

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL
COMMITTEE/COUNCIL MEETING**

TO BE HELD WEDNESDAY, FEBRUARY 20, 2019 AT 7:00 P.M.

AGENDA

1. **CALL TO ORDER**
2. **DECLARATIONS OF INTEREST**
3. **PRIORITIZATION OF AGENDA**
4. **ADOPTION OF MINUTES**
 - i) THAT the minutes of the Committee/Council Meeting held on February 6, 2019 be adopted circulated. **Rsl.**
5. **DEPUTATIONS**
 - i) Rita Orr, C.E.O., Parry Sound Public Library. **(attachment)**
Re: Parry Sound Public Library 2019 Budget Presentation.

Matters Arising.
6. **PLANNING/BUILDING**

Matters Arising.
7. **BY-LAW ENFORCEMENT**

Matters Arising.
8. **FIRE PROTECTION**

Matters Arising.
9. **EMERGENCY MANAGEMENT**

Matters Arising.
10. **RECREATION**

Matters Arising.
11. **PUBLIC WORKS**

Matters Arising.

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12. ENVIRONMENT

- i) Waste Management.
- ii) Robert Hughes, P. Eng. Georgian Engineering. **(attachment)**.
Re: Onsite Septic System Inspection for PSCC 05 (Bay Hill Condominiums) as per Conditions of Use Permit on November 27, 2018 (Amended 10/12/18)
- iii) Municipality of McDougall Nobel Water Distribution System, Large Municipal Residential Drinking Water System. **(attachment) Rsl.**
Re: 2018 Summary Report.
- iv) Ontario Drinking-Water Systems Regulation Annual Report. **(attachment) Rsl.**
Re: McDougall Nobel Distribution System.
- v) Municipality of McDougall Landfill Site. **(attachment)**.
Re: 2018 Annual Performance Report Combined Leachate and Groundwater Treatment Facility.

Matters Arising.

13. FINANCE

- i) Accounts Payable. **Rsl.**
- ii) Bill Spinney, General Manager, Parry Sound Area Community Business & Development Centre (CBDC) Inc. **(attachment)**
Re: Municipality of McDougall Contribution to the Parry Sound Area CBDC 2019.
- iii) Vic Fedeli, Minister of Finance. **(attachment)**
Re: 2019 Ontario Municipal Partnership Fund (OMPF).

Matters Arising.

14. ADMINISTRATION

- i) Appointment to District of Parry Sound Municipal Association – Member Ward 3. **Rsl.**

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- ii) West Parry Sound Health Centre. **(attachment)**
Re: Issues discussed at the West Parry Sound Health Centre Board of Directors meeting held February 11, 2019.
- iii) Ed Horba, P. Eng. Project Manager, Transportation, GHD. **(attachment)**
Re: MTO GWP 5200-12-00 Highway 400 Rehabilitation Request for a Noise By-law Exemption.

Matters Arising.

15. REQUESTS FOR SUPPORT

Matters Arising.

16. MOTIONS OF WHICH NOTICE HAS BEEN PREVIOUSLY GIVEN

17. COMMITTEE REPORTS

- i) District of Parry Sound Social Services Administration Board.
(attachment)
Re: Notification of Total Honorariums and Expenses received by Board Member Representatives.
- ii) North Bay Parry Sound District Health Unit. **(attachment)**
Re: November 28, 2018 Board of Health Minutes and Finance and Property Committee of the Board of Health Minutes.

Matters Arising.

18. REPORT OF THE CAO

19. GENERAL ITEMS AND NEW BUSINESS

20. BY-LAWS

- i) By-law 2019-08. **(attachment)**
Re: Being a By-Law to adopt a "Council-Staff Relations Policy".
- ii) By-law 2019-09. **(attachment)**
Re: Being a By-Law to adopt a policy respecting "Pregnancy Leave and Parental Leave for Members of Council".

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- iii) By-law 2019-10. **(attachment)**
Re: Being a By-Law to adopt the "Tree Canopy and Natural Vegetation Preservation Policy".
- 21. **TRACKING SHEET**
Please be advised that items on the tracking sheet may be discussed during scheduled meetings. **(attachment)**
- 22. **CLOSED SESSION**
- 23. **RATIFICATION OF MATTERS FROM CLOSED SESSION**
- 24. **CONFIRMATION BY-LAW**
 - i) By-Law No. 2019-11.
Re: To confirm the proceedings of the Committee/Council meeting held on February 20, 2019.
- 25. **ADJOURNMENT**

Resolution List for February 20, 2019

THAT the minutes of the Committee/Council meeting held February 6, 2019 be adopted as circulated.

WHEREAS, the Municipality of McDougall owns and operates the Nobel Drinking Water Distribution system (MOE Designation Number 260079131), which has been categorized as a “Large Municipal Residential” Drinking Water System; and

WHEREAS Ontario Regulation 170/03 (as amended – under the Safe Drinking Water Act (SDWA)) requires according to its Schedule 22 – “Summary Reports for Municipalities” that all Large Municipal Residential Drinking Water Systems have a report prepared no later than March 31st of each year addressing the items detailed in the Regulation and is given to the members of Municipal Council in the case of a drinking water system owned by a municipality; and

THEREFORE BE IT RESOLVED THAT the Council of the Municipality of McDougall hereby acknowledges receipt of the report entitled:

“Municipality of McDougall
McDougall Nobel Distribution System
Large Municipal Residential Drinking Water System
Summary Report for 2018”
Prepared February, 2019
Prepared by the Environmental Services Supervisor

WHEREAS Drinking Water System Regulation 170/03 requires that the Municipality of McDougall prepare an annual report for its drinking water systems that service the community of McDougall; and

THAT the Municipality of McDougall had these reports prepared by Municipal staff and these reports have been received by the Municipality and delivered to the Ministry of the Environment as required by the regulation;

THEREFORE BE IT RESOLVED that the Council accepts the reports and directs the Administration to advertise to the public that these reports are available at the Municipal Office free of charge.

THAT the attached lists of Accounts Payable for February __, 2019 in the amount of \$_____ and payroll for February __, 2019 in the amount of \$_____ be approved for payment.

THAT the Council of the Corporation of the Municipality of McDougall hereby supports the appointment of Don Carmichael (Township of McKellar) to the District of Parry Sound Municipal Association, Member Ward 3 for the 2018-2022 Term of Council.

Be It Resolved that the next portion of the meeting be closed to the public at p.m. in order to address a matter pertaining to:

1. the security of the property of the municipality or local board;
2. personal matters about an identifiable individual, including municipal employees or local board employees;
3. a proposed or pending acquisition or disposition of land by the municipality or local board;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
6. the receiving of advice which is subject to solicitor/client privilege, including communications necessary for that purpose;
7. a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another act;
8. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, or a Municipal Ombudsman;
9. subject matter which relates to consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
10. the meeting is held for the purpose of educating or training the members and no member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council, Board or Committee.
11. information provided in confidence by another level of government or Crown agency
12. a trade secret or scientific, technical , commercial, financial or labour relations information supplied in confidence which, if released, could significantly prejudice the competitive position of a person or organization
13. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value
14. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried, or to be carried, on by the municipality or local board

THAT Council reconvene in Open Session at _____ p.m.

THAT we do now adjourn at _____ p.m.

**THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL
COMMITTEE/COUNCIL MEETING**

HELD WEDNESDAY, February 6, 2019 AT 7:00 P.M.

MINUTES

DRAFT

Present:	Mayor	D. Robinson (Chairperson)
	Councillor	J. Constable
	Councillor	K. Dixon
	Councillor	J. Ryman

And

CAO	T. Hunt
Clerk	L. West
Fire Chief	B. Leduc
CBO	D. Swim
Admin/Treasury Assistant	T. Hazzard

Regrets:	Councillor	L. Gregory
	Treasurer	E. Robinson

1. CALL TO ORDER

Mayor Robinson called the meeting to order at 7:00 p.m.

2. DECLARATIONS OF INTEREST

Nil

3. PRIORITIZATION OF AGENDA

Nil

4. ADOPTION OF MINUTES

i) THAT the minutes of the Committee/Council Meeting held on January 9, 2019 be adopted as circulated.

Resolution No. 2019/06

Dixon/Ryman

THAT the minutes of the Committee/Council meeting held January 9, 2019 be adopted as circulated.

“Carried”

5. DEPUTATIONS

Nil

Matters Arising.

Nil

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MINUTES

6. PLANNING/BUILDING

- i) Report of the Chief Building Official CBO-2019-01.
Re: Building Permit Activity for 2018.
The CBO gave an overview of this report.

Matters Arising.

The Clerk noted that she had received a zoning by-law amendment application regarding property located on George Hunt Memorial Drive pertaining to the Parry Sound Golf Course. The Clerk noted she will keep Council updated as information is received.

7. BY-LAW ENFORCEMENT

- i) Report of the Municipal Law Enforcement Chief
Re: 2019 Municipal Law Enforcement Officer Contracts
The Municipal Law Enforcement Chief gave an overview of this report. It was recommended that Tom Evans, Michael Malott and Earl Smallwood be signed to new contracts as Municipal Law Enforcement Officers for the period of January 1, 2019 – December 31, 2019.
Council gave direction to proceed with this recommendation.

Matters Arising.

Nil

8. FIRE PROTECTION

Nil

Matters Arising.

Chief Leduc gave an update regarding an active fire alarm call which took place at the Bayhill Condo Complex on Ryder Drive in the early morning hours of February 2nd.

9. EMERGENCY MANAGEMENT

Nil

Matters Arising.

Nil

10. RECREATION

Nil

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MINUTES

Matters Arising.

Chief Leduc noted a reminder of the Family Skate Day scheduled for Sunday February 17th.

Chief Leduc also noted that the contractor has completed the Nine Mile Lake gazebo.

11. PUBLIC WORKS

Nil

Matters Arising.

Mr. Hunt noted that Public Works has brought in more sand to get through the Winter.

12. ENVIRONMENT

i) Waste Management.
Nil

ii) 2019-2021 Landfill Monitoring and Annual Report Tender.
Resolution No. 2019/07 **Ryman/Dixon**
THAT the Council for the Corporation of the Municipality of McDougall approve the 2019-2021 Landfill Monitoring and Annual Report Tender (RFP-ENV-2019) submitted by WSP in the amount of \$82,233.00 plus HST.

“Carried”

Matters Arising.

Nil

13. FINANCE

i) Accounts Payable.
Resolution No. 2019/08 **Dixon/Ryman**
THAT the attached lists of Accounts Payable for January 23, 2019 in the amount of \$199,790.72 and February 5, 2019 in the amount of \$354,901.57 and payroll for January 17, 2019 in the amount of \$69,002.14 and January 31, 2019 in the amount of \$48,452.19 be approved for payment.
“Carried”

ii) West Parry Sound OPP.

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MINUTES

Re: October to December 2018 Calls For Service Billing Summary Report.
This was reviewed by Council.

Matters Arising.

Nil

14. ADMINISTRATION

i) Report of the Clerk C-2019-03.

Re: Bill 68, Modernizing Ontario's Municipal Legislation Act – March 1, 2019 Legislated Requirements.

The Clerk gave a brief summary of this report and noted that Council appointed an Integrity Commissioner August 1, 2018, and adopted the Code of Conduct November 7, 2018. The remaining Policies include; Staff-Council Relations, Council Pregnancy/Parental Leave, and the Tree Canopy Preservation Policy.

It was noted that in order to ensure that the municipality is compliant with the new regulations, it is the recommendation of staff that Council adopt the new policies attached as Schedule A –Council-Staff Relation Policy, Schedule B – Pregnancy Leave and Parental Leave for Members of Council, and Schedule C – Tree Canopy and Natural Vegetation Preservation Policy.

The Clerk will prepare the necessary documents and bring forward for adoption at a future meeting.

ii) Township of McKellar.

Re: Representative Appointments for 2019-2022 Term of Council.

a) Resolution 19-42 Parry Sound District Social Services Administration Board

b) Resolution 19-43 Parry Sound District Emergency Medical Service Advisory Committee

The above two items were reviewed with Council requesting a resolution be brought forward to the next meeting approving appointment of McKellar's Councillor Carmichael as the representative to the District of Parry Sound Municipal Association, Member Ward 3 for the 2019-2022 Term of Council.

iii) Seguin Township.

Re: Resolution 2019-009 Appointment of Don Brisbane to the Board of Health for the North Bay Parry Sound District Health Unit.

This was reviewed by Council.

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- iv) Municipality of Whitestone.
Re: Appointment to District of Parry Sound Municipal Association – Member Ward 4.
This was reviewed by Council.
- v) Steve Clark, Minister of Ministry of Municipal Affairs and Housing.
Re: Future Joint and Several Liability Consultation.
This was reviewed by Council.
- vi) West Parry Sound Health Centre.
Re: January 14, 2019 Board of Directors Meeting.
This was reviewed by Council.
- vii) Liz McWalter, Chair, West Parry Sound SMART Community Network, Inc.
Re: Submission to Ministry of Finance re: 2019 Budget.
This was reviewed by Council.
- viii) Barry Bell, Bell Transportation.
Re: Winter Maintenance.
This was reviewed by Council.
- ix) Cecilia Parkes, Lake Steward, Lorimer Lake Association.
Re: Proposed Bill 66, Schedule 10.
This was reviewed by Council. Mayor Robinson noted that the Ford government announced that schedule 10 to Bill 66 is to be removed.
- x) Ontario Farmland Trust.
Re: 2019 Farmland Forum.
This was reviewed by Council.
- xi) West Parry Sound Joint Election Compliance Audit Committee.
Re: Appointment.
Resolution No. 2019/09 **Dixon/Ryman**
WHEREAS Peter Spadzinski, Sandy Edington, Larry Simmons and Judy Keown were appointed to the West Parry Sound Joint Election Compliance Audit Committee in April 2018;
AND WHEREAS Sandy Edington has reported that she is no longer able to fulfill her duties and has therefore resigned from the Committee;

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MINUTES

NOW THEREFORE BE IT RESOLVED that Council for the Municipality of McDougall hereby supports the appointment of Barb Cribbett to the West Parry Sound Joint Election Compliance Audit Committee, as Sandy Edington's replacement. **"Carried"**

Matters Arising.

Nil

15. REQUESTS FOR SUPPORT

- i) Town of Orangeville.
Re: Bill 66 – Schedule 10.
This was reviewed by Council with no action indicated.
- ii) Niagara Falls.
Re: Opting In to Allow Retail Cannabis Stores/Requesting Province to give municipalities greater regulatory controls over retail cannabis stores.
This was reviewed by Council with no action indicated.
- iii) Township of McKellar.
Re: Resolution 19-44 Requesting Support of Rotational Appointments System for Parry Sound District Social Services and the Town of Parry Sound's Emergency EMS Advisory.
This was reviewed by Council with no action indicated.

Matters Arising.

Nil

16. MOTIONS OF WHICH NOTICE HAS BEEN PREVIOUSLY GIVEN

Nil

17. COMMITTEE REPORTS

- i) Chris Bowes, Program Manager, Healthy Living, North Bay Parry Sound District Health Unit.
Re: Smoke-Free Ontario Act, 2017 – Changes effective October 17, 2018.
This was reviewed by Council.
- ii) North Bay Parry Sound District Health Unit.
Re: January 23, 2019 Board of Health Meeting Agenda/Finance and Property Committee Agenda.
This was reviewed by Council.

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- iii) West Parry Sound Economic Development Officer.
Re: West Parry Sound EDO Report January 28th, 2019.
This was reviewed by Council.
- iv) District of Parry Sound Social Services Administration Board.
Re: February 26, 2019 Homelessness Objectives Maximizing Efforts (HOME) Network Meeting.
This was reviewed by Council.
- v) West Parry Sound Community Policing Advisory Committee.
Re: January 24, 2019 Community Policing Advisory Committee Meeting.
This was reviewed by Council.

Mayor Robinson noted that he attended the ROMA Conference January 27th to the 29th along with Councillor's Dixon and Ryman. Two Deputations were scheduled, the first being the Ministry of Transportation and the second being the Ministry of Education.

Mayor Robinson reported on the following:

- Update regarding bike lanes and resurfacing of Hwy124 from McKellar to Nobel Road. Plans to go ahead but might be in 2020 or 2021.
- Cannabis Licensing.
- Long Term Care Homes-AdvantAge Ontario.
- Update regarding Nobel and McDougall Schools. Concerns will be investigated and it was confirmed that there is currently a moratorium on school closings.
- Hydro One embarking on an aggressive program to upgrade their infrastructure.
- OMPF Funding Update
- LAS/One Investment Update
- Canadian Energy Research Institute Update

Councillor Ryman noted that he attended the Community Policing meeting held on January 24th. Councillor Ryman also gave a brief summary of a couple information sessions he had attended at the ROMA conference.

18. REPORT OF THE CAO

- i) Report of the CAO.
Re: General Update.
The CAO reported on the following:

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MINUTES

- Budget dates are scheduled for February 21st for staff review, March 13th for Council review and hoping final budget deliberations on March 20th.
- The 2019/20 municipal landfill/transfer station/parking permits have been ordered and will be inserted in the February tax bill mailing. Two permits per property will be distributed and must be fixed to the windshield. In addition to the two stickers, properties with multiple owners can come into the McDougall Township Office with proof of property ownership and register for one additional mirror permit. Loss of permits will result in a \$25.00 fee.
- Update on George Hunt Parking lot plans for parking. Will be brought back for further discussion.
- Update regarding CP Rail Crossings. The Municipality has received an invoice for the CIL crossing repairs. The Municipality will proceed with disputing the costs to the Canadian Transportation Agency (CTA).
- Landfill Capacity Report.
- Public Works Crew has been busy with snow removal, and have done a great job keeping our roads safe.
- Provided a copy of sign options for municipal sites and confirmed Councils selection. Mr. Hunt will start the process to have them ready for installation this Spring.

19. GENERAL ITEMS AND NEW BUSINESS

Nil

20. BY-LAWS

- i) By-law 2019-04.
Re: Being a by-law to appoint and enter into a service contract with Tom Evans for the services of Municipal Law Enforcement Officer/Animal Control Officer.
Read a First, Second and Third Time, Passed, Signed and Sealed this 6th day of February 2019.
- ii) By-law 2019-05.
Re: Being a by-law to appoint and enter into a service contract with Earl Smallwood for the services of Municipal Law Enforcement Officer/Animal Control Officer.
Read a First, Second and Third Time, Passed, Signed and Sealed this 6th day of February 2019.
- iii) By-law 2019-06

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MINUTES

Re: Being a by-law to appoint and enter into a service contract with Michael Malott for the services of Municipal Law Enforcement Officer/Animal Control Officer.

Read a First, Second and Third Time, Passed, Signed and Sealed this 6th day of February 2019.

21. TRACKING SHEET

Please be advised that items on the tracking sheet may be discussed during scheduled meetings.

There were no changes to the tracking sheet.

22. CLOSED SESSION

Resolution No. 2019/10

Ryman/Dixon

Be It Resolved that the next portion of the meeting be closed to the public at 8:20 p.m. in order to address a matter pertaining to:

- i) A proposed or pending acquisition or disposition of land by the municipality or local board.

“Carried”

Resolution No. 2019/11

Dixon/Ryman

THAT Council reconvene in Open Session at 8:30 p.m.

“Carried”

23. RATIFICATION OF MATTERS FROM CLOSED SESSION

Council directed staff to continue to look into the Nobel Church issue.

24. CONFIRMATION BY-LAW

- i) By-Law No. 2019-07.

Re: To confirm the proceedings of the Committee/Council meeting held on February 6, 2019.

Read a First, Second and Third Time, Passed, Signed and Sealed this 6th day of February 2019.

25. ADJOURNMENT

Resolution No. 2019/12

Ryman/Dixon

THAT we do now adjourn at 8:31 p.m.

“Carried”



The Municipality of McDougall
5 Barager Boulevard
McDougall, ON
P2A 2W9

February 13, 2019

Dear Mayor and Council:

RE: Financial support for the Parry Sound Public Library 2019 Budget

Thank you for the opportunity to appear before the Council to discuss the important role the library plays in our community. We have brought to you today a "Parry Sound Public Library Commercial" for your viewing. We hope many questions will be answered that you may have once you viewed this film. This commercial was well received at our Ontario Library Association Conference this year 2019 where 60 Librarians participated in our workshop that we facilitated at the Conference in Toronto.

We at the Parry Sound Public Library are working diligently to deliver first rate customer service to our community and creating variety of programs for children, youth and adults and of course bringing in best sellers and keeping up with the times with E-resources. It is not just about library membership but creating a safe and fun atmosphere for all our communities to enjoy. The computers and Wi-Fi have increased in numbers and so has our social media that tripled in the last year. Be it Facebook, Instagram or visiting to our web page, we are striving forward.

Now saying this, the main funding for libraries comes from its Town and our contract Municipalities/Townships. We have also introduced last year 2018 a fundraising campaign "Elevating Minds" which we are proud to say we raised \$5000. These funds will go towards accessibility items for the library, such as a new circulation desk, a lift, new staff chairs or desks and voice activated computer and the list goes on.

As a contracting partner with the library, we would like to ask for this year an increase for 2019 which is \$1,155 but in 2020 there will be no increase. We would like to work on a 2 year program with memberships and the contracts. This becomes feasible and realistic for our data base and saves on man power for our staff, therefore, saving in payroll, also for budget purposes and planning.

We firmly believe we are heading in the right direction in providing the best little library we could possibly bring to our community and we are so proud of it. It has been proven this past year with winning two awards of the dynamite program Surfin' Seniors. We appreciate your support and we look forward in continuing to having you as a library supporter and bringing more individuals to our little treasure in our community.

