



#8 (a)

## Staff Report to Municipal Council The Corporation of the Township of McGarry

<b>Meeting Date:</b> September 9, 2025	<b>Report Date:</b> July 22, 2025
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Input required <input type="checkbox"/> Information Only	<b>Type of Meeting:</b> Regular Council Meeting

**Report Title: REMENBRANCE DAY AND REGULAR COUNCIL MEETING**

**Background:**

The Township of McGarry holds their Regular Council Meeting on the second Tuesday of every month.

**Discussion:**

This year, Remembrance Day (November 11, 2025) falls on the second Tuesday of the month, which is when our Regular Meeting of Council is scheduled. The Township will be closed on that day, and the staff will be unavailable.

We are proposing to reschedule the regular meeting in November to either November 10th or November 12th, 2025 to accommodate for this statutory holiday.

**Conclusion / Recommendation / Motion:**

THAT Council have read the staff report on Remembrance Day and Regular Council Meeting and agree to reschedule the Regular Meeting of Council for the month of November from November 11, 2025 to November \_\_\_\_\_, 2025.

Sincerely,

**Karine Pelletier**  
**Clerk-Treasurer**



# 8 (b)

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**  
**69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0**  
**PH: 705-643-2158 FAX: 705-643-2311**  
**LARDERLAKE.CA**

August 13, 2025

To whom it May Concern:

**RE: Resolution – Support Making the NORDS Pilot Program Permanent and Expanding Program Eligibility**

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Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, August 12<sup>th</sup>, 2025, the following resolution of support was adopted:

**Support for Making the NORDS Pilot Program Permanent and Expanding Program Eligibility**

**WHEREAS** the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario municipalities address infrastructure pressures resulting from natural resource sector activities;

**AND WHEREAS** the funding provided through the NORDS pilot was very well received by the municipal sector, as it delivered timely and much-needed financial support to many communities across the North;

**AND WHEREAS** the program has allowed municipalities, such as the City of North Bay, to strategically stack multi-year allocations in order to support large-scale infrastructure initiatives critical to community development and economic growth;

**AND WHEREAS** the NORDS pilot program has clearly demonstrated its value and effectiveness in helping Northern municipalities address the infrastructure challenges tied to resource development and extraction;

**AND WHEREAS** rural and northern municipalities are also facing infrastructure degradation resulting from the increasing size and frequency of agricultural machinery and activity, which is currently outside the scope of the pilot;

**THEREFORE BE IT RESOLVED THAT** the Council of the Township of Larder Lake strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

**AND FURTHER THAT** the Province consider expanding program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities;

**AND FURTHER THAT** municipalities be encouraged to continue utilizing the ability to stack NORDS allocations over multiple years to support the planning and delivery of major infrastructure projects;

**AND FURTHER THAT** a copy of this resolution be forwarded to the Minister of Northern Economic Development and Growth, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, local MPP, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), Northwestern Ontario Municipal Association, Rural Ontario Municipalities Association and all Northern Ontario municipalities for their awareness and support.

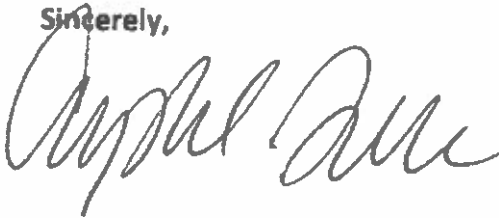
Moved by: Councillor Armstrong

Seconded by: Councillor Kelly

**Carried**

As so directed, a copy of Council's Resolution has been supplied for your reference.

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Labbe', written in a cursive style.

**Crystal Labbe**

**CAO/ Clerk Treasurer**

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



**MOVED BY:**

☒ Thomas Armstrong  
☐ Patricia Hull  
☐ Paul Kelly  
☐ Lynne Paquette

**SECONDED BY:**

☐ Thomas Armstrong  
☐ Patricia Hull  
☒ Paul Kelly  
☐ Lynne Paquette

Motion #: 7

Resolution #: 9

Date: August 12, 2025

**Support for Making the NORDS Pilot Program Permanent and Expanding Program Eligibility**

**WHEREAS** the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario municipalities address infrastructure pressures resulting from natural resource sector activities;

**AND WHEREAS** the funding provided through the NORDS pilot was very well received by the municipal sector, as it delivered timely and much-needed financial support to many communities across the North;

**AND WHEREAS** the program has allowed municipalities, such as the City of North Bay, to strategically stack multi-year allocations in order to support large-scale infrastructure initiatives critical to community development and economic growth;

**AND WHEREAS** the NORDS pilot program has clearly demonstrated its value and effectiveness in helping Northern municipalities address the infrastructure challenges tied to resource development and extraction;

**AND WHEREAS** rural and northern municipalities are also facing infrastructure degradation resulting from the increasing size and frequency of agricultural machinery and activity, which is currently outside the scope of the pilot;

**THEREFORE BE IT RESOLVED THAT** the Council of the Township of Larder Lake strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

Recorded vote requested: ☐

	For	Against
Tom Armstrong	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patricia Hull	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lynne Paquette	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patty Quinn	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

**Disclosure of Pecuniary Interest\***


Chair: 

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

**69 Fourth Avenue, Larder Lake, ON**

**Phone: 705-643-2158 Fax: 705-643-2311**



**MOVED BY:**

☒ Thomas Armstrong  
☐ Patricia Hull  
☐ Paul Kelly  
☐ Lynne Paquette

**SECONDED BY:**

☐ Thomas Armstrong  
☐ Patricia Hull  
☒ Paul Kelly  
☐ Lynne Paquette

**Motion #: 8**

**Resolution #: 9**

**Date: August 12, 2025**

**AND FURTHER THAT** the Province consider expanding program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities;

**AND FURTHER THAT** municipalities be encouraged to continue utilizing the ability to stack NORDS allocations over multiple years to support the planning and delivery of major infrastructure projects;

**AND FURTHER THAT** a copy of this resolution be forwarded to the Minister of Northern Economic Development and Growth, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, local MPP, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), Northwestern Ontario Municipal Association, Rural Ontario Municipalities Association and all Northern Ontario municipalities for their awareness and support.

**Recorded vote requested:** ☐

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

**I declare this motion**

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

**Disclosure of Pecuniary Interest\***


**Chair:**

**\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.**



#8 (c)

## Letter of Support from Mayor

1 message

FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>

Tue, Jul 22, 2025 at 10:22 AM

Good morning

Dear Mayor and Council,

On behalf of the Federation of Northern Ontario Municipalities (FONOM), I would like to ask for your support for a project that holds transformative potential for Northern Ontario and Canada as a whole.

The FONOM Board has submitted a formal proposal to both the Prime Minister and the Premier of Ontario, advocating for the adoption of a 2+1 Highway System on Highways 11 and 17. We are requesting that this project be designated as a **Nation-Building Priority** under the Building Canada Act.

The benefits of this proposal are significant, with **improved safety** as the foremost objective. In addition, the 2+1 model offers economic, environmental, and national security advantages—making it a strategic investment in Canada's connectivity and long-term growth.

We respectfully ask that:

1. This email be shared with your full Council, and
2. The Mayor consider submitting a **letter of support** using the attached sample template.

Your endorsement will demonstrate to both levels of government the unified support of Northern Ontario municipalities for this vital infrastructure project.

For your reference, I have included:

- A **copy of our submission** to the Prime Minister and Premier
- A **template letter of support** for your convenience

We are happy to answer any questions or provide additional information if you'd like.

Thank you for your consideration and your continued support of FONOM's advocacy work.

Talk soon, Mac.

