

**CORPORATION OF THE TOWNSHIP OF RYERSON**

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**PUBLIC MEETING FOR A MINOR VARIANCE - 5:30 p.m.  
Part Lot 15, Con 13 Parts 8-10 42R-15442 (G. BRIDEN)**

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**REGULAR MEETING AGENDA**

**June 25, 2024 AT 6:00 P.M.**

THIS WILL BE A HYBRID IN-PERSON/ELECTRONIC MEETING via ZOOM

**Members of the Public must register** with the Ryerson Township Clerk's Office prior to the meeting for meeting access and availability of limited in-person seating.

Members of the Public are not permitted in a Closed meeting.

To Members of the Public: If you have trouble with your connection during the meeting, you may notify the Host by e-mail at: [treasurer@ryersontownship.ca](mailto:treasurer@ryersontownship.ca)

**Meeting will be recorded.**

*The Municipal Council of the Township of Ryerson recognizes that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario, and show respect to the neighbouring indigenous communities.*

**Note: (R)** denotes resolution

**1. CALL TO ORDER:**

1.1 Attendance:

1.2 Announcement: This meeting is being recorded

1.3 Motion to adopt the agenda as presented. **(R)**

**2. ADOPTION OF MINUTES:**

2.1 Adoption of minutes from the Tri-Council meeting on May 27, 2024, and the regular meeting on May 28, 2024. **(R)**

**3. DECLARATION OF PECUNIARY INTEREST:**

**4. DELEGATIONS AND PRESENTATIONS:**

**5. REPORTS:**

5.1 **CLERK:** 2024 Draft Summer Newsletter.

5.2 **CAO/TREASURER:** Draft Conservation Management Plan **(R)**, Municipal Funding Agreement. **(R)**

**6. BUSINESS ARISING/ACTIVITY LOG:**

**7. COMMUNICATION ITEMS:**

7.1 Harvest Festival Noise Exemption. **(R)**

7.2 Keira McGregor Sponsorship Letter. **(R)**

7.3 Dave Gray Email - Almaguin Community Economic Development (ACED)– Resolution 2023-10 Community Bus Partnership. **(R)**

7.4. Beth Morton Email – Appointing Member to Regional Fire Services Committee. **(R)**

7.5 Regional Fire Services Draft Terms of Reference.

7.6. General Correspondence:

-Historical Society May Minutes.

-Historical Society June Minutes.

-Joint Building Committee May Permit Report.

-June 2024 Waste Report.

-Armour Resolution Supporting NOHFC Grant Application.

-Regional Fire Services Committee April Minutes.

-Almaguin Community Economic Development (ACED)– New Rural Immigration Pilot Letter of Support

**8. CLOSED MEETING:**

8.1. Resolution to move to a closed meeting pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (c) as the subject matter being considered is regarding a proposed or pending acquisition or disposition of land by the municipality or local board; The general nature of the closed meeting is to discuss potential land acquisition affecting the Municipality. **(R)**

**9. CONFIRMING BY-LAW:**

9.1 To Confirm the meetings of Council. **(R)**

**10. IMPORTANT DATES:**

- July 9, 2024, Regular Meeting 6:00 p.m.
- August 25, 2024, Hazmat Day

**11. ADJOURNMENT: (R)**

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**LIST OF PROPOSED RESOLUTIONS**

**FOR COUNCIL MEETING: June 25, 2024 AT 6:00 P.M.**

**Item # 1.3 on Agenda** Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that Ryerson Town Council adopt the June 25, 2024 agenda as circulated.

**Item # 2.1 on Agenda** Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that the minutes from the Tri-Council meeting on May 27, 2024 and the regular meeting on May 28, 2024 be adopted as circulated.

**Item # 5.2 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council adopt the Conservation and Demand Management Plan dated July 1, 2024.