Sincerely,

Rita Orr

Rita Orr
C.E.O.

Parry Sound Public Library

Cc: Nora Alexander – Board Chair

Tom Lundy - Vice Chair

29 Mary St., Parry Sound, ON P2A1E3 705-746-9601 pslibrary@vianet.ca

"A visit will get you thinking"



Parry Sound
Public Library

2018 Statistics

Please go to the following link to watch the 2018 Budget Commercial:

<https://www.youtube.com/watch?v=-9rueUrjEW4&t=1s>

Our public computers were used **1,486** times in July and August of 2018.

Our wireless internet was used approximately **17,532** times in 2018.

We reached **550** website users and **2,989** website views in June of 2018.

We reached **578** website users and **3,225** website views in July of 2018. That is a **7.9% percent increase** in website views in just 4 weeks!

551 Parry Sound Public Library books were sent to other Canadian libraries through Interlibrary Loan between January and August of 2018.

We had a total of **223** visits to the Parry Sound Public Library Facebook page between July 12th and August 8th of 2018.

Our Facebook post engagement was **2,314** between July 12th and August 8th of 2018.

We had approximately **38,751** library visits in 2018. Between July and August alone, there were **16,669** visits!

We received approximately **3,129** phone calls in 2018.

On October 4th of 2018, we reached **5,375** library members!

A total of **6,706** items were checked out in August of 2018.

Approximately **52,342** items were circulated in 2018.

There is a total of **70,340** items in Parry Sound Public Library!

Thank you for supporting the Parry Sound Public Library. We hope you enjoyed the commercial.

Georgian Engineering

70 Isabella St. Unit 111 Parry Sound, On. P2A 1M6
705-746-1196 746-1197 fax
bob.georgian@cogeco.net

November 28, 2018

PSCC 05
20 Ryder Drive, Nobel, Ontario
c/o Muskoka Condo Services
11-131 Highway 60,
Huntsville, ON
P1H 1C2

Dear Sir,

Re: Onsite Septic System Inspection for PSCC 05 (Bay Hill Condominiums)
as per Conditions of Use Permit on November 27, 2018 Amended 10/12/18

As per the conditions of the Ministry of the Environment Use Permit for the above; enclosed are the readings for water consumption for the time period September 26, 2017 to November 27, 2018. Piezometer levels were taken at 10:00 AM and 3:30 PM on November 27, 2018, on December 3, 2018 and on December 9, 2018.

These readings for water consumption for November 27, 2018 have been added to the table below for previous water consumption readings.

READING DATE	VOLUME IMP. GAL.	DURATION (DAYS)	CONSUMPTION FOR PERIOD Imp. Gal. Litres	CONSUMPTION PER DAY Imp. Gal. Litres	OCCUP	PER CAPITA CONSUMPTION
14/10/11	12,683,900	366	558,200 2,534,228	1,525 6,924	34	44.85 203.65
16/10/12	13,259,300	368	575,400 2,612,316	1,564 7,101	30	52.13 236.67
16/10/13	13,693,800	365	434,500 1,972,630	1,190 5,404	30	39.68 180.15
30/09/14	14,161,900	349	468,100 2,125,174	1,341 6,089	34	39.44 179.09
13/10/15	14,721,600	378	559,700 2,541,038	1,481 6,722	34	43.55 197.70
20/09/16	15,246,900	343	525,300 2,384,892	1,531 6,953	35	43.76 198.66
26/09/17	15,735,900	372	489,000 2,220,060	1,315 5,968	36	36.53 165.78
27/11/18	16,211,300	427	475,400 2,158,316	1,113 5,055	35	31.80 144.42

The occupancy total is estimated at 35 people for the year.

The original septic design uses a design occupancy of 59 residents and a per capita consumption of 275 litres / person. The present occupancy averages 35 people and the average per capita consumption of water is 144 litres per person per day; which is 52% of the design estimate on a per capita basis. The original design incorporates a water consumption to sewage ratio of 1:1. The water consumption/day for 2018 was slightly less than for the same period in 2017 on a per capita basis. The average daily water consumption for the period is 5,055 litres per day which is 31.2% of the total design estimate of 16,225 litres / day.

The water readings were taken once a week and recorded to get a better picture of the water consumption patterns. The readings are attached to the report with a chart showing the consumption pattern. The water consumption for the summer months appears to be approximately the same as last year, and the winter months were higher than in 2017.

SLUDGE LEVELS IN SEPTIC TANK

The 22,500 litre septic tank for Bay Hill Condominiums was pumped by Adams Bros. on November 27, 2018 (previous year September 26, 2017).

Primary Compartment

The scum layer at the top of the tank was 275 mm thick. The sludge layer at the bottom the tank was 250 mm – 300 mm deep of semi solid material.

Secondary Compartment

The scum layer in the secondary compartment was approximately 10 mm thick over the surface. There was 50 mm of unconsolidated sludge at the bottom of the secondary compartment.

The scum and sludge levels in the secondary compartment of the septic tank are normal amounts and indicate that the septic tank is operating correctly.

The concrete roof of the septic tank over the baffle area in the secondary compartment is soft and spalling as well as part of the concrete hatch cover. The tank spalling appears to be in approximately the same condition as last year. The condo corporation should be reserving for a tank replacement in approximately 4-5 years. The rest of the tank appears in good condition.

The scum levels in the septic tank indicate that the septic tank should be pumped over the same duration in approximately one year. **THE NEXT PUMP OUT SHOULD BE COMPLETED NO LATER THAN OCTOBER, 2019.**

PUMP CHAMBER

The pump chamber effluent was opaque with a thin film of scum on the surface of the effluent in the chamber.

The pump chamber was not pumped out and will be scheduled for a pump out next year.

No pump failures were reported during the year.

SEPTIC BED INSPECTION

Below are the Piezometer readings, taken at the septic bed: "As Built" top of bed 212.20. Additional piezometer readings were taken on December 3, 2018 at 1:30 PM and 3:30 PM on December 9, 2018. The readings were found to be the similar to the readings taken on November 27, 2018. The readings for December 9, 2018 have been used in the table below.

DATE	WATER LEVEL ELEVATIONS				
	# 1	# 2	# 3	# 4	# 5
11/02/06	211.10	211.30	211.20	210.70	210.80
10/16/07	210.83	211.18	211.20	210.58	210.80
10/15/08	210.60	211.00	211.00	210.60	210.60
10/07/10	211.20	210.30	211.20	210.60	210.60
10/13/10	211.30	211.50	211.10	211.20	210.60
10/14/11	210.55	210.90	210.55	210.93	210.60
10/16/12	210.70	211.00	211.00	210.70	210.60
10/15/13	210.85	211.10	211.10	210.60	210.60
09/30/14	211.00	211.10	210.85	210.60 (dry)	210.60
10/13/15	211.20	211.20	211.98	210.60(dry)	210.60
09/20/16	211.20	211.20	210.94	210.55(dry)	210.60
09/26/17	211.19	211.31	211.11	210.55(dry)	210.60
12/09/18	211.75	211.85	211.75	211.10	210.80

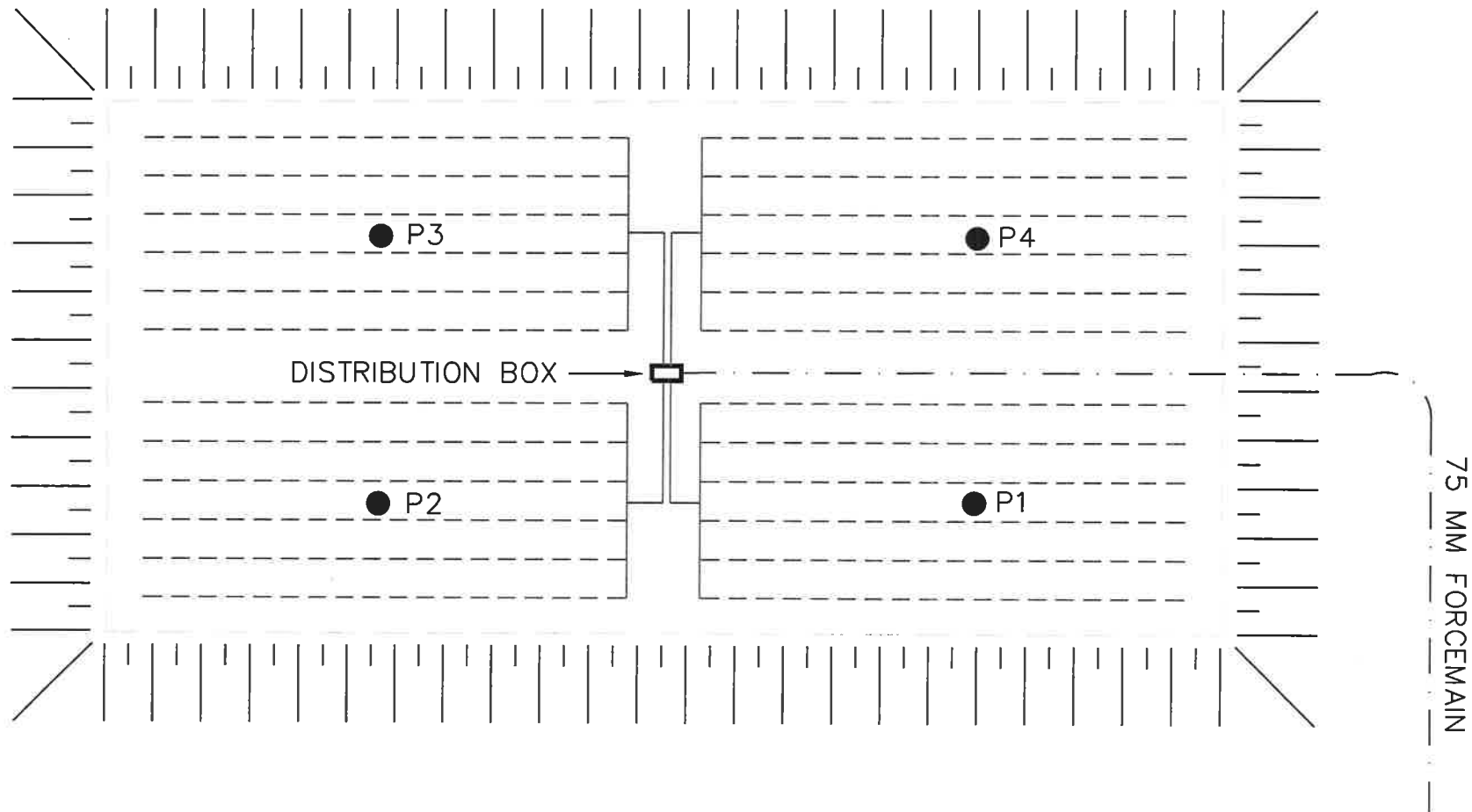
BAYHILL VILLAGE CONDOS

SEPTIC BED

480 METRES DISTRIBUTION PIPE

CAPACITY – 16,225 LITRES / DAY

● P5



At the time of the site inspection the ground was covered with approximately 150 mm of snow. The site inspection revealed no visual signs of breakout or erosion problems. The piezometer readings taken showed the effluent levels in the septic bed to be high within 450mm of the top surface of the septic bed. All sets of piezometer reading were found to be similar. The high effluent levels could be an indication of impending septic bed failure.

RECOMMENDATIONS

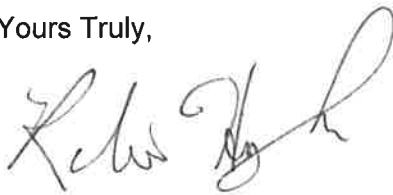
During the inspection it was observed that Piezometer 4 had been broken off and shoved back in the ground. Piezometer 4 needs to be replaced or properly repaired in the spring.

The effluent levels in the septic bed piezometers should be monitored on a monthly basis to ensure the effluent levels are not getting worse over time. The piezometer levels should be recorded in the log book for reference at the end of each year.

In the spring the distribution box should be opened up, inspected and checked for level and septic bed should be further inspected for any blockage to determine why the effluent levels are high in three cells and low in the fourth cell.

If you have any further questions, please do not hesitate to call.

Yours Truly,



Robert Hughes P. Eng.



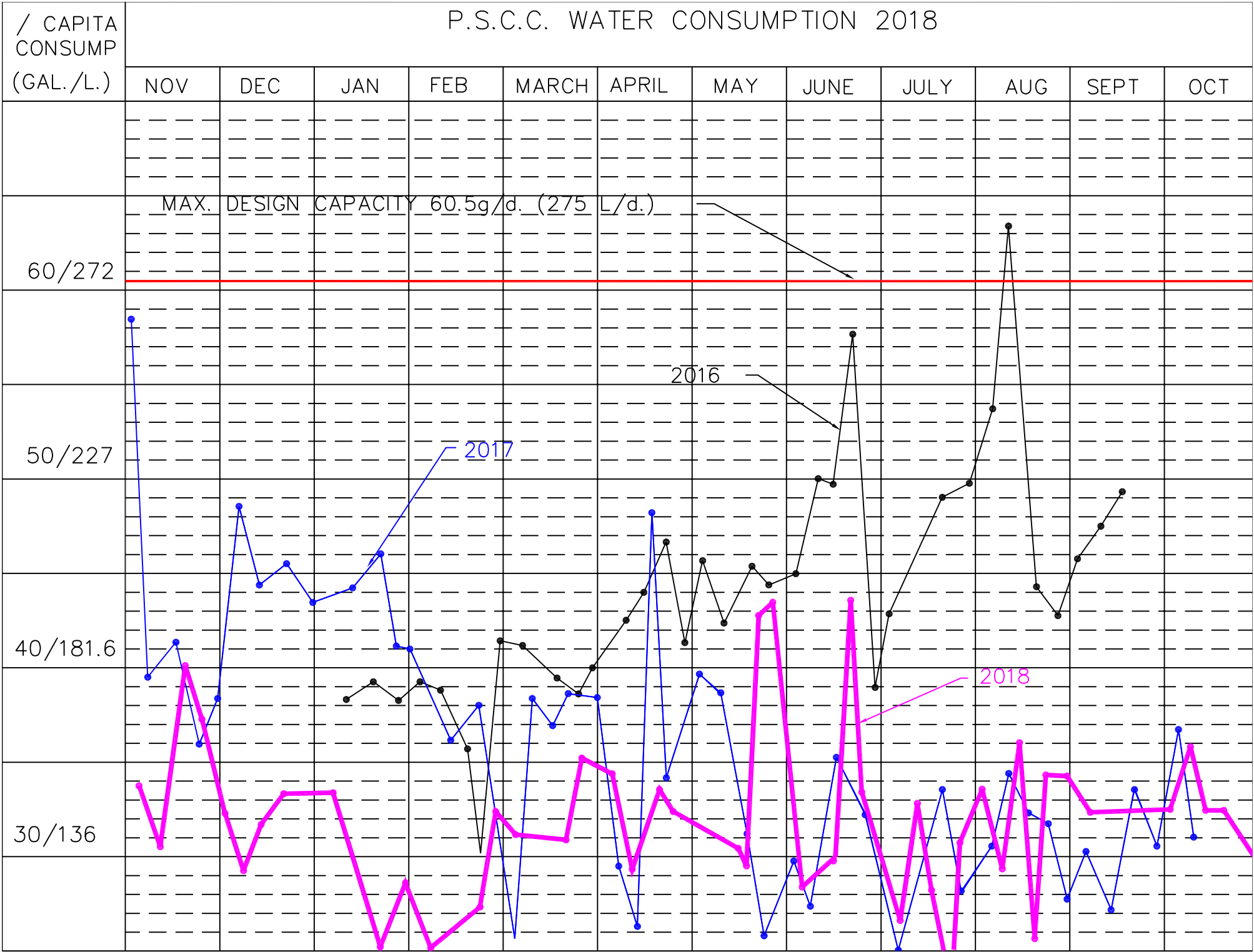
Bay Hill Water Consumption based on Ave, Occupancy 36 People in 2017

Date	Meter Reading	Period Volume	No. Days	Volume / Day	Per Capita Consumption
05/08/16	15173100	13,000	7	1857	53.1
10/08/16	15184200	11,100	5	2220	63.4
18/08/16	15196600	12,400	8	1550	44.3
26/08/16	15208600	12,000	8	1500	42.9
01/09/16	15218200	9,600	6	1600	45.7
09/09/16	15230100	11,900	8	1488	42.5
16/09/16	15240900	10,800	7	1543	44.1
20/09/16	15247100	6,200	4	1550	43.1
26/09/16	15257000	9,900	6	1650	45.8
12/10/16	15281400	24,400	16	1525	42.4
21/10/16	15293300	11,900	9	1322	36.7
24/10/16	15298700	5,400	3	1800	50.0
01/11/16	15315500	16,800	8	2100	58.3
08/11/16	15325500	10,000	7	1429	39.7
14/11/16	15334400	8,900	6	1483	41.2
23/11/16	15347200	12,800	9	1422	36
29/11/16	15355500	8,300	6	1383	38.4
07/12/16	15366000	10,500	6	1750	48.6
13/12/16	15375600	9,600	6	1600	44.4
21/11/16	15388700	13,100	8	1638	45.5
31/12/16	15404300	15,600	10	1,560	43.3
04/01/17	15413300	9,000	4	2,250	62.5
13/01/17	15427600	14,300	9	1,589	44.1
20/01/17	15439200	11,600	7	1,657	46.0
27/01/17	15449600	10,400	7	1,486	41.3
31/01/17	15455500	5,900	4	1,475	41.0
14/02/17	15473700	18,200	14	1,300	36.1
23/02/17	15486000	12,300	9	1,367	38.0
03/03/17	15493400	7,400	8	925	25.7
08/03/17	15500500	7,100	5	1,420	39.4
17/03/17	15512800	12,000	9	1,333	37.0
23/03/17	15521200	8,400	6	1,400	38.9
31/03/17	15530900	9,700	8	1,213	33.7
07/04/17	15538300	7,400	7	1,057	29.4
12/04/17	15543100	4,800	5	960	26.7
18/04/17	15553500	10,400	6	1,733	48.1
25/04/17	15562100	8,600	7	1,229	34.1
01/05/17	15570700	8,600	6	1,433	39.8
08/05/17	15580500	9,800	7	1,400	38.9
18/05/17	15591700	11,200	10	1,120	31.1

Bay Hill Water Consumption based on Ave Occupancy - 36 in 2017, 35 in 2018

Date	Meter Reading	Period Volume	No. Days	Volume / Day	Per Capita Consumption
25/05/17	15598300	6,600	7	943	26.1
01/06/17	15605700	7,400	7	1,057	29.4
07/06/17	15611600	5,900	6	983	27.3
15/06/17	15621700	10,100	8	1,263	35.1
28/06/17	15636700	15,000	13	1,154	32.1
04/07/17	15642100	5,400	6	900	25.0
20/07/17	15661400	19,300	16	1,206	33.5
27/07/17	15668500	7,100	7	1,014	28.2
03/08/17	15676200	7,700	7	1,100	30.6
09/08/17	15683600	7,400	6	1,233	34.3
14/08/17	15689400	5,800	5	1,160	32.2
22/08/17	15698600	9,200	8	1,150	31.9
30/08/17	15706600	8,000	8	1,000	27.8
05/09/17	15713100	6,500	6	1,083	30.1
13/09/17	15720900	7,800	8	975	27.1
20/09/17	15729400	8,500	7	1,214.3	33.7
29/09/17	15739300	9,900	9	1,100	30.6
03/10/17	15744600	5,300	4	1,325	36.8
10/10/17	15752400	7,800	7	1,114	31.0
13/10/17	15755600	3,200	3	1,066.7	30.5
18/10/17	15761300	5,700	5	1,140.0	32.6
03/11/17	15780200	18,900	16	1,181.3	33.8
10/11/17	15787700	7,500	7	1,071.4	30.6
17/11/17	15797600	9,900	7	1,414.3	40.4
24/11/17	15806700	9,100	7	1,300.0	37.1
01/12/17	15814600	7,900	7	1,128.6	32.2
06/12/17	15819700	5,100	5	1,020.0	29.1
14/12/17	15828600	8,900	8	1,112.5	31.8
22/12/17	15838000	9,400	8	1,175.0	33.6
08/01/18	15857800	19,800	17	1,164.7	33.3
22/01/18	15870100	12,300	14	878.6	25.1
30/01/18	15878100	6,000	8	1000.0	28.6
08/02/18	15886000	7,900	9	877.8	25.1
13/02/18	15899100				
23/02/18	15900300	14,300	15	953.3	27.3
26/02/18	15903700	3,400	3	1,133.3	32.4
06/03/18	15912400	8,700	8	1,187.5	31.1
20/03/18	15927600	15,200	14	1,085.7	31.0
26/03/18	15935000	7,400	6	1,233.3	35.2
04/04/18	15945900	10,900	9	1,211.1	34.6

[illegible]





Municipality of McDougall

McDougall Nobel Distribution System Large Municipal Residential Drinking Water System

Summary Report 2018

Prepared February, 2019
By: Environmental Services Supervisor

Presented to Council; February 20, 2019

Please see Nobel Annual Report 2018

Municipality of McDougall
Nobel - Large Municipal Residential Drinking – Water System
Summary Report (2018)

1 General

This Summary Report is prepared in accordance with the requirements of the Safe Drinking Water Act (SDWA) and Ontario Regulation 170/03 (as amended) Schedule 22 –“Summary Reports for Municipalities”. This Report covers the period from January 1st, 2018 to December 31st, 2018. This Report has been prepared prior to the regulated deadline date of March 31, 2019. This Report is to be kept for at least five years.