July 15, 2025

The Right Honourable Mark Carney  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2  
SENT BY EMAIL: [PM@pm.gc.ca](mailto:PM@pm.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
SENT BY EMAIL: [Premier@ontario.ca](mailto:Premier@ontario.ca)

**Dear Prime Minister Carney and Premier Ford,**

**Subject: *A Nation-Building Case for a 2+1 Highway for enhanced east-west Canadian trade in Alignment with Prime Minister Carney's Five Criteria***

## **Purpose**

This briefing presents a compelling case for federal investment in upgrading Northern Ontario's Highway 11 and Highway 17, utilizing **the proven 2+1 highway model**. Supported by evidence in infrastructure policy, safety, economic performance, and national security, the proposal aligns directly with the **five nation-building criteria** set out by Prime Minister Carney under the ***Building Canada Act***.

We propose a two-phase approach:

- **Phase 1**
  - Construct 2+1 on **Highway 11 segments from North Bay to Cochrane**
  - Construct 2+1 on **Highway 17 from Renfrew to Sudbury**
- **Phase 2**
  - Extend the 2+1 **configuration from Cochrane to Nipigon on Highway 11**
  - Construct the 2+1 **configuration from Thunder Bay to Kenora on Highway 11 and 17**
  - Construct 2+1 on **Highway 17 from Sault Ste. Marie to Sudbury**

This initiative is far more than a regional infrastructure upgrade—it is a nation-building investment. It will strengthen Canada's internal connectivity, improve transportation resilience, and contribute to long-term economic growth, safety, and sovereignty.

## Background

With the **Building Canada Act** in place, the Government of Canada is proceeding with consultations with provinces, territories and Indigenous rights-holders to determine the initial list of national interest projects. This proposal presents a project deemed of national interest.

The **Building Canada Act** focuses on creating a unified Canadian economy that promotes enhanced trade between the east and west within Canada. It also focuses on the development of major nation-building projects that will likely involve the transportation of large industrial materials for building. With a vast land area and diverse geography, an efficient transportation network is crucial for connectivity and facilitating the movement of materials.

While air and rail form part of Canada's transportation network, highways and trucking are the backbone of Canada's transportation system, connecting major cities, towns and rural communities. Trucking companies and drivers rely on governments to ensure a well-connected transportation network, including highways, major routes, border crossings, and ports, for efficient and safe operations. In turn, knowing the most efficient and safe highways and routes helps truckers save time, fuel, and operational costs.

The Trans-Canada Highway itself—of which Highways 17 and 11 are a vital part—is the **longest continuous national highway in the world**, connecting all ten provinces and three territories. During the Great Depression, the federal government funded the highway's early development as a job-creation initiative and a strategic investment in national cohesion. Over \$19 million was allocated to the provinces to construct a continuous road, enabling Canadians to travel across the Dominion without entering the United States. That same nation-building spirit is now needed once again in Northern Ontario.

## Proposal

Except for Newfoundland, Prince Edward Island, and Ontario, most of the routes used by truckers crossing Canada are four-lane highways. In Ontario, truckers heading east from Manitoba or west from Quebec can choose to cross the province via Highway 17, the Trans-Canada Highway, or Highway 11, and what is now known as the **Northern Trans-Canada Route**. Truckers travelling from Toronto to western Canada can choose to take either 1) Highway 69 to Highway 17, then join the **Northern Route** of Highway 11 via Sturgeon Falls and King's Highway 64, or 2) Highway 11 to North Bay, then the **Northern Route**. Almost all sections of Highways 17 and 11 between the Manitoba border and Renfrew in eastern Ontario are two lanes, except for ongoing highway twinning projects near Nipigon and west of Thunder Bay, as well as a small, complete section east of Sault Ste. Marie. A small section of twinning has also been completed at Arnprior.

With Ontario being Canada's busiest province for truck traffic, these vital highways, which are linked to much of the country's economic activity, need to be considered for continued expansion beyond their existing two-lane profile. From their early days, they have formed part of Canada's **critical national corridor**, from playing a foundational role in connecting

Canada's frontier communities enable economic development and assert national



sovereignty across the North. Unfortunately, road safety and infrastructure conditions in northern Ontario are deteriorating, according to the Ontario Trucking Association. Their primary concern is the danger of passing other vehicles. In turn, the Truckers for Safer Highways association recently stated: “People and truckers are dying on these highways!”

That is why the Federation of Northern Municipalities, an organization representing 110 cities, towns and municipalities. Has been a consistent and vocal advocate for the adoption of the 2+1 highway model in Northern Ontario. This cost-effective, safety-enhancing design has proven successful in many countries, including Sweden, Finland, and Australia. A 2+1 highway expands on a 2-lane road by implementing continuously alternating passing lanes and separates opposing directions of traffic with a crash-rated median barrier, resulting in safety outcomes that are equal to fully twinned highways.

The Government of Ontario is responding and has announced two pivotal initiatives that mark a turning point for Highway 11, offering a clear opportunity for federal collaboration. First, a **pilot project** is scheduled to commence in 2026 on a 2+1 highway segment between **North Bay and Temagami**. Second, the province committed to extending the 2+1 configuration further north, from **Temiskaming Shores to Cochrane**. These two segments lay the groundwork for a scalable, long-term corridor strategy—a shared infrastructure vision well-suited to a federal-provincial nation-building partnership that would see a phased approach to northern Ontario’s highway development:

Data from Statistics Canada (see Appendix A) highlights that a five-year average from 2013 to 2017, over **925,000 truck shipments** were made between Western Canada and the Toronto/Montreal region via two-lane highways in Northern Ontario. By comparison, **960,005** between Toronto and Montréal, **206,574** between Toronto and Hamilton and 96,607 between Toronto and Windsor — routes served by four-lane highways. Put simply, **there is as much transport traffic on Highway 17 and 11 as on the Highway 401 corridor**—but it is forced to spread over narrower, less safe roads.

Priority should be given to Highway 11, as it offers a **preferred westward route** for commercial carriers. Compared to Highway 17, it is less hilly reducing fuel consumption and is not subject to frequent closures caused by Lake Superior’s weather systems. In short, Highway 11 is more reliable and increasingly indispensable to national logistics and supply chains. Highway 11 will also be critical to the rapidly expanding mining and agriculture sectors in the north that depend on a safe and efficient transportation corridor.

Ministry of Transportation **Annual Average Daily Traffic (AADT)** volumes from 2021 confirm this importance:

- **Near Temiskaming Shores:** 7,800
- **Near Englehart:** 6,100
- **Between Kirkland Lake and Cochrane:** 3,200 to 5,500

These figures **meet or exceed international thresholds** for 2+1 highway justification. In fact, Ontario’s Ministry of Transportation and Swedish transport authorities both find 2+1

highways are effective and safe at volumes of up to **18,000–20,000 AADT**, which is well

above the current corridor levels of 3,200–7,800. This places Highway 11 within the model's ideal "sweet spot"—not only today, but for decades to come.

Moreover, these traffic counts were gathered during the COVID-19 pandemic, when private vehicle use was depressed. Actual normalized volumes are likely even higher. Despite this high usage and strategic importance, Highway 11 faces challenges stemming from decades of underinvestment. These include:

- **Substandard Road Geometry**
- **Insufficient passing opportunities**
- **Above-average collision and fatality rates**
- **Regular closures due to weather and accidents**

These weaknesses not only endanger lives but also **disrupt freight movement, delay goods, and increase costs** for industries that depend on timely delivery.

The **2+1 model, featuring a crash-rated median barrier and alternating passing lanes every few kilometres, significantly improves safety and traffic flow at a substantially reduced cost compared to traditional four-lane twinning.** This makes it the ideal design for long rural corridors with steady but moderate traffic, such as Highway 11.

