049-891 - Emergency - Amortization	5,736.90		(5,736.90)	
050-001 - PW -General Overhead Wages & Benefits	223,238.84		(223,238.84)	
050-002 - PW-Shop Maintenance Wages	12,792.90		(12,792.90)	
050-020 - PW Garage - Bldg & Equip Supplies/R&M	44,826.65	50,000.00	5,173.35	89.7
050-030 - PW Telephone/Radio	6,198.45	5,600.00	(598.45)	110.7
050-031 - PW Garage - Hydro/Heat	14,955.26	13,780.00	(1,175.26)	108.5
050-035 - Muncipal Insurance - Roads	44,105.23	44,105.00	(0.23)	100.0
050-040 - Employee Expenses & Training	12,483.33	12,000.00	(483.33)	104.0
050-100 - PW All Vehicles - Fuel	62,748.67	85,000.00	22,251.33	73.8
050-101 - PW - Wages & Benefits Equipment Mtce	29,055.71		(29,055.71)	
050-106 - 2021 Dodge #9 fuel, license, repairs	1,036.97	815.00	(221.97)	127.2

050-110 - 2023 Dodge Ram 1500 License/Rprs/Fuel	4,990.40	2,000.00	(2,990.40)	249.5
050-111 - 2024 Dodge Ram 2500 Licence/Repair	3,035.12	500.00	(2,535.12)	607.0
050-120 - 2008 Sterling Tandem #6	4,110.13	1,750.00	(2,360.13)	234.9
050-121 - 2016 Freightliner Plow Truck	11,020.62	5,000.00	(6,020.62)	220.4
050-122 - 2019 Ford 550 - License and repairs	10,378.77	3,500.00	(6,878.77)	296.5
050-123 - 2020 Freightliner License and Repairs	12,031.48	14,000.00	1,968.52	85.9
050-124 - 2024 Freightliner Licence and Repairs	12,085.02	3,000.00	(9,085.02)	402.8
050-125 - 1 Ton Ford 550 Sanding Unit/Repairs	1,516.20	1,000.00	(516.20)	151.6
050-130 - 2010 Dodge Truck	2,811.19		(2,811.19)	
050-135 - Cat Excavator	3,381.26	5,000.00	1,618.74	67.6
050-145 - Equip. #5 - Steamer Propane/Repairs		500.00	500.00	
050-155 - Equip # 6 - Grader Repairs	67,546.59	25,000.00	(42,546.59)	270.2
050-160 - CAT Backhoe Repairs/Lic (420F2IT)	22,241.96	5,000.00	(17,241.96)	444.8
050-165 - Trackless Sidewalk Unit		100.00	100.00	
050-166 - Sweeper	4,961.50	3,000.00	(1,961.50)	165.4
050-170 - Public Works Trailer (Float)	1,418.21	1,000.00	(418.21)	141.8
050-728 - West Bay Rd Loan - Principal	8,628.61	8,629.00	0.39	100.0
050-729 - West Bay Road Loan-interest	126.38	96.00	(30.38)	131.7
050-801 - PW Capital Building & Equipment	200,349.97	217,721.00	17,371.03	92.0
050-802 - Capital Road Construction	938,431.72	961,000.00	22,568.28	97.7
050-803 - Bridges & Culverts Capital	20,476.70	12,750.00	(7,726.70)	160.6
050-805 - PW Wages - construction	13,634.55		(13,634.55)	
050-890 - Roads Contra Capital	(1,172,123.33)		1,172,123.33	
050-891 - Amortization - Transportation Services	616,889.53		(616,889.53)	
050-900 - PW - Transfer to Reserve	240,000.00	240,000.00		100.0
051-001 - PW - Paved Rd Wages & Benefits	38,744.62		(38,744.62)	
051-020 - Cold Patch/Patching (Paved Road)	8,376.29	24,000.00	15,623.71	34.9
051-022 - Line Painting (Paved Road)	7,810.57	13,500.00	5,689.43	57.9
051-023 - Stormwater System Maint./Catch Basin		20,000.00	20,000.00	
052-001 - PW - Unpaved Rd Wages & Benefits	48,590.68		(48,590.68)	
052-020 - Gravel - Unpaved Roads / Shanty	4,100.30	13,500.00	9,399.70	30.4
052-021 - Calcium Dust Control (Unpaved Roads)	40,870.52	40,000.00	(870.52)	102.2
052-023 - Armour/Joly Road Mtce Agreements	3,358.09	3,358.00	(0.09)	100.0
053-001 - PW -Bridges and CulvertsWages & Benefits	10,713.59		(10,713.59)	
053-020 - Bridge Op Expenses (Repairs/Inspections)	7,947.56	8,345.00	397.44	95.2
053-021 - Culverts and Bridges	1,793.43	1,000.00	(793.43)	179.3
054-001 - Roadside Wages&Benefits	45,178.60		(45,178.60)	
054-020 - Roadside - Mowing/Brushing	6,105.61	8,000.00	1,894.39	76.3
054-021 - Roadside - Signs	4,964.52	1,500.00	(3,464.52)	331.0
054-022 - Roadside Beaver Trapping	2,800.00	1,200.00	(1,600.00)	233.3
054-023 - Roadside - Guardrails		750.00	750.00	
055-001 - PW - Winter Control Wages & Benefits	69,247.79		(69,247.79)	
055-020 - Materials - Winter Sand & Salt	26,634.47	64,000.00	37,365.53	41.6
055-021 - Carillion/Fowler Winter Road Agmts	5,225.35	5,225.00	(0.35)	100.0
056-001 - PW - Streetlights Wages & Benefits	304.21		(304.21)	
056-020 - Street Lights	6,806.06	5,230.00	(1,576.06)	130.1
059-001 - PW-Wages & Benefits Holding Account	523,358.85	601,300.00	77,941.15	87.0
059-002 - PW wages and benefits-allocated	(523,358.85)		523,358.85	
060-001 - Transfer Station Wages & Benefits	81,759.20	77,800.00	(3,959.20)	105.1
060-002 - PW and Facilities Wages-transfer stn	24,059.94		(24,059.94)	
060-021 - Joint Waste Management	95,939.89	95,940.00	0.11	100.0
060-022 - BFI - Recycling	116,418.69	124,730.00	8,311.31	93.3
060-023 - BFI - Shingles & Metal	3,089.92	6,030.00	2,940.08	51.2
060-024 - Trans. Stn Operating Expense	19,846.13	16,000.00	(3,846.13)	124.0
060-026 - Hazardous Waste Days	13,208.51	11,130.00	(2,078.51)	118.7
060-031 - Trans. Stns - Hydro & Phones	3,594.25	3,000.00	(594.25)	119.8
060-035 - Transfer Station Insurance (Backhoe)	487.58	488.00	0.42	99.9
060-060 - Trans Stn-John Deere Backhoe Repairs	13,749.25	10,000.00	(3,749.25)	137.5
060-061 - 2014 Ford F150 Operating Costs	4,666.94	7,500.00	2,833.06	62.2
060-100 - Landfill Closure and Post-Closure	552.05	14,100.00	13,547.95	3.9
060-702 - 2B recovered (I/S) Landfill Closure	(1,925.00)		1,925.00	
060-703 - Landfill Closure Settlement	(591.00)		591.00	
060-704 - Landfill Closure Accretion	1,077.00		(1,077.00)	
060-705 - Landfill Closure Change in Estimate	1,439.00		(1,439.00)	
060-800 - Transfer Station Capital	4,135.04	40,000.00	35,864.96	10.3
060-890 - Transfer Station contra Capital	(4,135.04)		4,135.04	
060-891 - Amortization - Transfer Station	6,987.90		(6,987.90)	
070-020 - North Bay/Parry Sound Dist. Health Unit	28,376.00	28,376.00		100.0
070-021 - Ambulance Levy	134,092.23	134,092.00	(0.23)	100.0
070-022 - V of B Almaguin Hiinds Health Ctre Comm	8,007.00	6,007.00	(2,000.00)	133.3
070-900 - To Reserve - Muskoka Hospital	108,750.00	108,750.00		100.0
071-022 - Eastholme - Levy	139,276.00	139,276.00		100.0
071-025 - DSSAB (Social Service Admin Board)	177,021.13	177,021.00	(0.13)	100.0
071-032 - Seniors Grant - Kearney Maint./Exp.	2,615.13	2,000.00	(615.13)	130.8
071-033 - Seniors One Time Grant Expenses	8,290.11	8,738.00	447.89	94.9

071-034 - Senior's Active Living Fair	2,493.51	2,500.00	6.49	99.7
071-891 - Seniors Amortization	18,931.51		(18,931.51)	
080-001 - Parks Wages & Benefits	7,265.39	7,800.00	534.61	93.2
080-002 - PW and Facilities wages - Parks	57,958.94		(57,958.94)	
080-020 - Parks & Trails Maintenance and Supplies	6,410.47	6,000.00	(410.47)	106.8
080-024 - Boat Ramps and Docks Maintenance		1,500.00	1,500.00	
080-025 - Parks - Town Dock Hydro	347.43	350.00	2.57	99.3
080-027 - R.Bice Sust.Ctce & Wilderness Experience	1,000.00	1,000.00		100.0
080-035 - Parks & Recreation Insurance	17,588.88	17,589.00	0.12	100.0
080-090 - Parks - Lions Park/Rink	13,787.44	4,100.00	(9,687.44)	336.3
080-100 - Parks veh. 2021 Dodge Operating Expenses	3,702.62	5,000.00	1,297.38	74.1
080-801 - Boat RampsDocks Capital (Incls 080-803)	7,470.67	100,000.00	92,529.33	7.5
080-802 - Parks Capital	2,055.56	12,100.00	10,044.44	17.0
080-804 - Lion's Park Capital Projects	8,932.09	10,000.00	1,067.91	89.3
080-890 - Parks Contra Capital	(10,987.65)		10,987.65	
080-891 - Parks Amortization	27,039.03		(27,039.03)	
080-900 - Lion's Park - Provision For Reserve	2,632.24		(2,632.24)	
080-901 - To Reserve - Boat Launch (Prev Trails)	60,344.33		(60,344.33)	
081-001 - Recreation - Swimming Wages&Benefits		7,800.00	7,800.00	
081-002 - PW and Facilities Wages - Rec Programs	8,606.19		(8,606.19)	
081-020 - Recreation Program Expenses	12,903.15	13,000.00	96.85	99.3
081-021 - Swimming Program Expenses	1,780.59	2,700.00	919.41	66.0
081-035 - Municipal Insurance-Volunteers	810.00	810.00		100.0
081-050 - KCC Committee Expenses	96.00	4,000.00	3,904.00	2.4
081-051 - Recreation Special Events	3,974.18	4,000.00	25.82	99.4
081-501 - Dog Sled Races Expenses	28,394.89	28,942.00	547.11	98.1
081-502 - Regatta/Fireworks Expenses	31,324.17	23,000.00	(8,324.17)	136.2
081-891 - Rec Programs Amortization	1,603.13		(1,603.13)	
081-900 - Dog Sled transfer to reserves	547.11		(547.11)	
081-901 - KCC Committee-transfer to reserve	856.00		(856.00)	
081-902 - Regatta band shelter transfer to reserve	800.00	800.00		100.0
082-001 - KCC - Wages & Benefits	100,368.30	124,500.00	24,131.70	80.6
082-002 - KCC Wages- Allocated to Other Functions	(60,004.77)		60,004.77	
082-003 - Public Works Wages - Facilities	1,237.06		(1,237.06)	
082-020 - KCC - Supplies & Maintenance	15,839.35	17,000.00	1,160.65	93.2
082-021 - KCC - Water Operations & Maint.	1,894.36	1,500.00	(394.36)	126.3
082-031 - KCC - Hydro/Heat	21,766.26	18,000.00	(3,766.26)	120.9
082-035 - KCC - Insurance	9,973.94	9,974.00	0.06	100.0
082-040 - KCC - Employee Expenses and Training	664.41	1,000.00	335.59	66.4
082-800 - KCC - Capital Expenses	300,638.75	448,129.00	147,490.25	67.1
082-890 - KCC - Contra Capital	(296,056.50)		296,056.50	
082-891 - KCC - Amortization	78,304.97		(78,304.97)	
083-020 - Library Levy	46,015.00	46,345.00	330.00	99.3
083-021 - Library - Operating Expenses	2,992.23	2,110.00	(882.23)	141.8
083-891 - Library Amortization	2,493.30		(2,493.30)	
084-020 - Art Show Expenses	988.61	8,100.00	7,111.39	12.2
090-020 - Planning Misc. Expenses	3,805.95	15,000.00	11,194.05	25.4
090-021 - Official Plan & Zoning	14,907.89	75,000.00	60,092.11	19.9
090-022 - LPAT Planning Appeals	92.65		(92.65)	
091-020 - Economic Development Misc. Expenses	1129.54	1,400.00	270.46	80.7
<b>Expense Totals:</b>	<b>5,771,023.31</b>	<b>7,115,868.00</b>		
<b>Net Surplus (Deficit):</b>	<b>360,408.39</b>			

February 6, 2025

To: Mayor and Members of Council - Town of Kearney

Mayor and Members of Council,

The Kearney Legion Branch 276 would like to request permission to use the ball diamond again this year on July 25th and 26th, 2025, for our 3rd annual car show.

We plan to set up tents and put-up advertising on July 25th from 5:00 PM to 8:00 PM. The car show itself will take place on July 26th from 8:00 AM to 4:00 PM.

Thank you for considering our request.

Sincerely,  
Lisa Lahn  
Events Coordinator  
Kearney Legion Branch 276



# Town of Kearney

RESOLUTION NO. 05 -25

DATE: Feb 11/25  
MOVED BY: Dorothy Holson  
SECONDED BY: Shanna Audette

## REGATTA COMMITTEE

BE IT RESOLVED that the Regatta Committee of the Town of Kearney \_\_\_\_\_  
that we have a budget of \$28,000  
for 2025.

CARRIED ☒

[Signature]

DEFEATED ☐

\_\_\_\_\_





# Town of Kearney

RESOLUTION NO. 06-25

DATE:

Feb 11 / 25

MOVED BY:

Ron Tate

SECONDED BY:

Ray Samuels

## REGATTA COMMITTEE

BE IT RESOLVED that the Regatta Committee of the Town of Kearney \_\_\_\_\_

That the town purchase a new tent  
for Regatta 20 x 30 (Red Tent) The old  
one is rotten. This should come out of  
capital Budget.

CARRIED ☒

A. Leach

DEFEATED ☐

\_\_\_\_\_

## Increase for Regatta Budget

Fire Works	\$	11,300.00	
Regatta Bucks	\$	400.00	
Parade Prizes	\$	685.00	
Raptor show	\$	626.00	
Bouncy castle, batting cage and bubble machine	\$	1,228.00	
medals and trophies	\$	1,500.00	
life guards	\$	900.00	
flyers	\$	600.00	
porta potties	\$	1,500.00	
country 102	\$	500.00	
newspaper	\$	500.00	
kids supplies and materials	\$	1,000.00	
kids kayaks	\$	350.00	
memoriabilia	\$	8,000.00	this we make back plus more
tent inspections	\$	400.00	
magician fri	\$	650.00	
adult and children magic Sat	\$	1,250.00	
band shell reserves	\$	800.00	
lawyer	\$	460.00	
pipe band	\$	600.00	
	<b>\$</b>	<b>33,249.00</b>	

Last year are revenue was \$29,695 hoping we do the same this year

# Report to Council

**To:** Mayor and Council, Town of Kearney

**From:** Kent Randall and Jessica Rae Reid (EcoVue Consulting Services Inc.)  
Town Planning Consultants

**Subject:** Application for Consent (Lot Creation)

**File:** 193 Proudfoot Road  
Part of Lot 2, Concession 14, Town of Kearney (Proudfoot)  
EcoVue Project No: 24-2095-26

**Date:** February 28, 2025

---

## Recommendation

That Council recommend approval of Consent to Sever Application B-005/24 to the Southeast Parry Sound District Planning Board, with the following conditions:

An application for a Zoning By-law Amendment that rezones the subject lands from the Rural (RU) Zone to the Rural Residential (RR) Zone is required to recognize the reduced lot area and frontage of the proposed severed lot.

1. That, prior to the finalization of consent, confirmation that the North Bay Mattawa Conservation Authority has no concerns or objections regarding sewage disposal systems on the subject lands (specifically the severed and retained lands), shall be provided, to the discretion of the Town of Kearney.
2. Confirmation in writing from the Town of Kearney that a 911 Address Number to the retained lands has been created and assigned.
3. A payment-in-lieu of a parkland dedication shall be paid in accordance with Section 51.1 of the *Planning Act* acceptable to the Town of Kearney in cash or certified cheque.
4. That all Municipal taxes to date shall be paid in full.

	Severed Lands	Retained Lands
<b>Lot Area</b>	~2.5 hectares (~6.18 acres)	~33.5 hectares (~82.78 acres)
<b>Lot Frontage</b>	~120 metres	~330 metres
<b>Lot Depth</b>	~140 metres	~930 metres
<b>Current Zone</b>	Rural (RU)	Rural (RU)
<b>Current Uses</b>	Rural/Residential	Rural/Residential
<b>Proposed Uses</b>	Rural/Residential	Rural/Residential
<b>Existing Structures</b>	One (1) Residential Dwelling	Vacant
<b>Proposed Structures</b>	Unchanged; One (1) Residential Dwelling	TBD
<b>Road Access</b>	Proudfoot Road	Proudfoot Road

5. The applicant provides confirmation from the Town of Kearney Roads Foreman with respect to entrance approval.
6. That all Town fees and disbursements (legal, engineering, planning), if any incurred by the Town with respect to this application shall be paid for by the owner.
7. A draft reference plan of survey be provided to the Town of Kearney for review prior to registration.

## Background and Proposal

The following is a review of Consent Application B-005/25 in the context of applicable land use planning policies and provisions. The purpose the Consent application is to create one (1) new rural lot from a property known as 193 Proudfoot Road, located at Part of Lot 2, Concession 14, in the former geographic Township of Proudfoot, now in the Town of Kearney, District of Parry Sound.

The property is designated Rural Lands according to Schedule 'A' in the Town of Kearney Official Plan. The lands are zoned Rural (RU) according to Schedule 'A' in the Town of Kearney Zoning By-law No. 2022-20.