**Item # 5.2 on Agenda** Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # \_\_\_-24, being a By-law to Authorize An Agreement with the Association of Municipalities for the Canada Community-Building Fund; That By-Law # \_\_\_ – 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 25<sup>th</sup> day of June, 2024.

**Item # 7.1 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council approve a Special Permit Exemption from Noise By-Law 14-22 For the Harvest Festival as follows:

- Friday, September 13, 2024 from 8:00 pm-4:30 pm
- Saturday, September 14, 2024 from 2:00 pm-6:00 am
- Sunday, September 15, 2024 from 1:00 pm-7:00 pm (as per usual)
- Monday, September 16, 2024 from 10:00 pm-2:00 pm (ambient music similar to 2023)

And that proof of insurance up to 5 million dollars naming the Township of Ryerson as additional insured be provided prior to the event.

**Item # 7.2 on Agenda** Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council donate \$ \_\_\_\_\_ to Keira McGregor to help with the cost of attending the Dance World Cup in Prague, Czech Republic.

**Item # 7.3 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Miller,

**WHEREAS** Ryerson Township has received and reviewed the 2024 Almaguin Community Bus Activities Report and supporting information;

**AND WHEREAS** Ryerson Township recognizes the need for public transportation has been identified in various strategic guidance documents, such as the 2018 Almaguin Highlands Regional Economic Development Strategic Plan;

**NOW THEREFORE BE IT RESOLVED that** Ryerson Township declares their support in principle for the development of a limited-service community bus pilot program to service multiple communities in the Almaguin Highlands Region.

**Item # 7.4 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council appoint \_\_\_\_\_ to be a member of the Regional Fire Services Committee.

**Item # 8.1 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Miller,

That we move to a closed session at \_\_\_\_\_, pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (c) as the subject matter being considered is regarding a proposed or pending acquisition or disposition of land by the municipality or local board. The general nature of the closed meeting is to discuss potential land acquisition affecting the Municipality.

**Item # 9.1 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-24, being a By-law to confirm the meetings of Council and further; That By-Law # \_\_\_\_-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 19<sup>th</sup> day of June, 2024.

**Item # 10 on Agenda** Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that we do now adjourn at \_\_\_\_\_. The next regular meeting July 9, 2024 at 6:00 p.m.

## **CORPORATION OF THE TOWNSHIP OF RYERSON MINUTES**

### **TRI-COUNCIL MEETING MAY 27, 2024**

The combined in-person/virtual TRI Council meeting of the Councils of the Township of Armour, the Village of Burk's Falls, and the Township of Ryerson was held on Monday, May 27, 2024, at 7:00 pm at the Burk's Falls, Armour & Ryerson Memorial Arena, hosted by the Village of Burk's Falls.

#### **ATTENDANCE:**

Township of Ryerson Council present included Mayor George Sterling; Councillors Beverly Abbott, Glenn Miller, Delynne Patterson, and Dan Robertson; Staff: Nancy Field, Clerk, Brayden Robinson, CAO/Treasurer

Village of Burk's Falls Council present included Mayor Chris Hope, Councillors Ryan Baptiste, Sean Cotton, Ashley Brandt, and John Wilson; Staff: Denis Duguay CAO-Clerk, Camille Barr, Senior Administrative Assistant, Graham Smith, Arena Manager

Township of Armour Council present included Mayor Rod Ward; Councillors Rod Blakelock, Jerry Brandt, Dorothy Haggart-Davis, and Wendy Whitwell; Staff: John Theriault, Clerk-Treasurer/Administrator, Charlene Watt, Deputy Clerk

Guests: Wilma Robert, Dawn Corless, Albine Cook, Jonathan Hind, Ariel Baptiste, Steve Page, Laura Page, Christina Merrick, Krista Trulsen, Adam Keetch

1. The meeting was called to order at 7:00 pm by Mayor Chris Hope.  
Mayor Chris Hope welcomed all participants to the meeting.
2. **Approve Notes from TRI Council Meeting:**  
Resolution      Moved by Glenn Miller - Seconded by Sean Cotton  
  