2 System Descriptions

The current drinking water system can be described as follows:
A stand alone re-chlorination system boosting residual chlorine levels of the water distributed to the community of McDougall, from the existing North Sector Water Tower, located on the east side of Parry Sound Drive, approximately 220m north of Nobel Road, as follows:

- A building having dimensions 2.4m x 2.6m attached to the base of the elevated water tower, including:
- Two chemical metering pumps (one duty one stand-by) each rated at 1.66 L/hr at 828 kPa;
- One 200 L sodium hypochlorite storage tank;
- Continuous free chlorine residual analyzer; and
- An alarm system complete with a SCADA system.

Municipal Drinking Water License # 263-101, Issue Number: 02, issued on April 11th 2016.

Drinking Water Works Permit # 263-201, Issue Number: 02, issued on April 11th, 2016.

3 List of Adverse Water Quality Incidents (AWQI) in 2018

AWQI #	Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None						

Summary of Incidents

It can be seen that there were no incidents over the course of the year 2018 which triggered Adverse Water Quality Incidents (AWQI). There was an inspection by the Ministry of the Environment and Climate Change (MOECC) on January 31, 2018. Scott Hanselman conducted the inspection and gave the system a 97.28% Final Inspection Rating, with an Inspection Risk Rating of 2.72%. There was one non-compliance with regulatory requirements found, and two recommended actions. Environmental staff did take appropriate action to resolve these in a timely manner. For a more detailed account of the inspection please request a copy of the MOECC "McDougall Nobel Distribution System Inspection Report" dated January 31, 2018.

4 Annual Water Production / Delivery Information

The McDougall, Nobel System Operators monitor flows and trends in the system via the SCADA system, which is also backed up by a daily log sheet filled out by the operators.

The 2018 values for the McDougall Nobel Water Distribution System are as follows:

Month	Monthly avg. daily flow m3	Maximum daily flow m3	Instantaneous peak flow rates L/second
Jan	265	462	8.3
Feb	192	208	56.1
March	188	217	49.2
April	187	252	15.7
May	269	470	51.9
June	362	473	83.4
July	454	595	71.9
Aug	276	380	76.2
Sep	261	499	63.7
Oct	247	459	93.6
Nov	242	332	24.7
Dec	270	301	58.1
Peak	454	595	93.6

4 Annual Water Production / Delivery Information (con't)

Total Flow for 2018	97,985 m3
Average Monthly Flow	8,165 m3
Average Daily Flow	268 m3

Our current Distribution system was designed to allow for future and current demands. Our current usage vs. design is as follows:

2018 Average Day Demand = 268 m3/day = 35 % of design
Design Average Day Demand = 763 m3/day

2018 Maximum Day Demand = 595 m3/day = 31 % of design
Design Maximum Day Demand = 1,908 m3/day

2018 Fire Flow Demand (Peak) = 93.6 L/s = 120 % of design
Design Fire Flow Demand = 78 L/s (for 2 hours)

Therefore the system operated above the design criteria set out in the Nobel Water Distribution System Design Brief dated Dec. 14th, 2006 by Abacus Engineering and Planning Services Inc. Based on these numbers the system should not require capacity expansion in the near future. It should also be noted that the Fire Flow Demand for 2018 is a Peak number and that we did not run the system at this flow for two hours. Based upon this peak and sustained high flows during our flushing routine we determined that we meet the Design Fire Flow Demand.

We anticipate few problems in 2019 and look forward to monitoring the system's performance.

**ANNUAL REPORT**

Drinking-Water System Number:	260079131
Drinking-Water System Name:	McDougall Nobel Distribution System
Drinking-Water System Owner:	The Corporation of the Municipality of McDougall
Drinking-Water System Category:	"Large Municipal Residential" Drinking Water System
Period being reported:	January 1, 2018 to December 31, 2018

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]

Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Municipality of McDougall
Municipal Administration Office
5 Barager Blvd,
McDougall, ON
P2A 2W9
Phone (705) 342-5252

Complete for all other Categories.

Number of Designated Facilities served:

1 (Nobel School)

Did you provide a copy of your annual report to all Designated Facilities you serve?

Yes [X] No [] none

Number of Interested Authorities you report to:

n/a

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?

Yes [X] No []

None

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
none	

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [] No [] n/a

Indicate how you notified system users that your annual report is available, and is free of charge.

[X] Public access/notice via the web

[] Public access/notice via Government Office

[] Public access/notice via a newspaper

[X] Public access/notice via Public Request

[] Public access/notice via a Public Library

[] Public access/notice via other method _____

**Describe your Drinking-Water System**

The drinking water system as of December 20, 2006 can be described as follows:
A stand alone re-chlorination system boosting residual chlorine levels of the water distributed to the community of McDougall, from the existing North Sector Water Tower, located on the east side of Parry Sound Drive, approximately 220m north of Nobel Road, as follows:

- A building having dimensions 2.4m x 2.6m attached to the base of the elevated water tower including;
- Two chemical metering pumps (one duty one stand-by) each rated at 1.66 L/hr at 828 kPa;
- One 200 L sodium hypochlorite storage tank;
- Continuous free chlorine residual analyzer; and
- An alarm system complete with a SCADA system.

For a more detailed description of the current system refer to:
Municipal Drinking Water License: 263-101, Issue #2, April 11th, 2016
Drinking Water Works Permit: 263-201, Issue #2, April 11th, 2016.

List all water treatment chemicals used over this reporting period

The only chemical used in relationship to the water system is sodium hypo-chlorite (chlorine).

Were any significant expenses incurred to?

- ☐ [NO] Install required equipment
- ☐ [NO] Repair required equipment
- ☐ [NO] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Normal operation and maintenance expense.

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

AWQI #	Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
none						



Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (#-#)	Range of Total Coliform Results (#-#)	Number of HPC Samples Or Background Colony Counts	Range of HPC Results (#-#) Or Background Colony Counts
Raw	n/a	n/a	n/a	n/a	n/a
Treated	n/a	n/a	n/a	n/a	n/a
Distribution	156	0-0	0-0	156	0-74

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

2018	Number of Grab Samples	Range of Results (#-#)mg/l
Turbidity	n/a	n/a
Chlorine residual at North Tower	8760	0.30 -3.48
Chlorine Residual Distribution System (free)	502	0.14 -0.99
-Fluoride (If the DWS provides fluoridation)	n/a	n/a

NOTE: For continuous monitors use 8760 as the number of samples.

*NOTE: Record the unit of measure if it is **not** milligrams per litre.*

Summary of Inorganic parameters tested during this reporting period or most recent

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
See Parry Sound Drinking Water Treatment System 2018 Annual Report				

Summary of Organic parameters sampled during this reporting period or most recent

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
See Parry Sound Drinking Water Treatment System 2018 Annual Report				

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
See Parry Sound Drinking Water Treatment System 2018 Annual Report			

Summary of additional testing and sampling carried out in accordance with the requirement of an approval or order.



Parameter	Date Sampled	Location	Result	Unit of Measure
THM	Jan 2/18	8b Parkway ave.	53	ug/l
THM	Jan 2/18	North Tower	43	ug/l
THM	Feb 5/18	8b Parkway ave.	67	ug/l
THM	Feb 5/18	North Tower	59	ug/l
HAA	Feb 5/18	8b Parkway ave.	105	ug/l
HAA	Feb 5/18	North Tower	84.1	ug/l
THM	Mar 5/18	8b Parkway ave.	56	ug/l
THM	Mar 5/18	North Tower	44	ug/l
THM	April 3/18	8b Parkway ave.	50	ug/l
THM	April 3/18	North Tower	46	ug/l
THM	May 7/18	8b Parkway ave.	81	ug/l
THM	May 7/18	North Tower	69	ug/l
HAA	May 7/18	5 Barager blvd.	143	ug/l
HAA	May 7/18	North Tower	116	ug/l
THM	June 4/18	8b Parkway ave.	73	ug/l
THM	June 4/18	North Tower	67	ug/l
THM	July 3/18	8b Parkway ave.	67	ug/l
THM	July 3/18	North Tower	54	ug/l
THM	Aug 7/18	8b Parkway ave.	73	ug/l
THM	Aug 7/18	North Tower	64	ug/l
HAA	Aug 13/18	2b Robinson Ln.	62.2	ug/l
HAA	Aug 13/18	North Tower	48.3	ug/l
THM	Sept 4/18	8b Parkway ave.	84	ug/l
THM	Sept 4/18	North Tower	70	ug/l
THM	Oct 9/18	8b Parkway ave.	65	ug/l
THM	Oct 9/18	North Tower	54	ug/l
THM	Nov 5/18	8b Parkway ave.	64	ug/l
THM	Nov 5/18	North Tower	54	ug/l
HAA	Nov 5/18	8b Parkway ave.	48.4	ug/l
HAA	Nov 5/18	North Tower	52.2	ug/l
HAA	Nov 5/18	5 Barager blvd.	59.6	ug/l
THM	Dec 3/18	North Tower	47	ug/l
THM	Dec 3/18	8b Parkway ave.	57	ug/l

Note: Additional THM sampling done on request of the Parry Sound/North Bay District Health Unit.

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Note: System was exempted from Lead samples in 2014 due to very low risk/results in previous years. pH and Alkalinity samples were collected as per sch. 15.1.

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	0	n/a	ug/l	0
Distribution	4	0.11 – 0.51	ug/l	0



2018 ANNUAL PERFORMANCE REPORT COMBINED LEACHATE AND GROUNDWATER TREATMENT FACILITY (CLGTF)

**McDOUGALL LANDFILL SITE
Municipality of McDougall**

FEBRUARY, 2019

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1 BACKGROUND

The McDougall Landfill Site (Site) is a municipal waste management facility owned by the Corporation of the Municipality of McDougall (Municipality). The Site has, since 1976, served as the solid non-hazardous waste disposal facility for the Municipality of McDougall and area municipalities, currently including the Town of Parry Sound, the Township of The Archipelago, Carling Township, Seguin Township, McKellar and Whitestone Township. The Site is located east of Parry Sound on McDougall Road.

The Site was originally owned and operated by a private company, however the Ontario Ministry of Environment and Climate Change (MOECC) ordered the Municipality of McDougall to assume ownership of the Site. As such, the MOECC issued Emergency Provisional Certificate of Approval (C of A) No. A522101 to the Municipality of McDougall on September 25, 1989, which came into force on October 1, 1989.

The Site is approved for the use and operation of a 7.0 hectare waste disposal (landfilling) Site within a total Site area of 77.56 hectares. The Site is located on Part Lots 11 and 12, Concession 4 in the Municipality of McDougall, District of Parry Sound. The landfill is located in the southwest corner of the Site. In addition, the Municipality of McDougall owns property adjacent to and southeast of the Site.

The Site abuts an aggregate pit to the west, undeveloped land to the north and a mixture of undeveloped land and large rural residential properties to the east and south. The landfill is set back approximately 200 metres from McDougall Road and is well screened by local topography, a screening berm, and trees. An area referred to as the "Front Pit" is located south-east of the landfill within the developed area of the Site. The Front Pit is a low-lying area, which is a remnant of historic aggregate extraction operations at the Site.

The Site was originally designed and operated as a natural attenuation landfill over the original 7.2 hectare landfill area. Subsequently, the landfill was exhumed and the recovered waste was placed into a lined landfill with an approximate area of 3.3 hectares. The lined cell was constructed with a leachate collection and pumping system to transfer the collected leachate to on-site storage tanks for subsequent removal by tank truck for off-site disposal at the City of Greater Sudbury Wastewater Treatment Plant and the Town of Parry Sound Wastewater Treatment Plant.

In 2003, an Environmental Assessment was undertaken which identified and carried forward the McDougall Landfill Site as the preferred long-term waste disposal site for the Municipality. On March 1, 2006, the MOECC approved the Environmental Assessment

of the proposed expansion of the Site by Order in Council 523/2006. This approval enabled the Municipality to proceed with the preparation of the technical studies and application under the Environmental Protection Act (EPA) for the continued operation of the Site with an increase of capacity obtained through expansion of the waste limit footprint. An EPA Part V Amended Provisional C of A for Waste Disposal Site No. A522101 was issued on March 28, 2008 approving the expansion area. Construction of the Combined Cell 1 and 2 of the expansion area was completed in August 2008 and became active and commenced receiving waste in September 2008.

Surface water from the southeastern portion of the Site is conveyed to the Front Pit by a combination of overland flow and surface water ditches. Due to historic aggregate extraction there is no outlet for surface water in this catchment area. Surface water infiltrates into the groundwater regime in the Front Pit and migrates as groundwater off-site to the east and southeast. Groundwater is located approximately 12 to 20 metres below ground surface in the vicinity of the lined landfill and 1 to 2 metres below ground surface in the Front Pit. The Compliance Plan Summary Report (Compliance Plan) for the Site (CRA, May 2006) concluded that residual leachate impacts resulting from the historic unlined landfill were present in the on-site groundwater regime and were primarily located in the area of the Front Pit. The migration of groundwater affected by the residual leachate impacts was resulting in exceedances of the groundwater and surface water compliance concentrations at down-gradient compliance locations. The contaminants of concern were iron and manganese which were present in elevated concentrations in the dissolved phase. As such, the Compliance Plan recommended that a groundwater pumping and iron reduction treatment system be implemented to address groundwater quality issues at the Site. Subsequent to approval of the Compliance Plan by an amendment to C of A No. A522101 (Notice No. 7 issued on September 26, 2006), a decision was made to construct an on-site combined treatment facility would treat both impacted groundwater and the leachate generated at the Site.

On March 31, 2008, an Amended Certificate of Approval (C of A) (Municipal and Private Sewage Works) No. 3702-7D5N9A was issued for the Combined Leachate and Groundwater Treatment Facility (CLGTF). Construction was completed and start-up of the CLGTF commenced at the end of September 2008. The CLGTF became fully operational in January 2009. On October 21, 2014, an amended Environmental Compliance Approval (ECA) was issued, (# 3397-9M9PMW) replacing the previous C of A.

A Site Plan is provided as Figure 1.

2 SCOPE

This report has been prepared in compliance with Item 10 of the Terms and Conditions of ECA, # 3397-9M9PMW issued October 21, 2014.

This report covers the full operation from January 2018 to December 2018. The report has been prepared by the Municipality of McDougall Landfill, Environmental Services Supervisor. This report presents and includes an overview of the success and adequacy of the CLGTF for the treatment of landfill leachate and impacted groundwater, a description of operating problems and corrective actions taken to resolve these problems, and a summary and interpretation of the monitoring data collected during the reporting period.

3 CLGTF OVERVIEW

The CLGTF processes or treats leachate that is collected from the leachate collection system (LCS) in the original landfill and the landfill expansion cell(s) and impacted groundwater pumped from the groundwater pumping well located in the Front Pit area. Collected leachate and impacted groundwater is pumped to the CLGTF from the following systems:

- | | |
|------------------------------|----------------------|
| • Original Landfill Leachate | Pump Station 1 (PS1) |
| • Expansion Area Leachate | Pump Station 2 (PS2) |
| • Impacted Groundwater | Pumping Well 1 (PW1) |

The CLGTF has a design treatment rate of 130 m³/day. The process equipment consists of: a splitter box, two anoxic tanks, two aeration tanks, a collection box, two internal recycle pumps (one duty and one stand-by), one clarifier, two Return Activated Sludge (RAS) pumps (one duty and one stand-by), two blowers (one duty and one stand-by), chemical feed systems (methanol, phosphoric acid and alum), and a control system consisting of a supervisory control and data acquisition (SCADA) system contained in a pre-engineered metal-clad and greenhouse-type treatment building. A process schematic is provided in Figure 2. A Polishing Pond, two Infiltration Ponds, and two sludge lagoons for waste activated sludge dewatering and temporary storage are located outside the treatment building.

The main process is generally referred to as an anoxic/oxic biological nutrient removal process (A/O), which consists of a nitrification-denitrification process where ammonia is aerobically (oxic) converted to nitrates (nitrification) and the nitrates are converted (anoxic) to nitrogen gas (denitrification). The aeration system oxidizes the CLGTF flow also allowing precipitation of iron and manganese from the impacted groundwater. The

clarifier provides sufficient retention time to allow the precipitated solids to settle. The settled solids (activated sludge) are pumped back into the start of the process as Return Activated Sludge (RAS) of which a portion is turned into Waste Activated Sludge (WAS) and directed to one of two sludge lagoons and after a period of dewatering, are excavated for disposal within the landfill as required.

The effluent from the clarifier is continually discharged to the Polishing Pond and directed to Stormwater/Infiltration Pond 1. Infiltration Pond 1 also receives stormwater from the vicinity of the Front Pit which is combined with treated CLGTF effluent. The combined treated effluent/stormwater is then allowed to naturally recharge into the groundwater regime on-site through infiltration through the base of Infiltration Pond 1. The recharged groundwater undergoes natural attenuation along a defined groundwater flow path (Oxley Wetland Flow Path) for further reduction of any residual leachate impacts in order to achieve the regulatory criteria at the compliance locations. The Oxley Wetland Flow Path is defined in the Compliance Plan Summary Report (CRA, May 2006).

4 EFFLUENT OBJECTIVES AND LIMITS

The following is a summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 10.6 of the ECA. Following is a table summarizing the results of this year. For a more detailed table see the appendix for the table labeled Laboratory Sample Results 2018 – Final Effluent. The phenol limit was exceeded for the months of February and May. Environmental Staff have reviewed the plant operations and made several changes to bring phenols back under the compliance point. A combination of altering the chemical dosage rates and process parameters have brought this back under control. Additional monitoring of the raw influent has continued to aid in identifying the main source of the phenols. Considerable fluctuations can be seen in the raw influent phenol levels from week to week, throughout the year, and between pumping stations posing a challenge for operational control. When looking at a comparison of the raw influent and final effluent phenol data collected it can be seen that on the dates where phenol limits were exceeded in the final effluent, the phenol levels in the raw influent (particularly PS2) were notably higher than the annual average. This can also be seen when examining the monthly average loading of phenols in the final effluent in comparison with the raw influent phenol data. As per the ECA effective on October 21, 2014, the final effluent is sampled at the discharge of the Polishing Pond into the Infiltration Pond 1. When the Polishing Pond is valved off for the winter season, Final Effluent samples are taken from the clarifier as before (see Table 3).

**McDougall Landfill 2018 ANNUAL PERFORMANCE REPORT
COMBINED LEACHATE AND GROUNDWATER TREATMENT FACILITY (CLGTF)**

Overall the CLGTF was able to operate the majority of the time well within the Limits of the ECA and on numerous occasions within the objectives set out.

Monthly Avg. Concentration	Final Effluent							
	CBOD5 (mg/L)	Total Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Total Ammonia Nitrogen (mg/L)	Phenols (mg/L)	Field Temp. (°C)	Field pH	Unionized Ammonia (mg/L as N)
Limits								
Effluent Objectives	5	10	0.50	1	0.002	n/a	6.5-8.5	n/a
Effluent Limits mg/L Avg.	15	15	1.00	5	0.005	n/a	6.5-8.6	n/a
Date								
Annual Average	4	5	0.11	0.1	0.003	14.5	7.62	0.001
Jan. Average	4	7	0.17	0.1	0.004	13.7	7.6	0.001
Feb. Average	5	8	0.14	0.1	0.005	14.7	7.59	0.001
Mar. Average	4	5	0.14	0.1	0.003	14.1	7.62	0.001
Apr. Average	4	3	0.10	0.4	0.004	9.6	7.65	0.003
May Average	6	6	0.11	0.2	0.005	14.3	7.59	0.001
June Average	5	4	0.08	0.1	0.003	18.7	7.75	0.001
July Average	4	3	0.05	0.1	0.001	21.8	7.52	0.002
Aug. Average	4	4	0.06	0.1	0.001	20.9	7.41	0.001
Sept. Average	4	2	0.06	0.1	0.002	17.2	7.62	0.002
Oct. Average	4	2	0.10	0.1	0.002	10.2	7.72	0.001
Nov. Average	4	2	0.10	0.1	0.001	4.5	7.82	0.001
Dec. Average	4	11	0.21	0.1	0.002	14.5	7.58	0.001

Monthly Average Loading	Final Effluent					
	CBOD5 (kg/day)	Total Suspended Solids (kg/day)	Total Phosphorus (kg/day)	Total Ammonia Nitrogen (kg/day)	Phenols (mg/day)	Unionized Ammonia (mg/day as N)
Limits						
Effluent Limits kg/day Avg.	1.95	1.95	0.13	0.65	0.650	n/a
Date						
Annual Average	0.49	0.57	0.01	0.02	0.35	1.59
Jan. Average	0.60	1.09	0.03	0.02	0.574	2.07
Feb. Average	0.95	1.40	0.03	0.02	0.905	2.67
Mar. Average	0.58	0.83	0.02	0.02	0.457	2.34
Apr. Average	0.42	0.27	0.01	0.04	0.371	1.02
May Average	0.79	0.82	0.02	0.02	0.740	1.96
June Average	0.44	0.31	0.01	0.01	0.242	1.64
July Average	0.22	0.14	0.00	0.01	0.055	1.20
Aug. Average	0.26	0.22	0.00	0.01	0.078	1.29
Sept. Average	0.45	0.25	0.01	0.01	0.224	1.92
Oct. Average	0.38	0.25	0.01	0.01	0.254	1.08
Nov. Average	0.40	0.20	0.01	0.01	0.13	0.45
Dec. Average	0.40	1.09	0.02	0.01	0.20	1.46

#'s over limit Note: kg/day loading was calculated using Annual, and Monthly Flow averages and values from the table above.

