



TOWNSHIP OF NIPISSING CORRESPONDENCE

April 18, 2023

1. Minutes of the Township of Nipissing Recreation Committee meeting held April 3, 2023.
2. Request for support from Almaguin Highlands Secondary School for the Graduation Awards Program.
3. Minutes of the Golden Sunshine Municipal Non-Profit Housing Corporation Board of Directors meeting held February 21, 2023.
4. Minutes of the Powassan and District Union Public Library Board meetings held February 27, 2023 and March 20, 2023.
5. News Release from FONOM regarding Bail Reform and impacts of Property Damage on Northern Communities.
6. District of Parry Sound Municipal Association Spring 2023 Agenda and Registration package.

MINUTES

Township of Nipissing Recreation Committee
April 3, 2023

A meeting of the Township of Nipissing Recreation Committee was held on Monday, April 3, 2023 starting at 7:00 p.m.

The meeting was held in person at the Township of Nipissing Community Centre, and livestreamed to the Township of Nipissing YouTube Channel.

Present: Mayor Tom Piper; Councillor Shelly Foote; Kathy Shaw; James Scott; Andrew Barry; Terri Reidt; Terrilynn Paynter and Ron Phillips.

Staff: Administrative Assistant – Deputy Clerk Kristin Linklater, Secretary to the Board. Will Bateman, Fire Chief, CEMC, Municipal By-law Officer.

Absent: None

Disclosure of pecuniary interest: None.

MOTION NUMBER 2023-06

Moved by: Tom Piper Seconded by: Kathy Shaw

That we accept the Minutes from March 6, 2023. **Carried.**

Discussion:

- a) Trivia Update
 - Advertising ready to go.
 - Rules set in place.
 - Registration forms ready to go for preregistration via email.
- b) Bottle Drive Update
 - Bottle Drive Collection \$256.40.
 - Took approximately ½ hour to sort.
 - Appreciate all the help from the Landfill Staff.
- c) Easter Event
 - 5 teams of 8
 - Scavenger hunt will take place around the Rink, Township Office, Township Garage and South Shore Education Centre.
 - Dee Scott, to provide 80 Cookies.
 - Kathy Shaw providing the icing.
 - 100 eggs will be provided for decorating.
 - Craft Table, Cookie Table, Egg Table and Bag Decorating.
 - Bubbles, Chalk and Kite given to each child as well.
 - Event is from 12 p.m. to 2 p.m.
- d) Bat Box Update
 - Left over pieces of wood were made into Bird Houses.
 - 21 Bat Boxes and 11 Bird Houses.
 - Advertising and Registration ready to go.
 - Paint and Stickers available for Bat Boxes and Bird House Decorating.
 - Sign from Perron's Building Centre will be on display for their donation.
- e) Teen Dance
 - Age's to be determined.

- Times to be determined.
- Karaoke Machine available.
- More details to be brought forward next meeting.
- f) Storage Building Update
 - 8 x 12 Building purchased for Recreation Equipment Storage, waiting on delivery.
- g) Meeting Time Change
 - Meetings from here on out will be at 6:30 p.m.

MOTION NUMBER 2023-07

Moved by: Tom Piper Seconded by: James Scott

That the Township of Nipissing Recreation Committee authorize removal of changeroom/washroom units at both municipal beaches. **Carried.**

Commanda Community Update:

- Spring Dance – April 22, 2023
- Yard Sale – May 20, 2023. \$10.00 for outside spot and \$15.00 for inside spot

MOTION NUMBER 2023-08

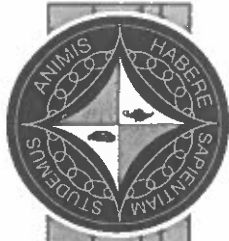
Moved by: Tom Piper Seconded by: Kathy Shaw

That the Meeting is hereby adjourned at 7:38 p.m. Next Meeting to be held May 1, 2023. **Carried.**

Chairperson:

Secretary:

Minutes prepared as per Section 228 (1)(a) of the Municipal Act, S.O. 2001, c. 25.
Clerk to record, without note or comment, all resolutions, decisions and other proceedings of the council.
Minutes to be approved by the Board at the next scheduled Board Meeting.