Based on the submitted application and the available Provincial GIS information, the proposed severed and retained lands will be configured as follows:

## Pre-Consultation with the Town of Kearney

The applicant submitted a Pre-Consultation application to the Town of Kearney in November of 2024.

Within EcoVue's Pre-consultation Summary, it was concluded that due to the location of the proposed severed lot on a year-round municipally maintained road, and that the lot will be of a sufficient area, as required within the Town of Kearney Official Plan, it was EcoVue's opinion that the severance conformed with applicable policies and could be supported.

A copy of the Pre-consultation Summary has been provided as **Appendix A** to this Report.

## Analysis

### Provincial Planning Statement (2024)

The subject lands are not located within a settlement area and are therefore subject to Section 2.5 (Rural Areas in Municipalities) and 2.6 (Rural Lands in Municipalities) of the PPS. Specifically, Section 2.6.1 outlines permitted uses on rural lands, which includes “*c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services*”.

The proposed consent application will create one (1) new lot which will contain the existing residential dwelling and is similar in size and use to other rural residential lots along Proudfoot Road. Furthermore, the size of the proposed retained and severed lots is in keeping with the character of the rural area and within the greater Town of Kearney.

Speaking to Section 3.6 of the PPS (Sewage, Water and Stormwater), subsection 3.6.4 states that “*[w]here municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual onsite sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.*”

The submitted application states that the severed lands, which contain the existing residential dwelling, is connected to a drilled well, which aligns with the above-noted policy, but does not state whether it is connected to a septic system. The existing dwelling will be required to be serviced by a septic system, as a condition of final consent approval, in accordance with this policy, if it is not currently connected to one. Furthermore, the retained lands (i.e. the vacant parcel) are permitted to utilize private individual servicing (well and septic).

According to the available aerial imagery and Provincial mapping, neither the severed nor retained lands contain wetlands (provincially/locally significant or unevaluated) or any other heritage or hydrologic feature. As such, the proposed severance meets the Natural Heritage policies contained in Section 4.1 of the PPS.

Speaking to potential Natural and Human-Made Hazards, and the policies associated with them (which are contained in Chapter 5 of the PPS), the severed and retained lands do not contain natural or human-made hazards such as steep slopes, etc.

As the proposed severances pose no impact to natural heritage features, and there is no presence of natural hazard features, the proposal conforms to Chapters 4 (Wise Use and Management of Resources) and 5 (Protecting Public Health and Safety) of the PPS.

It is therefore our opinion that, the proposed severances are locally appropriate and are consistent with the PPS.

## Town of Kearney Official Plan

As noted, the subject property is designated Rural Lands, according to Schedule 'B' to the Town of Kearney Official Plan (TKOP).

Policies related to the Rural Lands designation are outlined in Section 4.0 of the TKOP. The proposed severed and retained lots will be used for residential or rural land use purposes, which is permitted within the Rural Lands designation, in accordance with Section 4.2 (2) of the TKOP.

Section 4.2.1 of the Town of Kearney Official Plan outlines policies related to lot creation within the Rural Lands designation. Section 4.2.1.1 states that: *"all lots will be of sufficient size and dimension, and possess terrain suitable to accommodate the use proposed"*. In addition, Section 4.2.2.4 states that: *"the minimum requirements for a new rural residential lot and the retained lot will be 1 hectare (2.47 acres) in lot area with 60 metres (197 feet) of road frontage" and that "in no event shall a new rural residential lot have a lot area of less than 0.8 hectares (2 acres)"*.

The proposed severed lot will meet the required lot area and frontage requirements under Section 4.2.2.4. Additionally, the retained lands will continue to exceed the requirements of the Rural Lands designation, with a remaining lot area of ~33.5 hectares with approximately ~330 metres of frontage on Proudfoot Road. Furthermore, the severed lands already contain the existing dwelling on private well; a septic system will be required to be installed on the severed lands. As such, it is our opinion that the severance for low-density residential uses is suitable within the Rural Lands designation.

Section 4.2.8 outlines the requirements for road frontage and access. As the proposed severed and retained lots will front on to Proudfoot Road, which is a year-round, municipally maintained road, the proposal conforms to Section 4.2.8 of the TKOP.

As such, the proposed severance conforms to the policies of the Town of Kearney Official Plan.

## Town of Kearney Zoning By-law No. 2022-20

The property is currently zoned Rural (RU) in the Town of Kearney Zoning By-law No. 2022-20.

The RU Zone has a minimum lot area of 10 hectares and a minimum of 100.0 metres of lot frontage. Although the severed lands will meet the required frontage of the RU Zone, it will not meet the minimum lot area. As such, a Zoning By-law amendment (ZBA) will be required to permit the proposed residential use and reduced lot area on the severed parcel, which can be implemented as a condition of final Consent approval.

It is recommended that the severed lot be rezoned from the RU Zone to the Rural Residential (RR) Zone to recognize the reduced lot area and frontage. The RR Zone has a minimum lot area of 0.8 hectares, with 60.0 metres of municipal frontage, which the severed lands will meet.

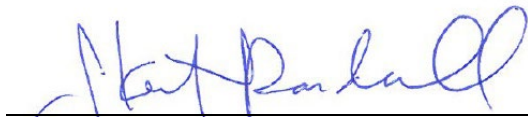
The proposed retained lot will meet all the RU Zone regulations, including minimum lot area (10 hectares) and frontage (100.0 metres). Therefore, the zoning of the retained lands will remain unchanged.

## Summary

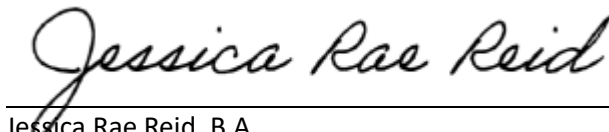
Based on the foregoing, it is our opinion that Consent Application B-005/25 is consistent with the Provincial Policy Statement (2020) and conforms to the Town of Kearney Official Plan. The application also complies with the Town of Kearney Zoning By-law 2022-20, subject to a ZBA application as a condition of consent.

Therefore, we respectfully recommend that Council endorse Consent Application B-005/25 and recommend approval to the Southeast Parry Sound District Planning Board, subject to the conditions provided as part of this report.

Respectfully Submitted,  
**ECOVUE CONSULTING SERVICES INC.**

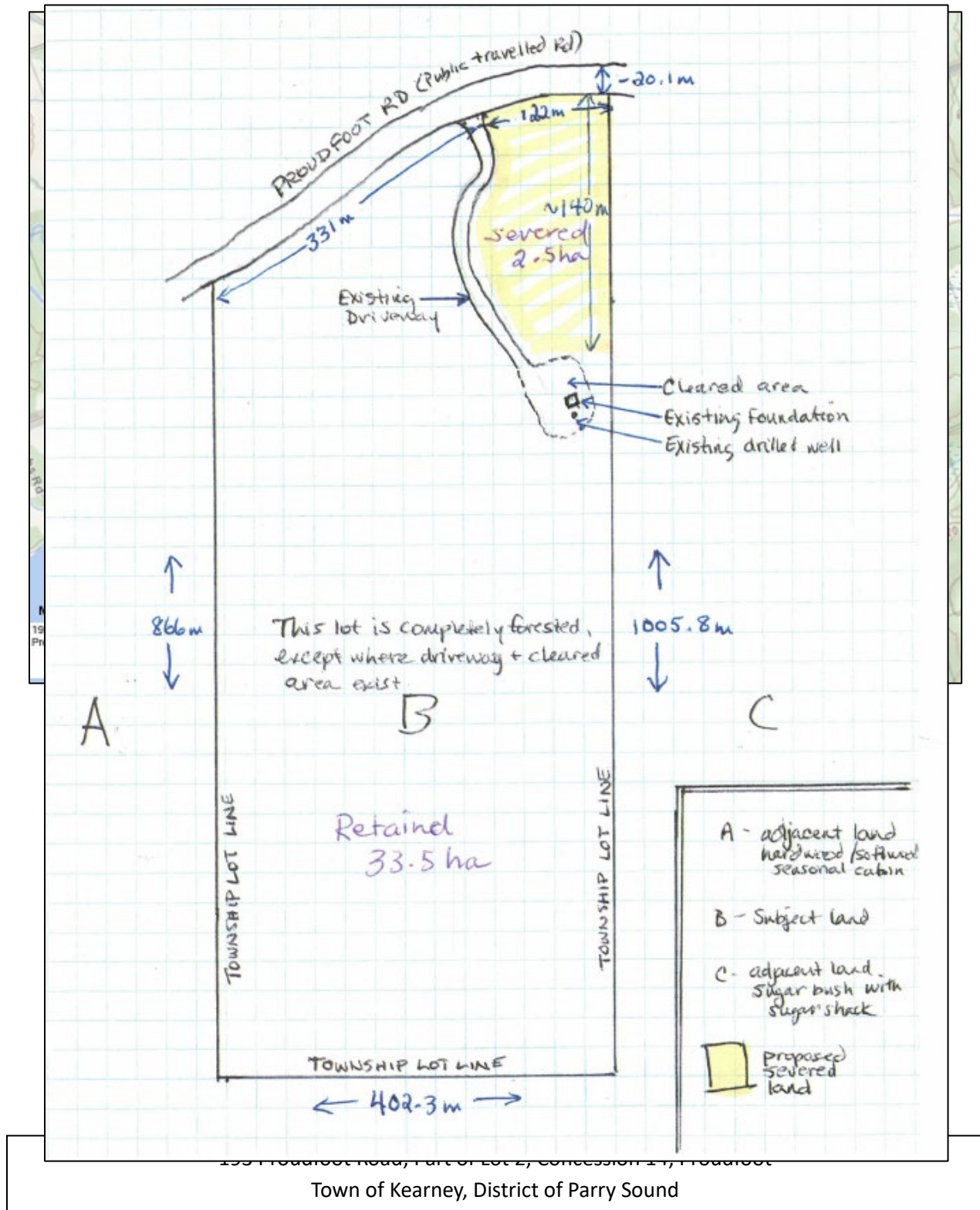


J. Kent Randall B.E.S. MCIP RPP  
Town Planning Consultant



Jessica Rae Reid, B.A  
Town Planning Consultant

**Key Map**



Town of Kearney, District of Parry Sound



# **Town of Kearney Council Code of Conduct**

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## **1. AUTHORITY**

The Corporation of the Town of Kearney has established this Council Code of Conduct in accordance with Part V.1 - Accountability and Transparency of the Municipal Act, 2001, S.O. 2001, c.25.

## **2. PREAMBLE**

It is the goal of the Corporation of the Town of Kearney to improve the quality of public administration and governance by encouraging high standards of conduct on the part of all government officials. In particular, the public is entitled to expect the highest standards of conduct from the members that it elects to local government. In turn, adherence to these standards will protect and maintain the Corporation of the Town of Kearney's reputation and integrity.

Subsection 223.2 of the Municipal Act, 2001 requires the Municipality to establish a code of conduct for members of Council. It is intended to supplement and be compatible with the laws governing the conduct of members.

The key statements of principle that underline the Corporation of the Town of Kearney Code of Conduct are as follows:

- Members of Council shall serve and be seen to serve their constituents in a conscientious and diligent manner;
- Members of Council are elected by their constituents to represent their views when dealing with issues that come before Council. The constituents have many views and opinions and Members of Council cannot represent all of the issues, all of the time. Election to office also requires Members of Council to have a broader understanding of the issues that impact the municipality as a whole. Members of Council will have to consider conflicting interests and make decisions that may not be considered popular by everyone.
- Members of Council should be committed to performing their functions with integrity and to avoiding the improper use of the influence of their office, and conflicts of interest, both apparent and real;
- Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- Members of Council shall seek to serve the public interest by upholding both the letter and the spirit of the laws of the Federal Parliament and Ontario Legislature, and the laws and policies adopted by Council.

### **3. DEFINITIONS**

In the Code of Conduct, the terms “child”, “parent” and “spouse” have the same meanings as in the Municipal Conflict of Interest Act:

“child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;

“parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family; and

“spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

Further, in this Code of Conduct, “Member” means a member of Council, including the Mayor, or a member of a Council Committee or Local Board, whether or not a member of a Council Committee or Local Board is also a member of Council, as the context so requires.

### **4. STATUTORY PROVISIONS**

This Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of Members. The following statutes govern the conduct of Members:

- the Municipal Act, 2001;
- the Municipal Conflict of Interest Act;
- the Municipal Elections Act, 1996;
- the Municipal Freedom of Information and Protection of Privacy Act;
- the Occupational Health and Safety Act;
- the Ontario Human Rights Code; and
- the Criminal Code of Canada

### **5. APPLICATION**

This Code of Conduct applies to the Mayor, all members of Council, and any members of a Committee of Council or Local Board, whether or not a member of those Committees or Local Boards are also a member of Council.

### **6. GIFTS, BENEFITS AND HOSPITALITY**

No Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below.

For these purposes, a fee or advance paid to or a gift or benefit provided with the

Member's knowledge to a Member's spouse, child, or parent, or to a Member's staff that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.

**The following are recognized as exceptions:**

- (a) compensation authorized by law;
- (b) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
- (c) a political contribution otherwise reported by law, in the case of members of Council running for office;
- (d) services provided without compensation by persons volunteering their time;
- (e) a suitable memento of a function honouring the Member;
- (f) food, lodging, transportation and entertainment provided by provincial, and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity;
- (g) food and beverages consumed at banquets, receptions or similar events, if:
  - attendance serves a legitimate business purpose;
  - the person extending the invitation, or a representative of the organization is in attendance; and
  - the value is reasonable and the invitations infrequent;

In the case of categories (b), (e), (f), and (g), if the value of the gift or benefit exceeds \$100.00, or if the total value received from any one source during the course of a calendar year exceeds \$100.00, the Member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Integrity Commissioner.

The disclosure statement must indicate:

1. the nature of the gift or benefit;
2. the source and date of receipt of the gift or benefit;
3. the circumstances under which the gift or benefit was given or received;
4. the estimated value of the gift or benefit;
5. what the recipient intends to do with any gift; and
6. whether any gift will at any point be turned over to the municipality.

Any disclosure statement will be a matter of public record.

On receiving a disclosure statement, the Integrity Commissioner shall examine it to ascertain whether the receipt of the gift or benefit might, in her or his opinion, create a conflict between a private interest and the public duty of the Member. If the Integrity Commissioner makes that preliminary determination, he or she shall call upon the

Member to justify receipt of the gift or benefit.

Should the Integrity Commissioner determine that receipt was inappropriate, he or she may direct the Member to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or forfeit the gift or remit the value of any gift or benefit already consumed to the Municipality.

Except in the case of categories (a), (c), and (f), a Member may not accept a gift or benefit worth in excess of \$300.00 or gifts and benefits from one source during a calendar year worth in excess of \$300.

## **7. CONFIDENTIAL INFORMATION**

Confidential information includes information in the possession of or received in confidence by the Town of Kearney that the Town of Kearney is either prohibited from disclosing, or is required to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) or other legislation.

Generally, MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

The Municipal Act, 2001 allows information that concerns personnel, labour relations, litigation, property acquisitions, the security of the property of the Municipality or a local board, and matters authorized in other legislation, to remain confidential. For the purposes of the Code of Conduct, “confidential information” also includes this type of information.

No Member shall disclose or release, directly or indirectly, by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

In accordance with the Town of Kearney’s Procedural By-law a matter that has been discussed at an in-camera (closed) meeting remains confidential. No Member shall disclose or release, directly or indirectly, the content of such matter, or the substance of deliberations, of the in-camera meeting until the Council or committee discusses the information at a meeting that is open to the public or releases the information to the public.

The following are examples of information that a Member must keep confidential:

- items under litigation, negotiation, or personnel matters;
- information subject to solicitor-client privilege;
- information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- price schedules in contract tender or Request for Proposal submissions if so specified;

- information deemed to be “personal information” under MFIPPA; and
- statistical data required by law not to be released (e.g. certain census or assessment data).

Members should not access or attempt to gain access to confidential information in the custody of the Municipality unless it is necessary for the performance of their duties and not prohibited by Council policy or otherwise by law. Members are only entitled to information in the possession of the Municipality that is relevant to matters before Council, a committee or a local board. Otherwise, Members enjoy the same access rights to information as any other individual in the community and must follow the same processes as any private citizen to obtain such information.

## **8. USE OF MUNICIPAL PROPERTY, SERVICES AND OTHER RESOURCES**

No Member should use, or permit the use of municipal land, facilities, equipment, supplies, services, staff or other resources (for example, municipal-owned materials, websites) for activities other than the business of the Corporation. Nor should any Member obtain personal financial gain from the use or sale of municipal-developed intellectual property (for example, inventions, creative writings and drawings), computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Municipality.

## **9. ELECTION CAMPAIGN WORK**

Members are required to follow the provisions of the Municipal Elections Act, 1996. No Member shall use the facilities, equipment, supplies, services or other resources of the Municipality (including newsletters and websites linked through the municipal website) for any election campaign or campaign-related activities. No Member shall undertake campaign-related activities on municipal property during regular working hours unless permitted by policy (e.g., all candidates meetings). No Member shall use the services of persons for election-related purposes during hours in which those persons receive any compensation from the Municipality.

## **10. IMPROPER USE OF INFLUENCE**

No Member shall use the influence of her or his office for any purpose other than for the exercise of her or his official duties.

Examples of prohibited conduct are the use of one’s status as a Member to improperly influence the decision of another person to the private advantage of oneself, or one’s parents, children or spouse, staff members, friends, or associates, business or otherwise. Also prohibited is the prospect or promise of future advantage through a Member’s supposed influence within Council in return for actions or inaction.

For the purposes of this provision, “private advantage” **does not include** a matter:

- (a) that is of general application;

- (b) that affects a Member, his or her parents, children or spouse, staff members, friends, or associates, business or otherwise as one of a broad class of persons; or
- (c) that concerns the remuneration or benefits of a Member as authorized by Council.

## **11. BUSINESS RELATIONS**

No Member shall act as a paid agent before Council, its committees, or an agency, board or commission of the Municipality except in compliance with the terms of the Municipal Conflict of Interest Act.

A Member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

## **12. CONDUCT REGARDING CURRENT & PROSPECTIVE EMPLOYMENT**

No Member shall allow the prospect of his or her future employment or employment of an immediate family member by a person or entity to detrimentally affect the performance of his or her duties to the Municipality.

## **13. CONDUCT AT COUNCIL AND COMMITTEE MEETINGS**

Members shall conduct themselves with decorum and in a civil and respectful manner at Council and committee/local board meetings in accordance with the provisions of the Town's current Procedure By-Law.

