

**TOWN OF THESSALON  
COUNCIL MEETING AGENDA  
6:30 P.M.  
November 15, 2021  
W. J. BARRETT CHAMBERS, 187 MAIN STREET  
VIA ZOOM**

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**Regular Meeting**

- i) Opening of the Regular Meeting
- ii) Declaration of Pecuniary Interest and General Nature Thereof
- iii) Adoption of Minutes of Previous Meetings
- iv) Delegation: None
- v) Business Arising from Minutes of Previous Meeting
- vi) Letters and Communications for Action
  - 1) Ontario Good Roads Association – Annual Conference
  - 2) Leigh Dauphin, Thessalon Horticulture – Year of the Garden
  - 3) Kimberly Bos – Events and Activities Committee Resignation
  - 4) Association of Municipalities of Ontario – Elected Officials Training
  - 5) Thessalon Police Services Board – Minutes
  - 6) Thessalon Planning Advisory Committee – Minutes
  - 7) Thessalon Marina/Arena/Parks Committee – Minutes
- vii) Letters and Communications for Information
  - 1) Algoma Kinniwabi Travel Association – Annual General Meeting
- viii) Committee and Staff Reports
  - 1) Jordan Bird (5)
  - 2) Linda Stopes
  - 3) Ken Seabrook
  - 4) MaryKaye Karhi
  - 5) Debbie Rydall (2)
- ix) General Business

- 1) By-law 2451 – Municipal Asset Management Program
  - 2) By-law 2452 – Zoning By-law Amendment (53 Frances Street)
  - 3) By-law 2453 – User Fees and Service Charges – Schedule “B”
  - 4) By-law 2454 – Confirmatory
- x) Closed Session
- 1) in order to address personal matters about an identifiable individual, including municipal or local board employees, and specifically, two Committee applications, one for a vacancy on the Community Events and Activities Committee and the second for a vacancy on the Seniors’ Healthy Aging Committee; an update regarding doctor recruitment; as well as a matter involving the duties performed by an office employee;
  - 2) acquisition or disposition of property of the municipality or local board, and specifically, consideration involving the acquisition of lands north of Highway 17, as well as consideration regarding a proposal to purchase Town property
- xi) Passing of Confirmatory By-law
- xii) Adjournment

**Please Remember To Mute Your Cell Phone and Refrain From Texting**

**TOWN OF THESSALON  
COUNCIL MEETING AGENDA – PAGE 2  
6:30 P.M.  
November 15, 2021  
W. J. BARRETT CHAMBERS, 187 MAIN STREET  
VIA ZOOM**

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Town of Thessalon is inviting you to a scheduled Zoom meeting.

Topic: Council Meeting

Time: Nov 15, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86846277842?pwd=K1g1WHlqMWZHQ0Q5bjFaa1k0V2VZdz09>

Meeting ID: 868 4627 7842

Passcode: 770830

Find your local number: <https://us02web.zoom.us/u/kbzZCBVgj>

**THESE MINUTES ARE THE INTERPRETATION OF THE RECORDER ONLY  
AND ARE NOT OFFICIAL UNTIL APPROVED BY COUNCIL!**

The Mayor declared the Regular Meeting open at 6:30 p.m. Present in the W. J. Barrett Chambers were, Mayor Bill Rosenberg, Councillors Marcel Baron, Tracey Cooke, Randy Rankin, Linda Stopes and Lindsay Tallon, Clerk-Treasurer Robert MacLean, Town Superintendent Ken Seabrook and Administrative Secretary Lindsay MacFarlane. Organization and Committee Chairs Leigh Dauphin and Ted Priddle were also in attendance.

Deputy Mayor Jordan Bird was absent.

**Declaration – Closed Session: None**

**Delegation:** Leigh Dauphin and Ted Priddle attended to provide an update on their respective organization or committee.

**Resolutions:**

**2021-14-01: Lindsay Tallon – Tracey Cooke:** “Be it resolved that the minutes from the Regular Council Meeting held on September 20, 2021 be adopted.” **CARRIED**

**2021-14-02: Linda Stopes – Randy Rankin:** “Be it resolved that Mayor William Rosenberg or his designee participate in the Royal Canadian Legion Branch 182 Poppy Flag Raising Ceremony to be held on October 29, 2021 at 9:00 a.m.” **CARRIED**

**2021-14-03: Linda Stopes – Randy Rankin:** “Be it resolved that Council continue its commitment to the Lake Huron North Channel Cycling Route and Waterfront Regeneration Trust Partner Program by paying the annual \$500.00 fee.” **CARRIED**

**2021-14-04: Tracey Cooke – Lindsay Tallon:** “Be it resolved that Council register for the 2022 ROMA virtual Conference and General Meeting to be held on January 24<sup>th</sup> and 25<sup>th</sup>, 2022.” **CARRIED**

**2021-14-05: Randy Rankin – Linda Stopes:** “Be it resolved that the Council of the Town of Thessalon endorses Councillor Lindsay Tallon for the Northern Zone position on the Board of Directors of the Ontario Good Roads Association for the two-year term ending February 28, 2024.” **CARRIED**

**2021-14-06: Lindsay Tallon – Tracey Cooke:** “Be it resolved that, due to the proof of vaccination requirement as per the Ontario regulation and the lack of staff to monitor this requirement, the Thessalon Memorial Arena Upper Deck be available to rent for corporate training and not social functions and furthermore, that it be closed off to the public while the Arena is open.”

**CARRIED**

**2021-14-07: Randy Rankin – Linda Stopes:** “Be it resolved that the Accounts Payable to October 18, 2021 in a total amount of \$1,510,885.98 be approved for payment, noting that for any member of Council who has declared a pecuniary interest with regard to any account, their approval is based on this account(s) being excluded from the total accounts payable.”

**CARRIED**

Declaration:

Councillor Randy Rankin declared a conflict of interest relating to the Rankin Supply account and the North Shore Sentinel account.

**2021-14-08: Randy Rankin – Linda Stopes:** “Be it resolved that, in light of the Realtax fees, etc., the minimum tender amount for the property described as Plan 8 Pt Lot N Lorne Street North be set at \$3,000.00.”

**CARRIED**

**2021-14-09: Tracey Cooke – Lindsay Tallon:** “Be it resolved that the ‘Scope’ and ‘Terms and Conditions’ sections of the Mandatory COVID-19 Vaccination Verification Policy be revised as recommended by the Human Resources Committee.”

