

# Corporation of the Township of Chisholm

Municipal Office/Council Chambers: 2847 Chiswick Line, Powassan, Ont. P0H 1Z0

Phone (705)724-3526 - Fax (705)724-5099 [info@chisholm.ca](mailto:info@chisholm.ca)

## AGENDA

### COUNCIL MEETING

TUESDAY, SEPTEMBER 24, 2024 7:00 PM

#### 1. CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

*"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings."*

#### 2. NOTIFICATION OF PECUNIARY INTEREST

#### 3. ADOPTION OF AGENDA

#### 4. ADOPTION OF MINUTES – September 10, 2024 Regular Council Meeting Minutes

#### 5. APPROVAL OF ACCOUNTS – None

#### 6. PRESENTATIONS AND DELEGATIONS

- (a) Denny Sharp – Invasive Phragmites – Volunteer Work (Encl.)

#### 7. OPEN FORUM

#### 8. MAYOR STAFF COMMITTEE AND GOVERNMENT REPORTS

- (a) Mayor and Council Reports
  - Mayor – General Update
  - Mayor and Councilor's AMO Conference Report (Encl.)
- (b) Committee Reports
  - Minutes, Golden Sunshine, August 13, 2024 (Encl.)
  - Budget Update July 2024, Cassellholme Redevelopment (Encl.)
- (c) Correspondence
  - Letter, Ontario Aggregate Resources Corporation Re: Licence Fee Disbursement (Encl.)
  - AMO Watchfile, September 19, 2024

#### 9. REVIEW BUDGET REPORT – None

#### 10. PUBLIC WORKS REPORTS - None

#### 11. NEW BUSINESS

- (a) Personal Service Agreement – Bryan Brookes, Alternate Community Emergency Management Coordinator (Encl.)
- (b) Memorandum of Understanding – South Shore Restoule Snowmobile Club (Encl.)

- (c) Discussion/Resolution Re: Presentation Invasive Phragmites – Volunteer Work
- (d) Memo to Council from CAO Re: ARU 1933 Memorial Park Drive. (Encl.)
- (e) Memo to Council from CAO Re: ZBA Sawmill 1493 Chiswick Line (Encl.)
- (f) Resolution to approve the Powassan and District Union Public Library 2024 Budget (Encl.)
- (g) Invitation to attend the East Ferris Remembrance Day Ceremony (Encl.)

**12. ADJOURNMENT**

- (a) By-law 2024-26 being a By-law to confirm the proceedings of the council meeting.
- (b) Resolution re: Adjournment.

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## MINUTES COUNCIL MEETING TUESDAY, SEPTEMBER 10, 2024 AT 7 PM

### 1. CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

*"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings."*

The meeting was called to order by Mayor Gail Degagne, in Council Chambers at 7:02 p.m., with Councillors Paul Sharp, Bernadette Kerr and Claire Riley. Councillor Scarfone attended by Zoom. Staff member present was CAO Jenny Leblond. There was one member of the public in attendance in person.

### 2. NOTIFICATION OF PECUNIARY INTEREST

Councillor Nunzio Scarfone Declared Pecuniary Interest on Agenda Item 11(c), he removed himself from the meeting for this agenda item.

### 3. ADOPTION OF AGENDA

Resolution 2024-181 Claire Riley and Paul Sharp: Be it resolved that the Agenda for this meeting be adopted as presented. **'Carried'**

4. ADOPTION OF MINUTES – August 13, 2024 Public meetings re: Procedural By-law and Strategic Plan/Operational Plan Minutes, and Regular Council Meeting Minutes.

Resolution 2024-182 Bernadette Kerr and Nunzio Scarfone: Be it resolved that the Minutes of the August 13, 2024 Public meetings re: Procedural By-law and Strategic Plan/Operational Plan Minutes, and Regular Council Meeting Minutes be adopted as printed and circulated. **'Carried'**

5. APPROVAL OF ACCOUNTS – August 2024

Resolution 2024-183 Paul Sharp and Claire Riley: Be it resolved that the Administration, Fire Department, Council, By-law Officer, and Public Works payroll accounts in the amount of \$34,377.86 and general accounts totaling \$147,539.96 for the month of August 2024 be accepted as presented. **'Carried'**

6. PRESENTATION AND DELEGATIONS - None

7. OPEN FORUM

### 8. MAYOR STAFF COMMITTEE AND GOVERNMENT REPORTS

- (a) Mayor and Council Reports
  - Mayor – General Update
- (b) Staff Reports

- Tax Arrears Report (Encl.)
  - Memo from CAO Jenny Leblond Re: General Update (Encl.)
  - Integrity Commissioner 2023/2024 Annual Report (Encl.)
- (c) Committee Reports
- Minutes, June 18, 2024, Golden Sunshine (Encl.)
  - Minutes, August 12, 2024, Powassan & District Union Public Library (Encl.)
- (d) Correspondence
- Agenda, District of Parry Sound Municipal Association, Fall Meeting Sept 27, 2024 (Encl.)
  - AMO Watchfile, August 08, 2024 (Encl.)
  - AMO Watchfile, August 29, 2024 (Encl.)

**Resolution 2024-184** Nunzio Scarfone and Bernadette Kerr: Be it resolved that the Mayor, Staff, Committee and Correspondence reports be accepted as presented. **‘Carried’**

**9. REVIEW BUDGET REPORT** – Printed September 5, 2024

**Resolution 2024-185** Paul Sharp and Bernadette Kerr: Be it resolved that the Budget Report printed September 5, 2024, be accepted as presented. **‘Carried’**

**10. PUBLIC WORKS REPORTS**

- (a) Memo to Council from OS Shawn Hughes Re: Activity Report (Encl.)

**Resolution 2024-186** Claire Riley and Nunzio Scarfone: Be it resolved that Council accept the Aug 10 – Sept 6, 2024 Activity Report, from Operations Superintendent Shawn Hughes. **‘Carried’**

**11. NEW BUSINESS**

- (a) By-law 2024-23, level of service for township roads (Encl.)

**Resolution 2024-187** Bernadette Kerr and Nunzio Scarfone: Be it resolved that by-law 2024-23, a by-law to establish a level of service for the Township Roads, be read a first, second, and third time, and passed this September 10, 2024. **‘Carried’**

- (b) By-law 2024-24, By-law to appoint Chief Building Official (Encl.)

**Resolution 2024-188** Nunzio Scarfone and Claire Riley: Be it resolved that by-law 2024-24, a by-law to appoint a Chief Building Official/Building Inspector for the Township of Chisholm, be read a first, second, and third time, and passed this September 10, 2024. **‘Carried’**

- (c) Development Agreement – Scarfone (Encl.)

**Resolution 2024-189** Bernadette Kerr and Paul Sharp: Be it resolved that Council authorizes the Mayor and Clerk to sign and execute the development agreement between the Township of Chisholm and Annunziato and Cindy Scarfone. **‘Carried’**

- (d) Memo to Council from CAO Jenny Leblond Re: FireSmart Grant (Encl.)

**Resolution 2024-190** Paul Sharp and Claire Riley: Be it resolved that Council endorses applying for the Fire Smart Community Grant Program for \$15,000 to fund the hiring of consultants to develop a wildlife fire hazard assessment and forest hazard maps, and further that if successful authorizes the Mayor and CAO to execute the agreement. **‘Carried’**

- (e) Resolution to apply for the Community Sport and Recreation infrastructure Fund (Encl.)

**Resolution 2024-191** Claire Riley and Paul Sharp: Be it resolved that Council of the Corporation of the Township of Chisholm direct staff to apply for the Community Support and Recreation Infrastructure Funding for the purpose of resurfacing the tennis courts and add pickle ball lines. **‘Carried’**

- (f) Resolution to receive the updated Community Safety and Well-Being Plan Regional Report (Encl.)

**Resolution 2024-192** Claire Riley and Bernadette Kerr: Be it resolved that the Council of the Corporation of the Township of Chisholm receives the Community Safety and Well-Being Plan Regional Report updated August 2024. **‘Carried’**

- (g) Resolution Support from Quinte West Re: Canada Community-Building Fund (Encl.)

**Resolution 2024-193** Bernadette Kerr and Nunzio Scarfone: Be it resolved that the Council of the Township of Chisholm supports a resolution from the City of Quinte West calling on the Federal Government to provide a supplement to the allocations provided to municipalities through the AMO Canada Community-Building Fund agreement 2024-2028 for the same amount that was allocated, to double the allocation for those years and further that this resolution be forwarded to MFOA. AMO, MP Anthony Rota and Federal Minister Chrystia Freeland.

**‘Carried’**

## **12. ADJOURNMENT**

- (a) By-law 2024-25 being a By-law to confirm the proceedings of the Council meeting.

**Resolution 2024-194** Nunzio Scarfone and Paul Sharp: Be it resolved that by-law 2024-25, being a by-law to confirm the proceedings of Council at the September 10, 2024 Council meeting, be read a first second and third time and passed this September 10, 2024. **‘Carried’**

- (b) Resolution re: Adjournment.

**Resolution 2024-195** Bernadette Kerr and Claire Riley: Be it resolved that Council now adjourn this meeting and will meet again on September 24, 2024, or at the call of the chair. **‘Carried’**

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Mayor, Gail Degagne

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CAO Clerk Treasurer, Jennistine Leblond



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Gail Degagne, Mayor

Jennistine Leblond, CAO Clerk-Treasurer

### REQUEST TO BE HEARD BY COUNCIL FORM

Please note: Presentations and Delegations to Council are limited to fifteen (15) minutes in length. Persons desiring to present information to Council or to make a request of Council shall provide a completed "Request to be Heard by Council Form", to the Municipal CAO Clerk-Treasurer no later than **4:30 p.m.** on the **Wednesday prior to the scheduled Council meeting**. Submission of this form does not guarantee granting of delegate status for the meeting requested.

See section 25 of Procedural By-law 2023-16 for further requirements

**Please print:**

Date of Council Meeting you wish to attend: Sept. 24<sup>th</sup> 2024

Name and telephone number: Denny Sharp [REDACTED]

Speaker(s): \_\_\_\_\_

Mailing Address: [REDACTED]

Please provide a brief outline of the topic/issue you wish to speak about and provide any supporting documentation that you will be presenting. The topic/issue listed below will be the only matter considered by Council. A presentation or delegation to Council is not a debate but a means to express an opinion on a topic/issue. Council may have questions at the end of the presentation.

Invasive Phragmites - Volunteer Group  
to tackle removing the various stands  
of Phragmites becoming established in  
the township. ~~Explanation~~ We wish to  
work with the township to eliminate  
the problem.

Signature: [Signature]

Date: Sept 17<sup>th</sup> 2024

September 17, 2024

**To Mayor, Council and Staff of Chisholm Township:**

I am contacting you as a private citizen regarding the ongoing problem with Invasive Phragmites in Chisholm.

**The Issue**

Invasive Phragmites has a very harmful effect on our environment, particularly wetlands. Their spread chokes out native wetland plants that play a crucial role in filtering harmful elements out of the water entering Wasi Lake and negatively impacts wildlife across the spectrum, from turtles to moose. The aggressive root systems of phragmites also damage road beds and culverts leading to substantial cost to the Municipality. These invasive plants also represent a greater risk of fire and flood to the areas they take over.

For a few years now there have been stands of Phragmites developing in our ditches, some of the stands are in very close proximity to creeks leading into the extensive wetlands bordering Wasi Lake. It is my understanding that the Municipality had initially made a plan to take out the Phragmites and dispose of them according to best practises to ensure the plants don't spread further. Apparently this has proven to be too labour intensive for our limited staffing levels.