Almaguin Highlands Secondary School

21 Mountainview Road, P.O. Box 250, South River, Ontario P0A 1X0

Tel: 705-472-5563 • Fax: 705-386-0004

April 4, 2023

Township of Nipissing
45 Beatty St.
Nipissing, ON
POH 1W0

Every year, many individuals and area businesses generously support our community school and students by contributing to the Graduation Awards Program.

Almaguin Highlands Secondary School students and staff have always appreciated this very generous support. It has enabled us to recognize and to reward the outstanding achievements and successes of our students through the presentation of well-earned awards.

We are reaching out at this time to ask whether you are able to support, or continue to support our students this year by making a contribution towards our Graduation Awards Program. The names of donors will be acknowledged in our Graduation Program and an income tax receipt will be issued.

We recognize the past couple of years have been very difficult for most individuals, families and businesses, given the social and economic impact of COVID-19. The continued uncertainty moving forward also presents as a significant challenge for many. We understand that it may be more difficult to make a financial contribution this year, but donations of any size will make a significant impact on our ability to honour our incredibly hardworking and dedicated students.

This year our Graduation exercises are scheduled for the evening of Wednesday June 28, 2023 at 7:00 p.m.

If you can make a contribution towards our Graduation Awards Program, we would be pleased to hear from you by June 1, 2023, please email lisa.ferrante@nearnorthschools.ca. The school is open if you wish to drop off the award at the main office or you can mail it to the school. Thank you for your interest and support of our program, as well as your help in recognizing the excellence of our students.

Sincerely

Heather Hickey
Principal

3

The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2023-02

Tuesday February 21, 2023

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday February 21, 2023.

Present: Dave Britton, Doug Walli, Bernadette Kerr, Leo Patey, Mieke Krause, Tom Piper, Amber Mclsaac, Property Manager

1. Call to order

Resolution No. 2023-11– Moved by Tom, seconded by Mieke that the meeting was called to order at 9:28 am. Carried

2. Additions to Agenda – Motion to add by Nancy McFadden 7 C. Smoke Free Policy

3. Approval of the Agenda-

Resolution No. 2023-12– Moved by Tom, seconded by Doug that the amended agenda be adopted.

4. Conflict of Interest Disclosure –none

5. Approval of the Minutes from the January 17, 2023 board meeting

Resolution No. 2023-13– Moved by Leo seconded by Doug that the minutes from the board meeting on January 17, 2023 were adopted as presented.

6. Business arising

a) Project Updates

Amber reported gas line will be installed before the end of the month for the MUA unit. New smoke c/o detectors have been installed in all units and hallways. Wood has been purchased to prevent price increase to original quote for fence around MUA and retaining wall. Tool Box Tim has submitted a new quote based on an increase to wood prices and hardware.

Resolution No. 2023-14– Moved by Tom seconded by Leo that the GSMNP approves a price increase of \$610 for a total of \$11,740 from Tool Box Tim to install a fence for the Pines retaining wall and MUA unit.

b) Policy Review

The Move in Policy, 2022-01, was reviewed and some grammatical changes were present by Bernadette and approved.

c) Hydro- Encg Rates

Amber reported that the contract between ENCG and GSMNP has ended and we will no longer be granted lower hydro rates through the ONPHA as the GSMNP are no longer members of this program. A discussion took place and the board members noted they will need more information going forward to decide on the feasibility of being apart of this program and ENCG hydro rates based on gas heat now in the building. Amber presented two options for hydro rates and was advised to switch from the defaulted time of use pricing to tiered pricing.

7. Correspondences

a) Managers Report

Water leak in apt 103 was found and repaired. 2022-year end files were delivered to the Auditors, Kendall, Sinclair, Cowper & Daigle.

b) Financial Report –

Dave discussed details of the DSSAB contract agreement and the January 2023 financials were presented.