That the TRI Council of the Township of Armour, Township of Ryerson, and the Village of Burk's Falls approve the notes of the special meeting held on March 25, 2024. Carried.
3. **Declaration of Pecuniary Interest:** None
4. **Burk's Falls, Armour & Ryerson Union Public Library Update:** The survey of the Health Centre property in Burk's Falls has been completed including topographical. The Township of Armour is awaiting the report. At this point it is hard to go to tender as a decision needs to be made where the library will be built. When the report is received the Township of Armour will share with TRI Council.
5. **Agricultural Society's Fall Fair- Fall Ice Removal Impact:** Arena Manager Graham Smith provided Council a report regarding the removal of ice for the Fall Fair and the impact. This was prompted by a letter received by Burk's Falls Council from the Society requesting ice removal for the Fall Fair.  
Resolution No. 2022-130 was passed by Council for the Village of Burk's Falls stating that 2022 would be the last year that ice would be removed in September. This resolution is followed.

Arena Manager shared that there are current contracts in place during the fall fair in 2024 and the potential legal impacts cancelling these could have. Winning Techniques has planned their camp, advertised, and are full. Other contracts were shared as per report. Facility use is evolving.

Inefficiencies were identified with ice removal for the fair as well as the impact removing it twice would incur.

It was noted that it takes two months to get the frost line down to minimize risk of the floor popping. If ice were to be removed for the fair it is recommended it come out in April and not go back in until after the fair to reduce wear and tear and inefficiencies.

There are heaters and insulation under the surface. Heaters are in place to keep the frostline down when the ice is in.

TRI Council was offered the opportunity to have their questions answered. Armour Councillor inquired as to why the prior manager was able to remove the ice for the fair and make money in the process. Graham Smith explained that in the past, summer rentals did outweigh winter with more revenue achieved in the summer vs the winter. This is no longer the case. Fall and winter revenues are twice as much as the summer.

Practices used years ago for ice removal are no longer recommended. The Arena follows recommendations by ORFA. Not following recommended practices can place staff and the facility at risk.

Arena Manager additionally clarified that timeline to remove and replace ice is 27 days.

6. **Arena Manager Summary Report:** Arena Manager reported on the 2023/2024 season with 1808 hours of ice time used between July and May. Users include minor sports, day camps, hockey schools, pick up hockey, tournaments, public and family skating, birthday parties. The Karl Crozier Room rentals have been busy including kickboxing, tack show, fall fair, dog training, public meetings, holistic fair, psychic teas, and cross training to name a few.

While the ice is out the arena floor is being used for ball hockey, roller derby, roller hockey, and an upcoming circus. Summer maintenance has begun with the ice being out.

Inquiries have been received about advertising. Places that may be used for advertising are the score clock, in ice, and on the boards. Advertising rates have been established (5-year rates set) and are starting to sell.

The generator has been repaired and is working well. This is important as the facility acts are a warming and cooling space for the community.

The snack bar is seeing a major increase in sales. At this time they have already achieved last years sales numbers.

The Zamboni will be the next major expense for the arena. A replacement cost is approximately \$150,000.00. The current Zamboni has approximaty 5 years of remaining life.

7. **Canada Day Celebration- Volunteers Needed:** Volunteers are required for the 2024 Canada Day Fireworks event. TRI Council is invited to participate as done in the past.

It was requested that the fireworks are not set off in the horse corral due to the mess and potential dangers of rubbish to animals utilizing the space. Suggested location for 2024 fireworks to be let off is the camping area of the field.