**CARRIED**

**2021-14-10: Randy Rankin – Linda Stopes:** “Be it resolved that the request from Northern Rural Net to construct a tower in Lakeside Park to replace the tower at the Thessalon Public School, be declined at this time.”

**CARRIED**

**2021-14-11: Randy Rankin – Linda Stopes:** “Be it resolved that the tender for the Lakeside Beach Washroom/Changeroom from 167459 Ontario Limited o/a JSC Construction, in the amount of \$29,685.00 plus HST, be accepted.”

**CARRIED**

**2021-14-12: Marcel Baron – Lindsay Tallon:** “Be it resolved that Council approve the North Shore Community Safety and Well-Being Plan 2021 – 2025, and that Council consider the inclusion of monies in the 2022 budget for expenses related to the implementation of the plan, i.e., publications (print or video), etc.” **CARRIED**

**2021-14-13: Lindsay Tallon – Tracey Cooke:** “Be it resolved that Council acknowledge receipt of the Committee and staff reports.” **CARRIED**

**2021-14-14: Randy Rankin – Linda Stopes:** “Be it resolved that By-law Number 2445, being a by-law to authorize the signing of agreements and related documents under the Investing in Canada Infrastructure Program (ICIP) Covid-19 Resilience Infrastructure Stream – Local Government Intake between her Majesty the Queen in right of Ontario, as represented by the Minister of Infrastructure, and the Corporation of the Town of Thessalon, be passed in open Council this 18<sup>th</sup> day of October, 2021.” **CARRIED**

**2021-14-15: Randy Rankin – Linda Stopes:** “Be it resolved that By-law Number 2446, being a by-law to authorize the signing of a lease agreement and related documents for the Canon IRC 3725 c/w Cassette and Fax multifunction photocopier between Algoma Office Equipment and the Corporation of the Town of Thessalon, be passed in open Council this 18<sup>th</sup> day of October, 2021.” **CARRIED**

**2021-14-16: Lindsay Tallon – Tracey Cooke:** “Be it resolved that By-law Number 2447, being a by-law to authorize the signing of a lease agreement and related documents for the CDVI Krypto with Bluetooth integration through Algoma Technology Services (ATS) at the Thessalon Fitness Centre located at 333 River Street, between RCAP Leasing and the Corporation of the Town of Thessalon, be passed in open Council this 18<sup>th</sup> day of October, 2021.” **CARRIED**

**2021-14-17: Linda Stopes – Randy Rankin:** “Be it resolved that By-law Number 2448, being a by-law to amend the User Fees and Charges of Schedule ‘G’ of By-law Number 1800, be passed in open Council this 18<sup>th</sup> day of October, 2021.” **CARRIED**

**2021-14-18: Tracey Cooke – Lindsay Tallon:** "Be it resolved that By-law Number 2449, being a by-law to adopt a hiring policy and procedures for the Town of Thessalon, be passed in open Council this 18<sup>th</sup> day of October, 2021."

**CARRIED**

**2021-14-19: Lindsay Tallon – Tracey Cooke:** "That Council proceed in Closed Session:

- 1) in order to address personal matters about an identifiable individual, including municipal or local board employees, and specifically, the duties performed by an office employee, consideration of an applicant for the Asset Manager and Administrative Coordinator position, and the response time regarding a contracted service;
- 2) acquisition or disposition of property of the municipality or local board, and specifically, consideration involving the acquisition of lands north of Highway 17."

**CARRIED**

**2021-14-20: Lindsay Tallon – Tracey Cooke:** "That Council resume Open Session."

**CARRIED**

**2021-14-21: Tracey Cooke – Lindsay Tallon:** "Be it resolved that, with regard to Closed Session Item No. 1, Council accept the recommendation from the Human Resources Committee regarding the duties performed by an office employee."

**CARRIED**

**2021-14-22: Tracey Cooke – Lindsay Tallon:** "Be it resolved that, with regard to Closed Session Item No. 2, Council accept the recommendation from the Human Resources Committee regarding the Asset Manager and Administrative Coordinator Position."

**CARRIED**

**2021-14-23: Marcel Baron – Lindsay Tallon:** "Be it resolved that, with regard to Closed Session Item No. 3, Council accept the recommendation of the Planning Advisory Committee that a letter be sent to a contracted business regarding the response times and services provided."

**CARRIED**

**2021-14-24: Randy Rankin – Linda Stopes:** "Be it resolved that, with regard to Closed Session Item No. 4, Council accept the recommendation of the Planning Advisory Committee concerning the lands north of Highway 17."

**CARRIED**

**2021-14-25: Lindsay Tallon – Tracey Cooke:** “Be it resolved that By-law Number 2450, being a by-law to confirm the proceedings of the meeting of Council held on October 18, 2021, be passed in open Council this 18<sup>th</sup> day of October, 2021.” **CARRIED**

**2021-14-26: Lindsay Tallon – Tracey Cooke:** “That this meeting be adjourned at 7:49 p.m.” **CARRIED**

Seal

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk-Treasurer



## **DELEGATION**

**LETTERS AND COMMUNICATIONS  
FOR ACTION**

# ONTARIO GOOD ROADS ASSOCIATION

Registration is now open for the 2022 Good Roads Conference (February 27<sup>th</sup> – March 2, 2022).

	OGRA MEMBERS		NON-MEMBERS	
	Early Bird Before Jan. 21	Regular After Jan. 22	Early Bird Before Jan. 21	Regular After Jan. 22
<b>A</b> Full Registration	\$700	\$750	\$875	\$925
<b>B</b> One Day – Monday	\$400	\$430	\$500	\$530
<b>C</b> One Day – Tuesday	\$400	\$430	\$500	\$530
<b>D</b> Half Day – Wednesday	\$200	\$220	\$250	\$270

A block of rooms has been reserved at the Fairmont Royal York Hotel in downtown Toronto – the official hotel of the 2022 Good Roads Conference. Good Roads has negotiated preferred room rates for the duration of the conference, however, these rates apply to a limited number of rooms only and are available on a first come, first served basis until February 4, 2022. Reservations received after that date will be accepted on a space available basis at the hotel’s published rate. Please note that the hotel may sell out before February 4, 2022, in which case no rooms will be available. To avoid disappointment, reserve your accommodation early. Please note that booking at the preferred rate can only be done by using this specific link:

<https://book.passkey.com/go/OGRA0222002>. No other agent, entity, or group can legitimately offer rooms in this block. Please avoid third party sellers who claim they can do so.