## **14. CONDUCT RESPECTING STAFF**

Under the direction of the Clerk – Administrator (Clerk/CAO), Staff serve the Council as a whole, and the combined interests of all Members as evidenced through the decisions of Council. Members have no individual capacity to direct employees to carry out particular functions. Members shall be respectful of the role of Staff to provide advice based on political neutrality and objectivity and without undue influence from any individual member or a faction of Council.

Accordingly, no Member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of Staff, and all Members shall show respect for the professional capacities of Staff.

No Member shall compel Staff to engage in political activities or be subjected to threats or discrimination for refusing to engage in such activities. Nor shall any Member use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with that person's duties.

## **15. DISCREDITABLE CONDUCT**

All Members have a duty to treat members of the public, one another, and Staff appropriately and without discrimination, abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment. All Members shall abide by the provisions of the Ontario Human Rights Code, the Town's Violence and Harassment Policy, as well as the Occupational Health and Safety Act.

## **16. FAILURE TO ADHERE TO COUNCIL POLICIES AND PROCEDURES**

Several of the provisions of this Council Code of Conduct incorporate policies and procedures adopted by Council. More generally, Members are required to observe the terms of all by-laws, policies and procedures established by the Town of Kearney.

## **17. REPRISALS AND OBSTRUCTION**

Members shall respect the integrity of the Council Code of Conduct and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is prohibited. It is also a violation of the Council Code of Conduct to obstruct the Integrity Commissioner in the carrying out of their responsibilities, as, for example, by the destruction of documents or the erasing of electronic communications. Members shall cooperate with the Integrity Commissioner during the course of any inquiry considering an alleged contravention of this Code.

## **18. ACTING ON ADVICE OF INTEGRITY COMMISSIONER**

Any written advice given by the Integrity Commissioner to a Member binds the Integrity Commissioner in any subsequent consideration of the conduct of the Member in the same matter if all the relevant facts known to the Member were disclosed to the Integrity Commissioner.

## **19. COMPLIANCE WITH THE COUNCIL CODE OF CONDUCT**

Members of Council are accountable to the public through the four-year election process. Between elections they may, for example, become disqualified and lose their seat if convicted of an offence under the Criminal Code of Canada or for failing to disclose a direct or indirect pecuniary interest under the Municipal Conflict of Interest Act.

Every Member shall comply with the Council Code of Conduct and all applicable laws including the Municipal Conflict of Interest Act.

The Municipal Act, 2001 authorizes Council to impose either of two penalties on a Member following a report by the Integrity Commissioner that, in her or his opinion, there has been a violation of the Code of Conduct:

1. A reprimand; or
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of Council or a local board for a period of up to 90 days.



**Other Actions:**

The Integrity Commissioner may also recommend that Council take the following remedial actions:

1. Removal from membership of a Committee or local board.
2. Removal as Chair of a Committee or local board.
3. Repayment or reimbursement of moneys received.
4. Return of property or reimbursement of its value.
5. A request for an apology to Council, the complainant, or both.

**20. REVIEW**

To proactively manage policy review, it is desirable to set a review date. Therefore, a review of this policy shall be performed in the year of a Municipal Election in order to maintain its accuracy and applicability. Should legislation that governs this Council Code of Conduct change prior to the year of a Municipal Election, the policy shall be reviewed and revised accordingly.



### **Staff Report**

Staff Report No. SR2025-11  
Date: March 6, 2025  
To: Mayor, Deputy Mayor and Members of Council  
From: Matthew Clouthier, CBO  
Subject: Annual Permit fee Report to Council

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

**Consideration:** Please refer to the year end report on Building Activity for 2024. The goal of having permit fees being considered a "User Fee" is close to realization but due to department restructuring, it will take up to a year to determine what steps will be needed by the department to establish this goal. The intent of this report is to determine if fees established in the current By-law meets the current demand of the department moving forward in 2025.

Due to the hardships of today's economic crisis, new construction have slowed dramatically over 2024. With only minor projects \$10,000.00 or less and Major \$500, 000.00 or more projects pushing through.

I have reviewed the fee schedule of Building By-Law 2023-18 along with Yearly Activity Report and it is recommended that we leave the cost per \$1000 values as show in our current Cost Guidelines of Schedule "B" – Permit Fee schedule to By-Law 2023-18. While real world cost of construction values far exceeds our conservative "Construction cost guidelines – Cost per square foot of floor area," I recommend leaving the cost guidelines as is until the department's future is more stable.

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

FURTHER CONSIDERATION: I am not recommending any changes to the Construction Cost Guidelines for 2024 but providing Council an opportunity to decide if minor changes can reduce the minor burden on the tax base.

OPTIONS: 1) No change to Schedule 'B' of Building Bylaw 2023-18

2) Revise Schedule 'B' to By-Law 2023-18 to increase Construction Cost Guidelines permit fees from \$16.00 to \$17.00 per \$1000 of Construction value.

3) Revise Schedule 'B' to By-Law 2023-18 to increase Construction Cost Guidelines calculation values for Dwelling Units:

Residential/Cottage:

a) Single Storey House	Current: \$175.00	Purposed: \$200.00
b) Two Storey House	Current: \$150.00	Purposed: \$175.00
c) Each Additional Storey	Current: \$ 75.00	Purposed: \$ 95.00
d) Attached Garage	Current: \$ 40.00	Purposed: \$ 50.00

4) Revise Schedule 'B' to By-law 2023-18 to increase Construction Cost Guidelines Calculations values for Garage/Farm Buildings:

Garage/Farm Buildings:

a) Garage/Shed on Slab	Current: \$40.00	Purposed: \$60.00
b) Garage/Shed no Floor	Current: \$30.00	Purposed: \$50.00
c) Barns/Outbuildings	Current: \$25.00	Purposed: \$40.00

\_\_\_\_\_

RECOMMENDATION:

- 1) That Council select Option No. 1.
- 2) That Council pass Building Bylaw # \_\_\_\_\_ and repeal Building Bylaw # 2023-18.
- 3) That Council accept the report from the Chief Building Official



Email: [admin@townofkearney.ca](mailto:admin@townofkearney.ca)  
Website: <http://townofkearney.ca>  
Phone: 705 636 7752  
Fax: 705 636 0527

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

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## Building Permit Fee Annual Report

For year ending December 31, 2024

This report is issued pursuant to the requirements of Section 7(4) of the Building Code Act, as amended. This report sets out the Total fees collected, a summary of the indirect and direct costs of administrations and enforcement and the statement of reserve funds for the building services. In Section 7(5) of the Building Code Act it states that this report shall be made available to the public.

### Total Fees Collected:

Total Fees Collected for the period of January 1, 2024 to December 31, 2024 Under By-Law 2024-09 of the Town of Kearney	\$64,833.70
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### Cost of Delivery Services:

Direct Costs of administrative and enforcement of the Act, Including the review of applications for permits and the Inspection of buildings	\$166,394.69*
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Indirect Costs of administration and enforcement of the Act, Including support and overhead costs, staff training, information technology, mileage/vehicle expenses, insurance and legal services	\$50,437.67**
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Total Cost of Delivering Services:	<u>\$216,832.36</u>
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<b>Expenditures over Revenues as of December 31, 2024</b>	<b>\$151,998.66</b>
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<b>Statement of Reserve Funds for Building Services as of December 31, 2024</b>	<b>\$0.00</b>
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Dated this 24<sup>th</sup> day of February, 2025

Jenny Leblond, Treasurer  
Town of Kearney

\* Extraordinary expenses in 2024 have been removed

\*\* Does not include support from Administrative Team

**TOWN OF KEARNEY**  
**2025 Draft 5 year Capital Budget**  
**25-Feb-25**

Account #	Description	2025	2026	2027	2028	2029
<b>Capital Costs</b>						
<u>Fire Department</u>						
	Ambulance 317 (First Response Vehicle)		120,000			
	310 Truck (2030)					
	laptop	7,000				
	Media System upgrade	2,000				
	Replacement Pumper/Tanker 314					
	New Fire Hall construction (7200 sqft)				3,000,000	750,000
	Radios	8,984				
	Bunker gear	18,000		9,000	18,000	
	Cylinders for SCBA	8,680	8,680	8,680	8,680	8,680
	Defibrillators	5,400		2,700		
<u>Parks and Recreation</u>						
	Lions Park					
	Mirror Bay Gazebo		6,000			
	Zero-turn mower	7,500				
	Resurface Ball Diamond - Limestone etc (call Carr Aggregates)		15,000			
	Downtown Beautification	5,000	5,000	5,000	5,000	5,000
	Docking systems at mirror bay		50,000		70,000	
	Sand Lake Boat Ramp	120,000				
	McManus Beach (swim line)	5,000				
	Ball Diamond Storage or Old Community centre			380,000		
	Replace 20X30 Tent (Regatta Request)	7,500				
	Sound System (Regatta request)	10,000				
	Addition of another Prep Sink and drawers (KCCC Request)	10,000				
<u>Public Works Equipment/Building</u>						
	Tandem Plow Truck	-	390,000			390,000
	Grader	-				489,000
	Carbon Monoxide Detector and Exhaust Fan (PW Garage)	20,000				
<u>Transfer Station</u>						
	Garbage Compactor	40,000				
	Back up Generator	6,000				
<u>Bridges and Culverts</u>						
<u>Roads</u>						
	Asphalt Resurfacing - 518 East/Chetwynd Road	660,072				
	Surface Treatment - Island Lake Road	111,400				
	Surface Treatment - Ostick Road	24,280				
	Surface Treatment - Clam Lake Road	46,060				
	Surface Treatment - Echo Ridge	49,690				
	Surface Treatment - decided by need and AMP		115,000	120,000		
	Gravel Application - various roads - have inventory for next 5 years					
	New Sidewalks, municipal building to bridge, corner to beach, end to Lions park		280,000			
<b>Total Capital Costs</b>		<b>1,172,566</b>	<b>989,680</b>	<b>525,380</b>	<b>3,101,680</b>	<b>1,642,680</b>
<b>Contribution to Reserves for Future</b>						
Fire Department		339,303	576,924	696,349	936,349	750,000
PW Equipment		300,000	250,000	250,000	250,000	250,000
Bridges and Culverts		200,000	200,000	200,000	200,000	200,000
Capital Purchases					28,330	385,613
<b>Total Contribution to Reserves</b>		<b>839,303</b>	<b>1,026,924</b>	<b>1,146,349</b>	<b>1,414,679</b>	<b>1,585,613</b>
<b>Revenues</b>						
<u>Reserves</u>						
Fire Equipment		50,064	128,680	20,380	3,026,680	375,680
Roads Equipment			390,000	-		879,000
Capital Purchases		293,543		138,832	75,000	
<u>Grants</u>						
CCBF (aka Gas Tax)		93,017	63,797	66,349	66,349	66,349
OCIF		269,307	230,000	230,000	120,000	230,000
NORDS		113,733	-	-		-
Transfer from Operating Budget		1,192,205	1,204,127	1,216,168	1,228,330	1,240,613
<b>Total Revenues</b>		<b>2,011,870</b>	<b>2,016,604</b>	<b>1,671,729</b>	<b>4,516,359</b>	<b>2,791,642</b>
<b>Capital Costs plus Contribution to Reserves minus Revenues</b>		<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>436,651</b>
Long Term Loan needed		-	-	-	-	436,651
Balanced to zero		(0)	(0)	(0)	(0)	(0)

THE CORPORATION OF THE TOWN OF KEARNEY

By-law No. 2025-XX

Being a By-law to Designate Persons Authorized to Sign Cheques issued by the Municipality

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

**AND WHEREAS** Section 8 (1) of the Municipal Act, S.O. 2001 (herein after referred to as the “Act”) as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Act provides that the municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 287 of the Act provides that the Council of the municipality may provide that the signatures on a cheque of the municipality be mechanically or electronically reproduced;

**AND WHEREAS** Section 288 of the Act was repealed regarding the requirements for the signing of cheques for the municipality;

**AND WHEREAS** the Council of the Town of Kearney still deems it expedient to have two (2) persons for the signing of the cheques of the municipality;

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWN OF KEARNEY hereby enacts as follows:

- 1. All Cheques issued by the Corporation of the Town of Kearney shall be signed by two (2) of the following persons:
  - a. Cheryl Philip, Mayor, or Mike Rickward, Deputy Mayor

**AND**

- b. Nicole Gourlay, Clerk - Administrator or Jennistine Leblond, Treasurer
- 2. All previous By-laws inconsistent with the By-Law are hereby repealed.

**Read a First, Second and Third time, passed, signed and the Corporate Seal attached hereto, this 6<sup>th</sup> day of March, 2025**

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

\_\_\_\_\_  
Nicole Gourlay, Clerk

## REPORT TO COUNCIL

February 11, 2025.

To:           Members of Council  
From:       Paul Schaefer Fire Chief  
Re:           New Firefighter

**Overview:** The Town of Kearney has received an application from Michael Szajda for a position on Kearney Fire and Emergency Services. Michael is currently residing close to the Town of Kearney and has expressed an interest to join Kearney Fire and Emergency Services.

**Recommendation:** That Council accept the application from Michael as a Firefighter/ First Responder for the Town of Kearney and pass the appropriate resolution of council accepting Michael as a new member to Kearney Fire and Emergency Services.

Submitted for your consideration.

## REPORT TO COUNCIL

February 24<sup>th</sup>, 2025.

To:           Members of Council  
From:       Paul Schaefer Fire Chief  
Re:           New Firefighter

**Overview:** The Town of Kearney has received an application from Gabriel Zylstra for a position on Kearney Fire and Emergency Services. Gabriel has relocated to the Town of Kearney and has expressed an interest to join Kearney Fire and Emergency Services.

**Recommendation:** That Council accept the application from Gabriel as a Firefighter/ First Responder for the Town of Kearney and pass the appropriate resolution of council accepting Gabriel as a new member to Kearney Fire and Emergency Services.

Submitted for your consideration.





### **Staff Report**

**Staff Report No.** SR2025-12  
**Date:** March 6, 2025  
**To:** Mayor, Deputy Mayor and Members of Council  
**From:** Public Works Superintendent  
**Subject:** Grader Expenses

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#### **Recommendation:**

That Council receives this report regarding the overall expense for the repair of the 870 John Deere Grader.

#### **Analysis:**

Grader broke down September 2024. Two quotes were received for the repair (AFC Heavy Equipment Repair and Brandt). Council approved the quote for repairs from AFC. The town rented a grader from Toromont mid October 2024 to early February 2025. Repairs were complete February 6<sup>th</sup>, 2025 and the grader was floated back to public works on February 10<sup>th</sup> 2025.

#### **Financial Implications:**

Attached is the breakdown of expenses the Town encorded during and up to the finalization for the repair of the engine on the Grader.

AFC was able to purchase a rebuild engine from John Deer USA and with it comes a 1-year warranty. There have been a few unforeseen delays through this process and has unfortunately extended the completion of the repair longer than anticipated. As well, Brandt Tractor purposely and spitefully held the new rebuilt engine in their warehouse and would not release for shipping to AFC Heavy Equipment Repair. Therefore, had Brandt not withheld the release of the engine, the Town would have had roughly one month less in a grader rental to pay out. In turn, the PWS noted this on the attached financial analysis part. (-\$14,145.75) There was also an additional float charge of (\$1,500.00 + our portion of HST) added to the expenses due to Brandt Sudbury unwilling to load the grader the first time Griffith Bros. was sent to it pick up.

#### **Conclusion:**

Even though the rental was longer than expected the town still saved approximately \$18,928 going with AFC instead of Brandt. Public Works is happy with repairs and the machine is working well.

**Prepared By:** Paul Audette, Public Works Superintendent



## Grader Repair Expense

	<b>AFC INC. Heavy Equipment Repair</b>	<b>Brandt Tractor</b>
Rebuilt Engine	\$31,458.52	\$90,089.03 (transfer some old parts to new Engine, filters, mounts hoses, Oils & coolant)
Labour	\$10,634.76	\$9973.26 (this expense is if no extra Work needs to be completed)
Misc. parts	\$15,159.33	\$0.00 ( ? unable to estimate what else Would be charged)
		\$1,695.45 (Environmental fees, Carbon Tax, Shop Supply Fees)
Float From Sudbury	\$2,544.20	\$0.00
Float from AFC to Our Yard	\$793.79	\$1,526.52 (Float back to our yard)
Grader Rental Fee	\$52056.71	\$28291.50 (2 month cat rental)
Float Rental Grader To Shop	\$2,544.20	\$2,544.20
Float Rental Grader Back to Toromont	\$1,272.10	\$1,272.10
Heavy Rents		
Totals	\$116,463.61	<u>\$135,392.06</u>
	-\$14,145.75	
	<u>\$102,317.86</u>	

Note: Both actual costs and quote from Brandt have the non-refundable portion of HST added.

# **Schedule “A” By-law 2025-XX**

## **Employee Human Resources Policy**

### **SCOPE AND PURPOSE**

#### **INTRODUCTION**

This policy has been compiled for the purpose of promoting consistency of Human Resource Administration throughout the Town of Kearney. Nothing contained in this policy relieves the Town of Kearney or its employees from complying with all applicable municipal by-laws, provincial and federal statutes, and the regulations thereunder. All provisions of this policy are subject to the *Employment Standards Act, 2000, as amended*. Some areas of this policy may be open to interpretation. The decision of the Clerk-Administrator (Clerk/CAO) shall be final on any such interpretations.

#### **SCOPE**

The provisions of this Human Resources Policy apply to all employees working for the Town of Kearney, unless otherwise specifically noted. Items not specifically or already covered in the Collective Agreement – Canadian Union of Public Employee Local 1813.06 will be governed by this Policy.

The “Supervisor” is the role of management that is considered the Department Head. Department Heads report to the Clerk-Administrator (Clerk/CAO). Council is the “Supervisor” of the Clerk-Administrator (Clerk/CAO).

### **TERMS AND CONDITIONS OF EMPLOYMENT**

#### **HIRING**

The Town practices a fair, effective, non-discriminatory process to attract and retain the best qualified employees to meet the staffing requirements of the Town. Candidates will be selected on the basis of the requirements of the job according to the job description with attention to the applicant's educational, technical qualifications, experience and general aptitude for the position. The Town reserves the right to hire, transfer or promote internally with the exception of unionized positions, which will be posted according to the Collective Agreement.

All staffing positions are created by Council, either by Motion or By-law, or through Collective Bargaining.