8. **Firehall Project Funding Update:** The Township of Ryerson is working on phase one of a grant application with NOHFC to assist with funding the project. The grant provides up to 1 million dollars in funding. Ryerson has provided the Village of Burk's Falls and the Township of Armour with a request to pass a resolution supporting the fire hall project and that these be forwarded to the Township of Ryerson as soon as possible. The Township Armour and the Village of Burk's Falls will review at their next meetings of council.
9. **Almaguin Highlands Health Centre:** The Village of Burk's Falls has hired a full-time maintenance person who has been working on upgrades and improvements at the Almaguin Highlands Health Centre. The position is working well, and feedback received is that tenants are pleased. The Village has taken the information that was provided last year regarding long term planning for the building and will provide a revised plan.

**Other Business:** An update was provided regarding the funding received by the Burk's Falls Family Health Team and the Sundridge and District Medical Centre. Between both programs five new hires were made including two nurse practitioners, administrative support for doctors, and a dietitian. The two nurse practitioners will reduce the current waitlist for healthcare providers for the Burk's Falls Family Health Team by approximately half. The two health teams have been working hand in hand on initiatives which benefits our communities. Additionally, the Burk's Falls Family Health Team is undergoing a rebranding initiative and with that comes a new name for the team. In the future they will be called the Almaguin Family Health Team to better capture the communities they serve.

Kearney and McMurrich Monteith continue to remain not a part of the contract for the BFFHT although they have been included in service. Work to have them added to the contract continues.

The Almaguin Highlands Health Council is requesting proposals for an Almaguin wide healthcare strategy. This plan will not focus on buildings but rather what services are needed for the future of healthcare in Almaguin Highlands. Consultants will assess current services, current needs, future needs and provide a future focused roadmap for our communities.

13. **Next Meeting:** August 26, 2024, with the Township of Ryerson hosting

14. **Adjournment**

Resolution Moved by Dorothy Haggart-Davis- Seconded by Dan Robertson

That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls adjourn this regular TRI Council meeting at 7:48 p.m. until the next regular TRI Council meeting scheduled for August 26, 2024, to be hosted by the Township of Ryerson.

Carried.

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MAYOR

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CLERK



**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR COUNCIL MEETING**

**MINUTES**

**May 28, 2024 AT 6:00 P.M.**

The regular meeting of Council of the Corporation of the Township of Ryerson was held **May 28, 2024** at 6:00 p.m. This was a hybrid meeting combining in person, electronic meeting via Zoom and phone.

**1. CALL TO ORDER**

Mayor George Sterling called the meeting to order at 6:00 p.m.

Attendance was announced, and it was noted that the meeting is being recorded.

Council members attending in person or electronically: Mayor Sterling, Councillors: Abbott, Miller Patterson, and Robertson.

Staff in attendance: Brayden Robinson, Kelly Morissette, Fred Schmeltz.

Public attending in person or electronically: Judy Ransome, Roman Kaczynski

Notice of this meeting was posted on the website.

**2. ADOPTION OF MINUTES**

**R-95- 24** Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that the minutes from the special meeting on May 8, 2024, the special public meeting on May 14, 2024, and the regular meeting on May 14, 2024 be adopted as circulated.

(Carried)

**3. DECLARATION OF PECUNIARY INTEREST:** None noted.

**4. DELEGATION:** None registered

**5. REPORTS:**

**PUBLIC WORKS:** Provided Council with a report regarding a nuisance beaver on James Camp Road. Discussions were had and questions were asked and answered.

**R-96- 24** Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council declare the beaver dam located at 679 James Camp Road a Nuisance Beaver Dam as per the definition under Section 2(c) of the Nuisance Beaver Dam By-law 28-08.

(Carried)

**CLERK:**

**R-97- 24** Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 34-24, being a Procedural By-law and further; That By-Law # 34-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 28<sup>th</sup> day of May, 2024.

(Carried)

**CAO/TREASURER:** Provided Council with the procurement By-law. Questions were asked and answered.

**COUNCIL REPORTS: Councillor Patterson (AHHC) Report**

**6. BUSINESS ARISING/ACTIVITY LOG:**

Discussion was had on the Municipal Roads Construction Standards Policy and questions were asked and answered.