## Delegations

If you’re interested in meeting with provincial decisionmakers on an issue of importance to your community, please complete the following delegation request form. The respective offices will follow up on requests directly. Please note that only registered delegates will be able to request delegations with provincial decisionmakers.

If you have any questions regarding this process please email [delegations@ogra.org](mailto:delegations@ogra.org)

**The deadline to submit a request is 11:59 pm on Friday, January 28, 2022.**

November 5, 2021

Council:

Re: 2022 - Year of the Garden

In an email received earlier this year from Leigh Dauphin, he noted that 2022 is being recognized as the Year of the Garden.

I found a sample resolution which offered the option to include, at the end of the resolution, at least two municipal initiatives that support the garden culture of our town and the spirit of the Year of the Garden.

I sent an email to Leigh asking if he might suggest, for Council's consideration, at least two such municipal initiatives. I will prepare a resolution which incorporates the two suggestions in the response below from Leigh following the Horticultural Society meeting held earlier this week.

Thanks,

Robert

Hi Robert

We discussed your email at our meeting last night and the group like the idea of the town getting more involved with this initiative.

At this time, we are planning a plant sale that could be scheduled for June 18. This is a week later than we normally hold it, but shouldn't make a big difference. Then in the summer, we will be holding a yard tour, to allow people in the community to see some of the gardens that exist in our community.

So a plant sale to support gardening and the Horticulture Society and a Yard Tour to give people ideas on landscaping their yards. Many people create great yards with the natural beauty that exists.

Hope this helps, fill in what you wanted for the resolution.

Sincerely,

Leigh Dauphin

President of Thessalon Horticulture

**From:** Kimberly Bos  
**Sent:** Tuesday, November 9, 2021 1:22 PM  
**To:** Marykaye Karhi <[marykaye@thessalon.ca](mailto:marykaye@thessalon.ca)>  
**Subject:** Rec Committee

Hey Marykaye

Not sure who to send my resignation for the Rec committee to so could you please pass this along to whom ever that may be. I wish to resign from the committee effective immediately!!

Thanks

**Kimberly Bos**

Thessalon, ON POR 1L0

## **AMO Training Navigating Conflict Relationships as an Elected Official**

**New Date added - December 8/9, 2021**

This training is an opportunity to gain skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official.

Elected officials run for municipal office for a variety of reasons which include providing leadership, stewardship and improving their local communities.

However municipal life is very much a people-oriented business, meaning elected representatives must engage in and build a wide variety of relationships with constituents, municipal staff, other elected officials, other orders of government and community organizations to name a few.

Not all relationships are smooth sailing and conflicts are inevitable. Sometimes the waters become choppy especially when navigating challenging relationships and conflict situations.

Having conflict-free and collaborative relationships can play a significant role in helping locally elected officials carry out their collective responsibilities as decision-makers of their communities.

During this 2-part virtual, interactive workshop, we will explore the constructs, traps and pitfalls of conflict relationships, why relationships may go wrong and how to approach, plan and execute relationships successfully using practical tips, tools and real-world examples.

### **Who Should Attend?**

Locally elected municipal representatives.

### **Learning Objectives:**

- The typical patterns of behaviour that give rise to creating “conflict traps” and how to escape from them.
- The secrets of neuroscience and how this knowledge can give us a heads-up on what we should do in the moment.
- Understanding conflict styles and how these can create obstacles or pave the way toward collaboration.
- The importance of moving from a position-based to an interest-based approach in order to create a win-win, value-add relationship.
- The roles of empathy and assertiveness in relationship formation.
- Learning effective and practical communication tools which include:
  - o Avoiding communication blockers,

- o First words to use,
- o The difference between Acknowledging vs. Agreeing,
- o A simple yet powerful 4-step technique to assist in having better and more collaborative conversations.

**Date:**

- Part 1: December 8, 2021 - 10am-12:30pm
- Part 2: December 9, 2021 – 10am-12:30pm

**Registration:**

- \$200.00 + HST
- Limited to 20 participants (first come first served)

\*\* A \$50.00 cancellation fee applies\*

**THESSALON POLICE SERVICES BOARD**

**October 26, 2021**

**THESE COMMENTS ARE THE INTERPRETATION OF THE RECORDER ONLY AND ARE NOT OFFICIAL UNTIL APPROVED BY THE COMMITTEE!**

Chair Marcel Baron declared the Regular Meeting opened at 12:04 p.m. Present in the W. J. Barrett Chambers were Chair Marcel Baron, Provincial Appointee Donald Oliver, Secretary Lindsay MacFarlane and OPP Staff Sergeant Robert Walsh. Member Donna Latulippe and Inspector Tyler Sturgeon were absent.

**Delegation:** OPP Staff Sergeant Robert Walsh reviewed the reports covering from July to September 2021.

**Resolution No. 2021-04-01: Donald Oliver – Marcel Baron:** “Be it resolved that the minutes of the July 28, 2021 meeting be accepted as presented.” **CARRIED**

**Resolution No. 2021-04-02: Donald Oliver – Marcel Baron:** “Be it resolved that the Board recommend to Council that the Town of Thessalon host a Fraud Prevention Information Session presented by Ontario Provincial Police’s Community Safety Officers.” **CARRIED**

**Resolution No. 2021-04-03: Donald Oliver – Marcel Baron:** “Be it resolved that the meeting be adjourned at 11:23 p.m.” **CARRIED**

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Marcel Baron, Chair

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Lindsay MacFarlane, Secretary



**THESSALON PLANNING ADVISORY COMMITTEE    November 8, 2021**

**THESE MINUTES ARE THE INTERPRETATION OF THE RECORDER ONLY  
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Chair Jordan Bird declared the Regular Meeting open at 7:17 p.m. Present in the W. J. Barrett Chambers were, Chair Jordan Bird, Mayor Bill Rosenberg, Councillor Marcel Baron, members Kevin King, and Tom Mills and Secretary Lindsay MacFarlane.

**Delegation:** Zoning By-law Amendment Public Meeting attendees had the opportunity to express questions, thoughts or concerns regarding Zoning By-law Amendment Application Z-2021-2.