5 MONITORING REQUIREMENTS

The ECA stipulates that a monitoring program be performed to monitor CLGTF influent and effluent, and Infiltration Ponds 1 and 2. The results for the influent and effluent monitoring program are summarized in the appendix. However because there are only 2 reports for the semi-annual samples, no summary was created. This also applies to the stormwater monitoring lab reports. These lab reports are available upon request.

In addition to the laboratory analysis stipulated by the ECA, the following parameters are also measured on a regular basis directly by the CLGTF Operator using the facilities in the on-site laboratory:

Final Effluent

- Total Phosphorus
- Ammonia NH_3
- Suspended Solids
- Volatile Suspended Solids
- pH
- Temperature

Mixed Liquor Biology

- Stalked Ciliates
- Free Swimmers
- Rotifers

Mixed Liquor

- Suspended Solids
- 30 min. Settling

6 FINAL EFFLUENT, SEMI-ANNUALS

The Final Effluent was sampled as per the semi-annual requirement. The first set was taken Feb 6/2018 from the clarifier effluent. The second sample event was taken on Aug. 21/2018 from the Polishing Pond. Although no limits were imposed on the Final Effluent semi-annual samples, our consultants at GHD suggested we should compare the results to the Provincial Water Quality Objectives (PWQO). These limits are used for determining the suitability of drinking water and not originally designed to be compared to the effluent of this facility. Consider any exceedance of the PWQO Limits as reference and not an offence.

7 STORMWATER MONITORING

The ECA stipulates under Item 14 that a monitoring program be performed to monitor Infiltration Ponds 1 and 2 on a quarterly frequency for general parameters, metals, and field parameters as listed in Table 5 – Stormwater Monitoring in the ECA. The sample dates are summarized below. Lab results can be provided upon request. Although no limits were imposed on the Stormwater Monitoring, our consultants at GHD suggested we should compare the results to the PWQO. These limits are used for determining the suitability of drinking water and not originally designed to be compared to the effluent of this facility. Consider any exceedance of the PWQO limits as reference and not an offence. It should be noted that due to seasonal conditions samples were not always taken on a quarterly basis. More specifically if there was not enough precipitation to gather a sample then none was taken until conditions allowed. That includes snow pack accumulated in the ponds. If there was accumulated snow it was not melted and used as a sample as this would not be representative of actual stormwater runoff.

Stormwater Sample Dates 2018

Infiltration Pond 1	Infiltration Pond 2
February, 20/2018	February, 20/2018
May, 1/2018	May, 1/2018
August, 1/2018	August, 1/2018
Nov, 6/2018	Nov, 6/2018

8 CLGTF OPERATIONS FOR 2018

McDougall Operations Staff maintained and operated the CLGTF. The staff consisted of 3 MOECC Licensed Operators, Carly Chantler, Ray Gall and Steve Goman. Steve Goman was the ORO for the year 2018 as well as the Environmental Services Supervisor for the Municipality of McDougall. Operations Staff was on-site on a daily basis and participated in an on-call rotation so that any alarms generated by the CLGTF would be dealt with in a timely manner. Operations Staff recorded daily checks, operational changes and lab results on the corresponding log sheets and or log book. All required on-site lab results are recorded and summarized on the corresponding Lab Summary Sheet. In house laboratory results were made and recorded for assisting the Operators in making operational changes. These results are not included in this report, but are available for review upon request.

9 INFLUENT FLOW RATE AND TOTAL VOLUME TREATED

As described in Section 2.0, the influent to the CLGTF consists of individual flows from three sources: leachate from the original landfill (PS1), leachate from the expansion area (PS2) and, groundwater from the Front Pit pumping well (PW1). Each flow is monitored separately by a flow meter that displays instantaneous and cumulative flows. Operators monitored and manually recorded total flows and calculated daily flows.

Effluent from the CLGTF includes activated sludge that is wasted (WAS) to the on-site sludge lagoons and treated effluent that is discharged from the clarifier to the Polishing Pond. Both of these effluent streams are monitored by flow meters that display instantaneous and cumulative flows. Operators monitored and manually recorded total flows and calculated daily flows.

On a combined total basis, the average daily effluent flow rate for each month in 2018 ranged from 55 m³/day (July) to 181 m³/day (February) with an annual average of 114 m³/day. For a more detailed report on the influent and effluent flows see the attached Table: Flow Summary 2018. Upon review it can be seen the CLGTF did exceed the rated capacity of 130 m³/day. These events were mainly due to snow melting and precipitation. As these events occurred the Operations Staff felt that it was better to exceed the rated capacity of the CLGTF rather than overflow untreated leachate to the surrounding area.

It should also be noted that upon consultation with the engineers at GHD it was determined that the CLGTF was designed to handle influent with a higher waste load. This can be summarized by the following statement that, 'as the strength of the influent leachate decreases, the ability of the CLGTF to treat a higher flow rate increases and the reverse is also true.'

There were 8 months in which the peak flow rate exceeded the daily capacity. There were 4 months where the monthly average did exceed the daily capacity: January with 151 m³/day, February with 181 m³/day, March with 166 m³/day, and May with 137 m³/day.

10 SLUDGE PRODUCTION

Sludge generated by the CLGTF can be calculated in two ways. The first way is the amount of Wasted Activated Sludge (WAS) directed from the facility to either Sludge Pond 1 or 2. The second is the amount of dry solids removed from either pond in a given year. Sludge was directed to Sludge Pond 2 from January 1/18 to June 29/18 at

which point the WAS was directed into Sludge Pond 1 for the remainder of the year. The total amount of WAS directed to Sludge Pond 1 is 626 m³ and Sludge Pond 2 is 523 m³. The total amount of WAS directed to the Sludge Ponds was 1149 m³. Summarized below:

WAS Flow to Sludge Pond 2

Month	Total Volume m ³
January	70
February	48
March	134
April	86
May	115
June 1 st – 28 th	70
Total	523

WAS Flow to Sludge Pond 1

Month	Total Volume m ³
June 29 th – 30 th	4
July	143
August	160
September	89
October	108
November	72
December	50
Total	626
Total Yearly WAS to Ponds	1149

A total of 27.5 m³ of dried sludge was removed from the “inactive” Sludge Pond #1 on June 29/18 using the loader. After removal the WAS flow was directed to Sludge Pond #1 to allow the accumulated solids in Sludge Pond 2 to dry up. This occurs by evaporation and seepage of the water into the sand below. A total of 45.9 m³ of dried sludge was removed on July 13/18 from Sludge Pond #2. This “dry” sludge was then dumped into the Landfill (Cell 2). This dry sludge was weighed in at combined total of

54,900 kg. No sludge was removed from Sludge Pond #1 or #2 during 2017. A similar amount of sludge is estimated to be generated in the 2019 calendar year as there have been no major changes in the WAS flow or the method used to treat the sludge.

11 INFLUENT CHARACTERISTICS

Raw leachate and groundwater influent samples were collected on a regular basis from sampling ports of the influent forcemains of PS1, PS2, and PW1. Samples were routinely checked on-site for temperature and pH by the Facility Operator. These results are listed alongside the Laboratory Sample Results for 2018.

The Facility Operator also collected raw leachate and groundwater samples on a minimum once-per-month basis for analysis by an accredited analytical laboratory, SGS Lakefield Research Limited in Lakefield, Ontario. Average monthly and 2018 annual average concentrations for BOD₅, total suspended solids, phosphorus, total kjeldahl nitrogen, and phenols along with pH and temperature results are summarized in the Laboratory Sample Results 2018 Tables attached to this report, for the individual influent flows (PS1, PS2, and PW1).

The influent characteristics have for the most part stabilized, with a few exceptions. These include the amount of precipitation and the characteristics of the garbage being dumped into the cells. Also, the amount and type of cover is assumed to have an influence. With the additional monitoring of phenols in the raw influent streams in 2018, it can now be noted that phenol concentrations can vary greatly between influent sources and from week to week. These fluctuating conditions are suspected to be a strong contributing factor to events of elevated phenol levels in the final effluent.

12 OPERATING CONDITIONS AND MAINTENANCE

Through the 2018 monitoring period, maintenance and repairs to the CLGTF equipment were conducted to address operating problems as required. The facility was attended on a daily basis and all maintenance was logged. Some of the “Daily Checks and Log” can be summarized as: monitoring of the liquid level in the old and new cell, general inspection of the site, ensuring proper flow and operation of ponds, and checking the operation of all equipment and ensuring proper function, flow rate, speed, dosage etc.

A description of the maintenance, operating problems encountered, and the corrective actions taken in 2018 are summarized below:

2018 Summary of Operation Events

- Cleaned clarifier
- Several adjustments to flow and chemical rates
- Troubleshoot problems with PS2 influent lines
- Cleaned PS2 influent line and pumps as needed
- Changed line assembly for high-output pump
- Flowmeter verification and calibration
- Operated valve from Polishing Pond into Infiltration Pond 1 as per seasons dictated and sampled effluent accordingly
- Raked any waste build up (algae and debris) from Infiltration Pond 1 & 2 to side berms to increase infiltration rates
- Directed WAS valve from Pond 2 to Pond 1
- Routine inspection and testing of backup diesel generator
- Replaced Blower #2 Motor with new motor and had original rebuilt as spare
- Replaced dissolved oxygen transmitter box for aeration tank 2 due to corrosion
- Installed new pH, dissolved oxygen, and ORP probes in anoxic and aeration tanks
- Installed rebuilt pump in PS1

13 COMPLAINTS

There were no complaints received during the 2018 monitoring period. We do have a procedure in place with the Office Staff for receiving and communicating any complaints with the associated Municipal Staff. Also the Municipal phone line is answered after hours and any complaints would be forwarded to an On-Call Operator if required.

14 CALIBRATIONS

The flow meters were all calibrated on December 12/18. The work was completed by a representative of Flowmetrix Technical Services Inc. who provided a Flowmeter Verification Report and Certification for each unit. These certificates are available upon request.

15 CITATIONS

Portions of this report were taken and/or adapted from the:

Start-up and 2009 Annual Performance Report
Combined Leachate and Groundwater Treatment Facility
McDougall Landfill Site, Municipality of McDougall
Author: Conestoga-Rovers & Associates (CRA)

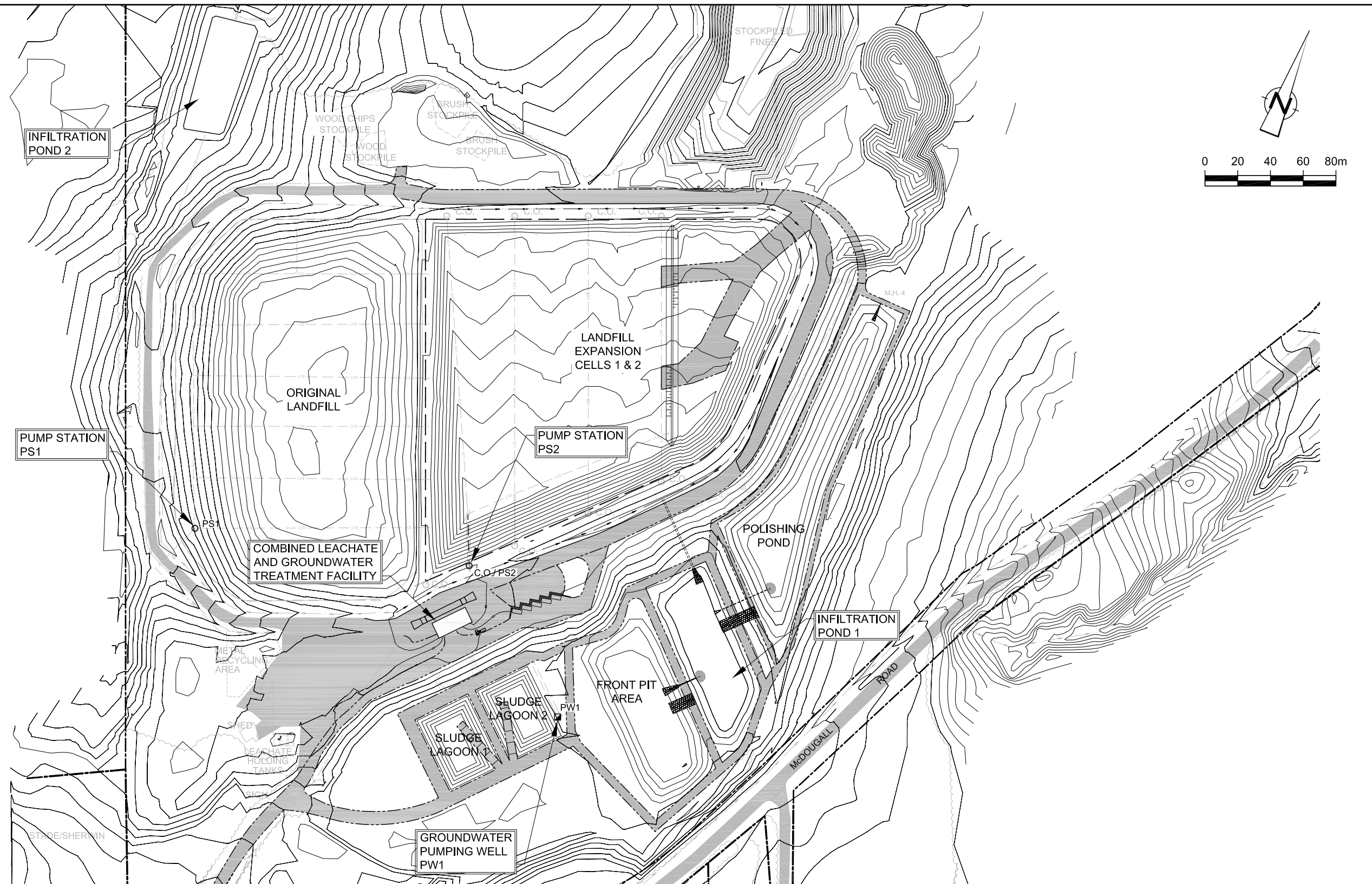


figure 1
 SITE PLAN
 COMBINED LEACHATE AND GROUNDWATER TREATMENT FACILITY
 McDOUGALL LANDFILL SITE
 Municipality of McDougall, Ontario



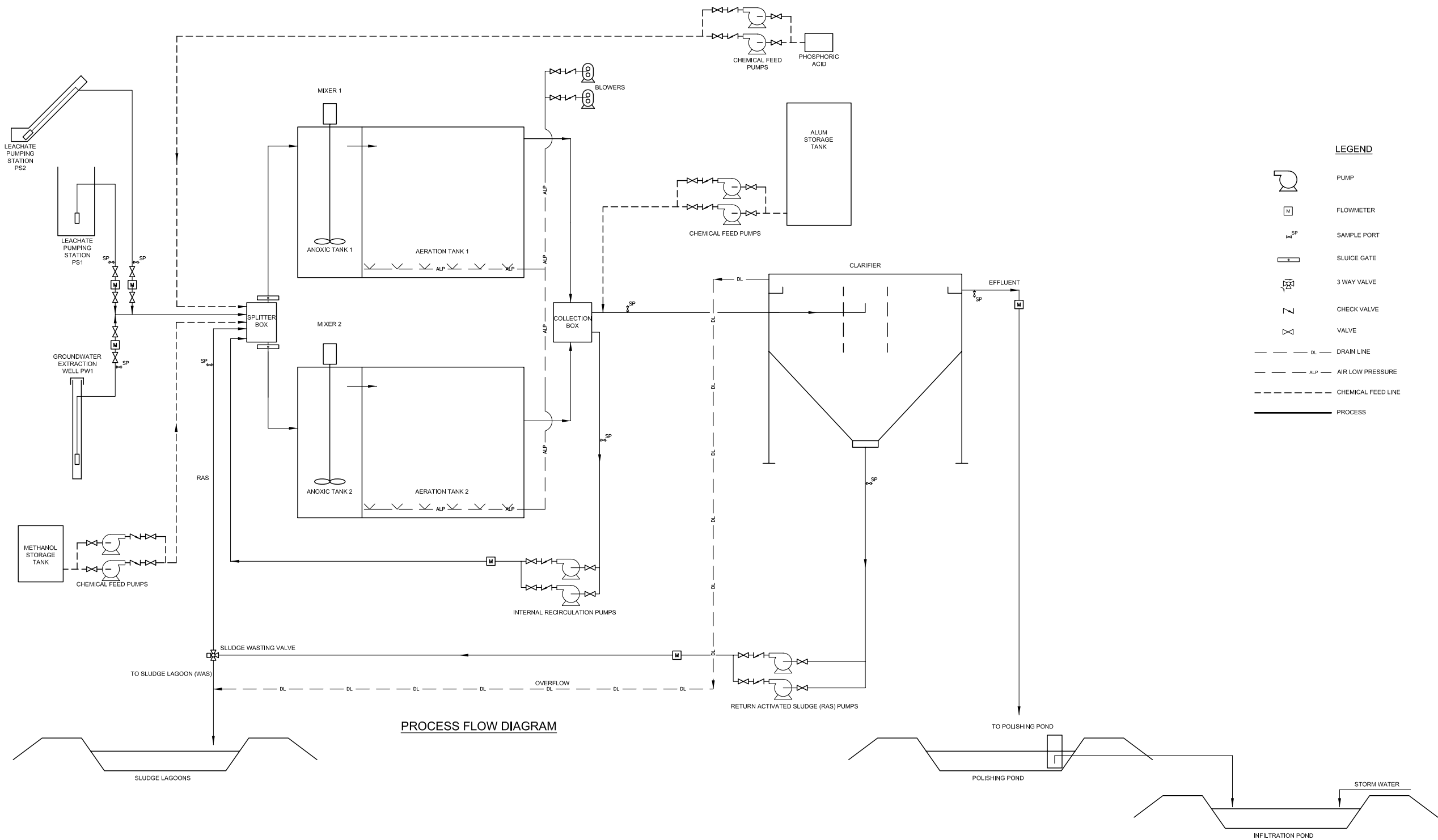


figure 2
 PROCESS SCHEMATIC
 COMBINED LEACHATE AND GROUNDWATER TREATMENT FACILITY
 McDOUGALL LANDFILL SITE
 Municipality of McDougall, Ontario



Municipality of McDougall
Combined Leachate and Goundwater Treatment Facility
Flow Summary 2018

Table 1

	Raw			Raw			Raw			Final		
2018	PS1			PS2			PW1			Effluent		
	Total m³	Avg. m³/d	Peak m³/d	Total m³	Avg. m³/d	Peak m³/d	Total m³	Avg. m³/d	Peak m³/d	Total m³	Avg. m³/d	Peak m³/d
Jan	423	14	17	3042	113	203	468	15	17	4685	151	232
Feb	393	14	17	4353	157	193	319	11	15	5060	181	219
Mar	466	15	18	4489	145	207	331	11	19	5155	166	231
Apr	430	14	18	2253	75	125	311	10	11	3199	107	189
May	329	11	16	3077	99	118	276	9	11	4262	137	182
June	335	11	13	1714	57	79	374	12	17	2636	88	110
July	324	10	17	584	19	37	781	25	39	1697	55	84
Aug	199	6	7	769	25	82	911	29	34	1910	62	114
Sep	202	7	11	2802	93	113	379	13	17	3373	112	132
Oct	294	9	12	2214	71	88	403	13	26	3279	106	122
Nov	315	11	16	1639	55	78	716	24	28	3035	101	137
Dec	435	14	23	2990	74	120	340	11	24	3138	101	144
Total m3	4145			29926			5609			41429		
Daily Avg m3	11			82			15			114		
Monthly Avg m3	345			2494			467			3452		
Peak m3	466	15	23	4489	157	207	911	29	39	5155	181	232

Note Hi-lighted #'s indicated values over the CLGTF max flow of 130 m3/Day

Municipality of McDougall
Combined Leachate and Groundwater Treatment Facility
Laboratory Sample Results , Summary 2018

Table 2

Monthly Avg. Concentration	Final Effluent							
	CBOD5 (mg/L)	Total Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Total Ammonia Nitrogen (mg/L)	Phenols (mg/L)	Field Temp. (°C)	Field pH	Unionized Ammonia (mg/L as N)
Limits								
Effluent Objectives	5	10	0.50	1	0.002	n/a	6.5-8.5	n/a
Effluent Limits mg/L Avg.	15	15	1.00	5	0.005	n/a	6.5-8.6	n/a
Date								
Annual Average	4	5	0.11	0.1	0.003	14.5	7.62	0.001
Jan. Average	4	7	0.17	0.1	0.004	13.7	7.6	0.001
Feb. Average	5	8	0.14	0.1	0.005	14.7	7.59	0.001
Mar. Average	4	5	0.14	0.1	0.003	14.1	7.62	0.001
Apr. Average	4	3	0.10	0.4	0.004	9.6	7.65	0.003
May Average	6	6	0.11	0.2	0.005	14.3	7.59	0.001
June Average	5	4	0.08	0.1	0.003	18.7	7.75	0.001
July Average	4	3	0.05	0.1	0.001	21.8	7.52	0.002
Aug. Average	4	4	0.06	0.1	0.001	20.9	7.41	0.001
Sept. Average	4	2	0.06	0.1	0.002	17.2	7.62	0.002
Oct. Average	4	2	0.10	0.1	0.002	10.2	7.72	0.001
Nov. Average	4	2	0.10	0.1	0.001	4.5	7.82	0.001
Dec. Average	4	11	0.21	0.1	0.002	14.5	7.58	0.001

Monthly Average Loading	Final Effluent					
	CBOD5 (kg/day)	Total Suspended Solids (kg/day)	Total Phosphorus (kg/day)	Total Ammonia Nitrogen (kg/day)	Phenols (mg/day)	Unionized Ammonia (mg/day as N)
Limits						
Effluent Limits kg/day Avg.	1.95	1.95	0.13	0.65	0.650	n/a
Date						
Annual Average	0.49	0.57	0.01	0.02	0.35	1.59
Jan. Average	0.60	1.09	0.03	0.02	0.574	2.07
Feb. Average	0.95	1.40	0.03	0.02	0.905	2.67
Mar. Average	0.58	0.83	0.02	0.02	0.457	2.34
Apr. Average	0.42	0.27	0.01	0.04	0.371	1.02
May Average	0.79	0.82	0.02	0.02	0.740	1.96
June Average	0.44	0.31	0.01	0.01	0.242	1.64
July Average	0.22	0.14	0.00	0.01	0.055	1.20
Aug. Average	0.26	0.22	0.00	0.01	0.078	1.29
Sept. Average	0.45	0.25	0.01	0.01	0.224	1.92
Oct. Average	0.38	0.25	0.01	0.01	0.254	1.08
Nov. Average	0.40	0.20	0.01	0.01	0.13	0.45
Dec. Average	0.40	1.09	0.02	0.01	0.20	1.46

#s over limit

Note: kg/day loading was calculated using Annual, and Monthly Flow averages and values from the table above.