## **Alignment with Prime Minister Carney's Five Nation-Building Criteria**

### **1. Strengthen Canada's Autonomy, Resilience, and Security**

- **Strategic Defence Logistics:** Highways 17 and 11 support access to key military and NORAD infrastructure, including CFB North Bay. It also offers critical redundancy should either highway become compromised.
- **Nuclear Waste Transport:** The Nuclear Waste Management Organization has identified these highways for the secure transport of used nuclear reactor rods to a planned long-term storage site in Northwestern Ontario. Enhanced road safety is essential.
- **Emergency and Climate Resilience:** These roads play a vital role in wildfire evacuations and emergency response functions that will only grow more urgent with climate change.
- **Critical Minerals Access:** As Canada builds out its critical minerals sector, Highways 17 and 11 are essential for transporting the tools, supplies, and workforce needed to unlock Northern resource potential.

### **2. Deliver Economic Benefits and Support Growth**

- **Economic Resilience and Supply Chain Reliability**  
Highways 17 and 11 are a lifeline for national industries such as mining, forestry, agriculture, and manufacturing. Collisions and closures in this corridor disrupt supply chains, delay shipments, and raise costs—undermining productivity and competitiveness. A safer, more reliable route will protect against these losses and help

sustain Canada's industrial and export performance, particularly as interprovincial trade barriers ease and east-west commercial traffic increases.

- **Workforce Access and Regional Efficiency**  
Improved traffic flow enhances access for workers, goods, and services, strengthening regional economies and making it easier for businesses to attract and retain talent.
- **Job Creation and Indigenous Participation**  
Construction and long-term maintenance will create employment opportunities, with strong potential for Indigenous training, contracting, and equity partnerships.
- **Tourism and Local Business Vitality**  
As the primary transportation artery for dozens of rural communities, Highways 17 and 11 support tourism, retail, and service sectors. Safer, faster routes help keep these towns economically viable and socially connected.
- **High Return on Investment**  
According to the Northern Policy Institute, the proposed 2+1 pilot for Highway 11 delivers a benefit-cost ratio of **1.0 at 20 years**, rising to **3.6 at 60 years**—clear evidence of enduring value.

### 3. High Likelihood of Successful Execution

- **Shovel-Ready Projects:** Ontario's North Bay–Temagami pilot is fully designed and poised to go to tender
- **Provincial Commitment Already Secured:** The province has also announced plans to extend the 2+1 model northward between Temiskaming Shores and Cochrane.
- **Proven Design Model:** The 2+1 design has achieved fatality reductions of up to 76% in countries like Sweden, Finland, and Australia. It offers a practical model for safe, efficient travel across long rural corridors. Ontario's projects benefit from this body of international evidence.
- **Faster Cheaper Delivery:** By leveraging existing roadbeds, 2+1 roads require less land acquisition and construction time, avoid significant delays from environmental permitting, and can be implemented in phases. Ontario's own pilot designs incorporate global best practices from around the world.
- **Expandable by Design:** 2+1 highways can be converted to 2+2 highways in the future when traffic volumes warrant it, making 2+1 roads a flexible and cost-efficient steppingstone, ideal for future-proofing national transportation infrastructure.

### 4. Advance the Interests of Indigenous Peoples

- **Early and Ongoing Engagement:** Highways 17 and 11 intersect the traditional territories of several Indigenous Nations. Their early and ongoing involvement ensures meaningful participation and long-term benefits.
- **Pathways to Economic Reconciliation:** Indigenous-led training, employment, and

- equity stakes can be prioritized into project delivery, creating generational value. With designs that are modular, the Proposal also supports phased contracting and development models.
- **Improved Safety for Remote Access:** Both Highways are a lifeline for many Indigenous communities, enabling access to healthcare, food, education, and evacuation routes. Safer highways are a matter of equity.

#### 5. Contribute to Clean Growth and Climate Objectives

- **Lower Emissions from Freight:** Improved traffic flow reduces idling, braking, and congestion, directly cutting greenhouse gas emissions. Infrastructure for electric vehicle (EV) charging can be integrated into the design.
- **Sustainable Construction Practices:** Ontario's design process is already integrating lower-emission materials and recycled aggregates to help Canada reach its climate goals.
- **Reduced Environmental Footprint:** Compared to full twinning, 2+1 highways use less land, preserve wildlife corridors, and prevent overbuilding—balancing transportation needs with environmental stewardship.

#### Conclusion

Transforming the Trans-Canada's Highway 17 and its Highway 11 Northern Route into 2+1 corridors is not simply a matter of regional equity—it is a strategic investment in Canada's future. It safeguards our autonomy, strengthens our supply chains, advances reconciliation, and supports economic growth—while reinforcing the vital national bond between northern and southern Canada.

The Federation of Northern Ontario Municipalities believes this project reflects the values and vision of a confident, resilient country—one that invites its northern regions to be equal partners in prosperity.

We now call on the provincial and federal government to build a Trans-Canada Highway worthy of our national ambitions—modern, safe, autonomous, and truly coast-to-coast.

Sincerely,



Danny Whalen  
President

cc'd [pauline.rochefort@parl.gc.ca](mailto:pauline.rochefort@parl.gc.ca)  
[minister.mto@ontario.ca](mailto:minister.mto@ontario.ca)  
[Patty.Hajdu@parl.gc.ca](mailto:Patty.Hajdu@parl.gc.ca)

September 9, 2025

**The Right Honourable Mark Carney**

Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2  
Email: PM@pm.gc.ca

**The Honourable Doug Ford**

Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Email: Premier@ontario.ca

**Cc:** Federation of Northern Ontario Municipalities (FONOM) – [fonom.info@gmail.com](mailto:fonom.info@gmail.com)

**Re: Support for Nation-Building 2+1 Highway Infrastructure in Northern Ontario**

Dear Prime Minister Carney and Premier Ford,

On behalf of the Canadian Trucking Alliance, I am writing to express our strong support for the Federation of Northern Ontario Municipalities' proposal to expand Highways 11 and 17 in Northern Ontario using the 2+1 highway model.

We believe this initiative aligns with national priorities related to economic resilience, transportation safety, Indigenous engagement, and climate-conscious infrastructure investment. A modern, safe, and efficient highway corridor through Northern Ontario is not only critical for regional development—it is essential for Canada's internal trade, supply chain continuity, and national cohesion.

The 2+1 highway approach offers a cost-effective, scalable, and environmentally responsible solution. We commend the Government of Ontario for launching a pilot segment between North Bay and Temagami, and we urge both levels of government to expand this model through a coordinated, nation-building strategy.

We respectfully encourage your governments to move forward with this project as a priority under the Building Canada Act framework.

Sincerely,  
Bonita Culhane  
Mayor

The Corporation of the Township of McGarry  
27 Webster Street  
Virginiatown, Ontario  
P0K 1X0

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#8(d)

THE CORPORATION OF THE TOWNSHIP OF MCGARRY  
P.O. BOX 99  
VIRGINIATOWN, ON. P0K 1X0  
705-634-2145, Fax 705-634-2700

MOVED BY COUNCILLOR:

- ☐ Louanne Caza  
☐ Elaine Fic  
☐ Annie Keft  
☐ Francine Plante  
☐ Mayor Culhane

SECONDED BY COUNCILLOR:

- ☐ Louanne Caza  
☐ Elaine Fic  
☐ Annie Keft  
☐ Francine Plante  
☐ Mayor Culhane

RESOLUTION # \_\_\_\_\_

DATE :September 9, 2025

BE IT RESOLVED THAT Councillor Annie Keft be appointed to the KL O.P.P. Detachment Police Services Board (KLDPSB) effective September 9<sup>th</sup>, 2025 for the remainder of this Term of Council (November 14, 2026).