Council will be kept current of all vacancies, recruitment and successful candidates for all positions.

## **GENERAL HIRING PROCESS**

- a) **Part-time, Contract and Seasonal Positions:** The Supervisor and Clerk-Administrator (Clerk/CAO) or designate are authorized to interview and hire the employee.
- b) **Full-time Positions:** The Supervisor will short-list the applicants who will be interviewed by the Supervisor and the Clerk-Administrator (Clerk/CAO) or designate. The Clerk-Administrator (Clerk/CAO) will notify Council once the hiring process has been completed.
- c) **Supervisor (Department Head) Positions:** The Clerk-Administrator (Clerk/CAO) will short-list the applicants who will be interviewed by the Clerk-Administrator (Clerk/CAO) or a designate, another member of the management team or industry specialist and a Council representative as designated by Council. The preferred candidate will be recommended to Council for final approval.
- d) **CAO Position:** Council will determine the procedure for filling this vacancy and nothing in this policy restricts the use of an outside consultant.

## **INTERVIEW PROCESS**

All candidates will be required to submit a resume. All candidates are expected to complete an in-person interview, which may or may not include a skills test. Internal candidates may be exempted from the skills test if qualified. Telephone interviews may be used to short list candidates. References to be checked for external candidates.

Job descriptions will be attached to Offers of Employment and must be signed by both the successful candidate and the Supervisor. A clean Drivers Abstract as well as a clean Criminal Records check may be required, and may or may not include a Vulnerable Sector Screening.

Employees will receive an Employee Handbook which includes all pertinent policies as well as the Union Contract if relevant. The Employee Handbook will include, but are not limited to and may change as needed:

- Job Description
- CUPE and Local 18133.06 Agreement
- The Town of Kearney Health and Safety Program
- Employee Code of Conduct – Bylaw
- Workplace Violence and Harassment Policy – Bylaw
- Town of Kearney HR Policy – Bylaw
- Staff Council Relations Policy – Bylaw

All employees must complete and pass the Ministry of Labour Worker Health and Awareness Program prior to beginning work. The Supervisor will go through the Employee Package with the New Employee. New Employees will sign off agreeing that they have read through the enclosed documents, they have had an opportunity to have any questions answered, have asked any questions needed, understand the documents, and agree to abide by the documents contained within the Employee Package.

### **PROBATIONARY PERIOD**

Newly hired and appointed employees are subject to a probationary or evaluation period as outlined in their employment contract, or Collective Agreement for unionized employees.

### **HIRING RELATIVES (NEPOTISM)**

- a) A Related Person, for the purpose of this policy, is defined as a person's spouse through marriage or common law, any parent, child, or sibling and includes the corresponding step relationships.
- b) A Related Person cannot work in a position in which an Employee directly supervises and/or is able to influence the working relationship of the Related Person or would otherwise create a perceived conflict of interest.
- c) This policy prohibits the hiring of a Related Person of any Council member while in office. If an existing employee's relative is elected to Council, the Clerk – Administrator (Clerk/CAO) will work in conjunction with Council and the Town's solicitor to create a process/procedure that would reduce the potential conflict with regard to nepotism.
- d) Potential conflicts of interest are to be reported immediately to the Clerk-Administrator (Clerk/CAO) for determination, prior to a hiring decision being made, whose decision will be final and binding.
- e) Conformity with this policy requires that relationships be disclosed immediately prior to acceptance of employment with the Town and subsequent relationships are to be reported to the Clerk-Administrator (Clerk/CAO). Should any violation of this policy occur, the Supervisor and Clerk-Administrator (Clerk/CAO), in consultation with the employees directly affected will review the circumstances of the reporting relationship and attempt to rectify the situation.
- f) Matters affecting Supervisors will be brought to the attention of the CAO to advise Council.
- g) Matters affecting the Clerk-Administrator (Clerk/CAO) will be brought to the attention of Council to be discussed with the Clerk-Administrator (Clerk/CAO) and/or legal counsel for a determination.

### **CRIMINAL RECORD CHECKS**

Where deemed appropriate by the CAO, the provision of a clean Criminal Record Check is required prior to the final offer of employment being given to a prospective employee. A clean Vulnerable Sector Screening may also be required.

### **DRIVERS LICENCE AND ABSTRACT**

Candidates who may be using a Municipal vehicle, or require a vehicle for work purposes, as part of their specified duties are to provide a clean Driver's Abstract prior to final offers of employment being extended. Employees are to report any changes to their Driver's Abstract to their Supervisor and/or the Clerk-Administrator (Clerk/CAO), and in the case of the Clerk-Administrator (Clerk/CAO) to Council. After hire, the Town may obtain the Driver's Abstract at least yearly and/or at any time with or without cause. The loss of a Driver's License, failure to disclose changes or provide an Abstract, and/or multiple or serious infractions will result in disciplinary action up to and including termination of any employee with just cause.

All employees who have access to a Municipal Vehicle must sign a Municipal Vehicle Usage form.

Employees are not allowed to use any Municipal Vehicle and/or Equipment and/or property for personal use without express written permission from their Supervisor and/or Clerk-Administrator (Clerk/CAO), and in the case of the Clerk-Administrator (Clerk/CAO) from Council.

### **JOB DESCRIPTION**

- a) An accurate Job Description will be maintained for all positions within the organization.
- b) All Job Descriptions will be evaluated for the administration of remuneration and benefits.
- c) All newly created positions, job descriptions and remuneration (in the case of non-unionized positions) will be approved by Council.
- d) Minor changes in duties and/or additions and/or deletions to the Job Description will be under the discretion of the Clerk-Administrator (Clerk/CAO).
- e) A review for pay equity compliance will be performed by an external consultant if required.

### **JOB EVALUATION**

- a) The Town has established and will maintain a job evaluation system which will be applied in a manner that maintains equity.
- b) New positions will be evaluated and assessed immediately following their approval by Council.
- c) Periodically, the Clerk-Administrator (Clerk/CAO) will undertake a full and thorough review of all non-unionized positions across the organization to ensure that integrity of the pay grid system has been maintained and will provide a comprehensive report to Council. Generally, an interval of no more than five (5) years will generally take place.
- d) The Management pay grid system will increase each year in line with the Union Collective Agreement.

### **SALARY GRID & MOVEMENT THROUGH THE GRID MANAGEMENT**

The management salary grid is comprised of five (5) steps for each salary band.

- a) **Existing Employees:** Movement through the salary grid by an employee will be based on delivery of successful performance for the year prior as evaluated in the Performance Management Program. Successful performance will enable an employee to progress through the salary range towards Job Rate. Successful performance shall be defined through the performance tool.
- b) **New Employees:** New employees will be placed at an appropriate step within the salary grid based upon experience, skills, and market competitiveness. An assessment of each individual's skills and abilities will be completed before the date of hire to ensure that the individual is placed at an appropriate step on the grid.

## **HOURS OF WORK AND BANKED TIME**

The Town of Kearney understands the importance of a work-life balance while serving its residents.

### **HOURS OF WORK**

- a) Office Hours are generally between 8:30am and 4:30 pm for unionized Office Staff.
- b) The Clerk-Administrator (Clerk/CAO) and Supervisors work between a 37.5 – 40-hour work week depending on their employment contract.
- c) Management Staff may occasionally work a condensed week and/or day, with the approval of the Clerk-Administrator (Clerk/CAO). Approval will not be unreasonably withheld provided there is staffing in place to maintain service levels to the residents.
- d) Management Staff who wish to work a 4-day week, need to have approval from the Clerk-Administrator (Clerk/CAO) and Council. Employees will be paid their 'regular' work week with the understanding that hours accrued, and hours used must reconcile to zero at the end of the year. Excess banked hours will not be paid out and any negative banked, will be deducted from the necessary pays and/or will need to be covered by current vacation pay and/or future vacation pay. It is the responsibility of the employee and their Supervisor to ensure that there is sufficient ability to cover negative banked with vacation pay.
- e) The Collective Agreement outlines the hours of work for all other unionized employees.

### **BANKED HOURS/BANKED IN TIME OF LIEU**

The Town of Kearney recognizes that, from time to time, it is necessary for Supervisors or the CAO to work additional hours. All overtime must be approved by the CAO and is banked as time in lieu.

- a) All management employees shall use banked time in lieu by December 31<sup>st</sup> in each year. Unused banked time will be forfeited. There is no paying out of banked time unless banked time is accumulated in the month of December and it is not able to be taken as of December 31<sup>st</sup> of that year. In which case the carry over may be approved by the Clerk-Administrator (Clerk/CAO).
- b) Banked time in lieu must be used prior to vacation and is to be used at a time approved by the immediate Supervisor.
- c) Banked time in lieu will be calculated at straight time, unless it is for a night meeting of Council and/or Boards on a Friday, then it will be calculated at time and a half.
- d) Salaried employees who are required to attend a weekend Council, Board, Event or Townhall on behalf of the Town will be entitled to a full day in lieu of the Saturday or Sunday.
- e) Banked time in lieu may be used for work-week compression.
- f) The maximum banked time allowed will be eighty hours (80).

## **EMPLOYEE BENEFITS**

The Town of Kearney considers benefits an important component of total compensation. Full time employees will be entitled to benefits upon hire, as outlined in the Benefit Policy Booklet including OMERS. Part time and/or contract may be entitled to OMERS depending on OMERS guidelines.

## **REIMBURSEMENT OF EXPENSES**

- a) Employees must obtain all appropriate approvals before incurring expenses; if prior approval was not able to be obtained, then the CAO will investigate and decide on the reimbursement of expenses.
- b) All expenses must be submitted within 60 days or prior to year-end.
- c) All claims must be submitted prior to termination or leave from the Town.

## **TRAVEL**

### **Personal Vehicles**

- a) Town of Kearney assumes no financial responsibility for personal vehicles.
- b) Employees who use their own vehicle for approved Municipal business, will be paid mileage at a rate as set by the Town. All mileage reimbursement requests must be able to be verified and shall include addresses and/or known place and actual mileage travelled.
- c) Renting of vehicles may be considered in place of mileage if it is proven to be more cost-effective.
- d) Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges and highways when driving on Municipal business.
- e) There is no reimbursement for traffic or parking violations.

## **ACCOMMODATIONS**

- a) Overnight accommodation must receive prior approval by the CAO.
- b) Reimbursement will be made for single accommodation in a standard room.
- c) You may be reimbursed for reasonable gratuities for restaurant, hotel room services and taxis. Record of gratuities must be submitted with expense claims. Examples of reasonable gratuities include:
  - 15% on restaurant meals.
  - 10% on travel (Uber, Taxi, room cleaning).

## **MEALS**

- a) Meal expenses may occur when employees are on Municipal business and are away from the office area over a normal meal period or have prior approval for the expense. The detailed receipt of the meal must be submitted.
- b) Selection of meals must be reasonable.
- c) Alcohol will not be reimbursed as part of an expense.
- d) No reimbursement will be made for conferences or training sessions where the meals are provided.



## **VACATION**

### **POLICY STATEMENT AND RATIONALE**

The Town recognizes the need for rest and recreation as an integral element in balancing work and lifestyle and as such will provide annual paid vacation to eligible employees in accordance with the *Employment Standards Act, 2000* and the following:

- a) Vacation periods, calculation of pay, continuous service and pay distributions will be based on a calendar year from January - December. Employees are entitled to vacation in their first year, prorated from their start date. Upon termination, protected leave or retirement, a payout of vacation pay will be proportionate to the percentage of the year that has been completed less the amount of time already taken. If an employee has taken greater vacation than has been earned at the time of termination, a recovery of the costs owed will be deducted from the final pay(s).
- b) Unless otherwise negotiated in their contract or performance review, Full Time Management Employees will receive an annual vacation with pay, prorated from their anniversary date in the required year as follows:
  - One year but less than 3 years of service - 2 weeks or 4%.
  - Three years but less than 5 years of service 3 - weeks or 6%.
  - Five years but less than 10 years of service 4 - weeks or 8%.
  - Ten years but less than 15 years of service 5- weeks or 10%.
  - Fifteen years and over - 6 weeks or 12%.
- c) Full time employees' vacation pay will be paid when vacation is taken. Temporary and/or part-time employees' vacation pay will be calculated and paid on each pay.
- d) A carry-over of vacation, (no more than 10 days), to the following year requires the approval of the CAO.
- e) A payout in the current year, (no more than 10 days), requires the approval of the CAO.
- f) Employees may be obliged to take paid vacation, even if not requested, at the discretion of the Supervisor or CAO.
- g) If an employee is on long term disability and returns to work through participation of a modified work program but is unable to return to full hours, his/her vacation entitlement will be pro-rated based on their percentage of hours worked to full-time status.
- h) All vacation requests must be submitted by employees on a Vacation Request Form to the Supervisor for approval.
- i) Any vacation requests for longer than a two-week consecutive period require the approval of the CAO and in the case of the CAO approval from Council.
- j) All vacation requests are to be made in a timely manner to allow time for review and scheduling considerations. Vacation requests, once approved, will be maintained as part of the payroll system. These records will be made available to an employee upon request.
- k) Approval of multiple requests for the same time period within one department will be made at the discretion of the Supervisor and/or CAO.
- l) Employees should be aware that pre-booking of trips prior to obtaining Supervisor's approval could result in the request being denied and the employee will be responsible for all associated costs and expenses.

- m) Part time, contract, and seasonal employees shall receive vacation pay in accordance with the *Employment Standards Act, 2000* unless otherwise negotiated within the employee's contract of employment.

#### **SICK/PERSONAL LEAVE (NON UNIONIZED)**

The Town recognizes that, from time to time, employees may require time off to deal with illness, injury, medical emergencies, inclement weather personal appointments and urgent matters for themselves or family members.

- a) Requests will not be unreasonably withheld; however, the CAO may request that the employee provide reason for the leave.
- b) Duration of emergency sick or personal leave may be less than one (1) day and will not exceed six (6) days or as negotiated in the Collective Agreement, in total, in anyone (1) calendar year.
- c) Employees have an obligation to minimize the impact of the absence to the employer. Each employee is therefore personally responsible for advising their Supervisor or designate prior to each occasion necessitating an absence from scheduled duty.
- d) Absence of one (1) day or more, without notification to their Supervisor, may result in forfeiture of pay, and/or disciplinary action up to and including termination with just cause.
- e) After three (3) consecutive days of being absent, the employee may be required to obtain a doctor's certificate and supply a copy to their Supervisor. The cost of obtaining medical documentation will be borne by the employee. An employee may be required to obtain a doctor's certificate for any absence less than three (3) consecutive days at the discretion of their Supervisor.
- f) If an employee exhausts their Sick/Personal Leave, they are required to use banked and/or vacation time.
- g) There is no payout for any unused sick/personal leave.
- h) Sick/Personal leave cannot be used for the following:
  - Any absence where the employee fails to provide evidence satisfactory to the Town.
  - Any compensable absence resulting from an occupational injury/illness.
  - Illness, accident, or disability suffered during any period of leave granted under the Personal Leave of Absence Policy.
  - Vacation periods.
- i) In the event that a non-unionized employee is unable to submit their timesheet due to illness or vacation, the employee will be paid their regular working hours for the week and any discrepancies will be rectified in the next pay period. Supervisors of unionized employees are responsible for submitting timesheets for their staff in this instance.

#### **Seasonal and Part-Time Employees**

- a) Sick/Emergency Leave for Seasonal and Part-Time Employees shall be in accordance with the *Employment Standards Act* or Collective Agreement if unionized.

#### **PAID HOLIDAYS**

The Town will provide paid holidays in accordance with statutory requirements, holiday, and religious observances.

- a) Employees are entitled to the following paid public holidays or as negotiated in the Collective Agreement:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

- b) If any of the above holidays falls on a weekend, the preceding Friday or following Monday will be deemed to be the holiday as chosen by the Town.
- c) For employees working part-time, holiday pay will be calculated in accordance with the *Employment Standards Act, 2000*.
- d) If an employee is on leave without pay, the employee will not be paid for the holiday. No statutory holidays are accumulated when on leave without pay.

### **COMPASSIONATE LEAVE**

The Town of Kearney will provide paid compassionate leave following the death of an immediate member of the family. Upon request, additional days may be granted at the discretion of the Supervisor and/or Clerk/CAO as vacation, sick time, lieu time, paid or unpaid time.

- a) In the event of the death of an employee's (step)parent, (step)child, spouse, or (step)sibling, the Town will grant five (5) working days compassionate leave with pay.
- b) In the event of the death of an employee's grandparent(s), grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, niece or nephew, or a child's spouse, the Town will grant three (3) working days compassionate leave with pay.
- c) In the event of a common-law relationship, which has existed for a period of at least one (1) year, the previously noted common-law relatives would be permitted for bereavement leave.
- d) The employee is responsible to contact their Supervisor to inform them of their need for compassionate leave, in advance of the leave period, if possible.
- e) Employees who have not completed three (3) months of continuous service may not necessarily be eligible for paid leave.

### **DISCONNECTING FROM WORK**

The Town of Kearney appreciates the hard work of its employees and agrees that work should not be completed outside of their normal working hours. The Town understands that employees:

- Are not required to take work home with them to complete outside of regular working hours.
- Are not expected nor required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off.
- Should take and use all of their scheduled breaks and time off entitlements for non-work-related activities.
- Will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.

The Town of Kearney may, on occasion, send general communication to employees when they are not working, but will do their best to ensure that they are not sending communication that requires an immediate response from employees.

Employees are not expected to respond to any company communication when not at work, except for unforeseen circumstances, such as an emergency.

### **DISCIPLINE**

The Town of Kearney will contemplate disciplinary action when behaviour results in poor or unacceptable performance. When violations of rules and practices occur and disciplinary action is contemplated, the Supervisor will review the facts with the Clerk/CAO prior to administering any corrective action.

The purpose of the establishment of a system of regulations and procedures governing disciplinary measures, is to encourage good employee/employer relations by providing a fair and consistent treatment of Staff throughout the Corporation and to assist Supervisors in dealing with unsatisfactory employee actions or behaviour. Particular emphasis will be placed on the Supervisor's documentation and the employee's record. The Town will satisfy itself that the expectations that were violated were measurably attainable and clearly communicated, the employee was fully aware of what constituted acceptable standards and that failure to meet these standards would result in corrective actions.