**R-98-24** Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # 35-24, being a By-law to adopt Municipal Road Construction Minimum Standards Policy OPS-2021-01 and further; That By-Law # 35-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 28<sup>th</sup> day of May 2024.

(Carried)

**7. COMMUNICATION ITEMS**

**R-99-24** Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council donate \$372.50 to the Women's Own Resource Centre in 2024.

(Carried)

**R-100-24** Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council support the recommendation from the Almaguin Highlands Health Council (AHHC) and will commit to \$1,000.00 annually for two years, to support the Muskoka and Area Ontario Health Team (MAOHT) Human Resources Task Force for the Human Resources Recruiter initiative.

(Carried)

**General Information Items Received:**

- Council received a letter from the Agricultural Society.
- Council received a May 2024 Report for the Heritage Festival.
- Council received a letter from the Almaguin Pride.
- Council received the May 2024 Armour Waste Report.

**8. CONFIRMING BY-LAW**

**R-101-24** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # 36-24, being a By-law to confirm the meetings of Council and further; That By-Law # 36-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 28<sup>th</sup> day of May 2024

(Carried)

**10. ADJOURNMENT:**

**R-102-24** Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at 6:15. The next regular meeting is June 25, 2024, at 6:00 p.m.

(Carried)

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MAYOR

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CLERK/DEPUTY CLERK

# THE TOWNSHIP OF RYERSON 2024 SUMMER NEWSLETTER



*Where Life, History and Nature Are Bridged*

**Ryerson Municipal Office**

28 Midlothian Road, Burk's Falls, Ontario POA 1C0 / Office Phone: (705) 382-3232 / Fax: (705) 382-3286  
 Roads Department Phone: (705) 783-0064 / Fax: (705) 382-3286  
 Website: [www.ryersontownship.ca](http://www.ryersontownship.ca) Email: [clerk@ryersontownship.ca](mailto:clerk@ryersontownship.ca)  
 TUESDAY to FRIDAY: 8:30 A.M TO 4:00 P.M.

**Mayor:** George Sterling (705) 382-1761

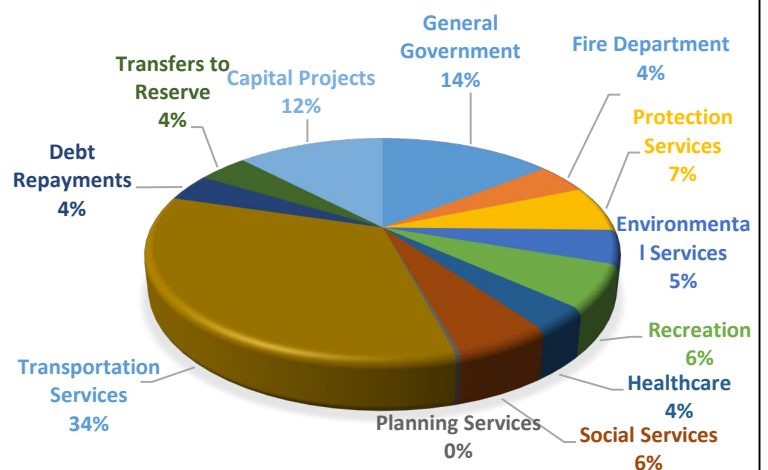
**Councillors:**

- Beverly Abbott (705) 387-1690
- Glenn Miller (705) 380-0142
- Delynne Patterson (705) 382-2855
- Dan Robertson (289) 221-0110

**HYBRID COUNCIL MEETINGS** are held twice a month on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 6:00 p.m. with only one meeting a month planned during the summer; the meeting schedule is on the website. Everyone is welcome to attend. To be a delegate, submit a delegation form by 12:00 noon on the Monday prior to the scheduled meeting. For access to the virtual meeting e-mail before 4:00 pm to [clerk@ryersontownship.ca](mailto:clerk@ryersontownship.ca) or call (705) 382-3232.