**Resolution No. 2021-12-01: Kevin King – Bill Rosenberg:** “Be it resolved that the minutes of the regular meeting on October 7, 2021 be adopted as presented.” **CARRIED**

**Resolution No. 2021-12-02: Kevin King – Tom Mills:** “Be it resolved that the Committee recommend to Council to approve Zoning By-law Amendment Application Z-2021-2 to re-zone the land legally described as PLAN INDIAN DEPT BLK L PT LOT 1 PT LAKE ST RP 1R5858 PART 2 RP 1R13375 PARTS 1 AND 4 from Commercial C1 to Multiple Residential R3 and present to Council a By-law to Amend Zoning By-law 1490 Schedule A with this change.” **CARRIED**

**Resolution No. 2021-12-03: Tom Mills – Bill Rosenberg:** “Be it resolved that the Committee recommend to Council to relocate the Cancer Memorial Garden to the Community Garden property located on Town property described as Plan 8 LOT 18SPT W/S.” **CARRIED**

**Resolution No. 2021-12-04: Kevin King – Marcel Baron:** “Be it resolved that the Committee proceed in Closed Session:

- 1) to discuss a proposed or pending acquisition of property by the municipality or local board, and specifically, consideration involving the acquisition of lands north of Highway 17
  
- 1) to discuss a proposed or pending acquisition or disposition of property of the municipality or local board, and specifically, consideration involving a proposal to purchase Town Property.” **CARRIED**

**Resolution No. 2021-12-05: Kevin King – Tom Mills:** “That the Committee resume Open Session.” **CARRIED**

**Resolution No. 2021-12-06: Marcel Baron – Tom Mills:** “Be it resolved that, with regard to Closed Session Item No. 1, the Committee recommends to Council to accept the recommendation of the Planning Advisory Committee regarding the property north of Highway 17.” **CARRIED**

**Resolution No. 2021-12-07: Kevin King – Tom Mills:** “Be it resolved that, with regard to Closed Session Item No. 2, the Committee recommends to Council to accept the recommendation of the Planning Advisory Committee regarding the proposal of purchase of Town Property.” **CARRIED**

**Resolution No. 2021-12-08: Bill Rosenberg – Marcel Baron:** “Be it resolved that the Planning Advisory Committee meeting be adjourned at 8:31 p.m.” **CARRIED**

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Jordan Bird, Chair

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Lindsay MacFarlane, Secretary

**Thessalon Marina/Arena/Parks Committee – November 9, 2021**

**THESE MINUTES ARE THE INTERPRETATION OF THE RECORDER ONLY AND ARE NOT OFFICIAL UNTIL APPROVED BY THE COMMITTEE.**

Present in the W. J. Barrett Chambers were Mayor Bill Rosenberg, Chair Scott Lawrence, Councillor Linda Stopes, Councillor Lindsay Tallon, Town Superintendent Ken Seabrook and Recording Secretary MaryKaye Karhi. James Orlando was not present.

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Disclosure of Pecuniary Interest and Conflict of Interest

There was none declared.

3. Acceptance of Minutes – October 12, 2021

2021-11-01 – Bill Rosenberg – Scott Lawrence

“Be it resolved that the minutes of the meeting held on October 12, 2021 be accepted as presented.”

**CARRIED**

2021-11-02 – Bill Rosenberg – Lindsay Tallon

“Be it resolved that the Thessalon Marina/Arena/Parks Committee recommend to Council to approve a reduced rate for ice rentals during the holiday season by offering a rate of \$100.85 (includes HST). The available dates would be December 29, 30, and 31.”

**CARRIED**

2021-11-03 – Lindsay Tallon – Linda Stopes

“Be it resolved that the meeting adjourn at 6:00 p.m.”

**CARRIED**

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Chair

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Recording Secretary

**LETTERS AND COMMUNICATIONS  
FOR INFORMATION**

**From:** Cassidy Lowen <[cassidy@algomacountry.com](mailto:cassidy@algomacountry.com)>  
**Sent:** Thursday, October 21, 2021 11:32 AM  
**Subject:** Algoma Kinniwabi Travel Association's Annual General Meeting

Good Morning,

You are cordially invited to attend the Algoma Kinniwabi Travel Association's Annual General Meeting.  
This year's AGM will be held virtually during Northern Ontario Tourism Training Week.

This year's special guest speakers are:

Melanie Robert, Vice President & Chief Marketing Officer, Destination Ontario  
David MacLachlan, Executive Director, Destination Northern Ontario

**Date:** Wednesday, November 17, 2021

**Time:** 1 pm

**Register For the AGM Using This**

**Link:** <https://register.gotowebinar.com/register/4846280436341033229>

**Please Register for the AGM by Monday, November 15, 2021**

*If you are planning to attend Training Week, once registered for Training Week, you can add the AGM to your virtual agenda.*

Thanks and have a great day,  
Cass!

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<p><b>Cassidy Lowen   Executive Assistant</b> Ontario's Algoma Country 334 Bay Street, Sault Ste. Marie, ON P6A 1X1 <b>Office:</b> 705-254-4293 <b>Fax:</b> 705-254-4892 <b>Email:</b> <a href="mailto:cassidy@algomacountry.com">cassidy@algomacountry.com</a> <b>Website:</b> <a href="http://www.algomacountry.com">www.algomacountry.com</a></p>
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Council:

Lindsay MacFarlane has been asked to attend this meeting.

Robert

## **COMMITTEE REPORTS**

October 27, 2021

Mayor and Council:

The Human Resources Committee met at 3:15 p.m. on October 26, 2021. Present were: Bill Rosenberg, Mayor, Tracey Cooke, Sub-Chair, Robert P. MacLean, Clerk-Treasurer and Debbie Rydall, Deputy Clerk-Treasurer, and attending electronically was Jordan Bird, Chair to discuss the following:

**Re:** Recreation Coordinator's Letter of Resignation

The Human Resources Committee reviewed the Recreation Coordinator's letter of resignation attached and is recommending to Council to accept with regret.

Since this position's hours vary depending on the time of year and/or what events are being planned, the Human Resources Committee is recommending to Council to start the hiring process and to advertise for this position with up to 24 hours per week.

**Re:** Asset Manager and Administrative Coordinator

The Asset Manager and Administrative Coordinator duties are divided between maintaining our asset management plan, assisting the Clerk-Treasurer and the Town Superintendent with duties, assisting with funding applications, preparing tenders and/or quotes, secretary for the Seniors' Healthy Aging Committee, assisting the Division Registrar, assisting with the Accessibility for Ontarians with Disabilities Act requirements, and assisting with cemetery requests etc.