Municipality of McDougall
Combined Leachate and Groundwater Treatment Facility
Laboratory Sample Results 2018

Table 3

	Final Effluent								Sample Location
	CBOD5 (mg/L)	Total Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Total Ammonia Nitrogen (mg/L)	Phenols (mg/L)	Field Temp. (°C)	Field pH	Unionized Ammonia (mg/L as N)	
Limits									
Effluent Objectives	5	10	0.50	1	0.002	n/a	6.5-8.5	n/a	
Effluent Limits mg/L avg.	15	15	1.00	5	0.005	n/a	6.5-8.6	n/a	
Effluent Limits kg/day avg.	1.95	1.95	0.13	0.65	.65 g/day	n/a	n/a	n/a	
Date 2018									
Jan 2/18	4	6	0.22	0.1	0.005	11.8	7.76	0.001	cl
Jan 9/18	4	6	0.13	0.1	0.004	14.1	7.68	0.001	cl
Jan 16/18	4	6	0.14	0.1	0.004	14.0	7.71	0.001	cl
Jan 23/18	4	10	0.20	0.1	0.004	15.4	7.47	0.001	cl
Jan 30/18	4	8	0.18	0.1	0.002	13.1	7.48	0.001	cl
Feb 6/18	4	7	0.17	0.1	0.005	14.6	7.63	0.001	cl
Feb 13/18	4	10	0.16	0.1	0.007	14.4	7.55	0.001	cl
Feb 20/18	9	7	0.15	0.2	0.005	14.6	7.59	0.002	cl
Feb 28/18	4	7	0.08	0.1	0.002	15.3	7.60	0.001	cl
Mar 6/18	4	7	0.10	0.1	0.005	13.7	7.56	0.001	cl
Mar 13/18	4	5	0.18	0.1	0.001	14.2	7.65	0.001	cl
Mar 20/18	4	4	0.14	0.1	0.004	14.5	7.62	0.001	cl
Mar 27/18	2	4	0.15	0.1	0.001	13.9	7.63	0.001	cl
Apr 3/18	4	4	0.16	0.1	0.005	16.5	7.66	0.001	cl
Apr 10/18	4	2	0.08	0.6	0.005	6.7	7.57	0.003	pp
Apr 17/18	4	2	0.08	0.5	0.002	7.7	7.68	0.004	pp
Apr 24/18	4	2	0.06	0.3	0.002	7.7	7.68	0.002	pp
May 1/18	12	2	0.05	0.2	0.006	9.2	7.44	0.001	pp
May 7/18	5	2	0.03	0.2	0.012	12.1	7.59	0.001	pp
May 14/18	4	3	0.08	0.2	0.004	14.6	7.68	0.002	pp
May 22/18	4	3	0.18	0.1	0.003	16.0	7.59	0.001	cl
May 29/18	4	20	0.22	0.1	0.002	19.8	7.65	0.001	cl
June 5/18	4	5	0.21	0.1	0.003	17.5	7.69	0.001	cl
June 11/18	4	2	0.04	0.1	0.005	17.5	7.80	0.001	pp
June 18/18	8	2	0.04	0.1	0.001	22.1	7.71	0.001	pp
June 26/18	4	5	0.04	0.1	0.002	17.5	7.80	0.001	pp
July 3/18	4	2	0.03	0.1	0.001	22.1	7.54	0.002	pp
July 10/18	4	2	0.07	0.1	0.001	21.9	7.29	0.001	pp
July 17/18	4	3	0.06	0.1	0.001	23.2	7.56	0.002	pp
July 24/18	4	4	0.03	0.1	0.001	22.3	7.76	0.003	pp
July 31/18	4	2	0.04	0.1	0.001	19.6	7.45	0.001	pp
Aug 8/18	4	4	0.07	0.1	0.001	21.4	7.48	0.001	pp
Aug 14/18	5	2	0.06	0.1	0.002	20.9	7.34	0.001	pp
Aug 21/18	4	4	0.06	0.1	0.001	21.0	7.43	0.001	pp
Aug 27/18	4	4	0.03	0.2	0.001	20.2	7.38	0.002	pp
Sept 4/18	4	2	0.06	0.2	0.001	20.1	7.49	0.003	pp
Sept 11/18	4	2	0.06	0.1	0.002	14.6	7.67	0.001	pp
Sept 18/18	4	3	0.04	0.1	0.002	19.2	7.58	0.001	pp
Sept 25/18	4	2	0.07	0.1	0.003	14.8	7.73	0.001	pp
Oct 2/18	4	2	0.07	0.1	0.002	12.1	7.77	0.001	pp
Oct 9/18	2	3	0.13	0.1	0.004	13.7	7.75	0.001	pp
Oct 16/18	4	3	0.10	0.1	0.001	8.9	7.35	0.001	pp

Municipality of McDougall
Combined Leachate and Groundwater Treatment Facility
Laboratory Sample Results 2018

Table 3

	Final Effluent								
	CBOD5 (mg/L)	Total Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Total Ammonia Nitrogen (mg/L)	Phenols (mg/L)	Field Temp. (°C)	Field pH	Unionized Ammonia (mg/L as N)	Sample Location
Limits									
Effluent Objectives	5	10	0.50	1	0.002	n/a	6.5-8.5	n/a	
Effluent Limits mg/L avg.	15	15	1.00	5	0.005	n/a	6.5-8.6	n/a	
Effluent Limits kg/day avg.	1.95	1.95	0.13	0.65	.65 g/day	n/a	n/a	n/a	
Date 2018									
Oct 23/18	4	2	0.10	0.1	0.004	7.3	7.82	0.001	pp
Oct 30/18	4	2	0.10	0.1	0.001	8.8	7.91	0.001	pp
Nov 6/18	4	2	0.14	0.1	0.001	9.0	7.97	0.001	pp
Nov 13/18	4	2	0.10	0.1	0.002	4.3	7.89	0.001	pp
Nov 20/18	4	2	0.06	0.1	0.001	2.2	7.70	0.001	pp
Nov 27/18	4	2	0.09	0.1	0.001	2.5	7.70	0.001	pp
Dec 4/18	4	5	0.13	0.1	0.001	15.7	7.48	0.001	cl
Dec 10/18	4	12	0.18	0.1	0.002	14.3	7.75	0.001	cl
Dec 18/18	4	9	0.18	0.1	0.001	13.9	7.57	0.001	cl
Dec 27/18	4	17	0.35	0.1	0.004	14.1	7.53	0.001	cl
Annual average	4	5	0.11	0.1	0.003	14.5	7.62	0.001	
Jan. average	4	7	0.17	0.1	0.004	13.7	7.62	0.001	
Feb. average	5	8	0.14	0.1	0.005	14.7	7.59	0.001	
Mar. average	4	5	0.14	0.1	0.003	14.1	7.62	0.001	
Apr. average	4	3	0.10	0.4	0.004	9.6	7.65	0.003	
May average	6	6	0.11	0.2	0.005	14.3	7.59	0.001	
June average	5	4	0.08	0.1	0.003	18.7	7.75	0.001	
July average	4	3	0.05	0.1	0.001	21.8	7.52	0.002	
Aug. average	4	4	0.06	0.1	0.001	20.9	7.41	0.001	
Sept. average	4	2	0.06	0.1	0.002	17.2	7.62	0.002	
Oct. average	4	2	0.10	0.1	0.002	10.2	7.72	0.001	
Nov. average	4	2	0.10	0.1	0.001	4.5	7.82	0.001	
Dec. average	4	11	0.21	0.1	0.002	14.5	7.58	0.001	

#s over limit

note: *pp = Polishing Pond sample, cl = Clarifier sample

Municipality of McDougall
Combined Leachate and Groundwater Treatment Facility
Laboratory Sample Results 2018

Table 4

	Raw Influent PS 1						
	BOD5 (mg/L)	Total Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Total Kjeldahl Nitrogen (mg/L)	Field pH	Field Temperature (°C)	Phenols (mg/L)
Date							
Jan 16/18	12	2	0.10	187	7.16	11.1	0.006
Jan 30/18	21	39	0.10	118	7.21	11.9	0.004
Feb 20/18	23	43	0.30	55	7.05	11.3	0.005
Mar 13/18	20	45	0.40	191	7.06	10.6	0.004
Apr 3/18	12	23	0.10	182	7.06	12.6	0.008
Apr 24/17	12	16	0.10	194	7.26	10.8	0.005
May 14/18	18	112	0.40	203	7.02	11.1	0.001
June 5/18	18	50	0.40	213	7.03	12.9	0.003
June 26/18	56	42	0.40	196	7.02	16.4	0.003
July 17/18	29	66	0.30	178	7.02	16.5	0.004
Aug 21/18	28	28	0.20	179.0	7.07	19.0	0.003
Sept 11/18	20	32	0.60	220	7.19	17.1	0.005
Oct 2/18	25	25	0.10	197	7.29	15.9	0.006
Oct 16/18	26	28	0.40	195	7.24	13.9	0.002
Nov 13/18	12	33	0.60	139	7.22	13.7	0.001
Dec 4/18	19	16	0.90	182	7.17	12.9	0.003
Dec 27/18	14	25	0.10	181	7.12	11.4	0.004
Annual average	21	41	0.35	174	7.12	13.7	0.004
Jan. average	17	21	0.10	153	7.19	11.5	0.005
Feb. average	23	43	0.30	55	7.05	11.3	0.005
Mar. average	20	45	0.40	191	7.06	10.6	0.004
Apr. average	12	20	0.10	188	7.16	11.7	0.007
May average	18	112	0.40	203	7.02	11.1	0.001
June average	37	46	0.40	205	7.025	14.65	0.003
July average	29	66	0.30	178	7.02	16.5	0.004
Aug. average	28	28	0.20	179	7.07	19.0	0.003
Sept. average	20	32	0.60	220	7.19	17.1	0.005
Oct. average	26	27	0.25	196	7.27	14.9	0.004
Nov. average	12	33	0.60	139	7.22	13.7	0.001
Dec. average	17	21	0.50	182	7.15	12.2	0.004

Municipality of McDougall
Combined Leachate and Groundwater Treatment Facility
Laboratory Sample Results 2018

Table 5

	Raw Influent PS 2						Phenols (mg/L)
	BOD5 mg/L	Total Suspended Solids mg/l	Total Phosphorus mg/L	Total Kjeldahl Nitrogen (mg/l	Field pH	Field Temperature (°C)	
Date							
Jan 9/18	12	17	0.10	71	6.97	15.5	0.006
Feb 13/18	12	20	0.60	68	6.90	14.0	0.010
Mar 6/18	146	44	0.80	62	7.02	12.8	0.031
Mar 27/18	55	50	1.40	73	6.90	14.6	0.020
Apr 17/18	17	20	0.10	52.9	7.09	13.7	0.007
May 7/18	91	23	0.50	61	7.03	14.3	0.051
May 29/18	15	44	0.50	78	6.93	16.8	0.023
June 18/18	15	23	1.20	73	6.90	16.5	0.001
July 10/18	12	38	0.27	82	6.95	16.8	0.003
Aug 14/18	12	24	0.70	56	6.74	18.0	0.003
Sept 4/18	12	56	0.10	41	6.76	15.6	0.004
Sept 25/18	8	27	0.10	63	6.80	15.0	0.013
Oct 23/18	8	10	0.90	42	6.98	15.6	0.001
Nov 6/18	12	10	0.40	37	7.12	19.0	0.001
Nov 27/18	23	39	0.10	37	7.05	15.2	0.002
Dec 18/18	16	17	0.80	61	6.99	14.5	0.010
Annual average	24	26	0.55	61	6.94	15.5	0.009
Jan. average	12	17	0.10	71	6.97	15.5	0.006
Feb. average	12	20	0.60	68	6.90	14.0	0.010
Mar. average	101	47	1.10	67	6.96	13.7	0.026
Apr. average	17	20	0.10	53	7.09	13.7	0.007
May average	53	34	0.50	69	6.98	15.6	0.037
June average	15	23	1.20	73	6.90	16.5	0.001
July average	12	38	0.27	82	6.95	16.8	0.003
Aug. average	12	24	0.70	56	6.74	18.0	0.003
Sept. average	10	42	0.10	52	6.78	15.3	0.009
Oct. average	8	10	0.90	42	6.98	15.6	0.001
Nov. average	18	25	0.25	37	7.09	17.1	0.002
Dec. average	16	17	0.80	61	6.99	14.5	0.010

Municipality of McDougall
Combined Leachate and Groundwater Treatment Facility
Labratory Sample Results 2018

Table 6

	Raw Influent PW 1						
	BOD5 (mg/L)	Total Suspended Solids (mg/L)	Total Phosphorus (mg/L)	Total Kjeldahl Nitrogen (mg/L)	Field pH	Field Temperature (°C)	Phenols (mg/L)
Date							
Jan 2/18	12	49	0.10	6.2	6.60	12.0	0.012
Jan 23/18	12	57	0.03	5.7	6.39	13.9	0.034
Feb 6/18	12	37	0.10	5.4	6.52	12.7	0.003
Feb 28/18	12	48	0.50	6.1	6.50	13.1	0.001
Mar 20/18	12	26	0.50	5.0	6.53	11.2	0.005
Apr 10/18	12	40	0.10	5.8	6.53	12.2	0.001
May 1/18	12	18	0.30	2.7	7.51	8.7	0.015
May 22/18	12	40	0.10	5.3	6.61	12.3	0.004
June 11/18	12	49	0.80	5.6	6.49	14.6	0.001
July 3/18	12	67	0.10	4.8	6.53	18.4	0.001
July 24/18	12	38	0.20	5.0	6.53	14.3	0.001
Aug 8/18	12	60	0.70	8.3	6.52	13.8	0.001
Aug 27/18	12	48	0.10	3.8	6.51	11.8	0.001
Sept 18/18	12	45	0.20	6.5	6.54	15.9	0.002
Oct 9/18	12	37	0.50	6.2	6.57	15.0	0.003
Oct 30/18	12	49	0.50	6.4	6.59	13.4	0.001
Nov 20/18	12	36	0.40	5.0	6.54	13.7	0.002
Dec 10/18	12	45	0.80	4.9	6.59	15.0	0.004
Annual average	12	43	0.37	5.5	6.58	13.5	0.004
Jan. average	12	53	0.07	6.0	6.50	13.0	0.023
Feb. average	12	43	0.30	5.8	6.51	12.9	0.002
Mar. average	12	26	0.50	5.0	6.53	11.2	0.005
Apr. average	12	40	0.10	5.8	6.53	12.2	0.001
May average	12	29	0.20	4.0	7.06	10.5	0.004
June average	12	49	0.80	5.6	6.49	14.6	0.001
July average	12	53	0.15	4.9	6.53	16.4	0.001
Aug. average	12	54	0.40	6.1	6.52	12.8	0.001
Sept. average	12	45	0.20	6.5	6.54	15.9	0.002
Oct. average	12	43	0.50	6.3	6.58	14.2	0.002
Nov. average	12	36	0.40	5.0	6.54	13.7	0.002
Dec.average	12	45	0.80	4.9	6.59	15.0	0.004



Proud Member

RECEIVED FEB 13 2019

Parry Sound Area

COMMUNITY BUSINESS & DEVELOPMENT CENTRE INC.

A Community Futures Development Corporation



January 31, 2019

Mayor and Council,
Municipality of McDougall,
5 Barager Blvd,
McDougall, Ontario.
P2A 2W9

Attention: Mayor Dale Robinson

Municipality of McDougall
Contribution to the Parry Sound Area Community
Business & Development Centre (CBDC) 2019

Dear Mayor Robinson: *Dale*

On behalf of our Board volunteers and the staff of the CB&DC please share with Council our sincere appreciation for its past tangible support to our annual operations budget. In support of our request for a 2019 contribution of \$3,000.00 the following is attached:

- 1.) The CBDC's September 30, 2018 year end financial statements
- 2.) Investment Fund Municipal Concentration List as at December 31, 2018
- 3.) Summary of Municipal contributions 2011 - 2018
- 4.) CBDC's Board resolution # 2019-3625 authorizing this request

Our core business remains the provision of lending capital to entrepreneurs throughout West Parry Sound. We lend where conventional sources refuse to go. Since 1988 the CBDC has lent over \$25,000,000.00 to over 550 businesses, leveraging a further \$44,000,000.00 that created or maintained some 2,400 jobs in our Community.

We have, together with our municipal partners, managed to accomplish this with operating budgets frozen since 2007/08. Our goal is to continue to provide the high level of service our community deserves.

As Council is aware the CBDC is host to FedNor's Community Investment Initiative in Northern Ontario (CiiNO). This regional economic development partnership of 7 municipalities and the CBDC continues to move forward on a very positive path. Council should expect to receive a more full some report on this project from our Regional EDO Glen Barnden in the very near future.

1A Church Street, Parry Sound, Ontario P2A 1Y2 Phone: 705-746-4455 Fax: 705-746-4435

Email: info@cbdc.parrysound.on.ca www.cbdc.parrysound.on.ca

2.)

On a personal note, I have advised the CBDC Board that I will be retiring in April of this year. The search is on for a new General Manager and I am pleased to report that several quality candidates have responded to our call. I would like to take this opportunity to thank Councils , past and present, for its long standing support to the CBDC and to myself. Together we have accomplished many things that have enriched the lives of many in our community.

Thank you in advance for your consideration of this request and as always I am available to meet with Council at your convenience ... as long as its before April !!!

Yours Truly

A handwritten signature in cursive script, appearing to read "Bm".

Bill Spinney-General Manager

**PARRY SOUND AREA COMMUNITY
BUSINESS & DEVELOPMENT
CENTRE INC.**

Financial Statements

For the year ended September 30, 2018

Parry Sound Area Community Business & Development Centre Inc.
Financial Statements
For the year ended September 30, 2018

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Supplementary Information

Chairperson	Mr. Jack Tynan
General Manager	Mr. Bill Spinney
Loan Officer	Ms. Sherry Keown
Administrator	Ms. Susan Tait
Location	1A Church Street, Parry Sound, Ontario
Bank	Kawartha Credit Union

GINGRICH & HARRIS Chartered Professional Accountants

1-7 William Street
Parry Sound ON
P2A 1V2

STEPHEN L. GINGRICH, CPA, CA, CFP
BRANDY L. HARRIS-GREEN, CPA, CA

TELEPHONE: (705) 746-5828
FAX: (705) 746-9693
E-MAIL: ghcpa@vianet.ca
WEBSITE: www.ghcpa.ca

Independent Auditors' Report

**To the Directors of
Parry Sound Area Community Business & Development Centre Inc.**

We have audited the accompanying financial statements of Parry Sound Area Community Business & Development Centre Inc., which comprise the statement of financial position as at September 30, 2018 and the statements of operations and changes in fund balances and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

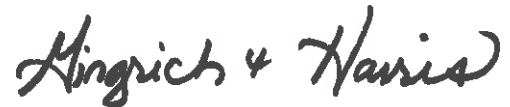
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

Loans and mortgage receivables have been recorded at amortized cost at inception as market value was not determined. We were unable to determine the adjustment to fair market value that would be necessary.

Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Parry Sound Area Community Business & Development Centre Inc. as at September 30, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "Mingrich & Harris". The script is cursive and fluid.

Parry Sound, Ontario
January 28, 2019

Chartered Professional Accountants
Licensed Public Accountants

Parry Sound Area Community Business & Development Centre Inc.
Statement of Financial Position

	<i>General Fund</i>	<i>Investment Fund</i>	<i>Project Fund</i>	<i>CIINO Fund</i>	2018	2017
September 30						
Assets						
Current						
Cash	\$ 38,081	\$ -	\$ -	\$ -	\$ 38,081	\$ 46,440
Other receivables (Note 3)	3,263	-	-	-	3,263	4,524
	41,344	-	-	-	41,344	50,964
Capital assets (Note 2)	2,474	-	-	-	2,474	-
Restricted						
Cash	-	3,048,110	43,396	39,884	3,131,390	3,183,656
Contributions receivable	-	-	-	29,895	29,895	-
Other receivables (Note 3)	-	582	377	227	1,186	3,413
Interfund balances (Note 12)	-	39,858	-	-	39,858	44,157
Interfund balance - long-term (Note 12)	-	24,000	-	-	24,000	30,000
Loans and mortgages receivable (Note 4)	-	5,728,642	-	-	5,728,642	5,171,257
Long-term investments (Note 5)	-	5,419	-	-	5,419	15,598
	-	8,846,611	43,773	70,006	8,960,390	8,448,081
Total Assets	\$ 43,818	\$ 8,846,611	\$ 43,773	\$ 70,006	\$ 9,004,208	\$ 8,499,045

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Statement of Financial Position

	<i>General Fund</i>	<i>Investment Fund</i>	<i>Project Fund</i>	<i>CIINO Fund</i>		
September 30					2018	2017
Liabilities and Fund Balances						
Current						
Accounts payable and accrued liabilities (Note 6)	\$ 8,321	\$ 4,677	\$ 2,287	\$ 1,071	\$ 16,356	\$ 17,912
Interfund balances (Note 12)	39,858	-	-	-	39,858	44,157
Interfund balance - long-term (Note 12)	24,000	-	-	-	24,000	30,000
	<u>72,179</u>	<u>4,677</u>	<u>2,287</u>	<u>1,071</u>	<u>80,214</u>	<u>92,069</u>
Deferred revenue						
Deferred operating contributions (Note 7)	-	-	19,163	68,935	88,098	63,977
Commitments and contingencies (Note 8)						
Fund Balances						
External restrictions	-	8,841,934	-	-	8,841,934	8,352,719
Internal restrictions	-	-	22,323	-	22,323	22,323
Unrestricted	(28,361)	-	-	-	(28,361)	(32,043)
	<u>(28,361)</u>	<u>8,841,934</u>	<u>22,323</u>	<u>-</u>	<u>8,835,896</u>	<u>8,342,999</u>
Total Liabilities and Fund Balances	<u>\$ 43,818</u>	<u>\$ 8,846,611</u>	<u>\$ 43,773</u>	<u>\$ 70,006</u>	<u>\$ 9,004,208</u>	<u>\$ 8,499,045</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Statement of Operations and Changes in Fund Balances

	<i>General Fund</i>	<i>Investment Fund</i>	<i>Project Fund</i>	<i>CiiNO Fund</i>	2018	2017
For the year ended September 30						
Revenues						
Industry Canada - FedNor						
- Operating funds - current year	\$ 300,000	\$ -	\$ 20,848	\$ 55,484	\$ 376,332	\$ 411,893
- Amortization of deferred capital						
Government and other grants (Note 10)	14,783	-	-	36,060	50,843	61,234
Investment income	2,541	82,212	1,366	1,407	87,526	69,019
Loan interest income	-	375,696	-	-	375,696	320,336
Sales income (events, tickets etc.)	-	-	508	-	508	3,784
Other income	7,576	-	-	-	7,576	8,028
	324,900	457,908	22,722	92,951	898,481	874,294
Expenses						
Amortization	825	-	-	-	825	-
Loan loss provision (recovery)	-	(34,008)	-	-	(34,008)	244,590
Decline in value of investment (recovery)	-	(1,043)	-	-	(1,043)	(1,001)
Salaries and benefits (see schedule)	243,886	-	2,240	73,055	319,181	327,559
Occupancy and equip. (see schedule)	26,749	-	-	586	27,335	31,809
Director's expenses	4,390	-	-	-	4,390	2,856
Community development (see schedule)	275	-	20,482	12,548	33,305	70,816
Administration (see schedule)	43,892	4,945	-	6,762	55,599	49,071
	320,017	(30,106)	22,722	92,951	405,584	725,700
Excess of Revenue over Expenses	4,883	488,014	-	-	492,897	148,594
FedNor - 2017 Reconciliation	(1,201)	1,201	-	-	-	-
Fund Balances						
Beginning of year	(32,043)	8,352,719	22,323	-	8,342,999	8,194,405
End of year	\$ (28,361)	\$ 8,841,934	\$ 22,323	\$ -	\$ 8,835,896	\$ 8,342,999

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Schedule of Expenditures

	<i>General Fund</i>	<i>Investment Fund</i>	<i>Project Fund</i>	<i>CiINO Fund</i>		2018	2017
For the year ended September 30							
Salaries and Benefits							
Salaries	\$ 200,278	\$ -	\$ 2,240	\$ 65,967	\$ 268,485	\$ 273,519	
Benefits	43,608	-	-	7,088	50,696	54,040	
	\$ 243,886	\$ -	\$ 2,240	\$ 73,055	\$ 319,181	\$ 327,559	
Occupancy & Equipment							
Insurance	\$ 4,765	\$ -	\$ -	\$ -	\$ 4,765	\$ 4,765	
Rent (net of recovery)	17,670	-	-	-	17,670	18,015	
Telephone, fax, internet & IT	4,314	-	-	586	4,900	9,029	
	\$ 26,749	\$ -	\$ -	\$ 586	\$ 27,335	\$ 31,809	
Community Development & Other							
Digital strategy	\$ -	\$ -	\$ -	\$ 12,548	\$ 12,548	\$ 6,132	
Projects							
Projects	275	-	-	-	275	29,079	
Women's Network	-	-	50	-	50	389	
Business Growth and Competitiveness	-	-	20,432	-	20,432	35,216	
	\$ 275	\$ -	\$ 20,482	\$ 12,548	\$ 33,305	\$ 70,816	

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Schedule of Expenditures

	General Fund	Investment Fund	Project Fund	CiiNO Fund		2018	2017
For the year ended September 30							
Administration							
Advertising and promotion	\$ 1,793	\$ -	\$ -	\$ 1,302	\$ 3,095	\$ 1,315	
Bank charges and interest	-	14	-	-	14	118	
Conventions, subscriptions, fees & dues	8,703	-	-	1,990	10,693	5,069	
Employee training	2,958	-	-	-	2,958	3,909	
Meetings	779	-	-	270	1,049	1,070	
Office supplies and general	10,123	-	-	485	10,608	8,363	
Postage	349	-	-	-	349	475	
Professional fees	5,925	4,931	-	1,196	12,052	11,757	
Staff travel and expenses	13,262	-	-	1,519	14,781	16,995	
	\$ 43,892	\$ 4,945	\$ -	\$ 6,762	\$ 55,599	\$ 49,071	

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc.
Statement of Cash Flows

	<i>General Fund</i>	<i>Investment Fund</i>	<i>Project Fund</i>	<i>CIINO Fund</i>	2018	2017
For the year ended September 30						
Cash provided by (used in)						
Operating activities						
Revenue in excess of expenditures	\$ 4,883	\$ 488,014	\$ -	\$ -	\$ 492,897	\$ 148,594
Items not involving cash						
Amortization of capital assets	825	-	-	-	825	-
Loan loss provision	-	(34,008)	-	-	(34,008)	244,590
Decline in value of investment (recovery)	-	(1,043)	-	-	(1,043)	(1,001)
FedNor Reconciliation	(1,201)	1,201	-	-	-	-
Changes in non-cash working capital balances						
Contributions receivable	-	-	-	(29,895)	(29,895)	-
Other receivables	1,261	428	1,128	671	3,488	(2,972)
Interfund balances	(9,299)	10,299	(1,000)	-	-	-
Accounts payable and accruals	(1,529)	-	-	(27)	(1,556)	1,113
	(5,060)	464,891	128	(29,251)	430,708	390,324
Investing activities						
Purchase of capital assets	(3,299)	-	-	-	(3,299)	-
Redemption of investments	-	11,222	-	-	11,222	10,953
Loans and mortgages advances	-	(1,764,724)	-	-	(1,764,724)	(2,198,263)
Loans and mortgages repaid	-	1,241,347	-	-	1,241,347	1,333,218
	(3,299)	(512,155)	-	-	(515,454)	(854,092)
Financing activities						
Deferred operating contributions	-	-	(17,451)	41,572	24,121	(48,588)
	-	-	(17,451)	41,572	24,121	(48,588)
Increase (decrease) in cash during the year	(8,359)	(47,264)	(17,323)	12,321	(60,625)	(512,356)
Cash, beginning of year	46,440	3,095,374	60,719	27,563	3,230,096	3,742,452
Cash, end of year	\$ 38,081	\$ 3,048,110	\$ 43,396	\$ 39,884	\$ 3,169,471	\$ 3,230,096
Represented by						
Unrestricted cash (bank indebtedness)	\$ 38,081	\$ -	\$ -	\$ -	\$ 38,081	\$ 46,440
Restricted cash	-	3,048,110	43,396	39,884	3,131,390	3,183,656
	\$ 38,081	\$ 3,048,110	\$ 43,396	\$ 39,884	\$ 3,169,471	\$ 3,230,096

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Parry Sound Area Community Business & Development Centre Inc. Summary of Significant Accounting Policies

September 30, 2018

Basis of Accounting

Fund accounting

The Corporation follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Corporation's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating contributions.

The Community Futures Investment Fund was established to provide financing for new and existing enterprises in order to protect or create new jobs. The contributions to the Investment Fund are externally restricted for use in achieving those objectives.

The CiiNO Fund (Community Investment Initiative for Northern Ontario) includes externally restricted contributions to carry out this program.

The Project Fund includes externally restricted contributions for miscellaneous projects carried out by the Corporation.

Cash and cash equivalents

The Corporation's policy is to present bank balances and term deposits with a maturity period of three months or less from the date of acquisition under cash and cash equivalents.

Contributions Receivable

Contributions receivable are recognized as an asset when the amounts to be received can be reasonably estimated and ultimate collection is reasonably assured.

Capital Assets

Capital assets are recorded at cost. Amortization is based on the estimated useful life of the asset and is provided at the following rates and methods. They are also tested for impairment.

Furniture and equipment	- 10 years straight line method
Computer equipment	- 4 years straight line method
Leasehold improvements	- 10 years straight line

A capital asset is written off as an expense in the year of acquisition if the acquisition is less than \$1,000.

Parry Sound Area Community Business & Development Centre Inc. Summary of Significant Accounting Policies

September 30, 2018

Revenue Recognition

The Corporation follows the restricted fund method whereby restricted contributions for the corresponding restricted fund are recognized as revenue of that fund in the current period. Operating Contributions and other restricted contributions are recognized in the general fund in accordance with the deferral method. All other unrestricted contributions are recognized as revenue of the general fund in the current period.

Operating Contributions from Industry Canada/FedNor are recognized as revenue of the General Fund in the year of receipt except for the following:

- i) Contributions relating to capital assets are credited to deferred capital contributions and recognized as revenue on the same basis as amortization on the related asset is charged against operations.
- ii) Contributions relating to approved expenditures not yet incurred are credited to deferred operating contributions only if costs are to be incurred within a multi-year operating agreement and the deferral has been approved by IC/FedNor.
- iii) Unexpended funds at the end of the year from contributions by IC/FedNor to the General Fund reduce contribution revenue and are reported as amounts due to IC/FedNor. Over expenditures may not be reimbursed by Industry Canada.
- iv) Unopened funds from unrestricted revenues can be retained if approval to retain has been received by FedNor; otherwise unrestricted revenues reduce contribution revenue and are reported as amounts due to IC/FedNor.

Interest revenue on short-term investments, loans and mortgages receivable and dividends from preferred shares are recognized on the accrual basis. The Corporation accrues interest on loans and mortgages in arrears until collection becomes doubtful.

Other revenue is recorded in income when earned and measurable.

Private sector contributions are recorded in the period received except for when they relate to upcoming expenditures.

Contributed Services

Volunteers contribute time to the Board of Directors and various sub-committees. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Parry Sound Area Community Business & Development Centre Inc. Summary of Significant Accounting Policies

September 30, 2018

Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the reporting date, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates. These estimates are reviewed periodically and adjustments made as appropriate, in the statement of operations in the year they become known.

Financial Instruments

Measurement of financial instruments

The entity initially measures its financial assets and financial liabilities at fair value.

The Corporation subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable, and loans and mortgages receivable.

Financial liabilities measured at amortized cost include accounts payable and deferred contributions.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

Transaction costs related to financial assets measured at fair value are expensed as incurred. Transaction costs related to other financial assets and financial liabilities are included or deducted in the initial measurement of the asset or liability.

The entity recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

Parry Sound Area Community Business & Development Centre Inc. Notes to Financial Statements

September 30, 2018

1. The Corporation

The Corporation is incorporated without share capital under the laws of Ontario as a not-for-profit organization with the principal purpose to encourage job creation in the Parry Sound Area. If the corporation were to dissolve and after the payments of all debts, the remaining assets of the corporation would be distributed or disposed of to another organization with similar goals and objectives as approved by Industry Canada. The Corporation is exempt from Income Taxes under the Income Tax Act of Canada.

2. Capital Assets

			2018		2017	
	Cost	Accumulated Amortization	Net Book Value		Net Book Value	
General Fund						
Furniture and fixtures	\$ 30,316	\$ 30,316	\$ -	\$ -		
Computer equipment	87,333	84,859	2,474		-	
Leasehold improvements	16,928	16,928	-		-	
	\$ 134,577	\$ 132,103	\$ 2,474	\$ -		

3. Other Receivables

	2018		2017	
Trade	\$ 350	\$ 1,776		
HST recoverable	4,099	6,161		
	\$ 4,449	\$ 7,937		

The carrying value of accounts receivable approximates their fair value due to the short maturity of the instruments and the fact that they are subject to normal credit terms.

Parry Sound Area Community Business & Development Centre Inc. Notes to Financial Statements

September 30, 2018

4. Loans and Mortgages Receivable

The loans and mortgages receivable bear various interest rates from 4.50% to 8.50% and are generally fixed for terms of up to three years with amortization periods from one to fifteen years (shorter terms and longer amortization periods are occasionally approved by board of directors).

	Access to capital loans				
	Loans	Host	Non-host	2018	2017
Principal	\$ 4,804,015	\$ 902,770	\$ 1,409,788	\$ 7,116,573	\$ 6,642,426
Interest	1,808	-	30,439	32,247	52,520
	4,805,823	902,770	1,440,227	7,148,820	6,694,946
Allowance	914,078	135,972	370,128	1,420,178	1,523,689
	\$ 3,891,745	\$ 766,798	\$ 1,070,099	\$ 5,728,642	\$ 5,171,257

The activity for the year of the principal loan balance is as follows:

Beginning	\$ 4,395,052	\$ 1,046,362	\$ 1,253,532	\$ 6,694,946	\$ 5,993,514
Loans					
- advanced	1,408,723	-	356,001	1,764,724	2,198,263
- repaid	(997,952)	(143,592)	(99,804)	(1,241,348)	(1,333,218)
- written off	(6,000)	-	(65,114)	(71,114)	(163,613)
- recovery	-	-	1,611	1,611	-
Ending	\$ 4,799,823	\$ 902,770	\$ 1,446,226	\$ 7,148,819	\$ 6,694,946

The activity for the year in the Allowance for Doubtful Loans account is as follows:

Beginning	\$ 990,550	\$ 144,503	\$ 388,636	\$ 1,523,689	\$ 1,442,712
Loans					
- written off	(6,000)	-	(65,114)	(71,114)	(163,613)
- recovery	-	-	1,611	1,611	-
- provision	(70,472)	(8,531)	44,995	(34,008)	244,590
Ending	\$ 914,078	\$ 135,972	\$ 370,128	\$ 1,420,178	\$ 1,523,689

The Corporation determines the Allowance for Doubtful Loans by reviewing outstanding loans on a loan-by-loan basis plus the use of an estimated percentage based on past experience for all loans for which no specific provision has been established.

The Corporation's contract with FedNor enables them to provide loans up to \$250,000.

Access to capital loans are provided by the North East Network consisting of fifteen Community Futures Development Corporations (CFDC). The originating CFDC provides the first \$150,000 and the remaining fourteen Centres provide their share of the remaining amount up to a total of \$500,000 per loan.

Parry Sound Area Community Business & Development Centre Inc.
Notes to Financial Statements

September 30, 2018

5. Long-term Investments

Investments in preferred shares represent equity investments made in eligible investees. The preferred shares provide for cumulative dividends that yield returns similar to the interest rates on the Corporation's portfolio of loans and mortgages receivable.

The investment in preferred shares is comprised of the following:

	Access to capital loans				
	Loans	Host	Non-host	2018	2017
Beginning	\$ -	\$ -	\$ 16,847	\$ 16,847	\$ 27,800
Loans					
- purchased	-	-	-	-	-
- redeemed	-	-	(11,222)	(11,222)	(10,953)
- written off	-	-	-	-	-
	-	-	5,625	5,625	16,847
- provision	-	-	(206)	(206)	(1,249)
Ending	\$ -	\$ -	\$ 5,419	\$ 5,419	\$ 15,598

This information is provided by the company administer the loans.

6. Accounts Payable and Accrued Liabilities

	2018	2017
Trade accounts payable	\$ 122	\$ 986
Wage accrual	4,592	5,285
Accrued liabilities	11,641	11,641
	<u>\$ 16,355</u>	<u>\$ 17,912</u>

The carrying value of other liabilities approximates fair value because of the short maturity of these instruments and because they are subject to normal credit terms.

Parry Sound Area Community Business & Development Centre Inc. Notes to Financial Statements

September 30, 2018

7. Deferred Operating Contributions

	2018	2017
Project Fund		
Industry Canada - FedNor		
- Business Growth & Competitiveness	\$ 2,080	\$ 22,928
Memberships		
- Women's Network	16,365	12,968
Trillium Grant		
Parry Sound Area Community Business & Development Centre		
- Youth Camp	718	718
	<u>19,163</u>	<u>36,614</u>
CiiNO Fund		
Industry Canada - FedNor	32,038	18,099
Municipal Contributions	36,897	9,264
	<u>68,935</u>	<u>27,363</u>
	<u>\$ 88,098</u>	<u>\$ 63,977</u>

8. Commitments and Contingencies

Commitment

The Corporation has entered into an operating lease for the rental of its office premises. Future rental payments on this lease amount to \$17,000 plus H.S.T. per year.

Contributions

The Corporation receives contributions for its operations from Industry Canada. Pursuant to the related agreements, if the corporation does not meet established objectives, Industry Canada is entitled to seek refunds. Should any amounts become refundable, the refunds would be charged to operations in the period in which the refund is determined to be payable.

9. Economic Dependence

Approximately 42% of the Corporation's revenue for the year ended September 30, 2018 (2017 - 47%) is received from Industry Canada - FedNor. The Corporation is dependent on annual contributions from Industry Canada/FedNor in order to finance its general fund operations. Should these contributions cease, the Corporation would be unable to continue its operations.

Parry Sound Area Community Business & Development Centre Inc.
Notes to Financial Statements

September 30, 2018

10. Government and Other Grants

	<u>2018</u>	<u>2017</u>
General Fund		
Municipal contributions		
Town of Parry Sound	\$ 2,233	\$ 1,585
Seguin Township	4,000	4,000
Township of the Archipelago	2,000	2,000
Municipality of McDougall	3,000	3,000
Municipality of Whitestone	550	1,100
Carling Township	1,500	1,500
McKellar Township	500	500
Municipality of Magnetawan	1,000	-
	<u>14,783</u>	<u>13,685</u>
CiiNO Fund		
Municipal contributions		
Town of Parry Sound	12,500	-
Seguin Township	12,500	-
Township of the Archipelago	6,250	6,250
Municipality of McDougall	6,250	-
Municipality of Whitestone	6,250	-
Carling Township	6,250	-
Deferred	(13,940)	23,523
	<u>36,060</u>	<u>29,773</u>
Northern Ontario Heritage Fund Corporation	-	17,776
	<u>36,060</u>	<u>47,549</u>
	<u>\$ 50,843</u>	<u>\$ 61,234</u>

11. Comparative Figures

Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year's financial statements.

Parry Sound Area Community Business & Development Centre Inc.

Notes to Financial Statements

September 30, 2018

12. Interfund Transfer

Interfund balance

Funds were temporarily borrowed from the investment fund to help with cash flow. Per FedNor agreement the balance is to be repaid over 10 years.

Interfund balance - long-term

The funds to loan to the GBCTA were borrowed from the investment fund. Per FedNor agreement, \$60,000 is to be repaid to the investment fund over 10 years. At year-end, \$6,000 was repaid to the investment fund by the general fund to reduce the loan to \$24,000 (2017 - \$30,000).

13. Financial Assets and Financial Liabilities

Liquidity risk

Liquidity risk is the risk that the Corporation will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provides a substantial portion of the Corporation's cash requirements.

Credit risk

The Corporation is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable, secured loans and mortgages receivable and investments. Accounts receivable arise primarily from government funding agreements. The maximum exposure to credit risk is the carrying value of accounts receivable, loans and mortgages receivable and investments on the balance sheet.

Interest rate risk

The Corporation's interest-bearing assets and liabilities include loans and mortgages receivable.

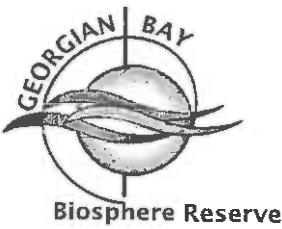
MUNICIPAL CONCENTRATION

As at December 31, 2018

Includes Access to Capital Loans

Municipality	Amount	Number of Loans	Percentage
			By Dollar Amount
Archipelago	0.00	0	0.00
Carling	129,935.79	1	1.73
Magnetawan	325,035.67	7	4.33
McDougall	540,305.50	5	7.19
McKellar	2,988.83	1	0.04
Mowat	0.00	0	0.00
Seguin	1,914,796.05	9	25.48
Town of Parry Sound	3,983,679.39	28	53.01
Wallbridge	0.00	0	0.00
Whitestone	94,842.96	1	1.26
Other	522,692.67	2	6.96
Total	7,514,276.86	54	100.00

MUNICIPAL CONTRIBUTIONS								
	2011	2012	2013	2014	2015	2016	2017	2018
Archipelago	\$8,000	\$1,000	\$4,000	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000
Carling	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
McDougall	\$6,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
McKellar	\$1,500	\$1,000	\$500	\$500	\$500	\$500	\$500	\$500
Parry Sound	\$4,357	\$2,918	\$2,468	\$3,123	\$4,021	\$2,613	\$1,585	\$2,233
Seguin	\$14,000	\$7,000	\$7,000	\$7,000	0	\$4,000	\$4,000	\$4,000
Whitestone	\$1,100	\$550	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$550
Magnetawan	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		\$1,000
Total	\$37,457	\$17,968	\$20,568	\$18,223	\$13,121	\$15,713	\$13,685	\$14,783



**PARRY SOUND AREA
COMMUNITY BUSINESS & DEVELOPMENT CENTRE INC.
General Resolution**

RESOLUTION #	CB&DC - 2019 - 3624
DATE:	January 28, 2019
MOVED BY:	<i>[Signature]</i>
SECONDED BY:	<i>[Signature]</i>
THAT:	the Board of the Parry Sound Area Community Business & Development Centre Inc. does hereby direct the General Manager to apply to the Township of McDougall's Donations / Grants Program for a 2019 contribution of \$3,000.00.

Carried



Defeated



Deferred



[Signature]
Chairman



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400
Facsimile: 416-325-0374

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400
Télécopieur: 416-325-0374

February 13, 2019

Dear Head of Council:

We are writing to provide you with an update on the 2019 Ontario Municipal Partnership Fund (OMPF).

Recognizing that we are already well into the municipal budget year, the government will be maintaining the current structure of the OMPF for 2019 as well as Transitional Assistance. This means that the program and funding will remain virtually the same as in 2018, while allowing for annual data updates and related adjustments. We heard the concerns of municipalities and that is why we are now providing the certainty they need to begin finalizing their budgets.

Ministry staff are working to finalize data updates to ensure the OMPF continues to be responsive to changing municipal circumstances as is the case under the current program. Allocation notices with funding details for each municipality, as well as supporting material, will be available in mid-March. At that time, the final 2019 funding envelope will also be announced. Consistent with prior years, Transitional Assistance will continue to gradually decline as fewer municipalities require this funding.

As we communicated previously, Ontario inherited a \$15 billion deficit. The rising cost of servicing our massive debt, if left unchecked, will imperil our hospitals, schools and other public services. We cannot allow this to happen. We continue to review government transfer payments, including the OMPF, as we work to put our province back on a sustainable and responsible fiscal path.

In the coming months, we will continue to consult with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. As we noted in December, the OMPF will be reviewed. For this reason, we are committed to announcing 2020 allocations well in advance of the municipal budget year so that municipalities have appropriate time to plan.

.../cont'd

We respect our municipal partners and remain committed to listening and working together constructively to find smarter and more efficient ways to make life better for our communities.

Sincerely,

Original Signed by

Vic Fedeli
Minister of Finance

c: The Honourable Steve Clark, Minister, Municipal Affairs and Housing
Jamie McGarvey, President, Association of Municipalities of Ontario

Issues discussed at the West Parry Sound Health Centre

Board of Directors meeting held February 11, 2019

- The meeting commenced with a presentation entitled 'Hearing the Voice of the Patient'.
- J. Hanna provided education regarding the evolving landscape of our healthcare system.
- The consent agenda was received. This included reports and recommendations from the Quality and Safety Committee, Governance Committee, Property/Finance Committee, Medical Advisory, Board Executive, and the WPSHC Foundation.
- An In-Camera/Sessions of the Board Policy #24 for the Board Policy Manual was approved and adopted.
- The 2019/20 Quality Improvement Indicators were approved. The final QIP document will be reviewed at the March meeting.
- H. Stephenson presented information regarding the financial status of WPSHC.
- The Foundation report highlighted:
 - Since April 1, 2018, the Foundation has transferred \$3,073,257 million in donations to WPSHC.
 - The 2019 special events were reviewed.
 - Foundation donors have committed to the funding for the \$1.4 million CT scanner.
- The Auxiliary report highlighted:
 - Pricing for the dishwasher for the Dietary is being explored.
 - Auxiliary members provided 13,389 hours of service fiscal year to date (March 1, 2018-January 31, 2019).
 - The Auxiliary provided 1194 hours in the month of January 2019.
- The Lakeland report highlighted:
 - A meeting will take place between LLTC representatives and the Belvedere Heights Board on February 27.
- The CEO report made reference to the exciting and challenging time to serve and govern in our provincial health care system. Leadership at WPSHC is thankful for the Board's counsel and support.

Adjournment – 7:09 p.m.



February 14, 2019

Reference No. 11139870

Mayor and Council
Municipality of McDougall
5 Barager Boulevard
McDougall, ON P2A 2W9

Dear Mayor and Council:

**Re: MTO GWP 5200-12-00 Highway 400 Rehabilitation
Request for a Noise By-law Exemption**

On behalf of the Ministry of Transportation (MTO), we are requesting an exemption from By-law No. 97-01 from July 22 to November 15, 2019 and from June 1 to November 15, 2020 for the rehabilitation of Highway 400 from 6.6 km north of the Highway 141 Interchange to 0.3 km south of the Mill Lake Bridge which includes the Municipality of McDougall (see attached map). A description of the proposed works is provided as follows:

- Pavement rehabilitation of the northbound and southbound lanes of Highway 400 including interchange ramps, northbound and southbound truck lay-by and inspection stations, and crossing roads
- Drainage improvements, consisting of ditch and culvert cleanout, and culvert repair
- Rehabilitation of the northbound and southbound structural snowmobile crossing culverts
- Construction to begin in 2019 and proceed for two construction seasons (June 1 to November 15 construction seasons)
- Highway 400 single lane closures including weekends, except for holiday weekends when all lanes will be open to traffic
- Nighttime closures on interchange ramps to complete milling and paving operations, maximum 2 nightly closures per ramp. No daytime ramp closures to mitigate business disruption. Advanced notice of closures with PVMS and TC-64 signage. Ramp closure restrictions provide motorists with alternate routes
- Generators for dewatering pumps and traffic/work zone lighting will be required during off-hours
- Work on all side roads will be completed during daylight hours and will not require weekend or off-hour work
- Work will be limited to Highway 400 and Interchange Right-of-Way limits with no impacts to private or commercial entrances



Please contact me at 613 389 9812 or Edward.Horba@ghd.com if you have any questions or comments on the preceding information. Otherwise, we look forward to receiving written correspondence from the Municipality of McDougall confirming Council's granting of the exemption.

Sincerely,

GHD

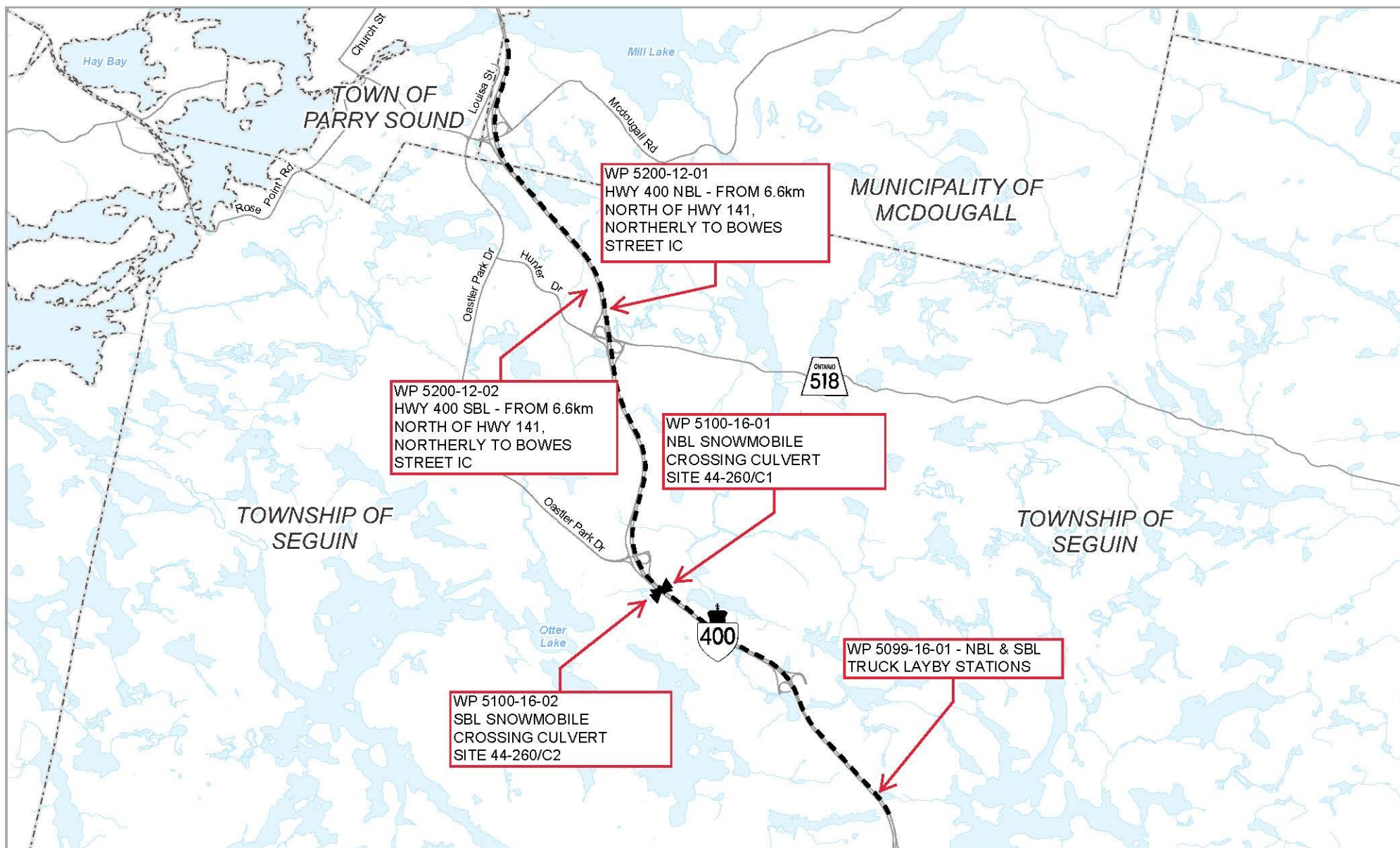
A handwritten signature in black ink, appearing to read "Ed Horba". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ed Horba, P. Eng.

Project Manager, Transportation

EH/ID/NJ/mp

Encl.



Legend

- Structure Location
- GWP 5200-12-00 Project Limits

Paper Size ANSI A
0 400 800 1,200 1,600
Metres

Map Projection: Transverse Mercator
Horizontal Datum: North American 1983
Grid: NAD 1983 UTM Zone 17N



Ministry of Transportation
Highway 400 Rehabilitation
and Snowmobile Trail
Structure Rehabilitation

GWP 5200-12-00

Project No. 11139870
Revision No. -
Date 2018/03/21

KEY MAP

January 29, 2019

Municipality of McDougall
5 Barager Boulevard
McDougall, ON
P2A 2W9

Attn: Clerk

In compliance with Section 284(3) of the Municipal Act, this letter is to serve as notification of the total Honorariums and Expenses received by your representatives who are Board Members for the District of Parry Sound Social Services Administration Board.

Board Members representing the Township of Carling, **Municipality of McDougall**, Township of McKellar and the Municipality of Whitestone - Area 3, received the following in 2018:

<u>BOARD MEMBER TOTAL</u>	<u>HONORARIUM</u>	<u>TRAVEL EXPENSES</u>
Simon Joel Constable	\$ 0.00	\$ 133.50
Steven Crookshank	\$ 0.00	\$ 172.50

Please note, one-third of the above Honorarium amounts have been deemed a "Municipal Officer's Allowance".

If you require any additional information or if your contact information requires updating, I can be reached at (705) 746-7777 ext. 204 or kpurcell@psdssab.org.

Sincerely,



Katie Purcell
Payroll Officer

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on November 28, 2018, at 345 Oak Street West, North Bay, Ontario.

PRESENT:

Nipissing District:

Central Appointee

Central Appointee

Central Appointee

Parry Sound District:

North Eastern Appointee

Western Appointee

Public Appointees:

Mac Bain

Stuart Kidd

Nancy Jacko (*Chairperson*)

Heather Busch

Don Brisbane

John D'Agostino

Gary Guenther

Mike Poeta (*Vice-Chairperson*)

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Management Administrative Assistant

Master of Public Health Student

Dr. Chirico

Shari McMillan

Dr. Carol Zimbalatti

REGRETS:

Central Appointee – Nipissing

Central Appointee – Nipissing

Eastern Appointee – Nipissing

Western Appointee – Nipissing

South Eastern Appointee – Parry Sound

Dave Butti

Tanya Vrebosch

Chris Jull

Guy Fortier

Les Blackwell

RECORDER:

Management Administrative Assistant

Sheri Beaulieu

1.0 CALL TO ORDER

Nancy Jacko, Chairperson, called the Board of Health meeting to order at 5:58 p.m.

2.0 APPROVAL OF THE AGENDA

The agenda for the November 28, 2018, Board of Health meeting was reviewed and the following motion read:

Board of Health Resolution #BOH/2018/11/01 *Bain/D'Agostino

Be It Resolved, that the Board of Health Agenda, dated November 28, 2018, be approved.

"Carried"

3.0 CONFLICT OF INTEREST DECLARATION

John D'Agostino declared a conflict of interest with any business related to Mindoka Corp.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Board of Health Minutes – September 26, 2018

The minutes from the September 26, 2018, Board of Health meeting were reviewed and the following motion read:

Board of Health Resolution #BOH/2018/11/02 *Busch/Guenther

Be It Resolved, that the minutes from the Board of Health meeting held on September 26, 2018, be approved as presented.

"Carried"

4.2

The minutes from the September 26, 2018, Board of Health meeting held in camera were reviewed and the following motion read:

Board of Health Resolution #BOH/2018/11/03 *Poeta/Kidd

Be It Resolved, that the in-camera minutes from the Board of Health meeting held on September 26, 2018, be approved as presented.

"Carried"

5.0 DATE OF NEXT MEETING

Date: Wednesday, January 23, 2019 - Tentative

Time: To be determined

Location: Nipissing Room, 345 Oak Street West, North Bay

6.0 BUSINESS ARISING

7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

Dr. Chirico thanked all of the Board of Health members, particularly those who will not be returning, prior to presenting the [Medical Officer of Health Report](#) dated November 28, 2018, to the Board members for information purposes.

A question regarding the public relations specialist position was asked and answered.

A discussion ensued regarding the impacts of social media on health messaging and how social media can misconstrue some of that messaging. The Town of Parry Sound's election plebiscite regarding fluoridated drinking water and social media was noted as part of the discussion.

8.0 BOARD COMMITTEE REPORTS

8.1 Finance and Property Committee Meeting – November 28, 2018

Recommendations from a Finance and Property Committee meeting held prior to the Board of Health meeting were brought forward.

The following motion was read:

Board of Health Resolution #BOH/2018/11/04 *Brisbane/Poeta

Be It Resolved, that on the recommendation of the Finance and Property Committee that the Board of Health for the North Bay Parry Sound District Health Unit approve the 2019 Board of Health Public Health Budget, as presented, with a total sharable base of \$13,867,867 and Total Expenses of \$20,493,473.

A recorded vote was requested.

Board member Heather Busch requested it be noted in the minutes that, while she has no issue with the budget proposed, she is not comfortable approving the 2019 budget proposal at this point in time, and therefore, would be abstaining from the vote.

Recorded Vote:

For:

Steward Kidd
Mike Poeta
Gary Guenther
John D'Agostino
Mac Bain
Don Brisbane
Nancy Jacko

Against:

"Carried"

The following motion was read:

Board of Health Resolution #BOH/2018/11/05 *Bain/Poeta

Whereas, the lease for the 17 Copeland Street, Burk's Falls, Ontario, space expired on September 30, 2018; and

Whereas, the current lease rate for rental of the space is \$2,120.78, plus applicable taxes, and

Whereas, negotiations resulted in a proposed \$200 monthly increase locked in for a term of 4 years (there have been no increases in rent since 2014), bringing the lease rate to \$2,320.78 monthly, plus applicable taxes; and

Whereas, the term of the lease extension would commence from October 1, 2018, until September 30, 2022, with the additional option of two one-year extensions with a rate to be determined at the time of exercising each option; and

Whereas, the landlord for 17 Copeland Street will be notified in writing of the lease extension to September 30, 2022, including the increase of rent to \$2,320.78, plus applicable taxes.

Now Therefore Be It Resolved, that on the recommendation of the Finance and Property Committee that the Board of Health for the North Bay Parry Sound District Health Unit approve the extension of the lease at 17 Copeland Street, Burk's Falls, Ontario, from October 1, 2018, to September 30, 2022, with the increased rental rate of \$2,320.78 plus applicable taxes for the 4-year term, with the additional option of two one-year lease extensions.

"Carried"

9.0 CORRESPONDENCE

Board of Health correspondence listed in the attachment for this agenda item are available to Board members in the secure Board of Health online portal.

10.0 NEW BUSINESS

10.1 Board of Health Policies

Board of Health policies require review and renewal once every two years, with the exception of four Personnel policies.

The following Board policies were brought forward:

- Social Media Governance for Health Unit Accounts – B-P-010
- Organizational Planning – B-G-024

The following motion was read:

Board of Health Resolution #BOH/2018/11/06 *Poeta/Bain

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to and renewal of Social Media Governance for Health Unit Accounts – B-P-010, formerly Social Media – B-P-010, as presented; and

Furthermore Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to and renewal of Organizational Planning – B-G-024, as presented.

“Carried”

10.2 Board of Health Legal Advisors – Revision

Revisions to the list of Board of Health approved legal advisors is required by resolution. An addition to the list of approved legal advisors was highlighted in the proposed motion.

The following motion was read:

Board of Health Resolution #BOH/2018/11/07 *Kidd/D’Agostino

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approves the appointment of the following legal advisors for the year 2018, as revised from #BOH/2018/01/10:

Corporate Legal Advisors:

- The Corporation of the City of North Bay
 - Lucenti, Orlando & Ellies LLP
 - Frank Williams & Associates

Enforcement Legal Advisors:

- Joseph D. Kennedy B.A., LL.B., C.S.
- The Corporation of the City of North Bay
- The Corporation of the Town of Parry Sound

Health Protection and Promotion Act (HPPA) Legal Advisors:

- Joseph D. Kennedy B.A., LL.B., C.S.
 - Middlebro’ & Stevens LLP
 - Larmer Strickland

Labour Relations Legal Advisors:

- Fillion Wakely Thorup Angeletti LLP

and,

Furthermore Be It Resolved, that the North Bay Parry Sound District Health Unit may use additional legal advisors as directed by the Medical Officer of Health/Executive Officer, and approved by resolution at the next regular Board of Health meeting.

“Carried”

10.3 All Staff Holiday Celebration Luncheon Invitation

The All Staff Holiday Celebration Luncheon will take place on December 12, 2018; Board of Health received an invitation to attend as part of the meeting agenda package.

Board members interested in attending were asked to R.S.V.P. by November 29, 2018.

The following motion was read:

Board of Health Resolution #BOH/2018/11/08 *Poeta/D'Agostino

Whereas, the All Staff Holiday Season Celebration Luncheon will take place on December 12, 2018, from 12:30 p.m. to 2:00 p.m. at The Grande Event Centre, 300 Wyld Street, North Bay;

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes Board of Health member(s) to attend the Health Unit's All Staff Holiday Celebration Luncheon on Wednesday, December 12, 2018; and

Furthermore Be It Resolved, that the Board of Health approve Board of Health members' expenses related to attending the Holiday Season Celebration Luncheon in accordance with Board of Health Policy, B-F-004 – Remuneration.

"Carried"

11.0 ADJOURNMENT

The Board of Health Chairperson wished everyone a Merry Christmas and Happy New Year.

Having no further business, the Chairperson adjourned the Board of Health meeting at 6:33 p.m.

Original Signed by Nancy Jacko

2019-01-23

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu

2019-01-28

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – NOVEMBER 28, 2018
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee

Central Appointee

Central Appointee

Eastern Appointee

Parry Sound District:

North Eastern Appointee

Western Appointee

Public Appointees:

Public Appointee

Mac Bain

Stuart Kidd

Nancy Jacko

Chris Jull

Heather Busch (*Vice-Chairperson*)

Don Brisbane (*Chairperson*)

John D'Agostino

Gary Guenther

Mike Poeta

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Executive Director, Finance

Executive Director, Human Resources

Executive Director, Community Services

Executive Director, Corporate Services and Privacy Officer

Executive Director, Clinical Services and Chief Nursing Officer

Management Administrative Assistant

Master of Public Health Student

Dr. Chirico

Isabel Churcher

Josée Goulet

Shannon Mantha

Paul Massicotte

Cathy Menzies-Boulé

Shari McMillan

Dr. Carol Zimbalatti

REGRETS:

Central Appointee – Nipissing

Central Appointee – Nipissing

Western Appointee – Nipissing

South Eastern Appointee – Parry Sound

Dave Butti

Tanya Vrebosch

Guy Fortier

Les Blackwell

RECORDER:

Management Administrative Assistant

Sheri Beaulieu

1.0 CALL TO ORDER

Don Brisbane, Chairperson, called the Finance and Property Committee meeting to order at 5:00 p.m.

Don expressed his appreciation for the Board member's service for the 2015-2018 term and the work they have accomplished in that time.

2.0 APPROVAL OF THE AGENDA

The agenda for the November 28, 2018, Finance and Property Committee meeting was reviewed and the following motion read:

Finance and Property Recommendation #FP/2018/11/01 *Jacko/Poeta

Be It Resolved, that the Finance and Property Committee agenda, dated November 28, 2018, be approved.

"Carried"

3.0 CONFLICT OF INTEREST DECLARATION

John D'Agostino declared a conflict of interest with any business related to Mindoka Corp.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Finance and Property Committee Minutes – September 26, 2018

The minutes from the September 26, 2018, Finance and Property Committee meeting were reviewed and following motion read:

Finance and Property Recommendation #FP/2018/11/02 *Jacko/D'Agostino

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on September 26, 2018, be approved as presented.

"Carried"

4.2 Finance and Property Committee Minutes In Camera – September 26, 2018

The in camera minutes from the September 26, 2018, Finance and Property Committee meeting were reviewed and following motion read:

Finance and Property Recommendation #FP/2018/11/03 *Poeta/Kidd

Be It Resolved, that the in camera minutes from the Finance and Property Committee meeting held on September 26, 2018, be approved as presented.

"Carried"

5.0 DATE OF NEXT MEETING

Date: January 23, 2019 - Tentative
Time: To be determined

Location: Nipissing Room, 345 Oak Street West, North Bay

6.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

7.0 NEW BUSINESS

7.1 Operational Plan and Financial Budget Proposal 2019

The *Operational Plan and Financial Budget Proposal 2019* was distributed to Board of Health members two weeks prior to the meeting.

Board members were provided the opportunity to submit questions related to the document prior to the meeting; the answers to all questions submitted were included in the Finance and Property Committee agenda package.

The issue of an outgoing Board approving the 2019 budget proposal was raised.

Direction provided by the Board at the September 26, 2018, Finance and Property Committee meeting surrounding the 2019 budget approval process was recapped. Board members were reassured that the proposed budget was prepared keeping in mind the current fiscal and provincial environment, and that the incoming Board of Health will have the opportunity to revisit the budget proposal if they feel it necessary. It is a budget prepared with a zero percent increase for both the Ministry of Health and Long-Term Care and the Health Unit's member municipalities.

The variation in levies is attributed to the change in the Municipal Property Assessment Corporation (MPAC) assessment numbers; the Health Unit is required by legislation to use the most current MPAC population reporting.

Chris Jull joined the Finance and Property Committee meeting at 5:09 p.m.

Board members were advised that the Health Unit's mortgage for the new building will be paid in full by the end of 2018.

Chris Jull left the Finance and Property Committee meeting at 5:12 p.m.

The layout of the operational plan and budget document has been redesigned to align with the new Ontario Public Health Standards, 2018 and the Ministry's Annual Service Plan format. The document also shows a 0.7 full-time equivalent (FTE) permanent increase to the staff compliment using mandatory programs cost-shared dollars; this is the first such increase in more than five years.

Questions were asked and addressed regarding low income adult and senior oral health clinics and hepatitis C reporting.

Health Unit management and staff were commended for presenting a comprehensive and fiscally responsible organizational plan and budget proposal.

The following motion was read:

Finance and Property Recommendation #FP/2018/11/04 *D'Agostino/Bain

Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve the 2019 Board of Health Public Health Budget, as presented, with a total sharable base of \$13,867,867 and Total Expenses of \$20,493,473.

"Carried"

7.2 Burk's Falls Branch Office Lease Renewal

The lease for the Health Unit Branch Office space at 17 Copeland Street in Burk's Falls expired on September 30, 2018. Renewal of the lease was negotiated.

A summary of the lease negotiations was provided.

The following motion was read:

Finance and Property Recommendation #FP/2018/11/05 *Kidd/Jacko

Whereas, the lease for the 17 Copeland Street, Burk's Falls, Ontario, space expired on September 30, 2018; and

Whereas, the current lease rate for rental of the space is \$2,120.78, plus applicable taxes, and

Whereas, negotiations resulted in a proposed \$200 monthly increase locked in for a term of 4 years (there have been no increases in rent since 2014), bringing the lease rate to \$2,320.78 monthly, plus applicable taxes; and

Whereas, the term of the lease extension would commence from October 1, 2018, until September 30, 2022, with the additional option of two one-year extensions with a rate to be determined at the time of exercising each option; and

Whereas, the landlord for 17 Copeland Street will be notified in writing of the lease extension to September 30, 2022, including the increase of rent to \$2,320.78, plus applicable taxes.

Now Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit extend the lease at 17 Copeland Street, Burk's Falls, Ontario, from October 1, 2018, to September 30, 2022, with the increased rental rate of \$2,320.78 plus applicable taxes for the 4-year term, with the additional option of two one-year lease extensions.

"Carried"

7.3 Third Quarter Income Statements – July 1 to September 30, 2018

The third quarter expense statements, July 1 to September 30, 2018, were provided for information purposes.

7.4 Third Quarter Medical Officer of Health Expenses – July 1 to September 30, 2018

The Medical Officer of Health expenses for the third quarter, July 1 to September 30, 2018, were provided for information purposes.

8.0 IN CAMERA

8.1 Proposed or Pending Acquisition of Land for Board Purposes or Disposition, and Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Board

The following motion was read:

Finance and Property Recommendation #FP/2018/11/06 *Busch/Poeta

Be It Resolved, that the Finance and Property Committee move in camera at 5:40 p.m. to discuss Agenda Item # 8.1, Proposed or Pending Acquisition of Land for Board Purposes or Disposition, and Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Board.

"Carried"

Upon conclusion of the in camera session the following motion was read:

Finance and Property Recommendation #FP/2018/11/07 *Busch/Poeta

Be It Resolved, that the Finance and Property Committee rise and report at 5:55 p.m.

"Carried"

A closed meeting was held to consider a matter concerning litigation or potential litigation, including matters before administrative tribunals, affecting the Board. There was nothing further to report.

9.0 ADJOURNMENT

Having no further business to discuss, the Chairperson declared the Finance and Property Committee meeting adjourned at 5:56 p.m.

Original Signed by Stuart Kidd

2019-01-23

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu

2019-01-28

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

BY-LAW NO. 2019-08

Being a By-Law to adopt a "Council-Staff Relations Policy"

WHEREAS, Subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to relationship between members of council and the officers and employees of the municipality by March 1, 2019;

AND WHEREAS, the Council of the Corporation of the Municipality of McDougall deems it expedient to adopt the aforementioned policy;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL ENACTS AS FOLLOWS:

1. The "Council-Staff Relations Policy" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. This By-Law shall come into force and effect on the date of final passing thereof.

READ a **FIRST** and **SECOND** time this day of 2019.

Mayor

Clerk

READ a **THIRD** time, **PASSED**, **SIGNED** and **SEALED** this day of
2019

Mayor

Clerk

Municipality of McDougall

COUNCIL-STAFF RELATIONS POLICY

1. Coverage

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to all Members of Council, and the Municipal Officers and Staff of the Corporation of the Municipality of McDougall.

2. Purpose

The intent of this Policy is to ensure that the relationship between Members of Council and the Officers and Staff of the Municipality is co-operative and supportive with a clear understanding of the respective roles and responsibilities.

Guided by the Municipality of McDougall's Code of Conduct for Members of Council and Local Boards, the Personnel By-law, Respect in the Workplace Policy, the Procedural By-law, and this policy, the Municipality of McDougall will promote a respectful, tolerant and harassment-free relationship and workplace between Members of Council and the officers and staff of the corporation.

3. Definitions

Chief Administrative Officer: the head of municipal staff, manages the day-to-day work of Municipal staff as directed by Municipal Council.

Clerk: shall mean an employee authorized to act as the Clerk of the Municipality of McDougall.

Council Members: shall mean the members elected as the legislative body of the Municipality of McDougall Council.

Mayor: the head of Council and the Chief Executive Officer of the Municipality.

Staff: means all officers and employees of the Corporation of the Municipality of McDougall, including full-time and part-time persons hired by the Municipality, the Chief Administrative Officer, Directors, Managers, Supervisors, Salaried Employees, Administrative Staff, contract and temporary employees, students and co-op placement staff.

Municipal/Municipality: shall mean The Corporation of the Municipality of McDougall.

4. Roles

4.1. Roles and Accountabilities:

The role of Council is to govern. The role of staff is to advise, implement and manage public service delivery. Council and staff work in partnership with one another, while performing their respective roles. Although the roles of Council and staff are distinct, they are interdependent, each one requiring the other to fulfill the

Municipality's mandate and purpose.

4.1.1 Role of Members of Council (Mayor and Councillors):

Members of Council are expected to:

- a) Represent the public and to consider the well-being and interests of the Municipality;
- b) Develop and evaluate policies and programs of the Municipality;
- c) Determine which services the Municipality provides;
- d) Ensure the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) Ensure the accountability and transparency of the operations of the Municipality, including the activities of senior management of the Municipality;
- f) Maintain the financial integrity of the Municipality; and
- g) Carry out the duties of Council under the Municipal Act, 2001 or any other Act.

It Is Expected That Council Members Will:

- a) Acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions;
- b) Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others;
- c) Refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility;
- d) Direct questions or concerns regarding departmental activities to the Mayor, CAO and/or department manager;
- e) Discuss issues with the CAO and advise senior management of questions that may arise prior to Committee or Council meetings whenever possible;
- f) Understand that their discussions with staff may be communicated and that a member of Council cannot compel a member of staff to confidentiality;
- g) Consult with the CAO prior to making commitments to agencies, groups, citizens, or likewise.

4.1.2 Role of Municipal Staff:

Municipal staff is expected to:

- a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) Undertake research and provide advice to Council on the policies and programs of the Municipality; and

- c) Carry out other duties required under the Municipal Act, 2001 or any Act and other duties assigned by the Municipality.

It Is Expected That Staff Members Will:

- a) Ensure the Council members are aware of any issues that may impact upon their decision making process;
- b) Management will ensure that the CAO is aware of any issues that may impact upon the municipality and of ongoing activities in each department;
- c) The CAO will ensure that managers are aware of any issues that may impact upon their departments;
- d) Respond to inquiries from Council members (through the CAO or Mayor) in a timely fashion, when appropriate during business hours with the exception of emergencies.
- e) Present professional reports in writing or in person, at Council meetings or Committee meetings.
- f) Notify Council members of changes to legislation and any unexpected impacts of policy decisions through written material circulated electronically or at a Council or Committee meeting; and
- g) Through the CAO, convey feedback to Council members who may be unaware of existing policies or staff workload demands, and other related issues.

4.2 Respectful Reporting Relationship

The formal relationship between Council Members and Staff must be respected to ensure equal treatment. There is a chain of command in place to deal with significant issues, Council Members and Staff are encouraged to primarily direct questions and concerns to the Mayor and/or CAO for their consideration.

4.3 Respect for Time Priorities

Timelines must be respected by all Council Members and staff. It is expected that all participants will be well prepared for meetings and will prioritize appropriately, and according to direction given by management or Council. Staff will spend time on significant projects only once direction is given by Council to do so.

4.4 Professionalism

Members of Council, Staff, and Officers must treat each other with professionalism. Staff and Officers shall treat Council as a collective decision-making body. When Council requests that Staff and Officers appear before Council, they must comply and be prepared for any questions Council has.

4.5 Politics Vs. Management

Members of Council are not elected to be managers or technical experts. Where a member of Council is a technical expert, it is expected that the Member will work in a productive, cooperative and courteous fashion with Staff, including those who share the Members' expertise or profession. Where a Member of Council has questions or opinions, advance notice to Staff provides an opportunity for Staff to provide quality

reports and advice.

Staff are not hired to play a political role. Staff are required to research policy issues, to give Council their best professional judgment, and to accept and implement effectively whatever council decides, even if it is something staff did not recommend. Staff and Officers shall stay out of political lobbying.

5. Exclusions

There are no exclusions to this policy except as required by law or for matters that are restricted to Closed Meetings as per the Municipal Act.

6. References and Related Policies

This Policy shall be read and applied in conjunction with the following Municipality of McDougall documents, as updated from time to time:

Code of Conduct for Members of Council and Local Boards

Workplace Harassment Policy

Procedural By-law

Personnel By-law

Use of Corporate Resources for Election Purposes

7. Complaints

In the interest of strengthening staff and Council relationships both staff and Council are encouraged to consider informal discussions and/or mediation prior to the submittal of a formal complaint.

The Municipal Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern the Clerk shall notify:

1. In the case of staff and officers other than the CAO of the corporation, the CAO
2. In the case of the CAO, Council; or
3. In the case of a Member of Council, the Integrity Commissioner.

Handling of complaints shall be done in the manner set out in the applicable Code of Conduct policy.

Where there is a discrepancy between the Council-Staff Relations Policy and the Code of Conduct for Members of Council and Local Boards, the applicable Code of Conduct prevails.

8. Review Cycle

This policy will be reviewed once per term of Council or as required due to legislative change.

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL
BY-LAW NO. 2019-09

Being a By-Law to adopt a policy respecting "Pregnancy
Leave and Parental Leave for Members of Council"

WHEREAS, Subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to Pregnancy leaves and parental leaves of members of council by March 1, 2019;

AND WHEREAS, the Council of the Corporation of the Municipality of McDougall deems it expedient to adopt the aforementioned policy;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL ENACTS AS FOLLOWS:

1. The policy titled "Pregnancy Leave and Parental Leave for Members of Council" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. This By-Law shall come into force and effect on the date of final passing thereof.

READ a **FIRST** and **SECOND** time this day of 2019.

Mayor

Clerk

READ a **THIRD** time, **PASSED, SIGNED** and **SEALED** this day of
2019

Mayor

Clerk

Municipality of McDougall

PREGNANCY LEAVE AND PARENTAL LEAVE FOR MEMBERS OF COUNCIL

1. Coverage

In accordance with Section 270 of the *Municipal Act, 2001*, this policy applies to all Members of Council.

2. Purpose

The Municipality of McDougall recognizes a Member of Council's right to take leave for the Members' pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with the *Municipal Act, 2001*.

This policy provides guidance on how the Municipality of McDougall addresses a Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

3. Definitions

Pregnancy and/or Parental Leave: an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the *Municipal Act, 2001*.

4. Procedures

Municipal Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

- i. A Member of Council is elected to represent the interests of their constituents.
- ii. A Member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of the Pregnancy and/or Parental Leave.
- iii. The Member is entitled to continue to receive communication from the Municipality (Council packages, email, meeting invitations), as if the Member were not on Leave, in accordance with the wishes of the Member.
- iv. A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their leave.
- v. A Member of Council on Pregnancy and/or Parental Leave shall continue to be paid and continue to have expenses paid in accordance with any Council expense policy.

Where a Member of Council will be absent due to a Pregnancy and/or Parental Leave the Member shall provide written notice to the Municipal Clerk outlining the expected duration of leave including a potential start date and return date.

It is understood that under emergent circumstances, a Member may not be able to

submit the appropriate notice before the Leave commences. Each Member shall nonetheless endeavour to provide the appropriate notice in advance of any Leave or as soon as possible after commencing the Pregnancy and/or Parental Leave. The Municipal Clerk will provide the Mayor/Designate and Human Resources with a copy of any written notice.

Council shall make temporary appointments to fill any vacancies of the Member to Committees, Boards, Task Force, Project Teams or other meetings or activities of the Member.

Notwithstanding, at any point in time during a Member's Pregnancy and/or Parental Leave, the Member can provide written notice to the Municipal Clerk of their intent to lift any of the Council- approved, temporary appointments. The Member shall inform the Municipal Clerk, with proper notice, on any changes regarding their return date.

5. Exclusions

This policy does not apply to Municipal Staff, or Members of Local Boards/Committees.

6. Related Policies

Municipality of McDougall Code of Conduct for Members of Council and Local Boards

7. Consequences of Non-Compliance

The Municipal Clerk shall be responsible for monitoring the application of this policy.

8. Review Cycle

This policy will be reviewed in each term of Council or as required due to legislative changes.

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

BY-LAW NO. 2019-10

Being a By-Law to adopt the "Tree Canopy and Natural Vegetation Preservation Policy"

WHEREAS, Subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality by March 1, 2019;

AND WHEREAS, the Council of the Corporation of the Municipality of McDougall deems it expedient to adopt the aforementioned policy;

NOW THEREFORE THE COUNCIL FOR THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL ENACTS AS FOLLOWS:

1. The "Tree Canopy and Natural Vegetation Preservation Policy" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. This By-Law shall come into force and effect on the date of final passing thereof.

READ a FIRST and SECOND time this day of 2019.

Mayor

Clerk

READ a THIRD time, **PASSED, SIGNED and SEALED** this day of
2019

Mayor

Clerk

Municipality of McDougall

TREE CANOPY AND NATURAL VEGETATION PRESERVATION POLICY

1. Coverage

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to all Settlement Areas, shoreline and rural residential properties and development on public and private lands within the Municipality of McDougall. This policy is intended to be used as a resource which can be referred to and utilized as a guide for residential, commercial and public purposes.

2. Purpose

Section 270 (1) (7) of the Municipal Act, 2001, S.O. 2001, c. 25 requires a municipality to adopt a plan which describes how to protect and enhance the tree canopy and natural vegetation. The purpose of this policy is to provide a brief understanding of local vegetation, planting considerations and promote best practices.

3. Definitions

Tree Canopy: the uppermost trees, or branches of the trees, in a forest, forming a more or less continuous layer of foliage. A canopy is the topmost layer of bioactivity in a forest setting.

Shoreline Vegetative Buffer: means the natural area maintained in its predevelopment state abutting and running parallel to the high water mark of a natural body of water.

4. Tree Canopy

4.1 Native Plantings

When planting any vegetation, the use of local species and native vegetation is recommended. The benefits of Native Vegetation include improving groundwater recharge and baseflow, prevention of stream erosion and flooding, protecting water quality, and providing habitat for native species. Schedule A includes a list of native plants.

4.2 Location for Plantings

Consideration should be given to size of the tree/planting at maturity as it relates to property lines, utilities, and a building foundation or roof.

4.3 Shoreline Vegetation

Shoreline vegetative buffers protect water from pollutants by filtering contaminants, providing habitat for native species, and preventing shoreline erosion.

Shoreline buffers should:

- i) Be at least 15 metres upland from the shore or greater as recommended

by the Ministry of Natural Resources and Forestry;

- ii) Be composed of natural vegetation with a broad corridor of undisturbed vegetation;
- iii) Not be grassed;
- iv) Avoid shoreline hardening.

4.4 Maintenance and Preservation

Trees and vegetation require special care and treatment. Dead, dying, diseased, and dangerous material can be removed in order to improve the health, safety and aesthetics of your property. A professional such as a certified forester, horticulturalist, and/or arborist can help you in this process.

4.5 Commercial/Industrial Uses

In addition to this policy applying to single detached homes and smaller residential uses, it can also provide guidance to larger commercial, multiple residential, and industrial developments. Increased vegetative buffers help beautify commercial and industrial properties as well as provide a screen between uses.

5. References and Related Policies

The Municipality of McDougall Official Plan (a policy document) contains Natural Heritage policies specific to Forestry, as well as Water Quality Protection Policies that require the area between the shoreline and development to be maintained in its natural state in order to preserve a vegetative buffer.

6. Disclaimer

This policy does not take priority over any By-laws, Resolutions or Agreements of the Municipality of McDougall, including but not limited to any agreement made under the Planning Act, R.S. O. 1990, c. P. 13.

7. Review Cycle

This policy will be reviewed as required.

Tree Canopy and Natural Vegetation Preservation Policy Schedule "A"

Trees	Shrubs	Partial Shade	Full Sun	Shoreline
Riparian Zone Balsam Fir Red Maple Tamarack Black Spruce Eastern Hemlock Yellow Birch Silver Maple Medium Sized Chokecherry Pin Cherry Serviceberry Striped Maple Ironwood Eastern White Cedar Large Sized Bur Oak Red Oak White Oak Trembling Aspen Balsam Poplar Large-tooth Aspen White Birch Red Spruce Eastern White Pine Sugar Maple American Basswood Black Cherry	Black Chokeberry Nannyberry Northern Bush Honeysuckle Pagoda Dogwood Red Osier Dogwood Smooth Wildrose Swamp Rose Sweet Gale Winterberry Holly Common Elderberry Highbush Cranberry Lowbush Blueberry Meadowsweet Serviceberry Steeplebush	Bearberry Bloodroot Bunchberry False Solomons Seal Jack-in-the-pulpit Wild Columbine Foamflower Ostrich Fern	Black-eyed Susan Big Bluestem Grass Canada Goldenrod Common Milkweed Flat-topped Aster New England Aster Pearly Everlasting	Blue Flag Iris Blue Vervain Boneset Cardinal Flower Swamp Milkweed Joe Pye Weed White Turtlehead Woolgrass

COMMITTEE/COUNCIL TRACKING LIST

February 20, 2019

Please be advised that items on the tracking sheet may be discussed during scheduled meetings

Meeting Date	Subject for Action	Assigned Department	Requested/Anticipated Response Date	Comments
January 10, 2018	The CAO to look into any available bike lane funding, and contact the Ministry of Transportation on behalf of the Municipality to investigate any other available options such as a joint funding application.	CAO		
February 21, 2018	Staff to investigate opportunities for long term revenue streams for when the landfill is closed	CAO		