**2024 Budget Overview**

**BUDGET BREAKDOWN BY FUNCTIONAL AREA**



**Municipal Tax Levy Increase:** 5.1%

Policing (OPP)	\$160,794
Social Services (DSSAB)	\$88,852
North Bay Parry Sound Health Unit	\$21,308
EMS (Ambulance)	\$65,913
Eastholme	\$68,170
Library	\$50,072
Almaguin Highlands Health Centre	\$5,000
Hospital Local Share	\$20,000

**Shared Services**

Fire:	\$294,559
Arena:	\$158,120
Landfill:	\$137,100

**Roads Project:**

- 6.3km of Starratt Road and 3.3km of Royston Road will be resurfaced this summer.
- 2.3km of Peggs Mountain Road was pulverized back in 2022, this summer it will be getting a double surface treatment.

**Welcome to Our New Residents**

We are delighted to extend a warm welcome to each and every one of you.

Visit [www.ryersontownship.ca](http://www.ryersontownship.ca) and click on "Welcome to Ryerson" tab to find everything you need to know as a new resident of Ryerson Township.



The Township of Ryerson recently passed some new By-laws, including:

- Animal Control By-law
- Trailer Licensing By-law
- Property Standards By-law

These By-laws can be found on the Township website.

**Trailer License**

To be purchased before June 24, 2024 with a fee of \$500.00. All trailers that are located on a property without a dwelling are required to be licensed. Reference the new Trailer Licensing By-law #24-24 for more information.

**Dog License**

**2024 Dog Tags** – Dog licenses are available at the Township Office or online. License fees are \$32.00 for the first dog and \$42.00 for each subsequent dog.

**2025 Dog Tags:** Will be available in January of 2025. Get them early for reduced rate of \$17.00 for one dog and \$22.00 for every subsequent dog.

**New By-law Enforcement Officers:**

**Jason Newman**

705-477-3793 – [bylaw@armourtownship.ca](mailto:bylaw@armourtownship.ca)

**Bryan Austin**

705-571-4453 – [enforcement@armourtownship.ca](mailto:enforcement@armourtownship.ca)

**Office :**

705-382-3332

**VOLUNTEER FIRE FIGHTERS ARE NEEDED!!!**

Are you looking for a rewarding career and helping out your community?

Burk's Falls & District Fire Department is actively HIRING! Applications can be found on our website or at our office- 28 Midlothian Road, Burk's Falls. Fill out the application and return to our office or to the Fire Department office at 162

**Report Crimes Anonymously**  
**SAY it HERE!**  
**NearNorthCrimeStoppers.com**  
**CRIME STOPPERS 1-800-222-TIPS ÉCHEC AU CRIME**

Keep an eye on the municipal website and fire rating signs throughout the municipality for updated fire conditions.

**BE AWARE OF FIRE RATINGS AND OUTDOOR BURNING REGULATIONS**

**NO DAYTIME BURNING IS PERMITTED BETWEEN 10:00 a.m. and 6:00 p.m., APRIL 1<sup>ST</sup> TO OCT. 31<sup>ST</sup>**

Everyone has the responsibility to keep their families and homes safe from fire and carbon monoxide. The best ways to do this are to:

- Prevent fires from starting;
- Install and maintain working smoke alarms on every storey of your home and outside all sleeping areas to have as much time to safely escape as possible if a fire does occur. Not only do smoke alarms save lives, but they are also required by law;
- Plan and practice a home fire escape plan so everyone in the home knows exactly what to do should the smoke alarms sound in an emergency;
- Have fuel-burning appliances serviced annually by certified service technicians.