In the application of discipline in the Town, the following factors should be considered in addition to the nature and severity of the offence:

- The cost involved to the Town (direct and/or indirect costs).
- The effect on the Corporations' public or employee relations.
- The time interval between offences.
- The potential liability and/or risk to the Town and/or its reputation.
- The length and quality of service record.
- Culminating Incident(s): An incident that in itself would not normally result in a dismissal, but in combination with other issues or previous actions may justify such action.

### **Progressive Discipline System**

The Town of Kearney, will follow a progressive discipline system which is based on the principle that the severity of the penalty increases with each subsequent infraction. However, the severity of the incident(s) will determine the method of discipline, including, but not limited to termination with or without cause.

- i. Verbal warning
- ii. Written warning
- iii. Suspension
- iv. Termination

All warnings, both verbal and written, and related incidents with respect to any employee discipline/job related problems will be documented. Documentation is placed in the employee's file of reference and a copy is provided to the employee.

### **Driver's Licence**

When a Driver's Licence is required to discharge a responsibility of a Job Description and/or job duties the Driver's Licence of the employee in such classification is suspended or revoked, the employee may be immediately demoted or terminated with just cause, at the sole discretion of the Town. The demotion may be to a position he/she is qualified to perform, providing one is available. The employees' vacated position may be posted and filled. Failing the availability of a vacancy, the employee may be laid off.

### **Other Examples of Unacceptable Conduct**

*This list is not exhaustive, and discipline may be necessitated by items not listed.*

- Absence from duty without prior permission from the Supervisor. The employee should notify his/her Supervisor (prior to his/her shift start, if possible) of the reasons for his/her absence and the expected time or date of return, except in case of sickness or other cause beyond the control of the employee which prevents obtaining prior approval.
- Leaving the working area at any time without permission from the Supervisor or designate.
- Disregarding job duties by neglect of work or reading for pleasure during working hours.
- Excessive cell phone use.
- Tardiness.
- Failure to commence work at the beginning of the work period and/or leaving prior to the end of the work period.
- Use or possession of another employee's working equipment without the employee's consent.
- Willful failure to make required time or to produce reports.
- Stopping work or making preparations to leave work without specific prior authorization before the lunch period, or for any official break in work, or before the specified quitting time (examples are washing up or changing clothes before the official quitting time).
- Where the operations are continuous, an employee shall not leave his/her post at the end of his/her scheduled shift until he/she is relieved by his/her Supervisor or his/her relieving employee on the incoming shift.
- Failure to report any personal injury or equipment damage immediately to one's Supervisor.
- Unsatisfactory work and/or failure to maintain required standards of performance. Neglect or carelessness in observance of official safety or departmental rules, or disregard of common safety practices.
- Leaving the job during regular working hours without notice to, and permission from his/her Supervisor.
- Use of, being under the influence of alcohol, marijuana, or any illicit drug(s) drugs while on duty or while representing the Town
- Being impaired by alcohol, marijuana, illicit drug(s), prescription and/or over the medication while on duty or while representing the Town
- The use of abusive or threatening language towards subordinates, fellow employees, Supervisors, or members of the general public.
- Failure to report an accident in which the employee was involved.
- Refusing to give testimony when accidents are being investigated.
- Unauthorized use of Municipal Property for private work or performing private work on Town time.
- Threatening, intimidating, coercing, or interfering with employees or Supervisors at any time.
- Failure to report for overtime work without good reason.
- Any deliberate act which endangers the safety of ratepayers, members of the public or co-workers.
- Wanton or willful neglect in the performance of assigned duties or in the care, use or custody of any of the Town's property. Abuse, or deliberate destruction in any manner of Municipal property, tools, equipment, or the property of employees.
- Willful or negligent damage to the person or property of the ratepayers, co-workers, or the Town.
- Altering another employee's timecard, or unauthorized altering of own timecard.
- Sleeping during working hours (except Firefighters).
- Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits or Worker's Compensation.
- Bookmaking, or gambling of a similar serious nature.
- Stealing or similar conduct, including the damaging, concealing or destruction of any property of the Town or of other employees.
- The sale of narcotics.
- Fighting or attempting to injure another employee.

- Carrying or possession of firearms, explosives, or weapons on Municipal property at any time (unless authorized by nature of position).
- Instigating or leading any illegal walkout, strike, sit down or stand in.
- An employee guilty of dishonesty or any dishonest action. Some examples include: theft, pilfering, opening lockers assigned to other employees, opening lunch boxes, tool kits or other property of the Town or of other employees.
- Breach of confidentiality.
- Insubordination by the refusal to perform work assigned or to comply with written or verbal instructions of the Supervisor which the employee may be reasonably expected to perform.
- Using municipal property and/or vehicles and/or property for personal use without express written permission.
- Not following Health and Safety Protocols.

## Nicole Gourlay

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**From:** Cheryl Philip <mayorcherylphilip@gmail.com>  
**Sent:** February 11, 2025 8:40 AM  
**To:** Keven Beaucage; Michael Rickward; Jill Sharer; Heather Pateman  
**Cc:** Nicole Gourlay; Cindy Filmore  
**Subject:** Re: February 6/25 Council Resolution Memo Re: Current By-laws & Policies

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hello

Thank you Councillor Beaucage. I am in agreement with your list and thank you for bringing it forward to us.

If these items could be printed and placed in each Councillors box then we could review them for discussion.

I look forward to receiving them in the very near future.

Thank you

Cheryl

On Tue, Feb 11, 2025 at 8:35 AM Keven Beaucage <[kevenbeaucage.kearney@gmail.com](mailto:kevenbeaucage.kearney@gmail.com)> wrote:  
Good morning,

Please find below a list of items I think Council should review and that were provided by staff in a Memo at the February 6/25 Regular meeting. The reason being that the policies and by-laws are outdated.

The Clerk-Administrator stated that the Retention by-law will be brought back to the March council meeting. I recall this by-law was from the late 1980's.

2011 Procurement By-law  
2014 Expense Policy  
2012 Employee Code of Conduct  
2012 Code of Conduct for CBO  
2010 Return to Work Policy  
2009 Employee Confidentiality Policy  
2016 Employee Recognition & Retirement Awards Program  
2009 Municipal Alcohol Policy

Council and staff need to be educated on these policies so they are aware of what is expected.

Thank you.  
Keven

**Kearney Perry Joint Waste  
Management Committee  
2025 Proposed Budget**

	Budget 2024	Actual 2024	Budget 2025
<b>REVENUE</b>			
Kearney	\$ 95,939.89	\$ 95,939.89	\$ 105,604.71
Perry	\$ 121,110.12	\$ 121,110.12	\$ 133,441.90
Transfer from Reserve	\$ 115,000.00	\$ 26,879.90	\$ 150,000.00
Prior year surplus	\$ (0.00)	\$ -	\$ 9,203.40
Misc Revenue			
Bank Interest	\$ 5,000.00	\$ 6,089.55	\$ 3,500.00
<b>Total</b>	<b>\$ 337,050.00</b>	<b>\$ 250,019.46</b>	<b>\$ 401,750.00</b>
<b>EXPENDITURES</b>			
Advertising	\$ 200.00	\$ -	\$ 200.00
Audit	\$ 5,000.00	\$ 11,206.33	\$ 8,500.00
Engineering	\$ 16,000.00	\$ 21,929.49	\$ 16,000.00
Fuel	\$ 5,500.00	\$ 4,578.85	\$ 5,500.00
Service Charges	\$ 50.00	\$ -	\$ 50.00
Site/Misc.	\$ 1,200.00	\$ 396.86	\$ 1,200.00
Site - Sand cover material	\$ 20,000.00	\$ -	\$ 20,000.00
Legal	\$ -	\$ -	\$ -
Packer Repairs	\$ 23,000.00	\$ 23,968.79	\$ 8,000.00
Contract Cost Per year	\$ 142,500.00	\$ 138,985.24	\$ 145,000.00
Backhoe Rental	\$ 13,500.00	\$ 12,870.60	\$ 13,500.00
Capital - wells	\$ 25,100.00	\$ -	\$ 24,400.00
Cell 1 Closing Costs	\$ 85,000.00	\$ 26,879.90	\$ 159,400.00
Cell 2 Opening Costs			
To Reserves Wells		\$ -	
To Reserves - Equipment	\$ -	\$ -	\$ -
To Reserves - Closure	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 337,050.00</b>	<b>\$ 240,816.06</b>	<b>\$ 401,750.00</b>
Current Year Surplus/(Deficit)	\$ -	\$ 9,203.40	\$ -
Prior Year Net Surplus/(Deficit)		\$ (0.00)	
<b>Net Surplus (Deficit) End of Period</b>	<b>\$ -</b>	<b>\$ 9,203.40</b>	<b>\$ -</b>

**As at December 31/2023**

Equipment Reserve *	132,349.22	2025 ASSESSMENT	
Monitoring Well Reserve	10,000.00	Kearney	414,626,000
Closure Reserve **	293,530.15	Perry	<u>523,920,600</u>
2025 Budgeted Reserve transfer out	- 150,000.00	Total	938,546,600
	285,879.37	2025 LEVY	
		Kearney	\$ 105,604.71
		Perry	<u>\$ 133,441.90</u>
		Total	\$ 239,046.60



# **AGREEMENT**

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF KEARNEY**  
(hereinafter called the "Town")

OF THE FIRST PART

-and-

**JOSHUA WEBSTER**  
(hereinafter called the "Yoga Instructor")

OF THE SECOND PART

**WHEREAS** the Town desires to hire the services of Joshua Webster, Yoga Instructor for a set term to instruct Yoga classes in the Town of Kearney.

**AND WHEREAS** the Yoga Instructor will provide the Services on the terms as set out herein;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT IN CONSIDERATION OF THE PREMISES AND THE COVENANTS HEREINAFTER SET FORTH, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO COVENANT AND AGREE WITH EACH OTHER AS FOLLOWS:**

1. **TERM**

The term of this Agreement shall be for 5 weeks from Wednesday, April 2, 2025 to and including Wednesday, April 30, after which this Agreement may be extended upon mutual agreement of both parties.

The Yoga Instructor shall perform the Services as set out herein on the following dates and times:

- Wednesday evenings from April 2, 2025 until April 30, 2025 from 6:30pm to 7:30pm for a five (5) week term.

On each service date, the Yoga Instructor shall, and is permitted to, attend at the Site (8 Main Street, Kearney, also known as the Kearney Community Centre) and start time noted above, and is permitted to, remain at the Site until the end time noted.

2. **SCOPE OF SERVICES**

During the dates and times set out herein, the Yoga Instructor shall provide the services of instructing Yoga classes for the Town of Kearney. All materials and equipment necessary for the Services shall be supplied by the Yoga Instructor, at

its sole expense. The Yoga Instructor shall complete the Services in a good and workmanlike manner.

3. LOCATION

The Yoga Instructor shall be permitted to locate its equipment and materials on the Site as directed by the Town and as is reasonably necessary to facilitate the provision of the Services.

3. FEES AND PAYMENT SCHEDULE

The Yoga Instructor shall invoice the Town after completing all Services in the preceding month, and the Town shall remit payment within a reasonable period of time thereafter.

4. TOWN DIRECTIONS

The Yoga Instructor undertakes and agrees to follow the reasonable directions of the Town with respect to all matters arising from this Agreement.

5. INSURANCE, INDEMNIFICATION AND RELEASE

5.1 INSURANCE

- a. Policy of Insurance – The Yoga Instructor shall lodge with the Town, on or prior to the execution of the Agreement, an insurance certificate with an Insurance Company satisfactory to the Town and insuring for the joint benefit of the Operator and the Town against any liability that may arise out of services contracted for hereunder.
- b. Comprehensive General Liability - Such policy shall carry limits of liability in the amount to be specified by the Town, but in no event shall it be less than \$2,000,000.00 inclusive comprehensive general liability and such policy shall contain:
  - i. a cross-liability clause;
  - ii. product/completed operation coverage;
  - iii. shall include the following as an additional insured:
    1. The Corporation of the Town of Kearney
- c. Notice of Cancellation - a provision that the insurance company agrees to notify the Town fifteen (15) days in advance of any material change or cancellation of the said insurance policy.
- d. Certificate of Coverage - Any certificate of coverage filed with the Town shall specifically contain confirmation that the coverage as specified in paragraphs (a), (b), (c), (d), and herein.

- e. Confirmation of Premium Payment - Yoga Instructor shall, from time to time as required by the Town, provide confirmation that all premiums on such policy or policies of insurance have been paid, and that the insurance is in full force and effect. The Yoga Instructor shall file a copy of the policy with the Town.
- f. Claim in Excess of Policy Limits - The issuance of such Policy of Insurance shall not be construed as relieving the Yoga Instructor from responsibility for other or larger claims, if any, and for which it may be held responsible.

## 5.2 INDEMNIFICATION AND WAIVER

The Yoga Instructor agrees and covenants to indemnify and save harmless the Town and its employees, officers, directors, agents, servants and invitees (collectively, the “**Indemnified Parties**”) from and against any and all loss, liability, damages, costs and expenses of every nature and kind whatsoever that are asserted against or suffered or incurred by the Indemnified Parties or any of them arising from or as a result of the performance of any work or service performed or rendered by the Instructor, its agents, officials, employees or subcontractors or any of them or as a result of any act or omission of the Instructor, its agent, officials, employees or subcontractors resulting from or relating to damage to property or injury or death to individuals. If any of the Indemnified Parties, shall, without fault on his, her or its part, be made a party to any action, application or other legal proceeding commenced against any of the Indemnified Parties and the Instructor, the Instructor shall indemnify and save harmless the applicable Indemnified Parties, and shall defend such action, application or other legal proceeding in the name of the applicable Indemnified Parties, or, at the option of the applicable Indemnified Parties, pay all costs, expenses and legal fees (on a full indemnity basis) incurred by the applicable Indemnified Parties, to defend any such action, application or other legal proceeding so that the Indemnified Parties shall suffer no loss or harm in connection with such action, application or other legal proceeding.

The Yoga Instructor further agrees and covenants to indemnify and save harmless the Town against all actions, suits, claims, damages, costs and liabilities arising out of or as a result of any breach, violation, or non-performance of the terms, covenants and obligations on the part of the Instructor as set out in this Agreement.

## 6. NOTICE

Notice shall be given by the Yoga Instructor to the Town in writing addressed and mailed by registered mail to:

**The Corporation of the Town of Kearney  
P.O. Box 38, 8 Main Street  
Kearney, Ontario P0A 1M0  
ATTN: Clerk Administrator**

Notice shall be given by the Town to the Operator in writing addressed and mailed by registered mail to:

**Joshua Webster**

Formal Notice shall be deemed to have been given on the date of mailing.

7. TERMINATION

The Town shall be entitled to terminate this Agreement in the event the Yoga Instructor should fail to perform its obligations, covenants, agreements and requirements as herein provided or for failing to perform, observe and fulfill the reasonable directions of the Town within seven (7) days of notice by the Town to the Yoga Instructor of the failure.

Further, either party may terminate this Agreement upon ninety (30) days' written notice.

Upon termination of this Agreement, the Yoga Instructor will accept payment for all work and services performed to the date of dismissal, on a pro-rated basis in accordance with the provisions of this Agreement, in full satisfaction of any and all claims under this Agreement.

8. TIME OF THE ESSENCE

Time shall in all respects be of the essence hereof.

9. NO ASSIGNMENT

This Agreement shall not be assignable by the Yoga Instructor except on the consent of the Town in writing.

10. COVENANTS

It is agreed between the parties hereto that every covenant shall ensure to the benefit of and be binding upon the parties hereto, and their heirs, executors, administrators, successors and assigns and that all covenants herein contained shall be construed as being joint and several and that when the context so required or permits the singular number shall be read as if the plural were expressed, and the masculine gender as if the feminine or neuter, as the case may be, were expressed.

11. LIMITATION OF AGREEMENT

The Yoga Instructor acknowledges that this Agreement creates no rights beyond those expressly provided for herein.

This Agreement, including any Schedules attached hereto, shall constitute the entire Agreement between the parties. There are no representations, warranties, collateral agreements, or conditions which affect this Agreement other than as expressed herein.

12. AGREEMENT

This Agreement will be governed by and be construed according to the laws of the Province of Ontario and the laws of Canada applicable therein

IN WITNESS WHEREOF the said parties have by their proper officers hereunto set their hands and seals.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

SIGNED, SEALED AND DELIVERED  
In the presence of

The Corporation of the  
Town of Kearney

per: \_\_\_\_\_  
MAYOR

per: \_\_\_\_\_  
CLERK

We have the authority to bind the Corporation.

per:

JOSHUA WEBSTER

**Resolution  
Regular Council Meeting**



**Agenda Number:** 15.2.  
**Resolution Number** 25-054  
**Title:** 25-R-22 Northern Highway Safety Plan  
**Date:** Monday, February 24, 2025

---

**Moved by:** M. Lubbock  
**Seconded by:** S. Cote

WHEREAS THE TransCanada Highway is the road system meant to move goods and people across the country, but it is no longer equipped to do that safely in Northern Ontario.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Coleman hereby support the Northern Highway Safety Plan proposed by MPP Guy Bourgouin, MPP Lise Vaugeois and MPP John Vanthof which includes the following;

**Immediate Actions:**

- Require all new drivers to be tested by MTO-certified inspectors instead of third-party companies.
- Return highway maintenance operations to the MTO while working with northern contractors.
- Increase staff at inspection sites, weigh scales, and OPP traffic enforcement.
- Expedite the 2+1 highway pilot project and use excavated material to build additional rest stops and parking areas.

**Short-Term Improvements:**

- Mandate snow tires for all passenger vehicles in Northern Ontario.
- Ensure driving schools comply with the MELT training system and improve MELT to include winter driving training.
- Address the abuse of “self-insurance provisions” and ensure fair payment for tow truck operators and service providers.
- Require all commercial vehicles to have dash cams.
- Increase the use of traffic cameras and photo radar to reduce speeding.
- Promote rail transport to reduce commercial truck traffic on northern highways.
- Upload connecting links back to the provincial highway system for consistent maintenance.
- Upgrade and expand rest stops with heated washrooms to meet traveler needs.
- Provide compensation to municipalities for damage to local roads caused by highway detours.

**Long-Term Solutions:**

- Widen and pave all shoulders on Highways 11 and 17.
- Convert Highways 11 and 17 into divided four-lane highways where possible or implement a continuous three-lane system if the 2+1 project proves successful.