Recorded vote requested by \_\_\_\_\_

	For	Against
Councillor Louanne Caza		
Councillor Elaine Fic		
Councillor Annie Keft		
Councillor Francine Plante		
Mayor Bonita Culhane		

I declare this motion

<input type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date) Because:
<input type="checkbox"/> Referred to: _____ (enter body) Expected response: _____ (enter date)

*Disclosure of Pecuniary Interest \**

Signature of Chair:

*\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.*



#8 (e)

THE CORPORATION OF THE TOWNSHIP OF MCGARRY  
P.O. BOX 99  
VIRGINIATOWN, ON. P0K 1X0  
705-634-2145, Fax 705-634-2700  
RECREATION

MOVED BY MEMBER:

☐ Alyson Nickel  
☒ Paulette Paquet  
☐ Mary Walsh  
☐ Co-Chair Francine Plante  
☐ Chair Louanne Caza  
☐ Mayor Bonita Culhane

SECONDED BY MEMBER:

☐ Alyson Nickel  
☒ Paulette Paquet  
☐ Mary Walsh  
☐ Co-Chair Francine Plante  
☐ Chair Louanne Caza  
☐ Mayor Bonita Culhane

RESOLUTION # 33/2025

DATE: July 29<sup>th</sup>, 2025

THAT the Recreation Committee accepts the Summer Day Camp Policies + Procedures Manual and forward it to Council for final approval.

Recorded vote requested by \_\_\_\_\_

	For	Against
Chair Louanne Caza		
Co-Chair Francine Plante		
Member Alyson Nickel		
Member Paulette Paquet		
Member Mary Walsh		
Mayor Bonita Culhane		

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest \*


Signature of Chair:

J. Caza

\*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.





# **Summer Day Camp**

**Policies & Procedures  
Manual**

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## **Introduction**

This manual has been prepared to give you the knowledge necessary to become an effective and responsible staff person. We expect you to read it thoroughly before the first day of Day Camp so that you know the standards and practices of McGarry Township Summer Day Camp Counsellor.

## **Program Mission and Goals**

The mission of the McGarry Township Day Camp is to provide high quality, diverse and accessible programs, services and facilities that enhance the quality of life for all 5-12 years of age, cultures and abilities.

### **Goals:**

- Safety first, last and always
- To provide children with organized and structured recreation activities which contribute to intellectual, social, emotional, and physical growth.
- To provide a variety of activities (games, sports, arts/crafts, field trips when possible) which entertain, education, and motivate children.
- Provide experience which will allow each child to increase one's self-esteem and self-confidence.
- Encourage children to develop new friendships.
- Introduce children to new activities and ideas.
- Have fun!!!!

## **Personnel Structure and Responsibilities**

The following information gives the chain of command for the summer program, as well as a general description of the responsibilities of each position.

### **Day Camp Counsellor:**

Under moderate supervision, Day Camp Counsellors are to provide safe summer day camp experiences by giving directions and guidance to the children. They are to implement and organize all activities including but not limited to arts & crafts sports and games. Day Camp Counsellor is expected to serve as an appropriate role model for the children in his/her care.

### **Camp Overview**

The McGarry Township Day Camp is governed by this manual and operates for 8 weeks during the summer. Summer day camp operates from 9:30 am to 2:30 pm Monday to Friday. Day camp is expected to take the children on outdoors excursion (Tourist Centre, hikes, walks, parks, MVFD for fire safety training, etc....)

Operating a day camp is a team effort. All day camp counsellors are expected to work together to produce a safe and fun experience where children can feel accepted, successful and energized, this will produce an outstanding summer camp.

**Daily Standards:**

- Routine: A consistent routine in activities that occur daily (such as arrival, departure, attendance, announcements, bathroom break, lunch, snack, hand washing and storage of personal items) shall exist.
- Active Play: (2-4 times daily) – Opportunities for “active play” shall exist, this could include, however, not to be limited to, sports, organized games, playground activities, relays, etc. Based on the nature of activities, children could be divided by age groups.
- Quiet Play: (1-3 times daily) – Opportunities for quiet play shall exist, Puzzles, individual games, board games, reading, etc. would be appropriate.
- Free Play: (1-2 times daily) – Opportunities for a 30 minute to 1 hour period of free play shall exist each day. During free play, staff facilitates the flow of activities, initiates game, helps to solve conflicts, takes time with children, is accessible to the children, and provides constant overall supervision. Boundaries are well established.

**Weekly Standards:**

- Creative Expression: (3-5 times weekly) – Opportunities for creative expression shall exist through arts, crafts, drama, music, etc. There shall be at least one opportunity for each participant to take a “project” home each week.
- Leisure Activities: (4-7 times weekly) – Participants shall be given opportunities each week to learn the rules and basic skills of sports and leisure activities. Lead-up games are appropriate. Tennis, soccer, badminton, pickle ball, card games, etc. fit into this category.
- Movies: (rainy days) An option to show or a G-rated movie shall exist.
- Field trips: Field trips should be planned, weather permitting and budget permitting. (parks, walks, fire department, Tourist Centre early-on, etc.)

**Things Counsellor should go over each week:**

- Overview of camp (snacks break, lunches, field trips, etc.)
- Children names
- Where to put things and personal stuff. What is off limits!!!
- Office area – no children
- Gym, no markers, is paint allowed in gym. Keep all arts & crafts in one area.
- Rules of day camp – BE SAFE BE NEAT BE KIND
- Equipment and property – respect it... treat it like you would treat your own things.

- Personal space- no play fighting, no piggyback ridding – do not STEAL items from other or the facility.
- Keep camp Clean
- Cell Phones – Not for children at all.

### **Program Planning:**

Day Camp Counsellors are responsible for planning and delivering age-appropriate creative recreation program activities following the camp goals and objectives. A monthly calendar is to be made up in advance. It must then be used when implementing activities so that the camp activities actually are what the calendar says. Written activities plan also provides information to parents, thus increasing our credibility.

### **A good activity plan includes:**

- Name of activity
- Time and place of implementation
- Materials required and used
- Any special instruction
- Plan a smooth transition between activities. Remember to allow time for cleanup.
- Having plenty of rainy-day plans makes weather-induced changes flow more smoothly.

### **Field Trips:**

- Confirm field trips (with destination) in advance.
- Be prepared to give directions to the driver, if applicable.
- Review reminders and expectations with the children before you leave and at arrival.
- Count all participants once they have been seated in the bus/van, and do not depart site until roll call has been taken and every participant is accounted for.
- Upon arrival, establish clear boundaries with the participants.
- Point out restrooms to participants and inform them to let a staff member know when they need to use one and not to go alone.
- Staff should accompany children to the restrooms, regardless of area or surroundings on a field trip.
- If you bring any personal items, pick a specific spot for children to place their belongings (many pairs of shoes have walked away at the beach, parks, ) generally due to lack of organization.
- Health and information forms for all children must be taken on the field trip.
- Promote good public relations. However, staff and participants should avoid being “too friendly” with people they do not know.
- A first-aid kit must be taken on all field trips.
- A cellular phone should be taken to sites without phones.

## **Parents/Staff Roles:**

### **Role of the Parent in a Day Camp Program:**

A close working relationship between staff and parents provides the basis for an effective summer camp.