**Call 911 in an emergency.**  
 Contact Cameron Haffner @ 705-788-4676 with any questions or concerns.

**Upcoming Summer Events**

- Heritage Festival – Saturday, July 13, 2024, at the Burk’s Falls Fairgrounds. Visit the Burk’s Falls & District Historical Society Facebook page for more information.
- Fall Fair – Saturday August 31, 2024, to Monday, September 2, 2024, at the Burk’s Falls fairgrounds.

**Public Library**

The Burk’s Falls, Armour and Ryerson Union Public Library is excited to offer fun summer programs every day in July and August! Solve a mystery, do a science experiment, or learn a new craft- there is something that will interest every kid this summer! Make sure to visit the library on July 6<sup>th</sup> for our summer kickoff event: Planter Box Painting! Keep an eye out on our Instagram and Facebook pages for information about our programs, pictures from summer events, and more!

**Landfill – 141 Chetwynd Road**

Be sure to do your part with blue box recycling and the many diversion programs available at the site. Hold onto your landfill card, it is reloaded in January. Lost or stolen cards can be deactivated, and the remaining value can be reloaded to a replacement card. A fee of \$11 applies for a replacement card. Blue boxes are available at the landfill site for \$11.  
**Hazmat Day: August 25<sup>th</sup> at the Strong Township Landfill, 483 Forest Lake Road from 10am to 2pm.**

**Armour, Ryerson, and Burk’s Falls Memorial Arena**




**Public Skating Hours**  
 Every Friday – 7pm to 9pm  
 Every Sunday – 1pm-3pm

**ADMISSIONS**  
 \$3.50 Adults \$2.50 Children \$10.00 Family

**BUILDING DEPARTMENT**

Contact Brian Dumas at (705) 384-9444 or [cbojbc@strongtownship.com](mailto:cbojbc@strongtownship.com). Remember you must obtain a building or demolition permit if you are constructing or demolishing buildings.

**Access the new Building Department website at <https://jointbuildingcommittee.ca>**



**CodeRED:** Ryerson Township has partnered with the Village of Burk’s Falls to offer residents CodeRED an Emergency Notification System. Sign up for this service today.  
 Visit <https://public.coderedweb.com/CNE/en-CA/BF11DA7A32D2?>

**EMERGENCY PREPAREDNESS:** Are you and your family prepared for possible emergencies? A 72-hour kit can enable you to meet the needs of all household members, including pets and children, if you must stay home for an extended period due to an emergency. To learn more, visit [www.ryersontownship.ca/emergency-preparedness](http://www.ryersontownship.ca/emergency-preparedness).



**VOLUNTEERS NEEDED!**

**Ryerson Township is seeking community volunteers to serve on the Parks and Recreation Advisory Committee. The committee’s focus is on the development of recreational trails and parks. Interested in becoming a member? Email [clerk@ryersontownship.ca](mailto:clerk@ryersontownship.ca).**

**FIND THE 2024 SUMMER NEWSLETTER** online on the Ryerson website: [www.ryersontownship.ca](http://www.ryersontownship.ca)  
 Check out our Facebook page for updates.





# CONSERVATION AND DEMAND MANAGEMENT PLAN

**Township of Ryerson**

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**July 1, 2024**

## **1. Purpose**

Ontario Regulation 507/18 *Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans* requires broader public sector (“BPS”) organizations, such as municipalities, to develop a CDM plan and update it every five years. The Township of Ryerson’s updated CDM plan was developed in compliance with the regulation and covers the period from 2024-2029.

This plan describes the Township’s:

- New and ongoing energy conservation goals and objectives;
- Current and proposed energy conservation measures;
- Results from the previous CDM plan; and
- Changes made from the previous plan to help achieve the new goals and objectives.

The updated CDM plan builds on the Township’s first plan developed in 2014, the updated plan developed in 2019, and the experience gained in energy conservation over the past ten years.

Hard copies of this plan will be made available upon request at the Township office.