AND FURTHER THAT a copy of this resolution be forwarded to the Minister of Transportation; the Minister of Municipal Affairs & Housing; all Provincial Leaders; the Temiskaming Municipal Association; the Federation of Northern Ontario Municipalities (FONOM); the Northwestern Ontario Municipal Association (NOMA); and all municipalities in Ontario.

**CARRIED**

Certified True Copy



---

Christopher W. Oslund  
CAO/Clerk - Treasurer



January 24, 2025

**MPP Guy Bourgouin** *Mushkegowuk-James Bay*  
**MPP Lise Vaugeois** *Thunder Bay-Superior North*  
**MPP John Vanthof** *Timiskaming Cochrane*

## NORTHERN HIGHWAY SAFETY PLAN

### Introduction

Safety on the TransCanada Highways 11 and 17 continues to be the number one concern for most residents of Northern Ontario because they are our main streets. We use these highways to get to work, school, hockey, and medical appointments, but we share them with thousands of cross-country commercial trucks. As a result, Northern MPPs have had a lot to say over the years about the state of highways in the North and for good reason.

Years ago, the problem was proper and consistent winter maintenance. The Liberal government in power at the time claimed everything was fine, so MPP Vanthof's office created the Northern Road Report to show that it wasn't. The Minister of Transportation (MTO) demanded that the report be taken down, but in the end the Northern Road Report helped prove that even when contract requirements were being met, people were still being put at risk. As a result, the government of the day was forced to make changes to the system.

MPP Bourgouin introduced legislation to make maintenance standards the same across the TransCanada system, so that 11 north of North Bay would be maintained to the same standard as south. The legislation was defeated, but the government did create a separate standard for the northern portion of the TransCanada highway. MPP Bourgouin has also introduced other pieces of legislation regarding driver training and not being able to pass on double solid lines. This was defeated, but he remains committed to finding ways to solve safety issues the same as his fellow Northern MPPs. Similarly, MPP Vaugeois introduced a motion that driver testing be taken back by the MTO which would have been an effective way for the government to control the standard of drivers on the roads. All three members have been vocal in the legislature regarding highway safety throughout their careers.

We are once again facing a highway safety crisis, one that we believe requires a plan designed by Northerners for Northerners. It contains clear goals that we can push government of whatever stripe to implement for all our families.

### Current Situation

Currently some poorly trained commercial vehicle drivers and the companies they work for are putting all other drivers at undue risk. Incidents have been easy to track on social media. Investigative reports on the problems in commercial truck training and licensing, and from the Auditor General of Ontario identified this problem as far back as 2018. We, Northern MPPs have mentioned this issue many times in the legislature. The response from the government has been that these are the safest roads in North America, and that they are looking into the matter.





January 25, 2025

**MPP Guy Bourgouin** *Mushkegowuk-James Bay*  
**MPP Lise Vaugeois** *Thunder Bay-Superior North*  
**MPP John Vanthof** *Timiskaming Cochrane*

Regardless of political stance, we hope that we can all agree that one of the basic jobs of any government is to ensure that people who are issued a driver's license are capable of safely driving the vehicle for which they are licensed. There are over a hundred companies in Ontario who recruit, train, and license their own drivers and they can issue Ontario licenses to them. These are among the worst offenders. Of course there are still good driving schools, and companies that provide excellent training programs to their new drivers, but not all of them. Change needs to happen in the immediate and long term, and we are proposing a plan to address these needs. First, there needs to be immediate action by the Ministry to ensure that only properly-trained drivers are graduating by appointing employees of the MTO to conduct driving tests for all new commercial vehicle drivers before they can receive a license.

#### **Immediate Ask**

- Have all new drivers tested by MTO certified inspectors, not third-party private companies. If their student drivers can't pass a legitimate road test, then these driving schools will be forced to change how they conduct business.

#### **Short-Term**

- Return the management of highway maintenance operations to the MTO, while working with contractors and providers throughout the North.
- Increase staffing at scales and inspection sites, as well as OPP Traffic enforcement to ensure the laws currently in place are being followed.
- Expedite the 2+1 pilot project and the construction of rest stops. Use the fill that is dug out to rebuild sections of the highway to create parking pull offs.

#### **Medium-Term**

- Make snow tires mandatory for all passenger vehicles registered in Northern Ontario.
- Ensure that driving schools comply with the current MELT training system.
- Reform issues within MELT itself and expand requirements to include winter driving training.
- Address the current abuse of "self insurance provisions" and ensure tow truck operators and other service providers can get paid for services from these schemes.
- Require that all commercial motor vehicles have dash cams.
- Increase the number of cameras and photo radar to slow down traffic.
- Emphasize rail to move goods so not as many loads must travel on the highway.
- Return connecting links to the provincial highway system so that maintenance is uniform.
- Better equip and increase the availability of rest stops with heated, maintained washrooms.
- Direct the cost of repairing damage to municipal roads caused by detour traffic from highway closures to the MTO.

#### **Long-Term**

- Widen and pave all shoulders on Highways 11 and 17.
- Make Highway 11 and 17 a divided four-lane highway wherever possible.
  - If the 2+1 pilot proves successful, a continuous three lane would be a good intermediate step. The TransCanada Highway is the road system meant to move goods and people

January 25, 2025



**MPP Guy Bourgouin** *Mushkegowuk-James Bay*  
**MPP Lise Vaugois** *Thunder Bay-Superior North*  
**MPP John Vanthof** *Timiskaming Cochrane*

This plan is designed to be a living document. The goals here have been suggested by industry stakeholders, drivers, municipalities and others. We are open to suggestions, ideas, and constructive criticism. Please send us your comments. By working together, we are hoping to make the highway safer for all our families.

**MPP Guy Bourgouin**  
**MPP Lise Vaugois**  
**MPP John Vanthof**



**SEND A LETTER TO THE MINISTER**

<https://win.newmode.net/mppguybourgouin/sendalettertothe ministeroftransportation>



**CONTACT US**

gbourgouin-qp@ndp.on.ca  
lvaugois-co@ndp.on.ca  
jvanthof-qp@npd.on.ca



MPP Bourgouin: 705-335-7351  
MPP Vauegois: 807-345-3647  
MPP Vanthof: 1-888-701-1105

October 24, 2024

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Legislative Building, Room 281  
Toronto, Ontario M7A 1A1  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

The Honourable Prabmeet Sarkaria  
Minister of Transportation  
5th Flr, 777 Bay St  
Toronto, ON M7A 1Z8  
[minister.mto@ontario.ca](mailto:minister.mto@ontario.ca)

**Re: Eastern Ontario Wardens' Caucus support for an Ontario-wide  
licensing framework for rideshare companies**

Dear Premier Ford and Minister Sarkaria,

On behalf of the [Eastern Ontario Wardens' Caucus \(EOWC\)](#), representing 103 rural and small urban municipalities across Eastern Ontario, I am writing to request that the Ontario Government strongly consider adopting a province-wide licensing framework for rideshare companies.

Municipalities across Eastern Ontario, including the County of Northumberland and Township of Russell, have been advocating for a provincial licensing framework for rideshare companies that would align Ontario with Quebec and British Columbia. Ridesharing provides a vital transportation option in communities across Ontario, but much of the province is still underserved by ridesharing services.

In many parts of the province, ridesharing is unregulated or regulated in a 'patchwork' manner. Since 2016, dozens of municipalities across Ontario have developed unique bylaws to regulate ridesharing. These bylaws cover topics such as licensing scheme, insurance requirements, driver screening standards, vehicle requirements, and fee / payment schedules.

The benefits of an Ontario-wide licensing framework of rideshare companies include:

- **Supports economic development** - As Ontario continues to attract investments in areas such as electronic vehicle (EV) manufacturing, communities across the province will need additional transportation options. Ridesharing helps people get around growing communities while also providing part-time flexible job opportunities.
- **Connects communities** - The current patchwork regulatory structure does not reflect the reality of regional transportation, which does not stop at municipal borders. Similar to the One Fare approach of the government, a provincial regulatory framework would allow people to use ridesharing to move seamlessly between communities in the province.
- **Helps reduce impaired driving** - Research shows that the presence of ridesharing in a community can help reduce impaired driving. In many rural communities, transportation options are often sparse or unavailable late at night, which can lead some individuals to choose to drive impaired. A provincial regulatory framework would allow ridesharing to expand more easily into these communities and provide people with a safe ride option.
- **Enables innovative approaches to transit** – As one example of innovative partnerships, the Town of Innisfil and Uber Canada co-designed a custom transit solution, named Innisfil Transit. With a touch of a button, residents are offered flat fare rides to popular destinations, such as the train station, the recreation complex, or the Innisfil Employment Area. Since the launch of Innisfil Transit, thousands of residents have taken trips to connect with the commuter rail station, get to work, go out with friends, or visit their doctor.

Premier Ford and Minister Sakaria, we thank you for your consideration of this important issue. As always, the EOWC remains a trusted partner and welcomes continued collaboration and opportunities for open dialogue on behalf of our member municipalities.

Sincerely,



Peter Emon  
Chair, 2024  
Eastern Ontario Wardens' Caucus  
[Info@eowc.org](mailto:Info@eowc.org)

CC: Hon. Paul Calandra, Minister of Municipal Affairs and Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

Hon. Lisa Thompson, Minister of Rural Affairs  
[minister.mra@ontario.ca](mailto:minister.mra@ontario.ca)

The Association of Municipalities Ontario (AMO)  
[amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)

Rural Ontario Municipal Association (ROMA)  
[roma@roma.on.ca](mailto:roma@roma.on.ca)

Meredith Staveley-Watson, Manager of Government Relations, EOWC  
[info@eowc.org](mailto:info@eowc.org)

## **Policy Note - Expanding Transportation Options in Ontario**

The purpose of this note is to outline the current challenges with respect to the regulation of ridesharing in Ontario and the benefits to the province that could be unlocked through a provincial regulatory framework.

[Context](#)

[Current Challenges](#)

[Municipal Interest in Ontario](#)

[Benefits of Provincial Approach](#)

[Jurisdictional Scan](#)

### **Context**

- Since 2016, dozens of municipalities across Ontario have developed unique bylaws to regulate ridesharing.
- These bylaws cover topics such as licensing scheme, insurance requirements, driver screening standards, vehicle requirements, and fee / payment schedules.
- Currently, there are several ridesharing companies operational in Ontario, including Lyft, U-Ride, Uber and others.
- Ridesharing provides a vital transportation option in communities across the province, but much of the province is still underserved by ridesharing services.

### **Current Challenges**

The current regulatory structure has significant policy challenges that impacts the province's transportation system and economic growth. Challenges include:

- **Patchwork regulatory framework** - As the province recently demonstrated through its [One Fare](#) announcement, transportation does not stop at municipal boundaries and is increasingly regional. The regulation of ridesharing has become a patchwork regulatory system where a driver can pick up in one municipality but may not be able to pick up in the neighbouring municipality, leading to deadheading.
- **Increasing red tape** - For ridesharing companies that wish to expand in Ontario at the moment, they have to go to individual municipalities and develop bespoke compliance systems. This increases red tape and the cost of doing business in Ontario. It severely limits the ability of ridesharing companies to scale across rural Ontario.
- **Lack of rural transportation options** - Many rural municipalities in Ontario are significantly growing as a result of the Government's investment in housing and infrastructure, yet they lack sufficient transportation options for their residents. Even when options exist, they are often only available at limited times of the day.

## **Municipal Interest in Ontario**

Due to the lack of rural transportation options and the benefits of ridesharing services, over the past months, several municipalities that do not currently have ridesharing services have expressed interest in bringing ridesharing to their communities. These include:

- **Municipality of Brighton** - Northumberland-Peterborough South
- **Township of Russell** - Glengarry-Prescott-Russell
- **City of Pembroke** - Renfrew-Nippissing-Pembroke
- **Township of Southgate** - Bruce-Grey-Owen Sound
- **Town of St. Mary's** - Perth-Wellington

Some of these communities, including Brighton, ON have already passed resolutions (see [Appendix A](#) for full resolution) declaring “support for the migration of ride-share regulations and licensing from the municipal level to the provincial level”.

## **Benefits of Provincial Approach**

A provincial approach to the regulation of ridesharing would have considerable benefits to the Ontario economy and the people of Ontario. These benefits include:

- **Supports economic development** - As Ontario continues to attract investments in areas such as EV manufacturing, communities across the province will need additional transportation options. Ridesharing helps people get around growing communities while also providing part-time flexible work opportunities.
- **Connects communities** - The current patchwork regulatory structure does not reflect the reality of regional transportation, which does not stop at municipal borders. Similar to the One Fare approach of the government, a provincial regulatory framework would allow people to use ridesharing to move seamlessly between communities in the province.
- **Helps reduce impaired driving** - Research shows that the presence of ridesharing in a community can help reduce impaired driving, which is why Uber is a proud partner of MADD Canada. In many rural communities, transportation options are often sparse or unavailable late at night, which can lead some to drive impaired. A provincial regulatory framework would allow ridesharing to expand more easily into these communities and provide citizens with a good reason not to drink and drive.
- **Enables innovative approaches to transit** - Uber and the Town of Innisfil co-designed a custom transit solution, named Innisfil Transit. With a touch of a button, residents are offered flat fare rides to popular destinations, such as the train station, the recreation complex, or the Innisfil Employment Area. Since the launch of Innisfil Transit, thousands of residents have taken trips to connect with the commuter rail station, get to work, go out with friends, or visit their doctor.
- **Connectivity to higher order transit** - As Metrolinx builds out the GO RER expansion and the Ontario Northlander resumes services, more Ontarians and visitors to our



province will use these services to connect with communities. Ridesharing would help boost the success of these services by serving as a “first-mile / last-mile” solution in communities across the RER and Northlander corridors.

### **Jurisdictional Scan**

The majority of other provinces in Canada have adapted a provincial model to the regulation of ridesharing. Some examples of provincial models include:

<b>Province</b>	<b>Legislation</b>	<b>Website / More Information</b>
Newfoundland and Labrador	<a href="#">Transportation Network Company Regulations</a>	<a href="#">Transportation Network Companies (Ride-sharing Service) - Digital Government and Service NL</a>
Quebec	<a href="#">Bill 17, An Act respecting remunerated passenger transportation by automobile - National Assembly of Québec</a>	<a href="#">Authorized drivers or drivers of a vehicle comparable to a taxi - SAAQ</a>
Alberta	<a href="#">Transportation Network Companies Regulation</a>	<a href="#">Ride-for-hire services   Alberta.ca</a>
Saskatchewan	<a href="#">Vehicles for Hire Act</a> <a href="#">Vehicles for Hire Regulations</a>	<a href="#">Ridesharing services - SGI</a>



## **Appendix A: Municipality of Brighton Resolution**

WHEREAS, the Municipality of Brighton faces challenges related to limited access to transportation, and there exists a pressing need for a ride-sharing service to address transportation gaps within our community;

WHEREAS rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel;

WHEREAS, the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework;

WHEREAS, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

THEREFORE, BE IT RESOLVED that the Municipality of Brighton Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

BE IT FURTHER RESOLVED that the Municipality of Brighton Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

BE IT FURTHER RESOLVED that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable David Piccini, Member of Provincial Parliament for Northumberland-Peterborough South; the Association of Municipalities of Ontario (AMO); the Eastern Ontario Wardens Caucus, the County of Northumberland; and all six neighbouring Northumberland lower-tier municipalities, and all Ontario municipalities.

Monday, January 20, 2025

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Legislative Building, Room 281  
Toronto, Ontario M7A 1A1  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

SENT VIA EMAIL

Tho Honourable Prabmeet Sarkaria  
Minister of Transportation  
5th Flr, 777 Bay St  
Toronto, ON M7A 1Z8  
[minister.mto@ontario.ca](mailto:minister.mto@ontario.ca)

RE: Support for an Ontario-wide licencing framework for rideshare companies

---

Dear Premier Ford and Minister Sarkaria,

Please be advised of the following motion that was passed at the January 13, 2025, Goderich Town Council meeting:

**Moved By:** Councillor Kelly

**Seconded By:** Deputy Mayor Noel

**Whereas** Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel;

**And Whereas**, the standardization and consistency of regulations across municipalities, particiipially in Ontario, can improve the efficiency and effectiveness of the regulatory framework;

**And Whereas**, transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

**Therefore, Be It Resolved that** the Town of Goderich Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

**Be It Further Resolved that** the Town of Goderich Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

Be It Further Resolved that copies of this motion be distributed to the Honourable Doug Ford, Premier of Ontario; the Honourable Prabmeet Sarkaria, Minister of Transportation; the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable Lisa Thompson, Minister of Rural Affairs; the Association of Municipalities of Ontario (AMO); the Eastern Ontario Wardens Caucus, the County of Huron; and all six neighbouring Huron County lower-tier municipalities, and all Ontario municipalities.

**CARRIED**

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or [afisher@goderich.ca](mailto:afisher@goderich.ca)

Yours truly,



Andrea Fisher  
Director of Legislative Services/Clerk  
/ab

Enclosed:

1. Policy Note – Expanding Transportation Options in Ontario
2. Eastern Ontario Warden's Caucus Letter of Support

cc: Hon. Paul Calandra, Minister of Municipal Affairs and Housing [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
Hon. Lisa Thompson, Minister of Rural Affairs [minister.mra@ontario.ca](mailto:minister.mra@ontario.ca)  
The Association of Municipalities Ontario (AMO) [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)  
Rural Ontario Municipal Association (ROMA) [roma@roma.on.ca](mailto:roma@roma.on.ca)  
Meredith Staveley-Watson, Manager of Government Relations, EOWC [info@eowc.org](mailto:info@eowc.org)  
The Eastern Ontario Wardens Caucus, [info@eowc.org](mailto:info@eowc.org)  
The County of Huron and all neighbouring Huron County lower-tier municipalities and all Ontario municipalities.

## **Integrated Watershed Management (IWM) Workshop – November 28, 2024**

On November 28, 2024, the Town of Huntsville and the Township of Lake of Bays hosted an invite-only event staff and elected officials from five First Nations communities and 16 municipalities from across the Muskoka River Watershed, including representatives from the Ontario Government (MNR), Muskoka Watershed Council, and high schools. The purpose of this event was to build on the event hosted by Muskoka Watershed Council on February 9, 2024 while seeking to gain insight into the interest of communities and municipalities in collaborating on issues that affect the entire watershed. Additionally, the event provided the opportunity to start discussions around guiding principles, decision making, and governance for a collaborative effort.