Resolution No. 2022-15– Moved by Tom, seconded by Leo that the board approves the January 2023 financials that were presented. Carried

c) Smoke Free Policy

A request was brought forward by Nancy McFadden asking for 2 tenants in the building to be granted permission to smoke on their balcony. A discussion took place and Amber and Bernadette will follow up as needed.

8. Next Board Meeting – March 21, 2023 @ 9:30am

9. Adjournment - Resolution No. 2023-10– Moved by Tom, seconded by Mieke that the board meeting be adjourned at 10:33 am. Carried


President, Bernadette Kerr


Property Manager, Amber Mclsaac

Powassan & District Union Public Library
Notes for Monday, February 27, 2023 – 6:00 p.m.
Board Meeting at Library and via Zoom

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Steve Kirkey, Leo Patey, Debbie Piper, Doug Walli, Marie Rosset

Via Zoom: Absent with Regrets: Pat Stephens

Item	Action	Responsibility
1. Call to order	6pm.	
2. General Consent Motion: That the general Consent Motion which includes: a) Approval of February 27, 2023 Agenda b) Approval of Minutes for January 23, 2023 meetings c) Approval of Financial Reports for January 2022 d) Approval of Library Report for January 2022	Motion: 2023-10 That the General Consent Motion for February 2023 be adopted as presented Moved by: Debbie Piper Seconded by: Steve Kirkey	
3. Disclosure of pecuniary interest	None	
1. Business Arising a) Strategic Plan (SP) – Update - Value Walk of Library b) Insurance with Cooperators or Municipality c) Trillium Resilience Grant – update d) Fundraising in 2023	- Strategic Plan Committee (SPC) met on February 22. - New draft plan –next Board meeting - Board completed Value Walk within Library - identified several positive additions to include in SP. Members had questions about policy with Co-Operators. Policy with Municipality ends on May 31, 2023 Final report submitted and accepted. Final \$600 deposited in Municipality bank account. Lisa Laflamme still possibility. Looking at dinner at the end of	CEO will draft new SP Present at next meeting CEO will get clarification Municipality to cut \$600 cheque for library

<p>e) 2023 Powassan Maple Syrup Festival – Update</p> <p>f) Teen Hour – update</p> <p>g) Grants applications</p> <p>h) Musical Instruments Library – Update</p>	<p>September at Highview Golf Course</p> <p>Library open from 10 to 4pm. Maple Syrup Storywalk® goes up downtown Powassan April 1st. Looking for sponsorship of Storywalk®</p> <p>Much improved, no longer an issue. Teen expressed interest in the library installing picnic table at the back</p> <p>CEO is submitting an application to the Seniors Community Grant to provide bussing from this community's senior residence to the library and to downtown Powassan</p> <p>Bernadette Kerr informed the Board one guitar will be available within the next few weeks</p>	<p>Lisa Laflamme provides two possible dates Debbie Piper volunteered to help with event.</p> <p>Leo Patey, Steve Kirkey, Bernadette Kerr will ask their councils</p> <p>CEO will ask Friends of the Library</p> <p>CEO asks for letter of references and submits grant on March 6 or before.</p> <p>CEO write a lending policy (3 months) for next Board meeting.</p>
<p>2. Correspondence</p>	<p>Email from Joyce Effinger authorizing the library to use her painting of the library for fundraising</p>	<p>CEO will ask Linda Penney for pricing</p>
<p>3. Committee Reports</p> <p>a) Property Committee</p> <ul style="list-style-type: none"> • Update <p>b) Financial Committee</p> <ul style="list-style-type: none"> • Audit – Audit presentation – March 27, 2023 	<p>- Elevator has been acting up lately – not always coming up from the basement. Otis contract ends on September 30, 2023. Elevator1 will be approached in May to submit alternate bid.</p> <p>Budget discussed and Draft 5 adopted. Library employees will now make a living wage. The weighted average wage increase from three municipality is 2.3%</p>	<p>CEO contacts Elevator1 in May 2023</p> <p>CEO to send out budget documents to three Councils</p>