After reviewing the above, the Human Resources Committee is recommending to Council the following department percentage for her duties:

Asset Manager	40%
General Government	35%
Public Works	25%

As per the attached draft Organizational Flow Chart, the Human Resources Committee is also recommending to Council that the Clerk-Treasurer be the direct supervisor for the Asset Manager and Administrative Coordinator position. The Town Superintendent would review any duties with the Clerk-Treasurer that he may have for this position.

**Re:** Closed Session Council Agendas

At the moment, the Closed Session Council agendas are prepared electronically, placed on a USB stick and presented on screen during Closed Session. The Human Resources Committee is in agreement with this process, however if a closed item is presented with the need for extended viewing by Council, the package will be made available for viewing in the Municipal Office before the meeting.

**Re: Statutory Holiday Substitution**

According to Section 14.03 of the CUPE Collective Agreement, if any of the recognized holidays fall on a Saturday or Sunday, the Friday or Monday as designated by the Employer shall be considered as the recognized holiday. It also states that the employer is required to provide written notification of its intent to move the recognized holiday.

Council has already authorized and the Union has accepted the substitution of Monday December 27, 2021 for Christmas Day and Tuesday December 28, 2021 for Boxing Day.

This section also applies to New Year's Day, Sunday January 1, 2022. The Human Resources Committee is recommending to Council to substitute Monday January 3, 2022 for New Year's Day.

Thank you for giving the above your consideration.

A handwritten signature in black ink, appearing to read 'Jordan Bird', is positioned above the typed name.

Jordan Bird  
Human Resources Chair



**From:** Kristen <kristen@thessalon.ca>

**Sent:** Thursday, October 21, 2021 10:20 AM

**To:** Robert MacLean <robert@thessalon.ca>; Debbie Rydall <debbie@thessalon.ca>

**Subject:** Employment

Good Morning,

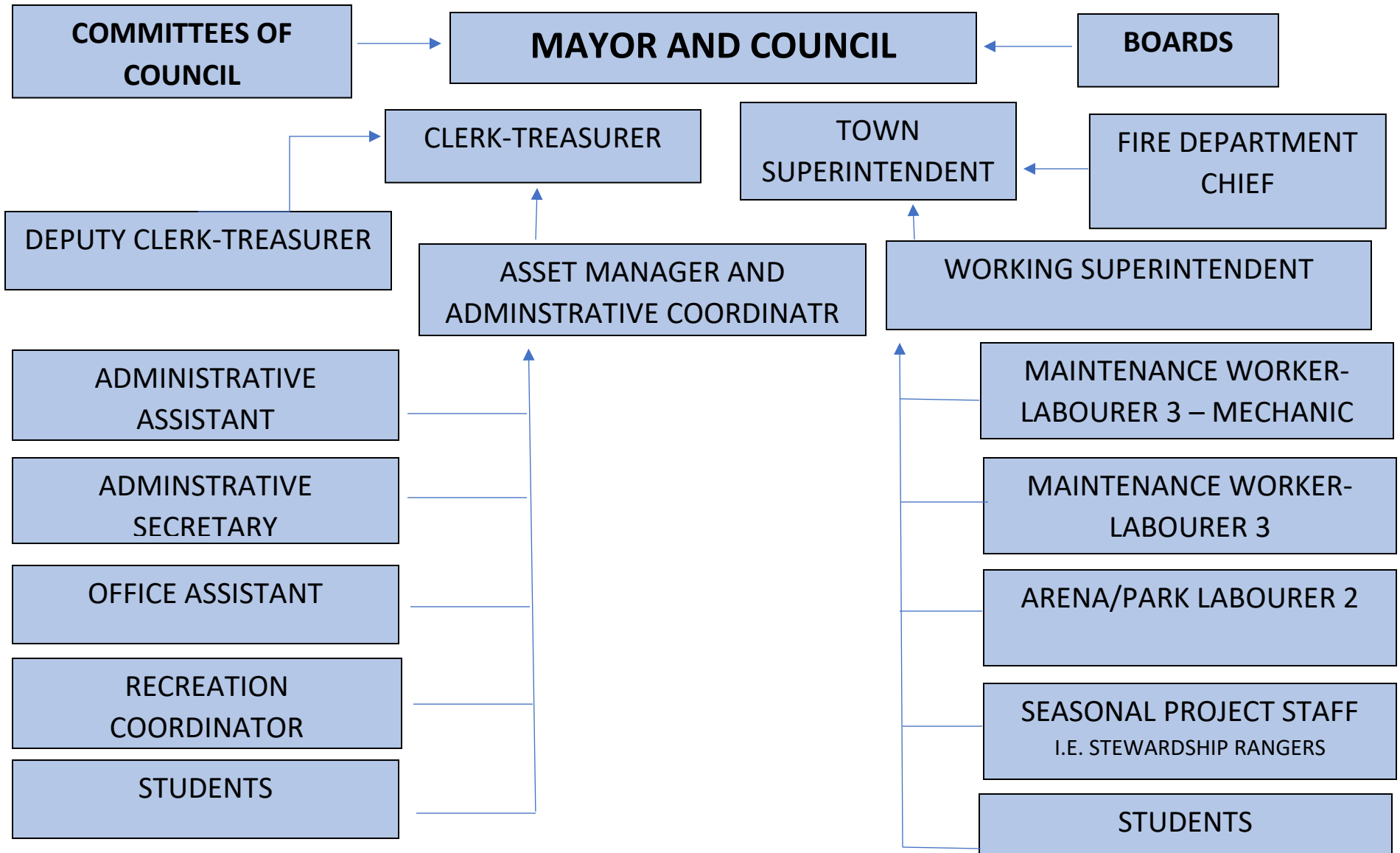
I am emailing to give you my two weeks notice as I no longer require employment with the Town of Thessalon.

I would like to thank you and the Town Staff for the great years of opportunity and experience. I will be in on Tuesday for further discussion and to return all materials, keys and property belonging to the Town of Thessalon.

Thank you,

Kristen

# TOWN OF THESSALON ORGANIZATIONAL FLOW CHART



DATED: NOVEMBER 15, 2021 MAYOR: \_\_\_\_\_

November 2, 2021

Mayor and Council,

**Re:** Suzanne Priddle-Luck Letter

Kindly find attached a letter from Suzanne Priddle-Luck regarding a request to leave her contract early. Ms. Priddle-Luck's contract will be up for renewal on January 31, 2022.

The Finance Committee is recommending to Council to approve this request with November rent being the last month payable and that all October expenses be also payable.

**Re:** Investments

The five (5) terms of \$217,758.27 each are maturing on November 23, 2021. The Finance Committee reviewed the below rate offers and is recommending to reinvest in a 2-year term at 1.1%. Please note, the Town has generated over \$88,000.00 in interest revenue from this investment since 2017.

**From:** Kirsten MacDonald **Sent:** October 25, 2021 2:26 PM

**To:** Debbie Rydall <[debbie@thessalon.ca](mailto:debbie@thessalon.ca)>

**Subject:** Re: Investments

Hey Debbie,

Our rates are as follows but are subject to change:

1yr: 0.8%    2yr: 1.1%    3yr: 1.3%    4yr: 1.6%    5yr: 1.75%

45 months: 2% - This is new today!

Our 3yr escalating term rates are a great option as it gives you a 7 day window on anniversary date to withdraw funds or change to a better rate if we have one: 1st yr 1.0% / 2nd yr 1.5% / 3rd yr 2.2% for an average of 1.57% per year if left in for full 3 yrs. We have a 5-year escalating term averaging 1.65%.

Thank you,

Kirsten MacDonald, Financial Service Representative, Northern Credit Union

Thank you for giving the above your consideration.



Jordan Bird  
Finance Chair

# Priddle-Luck Professional Corporation

## Chartered Professional Accountant

October 18, 2021

Debbie Rydall  
Deputy Clerk-Treasurer  
Town of Thessalon  
P. O. Box 220  
Thessalon, Ontario  
P0R 1L0

Dear Ms. Rydall:

Re: Rental Space at 333 River Street  
Priddle-Luck Professional Corporation

Circumstances have occurred that have caused me to have to close the Thessalon office of Priddle-Luck Professional Corporation at the end of October, 2021.

I currently have a 5 year lease with the Town of Thessalon and that lease expires on January 31, 2022. I am requesting that you allow me to leave that lease a few months early. I will be vacating the premises before the end of the month.

I have enjoyed operating a business in Thessalon over the last 8 years and I am very sorry to have to leave.

Please consider my request and I look forward to hearing from you.

Yours sincerely,



Suzanne Priddle-Luck, CPA, CA, CPA (Illinois)

November 3, 2021

Mayor and Council,

Kindly find below the newly announced Ontario Trillium Fund Resilient Communities Funding due December 8, 2021. After reviewing the different project outcomes and what would best fit our needs, it was discussed that most of our playground equipment is not only outdated but possibly unsafe. Therefore, the Finance Committee is recommending to complete the application under project outcome number four (4) for new playground equipment at Lakeside Park, Peace Park and the Marina in the amount of \$150,000.

Thank you for giving the above your consideration.



Jordan Bird  
Finance Chair

**Ontario Trillium Fund (OTF)**  
**Resilient Communities Fund**

OTF is investing in projects of non-profit organizations that have been impacted by COVID-19 to support their medium to longer-term recovery efforts and help rebuild their capacity and resiliency.

Funding is available for projects that align with at least one of the Resilient Communities Fund outcomes to help organizations address their diverse needs and support them to rebuild and recover.

Deadline: December 8, 2021 at 5 p.m.  
Term Length: Maximum 12 months  
Amount Awarded: Minimum \$5,000 Maximum \$150,000

**What is the Resilient Communities Fund?**

COVID-19 has had a significant impact on the non-profit sector and its ability to support and serve communities across Ontario. The non-profit sector continues to face many challenges, including the need to adapt program and service delivery, generate revenue, and address health and safety requirements.

We recognize that COVID-19 recovery support is essential to ready non-profit organizations to deal with changing needs for both them and their communities.

Organizations require support to help rebuild their capacity and deliver programs and services in innovative ways.

The investments made to the non-profit sector through this fund will help organizations address their medium to longer-term COVID-19 impacts.

This fund aligns with OTF's mandate to support the capacity of non-profit organizations and build healthy and vibrant communities across Ontario.

### **Choose a project outcome**

OTF is funding community-based projects and activities that will support rebuilding the capacity of eligible non-profit organizations that have been impacted by COVID-19. Projects and programs/services funded need to take place in Ontario and benefit people in Ontario communities.

- 1. Equip board members and employees with supports to implement new approaches, prepare for change and build resiliency.**  
For example, organizational training and coaching, strategic planning and implementation, research & development; mental and physical health and wellbeing supports.
- 2. Improve and increase ability to access financial resources and develop new and/or alternative sources of revenues.**  
For example, develop fundraising plans, identify fundraising and financial technology resources, seek opportunities for public-private partnerships and social finance.
- 3. Adapt or re-imagine the delivery of programs and services to meet the needs of the community, employees and volunteers.**  
For example, identify new health and safety processes and required personal protective equipment; technology supports; staffing and volunteer recruitment and training.
- 4. Procure equipment or renovate spaces to meet the needs of the organization to be able to safely deliver its programs and services, and/or to adapt to new ways of working.**  
For example, equipment and/or renovations to meet changing technology, health and safety, and service delivery requirements.
- 5. Create and/or adopt new approaches for organizations to work together to meet the needs of communities.**  
For example, peer learning, professional development, networking, resource, knowledge and data sharing.

November 4, 2021

Mayor and Council,

Kindly find below the newly announced NOHFC-Rural Enhancement Funding Stream. After reviewing what projects are eligible, it was discussed that both washroom facilities at Lakeside Park are in need of upgrading. This would include the renovation of the interior of these buildings to meet the accessibility act and allow for new stalls, water saving toilets, water saving showers, counter tops, sinks, hands free faucets, automatic lights, automatic hand dryers etc. Therefore, the Finance Committee is recommending to complete the application for the renovation of the interior of both the washroom facilities at Lakeside Park in the amount of \$200,000 with our share being \$20,000.

Thank you for giving the above your consideration.



Jordan Bird  
Finance Chair

### **NOHFC-Rural Enhancement Funding Stream**

The Rural Enhancement Funding Stream is designed to support priorities of rural communities to contribute to healthy and strong communities.

#### **Who is Eligible**

Rural municipalities, Indigenous communities, not-for-profit organizations, and Local Services Boards having or serving a **population of less than 30,000**.

This stream is specific to smaller communities.

#### **What Projects are Eligible**

Incremental improvements, repairs, and/or renovations to improve and extend the useful life of capital assets including; social and recreational facilities, municipal assets and community halls, that contribute to a healthy and vibrant community.

#### **Funding**

Funding is in the form of a conditional contribution, and will not exceed:

- For communities **under 1,500** and Indigenous communities, up to 90% of total eligible costs to a maximum of \$200,000;

For communities **over 1,500**, up to 75% of total eligible costs to a maximum of \$500,000.

## **What is Not Eligible**

- Core infrastructure such as municipal public services including roads, bridges, water, and sewer
- Administrative space or office buildings
- Residential projects
- Operating expenses, including routine and on-going maintenance
- Rolling stock
- Stand-alone equipment purchases
- Stand-alone furniture purchases

Stand-alone studies (feasibility, engineering, strategy etc.)

## **Program Requirements**

All buildings, facilities or land improved with NOHFC funding must be owned by the applicant.

The applicant may be required to reimburse NOHFC if assets financed by NOHFC are sold within the first three years after project completion.



November 9, 2021

Re: Holiday Lights Run

Mayor and Council:

The Recreational Trail Team would like to host a Holiday Lights Run with a tentative date of Friday December 10<sup>th</sup>, 2021. We will be encouraging residents to decorate their house and submit their address to the Recreational Trails team to see if we can incorporate them in a 5k or 10k route. Participants will be encouraged to dress up Christmas themed, take photos along the way and a Christmas Photo Back Drop will be created at the finish line.

We have reached out the Thessalon Community Events and Activities Committee for support in execution of this event such as the registration/check in.

The cost of these events will be \$10.00 per person or \$25.00 per family with the proceeds going towards the development of the Thessalon Trails.

Jordan Bird

Recreational Trails Team Lead

November 9, 2021

Mayor and Council,

The Thessalon Community Events and Activities Committee is recommending to Council to authorize a free Christmas public skate on December 17, 2021 from 6:00 p.m. to 7:30 p.m. This will also include a free hot chocolate and a free hot dog to all participants. Please note, this has already been incorporated in the 2021 budget.

Thank you for giving the above your consideration.

A handwritten signature in cursive script that reads "Linda Stopes".

Linda Stopes  
Events and Activities Chair

## **November 2021 Report to Council**

### **Staff early dismissal December 24<sup>th</sup>**

Would Council consider allowing Public Works staff to leave at Noon on December 24<sup>th</sup> weather permitting?

### **Vacation Time**

I would like to ask Council's permission/approval to carry 5 days of vacation credit into the 2022 calendar year.

### **Tender for Lakeside Beach Washroom/changeroom**

The construction of the new washroom/changeroom is well underway. The building will be up before December. The remainder of the inside work including the toilet and wash basin will be installed in the Spring of 2022.

### **Arena Start Up**

The arena is in full operation, we have received some additional bookings from teams from other Municipalities.

### **Preparation for Winter**

Staff have completed winterizing of the Park and Marina as well as all fire hydrants. The equipment is all serviced and ready to go.

Ken,,,

**TOWN OF THESSALON  
OVERTIME RECORD FOR 2021  
November 15, 2021**

<b>Inside Staff Employee #</b>	<b>Description of Work</b>	<b>Day</b>	<b>Mnth</b>	<b>From</b>	<b>To</b>	<b>Hours</b>	<b>Hours Extnd</b>	<b>Bal</b>
001	Commission document	10	Oct	10:00 a.m.	10:10 a.m.	n/c	n/c	n/c
008	MAP meeting	12	Oct	5:30 p.m.	6:00 p.m.	.50	.75	.75
008	Debit machine correction/ Fitness Centre issue	15	Oct	5:00 p.m.	5:15 p.m.	.25	.38	.38
022	Debit machine correction/ Fitness Centre issue	15	Oct	5:00 p.m.	5:15 p.m.	.25	.38	.38
022	Council meeting	18	Oct	6:15 p.m.	8:00 p.m.	1.75	2.63	2.63
004	H.R. meeting – Arena covid	14	Oct	4:00 p.m.	4:30 p.m.	.50	.75	.75
<b>Outside Staff Employee #</b>	<b>Description of Work</b>	<b>Day</b>	<b>Mnth</b>	<b>From</b>	<b>To</b>	<b>Hours</b>	<b>Hours Extnd</b>	<b>Bal</b>
007	Clearance sign repair – Call out	17	Oct	10:00 a.m.	10:45 a.m.	.75	3.00	4.50
016*	Ice plant check - Arena	12	Oct	4:00 p.m.	5:00 p.m.	1.00	1.00	1.00
016*	Ice plant check - Arena	12	Oct	6:00 p.m.	7:00 p.m.	1.00	1.00	1.00
016*	Ice plant check - Arena	12	Oct	9:00 p.m.	10:00 p.m.	1.00	1.00	1.00
016*	Ice plant check - Arena	12	Oct	11:00 p.m.	12:00 a.m.	1.00	1.00	1.00

016*	Ice plant check - Arena	13	Oct	12:00 a.m.	4:00 a.m.	4.00	4.00	4.00
016*	Ice plant check – Arena	16	Oct	10:00 a.m.	11:00 a.m.	1.00	1.00	1.00
016*	Ice plant check – Arena	17	Oct	10:00 a.m.	11:00 a.m.	1.00	1.00	1.00
016*	Council meeting	18	Oct	6:30 p.m.	7:30 p.m.	1.00	1.00	1.00
016*	Ice plant check - Arena	30	Oct	10:00 a.m.	11:00 a.m.	1.00	1.00	1.00
016*	Ice plant check - Arena	6	Nov	12:00 p.m.	1:00 p.m.	1.00	1.00	1.00

\*Employee 016 does not incur time and a half only straight time

MaryKaye Karhi

October 20 2021

Mayor and Council,

**Re:** Christmas Break

For the past number of years, the Municipal Office has closed at 12:00 noon on Christmas Eve, and has remained closed until the day after the recognized day for New Year's. Would Council consider the closure of the Municipal Office from noon on Friday, December 24, 2021 until 9:00 a.m. on Tuesday, January 4, 2022?

**Re:** Staff Christmas Gift

In the past Council authorized a Christmas gift in the amount of \$100.00 for all current staff. Would Council wish to authorize a Christmas gift again this year, and if so, in what amount?

Thank you for giving all of the above your consideration.