Attendees from 13 watershed municipalities and two First Nations were treated to a series of informative presentations before being divided into five smaller groups to discuss several topics; each group was given the opportunity to respond to each of the topics. Following the breakout session, District of Muskoka staff summarized the feedback provided, with include over 50 responses for each of the five topics. The following is a summary of the topics, and the feedback provided by participants.

### **Topic 1 - Working Together**

*Question:* Do you see value in municipalities/communities coming together to work on bigger issues that are happening our region? If so, why?

Participants highlighted the importance of collaboration, development of a shared vision, as key components of effective watershed management across rightsholders and stakeholders. There was a strong interest in having clear objectives that were rooted in outcomes rather than regulations and red tape. Many participants highlighted the necessity of mutual respect and understanding for any collaborative efforts to be successful. Comments consistently indicated that pooling resources will help to maximize efficiency, reduce costs, and enhance decision-making.

Concerns were raised that currently issues are being addressed in silos and the inclusion of all relevant parties, especially Indigenous and First Nations in the decision-making process is key for success. The overarching tone was that by working together, diverse groups can address shared challenges and achieve better outcomes, especially in the context of resource management and environmental stewardship.

#### *Key Takeaways*

**Shared vision is essential:** A shared vision is essential for successful collaboration, ensuring all stakeholders align on common goals to avoid inefficiencies and conflict. It serves as a guiding force, fostering commitment and active participation by creating a sense of purpose and belonging.

**Objective-based outcomes must be part of the process:** Shift from regulatory compliance to objective-based outcomes, prioritizing tangible results that benefit the community and environment is required. This approach encourages innovation, creativity, and flexibility in project management, leading to more sustainable and impactful solutions.

**Relationship building is required:** Strong relationships built on trust, respect, and ongoing engagement will be key to successful collaboration and project outcomes. Continuous communication and mutual understanding help address complex issues and adapt to evolving needs.

**There is a need for flexibility in prioritization of actions and/or issues:** Flexibility in adapting priorities based on changing circumstances is crucial for effective watershed management and timely actions. The ability to be responsive to new information and challenges is required as it helps to ensure that efforts remain relevant and impactful in what can be a dynamic environmental and social landscape.

**Evidence-based decision making is foundational:** Evidence-based decision-making, supported by data and shared information, must be a foundation of the process as it leads to more informed, transparent, and accountable choices. Additionally, there was a sense that this approach will foster collaboration, reduce risks, and empower stakeholders to make decisions that reflect community needs and concerns.

**Financial collaboration will be required:** Economic equity and collaborative financial contributions enable larger projects and maximize funding opportunities, benefiting all participants. Caution was noted that it will be important to ensure that any financial commitments are a shared investment across the region to foster collaboration, ensure fairness, and encourage a collective sense of responsibility for outcomes across the region.

**Watershed-level coordination is key:** Environmental management requires a coordinated, watershed-level approach that transcends political boundaries to address shared challenges. A holistic, interconnected perspective promotes sustainability, resilience, and comprehensive strategies for the region.

## **Topic 2 - Knowledge and Resources**

*Question:* What resources do you feel might be needed and what resources do you see your municipality/community being able to provide?

Participants commented that a comprehensive approach to managing environmental challenges and enhancing community resilience, particularly in relation to small projects and landowners will be required. Many community/municipal participants highlighted the need for stewardship actions, the necessity of public-private partnerships for larger initiatives, and the critical need for collaboration among municipalities. The need for

meaningful First Nations engagement and inclusion of traditional knowledge was highlighted. Engaging the public to make better use of local knowledge, particularly regarding flood-prone areas, was stressed, alongside the need for skilled staff and resources to implement strategies. Participants flagged that these resources are not currently available for many communities and municipalities. Routinely, participants flagged the need for provincial support, and the use of tools to mobilize the public for community involvement.

### *Key Takeaways*

**Project incentives and funding will be required:** Offering financial or resource-based incentives can encourage public participation in initiatives and stewardship activities. Accessing targeted support, like grants or technical assistance will be required to support larger projects.

**Partnerships beyond governments will be required:** Public/private partnerships can tackle larger environmental challenges by combining government resources with private sector funding, expertise, and innovation. These collaborations can be leveraged to amplify the impact of initiatives, providing additional resources and solutions for complex issues.

**Data sharing and utilization:** Utilizing existing data and fostering open communication across communities and municipalities enhances decision-making and problem-solving. Creating platforms for information sharing helps communities collaborate, share best practices, and better address issues.

**Community engagement and local knowledge are essential:** For successful environmental stewardship, fostering ownership and responsibility among community members is key. Engaging the broader community through citizen science initiatives enhances data collection to inform decision-making, while building stronger community involvement and improving understanding of local issues.

**Need for expertise and data analysis:** Skilled staff and expertise are essential for processing environmental data and integrating local knowledge to enhance disaster preparedness and community resilience. Advanced analytics and mapping tools are crucial for identifying vulnerabilities, assessing risks, and developing targeted, effective management strategies.

**Cross-border collaboration:** Collaboration across political borders and the integration of Indigenous perspectives are vital for addressing shared environmental issues and ensuring inclusive, effective management.

### Topic 3 - Guiding Principle

*Question:* If your municipality/community was to participate in a watershed scale group, what principle would you want all parties to agree too?

Participants emphasized the importance of knowledge sharing, collaboration, and evidence-based approaches to addressing regional issues. Discussions around the table highlighted the necessity of adopting long-term strategies while being adaptable to immediate challenges. Several participants highlighted the need for a precautionary principle in decision-making due to the incomplete nature of knowledge in many scenarios; however, the value of cooperation, proactive initiatives, and a unified goal of collective management of resources ultimately should be the focus. This would take the form of sharing information across different sectors and levels of governance, ensuring that education and science underpin all activities.

#### *Key Takeaways*

**Knowledge sharing and leadership are key foundations:** Effective leadership relies on the open sharing of knowledge, enabling evidence-based decision-making that supports both community and environmental well-being. Strong leadership is bolstered by education, which equips stakeholders and rightsholders with the tools necessary for meaningful engagement and informed discussions, fostering more effective management and policy development.

**Evidence-based approach:** An evidence-based approach, driven by empirical data and collaborative input, will help to ensure effective, measurable outcomes through ongoing data analysis and strategic implementation.

**Balancing long-term strategy with short-term actions:** Long-term planning is essential for successful watershed management and sustainability, while ensuring that overarching goals are consistently pursued. This must be balanced against short-term actions that are adaptable to current challenges, allowing communities/municipalities to respond while maintaining progress toward long-term objectives.

**Adaptive resource management and the precautionary principal be included:** Adaptive resource management emphasizes flexibility, allowing communities/municipalities the ability to adjust strategies based on evolving knowledge and uncertainties. This approach recognizes that complete knowledge is often unattainable and encourages openness to new information to make informed decisions. The precautionary principle advocates for cautious decision-making when full information is lacking, balancing the potential risks of inaction and action.

**Collaboration over directive:** Adopting a collaborative approach, rather than top-down directives, improve resource management by involving various stakeholders in decision-making.

**Collaborative decision-making and funding:** A collaborative funding formula that draws upon evidence-based methods can enhance decision-making processes. By involving various stakeholders in funding decisions, it fosters a sense of ownership and responsibility, leading to more effective resource allocation.

**Proactive initiatives:** Several participants raised the need for proactive strategies rather than reactive measures in resource management. The focus on IWM underscores the need for a holistic approach to resource management that considers the interconnectedness of ecosystems. Effective IWM requires collaboration across sectors and levels of governance, ensuring that all parties are working towards a unified goal of sustainability.

## Topic 4 - Decision Making

*Question:* If your municipality/community was to participate in a watershed scale group, what process would you want to see to make decisions as a group?

Participants commented that from a decision making perspective, establishing a framework that emphasizes service and resource focus over traditional governance structures should be considered. Responses highlighted the importance of community engagement and consensus-based decision-making, suggesting an iterative governance model led by a special purpose body should be the foundation for decisions. A steering committee, composed of experts and elected officials that are tasked with making recommendations while ensuring that stakeholder and rightsholders input should be prioritized. Of additional note was that the development of an Accord or Memorandum of Understanding to articulate principles and establish a foundation for governance is required. There was also a strong emphasis on the ability to implement recommendations effectively and the need for broad representation in decision-making processes.

### *Key Takeaways*

**Service and Resource Focus:** Shifting focus from governance structures to a service and resource-oriented approach enhances operational effectiveness and responsiveness to community needs. Prioritizing service delivery over bureaucratic processes allows for a more adaptable and efficient governance model.

**Areas Not Geographic Boundaries:** Focusing on functional areas instead of geographic boundaries enables a more nuanced, collaborative approach to governance. Participants indicated that this perspective encourages cooperation across diverse planning authorities, promoting a holistic view of challenges and opportunities.

**Iterative Governance Model:** The iterative governance model beginning with staff should promote continuous feedback and adjustment. This adaptability allows rightsholders and stakeholders to respond dynamically to changing circumstances and



emerging needs within the community. By fostering a culture of iteration, the governance framework can remain relevant and effective over time.

**Steering Committee:** A steering committee, made up of experts and elected officials, shapes recommendations through comprehensive stakeholder input. Emphasizing inclusivity and transparency, the committee ensures decisions are informed by diverse perspectives and community engagement.

**Accord or Memorandum of Understanding (MOU):** An accord or MOU could serve as a foundational document outlining shared governance principles, values, and objectives. This document would provide a clear framework to guide decision-making and foster collective responsibility among stakeholders is essential for articulating governance principles. A clear framework can guide decision-making and foster a sense of collective responsibility.

**Consensus-Based Decision-Making:** Consensus-based decision-making promotes collaboration by involving broad representation and active participation from all stakeholders. Participants noted that this approach ensures diverse perspectives are considered, fostering trust and helping achieve common goals within the community.

**Unified Voice to Province:** The notion of developing a unified voice to the province to ensure cohesive representation and strengthen advocacy for shared recommendations and priorities was raised by participants. Comments were provided that this would assist with consolidating perspectives and articulating a shared vision to increase the potential for influence and impact on provincial decision-making.

## Topic 5 - Governance

*Question:* What type of governance structure would you wish to see put in place for a watershed scale group?

Feedback provided by participants centered around potential implementation and management of a pilot project aimed at enhancing public engagement and resource management within the Muskoka River Watershed. Participants express optimism about the District of Muskoka's current efforts while highlighting the need for clear governance structures, collaboration with First Nations, other municipalities, and the involvement of upper levels of government. Critical points include the necessity of defining roles, ensuring funding and authority, and avoiding excessive governance to maintain flexibility. The implementation of a pilot project approach was seen as a possible testing ground for innovative ideas, with an emphasis on community participation, First Nation leadership, and the importance of addressing challenges through strategic planning and engagement.

## *Key Takeaways*

**Governance structure matters:** A clear governance structure is essential, but it should avoid adding unnecessary bureaucracy to maintain flexibility and adaptability, especially in early years as pilot projects may be put into place. Striking a balance between a guiding framework and operational agility will be important to the long-term success of regional initiatives without overwhelming governance processes.

**Consider an iterative approach to governance design:** Participants suggested a two-year iterative approach to capitalize on the importance of flexibility in governance design. By allowing for adjustments based on ongoing feedback and results, the governance model can evolve to better meet the needs of the community over time.

**Governance needs public engagement:** Comments indicated that enhancements are needed for the existing public engagement process, which is fundamental for understanding community needs and expectations. By soliciting feedback and input from the public, development of a governance structure should be able to more effectively address real-world requirements and foster a sense of ownership among rightsholders and stakeholders.

**Addressing complex issues through collaboration:** Tackling complex community challenges requires collaboration, particularly with higher levels of government, to ensure comprehensive solutions and effective resource allocation. Collaborative efforts are essential for addressing issues in a practical, impactful way that benefits the broader community.

**Balancing control and collaboration:** Balancing control with collaboration allows for shared decision-making, leading to more integrated and impactful outcomes. Cooperation with municipalities and communities is essential for meaningful outcomes and addressing issues effectively across local levels.

**Legislative Support is Key:** Legislative changes may be required to align existing frameworks with watershed goals and support definition of leadership roles. Ensuring legislative support is crucial for facilitating progress and aligning with provincial regulations.

**Funding Clarity:** Any governance model needs to include clear and transparent understanding of funding sources and decision-making authority in order to achieve success.

**Community Participation:** Engaging the community and First Nation leaders is essential for governance legitimacy and effectiveness. Comments here included addressing the need for capacity building within the community is essential for long-term sustainability. By empowering local leaders, rightsholders, and stakeholders, the governance model should foster a sense of agency and encourage proactive engagement.

## Nicole Gourlay

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**From:** Nicole Gourlay  
**Sent:** February 28, 2025 10:48 AM  
**To:** Nicole Gourlay  
**Subject:** RE: Opposition to Proposed Lithium Battery Storage Facility in Armour Township

----- Forwarded message -----

**From:** Ana Cultraro <[ana.froggie@gmail.com](mailto:ana.froggie@gmail.com)>  
**Date:** Thu, Feb 27, 2025 at 4:19 PM  
**Subject:** Opposition to Proposed Lithium Battery Storage Facility in Armour Township  
**To:** <[mayorcherylphilip@gmail.com](mailto:mayorcherylphilip@gmail.com)>

Dear Kearney Mayor

I am writing to express my strong opposition to the proposed 4.99 MW Battery Energy Storage System (BESS) in Armour Township. While I recognize the importance of advancing renewable energy solutions, the history of lithium battery storage facilities raises significant concerns regarding public safety, environmental impact, and community well-being.

**Public Safety Risks:** Lithium battery storage facilities have been associated with several hazardous incidents in recent years. Notably:

- Moss Landing, California (January 2025): A massive fire at one of the world's largest battery storage facilities led to the evacuation of approximately 1,500 residents due to toxic smoke. The incident highlighted the challenges in managing lithium-ion battery fires, which can emit harmful gases and are difficult to extinguish.
- Brantford ON(September 2024): A fire at Aypa Power Canada's storage facility saw flames contained to one unit and thankfully no injuries. The cause is still being investigated. According to a spokesperson for the Ministry of Environment, firewater runoff from the site impacted a retention pond as well as a nearby creek. The Fire Chief said the protocol for dealing with such a battery fire is to let it burn out while monitoring both water run-off and air quality. This incident highlights the challenges of putting out these fires.
- Valley Center, California (September 2023): A fire erupted inside a battery storage container at the Valley Center Energy Storage Facility, leading to evacuations and shelter-in-place orders for nearby residents. This incident emphasized the risks of thermal runaway in lithium-ion batteries.
- Geelong, Australia (July 2021): During initial testing, a fire broke out in one of the Tesla Megapack modules at the Victorian Big Battery site. The fire took three days to extinguish, highlighting the challenges in controlling lithium-ion battery fires.

These incidents demonstrate the inherent risks of thermal runaway, fires, and explosions associated with lithium-ion batteries. Given Armour Township's rural setting and our neighbouring townships as well, our emergency response capabilities may be insufficient to effectively manage such emergencies, potentially endangering residents and first responders.

**Environmental Concerns:** The environmental impact of lithium battery fires is profound. The Moss Landing incident, for example, resulted in the release of toxic chemicals into the air and nearby waterways, causing significant environmental

damage. Armour Township and neighbouring Townships have pristine natural environments that could face similar threats, with potential contamination of our air, soil, and water resources. **The proposed location for the Battery Storage Facility is within the Magnetawan River Watershed, as defined by the Ontario Watershed Information Tool. This mapping service shows there are two Magnetawan River tributaries.**

**Community Impact:** The presence of a large-scale industrial battery storage facility is incongruent with the character of Armour and neighbouring Township. Residents value our community for its tranquility and natural beauty. The introduction of such a facility could adversely affect property values and diminish the quality of life we currently enjoy.

In light of these concerns, I urge the council to reject the proposal for the BESS in Armour Township. This will impact not only Armour Township but all our neighbouring communities.

I advocate for the exploration of alternative energy solutions that do not carry the same level of risk to our community's safety and environment.

Thank you for your attention to this critical matter.

Sincerely,  
Ana & Dino Cultraro  
[1705 B Peggs Mountain Rd, Ryerson Township](#)

# THE CORPORATION OF THE TOWN OF KEARNEY

## BY-LAW 2025-09

### *BEING A BY-LAW TO ESTABLISH SCHEDULES OF RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE MUNICIPALITY*

**WHEREAS** Section 254 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*") provides that a municipality shall retain and preserve the Records of the municipality in a secure and accessible manner;

**AND WHEREAS** Section 255 (2) of the *Municipal Act, 2001* provides that a Record of a municipality may be destroyed if a retention period for the Record has been established, and:

- (a) the retention period has expired; or
- (b) the Record is a copy of the Original Record;

**AND WHEREAS** Section 255 (3) of the *Municipal Act, 2001* provides that the municipality may, subject to the approval of the municipal auditor, establish retention periods for the Records of the municipality;

**AND WHEREAS** Section 5 of Regulation 823/90 authorized by the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*, c. M-56 provides that an institution that uses personal information shall retain the personal information for the shorter of one (1) year after use or the period set out in a By-law or resolution;

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

#### **Interpretation**

1. In this By-law:

"Copy" means a duplication of a Record in any form or medium and "Copies" has similar meaning;

"Information Hold" means a process that prevents a Record from expiring or being destroyed before the event to which the Record is relevant has been resolved.

"Original Record" means the first Record produced from which all other Copies are produced;

"Personal Information" has the same meaning as defined in the *Municipal Freedom of*

*Information and Protection of Privacy Act, R.S.O. 1990*, c. M-56;

"Record" means information, however recorded or stored, irrespective of the medium or form, by electronic means or otherwise, that includes but is not limited to, documents, financial statements, minutes, accounts, emails, correspondence, memoranda, plans, maps, drawings, photographs, databases and film;

"Transitory Record" means a Record which is required for a limited time solely to complete a routine action, solely to prepare another Record, not required to sustain administrative or operational functions, or is insignificant or of no value in documenting Township business transactions, and includes but is not limited to:

- 1.1 working documents, such as drafts or preliminary versions, and supporting materials used in the preparation of final documents, such as reports, contracts, calendars, policies & procedures, letters and memos;
- 1.2 printouts and extracts from databases;
- 1.3 announcements and notices of a general nature;
- 1.4 emails to schedule or confirm meetings or events;
- 1.5 copies of publications, such as published reports, administrative manuals, telephone directories, catalogues, pamphlets or periodicals;
- 1.6 obsolete publications, pamphlets or blank forms;
- 1.7 unsolicited advertising materials, including brochures, company profiles and price lists;

1.8 recordings or notes used to create the adopted or finalized minutes or meeting records.