<p>c) Policy Committee report</p> <ul style="list-style-type: none"> • GOV-07 Advocacy Policy 	<p>Motion: 2023-11 That the Board adopt the 2023 Library Budget as presented – Draft 5</p> <p>Moved by: Leo Patey Seconded by: Bernadette Kerr</p> <p>Policy reviewed without any changes</p>	
<p>d) Friends of the Library</p> <ul style="list-style-type: none"> • Update 	<p>CEO read long list of accomplishments completed in 2023.</p> <ul style="list-style-type: none"> • Loss of long-time Friends member and library champion Gloria Brown - celebration of life in June • Donation of \$500.00 from Royal LePage in memory of Gloria • Linda stepped up as Treasurer and Elaine started plans for the adult aprons • Mary assumed the role of Vice Chair • New members - Pat Giesler and Angela Keown with immediate impact to Friends • Success of new strategy re: purchase of gift baskets tickets thanks to Linda and Pat • Successful fundraising of baskets, baby quilts and craft sales <p>Total donations to library: \$1,450</p>	<p>CEO to thank Friends at their next meeting</p>
<p>4. Adjournment</p>	<p>Motion: 2023-12 That the February 27, 2023 meeting be adjourned at 8:04 pm.</p> <p>Moved by: Steve Kirkey</p>	<p>Next meeting: March 20, 2023</p>

Chairperson: *Kristine Martin*
 Kristine Martin, Chair

Secretary: *Marie Rosset*
 Marie Rosset, CEO

Powassan & District Union Public Library
Minutes for Monday, March 20, 2023 – 6:00 p.m.
Board Meeting @ Library

In-person: Tina Martin, Bernadette Kerr, Steve Kirkey, Leo Patey, Debbie Piper, Doug Walli, Marie Rosset
Absent with Regrets: Laurie Forth, Pat Stephens

Item	Action	Responsibility
1. Call to order	6 pm	
2. Respect and Acknowledgement Declaration	Declaration read by CEO	
3. General Consent Motion: Present the general Consent Motion which includes: a) Approval of March 20, 2023 Agenda b) Approval of Minutes for February 27, 2023 meetings c) Approval of Financial Reports for February 2023 d) Approval of Library Report for February 2023	Motion: 2023-13 That the General Consent Motion for March 2023 be adopted as presented Moved by: Leo Patey Seconded by: Debbie Piper	
4. Disclosure of pecuniary interest	None	none
5. General Business a) Audit Presentation – Jessica Dion from Bakertilly b) Strategic Plan – Update	<ul style="list-style-type: none"> - Overall appropriate controls in place for the size of organization and no fraud, or unusual transactions identified - In accounting terms the library has a deficit of \$7,342 with depreciation, but actually shows a surplus of \$9,842 in 2023. Motion: 2023-14 That the Audited Financial Statements prepared by BakerTilly be adopted as presented, Moved by: Steven Kirkey Seconded by: Bernadette Kerr Presentation of draft document deferred to next month’s meeting	CEO will transfer \$1,200 from General Reserves to Maintenance Reserves