**The Solution**

Upon becoming aware that the Township does not have the resources to mount a effective defence against this invasive species a group of concerned citizens have come together to offer volunteer labour to remove the stands of Phragmites establishing themselves in our area. It is important to note that the volunteers on board to fight the Phragmites problem are not directly working with the Wasi Lake Association as the Wasi Lake Association does not have liability insurance to cover this type of volunteer activity.

### **What we have achieved so far**

We recently met with Marilee Koenerdrink from the Phragmites Working Group in Sundridge on Lake Bernard, also known as Phrag Fighters. Marilee has been a leader with the Phrag Fighters for seven years. She and her group have effectively diminished the massive stands of Phragmites in and around Lake Bernard and continue working with a goal of having Lake Bernard Phragmite Free by 2033. Marilee offers a wealth of experience and information on what works and what doesn't work. She was able to formally identify that the stands we have are indeed the invasive variety of Phragmites, she instructed us on the best removal techniques, how to avoid spreading the plants, safe transportation and disposal, she even brought some tools to demonstrate and then donate to the cause as well as Phrag Fighter Tee Shirts.

We left our session feeling energized and hopeful that removing the Phragmites is quite doable with some substantial and continuing volunteer effort and a little help from the township. She pointed us in the direction of the mapping app that will allow us to map the stands electronically so that when funding is opened up we will have the mapping available for the funding application. Thanks to volunteer effort, the mapping has already begun, including close up examination of the shoreline of Wasi Lake for any evidence of Invasive Phragmites. We are happy to report that the shoreline we have looked at so far has **not** shown any signs of Phragmites.

### **What We Need From the Municipality**

As with all things liability insurance is the first consideration when organizing a work party. We are not a formal, organized group and have no funding at all so we are requesting the Township to cover our volunteers under the Municipal policy. In correspondence with the CAO, that seemed acceptable however she indicated we need training first on dealing with Invasive Phragmites correctly and traffic control



because we will be working at the roadside. I believe the training we received from Marilee was very good for removing, transporting and disposing of Phragmites. We do need training on managing the traffic concerns and would be happy to participate in an education program on that issue.

Since our volunteers are waterfront folk, that is no good place to dispose of the Phragmites without risking the plants being in close proximity to Wasi Lake or surrounding wetlands. We would like to be able to drop off the plants (properly contained) at either the Public Works Yard or the Landfill and then the Municipality or Fire Department could dispose of the plants.

We are informed that funding opportunities are being made available this fall for managing Phragmites. We are totally willing and able to fill out the funding applications but we feel applying as the Township would be looked upon more favourably than applying for funding as a group of volunteers. We would like the municipality to join us in the funding applications.

Lastly, any type of help with communication with residents that the municipality can offer would be greatly appreciated.

**To summarize our request:**

- Liability Insurance for Volunteers
- Traffic Management Training
- Disposal Location
- Partnering on Funding Applications
- Communicating with the public

**Time is of the Essence**

Currently, we have identified nine stands of Invasive Phragmites along our road sides, three are on Memorial Park, bordering the wetlands around Wasi Lake and six on Chiswick Line spread out from the

intersection of Kells Road heading East to Golf Course Road, most of these stands also border wetlands, again, some of the stands are located beside creeks leading deep in the wetlands. We are already actively identifying and mapping further stands throughout the municipality. The stands we have located in the Municipal ditches are all about to release seed in the very near future (if they aren't already seeding by the time this comes before Council). It is vital that we act as soon as possible to avoid further stands establishing themselves deeper in our wetlands where removal will be much more difficult.

In order to capitalize on the opportunities to clear these stands of Phragmites remaining for the fall we need to get through training and insurance approvals as soon as possible.

We look forward to working with the Township to address this important environmental issue.

Please feel free to contact me anytime, either on my phone or at by email.

Thank you for your prompt attention to this matter.

**Corporation of the Township of Chisholm**  
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Gail Degagne, Mayor  
Jennistine Leblond, CAO Clerk-Treasurer

**MEMO**

**To: Council**  
**From: Jenny Leblond**  
**Date: September 19, 2024**  
**RE: 2024 AMO Conference Takeaways**

There is an overall consensus among the members of Council that the 2024 AMO conference was repetitive of previous AMO conferences. High profile topics of homelessness and the opioid crisis, though important topics, do not have a huge impact on our township. Many of the sessions were geared to larger municipalities.

One member recommended that maybe only one councillor or one staff member attend for next year.

As the Mayor reported at the September 10<sup>th</sup> Council meeting, the delegation for a Sand Dome was a bit bizarre but ended on a positive note with a few potential funding options for the township to apply for.

One member expressed the importance of networking outside of the formal information sessions. Making those contacts and being able to discuss challenges with others who may be experiencing similar things and have possible solutions.

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The Golden Sunshine Municipal Non-Profit Housing Corporation  
Minutes of the Board of Directors Meeting  
2024- 08

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Tuesday August 13, 2024

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday August 13, 2024

Present: Bernadette Kerr, Tom Piper, Dave Britton, Calvin Young & Amber McIsaac, Property Manager. Regrets Leo Patey, Mieke Markus, Nancy McFadden

1. Call to order

**Resolution No. 2024-53**– Moved by Tom, seconded by Calvin that the meeting was called to order at 9:15 am. Carried

2. Additions to Agenda – none

3. Conflict of interest disclosure- none

4. Approval of the Agenda

**Resolution No. 2024-54**– Moved by Tom seconded by Dave, that the agenda be adopted as presented.

5. Approval of the Minutes from the June 18, 2024 board meeting

**Resolution No. 2024-55**– Moved by Tom seconded by Calvin that the minutes from the board meeting on June 18, 2024 were adopted as presented.

6. **Business arising**

a) **OPHI Project Updates**

Amber reported that the apartment 214 renovation is going well. Side driveway project has been completed. Presentation from Mitchell Jensen Architects regarding patio plans. Based on the grades provided from the surveyor the GSMNP will be unable to create individual sloped walkways to access the apartments on the upper level of the building. The board advised MJA to proceed with plans that will provide a shared walkway for these units.

b) **Pines 2- Differed**

c) **Rent increases**

**Resolution No. 2024-56**– Moved by Kal seconded by Tom that the GSMNP approves a rent increase of 2.5% in 2025 for all tenants based on government guidelines, and will round down to the nearest dollar.

	2024	2025
1 bedroom	\$686.00	\$703.00
1 bedroom	\$800.00	\$820.00
1 bedroom	\$867.00	\$888.00
1 bedroom	\$900.00	\$922.00
2 Bedroom	\$976.00	\$1000.00
2 Bedroom	\$1025.00	\$1050.00

**d) DSSAB Contribution Agreement**

The board will meet in September with members of the DSSAB to discuss the terms of the new service agreement. A discussion took place regarding the following terms; 5-year term, \$40,000 per year, additional subsidy for cost increases to energy, insurance, municipal taxes, utilities and winter road maintenance from 2021 audited financial statements and any surplus resulting from operation at the end of the year be retained.

**d) Parking Policy**

Amber discussed some challenges in regards to on site parking and presented a first draft of the new parking policy. A discussion took place and changes to the policy will be presented at the next board meeting for approval.

**7. Correspondences**

**a) Managers Report**

New tenants will be moving in September 1, 2024. Current market waitlist is around 80 requests.

**b) Financials**

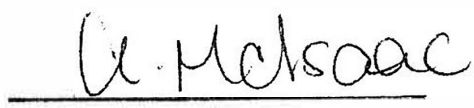
**Resolution No. 2024-57** Moved by Tom seconded by Dave that the board approves the June 2024 transaction and income statement as presented. Carried

**Resolution No. 2024-58** Moved by Dave seconded by Tom that the board received the Capital account July 2024 statement from Encasa, World Source.

**8. Next Board Meeting – September 17, 2024 @9:30**

**9. Adjournment - Resolution No. 2024-59**– Moved by Dave, seconded by Kal that the board meeting be adjourned at 10:24 am. Carried

  
President, Bernadette Kerr

  
Property Manager, Amber McIsaac

MEETING MINUTES

<b>Project:</b>	Golden Sunshine Municipal Non-Profit Housing Corporation Unit Entrance Upgrades 325 Catherine Street Powassan, Ontario	<b>Meeting No:</b>	Design Meeting #3
		<b>Date:</b>	Aug 13 <sup>th</sup> , 2024
		<b>Time:</b>	10:00am
		<b>Location:</b>	325 Catherine Street, Powassan

<b>File No:</b>	224022.2.1	<b>Next Meeting:</b>	October 15 <sup>th</sup> , 2024
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<b>Present:</b>	Amber McIsaac	Golden Sunshine Municipal Non-Profit Housing Corporation (GS)
	Dave Britton	Golden Sunshine Municipal Non-Profit Housing Corporation (GS)
	Tom Piper	Golden Sunshine Municipal Non-Profit Housing Corporation (GS)
	Nancy McFadden	Golden Sunshine Municipal Non-Profit Housing Corporation (GS)
	Bernadette Kerr	Golden Sunshine Municipal Non-Profit Housing Corporation (GS)
	Mitchell Martyn	Mitchell Jensen Architects Inc (MJA)

<b>Distribution:</b>	All in attendance, and:	
	Marc Guilmette	Mitchell Jensen Architects Inc (MJA)
	Leo Patey	Golden Sunshine Municipal Non-Profit Housing Corporation (GS)

The following is a summary of subjects discussed, decisions reached and actions required at the above noted meeting. Please advise Mitchell Jensen Architects of any errors or omissions in these minutes within 3 days of receipt. Items from previous meetings are included for follow-up, unless the previous item was for information only. An update on an item from a previous meeting discussed at this meeting is identified by bold-face type. Once an issue is resolved or completed, it will be eliminated from subsequent minutes.

<u>Item</u>	<u>Action By</u>
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Previous Business:

1.3 GS requested that MJA prepare Request for Quotes for the Topographical Survey as outlined in the report. MJA to prepare RFQs and submit to a minimum of (3) contractors and provide review to GS upon receipt.  
 Mtg#2: MJA received fee proposals from 3 contractors and submitted a review letter the GS. GS indicated in a motion during the board meeting on June 18<sup>th</sup> 2024 that they wished to proceed with Sands Surveying. MJA to award work.

## MEETING MINUTES

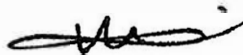
- Mtg#3: MJA awarded work to Sands Surveying. Topographical Survey was received July 10, 2024. Item resolved.** Info
- 2.2 GS requested additional information regarding lifespan of composite fences vs wood fences. MJA to provide information to GS for circulation.  
**Mtg#3: MJA followed up with the client via email with the requested information regarding composite fencing. Item resolved.** Info
- 2.3 GS motioned for the MJA team to proceed with preparing drawings as per the below options:  
Exterior Patios, Sloped Walkways, and Ramps: Concrete  
Exterior Fences: Composite  
**Mtg#3: MJA to prepare drawings as per the above following direction from the GS team as outlined in Items 3.1 and 3.2. Item resolved.** Info
- 2.4 GS motioned for the MJA team to proceed with awarding Sands Surveying the work outlined in the Topographical Survey RFP.  
**Mtg#3: MJA awarded work to Sands Surveying. Topographical Survey was received July 10, 2024. Item resolved.** Info

### New Business:

- 3.1 MJA attended the board meeting at 10:00am on August 13, 2024 and presented to the present board members. MJA presented two options as per the attached document for the upper-level ramps to accommodate the grades outlined in the topographical survey. Info
- 3.2 GS motioned for the MJA team to proceed with Option 1 from the attached document. MJA to prepare Construction Documents and an updated cost estimate, to be presented at the next board meeting on October 15<sup>th</sup>, 2024. MJA

### END OF MEETING

Minutes prepared by:



Mitchell Martyn MARCH BAS  
Intern Architect  
mitchell@mitchelljensen.ca



**YTD Project Budget to Actual**

Cassellholme Redevelopment  
Commencement to date:

Cassellholme

July 31, 2024

Jun 2024

Jul 2024

Budget Item	Description	Board Approved Budget	Spent Commencement to Previous Month	Current Month	Total Spent to Date	Budget Remaining	% of Budget Spent
A1	Land	-	-	-	-	-	0.0%
A2	Land Legal Fees and others	-	-	-	-	-	0.0%
A3	Property Taxes	-	-	-	-	-	0.0%
B1.1	Construction Cost - Phase 1	52,954,402	38,181,132	1,557,773	39,738,905	13,215,498	75.0%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	3,946,658	13,300	3,959,958	44,666,240	8.1%
B1.3	Budget Increases - Change Orders	2,259,904	1,123,814	169,522	1,293,335	966,569	57.2%
B1.4	Holdback Retained	-	5,622,708	226,277	5,848,986	5,848,986	0.0%
B1.4a	Holdback Released	-	20,043	-	20,043	20,043	0.0%
B1.5	Owner Hard Costs	7,046	7,046	-	7,046	-	100.0%
B2	Demolition	-	-	-	-	-	0.0%
B3	Construction Contingency	4,000,832	-	-	-	4,000,832	0.0%
B3	Contingency Reductions- Change Orders	2,259,904	-	-	-	2,259,904	0.0%
C1	Architect	3,305,965	2,704,065	20,664	2,724,729	581,236	82.4%
C2	Structural Engineer	417,800	312,157	31,693	343,850	73,950	82.3%
C3	Mechanical Electrical Engineer	1,359,186	1,179,024	24,515	1,203,539	155,647	88.5%
C4	Civil Engineer	154,927	128,011	92	128,103	26,824	82.7%
C5	Landscape Architect	55,213	44,038	-	44,038	11,175	79.8%
D1	Geotechnical / Environmental	29,751	29,751	-	29,751	0	100.0%
D2	Land Surveyor	-	-	-	-	-	0.0%
D3	Energy Modelling Consultant	87,145	87,145	-	87,145	-	100.0%
D4	Commissioning Consultant	78,066	48,886	440	49,326	28,740	63.2%
D5	AV and Acoustics Consultant	62,529	50,179	-	50,179	12,350	80.2%
D6	Food Services Consultant	22,263	19,763	1,000	20,763	1,500	93.3%
D7	Elevator Consultant	9,713	6,213	-	6,213	3,500	64.0%
D8	Cost Consultant	89,770	89,770	-	89,770	-	100.0%
D9	Hardware Consultant	4,000	4,000	-	4,000	-	100.0%
D11	Life Safety and Fire Consultant	3,038	3,038	-	3,038	-	100.0%
D10	Misc. Consultants	400,655	206,202	1,566	207,768	192,887	51.9%
E1	Development Charges	-	-	-	-	-	0.0%
E2	Building Permit	-	-	-	-	-	0.0%
E3	Miscellaneous Permits	31,235	31,235	-	31,235	0	100.0%
F1	Insurance - Liability & Builder's Risk	-	-	-	-	-	0.0%
F2	Pre-Opening Expenses	-	-	-	-	-	0.0%
F3	Project Management Fee	858,833	543,432	18,278	561,710	297,123	65.4%
F4	Administrative Costs	-	-	-	-	-	0.0%
F5	Accounting Services	300,000	273,597	-	273,597	26,403	91.2%
F6	Marketing Fees	70,000	62,463	-	62,463	7,537	89.2%
F7	Disbursements	60,000	54,292	-	54,292	5,708	90.5%
F8	Legal Fees	510,000	496,902	4,849	501,751	8,249	98.4%
G1	Construction Loan Interest	2,680,041	2,268,084	19,0510	2,458,594	221,447	91.7%
G2	Commitment Fee	-	-	-	-	-	0.0%
G3	Broker's Fees	-	-	-	-	-	0.0%
G4	Financing Legal Fees	-	-	-	-	-	0.0%
G5	Project Monitor	170,000	78,464	2,500	80,964	89,036	47.6%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	-	-	-	-	-	0.0%
H1	HST on Monthly Costs	15,088,933	5,587,566	265,424	5,852,990	9,235,943	38.8%
H2	HST Input Tax Credit	15,088,933	5,065,964	-	5,065,964	10,022,969	33.6%
H3	HST Self-Assessment	1,914,397	643,226	-	643,226	1,271,171	33.6%
I1	Soft Costs Contingency	720,800	-	-	-	720,800	0.0%
I1	FF&E	2,965,586	24,978	491,225	516,204	2,449,382	17.4%
<b>Total</b>		<b>121,949,389</b>	<b>47,566,498</b>	<b>2,567,074.39</b>	<b>50,133,572</b>	<b>71,815,817</b>	<b>41.1%</b>



THE ONTARIO AGGREGATE RESOURCES CORPORATION  
1001 CHAMPLAIN AVENUE, SUITE 103, BURLINGTON, ONTARIO L7L 5Z4  
TEL:(905) 319-7424 FAX:(905) 319-7423 TOLL FREE:(866) 308-6272

SEP 18 2024  
WWW.TOARC.COM

September 15, 2024

**Attention:** Municipal Clerk/Treasurer

**Regarding:** Licence Fee Disbursement under the Aggregate Resources Act

Enclosed is a cheque that represents payment of your share of the licence/permit fees collected from aggregate producers within your municipality. The amount of the cheque is based on payments received since March 1, 2024 (for production years up to and including 2023).

Fees collected from licences, wayside permits and aggregate permits are distributed approximately at 61% to the lower-tier/local municipality in which the site is located.

While the Aggregate Resources Act does not direct how your Municipality spends these funds, the intent of the fee sharing arrangement was initiated to assist municipalities with road maintenance and other administrative matters related to the management of local aggregate resources.

If you have any questions please contact Mr. Tahir Ahmad, Controller, or myself.

Yours truly,

Bruce Semkowski  
President

encl.

\$5587.98  
JF.

## Jessica Laberge

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, September 19, 2024 10:01 AM  
**To:** Jessica Laberge  
**Subject:** AMO Watchfile - September 19, 2024



September 19, 2024

### In This Issue

- Apply for the Community Emergency Preparedness Grant.
- Call for proposals on gender-based violence.
- Community Sport and Recreation Infrastructure Fund.
- Housing-Enabling Water Systems Fund - webinar.
- Cybersecurity for Municipal Councillors virtual workshop - September 24.
- Managing Communications through Crisis - October virtual workshop.
- Navigating Conflict Relationships as an Elected Official - October workshop.
- Knowledge Exchange on Community and Supportive Housing - October 1-2.
- Foundations in Land Use Planning & Advanced Land Use Planning - October virtual workshops.
- Advanced Councillor Training workshops.
- Understanding Competing Human Rights - September 26 workshop.
- Indigenous Community Awareness training.
- Roads budgets made simple.
- Transitioning to Net Zero Buildings with LAS.
- Policing Board discussion groups.
- Learn about food waste reduction by businesses.
- Blue Box Transition engagement session.
- Careers.

### Provincial Matters

Ontario has announced an additional \$5 million through an application-based program to help increase emergency preparedness. Municipalities under 100,000 are eligible to apply. [Applications are due October 31, 2024.](#)

The Ontario government is launching a [call for proposals](#) for new community-based projects that prevent and address gender-based violence. The deadline for proposals is October 11, 2024 at 5pm.

The Ontario government is accepting applications for its new \$200-million [Community Sport and Recreation Infrastructure Fund](#) that will revitalize existing infrastructure and support new construction across the province. Apply now!

Apply for Ontario's new [Housing-Enabling Water Systems Fund](#) intake to help municipalities develop, repair, rehabilitate and expand drinking water, wastewater and stormwater infrastructure to enable housing. [Register](#) for the September 26 webinar.

### Education Opportunities

Understand cybersecurity and learn how to make critical decisions related to preventing, preparing for, and responding to cyber security incidents at the [Cybersecurity for Municipal Councillors](#) virtual workshop on September 24.

The [Managing Communications through Crisis](#) workshop in October teaches participants how to manage all aspects of crisis communications during an emergency, providing attendees with techniques to communicate with community and media effectively and proactively.

Transform conflict into collaboration. The [Navigating Conflict Relationships as an Elected Official](#) October workshop teaches skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official.

The [AMO Knowledge Exchange Symposium](#) will explore innovation and action on what municipalities could be doing to find solutions to the housing and homelessness challenges in our communities. Don't miss this opportunity to be a part of the solution.

[Foundations in Land Use Planning](#) familiarizes participants with legislation, processes, and provides real life examples to give a deep understanding and insight into important planning matters. From a strategic perspective, [Advance Land Use Planning](#) analyzes case studies and real life examples through instructor lead instruction and group discussion.

As an elected municipal official, we know the pressure you deal with is real and we are here to support you. AMO has developed [Advanced Councillor Training](#) focused on core elements of leadership. Register for the [September 25 Strategic Thinking, Planning and Leading workshop](#), and the [October 2 Community Engagement Strategic Approaches workshop](#).

AMO and Hicks Morley have developed training to support municipal elected officials and council in understanding their obligations related to human rights and understanding how to manage seemingly competing human rights. Register for this important [Competing Rights September 26 workshop](#).

OFIFC and AMO are offering training to build indigenous cultural competency in municipal government. Through a self-paced learning module and live virtual component, this training will provide knowledge and tools to utilize in moving improved and stronger Indigenous-municipal relations forward in Ontario. [Register today](#) for the October 8 workshop.

## **LAS**

If you're not already using Citylogix Software for your road budgetting, you'll want to check it out. [Contact Tanner](#) to find out how LAS' [Road and Sidewalk Assessment Service](#) can help you easily plan your maintenance activities and maximize your public works dollars.

Many municipalities are considering how to transition their buildings to net zero operations. Whether using [heat pumps](#) or other low carbon technologies, LAS is here to help. Sign up for one of our customized [Low Carbon/Net Zero workshops](#) to learn how to transition effectively. [Contact Christian](#) for more information.

## **Municipal Wire\***

Municipal staff are encouraged to attend the OAPSB's fall discussion groups around the implementation of the *Community Safety and Policing Act*. [Sign up today!](#)

On September 24, join the [Ontario Food Collaborative](#) for a [free webinar](#) to hear how [Circular Innovation Council](#) and [Too Good To Go](#) are helping Canadian businesses reduce food waste.

Circular Materials and Waste to Resource Ontario invite municipal waste staff to meet on the transition. [Register here](#) for the September 26 10am-12pm event at the Toronto Fairmont Royal York.

## **Careers**

[Water Resources Engineer, Natural Hazards - Rideau Valley Conservation Authority](#). Closing date: October 11.

Municipal Planner - Municipality of Red Lake. Closing date: October 12.

Hearing Officer - City of Vaughan. Closing date: September 30.

Planning and Regulations Supervisor - Kettle Creek Conservation Authority. Closing date: October 17.

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**About AMO**

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

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**AMO Contacts**

AMO Watchfile Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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eScribe

eSolutionsGroup



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\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

**Association of Municipalities of Ontario**

To unsubscribe, please [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to [info@chisholm.ca](mailto:info@chisholm.ca).

To continue receiving our emails, add us to your address book.

## PERSONAL SERVICES AGREEMENT

This Personal Services Agreement made this *1st* day of *January*, 2024.

**BETWEEN:**            **THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**  
(Herein referred to as the 'Corporation')

**AND:**                 ***Bryan G. Brookes***  
(Herein referred to as the 'Alternate Community Emergency Management Coordinator')

**WHEREAS** the Corporation and the Alternate Community Emergency Management Coordinator desire to enter into a Personal Services Agreement whereby Bryan G. Brookes will undertake to provide Alternate Community Emergency Management Coordinator services for the Corporation of the Township of Chisholm.

**NOW THEREFORE** the Corporation and the Alternate Community Emergency Management Coordinator agree to the Terms and Conditions set out as follows:

1. The Corporation hereby engages the services of the Alternate Community Emergency Management Coordinator by way of a Personal Services Agreement on a part-time basis as required, and the Alternate Community Emergency Management Coordinator agrees to perform all the duties of Alternate Community Emergency Management Coordinator according to the terms set out herein, and as per the job description of the Corporation for the above-noted position, attached as Schedule "B" to this Personal Services Agreement.
2. The Corporation shall pay the Alternate Community Emergency Management Coordinator at a rate of \$25.00 dollars per hour for the number of hours worked as Alternate Community Emergency Management Coordinator, on an as required basis, payable on a monthly basis.
3. The Corporation shall pay the Alternate Community Emergency Management Coordinator a mileage allowance, as per existing Council/Staff rates for travel on municipal business, in his private vehicle while performing the driving requirements associated with the Alternate Community Emergency Management position.
4. It is understood and agreed that the Alternate Community Emergency Management Coordinator shall not come within the terms of the Collective Agreement between the Corporation of the Township of Chisholm and the Canadian Union of Public Employees and its Local 4616 and that for this Personal Services Agreement, only those benefits mandated by the Federal and Provincial Governments shall be paid by the Corporation.
5. It is understood and agreed that the hours worked by the Alternate Community Emergency Management Coordinator shall not exceed 250 hours per year. The CAO Clerk Treasurer may approve additional hours in the event of a declared emergency.
6. It is understood and agreed that this Personal Services Agreement does not provide for any paid sick leave.
7. It is agreed and understood that the Alternate Community Emergency Management Coordinator shall work on a flexible hour structure due to the nature of the duties of the position which could occur any time during the day, evening or week.
8. It is agreed and understood that courses taken at the initiative of the Alternate Community Emergency Management Coordinator shall be the financial responsibility of the Alternate Community Emergency Management Coordinator, and courses or seminars taken at the request of the municipality shall be the financial responsibility of the Corporation.
9. It is understood and agreed that the Alternate Community Emergency Management

Coordinator reports directly to the Community Emergency Management Coordinator or designate.

10. It is understood and agreed that the Alternate Community Emergency Management Coordinator will be covered under the township's general liability insurance coverage.
11. If either party wishes to terminate this agreement at any time, it is understood and mutually agreed that the Corporation or the Alternate Community Emergency Management Coordinator may do so upon thirty (30) days notice, in writing.

**SIGNED, SEALED AND DELIVERED THIS 24<sup>th</sup> day of SEPTEMBER, 2024.**

\_\_\_\_\_  
Mayor, Gail Degagne

\_\_\_\_\_  
Witness

\_\_\_\_\_  
CAO Clerk-Treasurer, Jennistine Leblond

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Bryan G. Brookes  
Alternate Community Emergency  
Management Coordinator

\_\_\_\_\_  
Witness

DRAFT

## **PERSONAL SERVICES AGREEMENT**

### **SCHEDULE "B"**

#### **JOB DESCRIPTION**

##### **Alternate Community Emergency Management Coordinator**

1. Assist the Community Emergency Management Coordinator in his/her duties, which are outlined below, and take over the duties in the event that the Community Emergency Management coordinator is unavailable.

##### **Duties are as follows:**

1. Successfully complete all training as required by Emergency Management Ontario and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
2. Identify emergency management program financial and resource requirements and, or assist in the preparation of, an annual emergency program budget submission for Council's review and approval.
3. In conjunction with the Community Emergency Program Committee, assist the Community Emergency Management Coordinator with the following duties:
  - Conduct annual training for the members of the Community Control Group and Emergency Operations Centre staff.
  - Conduct an annual exercise to evaluate the community emergency response plan.
  - Identify individuals to act as community emergency information staff.
  - Develop and implement a community emergency management public awareness program.
  - Conduct an annual review of the community emergency management program.
  - Provide emergency management expertise and administrative support to the community control group during an emergency.
  - If approved by council, supervise the recruitment, training, and administration of CERV teams.
  - Maintain the response plan to ensure it is up-to-date and accurately reflects the community risk assessment and emergency management program priorities.
  - Liaise with the sector EMO Community Officer at all times to ensure that the community emergency program maintains the legislated standards and to request Provincial support or assistance.
  - Maintain familiarity with the Joint Emergency Preparedness Program (JEPP) and prepare or assist others in the preparation of funding requests to be submitted on the community's behalf.
  - Monitor the community's level of mandated emergency program achievements and process the required verification documents for review and submission to EMO by the Head of Council.
  - If desired, provide EMO-approved Basic Emergency Management courses to any municipal staff or others within the community who may benefit from such training.
  - Such other tasks as may be assigned.



## MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding between the Ontario Federation of Snowmobile Clubs and the local snowmobile club known as the South Shore/Restoule Snowmobile Club, and the Corporation of the Township of Chisholm.

On this \_\_\_\_\_ day of \_\_\_\_\_ 2024, we the undersigned, owners/occupiers of the premises that are as follows:

- *Unopened/Open road allowance lots 2, 3, 4, 5, and 6, Concession 14 ("C110D" Trail Hill Siding trail to rail line)*
- *Opened road allowance (Municipally maintained road known as Maple Road) starting at Lots 1-12 Concession 4 and 5 AND heading north to rail line at Pioneer Road.*

in the Township of Chisholm, district of Nipissing, do hereby give the undersigned named for the South Shore/Restoule Snowmobile Club, as a member in good standing of the Ontario Federation of Snowmobile Clubs, hereinafter referred to as the OFSC, permission to legally enter, establish, groom, maintain, sign and use that portion of the premise herein designated for the purpose of allowing individual trail permit members of the OFSC to use said designated premises for snowmobiling under the following terms and conditions:

- 1) This MOU is valid for the period commencing November 2024 and ending April 2025. The local snowmobile club shall request in writing a yearly renewal before December 15<sup>th</sup> prior to the commencement of the snowmobile season. Failure to do so will result in the township's refusal to execute the Memorandum of Understanding. Council if in concurrence of the request shall pass a resolution to execute the MOU.
- 2) The local snowmobile club shall at all times remain a member in good standing of the OFSC and be able to verify this to the owner/occupier with a current membership card or certificate or this agreement shall be immediately null and void.
- 3) The local snowmobile club will provide liability insurance in the amount of \$15,000,000 for liability arising from the grooming, maintenance and use of the snowmobile trail but only with respect to the negligence of the local snowmobile club for those operations usual to a snowmobile trail. This coverage is confirmed to the undersigned owner/occupier by signing this memorandum of understanding on the condition no fee has been charged by the owner/occupier for the use of designated premises.
- 4) The insurers will add the landowner as an additional insured but only with respect to liability arising from the operations of the named local snowmobile club. Coverage will be extended to the location listed in the landowner agreement through an insurance policy held by the OFSC and its member organization snowmobile club.
- 5) The above referenced insurance liability policy will not provide any coverage for the willful misconduct and or negligence on the part of the landowner.

- 6) The designated premises shall be identified on the map, as shown on Schedule 'A' attached hereto and forming part of this MOU.
- 7) It is understood that the Snowmobile Club, with the owners/occupier's written consent on each occasion, shall have access to the designated premises prior to and after the winter months for the purpose of opening and closing, upgrading and maintaining the trail when there is no snow cover.
- 8) Notwithstanding no. 7 above, it is understood that the existing trails on unopened road allowance may be brushed, but there shall be no cutting of any trees.
- 9) It is understood that there shall be no excavation and/or removal of aggregate material on any township road allowances.
- 10) It is understood that regulation signs to Ontario Federation of Snowmobile Clubs standards shall be erected, where required, on all trails.
- 11) The Snowmobile Club accepts full responsibility for the removal of any snow accumulations on a daily basis, so as to prevent any accumulation and hazard to the motoring public, as per By-Law 2019-28, as shown on Schedule "B" attached hereto and forming part of this MOU, being a by-law to regulate the use and care of roads in the Township of Chisholm.
- 12) All township residents shall have the use of the aforesaid road allowances and crown land within the Township of Chisholm.
- 13) The Snowmobile Club shall maintain that portion of the designated premises to be used by individual snowmobile trail permit members in reasonably good condition for snowmobiling purposes only, and; remove on any basis any litter caused by individual trail permit members.
- 14) The Snowmobile club shall report any public liability and personal property damage that they are aware of to the Township of Chisholm office. Any damages or expenses occurring as a result of the occupation of this property by the Snowmobile Club shall be the responsibility of the Snowmobile Club. Restoration and/or repair of any damaged municipal property shall be under the direction of the Public Works Supervisor or alternate.
- 15) It is agreed and understood that the Snowmobile Club is aware of the telecommunications tower that has been erected on the unopened road allowance between Concessions 14 and 15 on the west side of Alderdale Road. It is understood that the Snowmobile Club shall report any public liability and personal property damage to the telecommunications tower and/or associated equipment to the Chisholm office. Any damages or expenses occurring to this equipment as a result of the occupation of this property by the Snowmobile Club

shall be the responsibility of the Snowmobile Club. Restoration and/or repair of any damaged telecommunications property shall be under the direction of the spectrum Group.

- 16) It is understood that the Snowmobile Club will reinstall the concrete barricades on the unopened road allowances and the railbed trails that front on Township roads, immediately following the commencement of the snowmobile season, and no later than May 21<sup>st</sup>. Failure to do so will result in the township's Public works Department doing the work and billing the Club.
- 17) Each party hereto shall give the other thirty (30) days written notice prior to any changes to, or cancellation of this agreement. However, the Club's failure to comply with any of the items in this Memorandum of Understanding shall be considered valid reason for the Township of Chisholm to immediately terminate the Memorandum of Understanding. Upon termination of this Memorandum of Understanding, further use of this trail system will be considered as trespassing and may result in prosecution under the Trespass to Property Act.
- 18) Representative of the local snowmobile club are hereby authorized to be the owner/occupier's agent(s) to cooperate with local law enforcement agencies in their efforts to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990, c.T21; the Motorized Snow Vehicles Act R.S.O. 1990, c.M44; and the Occupiers Liability Act R.S.O. 1990, c.O-2 as amended.
- 19) The landowner/occupier and the local snowmobile club mutually confirm that the landowner/occupier, by signing this MOU is not requesting nor granting permission for a registered easement over the designated premises.

The South Shore/Restoule Snowmobile Club, its wardens and executive are hereby authorized to be the undersigned owner/occupier's agent(s) to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O 1990, C.T.21; the Motorized Vehicles Act 1990, C.M.44, as amended , and the Occupiers Liability Act R.S.O. 1990, C.O.I.

LANDOWNER/OCCUPIER

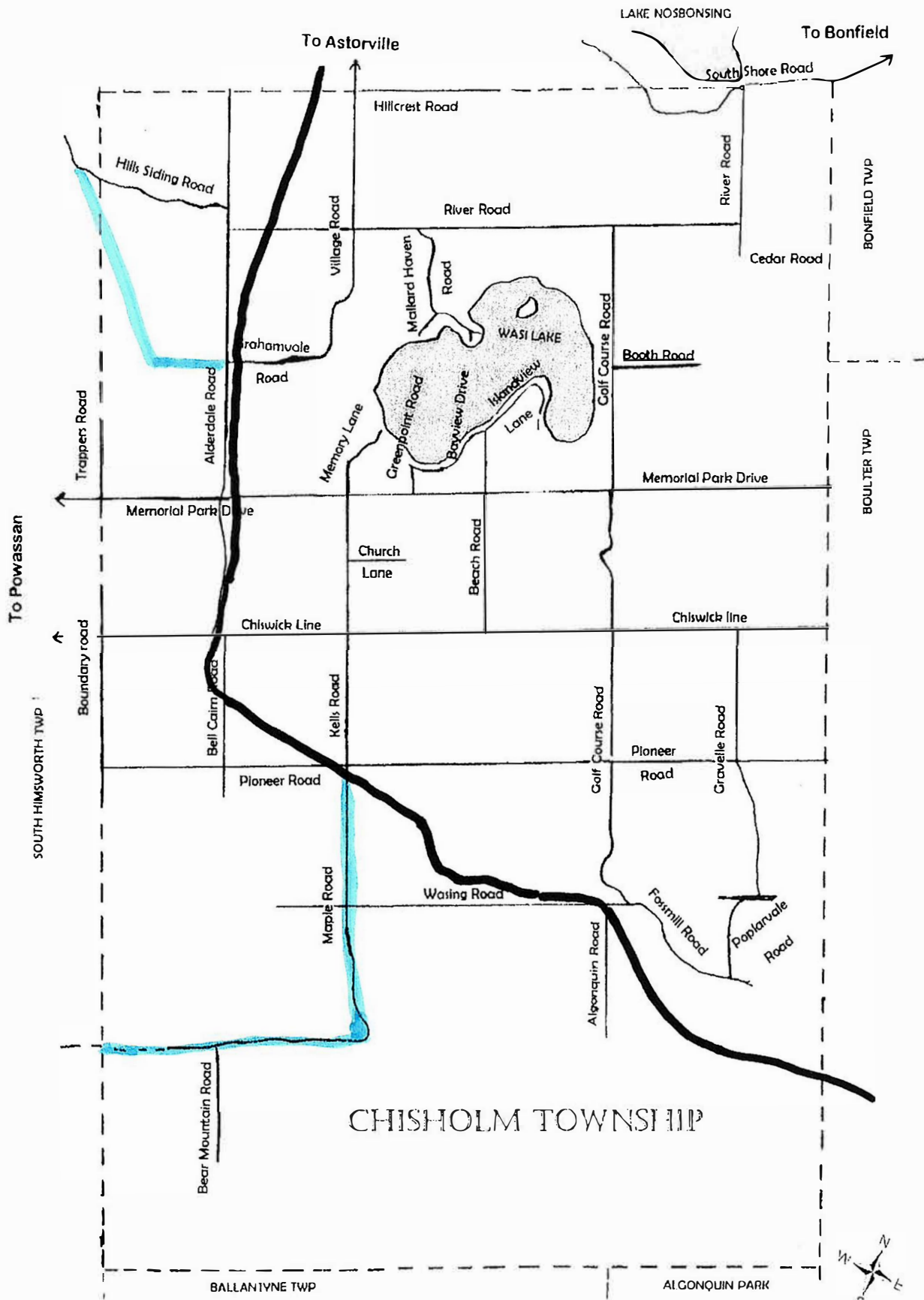
SNOWMOBILE CLUB

\_\_\_\_\_  
Mayor, Gail Degagne

\_\_\_\_\_  
Diane Tregunna, President SSRSC

\_\_\_\_\_  
Jennistine Leblond, CAO Clerk-Treasurer

# Schedule 'A'



■ - Railway

■ - SSRSC Trails

# Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line, RR #4, Powassan, ON P0H 1Z0  
(705) 724-3526 - Fax (705) 724-5099

[info@chisholm.ca](mailto:info@chisholm.ca)

Gail Degagne, Mayor  
Jennistine Leblond, CAO Clerk-Treasurer

## MEMO

**To: Council**  
**From: Jenny Leblond**  
**Date: September 17, 2024**  
**RE: Planning Memo from Chris Jones**  
**Re: Pre Consult – 1933 Memorial Park Drive**

Further to the discussion of the pre-consultation memo from Chris Jones at the August 13, 2024 Council meeting, the resolution passed must be rescinded. The Planning Act gives strict deadlines for an approval authority to make a decision on an application. It does not allow an approval authority to defer the administration of a planning application. Council's role in the pre-consultation phase is to give comments on the nature of the proposal to advise the applicant to decide to either continue with the planning approval or make changes to the application to fit with Council's vision.

Below are my recommendations on the proposal:

### **1933 Memorial Park**

The new Provincial Policy Statement (PPS) 2024 will come into effect on October 20<sup>th</sup>, 2024. In section 4.3.2.5, it states the following under the Agriculture permitted uses:

*5. Where a residential dwelling is permitted on a lot in a prime agriculture area, up to two additional residential units shall be permitted in accordance with provincial guidance, provided that, where two additional residential units are proposed, at least one of these additional residential units is located within or attached to the principal dwelling and any additional residential units:*

- a) comply with the minimum distance separation formulae;*
- b) are compatible with, and would not hinder, surrounding agricultural operations;*
- c) have appropriate sewage and water services;*
- d) address any public health and safety concerns;*

*e) are limited scale and are located within, attached, or in close proximity to the principal dwelling or farm building cluster; and*

*f) minimize land taken out of agriculture production.*

*Lots with additional residential units may only be severed in accordance with policy 4.3.3.1.c)*

The size and location of the proposed additional unit is in conformity with the new PPS. The Official Plan review will be incorporating this language as mandated from the province. Because of this, there is no reason to not approve these parameters prior to the approval of our revised Official Plan.

There was some concern expressed at the August 13, 2024 Council about the difference of advice given to previous applications for a secondary residence on Agriculture land. The timing and the proposal of this application is very different. The previous application would not have met the above requirements of the PPS and the timing of the proposal did merit the need for an Official Plan Amendment as well, which the applicants did not want to pursue. This application is in line with both the timing and the parameters for the additional residential unit and sets a good precedent for any future applications in the agriculture zone.

My concern is about the outdoor storage. There have been some high volume requests for outdoor storage that Council has either limited with provisions or denied. The Zoning by-law states that there shall be no outdoor storage. This is not just to limit what is seen from the road but to also ensure compatibility to adjacent lots.

It is my recommendation to pass the original proposed resolution from Chris Jones. Therefore,

**Be it resolved that Council finds the application to be complete and directs the applicant and staff to administer the requisite process to amend the Township's Zoning by-law to authorize an additional residential unit together with an exemption to the home industry regulations to authorize a limited area of outdoor storage.**

\* Originating memo from Chris Jones attached for convenience.

# • Municipal Planning Services •

## MEMORANDUM

**To:** Mayor Degagne and Members of Council  
**Copy:** Ms. Jenny Leblond, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** August 9, 2024  
**Re:** Pre-consultation for Zoning By-law Amendment – 1933 Memorial Park Drive

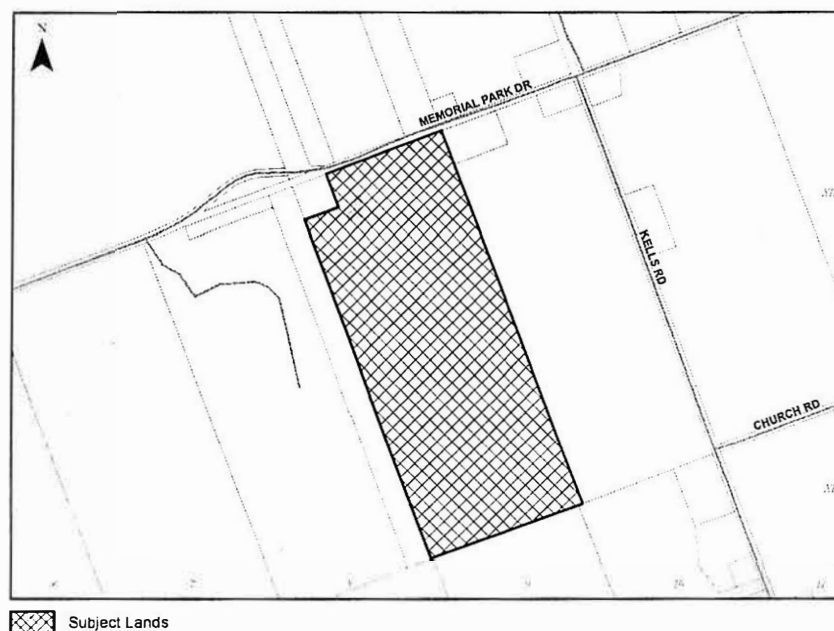
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## BACKGROUND

The Township is in receipt of an application for zoning bylaw amendment to construct an additional residential unit on a farm property. The applicant's lot is located in Part of Lot 9, Concession 12.

According to the application, the applicant's lot has an area of 39.3 ha (97 acres) with a frontage of 300 metres (984 feet) on Memorial Park Drive. The lands are an active farm and are currently occupied by a dwelling, a bank barn, and three workshops/storage buildings. A key map of the subject lands is provided in Figure 1.

**Figure 1 – Location of Subject Lands**



The applicant intends to construct a new additional residential unit (i.e. a second home) with a floor area of 109.3 square metres (1,176 square feet).

The dwelling is proposed to be constructed within the existing building cluster and adjacent to the primary dwelling. A site plan of the existing farm building cluster and the proposed secondary dwelling is provided in Figure 2.

Figure 2- Site Plan



Menno Miller  
Site Plan  
Township of Chisholm

0 40 80  
Metres



## **ADDITIONAL RESIDENTIAL UNIT**

An additional residential unit is a self-contained residential dwelling unit located within (or forming part of) an existing dwelling or accessory structure which is capable of functioning as an independent dwelling unit in a manner compliant with the Ontario Building Code.

## **CURRENT LEGISLATION AND POLICIES ADDRESSING ADDITIONAL RESIDENTIAL UNITS**

### ***The Planning Act R.S.O 1990***

Bill 185 is the most recent amendment to the Planning Act, which received Royal Assent on June 6, 2024. This amendment built upon its successor (Bill 23) which introduced several notable modifications with respect to the manner in which additional residential units may be authorized and regulated in rural municipalities.

Of note, Bill 23 established that a "parcel of urban residential land" was the only parcel upon which municipalities were required to allow additional residential units as-of-right. This definition essentially distinguished that lots within settlement areas, which are connected to full municipal services, are to be the primary lots where additional residential units are to be accommodated in the manner required by the Planning Act.

As Council is aware, the Township of Chisholm does not have "parcels of urban residential land" and therefore as a rural municipality, currently has greater discretion over the permission and regulation of additional residential units.

However, it is noted that the more recent Bill 185 has taken the additional step of authorizing the Minister to create regulations to establish requirements and standards with respect to:

- Additional residential units in dwellings;
- Additional residential units in accessory buildings;
- The parcel of land where an additional residential unit may be located; and,
- The building or structure within which the additional residential unit is described.

This new authority would potentially have the effect of overriding municipal authority under the Planning Act to regulate this form of housing.

### **Provincial Policy Statement (2020)**

Section 1.1.1 b) of the Provincial Policy Statement states that:

*Healthy, livable and safe communities are sustained by accommodating an appropriate market-based range and mix of residential types (**including** single detached, **additional residential units**, multi-unit housing, affordable housing and housing for older persons)...(emphasis added)*

### **Chisholm Official Plan (2012)**

The subject lands are designated Agricultural in the Township's Official Plan. The Official Plan does not have specific policy direction concerning external or independent additional residential units.

In consideration of the increasing and compelling Provincial policy direction and legislation aimed at accommodating additional residential units, in this case an amendment to the Official Plan is not warranted.

### **Chisholm Zoning By-law**

Section 4.3 of Zoning By-law 2014-25 permits "internal" accessory apartments within existing dwellings, however the Zoning By-law does not define or regulate external or independent additional residential units.

### **SEPTIC SERVICING**

It is noted that the applicant's current home and the proposed additional residential unit respectively will not be connected to a Class 4 septic system. Rather, the dwellings utilize a Class 1 septic system (privy) which is integrated into the mudroom portion of the dwelling.

### **HOME INDUSTRY**

I was able to attend the site and meet with the son of the applicant who is the intended resident of the additional residential unit. I walked the property and observed an operational home industry (wood working shop) which included an area utilized for outside open storage. All other aspects of the home industry regulation appear to be in compliance but I indicated to the owner's son that it would be prudent to address this compliance issue in conjunction with the application for the additional residential unit.

### **ANALYSIS**

I find the proposed additional residential unit and its location within the existing farm building cluster to be appropriate and would support a zoning amendment to allow it in conjunction with a request to allow limited outdoor storage in conjunction with an

existing home occupation.

**RECOMMENDATION**

1. That Council finds the application to be complete and directs the applicant and staff to administer the requisite process to amend the Township's Zoning By-law to authorize an additional residential unit together with an exemption to the home industry regulations to authorize a limited area of outdoor storage.

Respectfully Submitted,



---

Chris Jones MCIP, RPP

**Corporation of the Township of Chisholm**  
*Municipal Office: 2847 Chiswick Line, RR #4, Powassan, ON P0H 1Z0*  
*(705)724-3526 - Fax (705)724-5099*  
[info@chisholm.ca](mailto:info@chisholm.ca)

Gail Degagne, Mayor  
Jennistine Leblond, CAO Clerk-Treasurer

**MEMO**

**To: Council**  
**From: Jenny Leblond**  
**Date: September 17, 2024**  
**RE: Planning Memo from Chris Jones**  
**Re: Pre-Consult – 1493 Chiswick Line**

Further to the discussion of the pre-consultation memo from Chris Jones at the August 13, 2024 Council meeting, the resolution passed must be rescinded. The Planning Act gives strict deadlines for an approval authority to make a decision on an application. It does not allow an approval authority to defer the administration of a planning application. Council's role in the pre-consultation phase is to give comments on the nature of the proposal to advise the applicant to decide to either continue with the planning approval or make changes to the application to fit with Council's vision.

Below are my recommendations on the proposal:

**1493 Chiswick Line**

Council will need to advise the applicant on whether they support the operation of a sawmill or not. Chris Jones' options are as follows:

- 1) If Council is of the view that the applicant's saw mill and accessory outdoor storage would set a poor precedent and/or cannot be mitigated, the applicant should be advised accordingly that their application is unlikely to be supported.
- 2) If Council is of the view that the applicant's sawmill and accessory outdoor storage could be mitigated through location, floor area and open storage area regulations together with site plan requirements for fencing and/or landscaping, the applicant should be advised to submit an application for a Zoning By-law amendment for Councils' consideration.

As Chris Jones has pointed out in his analysis section of his memo, the sawmill is not aligned with the zone provisions in the Township's Zoning By-law that regulate home industries. Some of the provisions being for outdoor storage, sighting from the road, and size of the building.

There was some concern expressed at the August 13, 2024 Council meeting about the building process for the approval of the building that is now housing the sawmill. The building permit application does ask for what the proposed use of the building apply for

is. At the time the permit was applied for the applicant had said the building use was agriculture storage. Staff at that time confirmed the building was not a barn and that it would be to house buggies and agriculture equipment. The Building permit was issued May 12, 2023.

I am concerned about the precedent being set if this sawmill is approved. Can the risks be mitigated through location, floor area, and open storage area regulations together with site plan requirements for fencing and/or landscaping as per Chris Jones' memo?

Council can have clearer guidelines in the new Official Plan that may warrant the applicant re-applying.

It is my recommendation that the sawmill is well beyond the provisions of the Home Industry definition. Therefore,

**Be it resolved that Council is of the view that the applicant's saw mill and accessory outdoor storage would set a poor precedent and/or cannot be mitigated, the applicant should be advised accordingly that their application is unlikely to be supported.**

\* Originating memo from Chris Jones attached for convenience.

## MEMORANDUM

**To:** Mayor Degagne and Members of Council  
**Copy:** Ms. Jenny Leblond, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** August 8, 2024  
**Re:** Pre-consultation for Zoning By-law Amendment – 1493 Chiswick Line

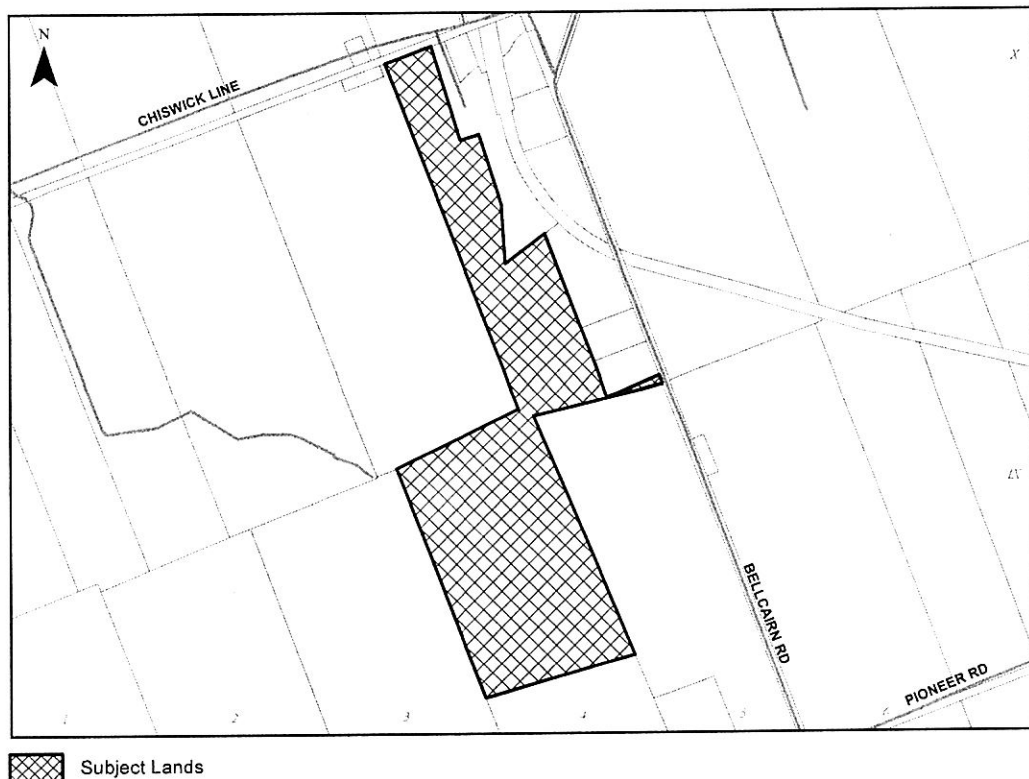
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## BACKGROUND

The Township is in pre-consultation discussions for a zoning by-law amendment for lands located at 1493 Chiswick Line in Part Lot 5, Concession 10 to allow the establishment of a sawmill.

The subject lands are illustrated in Figure 1 and have a lot area of 20.23 ha (50 acres) and a frontage on Chiswick Line of approximately 75.6 metres.

Figure 1 – Location of Subject Lands



The owner constructed a dwelling and workshop on the subject lands in 2023. The workshop has a floor area of 267.5 m<sup>2</sup> (2,880 ft<sup>2</sup>).

The workshop is comprised of the following internal spaces:

- Sawmill/storage: 111.5 m<sup>2</sup> (1,200 ft<sup>2</sup>)
- Horse stall/buggy storage: 74.3 m<sup>2</sup> (800 ft<sup>2</sup>)
- Workshop/office: 74.3 m<sup>2</sup> (800 ft<sup>2</sup>)

The sawmill is a one-person business and operates in the following manner:

- Logs are delivered to the site and stored outside in a location behind the shop with an area of approximately 223 m<sup>2</sup> (2,400 ft<sup>2</sup>);
- Logs are lifted by crane from the storage area to a staging area located beside the west wall of the workshop;
- Logs are rolled up to the sawmill located inside the west wall of the workshop;
- Milled lumber is stored in piles in the storage building awaiting customer pick-up;
- Bark and rough-cut lumber is banded and stored outside and sold for firewood.

Site plans of the house, sawmill building and open storage are provided in Figures 2 and 3.

In reviewing Figures 2 and 3 it also appears that the travelled portion of Chiswick Line appears to trespass to the north off of the original Township road allowance. A survey of the subject lands and/or title search would be useful to confirm there are no encroachments on the Township's road allowance. A title search may also confirm the road allowance was previously closed and conveyed and merged with the applicant's lands.

Figure 2 – Site Plan

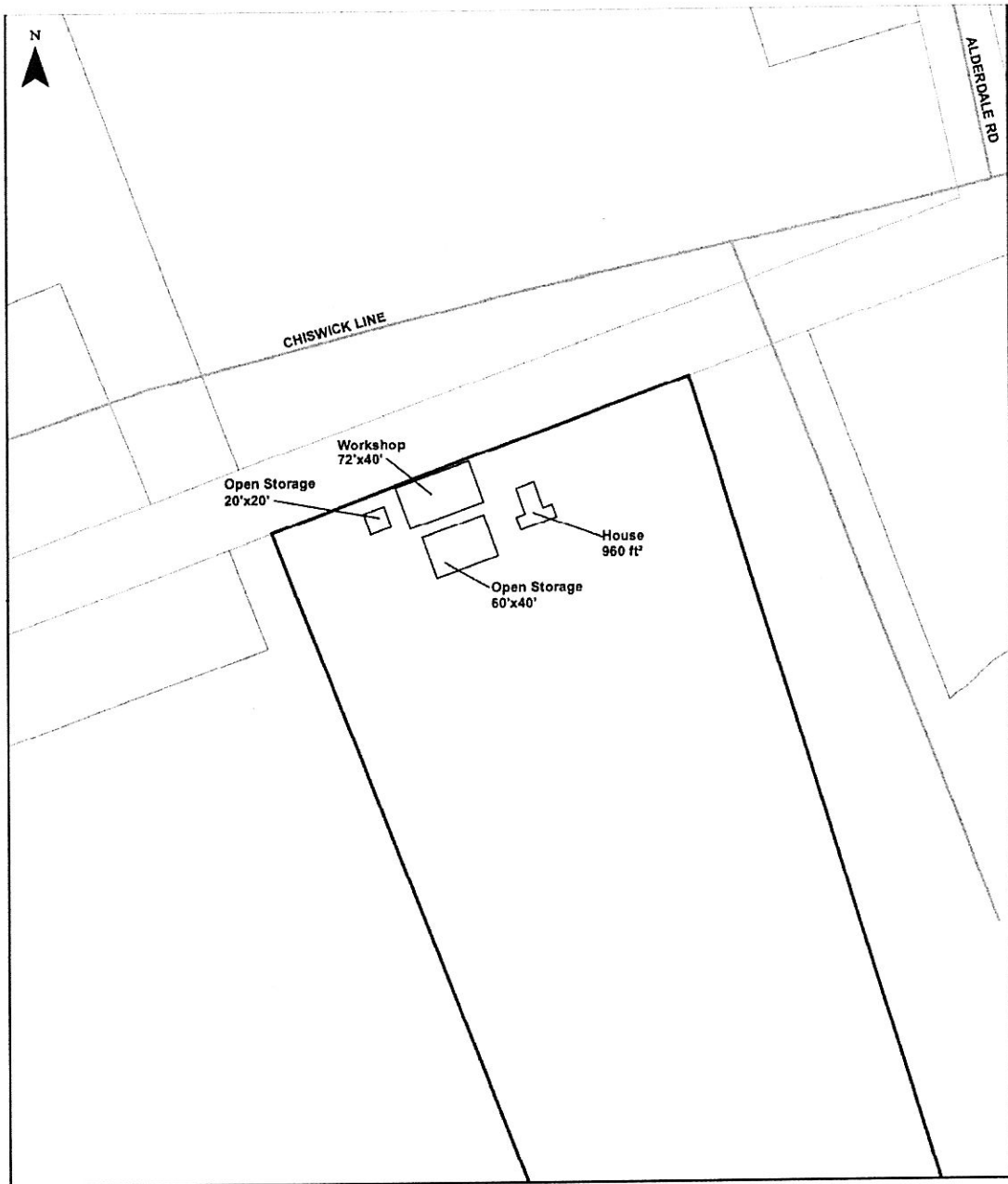
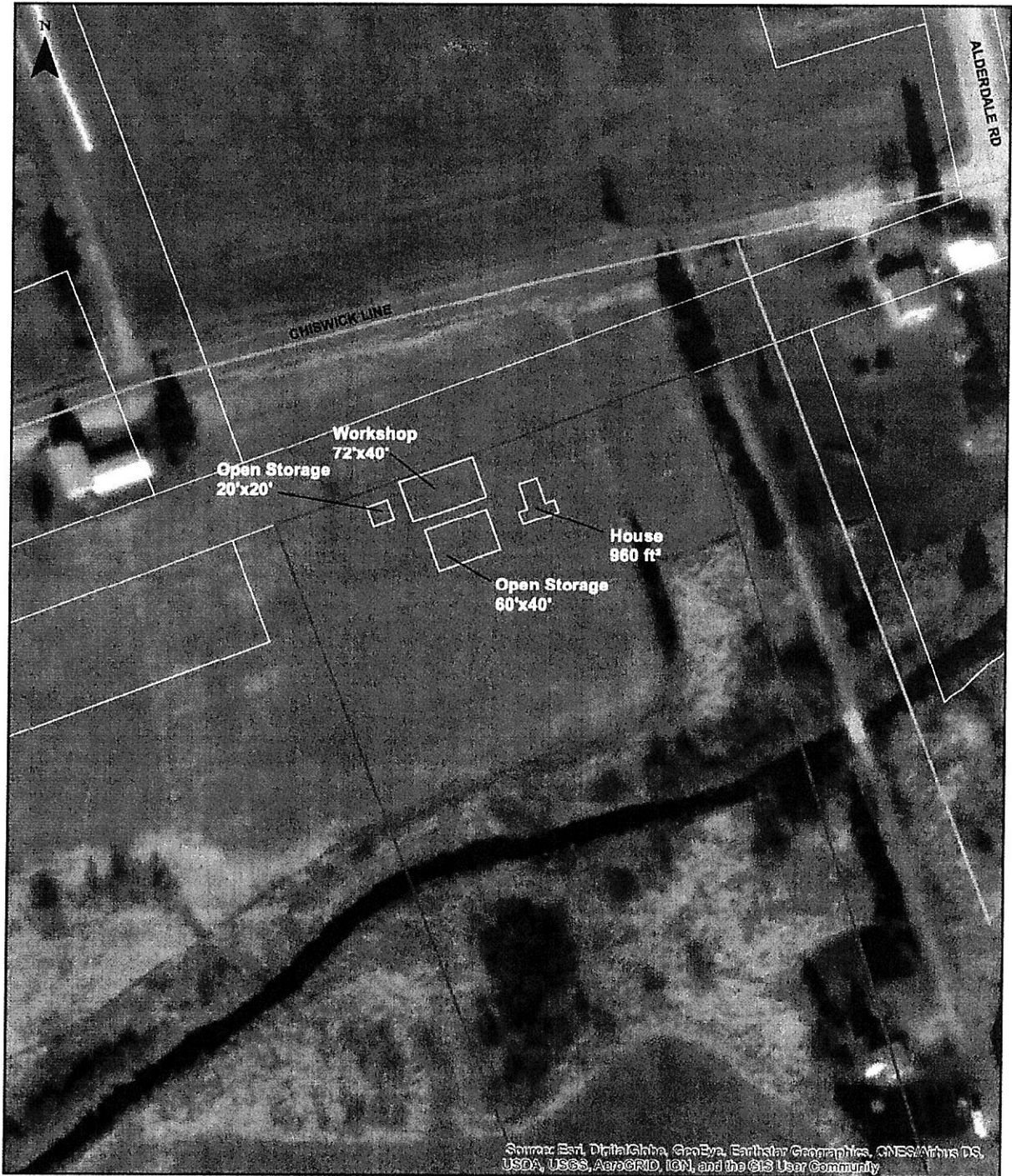




Figure 3 – Site Plan on Aerial



The proposed zoning amendment is required to allow the subject lands to be utilized as a "saw and/or planing mill", which is not a permitted use in the Agricultural "A" Zone and is defined in the following manner:

Means *premises* of a permanent nature where timber is cut, sawed or planed either to finished lumber or as an intermediary step and may include facilities for the kiln drying of lumber and the sale of such products to the public, but shall not include the sale of general building materials and hardware.

### **PROVINCIAL POLICY STATEMENT 2020 (PPS)**

The application is located on "prime agricultural area" under the PPS, which are defined as lands where prime agricultural lands predominate (i.e. CLI Class 1, 2 and 3 lands).

Section 2.3.3.1 of the PPS permits on-farm diversified uses in prime agricultural areas which are generally defined as uses that are secondary to the principle agricultural use of a farm property and include, but are not limited to, home occupations and home industries.

Section 2.3.3.1 also permits agricultural-related uses in prime agricultural areas which are generally defined as farm-related commercial and industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being close to farm operations and provide products or services to farm operations.

### **TOWNSHIP OF CHISHOLM OFFICIAL PLAN**

The Township's Official Plan designates the lands where the development is proposed as Agricultural.

One of the strategic objectives of the Plan is to, "*permit agri-business and secondary uses that support local producers and contribute to the local economy*". Another objective is to, "*avoid the intrusion of land uses that are incompatible with the rural character and/or resource activities of the area*".

Under the permitted uses of the Agricultural designation in Section B2.3, the following are listed as permitted uses:

1. Home occupations and home industries;
2. Forestry and Resource management uses;
3. Agricultural-related uses that serve agri-business as a secondary use to an agricultural use; and,
4. Commercial uses on farm properties.

### **Home Occupations and Home Industries**

In Section B1.5.1 of the Official Plan the following development policy is articulated with respect to home industries:

*Home industries are small-scale industrial uses that are accessory to rural uses and/or a single detached dwelling. Such uses may also support the agricultural industry in the area. These uses should not detract from the primary use of the property for rural or residential purposes. Home industries may include welding, carpentry or machine shops, or agriculturally related uses that involve the processing or transportation of regionally produced agricultural crops or other products. The accessory retail sales of products produced in the home industry is also permitted. The repair, storage or sale of motor vehicles is not considered to be a home industry. Home industries will be defined and regulated through provisions in the Township's Zoning By-law.*

*The development of a new home industry may also be subject to Site Plan Control and will, through an application for site plan approval have regard to the Ministry of the Environment D-Series Guidelines.*

### **TOWNSHIP OF CHISHOLM ZONING BY-LAW**

The subject lands are zoned Agricultural (A) which permits home industries but does not permit a sawmill previously defined on page 5 of this report.

Under Section 4.8 of the Township's Zoning By-law a home industry is an as-of-right permitted use subject to the following regulations:

- a) *No more than three people may be engaged in the home industry at any time, including the owner of the premises;*
- b) *The gross floor area utilized by the home industry does not exceed a maximum of 150 square metres;*
- c) *The home industry shall be setback a minimum of 10 metres from any lot line and shall not be located in a front yard;*
- d) *There shall be no outside storage of goods, raw materials, machines or articles, except for display purposes;*
- e) *There shall be no emission of noise, odour or dust which is not normally attributed to the use of the land for residential purposes;*
- f) *Roadside signs for the home industry shall be limited to a single sign, no greater than 1 m<sup>2</sup> in area located within the boundaries of the property;*
- g) *There is no sale of retail goods not produced as part of the home industry or directly related to the home industry;*
- h) *Only currently licensed motor vehicles, associated with the home industry, are parked or stored on the lot and all parking shall maintain a minimum 10 metre setback from any lot line; and,*

- i) *The home industry shall be clearly secondary to the residential use and shall not change the rural residential character of the dwelling and lot.*

## **ANALYSIS**

The nature of the sawmill operation is aligned with the home industry (on-farm diversified uses) and agricultural-related uses of the PPS and Official Plan as the owner is a farm operator and produces products that support local agri-business.

However, a sawmill is separately defined land use in the Township's Zoning By-law and, notwithstanding, the applicant's sawmill is not aligned with several of the zone provisions that regulate home industries, including:

- *The home industry shall be setback a minimum of 10 metres from any lot line and shall not be located in a front yard;*

***The home industry is located in the front yard according to the applicant's site plan.***

- *There shall be no outside storage of goods, raw materials, machines or articles, except for display purposes;*

***There is outside storage comprised of logs and residuals and a crane.***

- *There shall be no emission of noise, odour or dust which is not normally attributed to the use of the land for residential purposes;*

***A sawmill generates noise and dust.***

- *The home industry shall be clearly secondary to the residential use and shall not change the rural residential character of the dwelling and lot.*

***The presence of a pile of logs and a large crane are not typical of a rural residential character however it is noted this is a large agricultural property.***

I was able to recently visit the site and discuss the sawmill operation with the owner. The owner indicated he is a one-person operation and in a good year he estimates he could process approximately 8 truckloads of logs. His business serves only custom orders and he does not stock-pile or kiln-dry lumber.

He acknowledged the outdoor storage element and the use of the crane and indicated though his current operation his intention is to confine the outdoor storage to a limited area behind the workshop with a small pile to the west side of the building which provides direct access to the mill and would accommodate several days of processing.

I also watched and heard the sawmill in operation in the building, outside the building and from the road and did not find the noise emanating from the building to be excessive or unreasonable.

I am of the view that the sawmill operation is a permitted use under the PPS and the Township's Official Plan. I am also of the view that the nature of the operation could be regulated through a zoning by-law amendment and site plan agreement in a manner that would be appropriate and would conform with the Township's Official Plan.

It is noted that it should be confirmed that the unopened road allowance has either been previously closed and conveyed or that no building encroachment has been created by dwelling or workshop.

#### **RECOMMENDATION - OPTIONS**

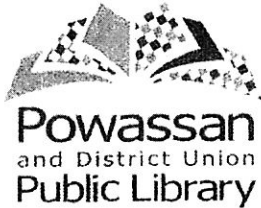
1. If Council is of the view that the applicant's sawmill and accessory outdoor storage would set a poor precedent and/or cannot be mitigated, the applicant should be advised accordingly that their application is unlikely to be supported.
2. If Council of the view that the applicant's sawmill and accessory outdoor storage could be mitigated through location, floor area and open storage area regulations together with site plan requirements for fencing and/or landscaping, the applicant should be advised to submit an application for a zoning by-law amendment for Councils' consideration.

Respectfully Submitted,



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Chris Jones MCIP, RPP



September 9, 2024

Mayor Gail Degagné  
Township of Chilsholm  
2847 Chiswick Line  
Powassan, ON P0H 1Z0

**Re: Library Budget 2024**

Dear Mayor Degagné and Council Members:

The Library Board has agreed to comply with the Municipality of Powassan demand to cap the 2024 increase to the total Library Services Fees at 7%, even though it is short of the necessary amount required to operate the library.

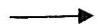
A Budget Committee was formed to make further cuts to an already very lean budget. They started by putting a freeze on all new books and DVD purchases, eliminated opening on Saturdays, removed funds from maintenance and considered cancelling any programs funded by the library.

When all of these cuts were still not sufficient, it was decided to take away any wage increases to the staff, even though it went against the newly adopted 2024-2026 Strategic Plan -- 3.2 e) Develop Staff Retention Strategies, which states:

- e) Ensure staff wages are competitive with other local libraries and are well over the living wage threshold.**

Consequently, most of the staff members are currently no longer making a living wage, in spite of delivering in 2023 an outstanding performance in both programming and fundraising.

Furthermore, this year (2024) the library staff has continued to deliver by applying for many grants, which so far have delivered a total of \$67,716 in either grants or donations. – please see page two of the 2024 Budget.



On August 12, 2024, the Library Board had a Special Budget meeting where the Budget Committee presented their recommendations. Motion 2024-25 was passed unanimously – please see attached minutes and Motion 2024-25.

Sincerely yours,

A handwritten signature in black ink that reads "Kristine Martin". The signature is written in a cursive, flowing style.

Kristine Martin, Chair of the Board  
Powassan & District Union Public Library

Attachments:

2024 Operating Budget (3 pages)

August 12 Library Board Special Budget Meeting Minutes - Draft

Motion 2024-25

Final Invoice with Paid Installments for 2024

**Powassan & District Union Public Library  
Operating Budget 2024**

<b>Revenue</b>	<b>Actual 2023</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Municipal	\$166,755.04	\$166,755.04	\$178,428.00
Restoule	4,437.27	4,621.76	5,084.00
Provincial	14,500.00	14,500.00	14,500.00
Fees	3,491.41	3,900.00	6,400.00
Copier Fees	4,333.23	3,500.00	4,000.00
LifeLabs Contribution	9,588.00	8,500.00	9,612.00
Pay Equity	7,601.00	7,601.00	7,601.00
Donations	12,849.98	10,250.00	14,850.00
<b>Total Revenue</b>	<b><u>\$223,555.93</u></b>	<b><u>\$219,627.80</u></b>	<b><u>\$240,475.00</u></b>
<b>Expenditures</b>	<b>Actual 2023</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Payroll	\$158,157.23	\$149,236.38	\$169,027.00
Benefits	8,100.00	7,439.78	8,668.00
Pension	9,953.34	7,579.77	10,000.00
WSIB	466.80	300.00	611.00
E.H.T.	1,443.54	1,583.87	1,770.00
Training	568.67	1,075.00	600.00
Payroll Services	1,512.94	1,500.00	1,600.00
Circulation Materials	9,767.87	10,600.00	5,250.00
Interloans	427.19	300.00	375.00
Programming	1,873.87	1,100.00	1,000.00
Sewer & Water	379.90	500.00	450.00
Hydro & Heating	5,883.16	7,445.00	6,500.00
Security	421.70	1,200.00	700.00
Elevator	4,877.69	5,000.00	6,300.00
Insurance	3,564.61	6,000.00	6,000.00
Janitorial Services	782.95	700.00	5,700.00
Maintenance & Snow Removal	5,655.23	6,000.00	4,000.00
Maintenance Reserve	1,200.00	0.00	1,200.00
Internet and Telephone	1,104.62	1,876.00	740.00
Computers & Related Items	1,712.17	1,800.00	1,300.00
Contracted Computer Services	1,515.00	1,200.00	1,500.00
Associations Fees	3,131.93	3,100.00	3,105.00
Off. Supplies & Postage	1,329.17	1,300.00	1,450.00
Copier	3,156.51	3,500.00	3,200.00
Audit	2,798.40	2,544.00	2,800.00
Advertising and Promotion	1,527.71	600.00	750.00
Bank Service Charges	261.62	200.00	250.00
Miscellaneous	2,821.27	75.00	799.00
<b>Total Expenditures</b>	<b><u>\$234,395.09</u></b>	<b><u>\$223,754.80</u></b>	<b><u>\$245,645.00</u></b>



**Powassan & District Union Public Library  
Special Project Budget 2024**

<b>Revenue</b>	<b>Actual 2023</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Student Grants		\$8,602.50	\$4,634.00
Prov. Senior Community Grant			7,816.00
OTF Capital Grant - 2024			25,000.00
YCW		5,720.00	0.00
Lisa LaFlamme Event Revenue	27,384.27	0.00	0.00
Trillium Resilience Grant		0.00	22,400.00
Save on Energy Grant			5,106.00
Internet Connectivity Grant	<u>2,340.00</u>	<u>2,160.00</u>	<u>2,760.00</u>
<b>Total Revenue</b>	<u><u>\$29,724.27</u></u>	<u><u>\$16,482.50</u></u>	<u><u>\$67,716.00</u></u>

<b>Expenditures</b>	<b>Actual 2023</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Students Grants		\$16,402.50	\$5,958.00
Trillium Resilience Grant		\$0.00	\$22,400.00
OTF Capital Grant - 2024			\$25,000.00
Prov. Senior Community Grant			\$7,816.00
Quiet Room	\$11,806.17	\$0.00	\$6,836.00
Save on Energy Grant			\$5,106.00
Legion Senior Expenses			\$2,000.00
Internet Connectivity Grant	<u>2,340.00</u>	<u>2,160.00</u>	<u>2,760.00</u>
<b>Total Expenditure</b>	<u><u>\$14,146.17</u></u>	<u><u>\$18,562.50</u></u>	<u><u>\$77,876.00</u></u>

**Powassan & District Union Public Library  
Budget 2024**

<b>Revenue</b>	<b>Actual 2023</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Operating Budget	\$ 223,555.93	\$ 219,627.80	\$ 240,475.00
Special Projects	\$ 29,724.27	<u>\$ 16,482.50</u>	<u>\$ 67,716.00</u>
<b>Total Revenue</b>	<u>\$ 253,280.20</u>	<u>\$ 236,110.30</u>	<u>\$ 308,191.00</u>
<b>Expenditures</b>	<b>Actual 2023</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Operating Budget	\$ 234,395.09	\$ 223,754.80	\$ 245,645.00
Special Projects	<u>\$ 14,146.17</u>	<u>\$ 18,562.50</u>	<u>\$ 77,876.00</u>
<b>Total Expenditures</b>	<u>\$ 248,541.26</u>	<u>\$ 242,317.30</u>	<u>\$ 323,521.00</u>
<b>Revenue</b>	<u>\$ 4,738.94</u>	<u>-\$ 6,207.00</u>	<u>-\$ 15,330.00</u>

**Powassan & District Union Public Library**  
**Minutes for Monday, August 12, 2024 – 6:15 p.m.**  
**Board Meeting @ Library**  
**SPECIAL: BUDGET COMMITTEE REPORT OF FINDINGS**

**In-person:** Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Valerie Morgan,  
 Debbie Piper, Pat Stephens, Brenda Lennon  
**Absent:** Leo Patey

Item	Action	Responsibility
1. Call to order	6:15 pm	
2. Respect and Acknowledgement Declaration	<p>Declaration read by CEO</p> <p>We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honour these teachings and accept their value in our quest to combat climate change and to heal our planet.</p>	
3. Budget Committee Report	<p>Debbie Piper presented the latest balance sheets for June and July.</p> <p>Pat presented the Budget Committee findings and recommendations.</p> <p>The Budget Committee recommends:</p> <ul style="list-style-type: none"> <li>- reduced book and DVD purchases for 2024</li> <li>- Close the library on Saturdays for remainder of the year</li> <li>- Eliminate replacement staff to cover for those staff away or missing work.</li> <li>- LIFELABS: We have implemented opening the library at 8 am on days when LIFELABS is here.</li> <li>- Moved the janitorial services to a separate budget line eliminating the hours being charged as salary</li> </ul>	

	<ul style="list-style-type: none"> <li>- Recommend that Board review the Vacation Policy and have staff use their vacation each year as opposed to collect vacation pay for unused vacation.</li> <li>- Monthly financial reports to include addendums that show revenue and expenses for each grant, specific donations and fundraising.</li> </ul> <p>There was much discussion and a MOTION was drawn.</p> <p><b>Motion: 2024-25</b> That the Library Board adopt the following steps to deal with the 2024 financial shortfall:</p> <ul style="list-style-type: none"> <li>- use the reserves to cover the shortfall for 2024</li> <li>- make a solid financial plan for 2025 and have it ready to share with municipalities in January 2025.</li> <li>- Our staff are our most important asset. There has not been, nor will there be a wage increase in 2024. We endeavour to build the 2025 budget plan around a 15% wage increase.</li> <li>- Communicate the results of this meeting with staff as soon as possible.</li> <li>- Ensure our plans as well as our commitment to have the 2025 budget plan ready for January 2025 is communicated to our municipal partners.</li> </ul> <p><b>MOVED</b> by Debbie Piper <b>SECONDED</b> by Val Morgan. <b>ALL IN FAVOUR.</b></p> <p>The Board thanked the committee members and agreed to the continuation of a Board Budget Committee.</p>	
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Chairperson: \_\_\_\_\_  
**Kristina Martin, Chair**

Recorder: \_\_\_\_\_  
**Pat Stephens**



## Library Board Motion Form

**Motion:** That the Library Board adopt the following steps to deal with the 2024 financial shortfall:

1. use the reserves to cover the shortfall for 2024
2. make a solid financial plan for 2025 and have it ready to share with municipalities in January 2025.
3. Our staff are our most important asset. There has not been, nor will there be a wage increase in 2024. We endeavour to build the 2025 budget plan around a 15% wage increase.
4. Communicate the results of this meeting with staff as soon as possible.
5. Ensure our plans as well as our commitment to have the 2025 budget plan ready for January 2025 is communicated to our municipal partners.

**MOVED** by Debbie Piper

**SECONDED** by Val Morgan.

**ALL IN FAVOUR.**

**2024-25**

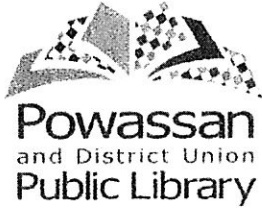
Motion Number

*Kristie Martin*

Chairperson

August 12, 2024

Date



<b>Date Due:</b> September 30,2024	<b>Invoice #:</b> CHI-24-03
<b>Invoice Date:</b> September 9, 2024	<b>Amount Due:</b> \$6,117.72

**Final Invoice  
Re: Library Services for 2024**

Attention: Jenny Leblond, CAO  
Township of Chisholm  
2847 Chiswick Line  
Powassan, ON P0H 1Z0

First Installment for Library Services	March 31, 2024 - PAID	\$11,215.37
Second Installment for Library Services	June 30, 2024 - PAID	\$11,215.37
Third Installment for Library Services	September 30, 2024	<u>\$ 6,117.72</u>
<b>Total Payment for Library Services</b>		<b>\$28,548.46</b>

**Thank you!**



# East Ferris

MUNICIPALITY • MUNICIPALITÉ

September 12th, 2024

Township of Chisholm  
2847 Chiswick Line  
Powassan, Ontario P0H 1Z0  
info@chisholm.ca

Dear Sir or Madame:

It is with great honour that the Municipality of East Ferris invites you to join us for our Remembrance Day Ceremony on Thursday, November 7<sup>th</sup>, 2024 at 10:30 a.m.

The Ceremony will be held at the East Ferris Cenotaph Memorial Park in the Hamlet of Corbeil. The Cenotaph is located at the north end of Corbeil Road where it intersects with Hwy 94 and Champagne Road.

We will be marching to remember and honour those who have served, and continue to serve, for our freedom.

Please RSVP to the Municipal Office at 705-752-2740, ext. 235 or to [kari.hanselman@eastferris.ca](mailto:kari.hanselman@eastferris.ca) by October 11<sup>th</sup>, 2024. We look forward to seeing you.

Yours truly,

Kari Hanselman  
Clerk