**Application**

2. This By-law shall apply to all Records in the custody and control of the Corporation of the Town of Kearney.

**Responsibility**

3. Each department is responsible for managing the records which it creates in accordance with this by-law. In accordance with the *Municipal Act, 2001*, the Clerk shall keep originals of By-laws and Minutes of the proceedings of Council.

**Retention and Destruction of Records**

4. No Record shall be destroyed unless:
- 4.1 the period established for the Record which appears in column 1 of Schedule "A" has expired and the Record is not subject to an Information Hold; or
  - 4.2 the Record is a Copy of the Original Record; or
  - 4.3 the Record is a Transitory Record
  - 4.4 A Transitory Record may be destroyed immediately unless the Transitory Record contains Personal Information used by the Corporation of the Town of Kearney in which case the Transitory Record shall be destroyed one (1) year after the use of the Personal Information is completed.

**Repeal**

5. By-law 1989-27 being a By-law of the Corporation of the Town of Kearney to Establish Schedules of Retention Periods for documents, records and other paper of the Municipality are hereby repealed upon the coming into force and effect of this By-law.

**Enactment**

6. This By-law shall come into force and effect on \_\_\_\_\_ 2025.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL  
THIS 06 DAY OF March 2025.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Schedule “A”**  
**to By-law 2025-09 of the Corporation of the Town of Kearney**  
**Records Retention Schedule, Original Records by Type**

Record Type	Column 1
	Retention Period (In Years Unless Otherwise Specified)
Accounts Payable Includes: Accounts Payable Vendor Charges, AR offset to AP, Voucher register and invoices (by batch #), Cancelled Cheques, Cheques and/or EFT Registers, Duplicate Payment Report, Register of cheque and EFT sequence Excludes: Accounts Payable Leases	7
Accounts Receivable Includes: Customer Dunning Letters, Billing Advices, Collection Agency Correspondence Excludes: Customer Statements, Accounts Receivable Leases	7
Administrative Files - General	2
Agreements Includes: all Agreements unless specifically referenced elsewhere in this Schedule	Expiry of Final Agreement and any Applicable Amendments + 15
Appeals & Hearings - Appeals, Hearings and Legal Proceedings before Courts and Administrative Tribunals and Bodies	Final Decision/ Resolution + 10
Archival Records - Records of enduring significance that have Historical Value and Research Value Includes: Assessment Rolls	Subject to Archival Appraisal
Audit-Year End Financial Audit Includes: Auditors Reports, Year End Working Papers, Grants Excludes: Solicitor's Correspondence	Permanent
Audit- Year End Financial Audit Solicitor's Correspondence	7
Bank Includes: Bank Correspondence, Bank Deposit Books, Bank Reconciliations, Bank Statements, Cash Receipts from Vailtech, Miscellaneous Revenue	7
Budget - As Part of the Meeting Record	Permanent
Building Services & Enforcement - Building permits, supporting documents, inspections, Orders to Comply, Inspection Reports, Stop Work Orders	Permanent
By-laws	Permanent
By-law Enforcement Includes: Orders to Comply, Inspection Reports, Stop Work Orders, Working Notes, Correspondence, Exhibits, Photographs, Animal Control, Tickets, etc. Excludes: By-Law Enforcement Officer Notebook, Vicious Dog Notices	Date of inspection or resolution of complaint +2
By-Law Enforcement Officer Notebook	Conclusion of employment + 7
By-law Registers	Permanent
Capital Projects Includes: Change Orders, Approvals, General, Grants, Utilities, Meetings & Minutes	5
Capital Projects - General Permanent File Includes: Design, Estimate, Property, Easements, ESR, Drawings, Blueprints, Key Plans	Permanent
Celebrations, Ceremonies & Events - Coordination, Set Up, Participation, Openings, Anniversaries, etc.	2
Cemetery Records - Burial Permits, Maps, Plot Ownership, etc.	Permanent

Claims against/by the Municipality Includes: Notice of Claim, Statement of Claim, etc.	Resolution of Claim +10
Commercial Electronic Message Consent - Canada's Anti-Spam Legislation (CASL)	Withdrawal of consent +2
Council & Committee of Council & Local Boards - Agendas, Minutes, Presentations, Original Supporting Documents, Motions, Resolutions, By-laws	Permanent
Economic Development Includes: Industrial/Commercial Development, Tourism Development - Reports, Studies, Statistics, Projections, etc.	7
Energy Management	7
Engineering Studies	Permanent
Environmental Monitoring - Environmental Planning Initiatives Monitoring of Water Quality	Permanent
Environmental Monitoring Includes: Routine Monitoring of Water Quantity, Air Quality, Creeks and Floods, Weeds, Noise, Erosion, Top Soil, Storm Water, etc.	7
Environmental Services Includes: Solid Waste, Garbage, Recycling, Composting, Household Hazardous Waste, Landfill Sites, Advisory Panels, Tipping Fee Scale Tickets, High Density Residential Agreements, Environmental Services Crew Cards, etc.	7
Environmental Services Includes: Annual Monitoring Reports, Certificates of Approval, etc.	Permanent
Facility Bookings Includes: Permits and Bookings issued for the Rental of Facilities for Specific Activities	2
Financial Information System (FIS) Includes: Account Number Changes	2
Financial Information System (FIS) Includes: Journal Entries	2
Financial Information System (FIS) Includes: General Ledger	Permanent
Financial Statements - Annual Audited	Permanent
Financial Records - <ul style="list-style-type: none"> <li>Budget - related reports, working notes, calculations, background, variances, etc.</li> <li>Debentures/Bonds-initial issuance as well as all records of payments made to investors, registers, coupons, etc. (Final payment +7)</li> <li>HST</li> <li>Investments - term deposits and promissory notes (at Maturity of Financial Instruments)</li> <li>Loans</li> <li>Monthly Financial Statements</li> <li>Reserve Funds, Reserves &amp; Obligatory</li> <li>Security Deposits</li> <li>Subsidies</li> <li>Trust Funds - Closure of account</li> </ul>	7
Fire - Reports, Safety Plans, Fireplace Inspections, Fireworks Approval, Investigations, Ontario Fire Marshal Reports, Oxygen Inspections, Site Plan Approvals, Public Education & Community Outreach etc.	7
Fire - Vehicles & Mechanical Maintenance	Vehicle or apparatus decommissioned or sold +2
Freedom of Information Requests – Inquiries Under MFIPPA and PHIPA (includes all documents requested)	2



General files/Correspondence Includes: Association/Agency Files, Surveys, Questionnaires, Statistics, Travel & Accommodations, Advertising, Marketing, Conferences, Seminars, Public Service Announcement, News Releases, Working/Completed Designs, Charitable Campaigns, Fund Raising, Consultants (Selection, Appointment and Monitoring), Programs	2
Grants - Agreements, Application, Claim Forms, Supporting Documents	According to the terms of the Agreement
Human Resources & Organizational Development Includes: Administrative Files - General, Health & Safety Bulletins/Alerts, Health & Safety Workplace Inspections,	7
Human Resources & Organizational Development Includes: Organizational Charts, Succession Planning, Executive Placement, Employee Survey, Claims Regarding WSIB or Insurance Carriers, Workers' Compensation Reports Health & Safety: Concern Forms, Ministry of Labour Orders, Tailgate Sessions, General Safety Issues, WHMIS Files, JHSC Minutes and Formal Recommendations, Training, Critical Injuries & Violent Incidents, General Employee Training	10
Human Resources & Organizational Development - Employee Files Includes: Notice of Hire/Successful Applicant Notices, Termination, Resignation, Retirement, Change of Information, Job Evaluations, Performance Evaluations, Pension Records (OMERS), Certification (Including Occupational Training Compliance & Certification, etc.), STD/LTD/WSIB Claim/Employee Medical Records	Termination, Resignation or Retirement of Employee + 60
Human Resources & Organizational Development Includes: Grievances	20 following the last CBA
Human Resources & Organizational Development Includes: Job Descriptions and Job Evaluations	Redundancy + 25
Human Resources & Organizational Development Includes: Labour Relations Issues, <i>Occupational Health and Safety Act</i> , and Human Rights	20
Human Resources & Organizational Development - Permanent Records Includes: Collective Bargaining Agreements (CBA) and Negotiations Material, Group Insurance/Dental Plans, Health & Safety: Hygiene Testing, Medical Surveillance, Complaint/Investigation Files,	Permanent
Human Resources & Organizational Development Includes: NEER Statements, WSIB Cost Statements/Schedule 2 Invoices/Physician and Administration Fees Statements, General Invoices from External Service Providers Job Postings Files Includes: Advertisements, Records Regarding Applicants & Resumes	6
Incident/Accident Report- Major - Vehicle - No Minor/Child Involved	Closure of Action, or date of motor vehicle collision+ 7
Incident/Accident Report- Major- Vehicle - Minor/Child Involved	Closure of Action/Age of Majority + 2 (to a minimum of: date of incident + 7)

<p>Incident/Accident Report- Minor</p> <p>Includes: Vandalism and Security Incident Reports, Reports of Accidents that occur at Recreational Facilities and other Municipal Properties</p> <p>Excludes: Accidents of Municipal Staff and Vehicle Accidents</p>	<p>Close of action/age of majority (if Minor/Child involved)</p> <p>+ 2</p>
Infrastructure - Miscellaneous Reports - Field Surveys, Road Surveys	7
Insurance Appraisals - Municipal Property for Insurance Purposes	Until superseded or disposal of property
Insurance Policies - Liability	Expiry of policy + 20
Insurance Policies - Property, Vehicle, Theft, Fire, etc.	Termination/cancellation of policy +7
Intergovernmental Relations	7
Inventory Control - Includes Supplies	2
IT Backup	2
Land Surveys Certificates/Surveyor's Report	7
<p>Land Use Planning and Development</p> <p>Includes: Condominium Agreements, Official Plan, Official Plan Amendments, Secondary Plans, Part Lot Control, Severances, Site Plan and Subdivision Agreements, Variances, Zoning, Holding Designations, Temporary Uses, Community Improvement Plans, OMB Decisions, All Applications under the <i>Planning Act</i>, Municipal Addressing, etc.</p>	Permanent
<p>Land Use Planning &amp; Development - General</p> <p>Included: Agricultural Development, Environmental Planning Studies, Drainage, Flood Control, Park &amp; Open Space, Natural Resource Planning, Demographic Studies, Background Studies, etc.</p>	10
Legal Issue Management- Routine (General) Response	5
Legal Issue Management - Solicitor-Client Advice/Formal Legal Opinion	Resolution + 15
Legal - Prosecutions - To Enforce By-laws, Federal & Provincial Legislation	Settlement, Resolution and Expiry of Appeal Period + 10
Legal - Title Searches	7
<p>Licenses and Permits - Related to Land, Buildings or Properties</p> <p>Includes: all Licenses and Permits unless specifically referenced elsewhere in this Schedule</p>	Upon rejection of permit/licence or life time of structure, building, property +10

Licences and Permits - Not Related to Land, Buildings or Properties Includes: Dog Kennels, Animal Registrations, Events, Burn, Liquor, Business, Day Care, Special Occasion, Rental, Parking on Street, Vehicles, Taxi, Limo, Shuttle, Market Permits, etc. Excludes: Lottery Licences, Sign Permits	Expiry of licence/permit +2
Local Improvement Rolls	Permanent
Maintenance - Vehicle, Building & Grounds	5
Maps and Plans - Includes Registered Deposit (R Plans), Property Survey Plans as received from Registry Office, Digital Maps	Permanent
Open Data Publication	Refresh of Open Data Set
Parks & Trail Management Includes: Design, Set-up, Landscaping, Maps, Plans, Maintenance, etc.	7
Payroll - General Records Includes: Payroll Authorizations, Time Sheets, Relieving Forms, Absence Forms, Journal Entries, M.M.M.S. Exceptions, Statements, Payroll Cheque Requisitions from AP, Payroll Reports, Receiver General, Unemployment Insurance Commission Requests, Retro Payment Worksheets, Federal/Provincial Remittance Excludes: Year End Statements (to include WSIB, EHT), Year End Payroll Registers, T4s & T4As	7
Payroll - Permanent Records Includes: Year End Statements (to include WSIB, EHT), Year End Payroll Registers, T4s & T4As	Permanent
Petitions	7
Policies/Procedures/Plans	When Superseded + 6
Procurement & Contract Management Includes: Purchase Orders, Tenders, Bid Solicitations, Procurement Requisition Form, Blanket Orders/Standing Offer Agreements, Contracts, etc. Excludes: Requisitions, Quotes	Expiry of final contract and all amendments + 15
Procurement & Contract Management Includes: Requisitions, Quotes	7
Provincial Offences Act - Administration Completed Files Includes: Appeals, Recordings, etc.	Settlement, resolution or closure of POA matter +7
Real Estate Transactions -Acquisitions of Land/Interests in Land	20
Real Estate Transactions -Sales/Dispositions/Release of Interest in Land	Disposition or Release + 15
Records subject to Statutory Retention Requirements	As Required by Law
Roads - General Includes: Half load restrictions, winter control, sidewalks, school safety, entrances, weed control, inspections, etc.	7

Road - Maintenance Records Includes: Patrol logs, reports, etc. (may be required if there is a liability claim in the future)	7
Roads - Traffic Includes: studies intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics, temporary road closures, signalized intersections etc.	7
Security Includes: Reports, Requests, Logs, Security Passes, Control of Keys	2
Sign Permits -Permanent Signs	Lifetime of Structure/Sign + 10
Sign Permits - Portable Signs	2
Strategic Planning	7
Tax Account Maintenance Updates	5
Tax Adjustment/Tax Write Offs	7
Tax and Assessment Includes: Undelivered or Returned Interim & Final Tax Bills	7
Tax Certificates can be reprinted as needed.	
Tax Registration Files	Permanent
Tax Roll/Tax Collector's Roll / Assessment Roll	Permanent
Utility Documents (Locates)	7
Video surveillance - Not Requested for Investigation or Claim	10-14 Days
Video Surveillance - Requested for Investigation, Claim, Litigation, Investigative Photos, etc.	Resolution of Investigation or Claim +2

**THE CORPORATION OF THE  
TOWN OF KEARNEY**

**BY-LAW NO. 2025-10**

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 35 CON 1 PERRY; KEARNEY. Being a portion of the lands described with ARN #4918-010-001-09500, in the Geographic Township of Perry, 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. 2022-20 is hereby amended by changing the zone category of certain lands located in described as; PT LT 35 CON 1 PERRY; KEARNEY. Being a portion of the lands described with ARN #4918-010-001-09500, in the Geographic Township of Perry, now in the Town of Kearney, from the Institutional (I) Zone to the Commercial Townsite Exception-XX (CTS-XX) Zone as shown on Schedule “A” attached hereto and forming part of this By-law.
- b) Section 4.5.5 of By-law No. 2022-20, as amended, entitled “Exceptions”, is hereby amended adding the following section:

**“4.5.5.XX      Commercial Townsite Exception-XX (CTS-XX) Zone**

Notwithstanding the provisions of this By-law to the contrary, on lands within the Commercial Townsite Exception-XX (CTS-XX) Zone, the following provisions apply:

(a) Permitted Uses:

Retail Store limited to no greater than 103 square metres of ground floor area

No other Permitted Uses of the Commercial Townsite (CTS) Zone shall apply without an amendment to this By-law.

(b) Lot Provisions:

(i) Lot Area (Minimum)	0.11 hectares
(ii) Interior Side Yard Requirements (Minimum)	5.3 metres
(iii) Parking Spaces Required (Minimum)	4 spaces

All other provisions of the Commercial Townsite (CTS) Zone and General Provisions shall apply.”

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 6<sup>th</sup> day of March, 2025.**

**READ a third time and finally passed this 6<sup>th</sup> day of March, 2025.**

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Mayor, Cheryl Philip

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Clerk, Cindy Filmore

THE CORPORATION OF THE TOWN OF KEARNEY

By-law No. 2025-11

Being a By-law to Designate Persons Authorized to Sign Cheques issued by the Municipality

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

**AND WHEREAS** Section 8 (1) of the Municipal Act, S.O. 2001 (herein after referred to as the “Act”) as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the Act provides that the municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 287 of the Act provides that the Council of the municipality may provide that the signatures on a cheque of the municipality be mechanically or electronically reproduced;

**AND WHEREAS** Section 288 of the Act was repealed regarding the requirements for the signing of cheques for the municipality;

**AND WHEREAS** the Council of the Town of Kearney still deems it expedient to have two (2) persons for the signing of the cheques of the municipality;

**NOW THEREFORE** THE COUNCIL OF THE CORPORATION OF THE TOWN OF KEARNEY hereby enacts as follows:

- 1. All Cheques issued by the Corporation of the Town of Kearney shall be signed by two (2) of the following persons:
  - a. Cheryl Philip, Mayor, or Mike Rickward, Deputy Mayor

**AND**

- b. Nicole Gourlay, Clerk - Administrator or Jennistine Leblond, Treasurer
- 2. All previous By-laws inconsistent with the By-Law are hereby repealed.

**Read a First, Second and Third time, passed, signed and the Corporate Seal attached hereto, this 6<sup>th</sup> day of March, 2025**

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

\_\_\_\_\_  
Nicole Gourlay, Clerk

THE CORPORATION OF THE TOWN OF KEARNEY

By-Law No. 2025-12

Being a By-law to authorize the signing of an agreement

between

The Corporation of the Town of Kearney

and

Joshua Webster

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

**AND WHEREAS** Section 8 of the *Municipal Act*, S.O. 2001, c.25, as amended, authorizes broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** Section 9 of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that “a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act”;

**AND WHEREAS** the Corporation of the Town of Kearney deems it expedient to enter into an agreement with Joshua Webster to provide Yoga Instruction to its residents;

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

1. That the Corporation of the Town of Kearney enter into a services agreement substantially in the format attached hereto as “this Agreement”.
2. That the Mayor and the Clerk be authorized to execute all documentation necessary to fulfill the agreement.
3. That this By-law come into effect March 6, 2025.

**READ A FIRST, SECOND AND THIRD TIME**, passed, signed and the Corporate Seal attached hereto, this 6<sup>th</sup> day of March, 2025.

THE CORPORATION OF THE  
TOWN OF KEARNEY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk