



The Corporation of the Township of Pickle Lake  
**Agenda** for the Regular Meeting of Council  
Thursday, January 25, 2024 at 6:00 p.m.

**Zoom Meeting:**

<https://us06web.zoom.us/j/85680036089?pwd=60EbfgZITHaXnoEDSwbP3lVDfeyaqA.1>

**Meeting ID: 856 8003 6089**

**Passcode: 123054**

**AGENDA**

**1. Call to Order: Chaired by Mayor James Dalzell**

**Motion #: 2024.01.25.001**

Moved By: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded By: Dalzell / Blakney / Chartrand / Millar / Moore

Mayor Dalzell calls the Regular Meeting of Council to order this 25th day of January 2024 at \_\_\_\_ p.m.

**2. Declarations of Pecuniary Interest**

The Chair calls for any declaration of pecuniary interest, and the general nature thereof under the Municipal Conflict of Interest Act with respect to the agenda for this meeting.

**3. Approval of Agenda**

**Motion #: 2024.01.25.002**

Moved By: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded By: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby approve the Agenda for the Regular Meeting of Council this 25<sup>th</sup> day of January 2024, **as presented /or amended**.

**AND** all directions and/or any recommendations or motions included therein.

**Additions:**

**Items Pulled for Discussion:**

**4. Delegations/Presentation:**

**5. Matters Arising from Previous Minutes**

**6. Adoption/Approval of Previous Minutes**

**Motion #: 2024.01.25.003**

Moved By: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded By: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept and approve the minutes of the minutes of the Regular Meeting of Council dated the 25<sup>th</sup> day of January 2024, **as presented or amended**.

6.1 Minutes of the Regular Meeting of Council – December 18,2023 – Pg. 1-9

**7. Report(s) of Officers**

**7.1 Mayor & Council**

**Motion #: 2024.01.25.004**

Moved by: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded by: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake do hereby accept the verbal reports as presented at the Regular Meeting of Council this 25<sup>th</sup> day of January 2024, chaired by Mayor Dalzell.

**7.2 General Government**

**Motion #: 2024.01.25.005**

Moved by: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded by: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake do hereby accept the written and verbal reports as presented at the Regular Meeting of Council this 25<sup>th</sup> of January 2024 chaired by Mayor Dalzell.

7.2.1 Clerk's Report – Pg. 10-11

7.2.2 EDO's Report– Pg. 12

7.2.3 Betty Johnson Clinic Report – Pg. 13-14

**7.3 Operations Report**

**Motion #: 2024.01.25.\_\_\_\_\_**

Moved by: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded by: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake do hereby accept the verbal reports as presented on this 25<sup>th</sup> day of January 2023, chaired by Mayor Dalzell.

7.3.1 Fire Department Report – Pg. 15-16

7.3.2 Public Works Report – Pg. 17-25

7.3.3 Water & Wastewater Report – Pg. 26 - 37

**8. Correspondence**

8.1 Letter from the Honourable Graydon Smith, Minister of Natural Resources and Forestry - Crown Land Disposition in Northern Municipalities– Pg. 38-39

- 8.2 City of Port Colborne Support Bonfield Township and Town of Gore Bay - Support Tax Credit Increase Volunteer Firefighters– Pg. 40
- 8.3 Bonfield Township – Resolution No.15 – Pg. 41 -42
- 8.4 Fire Smart Development Program – Dale Smyk – Pg.43 - item to be pulled for discussion
- 8.5 Sarnia City Council Resolution - Carbon Tax – Pg. 44 -45
- 8.6 Atwood Consulting – FOB Access – Fitness Centre/Municipal Office/Betty Johnson Clinic - – Pg. 46 - item to be pulled for discussion
- 8.7 PEC Resolution - Expand the life span of fire apparatus – Pg. 47-48
- 8.8 AMO – February Education Workshops – Pg. 49-50
- 8.9 Township of Clearview Council Report # LS-032-2023 - Cemetery Transfer/Abandonment Administration & Management Support – Pg. 51-57
- 8.10 Clearview Township – Cemetery Transfer / Abandonment Administration & Management Support – Pg. 58-59
- 8.11 Tay Township – Provincial Cemetery Management Support Request – Tay Township – Pg. 60-61
- 8.12 KDMA – 2024 Conference – Kenora, Ont. – February 8 – 10<sup>th</sup>,2024– Pg. 62-67
- 8.13 Minister of Finance – Education Property Tax for 2024 taxation year – Pg. 68-70

9. Petitions  
10. Unfinished Business  
11. Notice of Motions  
12. By-Laws:

- 2024.001 Being a By-Law to Provide for Interim Tax Levies - Pg. 71 -73
- 2024.002 Being a By-Law to Appoint an Auditor for the Corporation of the Township of Pickle Lake. - Pg. 74

13. Disbursements

Motion #: 2024.01.25.\_\_\_\_

Moved By: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded By: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake accept and approve the Accounts Payable and Payroll Registry at the Regular Meeting of Council this 25<sup>th</sup> day of January 2024 as presented or as amended.

12.1 Accounts Payable / Payroll

14. New Business

15. Adjournment to Closed Meeting Session of the Regular Meeting of Council

Motion #: 2024.01.25.\_\_\_\_

Moved By: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded By: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, Council convenes into the Closed Session of this Regular Meeting of Council this 25<sup>th</sup> day of January 2024, chaired by Mayor Dalzell, at \_\_\_\_ p.m. to discuss the following items:

**Closed Session Matters**

**Pursuant to Section 239(2) (b), (e), (i), (j) of the Municipal Act:**

- b) personal matter about an identifiable individual, including municipal or local board employees**
  - Human Resources
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;**
  - Legal
- i) a trade secret or scientific, technical, commercial, financial, or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to significantly prejudice the competitive position, or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.**
  - Municipal Infrastructure
- j) A trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board has monetary value or potential monetary value; or**
  - Financial

**16. Reconvene into the Regular Meeting of Council**

**Motion #: 2024.01.25.\_\_\_\_\_**

Moved By: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded By: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, Council reconvenes to the Regular Meeting of Council this 25th day of January 2024, chaired by Mayor Dalzell at \_\_\_\_\_ p.m.

**17. Business Arising from Closed Meeting Session**

**18. Confirmatory By-Law**

**Motion #: 2024.01.25.\_\_\_\_\_**

Moved By: Dalzell/ Blakney / Chartrand / Millar / Moore

Seconded By: Dalzell/ Blakney / Chartrand / Millar / Moore

**THAT**, By-Law # **2024-\_\_\_**, Being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of Pickle Lake Regular Meeting dated the 25th of January 2024, be read a First, Second, and a Third Time and Passed.

**19. Adjournment**

**Motion #: 2024.01.25.\_\_\_\_\_**

Moved By: Dalzell / Blakney / Chartrand / Millar / Moore

Seconded By: Dalzell / Blakney / Chartrand / Millar / Moore

**THAT**, the Regular Meeting of Council this 25<sup>th</sup> day of January 2024, be adjourned at \_\_\_\_\_ p.m.



**The Corporation of the Township of Pickle Lake  
Minutes of the Regular Meeting of Council  
Monday, December 18, 2023  
6:00 p.m.**

**Attendance:**

Council	Staff	Guest
James Dalzell – Mayor Kayla Blakney – Councilor  <b><u>Zoom:</u></b> John Millar – Councilor Leslie Moore – Councilor  <b><u>Regrets:</u></b> Debbie Chartrand – Deputy Mayor	Lynda Colby – Clerk Micah Moore – Superintendent  <b><u>Fire Dept.</u></b> Mike Cassidy  <b><u>Regrets:</u></b> Penny Lucas – Deputy Clerk/EDO	Steve DeRocco – MPAC

**MINUTES**

**1. Call to Order: Chaired by Mayor James Dalzell**

**Motion #: 2023.12.18.265**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

Mayor Dalzell calls the Regular Meeting of Council to order this 18th day of December 2023 at 5:58p.m.

**CARRIED**

**2. Declarations of Pecuniary Interest**

The Chair calls for any declaration of pecuniary interest, and the general nature thereof under the Municipal Conflict of Interest Act with respect to the agenda for this meeting. – **None noted**

**3. Approval of Agenda**

**Motion #: 2023.12.18.266**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby approve the Agenda for the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, as amended.

**AND** all directions and/or any recommendations or motions included therein.

**Additions:**

**Items Pulled for Discussion:**

- 8.7 Township of Brudenell, Lyndoch and Raglan – Letter of Support – Bill C-310 – Fire Fighter Tax Credit
- 8.8 Municipality of Wawa – Resolution RD23265 – Volunteer Fire Fighter
- 8.11 NOMA – 2023.11.22 – NOMA Board Meeting Summary Report
- 8.12 NOMA – Sponsorship Packages
- 8.13 OGRA 2024 Conference – April 21-24<sup>th</sup>, 2024 Toronto, Ontario
- 8.14 2024 NOMA Conference – April 24-26<sup>th</sup>, 2024 – Building a Brighter Future
- 8.15 AMCTO 2024 Conference – June 9-12<sup>th</sup>, 2024 – Collingwood Blue Mountain Resort
- 8.16 2024 AMO Conference – August 18-21, 2024 – Ottawa
- 8.17 2024 MFOA Annual Conference – September 17-20<sup>th</sup>, 2024 – Huntsville, Ontario – Deerhurst Resort
- 8.18 MPAC – Data Sharing and Service Agreement (DSSA)

**CARRIED**

- 4. **Delegations/Presentation: Steve Derocco – MPAC Presentation – Data Sharing and Service Agreement**
- 5. **Matters Arising from Previous Minutes – none noted**
- 6. **Adoption/Approval of Previous Minutes**

**Motion #: 2023.12.18.267**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept and approve the minutes of the minutes of the Regular Meeting of Council dated the 18<sup>th</sup> day of December, as presented.

- 6.1 Minutes of the Special Meeting of Council – November 28, 2023
- 6.2 Minutes of the Regular Meeting of Council – November 21<sup>st</sup>, 2023

**CARRIED**

7. **Report(s) of Officers**

7.1 **Mayor & Council**

**Motion #: 2023.12.18.268**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**Mayor Dalzell** – extremely pleased with the participation of the community and staff for the Annual Christmas parade held in the evening

**Councillor K. Blakney:**

- Discussed the PACE program – Tourism Growth Program grant opportunity
  - o Possible consultant opportunity
- Bulletin – Clerk notified Council that with the recent hire of Deborah Rasmussen (Medical Receptionist) part of her responsibility will be to reinstate the local bulletin paper.

**THAT**, Council for the Corporation of the Township of Pickle Lake do hereby accept the verbal reports as presented at the Regular Meeting of Council this 18th day of December 2023, chaired by Mayor Dalzell.

**CARRIED**

## 7.2 General Government

### Motion #: 2023.12.18.269

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake do hereby accept the written and verbal reports as presented at the Regular Meeting of Council this 12th of December 2023, chaired by Mayor Dalzell.

- 7.2.1 Clerk's Report – provided written and verbal report to Council
- 7.2.2 EDO's Report – provided written report
- 7.2.3 Treasurer's Report – no report

**CARRIED**

## 7.3 Operations Report

### Motion #: 2023.12.18.270

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake do hereby accept the verbal reports as presented on this 18<sup>th</sup> day of December 2023, chaired by Mayor Dalzell.

- 7.3.1 Public Works Report – Superintendent provided a written and verbal update to Council
- 7.3.2 Water & Wastewater Report – Written report provided by Clearford with an overview from March to December 2023.
- 7.3.3 Fire Department Report – written report provided by Captain Tanya Kozlovic Mike Cassidy – verbal report to Council indicating the following:
  - Annual safety inspection completed on rescue and pumper truck – approx. cost \$ 10,000.00 for safety and inspection.
  - Fire Chief Garrick Halteman inquired to have the pump tested – approx. cost will be \$ 5,000.00.
  - SCBA equipment – Fire Chief Halteman to be addressing for inspection and/or purchase of new tanks (new equipment approx. cost \$7,000.00 per unit)
    - will need to establish age of assets and life expectancy
    - discussed possible fundraising options:
      - o Boot Drive
      - o Fishing Derby
      - o Donations made to the Pickle Lake Fire Department – is it possible for the Municipality to provide a tax receipt for donations made for the purchase of a new asset for the Fire Department? - **Administration to review and report back to Council.**
  - Pickle Lake Fire Department working with Dryden Fire Department to develop a training schedule to ensure compliance for the 2026 deadline of having all fire fighters certified by 2026.
  - Fire Department team met with Larry Lundy – Ontario Fire Marshall to discuss the current operation of the department and options in development of the moving the department forward

- discussed possible partnerships with Mishkeegogamang First Nation for Fire Protection Services in both communities
- Mike Cassidy and Taylor Dalzell met with Jeff Loon, Fire Chief (Mishkeegogamang First Nation) to discuss the options to build partnerships to provide services to both communities.
- Fire Chief Halteman obtain a base quote for new pumper truck – base model would be approximately \$ 650,000.00
- Fire Chief Halteman away for the next 10 weeks
- Fire Department core team continue to assist KDSB with EMS service
  - agreement still to be confirmed with the Township of Pickle Lake and KDSB
- Council representative to attend the Fire Department meeting once per month - Councillor John Millar volunteered to fill the vacant council seat for the Fire Department
- appointment of Councillor John Millar as Council representative to be passed at the January meeting of Council.

**CARRIED**

**8. Correspondence**

- 8.7 Township of Brudenell, Lyndoch and Raglan - Letter of Support - Bill C-310 - Fire Fighter Tax Credit
- 8.8 Municipality of Wawa – Resolution RD23265 – Volunteer Fire Fighters

**Motion #: 2023.12.18.271**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake support Township of Brudenell Lyndoch and Raglan resolution 2023-12-06-09 and RE23265 Corporation of the Municipality of Wawa Resolution at the Regular Meeting of Council dated this 18<sup>th</sup> day of December 2023 as presented.

**AND FURTHER THAT**, Council pass a resolution in support of Bill C-310 and Amendments to Subsection 118.06 (2) & 118.07 (2) of the Income Tax Act (Tax Credit for Volunteer Firefighters)

**CARRIED**

- 8.12 NOMA – Sponsorship Packages

**Motion #: 2023.12.18.272**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby receive the 2024 NOMA Sponsorship correspondence for the 2024 NOMA Conference to be held in Thunder Bay, Ontario the week of April 24 -26,2024 at the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, as presented.

**AND FURTHER THAT**, Council have decided that no support will be provided this year.

**CARRIED**

8.13 OGRA 2024 Conference - April 21 – 24,2023 – Toronto, Ontario

**Motion #: 2023.12.18.273**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept the correspondence for the 2024 OGRA Conference to be held in Toronto, Ontario the week of April 21 - 24<sup>th</sup>,2024 the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, as presented.

**AND FURTHER THAT**, Council selects the following members Micah Moore – Public Works Superintendent and Lynda Colby, Clerk and Councillor Kayla Blakney in the event Micah or Lynda are not able to attend the OGRA Conference at a cost of \$ 865.00 per participant plus mileage, flights, meals, and accommodations.

**AND FURTHER THAT**, Council directs Administration to make the necessary arrangements for the participants.

**CARRIED**

8.14 2024 NOMA Conference – April 24 – 26,2023 Victoria Inn – Building a Brighter Future

**Motion #: 2023.12.18.274**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept the correspondence for the 2024 NOMA Conference to be held in Thunder Bay, Ontario the week of April 21 -24<sup>th</sup>,2024 the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, as presented.

**AND FURTHER THAT**, Council selects the following members:

- |                            |                                |
|----------------------------|--------------------------------|
| - Mayor James Dalzell      | Deputy Mayor Deborah Chartrand |
| - Councillor Kayla Blakney | Councillor Leslie Moore        |
| - Clerk, Lynda Colby       | Deputy Clerk/EDO, Penny Lucas  |

to attend the NOMA Conference at a cost of \$ 508.00 per participant plus mileage, meals, and accommodations.

**AND FURTHER THAT**, Council directs Administration to make the necessary arrangements for the participants.

**CARRIED**

8.15 AMCTO 2024 Conference – June 9 – 12,2024 – Collingwood Blue Mountain Resort

**Motion #: 2023.12.18.275**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept the correspondence for the 2024 AMCTO Conference to be held in Collingwood, Ontario at the Blue Mountain Resort **the week of June 9 – 12<sup>th</sup>,2024**, at the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, as presented.

**AND FURTHER THAT**, Council selects the following Lynda Colby, Clerk and Penny Lucas, Deputy Clerk/EDO to attend the 2024 AMCTO Conference to cover registration per participant plus flights, mileage, accommodations, and meals.

**AND FURTHER THAT**, Council directs Administration to make the necessary arrangements for the participants.

**CARRIED**

8.16 2024 AMO Conference - August 18 – 21, 2024 – Ottawa

**Motion #: 2023.12.18.276**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept the correspondence for the 2024 AMO Conference to be held in Ottawa, Ontario **at Shaw Centre and The Westin Ottawa the week of August 18-21, 2024**, at the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, as presented.

**AND FURTHER THAT**, Council selects all members of Council able to attend to attend the AMO Conference at a cost of \$ 860.00 per participant plus flights, mileage, accommodations, and meals.

- Mayor James Dalzell Deputy Mayor Deborah Chartrand
- Clerk, Lynda Colby

**AND FURTHER THAT**, Council directs Administration to make the necessary arrangements for the participants.

**CARRIED**

8.17 2024 MFOA Annual Conference: September 17 – 20, 2024 – Huntsville, Ont. Deerhurst Resort

**Motion #: 2023.12.18.277**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept the correspondence for the 2024 MFOA Conference in Huntsville, Ontario (**Deerhurst Resort**) **the week of September 17 – 20<sup>th</sup>, 2024**, at the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, as presented.

**AND FURTHER THAT**, Council selects Lynda Colby, Clerk and Penny Lucas, Deputy Clerk/EDO to attend the MFOA Conference, to include registration cost per participant plus flights, mileage, accommodations, and meals.

**AND FURTHER THAT**, Council directs Administration to make the necessary arrangements for the participants.

**CARRIED**

8.18 MPAC - Data Sharing and Services Agreement (DSSA) Agreement

**Motion #: 2023.12.18.278**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept the correspondence MPAC Assessment – Data Sharing and Service Agreement (DSSA) and presentation from Steve DeRocco at the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, as presented.

**AND FURTHER THAT**, Council approves and directs the Mayor and Clerk to enter into the service agreement with the MPAC at the Regular Meeting of Council this 18<sup>th</sup> day of December 2023.

**CARRIED**

- 9. Petitions
- 10. Unfinished Business
- 11. Notice of Motions
- 12. By-Laws:

13. Disbursements

13.1 Accounts Payable / Payroll

**Motion #: 2023.12.18.279**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**THAT**, Council for the Corporation of the Township of Pickle Lake accept and approve the Accounts Payable and Payroll registry at the Regular Meeting of Council this 18th day of December 2023, as presented.

**CARRIED**

14. New Business

15. Adjournment to Closed Meeting Session of the Regular Meeting of Council

**Motion #: 2023.12.18.280**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council convenes into the Closed Session of this Regular Meeting of Council this 18th day of December 2023, chaired by Mayor Dalzell, at 7:45 p.m. to discuss the following items:

**Closed Session Matters**

**Pursuant to Section 239(2) (b), (e), (j) of the Municipal Act:**

- b) personal matter about an identifiable individual, including municipal or local board employees
  - Human Resources
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - Legal
- j) A trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board has monetary value or potential monetary value; or
  - Financial

**CARRIED**

16. Reconvene into the Regular Meeting of Council

**Motion #: 2023.12.18.281**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. L. Moore

**THAT**, Council reconvenes to the Regular Meeting of Council this 18th day of December 2023, chaired by Mayor Dalzell at 8:10 p.m.

**CARRIED**

**17. Business Arising from Closed Meeting Session**

**KMPG – Final 2022 Financial Audit**

**Motion #: 2023.12.18.282**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake do hereby accept the correspondence from KPMG for the Final 2022 Financial audit presented by Oscar Poloni at the Regular Meeting of Council this 18<sup>th</sup> day of December 2023.

**AND FURTHER THAT**, Council do hereby approve the KPMG 2022 Financial Statement audit this 18<sup>th</sup> day of December 2023, as presented.

**CARRIED**

**Pickle Lake Fire Department – New Recruit**

**Motion #: 2023.12.18.283**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept the following report from the Fire Chief Garrick Halteman this 18<sup>th</sup> day of December 2023 at the Regular Meeting of Council as presented.

**AND FURTHER THAT**, Council approves the recruitment of Daniel Macklin as a Volunteer Fire Fighter with the Township of Pickle Lake Fire Department, as per Fire Chief Garrick Halteman's recommendation.

**CARRIED**

**Motion #: 2023.12.18.284**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby accept the Clerk's report and correspondence from Ritika Dhanda this 18<sup>th</sup> day of December 2023 at the Regular Meeting of Council as presented.

**AND FURTHER THAT**, Council approves to continue supporting Ritika Shanda in obtaining her required Water and Wastewater certification while employed with the Township of Pickle Lake.

**CARRIED**

**Motion #: 2023.12.18.285**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, Council for the Corporation of the Township of Pickle Lake does hereby authorize Administration to pay out any vacation time owing to a maximum of three (3) weeks, this 18<sup>th</sup> day of December 2023 at the Regular Meeting of Council.

**18. Confirmatory By-Law**

**Motion #: 2023.12.18.286**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, By-Law # **2023-41**, Being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of Pickle Lake Regular Meeting dated the 12th of December 2023, be read a First, Second, and a Third Time and Passed.

**CARRIED**

**19. Adjournment**

**Motion #: 2023.12.18.287**

Moved By: Cllr. K. Blakney

Seconded By: Cllr. J. Millar

**THAT**, the Regular Meeting of Council this 18<sup>th</sup> day of December 2023, be adjourned at 8:15 p.m.

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Mayor, James Dalzell

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Deputy Mayor, Deborah Chartrand

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Councillor, Kayla Blakney

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Councillor, John Millar

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Councillor, Leslie Moore

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Clerk, Lynda Colby



The Corporation of the Township of Pickle Lake  
2 Anne Street., P.O. Box 340  
Pickle Lake, Ontario P0V 3A0  
Phone: 807-928-2034  
Fax: 807-928-2708

**Prepared By:** Lynda Colby, Clerk  
**Report To:** Mayor and Council  
**Subject:** Corporate Service Department  
**Date:** January 22, 2024

**Corporate Services Update:**

The Corporate team are committed to delivering critical support and continues to work diligently daily in reviewing and updating Township records, Township by-laws, preparation of Council packages and minutes.

**MMHA Visit:**

Penny Lucas and I met virtually with Leisel Edwards and Heather Nickerson, Senior Financial Advisor from MMAH on Monday, January 15, 2024 to provide update with the Townships current financial status. They were pleased with the progress that Administration has made in the last nine months and look forward to an in person visit to Pickle Lake in March 2024.

**Betty Johnson Clinic**

On January 4, 2024, Council and Administration welcome Deborah Rasmussen to her new position at the Betty Johnson Clinic as Medical Receptionist.

Dr. Mooney next scheduled visit to Pickle Lake will be Tuesday, January 30<sup>th</sup> to February 09<sup>th</sup>, 2024.

**Water & Wastewater Division: - Clearford:**

The Township team welcomed Michell Cooper from Clearford for the period of December 18<sup>th</sup> to January 4<sup>th</sup>, 2024 to cover during the Christmas holiday. Michelle worked with Ritika overseeing the Water and Wastewater treatment plant.

Tyler returned to Pickle Lake the week of January 3<sup>rd</sup> and will be in Pickle Lake until January 25<sup>th</sup>, 2024. James Wheatley is scheduled to arrive for his rotation on Wednesday, January 24, 2024 until the beginning of March. Clearford is currently working on a 2024 schedule to ensure the coverage of the Pickle Lake Water and Wastewater Treatment plant.

Ritika Dhanda is scheduled to write her Level 1 Water Certification exam on Friday, January 26<sup>th</sup>, 2024 in Dryden, Ontario and is scheduled to write her Level 1 Wastewater Certification exam on Friday, March 1<sup>st</sup>, 2024 in Dryden Ontario.

**GREAT WORK RITIKA!**

### **Staff Housing:**

We are currently in the process of getting settled into the new modular home. We are still waiting for some of the furniture to arrive from the Northern Store and expect to have within the upcoming week.

### **Ambulance Base/Community Service Centre:**

Administration continues to work with KDSB with regards to the Expression of Interest (EOI) and Request for Proposals process for the new Ambulance Base and Community Service Centre to be located at 8 Claude Ave.

A special Thank you to Ben Reynolds and Ryan Beaumont from KDSB for all their help in moving this project to this stage of selecting a contractor for the Design Build process.

### **House Decorating Contest:**

On December 23, 2023, Council members drove throughout the Pickle Lake community and Central Patricia for the judging of the best decorated houses. Council is to determine the winners at the January 2024 Regular Meeting of Council.

### **Asset Management:**

As the new year has arrived, Administration will be working with Public Sector Digest – Citywide on the Provincially mandated 2022 & 2024 asset management plan as per O. Reg 588 that is due by July 01, 2024.

Administration also met with Jason Scapinello, Account Manager from Public Sector digest to review the option of the Citywide Software Implementation to enhance the documentation and record keeping of the Township assets.

Public Sector Digest has submitted a proposal in the amount of **\$ 43,050.00**. Administration and Public Works Would work with PSD to implement the Citywide Asset Manager w/GIS viewer, and Maintenance Manager modules. The Asset Manager module is the central repository for linear and standalone assets (including fleet, facilities, and park assets) and allows for attachment of relevant digital documentation (permits, photos, report, drawings, etc.) to individual assets. The Maintenance Manager module provides organization with a complete asset maintenance management system that offers service request, work orders and preventative maintenance.

If approved by Council, the expected time for the initial kick off meeting would be **2-3 weeks** for the project.

### **Landfill Facility:**

The landfill hours have been reduced to the following:

#### **Waste Collection Days:**

- Residential waste collection - every Tuesday
- Commercial waste collection - every Tuesday and Fridays

#### **Landfill Hours:**

- Thursday's – 10 am to 2:30 pm
- Saturday's – 10 am to 2:30 pm

Respectfully,  
Lynda Colby, Clerk



The Corporation of the Township of Pickle Lake  
2 Anne Street., P.O. Box 340  
Pickle Lake, Ontario P0V 3A0  
Phone: 807-928-2034  
Fax: 807-928-2708

Prepared by: Penny Lucas, EDO/Deputy Clerk  
Report to: Mayor and Council  
Subject: Report to Council  
Date: January 25, 2023

#### **Utility Bills & Taxes and Banking:**

- Utility invoices have gone out and we will be starting to work on the tax levies in the next week or two.
- I believe the Clerk is reporting on our meeting with MMAH which went very well; a big relief on our part.
- We have come across a little bit of money belonging to the Township of Pickle that over the years had faded into the woodwork, so we are looking to Council on how to move forward with that item.
- We are also working with RBC to make our banking portfolio less cumbersome and streamline our expenses while increasing our profits on monies currently being held in reserve for particular projects.

#### **Grants:**

- Grant Season has begun and I have been and am going to continue working with Jeff Lederer our consultant on continuing to apply for funding for 2024 projects. To that end, we are planning on coming to Council at the next meeting to discuss the projects that Council and the Community think are important in moving forward. We know that the Land Ambulance Base is going to be happening this spring and with action on the Eastern front too along Highway 599, this should create excitement for Pickle Lake this upcoming year.

#### **Budget 2024:**

- Now that our 2022 Audit is completed, we can move ahead with collecting the 2023 data to submit to KPMG as per their request. This should also give us some numbers to help work out the 2024 budget.
- I am planning on sharing the relevant budgets to departments in the next week or so (in particular Fire and Public Works) to get their input, particularly with Capital Expense items and some streamlining of procurement procedures to help get/keep costs down as much as possible while still being able to get the work done that needs to get done.
- Getting reliable employees and keeping them continues to be a challenge, but as always, the show must go on and so will the Corporation. We have had many compliments from community members about the Township events and staff and are always happy to pass those along to staff.

Respectfully submitted,  
Penny Lucas



# THE BETTY JOHNSON CLINIC

P.O. BOX 302, 3 ANNE STREET

PICKLE LAKE, ON P0V 3A0

## Monthly Clinic Report

**Date:** January 23, 2024

**Month:** January

---

### Meetings:

**Visitors/Staff:** The Northwest Health Unit was here Jan 15-19. Had some issues with outlets and their phone, but thanks to Public Works we were able to get it fixed. Next visit will be in February. Dr. Mooney will be here on Jan 30 until Feb 9.

**Telehealth usage:** We had no appointments over telehealth

### Concerns/Issues

#### Clinic:

Security and confidentiality have become a concern in the clinic. Daisy has reported that several times patients has been not heeding to signs posted through the clinic and following her into places such as the pharmacy or exam room without permission. We also have had several issues with patients yelling at staff. We have put up more signs stating that Abuse of medical staff will not be tolerated but will also like some input/ideas of how we can make the clinic a safer place not only for staff but our patients.

#### Receptionist:

One issue that has come up is the reception computer. The way it is set up the monitor takes up a lot of space and we are not able to position it to a more comfortable space without risk of revealing patient information (If you turn the monitor to the side everyone is able to see the screen when walking down the hallway). We think it would be beneficial to have a laptop as it would take up less space and ensure confidentiality of patient information.

Another issue is the remote desktop on the receptionist computer. The program that we use for booking and billing is located on a secure remote desktop. Recently we have been having issues with it being too slow, not being able to easily submit OHIP billing or reconcile patient billing when we receive payments. We would like to get the program back onto the regular desktop.

**Nurse:** We have been working on ideas on how we can further help the people in our community. One thing that we have started is home visits to the elderly and those who are unable to come to the clinic on their own. One of the issues that has come up is the cellphone bill. When visiting patients, we often must call Dr. Mooney with our personal cell phones, and my (Daisy) plan specifically does not have unlimited long distance, so the cell phone bill has increased significantly. We would like to request a work cell phone.

The other issue is with the home visits, we are using a lot of gas, and if there were to be an accident while a patient is in the vehicle, my insurance would not be able to cover it. There have also been incidents when elderly people have been medivac out and then discharged without a way home. We would like to eventually get a medical van specifically for the clinic.

**Equipment:** Two of our refrigerators have stopped working. We would like refrigerator big enough to hold our injectable medications, insulin and other medical supplies that need to be refrigerated.

**Wish List:**

Medical Van for home visits, picking up elderly patients, and urgent requests.

Work cell phone for the nurse

Mini refrigerator for injectables

Laptop for reception

And a partridge in a pear tree 😊

# **Pickle Lake Fire Department**

**December 2023**

**TO: Pickle Lake Mayor and Council**

**FROM: Tanya Kozlovic, Captain**

**DATE: December 31 2023**

## **I. Present Points of Note:**

- The Pickle Lake Fire Department continues to support the NWEMS with coverage
  - Five (5) fire fighters regularly help cover EMS shifts with two (2) fire fighters covering as their schedules permit
  - Unknown the status of the work agreement between the Township and KDSB
  - Visual wear for all fire fighters volunteering for EMS shifts is being sourced from Fischer's Regalia
- Re-iterating Ontario Fire Marshall concerns from November 2023:
  - Concerns discussed with the town clerk and FD about new legislation and requirements from the municipality as well as the fire leadership
  - Outlined that fire trucks have a 20 year life span but volunteer departments can extend by 5 years; both of our trucks have exceeded 25 years
- Danny Maklin has joined the Pickle Lake Fire Department
- Pumper 1 Update (older pumper)
  - Northern Motor Sports may address the carburetor to temporarily fix the pumper until it can be replaced
  - Unknown status; check with Councilor Millar
  - Chief Halteman is gathering information about newer pumper trucks
- Pumper 4 Update (newer pumper)
  - Annual Inspection completed by Northern Motor Sports in December 2023
    - a) Awaiting parts for repairs but pumper is road worthy
- Rescue Truck Update
  - FD would benefit greatly from a truck that would transport four (4) fire fighters such as a crew cab; we would require adequate storage in the rear for vehicle extrication equipment, chainsaw, fuel etc
- SCBA (Self Contained Breathing Apparatus) Update
  - Our breathing apparatus' are past inspection
    - a) Chief Halteman is investigating options for inspection
  - Dryden Fire continues to offer their services for tank filling as we do not have the ability to refill our SCBA tanks in Pickle Lake

# **Pickle Lake Fire Department**

**December 2023**

## **II. Completed Tasks:**

- Rescue Truck has had tie rod replaced & master switch installed
- Pumper 4 has had an annual inspection

## **III. Inspections**

- No inspections occurred in December

## **IV. Fire Calls this Month:**

- December 03 2023 - cabin fire Kapkichi Lake Landing

## **V. EMS Coverage this Month:**

- Pickle Lake FD covered ten (10) EMS shifts this month

## **VI. Training Sessions**

- Leadership has received significant training information from the OFM
- Deputy Chief Cassidy and Captain Dalzell will be building a training program

## **VII. Personnel**

- **New Personnel**
  - Danny Maklin
- **Outgoing Personnel**
  - None
- **Number of Personnel – 13**
  - 9 firefighters
  - 3 driver/pumper operators
  - 1 dispatcher

## **VIII. Vehicles:**

- Pumper 4: inspected December 08 2023; parts pending.
- Pumper 1: pending repairs; unserviceable at present
- Rescue Truck 4: inspected November 27 2023; fully repaired

Reviewed by Chief Halteman



The Corporation of the Township of Pickle Lake  
2 Anne Street., P.O. Box 340  
Pickle Lake, Ontario P0V 3A0  
Phone: 807-928-2034  
Fax: 807-928-2708

**Prepared By: Micah Moore**

**Report To: Mayor, council.**

**Subject: Superintendent/Operations Manager, Public Works Report.**

**Date: Jan 23<sup>rd</sup>, 2024.**

### **Cemetery**

During the holiday break (Dec 22<sup>nd</sup> – Jan 2<sup>nd</sup>) We received a call for a burial site to be prepped on Thursday Dec 28<sup>th</sup> site was prepped the next day and burial was complete on the 30<sup>th</sup>.

### **Arena**

As this report is written the arena ice is completed and we are just completing cleanup of the arena premises and hoping to open this upcoming weekend Jan 19<sup>th</sup> – 21<sup>st</sup> 2024.  
(Further hours to be discussed)

Huge Thank you to everyone that volunteered their time to flood the rink over the holidays to keep things on track.

New Zamboni room was put up (pictures attached below) waiting on the installation of our new on demand hot water tank, and new lighting on the entrance of the arena due to low visibility from lack of fixtures.

### **Zamboni**

While doing maintenance on our Zamboni I discovered there is no blade on the resurfacing deck, A new blade has been ordered with hardware/mounting kit and should arrive soon.

### **Curling Rink**

Renovations are near complete with a few finishing touches to be done such as Double door for the breezeway between the curling rink and Arena (has not arrived), Tray to go underneath the Ice maker, and a fridge/freezer to be moved over. (pictures attached below)

## **Employees**

Our newest hire for Public Works Ryan Beever Has completed all HR download workers health and safety, and other miscellaneous courses. We are pleased with his performance so far and look forward to seeing how he does with us moving forward into future projects.

## **Christmas Parade**

Parade was a huge success with a great turnout for our grand reopening of the curling rink giving out hot chocolate and hot dogs and the new addition of a tree lighting ceremony I look forward to next year's event.

## **Water/Sewer**

On going issues with Well #2 at water treatment plant, on start-up the pump seems to suck in a lot of air and shut down sometime which could be due to wear and tear that has been induced by the crack on the base over the years, we have been trying to locate someone to come and inspect and diagnose our issue. The earliest available time is spring.

On going issues with Pump at main lift station which has caused multiple callouts over the last few Weeks, we have received a number of high-level alarms over the last couple weeks due to Pump #2 not kicking in or out and air locking when in auto. A new pump was ordered summer of last year but once it arrived, we noticed it was wrong (corrections are being made) new pump will need to be installed this year.

The water tower light is out. (Made a couple calls about getting it replaced and I was advised that we don't really need one on our height of tower and we could wait til spring when Tom from Celerity has a guy coming up that would be able to do it at a cheaper cost, to get it done now would be quite pricey)

**BWA Event**, on the afternoon of Thursday the 18<sup>th</sup> we received an adverse result on our water test, Clearfords compliance team jumped into action right away to resolve this issue. A boil water advisory was applied and with the help of a few team members, notices were delivered door to door to all residents on town water. Testing is to be done the 22<sup>st</sup>-23<sup>rd</sup> once we receive those back and results are positive the BWA can be lifted.

## **Municipal Dog Pound**

Was contacted by an Animal Health and Welfare Officer inquiring where our dog pound was located and if it was in use, I advised her it has not been in use during the recent years due to it not meeting regulation standards.

Dogs are becoming a problem in town and in Central Patricia I would like to recommend looking into funding for a relocation or at least upgrades/renovations to our current building and proper staff training for handling and care of animals while in town possession to meet regulations or to make an agreement with northern critters to come up on a more regular basis.

### **18 Patricia**

Water and sewer were connected first week of January, water line was frozen but the issue was solved quickly with our water line steamer and a bleeder line was installed to prevent the possibility of problems in the future.

All furniture arrived on Jan 15<sup>th</sup>.

### **Fleet**

Oil changes done on the 2024 Chevrolet Silverado 2500 as well as the 2019 Chevrolet Silverado 1500.

New cabin air filter in the 2021 GMC Sierra 2500

New shafts and bearings on western striker sander for the 1-ton Duramax.













January 19, 2024

Township of Pickle Lake  
2 Anne Street, P.O. Box 340  
Pickle Lake Ontario P0V 3A0  
Attn: Town Council

**RE: Pickle Lake December Monthly Summary of Drinking Water System (DWS) and Water Pollution Control Plant (WPCP) Operations**

Clearford Waterworks operated the Water Supply and Distribution system and Water Pollution Control Plant (WPCP) on behalf of the Township of Pickle Lake during the month of December. Detailed below is a summary of the compliance and general operations during December 2023.

## **WATER SUPPLY AND DISTRIBUTION SYSTEM**

During the month of December, the following observations were made for the Drinking Water System (DWS):

- Both wells produced similar volumes of flow during December, producing a total approximate volume of 10,019m<sup>3</sup> during the month, averaging around 334m<sup>3</sup>/day. This volume is well below the limit on the Permit to Take Water (PTTW).
- Chlorine residuals measured in the distribution system were maintained at approximately 0.87mg/L, above the minimum required residual to ensure adequate disinfection.
- No microbiological elements (E. coli or total coliforms) were detected in the treated water.
- Hypochlorite (chlorine) usage for the month of December was greater than what was utilized in the month of November.
- During the month the following notable events occurred:
  - Various alarms were experienced:
    - Water quality lockout caused by the pre-chlorine analyzer reading low chlorine residuals.
    - Raw water pump 2 failure from possible loss of phase resulting in pump failure.
- Cell service / internet down – Operator checked plant and water tower throughout the day to ensure proper operations
- Recirculation pump - Flush out recirculation line of hot water for approximately 10 -15 minutes when making a water tower visit. Further investigation required

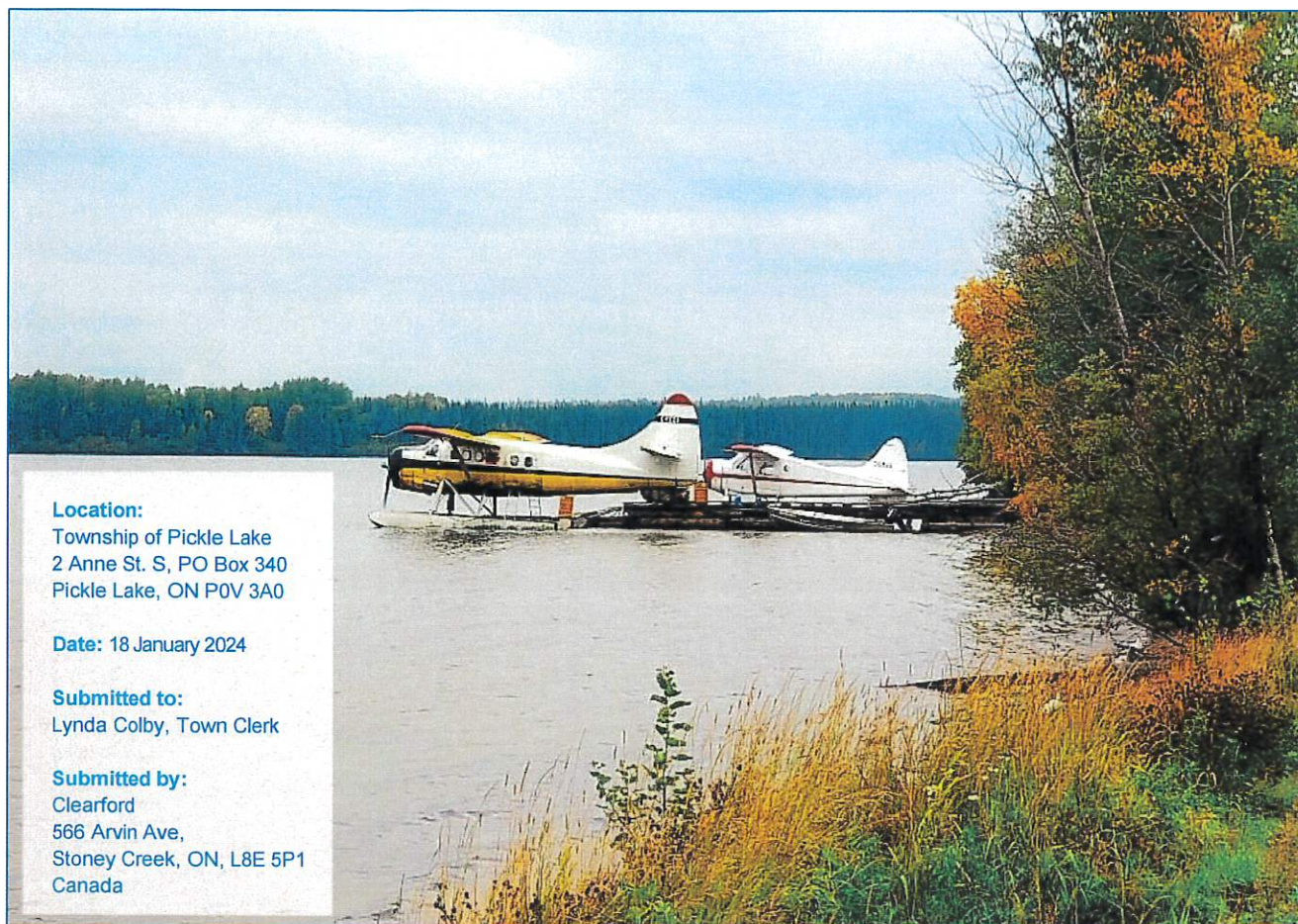
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## WATER POLLUTION CONTROL PLANT

During the month of December, the following observations were made for the wastewater system:

- The WPCP saw an average daily flow of 618m<sup>3</sup>/day, which is approximately 68% of the total design capacity of the plant.
- Flows were overall slightly lower in December than what was observed in November.
- The WPCP maintained compliance in the final effluent throughout the month.
- During the month the following events occurred:
  - Cell service / internet down – Operator checked plant and water tower throughout the day to ensure proper operations
  - Various main lift station alarms - Inspected wet well, floats and liquid level. No issues found. Cleared alarms in building

## PICKLE LAKE NOVEMBER SUMMARY OF DRINKING WATER SYSTEM (DWS) AND WATER POLLUTION CONTROL PLANT (WPCP) OPERATIONS



**Location:**

Township of Pickle Lake  
2 Anne St. S, PO Box 340  
Pickle Lake, ON P0V 3A0

**Date:** 18 January 2024

**Submitted to:**

Lynda Colby, Town Clerk

**Submitted by:**

Clearford  
566 Arvin Ave,  
Stoney Creek, ON, L8E 5P1  
Canada

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## 1.0 INTRODUCTION

Clearford Waterworks operated the Water Supply and Distribution System and Water Pollution Control Plant (WPCP) on behalf of the Township of Pickle Lake during the month of December. This report is generated monthly, with the data summarized in a year-to-date format. Any questions or concerns regarding the content of this document can be addressed by contacting the designated Pickle Lake Water and Wastewater Overall Responsible Operator (ORO).

## 2.0 WATER SUPPLY AND DISTRIBUTION SYSTEM

### 2.1 FACILITY APPROVALS

The Pickle Lake Water Supply and Distribution system operates under the following approvals;

- Permit to Take Water - 8125-AZ3K5V, issued 16 February 2018
  - Well 1 - water takings of 2,358,720L (2,358.72m<sup>3</sup>/day), expiry 30 September 2025
  - Well 2 - water takings of 1,572,480L (1,572.48m<sup>3</sup>/day), expiry 30 September 2025
- Drinking Water Works Permit - 295-201, issue 3
- Municipal Drinking Water Licence - 295-101, issue 3

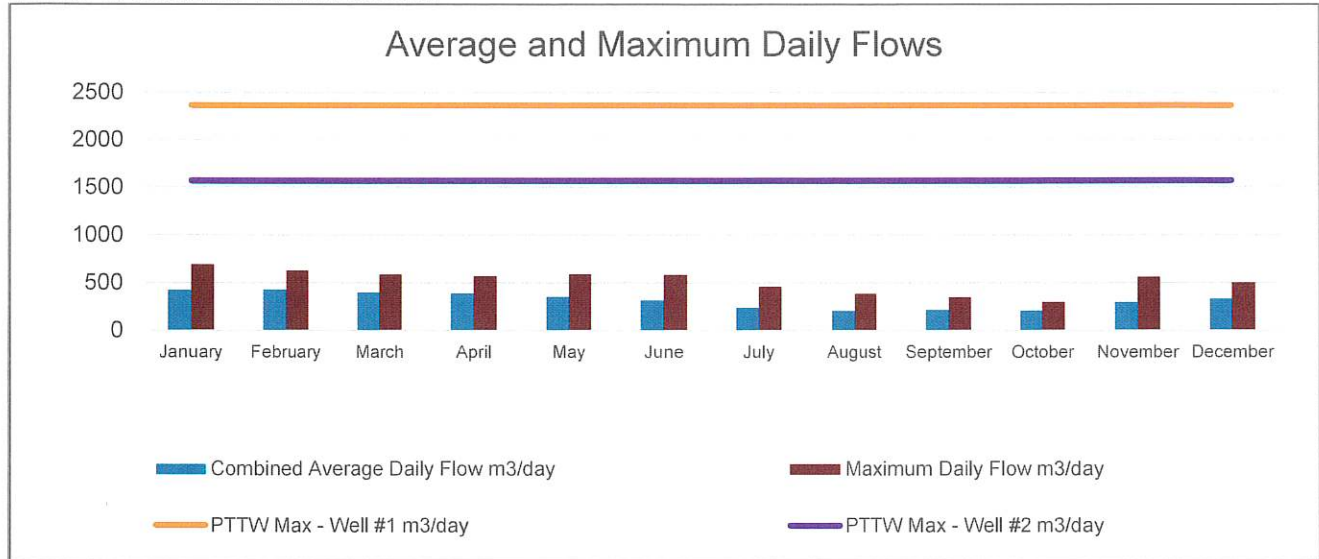
### 2.2 FLOW STATISTICS

Table 1 provides flow statistics for the Pickle Lake Water Supply and Distribution system.

TABLE 1: DRINKING WATER SYSTEM FLOW STATISTICS

Month	Well #1 Monthly Flow	Well #2 Monthly Flow	Combined Wells – Monthly Flow	Combined Average Daily Flow	Maximum Daily Flow
	m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup>	m <sup>3</sup> /day	m <sup>3</sup> /day
January	269	13,467	13,240	427	690
February	58	12,345	12,134	433	625
March	113	12,580	12,382	399	588
April	181	11,889	11,683	389	569
May	2,215	9,043	11,041	356	589
June	4,910	4,602	9,503	317	582
July	2,777	4,683	7,424	239	459
August	3,747	2,743	6,422	207	383
September	3,386	3,197	6,528	218	348
October	3,257	3,259	6,496	210	296
November	4,224	4,665	8,888	296	557
December	5,519	4,500	10,019	334	501
<b>Maximum</b>					<b>690</b>
<b>Average</b>	<b>2,554.67</b>	<b>7,247.75</b>	<b>9,646.67</b>	<b>318.75</b>	
<b>Total</b>	<b>30,656</b>	<b>86,973</b>	<b>115,760</b>		

**FIGURE 1: DRINKING WATER SYSTEM**



## 2.3 WATER QUALITY

Free chlorine residuals are analyzed daily at the well and at selected distribution system locations. Free chlorine residuals at the well are necessary to verify the accuracy of the continuous monitoring equipment, thereby ensuring that primary disinfection requirements are achieved. Free chlorine residuals analyzed at distribution system locations are necessary to ensure that secondary disinfection requirements are achieved and fulfilling regulatory requirements. Table 2 provides the monthly free chlorine residual average results analyzed by Operational staff.

**TABLE 2: MONTHLY AVERAGE FREE CHLORINE RESIDUALS**

Month	Primary Disinfection (mg/L)		Distribution (mg/L)
	Pre-Contact Loop	Post-Contact Loop	
January	1.36	0.89	0.85
February	1.35	0.86	0.84
March	1.38	0.88	0.89
April	1.47	0.97	0.76
May	1.58	1.10	0.79
June	1.63	1.10	0.74
July	1.82	1.10	0.82
August	1.80	1.14	0.78
September	1.90	1.11	1.43
October	1.90	1.10	0.79
November	1.98	1.26	0.85
December	2.37	1.65	0.95
<b>Average</b>	<b>1.71</b>	<b>1.10</b>	<b>0.87</b>

Analyses of bacteriologic, organic, and inorganic parameters are conducted by Testmark Laboratory in Thunder Bay. The following table summarizes the weekly bacteriological sample results. Any exceedance of an Ontario Drinking Water Quality Standard as prescribed in O.Reg. 169/03 will be summarized in this monthly report within the Notable Operations Events section.

**TABLE 3: WEEKLY BACTERIOLOGICAL SAMPLE RESULTS**

Date (DD/MM/YY)	Treated Water		
	Total Coliforms	E. Coli	HPC
	CFU/100mL	CFU/100mL	CFU/mL
5/12/23	0	0	< 10
12/12/23	0	0	< 10
19/12/23	0	0	< 10
28/12/23	0	0	< 10

NOTE: CFU – Colony Forming Unit (these are an indication of the number of cells that remain viable enough to proliferate and form small colonies)

## 2.4 CHEMICAL STATISTICS

Total chemical (sodium hypochlorite) usage and average chemical (sodium hypochlorite) dosages are summarized in Table 4 for disinfection at the Pickle Lake DWS. All chemical used in the treatment process is ANSI/NSF 60 certified for use in potable water, as required by provincial regulations.

**TABLE 4: CHEMICAL USAGE AND DOSAGE**

Month	Total Sodium Hypochlorite Usage	Average Sodium Hypochlorite Dosage
	L	mg/L
January	212.7	2.06
February	212.2	2.12
March	213.4	2.14
April	222.0	2.31
May	193.9	2.25
June	186.6	2.35
July	157.3	2.49
August	136.1	2.65
September	154.9	2.70
October	156.1	3.01
November	223.2	2.99
December	258.5	4.09
<b>Average</b>	<b>193.91</b>	<b>2.40</b>
<b>Total</b>	<b>2,326.9</b>	

## 2.5 NOTABLE OPERATIONAL EVENTS

Table 5 summarizes abnormal and notable operational events that occurred during the reporting period. For clarification, notable operational events include, but are not limited to, the following:

- Facility and equipment repair and maintenance;
- Related water main breaks;
- Complaints and other inquiries received, and actions taken;
- Regulatory issues, including inspections, orders, and reports filed with regulators;
- Adverse water quality incidents;
- Health and safety issues; and,
- Status updates concerning capital projects.

**TABLE 5: ABNORMAL AND NOTABLE OPERATIONAL EVENTS**

Date	Event Description	Corrective Action	Resolution
1-2 Dec	Cell service / internet down	Operator checked plant and water tower through out the day to ensure proper operations	2 Dec
5, 13, 20 Dec	Callout - Raw Water Pump 2 failure	Recurring well pump failures, unsure of the cause of these failures. Recommendation to have pump checked by well technician	On-going
5 & 6 Dec	Recirculation pump getting hot to the touch and leak developed.	Flush out recirculation line of hot water for approximately 10 -15 minutes when making a water tower visit. Further investigation required.	6 Dec

### 3.0 WATER POLLUTION CONTROL PLANT (WPCP)

#### 3.1 FACILITY APPROVALS

The Pickle Lake Water Pollution Control Plant operates under the following approval;

- C of A or ECA – 3-1561-75, issued 17 May 1976
  - Sewage Works Number 110002185
  - Effluent Limits - None
  - Effluent Monitoring Requirements - None
  - Effluent Reporting Requirements - None
  - Capacity - 0.200 MGD (909m<sup>3</sup>/day)
  - Population - 420

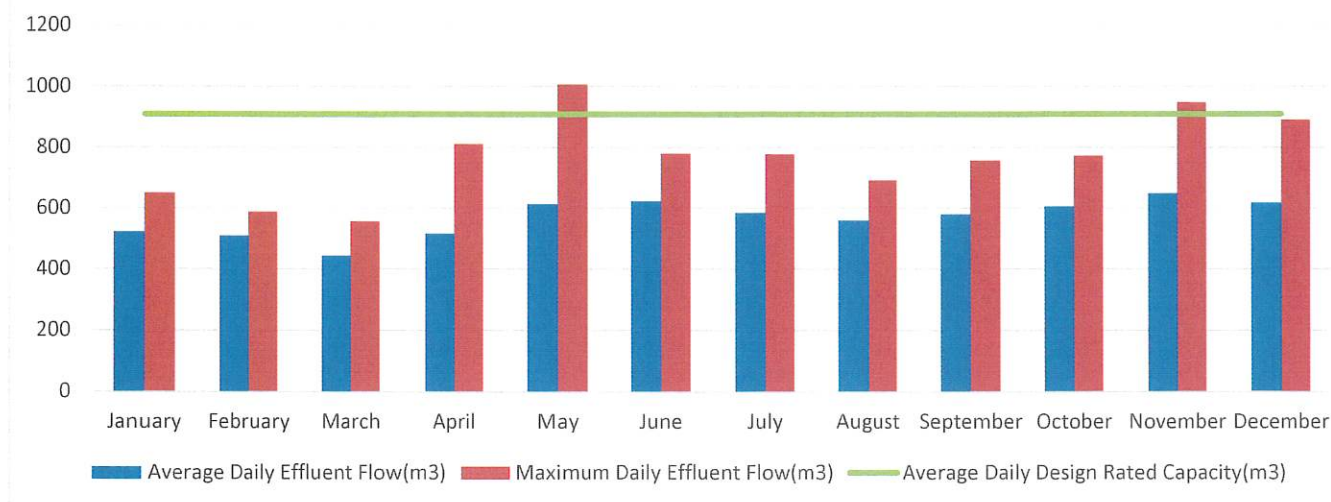
#### 3.2 FLOW STATISTICS

Table 6 provides flow statistics for the Pickle Lake Water Pollution Control Plant. The facility has an average design capacity equivalent to 909m<sup>3</sup>/day. As the facility approaches capacity, effluent water quality may deteriorate, and restrictions may be imposed upon new development in the community.

TABLE 6: WASTEWATER EFFLUENT FLOW STATISTICS

Month	Total Monthly Effluent Flow	Average Daily Effluent Flow	Maximum Daily Effluent Flow	Average Daily Flow vs. Design Capacity
	m <sup>3</sup>	m <sup>3</sup> /day	m <sup>3</sup> /day	909m <sup>3</sup> /day
January	16,262	524	649	57.65
February	14,304	511	588	56.22
March	13,802	445	557	48.95
April	15,013	518	810	56.99
May	19,058	615	1,006	67.66
June	18,732	624	779	68.64
July	18,163	586	777	64.47
August	17,386	561	692	61.72
September	17,452	582	756	64.02
October	18,776	606	772	66.67
November	19,476	649	948	71.40
December	16,061	618	890	67.99
<b>Maximum</b>			<b>1,006</b>	
<b>Average</b>	<b>17,040</b>	<b>570</b>		
<b>Total</b>	<b>204,485</b>			

**FIGURE 2: WASTEWATER POLLUTION CONTROL PLANT**



### 3.3 EFFLUENT QUALITY

The Pickle Lake Water Pollution Control Plant is an extended aeration activated sludge facility. This type of treatment is a biological treatment process that relies on micro-organisms to consume the water entering the facility. To verify the effectiveness of the treatment process, Operators collect samples and submit them to a 3<sup>rd</sup> party accredited laboratory for a variety of influent / effluent analyses. Table 7 summarizes the results of samples submitted to the laboratory in the calendar year. In addition to these results, various in-house analyses are conducted daily.

**TABLE 7: MONTHLY SAMPLE RESULTS**

Month	Influent				Final Effluent							
	BOD <sub>5</sub>	SS	TP	TKN	CBOD <sub>5</sub>	SS	TP	TKN	TAN	Unionized Ammonia	pH	E. Coli
	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L		CFU/100mL
Jan	< 20	15	1.27	2.4	2.1	4.7	0.769	1.3	0.55	< 0.002	6.90	> 4,000
Feb	22	24	1.21	11.4	0.5	< 1	0.258	0.8	< 0.01	< 0.002	7.50	3,960
Mar	29	20	1.34	11.0	1.0	1.7	1.030	< 1.0	0.03	< 0.002	7.10	1
Apr	51	38.7	1.30	12.4	1.6	1.3	1.180	1.0	< 0.01	< 0.002	7.41	760
May	53	132	2.79	16.7	1.5	6.0	0.900	1.0	< 0.01	< 0.002	7.60	96,000
June	19	37.5	1.85	17.3	< 1.0	1.7	0.124	1.8	0.13	< 0.002	7.19	520
July	30	106	1.80	19.7	< 1.0	2.3	0.820	1.8	0.04	< 0.002	6.82	5
Aug	64.6	58	2.38	21.9	1.1	1.7	1.0700	1.8	0.04	< 0.002	7.58	< 1
Sept	11	24	2.81	17.6	< 1.0	1.3	3.320	3.0	0.02	< 0.002	7.69	410
Oct	45	29.3	2.02	21.9	0.5	88	2.32	3.2	0.04	< 0.002	7.60	10
Nov	48	26	0.95	16.9	7	16	0.263	3.2	0.003	< 0.002	7.45	30
Dec	85	51.3	0.49	17.1	2.1	5.3	0.161	1.4	0.02	0.00	7.20	< 1

CBOD<sub>5</sub> = Carbonaceous Biochemical Oxygen Demand, SS = Suspended Solids, TP = Total Phosphorus, TKN = Total Kjeldahl Nitrogen, TAN = Total Ammonia Nitrogen

### 3.4 CHEMICAL STATISTICS

Total chemical (sodium hypochlorite) usage and average chemical (sodium hypochlorite) dosages are summarized in Table 8 for disinfection at the Water Pollution Control Plant during summer operations. All chemical used in the treatment process is ANSI/NSF 60 certified for use in potable water, as required by provincial regulations. The sodium hypochlorite dilution is 1:2 (1 part chlorine: 2 parts water), using 6% trade strength.

TABLE 8: CHEMICAL USAGE AND DOSAGE

Month	Total Sodium Hypochlorite Usage	Average Sodium Hypochlorite Dosage	Average Chlorine Residual @ Final Effluent Chamber	Average Chlorine Residual @ Outfall Structure
	L	mg/L	mg/L	mg/L
January	Chlorination system not in service			
February				
March				
April				
May				
June				
July				
August	205.40	15.34	0.36	N/A
September	239.63	14.12	0.18	0.01
October	3.20	0.38	0.10	0.01
November	Chlorination system not in service			
December				
<b>Average</b>	<b>149.41</b>	<b>9.95</b>	<b>0.21</b>	<b>0.01</b>
<b>Total</b>	<b>448.23</b>			

### 3.5 NOTABLE OPERATIONAL EVENTS

Table 9 summarizes abnormal and notable operational events that occurred during the reporting period. For clarification, notable operational events include, but are not limited to, the following:

- Spills and bypass events;
- Facility and equipment repair and maintenance;
- Sewage blockages and backups;
- Complaints and other public inquiries received, and actions taken;
- Regulatory issues, including inspections, orders, and reports filed with regulators;
- Health and safety issues; and,
- Status updates concerning capital projects.

TABLE 9: ABNORMAL AND NOTABLE OPERATIONAL EVENTS

Date	Event Description	Corrective Action	Resolution
1-2 Dec	Cell service / internet down	Operator checked plant and pump stations through out the day to ensure proper operations	2 Dec
10 Dec	Callout – Main lift station alarm	Inspected wet well, floats and liquid level. No issues found. Cleared alarms in building	10 Dec
12 Dec	Callout – Main lift station alarm	Inspected wet well, float and liquid level. Floats should be checked to ensure proper operation – high level float may be tripping too soon	12 Dec
16 Dec	Callout – Main lift station alarm	Inspected wet well, floats and liquid level. No issues found. Cleared alarms in building	16 Dec

**Ministry of Natural  
Resources and Forestry**

Office of the Minister

99 Wellesley Street West  
Room 6630, Whitney Block  
Toronto ON M7A 1W3  
Tel: 416-314-2301

**Ministère des Richesses  
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest  
Bureau 6630, Édifice Whitney  
Toronto ON M7A 1W3  
Tél.: 416 314-2301



January 19, 2024

To: Northern Ontario Municipalities

Subject: Crown Land Disposition in Northern Municipalities

I am writing to highlight our government's commitment to improving service delivery by helping northern and Indigenous communities meet housing needs and economic development goals. My ministry has established a new Crown Land Disposition Task Team to help northern municipalities and Indigenous communities with the process to purchase Crown lands within an existing municipality.

The Crown Land Disposition Task Team was established to provide direct support to communities that are interested in acquiring Crown land to advance priority projects that are critical for economic development or to support housing needs. The task team is supporting the disposition process by improving clarity, transparency, efficiency, timeliness and by providing additional capacity to help communities navigate the process. This team is available to learn about your priority projects and to help identify available parcels of Crown land that may be most suitable for sale. You can contact the team directly at [cldtt.mnrf@ontario.ca](mailto:cldtt.mnrf@ontario.ca).

Specifically, the new task team will:

- Provide support and advice to northern municipalities and Indigenous communities throughout the sale process.
- Screen available Crown lands within municipal boundaries and identify the most suitable parcels for purchase.
- Support engagement and set out processes for consultation.

My ministry has worked hard to meet your expectations around improved clarity, timeliness and capacity to navigate the process for acquiring Crown lands. We have created a new web page ([English link](#), [French link](#)) that includes:

- a one window contact process through the new task team
- process maps that clarify the process
- an application form to be used when you are ready, and
- a simplified guide that will be a resource to work through the process.

The new guide to Acquisition of Crown land within Municipal Boundaries is consistent with current policy direction and sets out two categories of dispositions:

- A simplified explanation of the process for dispositions to municipalities for municipal infrastructure that explains how environmental assessments can be streamlined.
- A clarified process for dispositions for economic development including, lands for housing or cottage lots that will improve the timeliness of approvals.

Any sale of Crown land will be undertaken with care, consistent with all applicable legislative requirements and in a manner that respects Aboriginal and Treaty rights. Consultation with Indigenous communities and relationship building remain priority obligations and of great interest for Ontario. The ministry continues to encourage municipalities to work with Indigenous communities throughout the process, and early engagement and dialogue will be important. Projects that are submitted in partnership with Indigenous communities will be considered high priority.

If you have any questions about this initiative, you can reach out directly to the Crown Land Disposition Task Team at [cldtt.mnrf@ontario.ca](mailto:cldtt.mnrf@ontario.ca). You are also welcome to contact Holly Fullager, Director of Stakeholder Relations, from my office, at [holly.fullager@ontario.ca](mailto:holly.fullager@ontario.ca) or 437-224-6690.

Sincerely,



The Honourable Graydon Smith  
Minister of Natural Resources and Forestry

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing



## PORT COLBORNE

Legislative Services

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.835.2900 ext 106 F 905.834.5746

E [saima.tufail@portcolborne.ca](mailto:saima.tufail@portcolborne.ca)

December 12, 2023

Bonfield Township  
Office of the Deputy Clerk – via email to: [deputyclerk@bonfieldtownship.com](mailto:deputyclerk@bonfieldtownship.com)  
365 Highway 531  
Bonfield ON  
P0H 1E0

Town of Gore Bay  
Office of the City Clerk – via email to: [scarr@gorebay.ca](mailto:scarr@gorebay.ca)  
15 Water Street  
Gore Bay, ON  
P0P 1H0

Dear Sir or Madam:

**Re: Bonfield Township and Town of Gore Bay - Support Tax Credit Increase Volunteer Firefighters**

Please be advised that, at its meeting of November 28, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That the correspondence from Bonfield Township and Town of Gore Bay regarding Support Tax Credit Increase Volunteer Firefighters, be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

*S. Tufail*

Saima Tufail  
Acting City Clerk

cc. Association of Fire Chiefs of Ontario  
Nipissing Mutual Aid Association  
Manitoulin Fire Mutual Aid Association  
Association of Municipalities of Ontario



**BONFIELD TOWNSHIP  
OFFICE OF THE DEPUTY CLERK**

365 HIGHWAY 531  
BONFIELD ON POH 1E0

Telephone: 705-776-2641 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Email: [deputyclerk@bonfieldtownship.com](mailto:deputyclerk@bonfieldtownship.com)

RESOLUTION OF COUNCIL

November 14<sup>th</sup>, 2023

No. 15

Moved by Councillor Clark

Seconded by Councillor Featherstone

WHEREAS Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and WHEREAS many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and; WHEREAS without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and; WHEREAS in 2013, the federal government initiated a tax credit recognizing these individuals, and calling on the federal government to increase this tax credit from \$3,000 to \$10,000; and; WHEREAS volunteer firefighters account for 71 % of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;
- It would also help retain these volunteers in a time when volunteerism is decreasing.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Bonfield call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and FURTHERMORE THAT a copy of the resolution be shared with the Association of Fire Chiefs of Ontario, Nipissing Mutual Aid Association, Association of Municipalities of Ontario and all Ontario municipalities.

Carried Jason Corbett

CERTIFIED to be a true copy of Resolution No. 15 of the Township of Bonfield's Regular Council Meeting of November 14<sup>th</sup>, 2023, and which Resolution is in full force and effect.

Andrée Gagné  
Deputy Clerk-Treasurer



15650

*Moved by Dan Osborne*

*Seconded by Ken Blodgett*

***BE IT RESOLVED THAT Gore Bay Council supports the Municipality of Wawa regarding requesting the Government of Canada to amend subsections 118.06 (2) and 118.07 of the Income Tax Act to increase the amount of tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000;***

***FURTHER, this resolution be forwarded to the Association of Fire Chiefs of Ontario, Manitoulin Fire Mutual Aid Association, Association of Municipalities of Ontario, and all Ontario municipalities.***

*Carried*

December 15, 2023

To: Township of Pickle Lake  
2 Anne Street  
P.O. Box 340  
Pickle Lake, Ontario  
P0V 3A0  
Attn: Lynda Colby

**PROPOSED COSTS AND TIMELINES FOR THE DEVELOPMENT OF A FIRESMART  
PLAN FOR PICKLE LAKE**

Development of Questionnaire, Fire Hazard Map and GIS Products (By March 31, 2024)	\$6500.00 + HST
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Development of FireSmart Plan, including travel and accommodation costs and printing (By October 31, 2024)	\$6500.00 +HST
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Total project cost:	\$13000.00 + HST
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Grand total including HST:	\$14690.00
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**THE CORPORATION OF THE CITY OF SARNIA  
City Clerk's Department**

255 Christina Street N. PO Box 3018

Sarnia ON Canada N7T 7N2

519-332-0330 (phone) 519-332-3995 (fax)

519-332-2664 (TTY)

[www.sarnia.ca](http://www.sarnia.ca) [clerks@sarnia.ca](mailto:clerks@sarnia.ca)

January 19, 2024

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2  
[Justin.trudeau@parl.gc.ca](mailto:Justin.trudeau@parl.gc.ca)

Dear Prime Minister:

**Re: Carbon Tax**

At its meeting held on January 15, 2024, Sarnia City Council adopted the following resolution:

***Whereas the federal government recently increased the carbon tax in April 2023 and will almost triple it by 2030; and***

***Whereas the Parliamentary Budget officer has admitted that when fiscal and economic impacts of the federal fuel charge are considered that the vast majority of households will see a staggering loss; and***

***Whereas this tax flows through from producers to transporters to the grocery store floor for our citizens; and***

***Whereas this tax does very little to reduce pollution and emissions; and***

***Whereas two thirds of Canadians are approximately \$200 away or less from not being able to pay all their bills at the end of the month; and***

***Therefore, be it resolved that Sarnia City Council write a Letter to the Federal government (and copied to other Municipalities for their consideration) strongly urging them to cancel the carbon tax which is financially hurting our citizens at a time***

***when affordability concerns are at an all-time high to ease the financial and inflationary pressure on our Citizens.***

Your consideration of this request is respectfully requested.

Yours Sincerely,

A handwritten signature in cursive script, appearing to read 'Amy Burkhart'.

Amy Burkhart  
City Clerk

cc: All Ontario Municipalities



**Atwood Consulting**  
Tel: 1.807.737.3737  
Fax: 1.888.350.6615

Quote No.

286 Abram Lake Road, Sioux Lookout, ON P8T 1J8

**Customer**

Name Town Of Pickle Lake  
Address  
City Prov Ont. Post  
Phone

Date 2024-01-15  
Order No.  
Rep  
FOB

Qty	Description	Unit Price	TOTAL
1	Gym Door Access controller	\$1,550.00	\$1,550.00
1	GX Licensing with Backend Databse PC	\$2,120.00	\$2,120.00
7	Door Swipe (Town Office)	\$2,120.00	\$14,840.00
4	Door Swipe (Clinic)	\$2,480.00	\$9,920.00
SubTotal			\$28,430.00
Shipping & Handling			\$0.00
Taxes			
H.S.T.			\$3,695.90
TOTAL			\$32,125.90

**Print and Sign Below to Accept**

Name \_\_\_\_\_

Sign \_\_\_\_\_  
DATE \_\_\_\_\_

Shipping & Handling  
Taxes

H.S.T. \$3,695.90

TOTAL \$32,125.90

Office Sign:

*Merchandise for return or repair accepted only in original packing,  
goods returned must be within 7 days after purchased and a  
minimum of 20% restocking charge will apply. Warranty on  
svstems 1 vears parts 1 vear labor.*

January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

**RESOLUTION NO. 2024-46**

**DATE:** January 16, 2024

**MOVED BY:** Councillor Nieman

**SECONDED BY:** Councillor Branderhorst

**WHEREAS** By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

**AND WHEREAS** apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

**AND WHEREAS** fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

**AND WHEREAS** Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

**AND WHEREAS** on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

**AND WHEREAS** no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

**THAT** the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

**THAT** this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

**THAT** this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown

## Town Clerk

---

**From:** AMO Events <events@amo.on.ca>  
**Sent:** Monday, January 15, 2024 2:00 PM  
**To:** Town Clerk  
**Subject:** AMO Education: Register Today for February Workshops!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



# AMO Education: Register Today for February Workshops

AMO is offering its members a number of new educational workshops over 2024. Here is the February line-up that directly addresses your complex, local leadership roles:

## ***Antisemitism: Then and Now***

In collaboration with the **Friends of Simon Wiesenthal Centre for Holocaust Studies** (FSWC), AMO is offering this important and timely training. This two-hour session covers historic and contemporary antisemitism, how to address this, and ways to build allyship. This workshop will help municipally elected officials to better understand the experience of and serve Jewish employees and community members.

**Date:** February 22, 2024 - 9:00 AM (EST) to 11:00 AM (EST)

[Register Here](#)

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## ***OFIFC Indigenous Community Awareness***

The AMO-OFIFC Indigenous Cultural Competency Training helps build indigenous cultural competency in municipal government by providing knowledge and tools to utilize in moving improved and stronger relations between Indigenous and non-Indigenous communities forward. This session includes both self-paced learning modules and a live virtual component.

[Register Here](#)

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## ***Municipal Codes of Conduct: Essential to Good Governance***

AMO has developed a course that helps and guides municipal leaders on the matter of codes of conducts on the following ways: developing or revitalizing existing codes of

conduct, establishing buy-in or ownership at council, expectations on ethical behaviour and how to ensure adherence, how to address and manage breaches, Integrity Commissioners as a supporting resource, and so much more.

**Date:** February 28, 2024 - 9:00 AM (EST) to 11:00 AM (EST)

[Register Here](#)

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## **Governance and Leadership Education**

### ***Councillor Training 101***

The demanding arena of municipal politics requires you to be up-to-date on issues (many!) and to have the skills and insight to manage expectations and relations, while delivering on strategies and commitments in a relatively short period of time. This is a tall order. AMO's Councillor Training 1.0 reviews all of the key areas of municipal governance providing the foundations and insights to support you as you continue the role of local leader.

**Date:** February 14, 2024 - 9:00 AM (EST) to 5:00 PM (EST)

[Register Here](#)

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For more information, visit AMO Education at: [www.amo.on.ca/education](http://www.amo.on.ca/education)

For more information, contact [events@amo.on.ca](mailto:events@amo.on.ca)

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Inquires: [events@amo.on.ca](mailto:events@amo.on.ca)

\*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



## Staff Report

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**To:** Mayor and Council

**From:** Sasha Helmkey, Clerk/Director of Legislative Services

**Date:** December 11, 2023

**Subject:** Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

---

### Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

## **Background**

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery

- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

### **Township Owned Cemeteries**

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

<b>Cemetery Name</b>	<b>Address</b>	<b>Status</b>
Batteau Hill Cemetery	2670 County Road 124, Duntroon	Inactive
Bethel Union Cemetery	2249 Creemore Avenue, New Lowell	Inactive
Dunedin Union Cemetery	9 Turkeyroost Lane, Dunedin	Active
Duntroon Pioneer Cemetery	2870 County Road 124, Duntroon	Inactive
Lavender Cemetery	827103 Mulmur/Nottawasaga Townline, Creemore	Active
Old Zion Presbyterian Church Cemetery	6130 Highway 26, Sunnidale Corners	Inactive
Second Line Nottawasaga Cemetery	2279 County Road 42, Stayner	Active
Stayner Union Cemetery	7661 Highway 26, Stayner	Active
Zion Presbyterian Church Cemetery	12358 County Road 10, Sunnidale Corners	Inactive

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.

## Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

### Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- **Incomplete records**

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- **Lack of human resources**

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.

- **Increased regulatory processes**

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

- **Inconsistent cemetery regulations**

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

### **Operational Impact**

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

- **High maintenance costs**

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn't been provided in the past and there are many deteriorating monuments.

- **Cost of cemetery management software**

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.

However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from \$5,000 to \$100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it's required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

### **Support Request**

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it's vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it's important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

### **Clearview's Strategic Plan**

The above initiative supports the following strategic pillars:

- Governance

### **Financial Implications**

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

### **Report Appendices**

Not applicable.

### **Approvals**

<b>Submitted by:</b>	Sasha Helmkey, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services
<b>Reviewed by:</b>	Krista Pascoe, Deputy Clerk
<b>Financial Implications Reviewed by:</b>	Kelly McDonald, Treasurer
<b>Approved by:</b>	John Ferguson, CAO



**Clerk's Department**  
Township of Clearview  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | [www.clearview.ca](http://www.clearview.ca)  
Phone: 705-428-6230

December 12, 2023

File: C00.2023

Hon. Todd McCarthy  
Ministry of Public and Business Service Delivery  
777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M5B 2H7

Sent by Email

**RE: Cemetery Transfer/Abandonment Administration & Management Support**

---

Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries; Page 6 of 7
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Sasha Helmkey-Playter, B.A., Dipl. M.A., AOMC  
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar  
MPP Simcoe Grey, Brian Saunderson  
Ontario Municipalities

# TAY TOWNSHIP

450 Park Street  
PO Box 100  
Victoria Harbour, Ontario  
L0K 2A0



Received December 21, 2023  
C-2023-442

December 21, 2023

Hon. Todd McCarthy  
Minister of Public and Business Service Delivery  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

sent via email [Todd.McCarthy@pc.ola.org](mailto:Todd.McCarthy@pc.ola.org)

Dear Hon. Todd McCarthy,

## **Re: Provincial Cemetery Management Support Request – Tay Township**

Tay Township Council passed the following resolution during the December 20, 2023 Council Meeting regarding the Provincial Cemetery Management Support Request:

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

- 60 -

# TAY TOWNSHIP

450 Park Street  
PO Box 100  
Victoria Harbour, Ontario  
L0K 2A0



And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Tay requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amending the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost;

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Jill Dunlop and all Ontario municipalities.

Sent on behalf of Tay Township Council.

Yours truly,

Katelyn Johns, MPPA  
Municipal Clerk

Cc: Jim Cassimatis, BAO Interim CEO/Registrar, Hon. Jill Dunlop, Minister of Colleges and Universities/MPP, and all Ontario municipalities.

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# 2024 KDMA Conference

February 8, 9, 10  
Super 8 Hotel, Kenora

Thursday  
February 8

*Reception 6-9 p.m.  
Lake of the Woods Museum  
300 Main Street South*

Friday  
February 9

*Full day agenda*

Saturday  
February 10

*Agenda until noon*

**Register at Event Brite**

<https://kdmakenora2024.eventbrite.com/>



Scan to register

**Super 8 Hotel room blocks  
set aside for Thursday & Friday  
Call to book 807-468-8016**

Regular King \$204.30 + tax

Suite \$244.50+ tax

Accessible \$204.30 + tax

**Agenda**  
**Kenora District Municipal Association**  
**Annual Conference 2024**  
***Partnering in Northern Progress***  
**Hosted in Kenora**  
**on February 8, 9 & 10, 2024**  
*\*Note: Agenda Subject to Change*

**Thursday, February 8, 2024**

- 5:00 – 6:00 p.m.      **Women's Networking Reception**  
Location: Whiskey Lounge, Lake of the Woods  
Brewing Company (second floor)
- 5:00 – 6:00 pm.      **KDMA Executive Meeting**
- 6:00 – 9:00 pm.      **Opening Reception & Registration**  
Location: Lake of the Woods Museum  
Light Music by: Wayne Kelso  
*\*Art Gallery Tours included during this time\**

**Friday, February 9, 2024**

- 8:00 – 8:30 am.      **Breakfast**  
*Registration all day*
- 8:30 – 8:45 am.      **Welcome and Opening Ceremony**  
*Master of Ceremonies – Rory McMillan*
- O' Canada – Councillor Koch & Moncrief
  - Land Acknowledgment
  - Welcome from Ogichidaa Francis Kavanaugh
  - Remarks by Mayor Poirier
  - Remarks by KDMA Chair, K. Kahoot

- 8:45 – 9:15 am.      **NOHFC Funding Programs**  
Jennifer Myshrall, Ministry of Northern Development  
Regional Economic Development Branch
- 9:15 – 9:45 am.      **MPAC Presentation**  
Steven DeRocco, Account Manager
- 9:45 – 10:15 am.      **Ministry of Municipal Affairs & Housing**  
Leisel Edwards, Municipal Advisor, Kenora District
- 10:15 - 10:30 am.      **Coffee Break**
- 10:30 -11:00 am.      **Cyber Security Considerations**  
Dave and Nicole Brown, FSET
- 11:00 – 11:30 am.      **Nuclear Waste Management Organization  
Project Update**  
Joanne Jacyk, Northwest Engagement Site Director  
Joe Heil, Northwest Indigenous Engagement Director
- 11:30 – 11:50 am.      **NOMA Update**  
Wendy Landry, President and  
Andrea Strawson, Executive Director
- 12:00 – 1:00 pm.      **Lunch**
- 1:00 – 1:30 pm.      **CSPA Impacts for Kenora District**  
Tom Gervais, Police Services Advisor  
Solicitor General's Office
- 1:30 – 2:00 pm.      **Greg Rickford, Member of Provincial Parliament**
- 2:00 – 2:15 pm.      **Eric Melillo, Member of Parliament**

- 2:15 – 3:00 p.m.      **Northern Policy Institute - The State of the  
Kenora District –Far Northwest**  
*Key economic and social indicators and trends*  
Charles Cirtwill, President
- 3:00 – 3:15 pm.      **Coffee Break**
- 3:15 – 3:30 pm.      **Niiwin Wendaanimok (Four Winds) Partnership**  
- Allan Luby
- 3:30 – 4:15 pm.      **City of Kenora Economic Development &  
Tourism Team**  
- Megan Dokuchie, EDO  
- Allyson Pele, EDO  
- Cierra Parkhill, Manager Northwest Business Centre  
- Josh Nelson, Tourism Development Officer  
- Stace Gander, Director of Economic Development &  
Tourism
- 4:30 - 6:00 pm.      **FREE TIME**
- 6:00 – 8:00 pm.      **Dinner Banquet**  
Cocktails 6-7 / Dinner served at 7:00 p.m.
- 8:00 – midnight      **Entertainment and Cash Bar**  
Jackson Klippenstein band

**Saturday, February 10, 2024**

- |                  |   |
|------------------|---|
| 8:00 – 8:30 am.  | <b>Breakfast</b>  |
| 8:30 – 8:45 am.  | <b>Kenora Home for the Aged Report</b><br>Michelle Spencer, CAO,  |
| 8:45 – 9:15 am.  | <b>Northwestern Health Unit Report</b><br>Dr. Kit Young Hoon, MOH   |
| 9:15 - 10:00 am. | <b>Kenora District Services Board Report</b><br>Henry Wall, CAO   |
| 10:00 – 10:15    | <b>Coffee Break</b>   |
| 10:15 – 11:00    | <b>KDMA Business:</b> <ul style="list-style-type: none"><li>• Previous Minutes</li><li>• Financials</li><li>• Resolutions</li><li>• KDMA AGM 2025</li></ul> |
| 11:30 am.        | <b>Adjourn</b>  |



Kenora District Municipal Association

# 2024 Conference

Hosted by the City of Kenora

# We'll be at KDMA See you in Kenora!

**Ministry of Finance**

Provincial-Local  
Finance Division

Frost Building North  
95 Grosvenor Street  
Toronto ON M7A 1Y7

Tel.: 416 327-0264  
Fax.: 416 325-7644

**Ministère des Finances**

Division des relations provinciales-  
municipales en matière de finances

Édifice Frost nord  
95 rue Grosvenor  
Toronto ON M7A 1Y7

Tél. : 416 327-0264  
Téléc. : 416 325-7644



January 19, 2024

Dear Municipal Treasurer / Clerk-Treasurer:

I am writing to advise you of education property tax rates for the 2024 taxation year, and to confirm the continuation of a number of other property tax policies.

**Education Property Taxes**

Education property tax rates for 2024 will remain unchanged from the previous year as assessments continue to be based on the same valuation date used for 2023. This means that the residential education tax rate will remain at 0.153 per cent and the business education tax (BET) rate reductions implemented in 2021 will be maintained. The 2024 BET rates for your municipality are attached.

BET rates for certain properties where municipalities are permitted to retain the education portion of payments in lieu of taxes (PILs) will remain at the rates set for 2023.

The regulation implementing the education property tax rates for 2024 has been enacted and will be available on the e-laws website at [www.ontario.ca/laws](http://www.ontario.ca/laws).

**Other Property Tax Policies for 2024**

*Railway Rights-of-Way*

For the 2024 tax year, the property tax rates for railway rights-of-way will remain at 2023 levels.

*Small Business Property Subclass*

Municipalities continue to have the flexibility to offer property tax reductions to eligible small business properties through adoption of the Small Business Property Subclass. The Province will automatically match municipal property tax reductions within any municipality that adopts the subclass.

Municipalities continue to be encouraged to consult with local business stakeholders prior to making a decision to adopt the Small Business Property Subclass.

### Levy Restriction

Municipalities with property classes subject to the levy restriction continue to have the flexibility to apply a municipal tax increase to those classes of up to 50 per cent of any increase applied to the residential class. For example, a municipality levying a 2 per cent increase in residential taxes could raise taxes on any restricted class by up to 1 per cent. A full levy restriction continues to apply to multi-residential properties for the 2024 tax year where the tax ratio set for that year is greater than 2.

If you have any questions related to any of these updates, please contact Chris Broughton, Director of the Property Tax Policy Branch at [Chris.Broughton@ontario.ca](mailto:Chris.Broughton@ontario.ca) or 416-455-6307.

Sincerely,



Ian Freeman  
Assistant Deputy Minister  
Provincial-Local Finance Division

**Township of Pickle Lake**  
**2024 Business Education Tax (BET) Rates**

*BET Rate - Broad Classes*

<b>Business Property Class</b>	<b>2024 BET Rate</b>	<b>2024 Payment-in-Lieu of Taxation (PILT) BET Rate</b>
<b>Commercial</b>	0.553869%	0.553869%
<b>Industrial</b>	0.049704%	0.049704%
<b>Pipeline</b>	0.880000%	0.980000%
<b>Landfill</b>	0.483683%	0.483683%
<b>Small-Scale On-Farm - Commercial</b>	0.220000%	n/a
<b>Small-Scale On-Farm - Industrial</b>	0.049704%	n/a



# THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE

## BY-LAW NO. 2024-01

### BEING A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES

---

**WHEREAS** Section 317 of the *Municipal Act* 2001, S.O. 2001, c.25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a By-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

**THEREFORE** the Council for the Township of Pickle Lake ***ENACTS AS FOLLOWS:***

1. In this By-law the following words shall be defined as:

"Act" shall mean the *Municipal Act*, 2001, S.O. 2001, c.25, as amended

"Minister" shall mean the Minister of Finance;

"MPAC" shall mean the Municipal Property Assessment Corporation;

"Treasurer" means the treasurer of the municipality or a person delegated the treasurer's powers and duties under s.286 (5) of the *Act*;

This by-law shall come into force January 25, 2024

The amounts levied shall be as follows:

2.1 For the Residential, Pipeline, Farm and Managed Forest property classes there shall be imposed and collected an interim levy of:

the percentage prescribed by the Minister under section subsection 317 (3) paragraph 2 of the Act; or,

50% if no percentage is prescribed, of the total taxes for municipal and school purposes levied on a property in the year 2023.

2.2 For the Multi-Residential, Commercial, and Industrial property classes there shall be imposed and collected an interim levy of:

(a) the percentage prescribed by the Minister under section subsection 317 (3) paragraph 2 of the Act; or

(b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied on a property in the year 2023.



# THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE

## BY-LAW NO. 2024-01

### BEING A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES

---

All taxes levied under this By-law shall be payable into the hands of the Clerk-Treasurer of the municipality, or delegate(s) in accordance with the provisions of this By-law.

There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and ne-quarter per cent (1 1/4%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues.

3. The interim tax levy imposed by this By-law shall be paid in two installments due on the following dates:

One-half (1/2) thereof on the 29th day of March, 2024

One-half (1/2) thereof on the 30<sup>th</sup> day of April, 2024

A notice specifying the amount of taxes payable, may be mailed or cause to be mailed to the address of the residence or place of business of each person taxed under this By-law by the Clerk of the municipality or delegates(s).

The notice to be mailed under this By-law shall contain the particulars provided for in this By-law and the information required to be entered in the Tax roll under section 340 of the Act.

The subsequent levy for the year 2024 to be made under the Act shall be reduced by the amount to be raised by the levy imposed by this By-law.

The provisions of s.317 of the Act, apply to this by-law with necessary modifications.

The Clerk of the municipality or delegate(s) shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 7 of this By-law in respect of non-payment or late payment of any taxes or any installment of taxes.

Nothing in this By-law shall prevent the Clerk of the municipality or delegate(s) from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.

In the event of any conflict between the provisions of this By-law and any other By-law, the provisions of this By-law shall prevail.



# THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE

## BY-LAW NO. 2024-01

### BEING A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES

---

This By-law shall come into force and take effect on the day of the final passing thereof.

BY-LAW READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED

THIS 25th day of JANUARY, 2024.

X

---

James Dalzell  
Mayor

X

---

Lynda Colby  
Clerk

# ***THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE***



## **BY-LAW NO. 2024-02 BEING A BY-LAW TO APPOINT AN AUDITOR FOR THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE**

**WHEREAS** the Council of every municipality shall by By-Law appoint for a term of five years or less, one or more auditors who are licensed under the Public Accounting Act authorized under Section 296 (1) (2) (3) (4) (5) of the Municipal Act, 2001, S.O. 2001, C.25 as amended;

**NOW THEREFORE** the Council for the Corporation of the Township of Pickle Lake *ENACTS AS FOLLOWS:*

1. THAT the firm of KPMG is hereby appointed Auditor for the Corporation of the Township of Pickle Lake for a term ending December 31, 2024, and will also complete the audit on the Township's financial statements in respect of the years ending December 31, 2023.
2. THAT the firm of KPMG will carry out the duties as may be prescribed from time to time by the Ministry of Municipal Affairs.
3. THAT this By-Law shall come into force upon the date of signing.

BY-LAW READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED  
THIS 25th day of January, 2024.

X

James Dalzell  
Mayor

X

Lynda Colby  
Clerk