### **The parents' responsibilities in establishing this relationship include:**

- Thorough completion of registration and supplemental information forms. Informing staff of any special needs the child may have, i.e. allergies
- Understanding transportation policies.
- Parent/guardians sign in and sign out their child every day of a registered program.
- Picking up the child on time, making arrangements for a sick child to be picked up.
- Notifying staff if the child is sick or if child will not be attending.
- Making sure the child is dressed weather appropriate.
- Talking with staff regarding concerns.
- Encouraging children to talk about experiences in the program.

### **Parent/Staff Communication:**

- Communication between parents and the staff is essential to serve the best interests of families and children.
- A monthly calendar will be distributed to parents each month.
- Plan for parents' involvement – that means having parents take an active interest in special events, a field trip volunteer, donation of needed items for crafts, etc.
- Parents who are involved in a program are more likely to support it.
- Parents should not be viewed as “outsiders” or: threatening”
- Inform parents of any unusual incidents (misbehavior, “I don’t feel good,” lost personal items) as they occur.
- Staff should attempt to introduce themselves to each parent/guardian during the first few days of summer camp.
- Say THANK YOU often!

## **Parents' Complaints:**

Complaints must be taken seriously. They act as warning signals that sometimes are wrong or missing. If complaints are given prompt and careful attention, the department can often improve its services as well as its customer relations. If a parent complains about the summer day camp, follow these guidelines:

- Always handle complaints out of earshot from the children.
- Remain calm and courteous, regardless of the customer's demeanor.
- Good “customer relation” technique are:
  - a) Actively listen
  - b) Address the person by name

- c) Acknowledge that you hear what the person is saying by paraphrasing or taking notes.
- d) Ask questions to demonstrate a sincere desire to better understand the issue.
- e) Apologize for the inconvenience,
- f) Thank the person for bringing the problem to your attention.
- Allow an angry person to explain his/her anger and calm down before you respond to the complaint, avoid becoming defensive.
- If insulting language is used, or if the situation becomes a personal confrontation, simply walk away from the person and call your supervisor. To trade insults will not only make a bad situation worse. If the complaint concerns something within your control, take action immediately, if not refer the person to your supervisor. Do not make promises you cannot keep and inform your supervisor of the situation as soon as possible.
- Complete parent complaint form after the encounter. This form should be given to your supervisor.

### **Security Safety Standards:**

The most important responsibility of all Day Camp Counsellor Staff is the Safety of the Children. The following safety standards and practices are important in maintaining a safe environment and Day Camp.

### **Daily Attendance:**

For summer day camp, parents/guardians must sign-in and sign-out with the child. The only exception is written permission from the child parents/guardian, walking/rides bikes to/from camp. This child would sign himself/herself in and out.

### **Late Pick-Ups:**

Parents are expected to pick up their children on time, and this expectation is clearly stated in the parent letter. When a parent is late, one staff person must stay with the child and follow the procedures below:

- After 15 minutes: call the parent or guardian and/or the emergency contact number to request an immediate pick-up, continue to call every 5 minutes if necessary.
- After 30 minutes: call your supervisor for instruction.



### **Parental Responsibility:**

Parents will be charged a late fee of \$10.00 for each minute (or portion of 15 minutes) that they are late per child regardless of the reason for being late. Payment is due at the time of pick-up, and the children may not return to day camp until the charge is paid. A late fee form must be completed, and a copy given to the parent as his/her receipt for payment.

### **Displaced Child:**

Staff are responsible to know the whereabouts of children at all times, both onsite and when on a field trip away from the community centre. Failure to do so could result in a child wandering away, which is an extremely dangerous situation. If you are not able to account for a child for any reason, immediately implement the following procedures:

- **Missing for 0-5 minutes:**
  - a) Alert the other staff members.
  - b) Check the area where the child was last seen.
  - c) Conduct a thorough roll call and head count to ensure accurate accountability.
- **Missing for 5-10 Minutes:**
  - a) Expand the search area
  - b) Assign some staff to conduct the search
  - c) Assign other staff to continue supervising the rest of the children and to continue conducting activities with minimal disruption.
  - d) Simultaneously, conduct a "paper search" by checking attendance records, bus records or any other daily record that might shed light on the situation.
- **Missing for 10-15 minutes:**
  - a) At 10 minutes, call your supervisor the Clerk-Treasurer, and give a detailed description of the missing child (i.e. physical appearance, clothing, etc.) and the time he/she was last seen.
  - b) Follow their instructions.
  - c) Conduct another roll call and head count.
  - d) Continue to expand the search area.
- **Missing beyond 15 minutes:**
  - a) At 15 minutes, the Clerk-Treasurer will call 911 to alert the police.
  - b) The Clerk-Treasurer will call the parents to alert them of the situation.
  - c) Follow instructions from the Clerk-Treasurer and police.
  - d) Continue supervision of the other children and continue activities.
  - e) Complete an incident report when the child has been found.

## **Camp Security**

### **Unauthorized People:**

Unauthorized people are not permitted to visit Day Camp during camp hours and will be asked to leave. Any visitor who refuses to follow these policies or who generally seems inappropriate for any reason must be reported to the Clerk-Treasurer.

### **Visitors at Day Camp:**

Visitors are not encouraged as they can become a distraction, and day camp staff are not permitted to bring guests. When parents/guardians will be provided with information regarding expectations at the beginning of the summer. Camp staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior. When inappropriate behaviors occur, based on the circumstances, appropriate action will be taken.

### **Behavior Management:**

Good discipline is usually positive rather than negative in nature. Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. Children and /or parents/guardians will be provided with information regarding expectations at the beginning of the summer. Day Camp Counsellor will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior. When inappropriate behaviors occur, based on the circumstances, appropriate actions will be taken.

### **Terms:**

- Correction – Children are reminded of the rules and are asked once again to follow them.
- Safe place: children are asked to sit out (no longer than 15 minutes) in order to cool off and calm down.
- Communication with parents – Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the day. Parents will also be informed of any safe place period administered.
- Suspension / withdrawal – serious or continuing problems may result in suspension and/or immediate withdrawal.
- Note: no refund will be issued for suspension or withdrawal.

## **Behavior Guidelines:**

**The following behavior guidelines have been established to ensure successful days:**

- Children and parents/guardians will be provided with information regarding expectations at the beginning of Summer Day Camp.
- Staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior.
- Parents/guardians will be contacted in person, by letter, or by telephone regarding inappropriate behavior.
- If the inappropriate behavior persists, McGarry Township reserves the right to limit, deny, or suspend a child from Day Camp when the health and/or safety of the individual, or other children, or staff. Decisions of this nature will be based on the following behavioral criteria:
  - a) repeated and unresolved behavioral situations that require staff to intervene and take time away from the rest of the children.
  - b) Use of inappropriate language, bullying of another child, fighting, or use of any object with intent to cause physical harm.
  - c) Physical harm or contact with others.

## **Child rules of conduct:**

**The following will not be tolerated at the McGarry Township Day Camp:**

- Bullying
- Interference with staff duties.
- Harassment and/or inappropriate or indecent conduct or language.
- Use of illegal drugs, intoxicants, or weapon (anything that can use to cause bodily harm)
- Altering or defacing Township or personal property (indoors or outdoors)
- Any other conduct that may jeopardize the safety and wellbeing of others.

## **Recognizing potential problems before they get out of hand:**

- Time restraints to hurry up and get something done can cause frustration. Always allow for transition time from one activity to another.
- Bullying, taunting, or teasing by other children, name calling, makes references to a disability.
- Boredom, sitting and doing nothing will cause children to engage in activities that are inappropriate.
- Not having the opportunity to express themselves/not being heard. If there is a problem, listen to the child separately, do not interrupt. Remember there are always two sides.

- Being lied to, misinformed, or threatened. Always tell the truth, do not threaten if you do not plan on following through.
- The need for attention. Some children will engage in negative behaviors in order to get attention.
- Hunger, thirst, fatigue, illness, medication and allergic reactions (e.i wasp, peanuts, etc... Maintain a routine, deviating from that routine may cause behavioral situations, difficulties in the home may affect the child and influence his/her behavior; new medications may have side effects, observe and relate any concerns to the Clerk-Treasurer and parents.

### **Managing behavior:**

- Praise is the best reward, acknowledge good behavior.
- Communicate clearly and concisely the expectations and rules of the program.
- Be consistent.
- Never leave a child thinking he/she can't do anything right.
- Redirect/remove the child from the source of negative behavior. Explain why it is dangerous to climb on bleachers, use a safe and quite place to time out to give an over stimulated child time to calm down.
- Do not yell at the child; use a firm authoritative voice to ask the child to stop the behaviors that need to be ignored. Many times, children are just acting silly or are seeking your attention. Observation, patience, and sensitivity will help determine whether it is a situation that needs to be dealt with or ignored.
- Take part in activities with children, get to know them, give them your full attention when they are speaking to you. Remember respect goes both ways.

### **Inappropriate Behavior Procedures:**

Following the procedure below should inappropriate behavior be observed or reported. All behaviors should be documented and communicated to parents as well as the Clerk-Treasurer. Children must adhere to Summer Day Camp rules.

- Minor offense should be discussed with the child/children involved and try to come to an understanding as to the reason why the behavior is inappropriate.
- Behavior which is disruptive and causes staff to take time away from their duties will be documented on the appropriate behavior form. The parent letter describing the behavior will be given to the parent picking up the child at the end of the day. If another designated person picks up the child and receives the parent's letter, a phone call should be made by staff person who documented the incident to ensure the information was received. E.g. leaving the group without permission, bullying and/or inappropriate language or gestures.

- If inappropriate behavior continues a parent conference may be necessary. Parent conference to include the parents, child, Day Camp Counsellor and Clerk-Treasurer. Discussion will include possible outcomes should the behavior continue, e.g; initiating an in-house behavior plan, short term suspension.
- On the occasion a child may need to be withdrawn from the Day Camp because of continual behavioral problems. Work closely with the Clerk-Treasurer to make sure all avenues for resolution have been explored.
- For severe offenses, such as but not limited to fighting/hitting, theft, vandalism, biting, bullying, possession of weapon or drugs, severe verbal threats, sexual misconduct, or any other safety related behavior, the child may be suspended or dismissed from the program immediately. Any of the above-mentioned behaviors may result in immediate suspension or expulsion from camp.

#### **Always Remember:**

- Clearly define rules and standards of conduct with children.
- Review rules at appropriate times, e.g., before field trips, outing,
- Establish and communicate the consequences to children if they break the rules, then be consistent when enforcing them.
- Try to understand the reasons behind the child's behavior before drawing conclusion.
- Try and determine what triggered the behavior. Was it a sudden change in routine? Did you explain what would be taking place or where you would be going? These things are very important when working with children. Giving them 5 minutes, 3 minutes 1 minute warning before moving on to the next activities is the key to a smooth transition.
- Remember to talk to the child at their level and listen to what they have to say. They have a lot on their minds that has nothing to do with Day Camp. Always give them a fair chance. Don't assume they should know better, because they may not. Be willing to give them a second chance.
- Recognize and reward good behavior. "Good Job": high five", or new privileges leaves the child feeling good about him/her.
- Staff should always be in agreement so children cannot go from staff to staff trying to get their way. Stick to the rules and review them often.
- Sometimes rules are not enough, and time out is necessary, time out is a process not a place and should be clearly linked to a behavior and not confuse with time given to calm down or as part of a behavior plan. State the behavior and the consequence, "No hitting, time out." Time out should be imposed at the time of behavior. Address the specific behavior only; do not include behaviors from the past. Adjust the time out based on the child's age, one minute for every year of life.

## **Documentation**

### **Document everything:**

Remember, if it isn't written down it didn't happen. Basic rules for documentation are: who, what, where and when.

- Who was involved? If more than one child is involved interview each child separately.
- What happened prior to the incident? What were the circumstances that led to the incident?
- When did the incident take place, e.g., inside, outside, gym. Meeting room, hallway. Bathroom.
- When did the incident happen?
- Always include as many facts as possible.

### **Documentation Forms:**

#### **Behavioral Incident Reporting Plan:**

- Documentation of any minor offenses such as but not limited to, wandering away from the group, being disruptive, and not following directions.

#### **Parent Letter:**

- This letter is to advise parents/guardians of negative behaviors, or incidents which occurred during Day Camp. Specifically, describe the incident, consequences of the child's action.

#### **Injury Report:**

- This form needs to be filled out whenever there is an injury e.g., scraped, cuts, bug bites, or suspected allergic reactions.

#### **Parent Compliant Form:**

- This form needs to be filled out whenever a parent makes a complaint about the Day Camp Program.

#### **Pick up Authorization:**

- This form ensures the safety of children. Require parents/guardians to sign their child in/out each day.

**Medication:**

Day Camp Counsellor do not administer any medication while working. It is the parents or child's responsibility to know how to take their medication.

**General Staff Expectations and Site Standards:**

The following are the standards set by both the Township of McGarry and the Clerk-Treasurer of governing the qualities and work ethics essential for all staff, person charged with the care and safety of any child using the Township of McGarry facilities. All staff members:

- Shall be of good moral character based upon screening and background checks.
- Shall meet minimum staff training/age requirements for identification.
- Shall meet minimum levels of training.
- Shall be friendly and eager to care for children.
- Shall feel good about his/her work.
- Shall be warm and understanding and give individual attention to each child's needs.
- Shall provide children with stimulating, interesting, and educational activities.
- Shall understand and accept that all children have different development stages, moods, and abilities.
- Shall treat children with respect and help build self-respect.
- Shall manage children's behavior in a positive, constructive, and non-threatening manner.
- Shall understand that he/she is required by law to report suspected child abuse and/or neglect.
- Shall provide children with the program's rules, guidelines, and policies.
- Shall accept family's cultural values.
- Shall take time to discuss children's progress with the parents.
- Shall never leave children unsupervised.
- Shall notify parents immediately of any illness, accident, or other serious incident.
- Shall release children only to identified and approved by parents.

**Dress and Appearance:**

Presenting a professional image is important for any organization, but it is more so for the service-oriented nature of the Township. The Township of McGarry strives to present high standards in all aspects of the services and facilities we provide. The first impression we make on our customers will be a big first step in the positive experience we strive to provide. It is critical that everyone does their part to ensure that the first

impression is a good one. No clothing that is tattered, stained or faded is to be worn. No open toe shoes must be closed toes unless water day activity. Must always have your Township of McGarry T-Shirt on and must be visible. Shorts must be at the knee. No ripped jeans or holes in pants. Shorts, dress.

**Attendance and Payroll:**

- It is the employee's duty to contact the immediate supervisor if unable to report to work.
- If the employee is unable to make the call, someone else must make the call for him/her.
- If no contact with the office is made within two (2) hours of reporting time, the employee will be considered absent without permission.

**Timesheets:**

- All Township of McGarry employees are paid based on a 2-week pay period that begins Sunday to Saturday.
- On the timesheet, record the exact number of hours worked.
- Hours worked, that are not reported, may result in no pay.



Dear Parent,

We strive to provide an atmosphere that is conducive to safety and appropriate behavior while attending summer day Camp. Maintaining proper conduct while in the Summer Day Camp program is the joint responsibility to report the following violations to you.

Infraction:

\_\_\_\_\_ Refusing to obey counsellor  
\_\_\_\_\_ Failure to follow camp rules  
\_\_\_\_\_ Fighting  
\_\_\_\_\_ Profanity  
\_\_\_\_\_ Cause of injury to fellow peers  
\_\_\_\_\_ Bullying and/or harassing fellow peers  
\_\_\_\_\_ Physical aggression towards Counsellor/Staff

Disciplinary action taken by Day Camp Counsellor/Staff

\_\_\_\_\_ Warning  
\_\_\_\_\_ Consequences  
\_\_\_\_\_ Conference and Time out  
\_\_\_\_\_ Call to parent/Guardian  
\_\_\_\_\_ Letter to parent/Guardian

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Comments: (Be specific)

1<sup>st</sup> Offense \_\_\_\_\_ 2<sup>nd</sup> Offense \_\_\_\_\_ 3<sup>rd</sup> Offense \_\_\_\_\_

Note: On 3<sup>rd</sup> offense, child will be dismissed for the remainder of summer day Camp.

\_\_\_\_\_  
Child name Counsellor name Date

\_\_\_\_\_  
Parent/Guardian name Supervisor Date

## Township of McGarry Parent Complaint Form

**This form must be filled out completely by a Day Camp Counselor and given to the Clerk-Treasurer**

Child name \_\_\_\_\_ Age \_\_\_\_\_  
Parent / Guardian Name \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_ Age \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Please write a brief description of the Complaint:**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook or legal pad style.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

## Pick Up Authorization Form

The following people are authorized to pick up my child(ren) from Day Camp. I understand my child(ren) will be allowed to leave with these individuals only. Identification will be required.

\_\_\_\_\_  
Child (ren) name

(Parents / Guardians, please include yourselves)

Authorized Person #1: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Authorized Person #2: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Authorized Person #3: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Authorized Person #4: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of person not allowed to pick up my child(ren)  
\_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Day Camp Counsellor:**

1. The first day of work is training on AODA, Bill 168, harassment, etc,...
2. Get a daily calendar for July and August months
3. Day Camp needs to have 2 days of registration. Registration is to be made from 2pm to 8pm to accommodate working families.
4. Get all your crafts and calendar days organized (make sure you have everything)
5. Organize the gym with the stations.
6. Make sure you have all the paperwork ready for registration (communicate with office staff if not found).

#8 (f).

# **The Township of McGarry Water and Wastewater Systems Quarterly Operations Report**

**April 1 to June 30, 2025**

**SUBMITTED BY**

Ontario Clean Water Agency  
15 Government Road East  
Kirkland Lake, ON P2N 3J5

August 14, 2025, Rev. 0

Prepared by the Ontario Clean Water Agency

Prepared By: The Ontario Clean Water Agency

Prepared for: The Township of McGarry

### SYSTEM OVERVIEW

January 01 to March 31, 2025

#### HIGHLIGHTS

##### Viriniatown-Kearns Drinking Water System

- Looking at the Langelier Index, which is an indicator of corrosivity, through jar testing which will guide process changes at the plant. We have recommended they install a corrosion control system in order to reduce the negative impacts to infrastructure. Adjusting the pH of the water could save the township a significant amount of money and time in water main repairs and replacement.
- Internal system electronic communication issues have been causing false flow rate values for source water wells at the Pump-house. Distorted data is displaying values above the Permit to Take Water limitations. This issues is believed to be caused by power fluctuations from a Hydro-Transformer failure that occurred on December 31<sup>st</sup>, 2024. Ministry and town foreman has been made aware system error, and troubleshooting and corrective actions underway.

##### McGarry Wastewater Treatment Lagoon

- Leakages and cracks around control gates in-between lagoon cells and outfall chamber are causing short-circuits effecting laboratory results on effluent quality. Corrective maintenance is planned and scheduled in coordination with township workers/supervisors.
- Active On-Going Bypass event (SAC#: 1-H8WX98) placed into effect by the MECP regarding the Leakages into outfall chamber effecting effluent results. Active Bypass status will remain in effect until repairs are completed and documentation is provided to MECP local inspector Janet Colbourne.

#### CAPITAL PLAN PROGRESS

The list of approved capital expenditures for 2025 was provided by the Township. Approved items are in the planning stages if not already underway.

Status of capital work for this quarter of 2025 is captured in Appendix A

#### INCIDENTS

##### Viriniatown DWS:

*No Incidents to report for this quarter.*

##### McGarry Lagoon:

April 2025 ECA Effluent Exceedance (SAC#: 1-O6NJ85): Total Ammonia Nitrogen Average Monthly Loading 6.94 kg/d (Limit: 5.7 kg/d), Total Phosphorous Loading 0.870 kg/d (Limit: 0.6 kg/d), due to on-going bypass event.

#### COMPLAINTS

No complaints were documented this quarter.

# McGARRY WATER & WASTEWATER SYSTEMS

## QUARTERLY OPERATIONS REPORT

### CALL-OUT SUMMARY

Number of Call-outs this Quarter:	0
Total Call-outs to Date (2025):	0
Annual Call-out Allowance:	8
Details of the Call-outs:	Refer to Appendix B for a call-out summary, if applicable

Note: Not all call backs are billed to the Owner; depends on the nature of the call.

### REGULATORY

#### Inspections

- There were no inspections during this quarter.

#### Quality & Environmental Management System (QEMS)

- No Internal or External audits were performed during this quarter.

#### Sampling, Testing and Monitoring

- Refer to Appendix B for Quarterly Data Summaries.

#### Reporting

- Second quarter ECA exceedances for the McGarry Lagoon were reported to all required parties in accordance to legislative requirements.

### FLOW SUMMARIES

#### Virginiatown-Kearns Water Treatment Plant (Tower Flows)

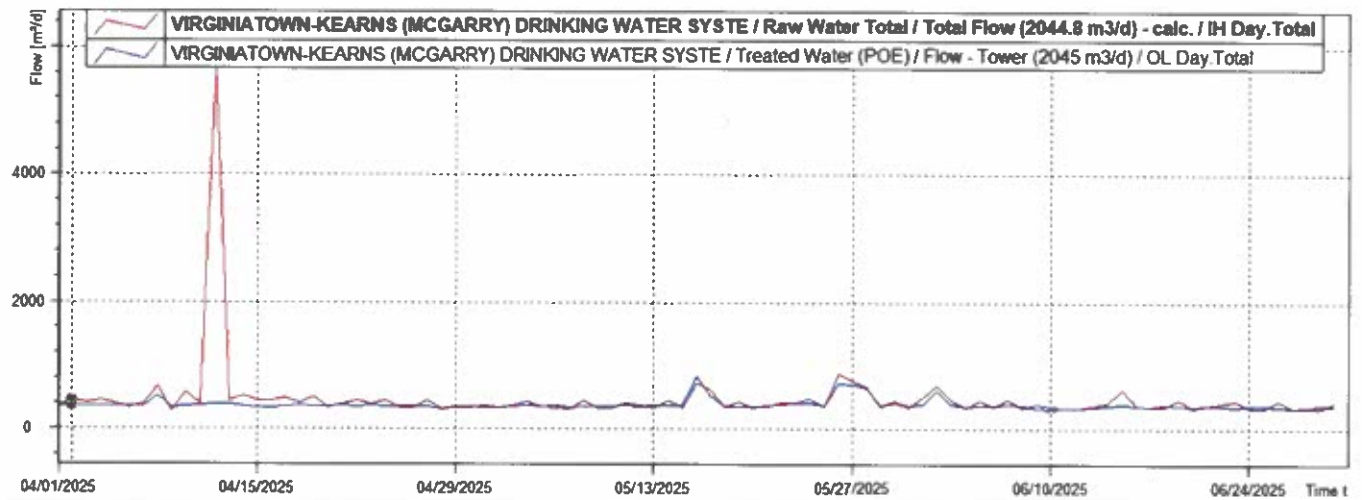
	Total Raw Flows (m <sup>3</sup> )	Total Treated Flows (m <sup>3</sup> )	Average Daily Treated Flow (m <sup>3</sup> /d)	Maximum Treated Flow (m <sup>3</sup> /d)
April	17650	10725	357	518
May	13340	12819	413	831
June	11964	11031	367.7	605
Compliance	-	-	-	2,045