<p>c) Insurance with Cooperators or Municipality?</p> <p>d) Fundraising in 2023</p> <p>e) 2023 Powassan Maple Syrup Festival – Update</p> <p>f) Grants applications Currently submitted and awaiting outcomes</p> <p>g) Musical Instruments Library – Update</p>	<p>It was decided that it would be more advantageous for the library to move to Co-operators for its insurance.</p> <p>Fundraising Committee to meet this week to start planning the Lisa Laflamme fundraising event</p> <p>Library will sell Taffy from noon to 2pm during the Powassan Maple Syrup Festival (PMSF). Taffy is donated by Bella Hill Farms and Scotia Bank employees will volunteer to sell taffy.</p> <ul style="list-style-type: none"> - Seniors Community Grant application submitted, \$12,475 - YCW – \$5,720 - CSJ - \$8,602 <ul style="list-style-type: none"> - Lending policy needs to be completed - Ironing out final details about instruments 	<p>CEO will contact Co-operators and ask for pricing starting on June 1. Motion will be passed at next meeting.</p>
<p>6. Correspondence</p>	<p>CEO read letters of appreciation sent to retiring Board Members Debbie Piekarski and Robert Elliott</p>	
<p>7. Committee Reports</p> <p>a) Property Committee</p> <p>b) Financial Committee</p> <p>c) Fundraising Committee</p> <p>d) Policy Committee report</p>	<p>Piotrowski Consulting hired to help write the technical side of the OTF Capital Grant application to replace the light fixtures in library. Friends of the Library are covering their consulting costs.</p> <p>Nothing further to report</p> <p>First meeting March 23 at 10am</p> <p>Requires further adaptations to specific situation</p>	

<ul style="list-style-type: none"> • RES-05 Library Emergency and Disruption of Service Policy • GOV-01 Board Terms of reference PDUPL e) Friends of the Library <ul style="list-style-type: none"> • Update 	<p>Motion: 2023-15 That the GOV-01 Board Terms of Reference PDUPL be adopted as modified.</p> <p>Moved by: Leo Patey Seconded by: Doug Walli</p> <p>Currently running an Easter Basket raffle. Planning to run a Maple Syrup Basket raffle during the PMSF.</p>	<p>CEO will revise and present at next meeting</p>
<p>8. Adjournment</p>	<p>Motion: 2023-16 That the March 20, 2023 meeting be adjourned at 7:35</p> <p>Moved by: Steve Kirkey</p>	<p>Next meeting April 24, 2023</p>

Chairperson: _____

Kristine Martin, Chair

Secretary: _____

Marie Rosset, CEO



News Release

For Immediate Release

FONOM and Police Services meet again to discuss Bail Reform and impacts of Property Damage on Northern Communities

April 14, 2023, Timmins, Ontario

Citizens expect to live in safe and vibrant communities. Bill C75 is negatively affecting many neighbourhoods across Northern Ontario. At the second meeting of the Northern Ontario Bail Reform Working Group, a Resolution was discussed that will be used to advocate for Federal Legislative change. The taskforce agrees the Resolution will be shared at the FONOM AGM in Parry Sound on May 10th. It will be shared not only with the FONOM Membership for support, but with all Municipal Associations in Ontario and their membership. President Whalen commented, "*the Resolution stands for itself, and we will leverage our relationship with other Municipal Caucus' to get Province wide support*". With Province wide support, FONOM will work with the Association of Municipalities of Ontario to bring forward to the Federation of Canadian Municipalities.

The four main points of the Resolution are as follows.

1. Create a Designation of a chronic persistent offender.
2. Allow community impact statements at bail and at bail hearings.
3. Creating reverse onus in bail for all firearms offences.
4. All bail-related gun charges go to the superior court for bail release.

The Taskforce also discussed the impact property crime, sometimes with violence, is having on the people of Northern Ontario. "We have businesses and homes that are repeatedly targeted" commented Chief Foy, "it can lead to defeatism and cause one to lose faith in the justice system".

In some communities a small number of individuals are responsible for a significant percentage of the Break and Enters. The Court System is releasing many offenders back into the community without spending time incarcerated. "*Violent crime is up 80% in the last five years,*" stated Sault Ste Marie Police Service Chief Hugh Stevenson, "*this cyclical issue costs municipalities on EMS, police, fire, bail hearings, and correction services.*"

The Taskforce discussed the cost to governments for those offenders and discussed ways to quantify the number in Northern Ontario. This information would aid Municipalities in Budget discussions, but also the empirical data will help FONOM, and the Province determine the best path to help the Region.