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

Debbie

October 29, 2021

Mayor and Council,

**Re:** Federation of Canadian Municipalities (FCM) Funding

As you may recall, we were fortunate to receive approval in November 2020 for our FCM Funding application. This application was completed for the purchase of asset management software, an updated asset management plan and an asset management policy etc.

As per By-law 2451, we have just received the Transfer Payment Agreement, therefore this is now public information. Please note, the final report is due January 2022.

Thank you,

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

Debbie Rydall

## **GENERAL BUSINESS**



**THE CORPORATION OF THE TOWN OF THESSALON**

**BY-LAW NUMBER 2451**

**BEING A BY-LAW** to authorize the signing of a grant agreement and related documents for the Municipal Asset Management Program (MAMP) between the Federation of Canadian Municipalities (FCM) and the Corporation of the Town of Thessalon.

**WHEREAS** Section 207 of The Municipal Act, c.M.45, R.S.O. 1990, as amended, authorizes the municipality to enter into agreements and contracts;

**AND WHEREAS** the Council of the Corporation of the Town of Thessalon considers it desirable to enter into a grant agreement with the Federation of Canadian Municipalities (FCM) for the Municipal Asset Management Program (MAMP).

**NOW THEREFORE** The Council of The Corporation of the Town of Thessalon hereby ENACTS AS FOLLOWS:

1. The Mayor and Clerk-Treasurer are hereby authorized to sign, on behalf of the Corporation of the Town of Thessalon, a grant agreement and related documents for the Municipal Asset Management Program (MAMP) between the Federation of Canadian Municipalities (FCM) and the Corporation of the Town of Thessalon.
2. This by-law shall come into force and take effect upon the immediate passing thereof.

**PASSED** in Open Council this 15<sup>th</sup> day of November 2021.

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Mayor

Seal

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Clerk-Treasurer

**CORPORATION OF THE TOWN OF THESSALON**

**BY-LAW NUMBER 2452**

**BEING A BY-LAW** to amend Zoning By-law Number 1490

**WHEREAS** the Council of the Corporation of the Town of Thessalon considers it desirable to amend the Zoning By-law Number 1490;

**THEREFORE** the Council of the Corporation of the Town of Thessalon hereby **ENACTS AS FOLLOWS:**

1. Schedule 'A', of Zoning By-law No. 1490 as amended, is further amended by zoning lands described as 53 Frances Street and legally described as PLAN INDIAN DEPT BLK L PT LOT 1 PT LAKE ST RP 1R5858 PART 2 RP 1R13375 PARTS 1 AND 4 from Commercial (C1) to Multiple Residential (R3).
2. This by-law shall come into force and take effect upon the final passing thereof, subject to appeals under Section 34 of the Planning Act, RSO 1990.

**PASSED** in open Council this 15<sup>th</sup> day of November, 2021.

Seal

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Mayor

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Clerk-Treasurer

**CORPORATION OF THE TOWN OF THESSALON**

**BY-LAW NUMBER 2453**

Being a By-law to amend the User Fees and Service Charges of Schedule "B" of By-law Number 1800.

**WHEREAS** it is deemed necessary to amend Schedule "B" of By-Law Number 1800;

**NOW THEREFORE** the Council of the Corporation of the Town of Thessalon hereby **ENACTS AS FOLLOWS:**

1. The user fees and services charges described in Schedule "B" are hereby amended.
2. This by-law shall come into force and take effect immediately upon the final passing thereof.

**PASSED** in Open Council this 15<sup>th</sup> day of November, 2021.

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Mayor

Seal

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Clerk-Treasurer

**CORPORATION OF THE TOWN OF THESSALON**  
**USER FEES & SERVICE CHARGES**  
**BY-LAW NUMBER 1800 – SCHEDULE “B”**  
**AMENDED BY-LAW 2453**

<i>Services Offered</i>	<i>Current Fee</i>	<i>HST</i>	<i>Total</i>	
<b>ARENA</b>				
Ice Rental Rates – Hourly Rates				
Per Hour	105.00	13.65	118.65	
Regular User Groups	88.50	11.50	100.00	
Public School Skating	50.00	6.50	56.50	
<b>Holiday Ice Rental</b>				
<del>December 21, 22, 23, 29, 30, 31</del> Per Hour	<del>89.25</del>	<del>11.60</del>	<del>100.85</del>	
<b>December 29, 30, 31 Per Hour</b>	<b>89.25</b>	<b>11.60</b>	<b>100.85</b>	
<b>Public Skating</b>	2.00		2.00	
<b>Upper Deck</b>				
Per Day	88.50	11.50	100.00	
Per Day – Business/Service Clubs/Fundraisers w/Alcohol	132.74	17.26	150.00	
Figure Skaters, Minor Hockey (During regularly scheduled ice bookings when Arena is open)	n/c	n/c	n/c	
Deposit required for key (refunded when key returned)	44.25	5.75	50.00	
<b>Rentals</b>				
Rentals	450.00	58.50	508.50	
Non-refundable deposit required to secure booking	100.00	13.00	113.00	
Canteen Rental – per month	To Be Negotiated			
<b>Advertising</b>				
Walls (4' x 8' area) per year	300.00	39.00	339.00	
Rink Boards (3-1/2' x 4' area) per year	300.00	39.00	339.00	
<b>SPECIAL OCCASIONS PERMIT AND PAL INSURANCE REQUIRED AT ALL L.L.B.O. LICENSED EVENTS</b>				

**THE CORPORATION OF THE TOWN OF THESSALON**

**BY-LAW NUMBER 2454**

**BEING A BY-LAW** to confirm the proceedings of the regular meeting of Council held on November 15, 2021.

**WHEREAS** Section 5, Subsection 3 of the Municipal Act, R.S.O. 2001, c. 25, as amended, requires a municipal council to exercise its power by by-law except where otherwise provided;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by a Council or Committee of Council does not lend itself to an individual by-law;

**NOW THEREFORE** the Council of the Corporation of the Town of Thessalon hereby **ENACTS AS FOLLOWS:**

1. The actions of Council at its regular meeting on November 15, 2021 in respect to each motion, resolution and other action passed and taken by the Council at its said special meeting, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.
2. The Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and to execute all documents as may be necessary and directed to affix the Corporate Seal to all such documents as required.
3. This by-law shall come into force and take effect immediately upon the final passing thereof.

**PASSED** in Open Council this 15<sup>th</sup> day of November, 2021.

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Mayor

Seal

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Clerk Treasurer