#### Raw Flow verses Treated Flow

April 1 to June 30, 2025



# McGARRY WATER & WASTEWATER SYSTEMS QUARTERLY OPERATIONS REPORT

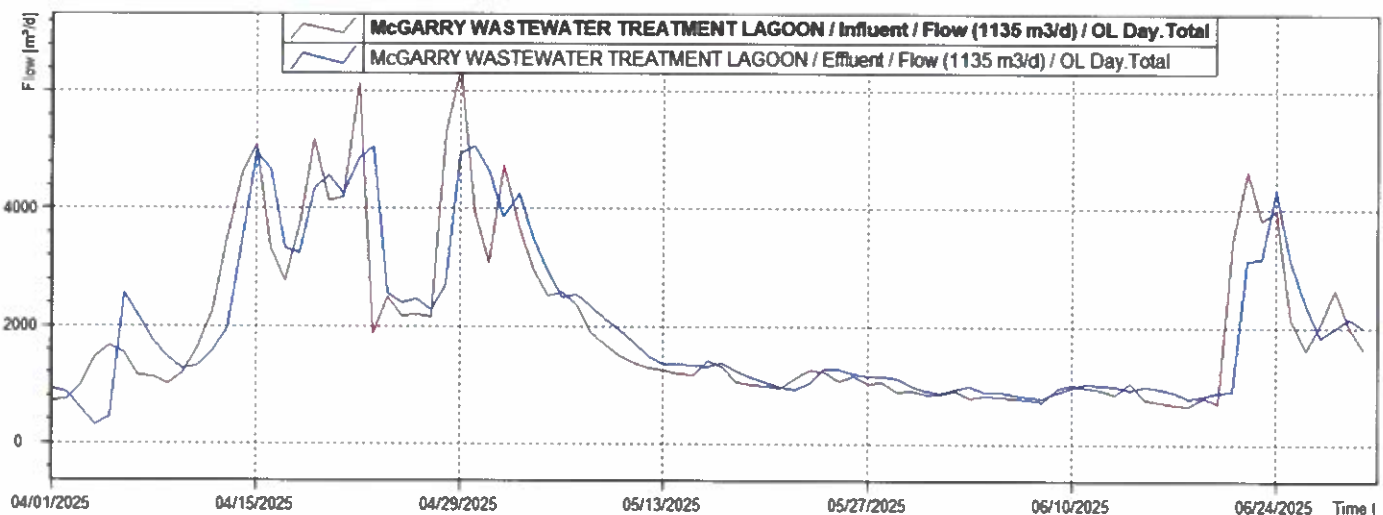


## McGarry Lagoon

Year	Total Effluent Flow (m³)	Total Influent Flow (m³)	Maximum Influent Flow (m³/d)	Average Daily Influent Flow (m³/d)
April	82,317	84,646	6,409	2,821
May	55,966	50,423	4,724	1,626
June	43,075	44,364	4,642	1,478
Compliance	-	-	-	1,135

## Influent Flow versus Effluent Flow

April 1 to June 30, 2025



## HEALTH AND SAFETY

- All safety equipment at the plant was checked monthly to ensure that they are in good working order.





## **McGARRY WATER & WASTEWATER SYSTEMS**

### **QUARTERLY OPERATIONS REPORT**

- Health and Safety Training/Sessions completed this quarter include:
  - ✓ Contractor Safety
  - ✓ SDS Review
  - ✓ Annual Grating Inspections



#8 (g)

## Staff Report to Municipal Council The Corporation of the Township of McGarry

<b>Meeting Date:</b> September 9, 2025	<b>Report Date:</b> August 25, 2025
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Input required <input type="checkbox"/> Information Only	<b>Type of Meeting:</b> Regular Council Meeting

### Report Title: TOURIST INFORMATION CENTRE

#### **Background:**

The Tourist Centre has been operational since the 1990s. The Tourist Centre was visited at a high volume when it was located on Highway 66. However, the volume of visitors has decreased significantly since the highway was relocated and the Tourist Centre is no longer directly off the highway.

The current Zoning for the Tourist Centre is Institutional Zone which allows for

- Community Centre
- Crisis Care Facility
- Fire Station
- Library
- Medical Centre
- Municipal Office
- Museum
- Place of Worship
- Place of Assembly
- Public Works Facility
- School
- Tourist Information Centre
- Accessory Uses, Buildings and Structure

It was decided earlier this year that the Tourist Centre would be closed for the 2025 season due to the financial challenges the municipality is facing.

### Discussion:

On July 14, 2025, we received correspondence from the Trillium Fund indicating that our grant application for the repairs of the Tourist Centre was unsuccessful.

Additionally, there has been discussion concerning the Township's ability to sustain expenditure on various facilities and the possibility of selling certain buildings to reduce costs.

The staff is requesting directions from the Council about the potential sale of the Tourist Centre and the preferred method of proceeding if this is the decision of Council.

If the Council intends to sell the Tourist Centre, an appraisal of the structure and land should be conducted. The cost for an appraisal is \$3,500.00 plus HST.

Currently, the Tourist Centre occupies two lots: PT MCL HS164 RP 54R2862, Parts 1 & 2, PCL 12065 CST (site area: 2.59 acres) and MCL HS 164PT, PCL 8322, 8750 CST (site area: 0.46 acres, frontage: 155 ft). The Curling Club property was acquired by the Township in 2024; however, the lots are not presently merged. The council will be required to determine whether they wish to sell both properties or maintain a portion of the property as vacant land. New lots will be required to be established if the Council opts to retain a portion of the property, as the Tourist Centre is presently situated on both properties.





SOS Surveyors on Site Inc. have provided a quote on Part 1 – Doing a Draft Reference Plan as shown above at a cost of \$6,270.00 + HST as shown below. The field work is anticipated to take 8 to 10 weeks. And Part 2 – Deposit Reference is estimated to cost \$2,170.00 + HST.



**This picture is only for identification purposes. Not 100% accurate.**

The staff is seeking guidance from the Council regarding their intentions and the next steps they would like to take.

**Financial Consideration:**

**Cost to operate the Tourist Centre in 2024:**

Wages for Public works crew: \$2,050.00

Hydro: \$5,759.22

Insurance: \$5,395.20

Telephone: \$2,340.62

Misc: \$564.67

**Cost of a Draft Reference Plan \$6,270.00 + HST**

**Cost of Deposit Reference Plan \$2,170.00 + HST**

**Cost of appraisal \$3,500.00 + HST**

**There will also be some legal costs involved.**

**Conclusion / Recommendation / Motion:**

**THAT** Council has received and read the report on the Tourist Centre and directs the staff on the next steps.

**Sincerely,**

**Karine Pelletier  
Clerk-Treasurer**



**Property at 31 Kearns Ave**

2 messages

Thu, Aug 28, 2025 at 3:24 PM

Good afternoon,

I am interested in the property located at 31 Kearns Ave, I am offering \$6,000 for the purchase and accept that I will be paying the legal fees for the transfer of ownership.

If there are any questions please feel free to contact me.

Thank You,

Leigh Theriault

[Quoted text hidden]



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