The next Taskforce meeting will be held in North Bay in June. Chief Foy, from the Timmins Police Service, will participate in a Bail Reform Session during the May FONOM Conference in Parry Sound.

FONOM is an association of some 110 districts/municipalities/cities/towns in Northeastern Ontario mandated to work for the betterment of municipal government in Northern Ontario and strive for improved legislation respecting local government in the North. It is a membership-based association that draws its members from Northeastern Ontario and is governed by an 11-member board.



Some of the Participants at the April 12th, 2023, Bail Reform Task Force meeting.

Kramer Grenke – Timmins Police Services Board Chair
Chief Hugh Stevenson – Sault Ste. Marie Police Service
Deputy Chief Robert MacLachlan – Sault Ste. Marie Police Service
Chief Daniel Foy – Timmins Police Service
Inspector Darren Dinel – Timmins Police Service
Deputy Chief Henry Dacosta – Timmins Police Service
Inspector Richard Blanchett – Timmins Police Service
Corporate Communications Coordinator Marc Depatie – Timmins Police Service
Mayor Michelle Boileau – City of Timmins
Sandra Hollingsworth – SSM City Council Ward 1
Lynn Watson – Mayor Echo Bay
John Curly – Timmins Councillor
Danny Whalen – Temiskaming Shores Councillor – FONOM President

Mac Bain – FONOM, Executive Director

Danny Whalen
FONOM President
705-705-622-2479

Bail Reform Resolution

WHEREAS the cost of Policing and Emergency Services in Northern Communities is harming a community's ability to support local Social and Health issues

WHEREAS a small percentage of those affected by an Addiction in the communities of Northern Ontario are committing crimes

WHEREAS many of those committing crimes are not housed in the correctional system, therefore, remain in our communities, often those that do require treatment for their Addiction issue receive none.

WHEREAS some committing crimes become violent, but are released back into the community, due to the negative impacts Federal Bill C75

WHEREAS the Federation of Northern Ontario Municipalities (FONOM) believes that more must be done by the Federal Government on Bail Reform

THEREFORE BE IT RESOLVED THAT the Federation of Northern Ontario Municipalities (FONOM) requests the Federal Government make these Legislative changes

1. Create a Designation of a chronic persistent offender.
2. Allow community impact statements at bail and at bail hearings.
3. Creating reverse onus in bail for all firearms offences.
4. All bail-related gun charges go to the superior court for bail release.

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to the Prime Minister, Federal Justice Minister, Premier of Ontario, The Attorney General, the Solicitor General, Minister of Infrastructure, Minister of Municipal Affairs, Northeastern MPs and MPPs, Leaders of the Opposition, and the Association of Municipalities of Ontario.



District of Parry Sound Municipal Association

c/o Township of Perry, 1695 Emsdale Road, Emsdale, ON

President: To be appointed Secretary-Treasurer: Beth Morton

Spring 2023 Agenda – 166th Meeting – Friday, May 5, 2023

Hosted by the Township of McMurrich/Monteith

Sprucedale Community Centre, 31 William Street, Sprucedale, Ontario

- 8:15-9:00** Registration / Coffee sponsored by **Russell, Christie, LLP**
- 9:00-9:45** Opening Remarks by Reeve Glenn Robinson, Township of McMurrich/Monteith
Introduction of the Head Table
Greetings from Graydon Smith, MPP Parry Sound-Muskoka (to be confirmed)
Greetings from Scott Aitchison, MP Parry Sound-Muskoka (to be confirmed)
Adoption of Minutes from Fall 2019 and Treasurer’s Report {Res}
Appointment of President and Vice-President {Res}
- 9:45-10:15** Ministry of Municipal Affairs and Housing – Disaster Recovery presented by Kathy Horgan, Manager and Sarah Cormier, Municipal Advisor
- 10:15-10:30** District of Parry Sound Social Services Administration Board - Updates
- 10:30-10:45** Coffee break sponsored by **Weaver, Simmons LLP and KPK Survey**
- 10:45-11:15** Ministry of Transportation – Update from Kristin Franks, Manager, Regional Services and Relationships, Northeast Operations
- 11:15-11:30** Almaguin Community Economic Development – Update from Dave Gray, Director of Economic Development
- 11:30-12:00** Municipal Property Assessment Corporation - Spring Announcements
- 12:00-1:00** Lunch - full roast beef and turkey dinner with all of the trimmings, garden salad and dessert (cheesecake assortment)
- 1:00-2:00** Thomas Ross, HYG N Energy
- 2:00** Resolutions / Business Meeting
Resolution to amend Constitution for FONOM Appointment {Res}
Registration Fees & Membership Fees {Res}
DPSMA Secretary-Treasurer Position
Draw for Mystery Door Prize: Must be present to claim
Host and Date of Next Meeting: From the West Side - Friday, September 29, 2023
Adjournment



District of Parry Sound Municipal Association
c/o Township of Perry, 1695 Emsdale Road,
Emsdale, ON

2023 Spring Meeting

The Spring Meeting of the District of Parry Sound Municipal Association will be held on Friday, May 5, 2023 hosted by the Township of McMurrich/Monteith. The location of the meeting is at the Sprucedale Community Centre, 31 William Street, Sprucedale, Ontario.

Registration/coffee begins at 8:15 am with the Meeting starting at 9:00 am.

The cost is **\$30.00** per person and includes lunch and refreshment breaks.

Please make cheques payable to the District of Parry Sound Municipal Association and forward c/o the Township of Perry, PO Box 70, Emsdale, ON P0A 1J0.

_____ will be sending (Name of Municipality/Organization)

_____ delegates @ \$30.00 each, for a total of _____.

The following delegates will be attending:

Please confirm attendance on or by Monday, April 17, 2023, so that catering arrangements can be finalized.

Registration can be made by fax to 705-636-5759, by phone at 705-636-5941 or by e-mail to beth.morton@townshipofperry.ca, with payment to follow by mail. **Payment is expected for all delegates registered, regardless if they attend, as meal payment is based on the registration.**

Thank you, Beth Morton



District of Parry Sound Municipal Association
c/o Township of Perry, 1695 Emsdale Road, Emsdale, ON

Secretary/Treasurer Position

The District of Parry Sound Municipal Association is reaching out to the member municipalities in hopes that one of your staff will be interested in taking on the role as Secretary/Treasurer.

The job entails, but is not limited to the following:

- Coordinating Executive Dinner Meetings twice a year, usually in January and July, in advance of the spring and fall meetings;
- Organizing, with the host municipality, the Spring and Fall Association Meetings which are held (late April/early May) and September (full day events);
- Securing presenters and guest speakers at the Spring and Fall Association Meeting;
- Responsible for the preparation of Agendas, Resolutions, Minutes and any other required correspondence;
- Prepare the Treasurer's Report and manage all payments and deposits on behalf of the DPSMA;
- Send out annual membership invoices; and
- Provide administrative support to the Executive.

The workload for this position varies. There is minimal time involved with arranging the Executive Dinner Meetings. The majority of the time required for this position are in the weeks leading up to the Spring and Fall Association Meetings.

In exchange for the Secretary/Treasurer services, the Association provides payment directly to the Secretary/Treasurer twice a year following each Association Meeting in the amount of \$823.92 (total \$1,647.84 annually).

In addition, the Secretary/Treasurer's municipality receives an annual payment of \$800.24 paid in two installments of \$400.12 following each Association Meeting to cover the administration fees associated with the DPSMA.

If you are interested in this position, please follow up with me at your earliest possible convenience and I will advise the Executive. Please do not hesitate to contact me if you have any questions or require additional information on this position.

Regards,

Beth Morton, Secretary/Treasurer DPSMA
c/o Township of Perry | 1695 Emsdale Road, Emsdale, ON
(705) 636-5941
beth.morton@townshipofperry.ca