## **2. Introduction**

The Township of Ryerson is a small municipality located in the Almaguin Highlands. With a population of 745 permanent residents (2021 Census), the Township is rural in nature, with most amenities being provided in the adjacent Village of Burk’s Falls.

Ryerson owns and/or is responsible for managing the energy consumption of three buildings:

- a) Township Office: the Municipal Office/Garage is a 6000 square foot building, divided between the municipal administration and public works staff.
- b) Fire Hall: the Fire Hall is shared with two other municipalities: the Township of Armour and the Village of Burks Falls. It is a 3250 square foot facility which serves as the training centre for the Fire Department staff, and the garage for the fire equipment.
- c) Quonset and Heritage Centre: a 660 square foot schoolhouse, which has been repurposed as a museum. This building is only occupied on Fridays and Saturdays during the summer months.

### **3. Goals and Objectives**

The Township's goal is to be viewed as a leader in energy management and conservation in the BPS. We are also committed to working with other BPS organizations to better manage energy use across our community.

Our energy conservation objectives include:

- By 2029, reducing our overall energy consumption by 10%;
- Seeking funding opportunities to defray the cost of measures which increase the energy efficiency of buildings;
- Integrating the energy conservation plan with the asset management plan, official plan, and other policy updates as they arise; and
- Incorporating energy conservation measures in the design and construction of all new buildings/infrastructure.

### **4. Tracking Energy Consumption and Savings**

Annual energy reporting is required under the regulation and allows the Township to understand how energy is used in our buildings, identify potential energy conservation opportunities, and track progress on energy conservation efforts. Energy reports for previous years, along with the 2019 Energy Conservation and Demand Management Plan, can be found on the Township website.

### **5. Results from the Previous Plan**

Although the previous Energy Conservation and Demand Management Plan did not set out any specific targets for usage reductions, it did state an overall goal of reducing energy consumption in all operations. Below is a graph illustrating the energy consumption by year for the period covered under the previous report. As can clearly be seen, the Township's total energy consumption fluctuates throughout the years ending with a slight reduction for 2023. In Table 2, you will see that the Municipal Office generates the most energy throughout the three (3) buildings. In the 2019 plan the goal was to reduce our overall consumption by 10%. When comparing our consumption from 2018 to 2023, we have successfully decreased our energy consumption by 9%.

The Township was successful in implementing several of the measures set out in the plan. These include:

- In 2021, we installed energy-efficient LED indoor lighting, installed energy-efficient LED outdoor lighting, and replaced the windows throughout the office.
- In 2022, the installation of insulated roof paneling was completed.

Given this information, the Township met most of its objectives that were set out in the previous report. However, progress could still be made, and the Township will work on implementing measures which could help reduce energy costs in the long run.

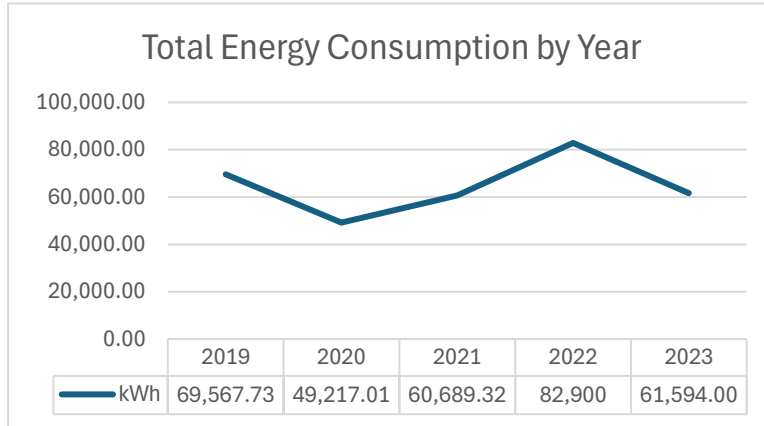


Table 1. Energy Consumption by Year, 2019 to 2023

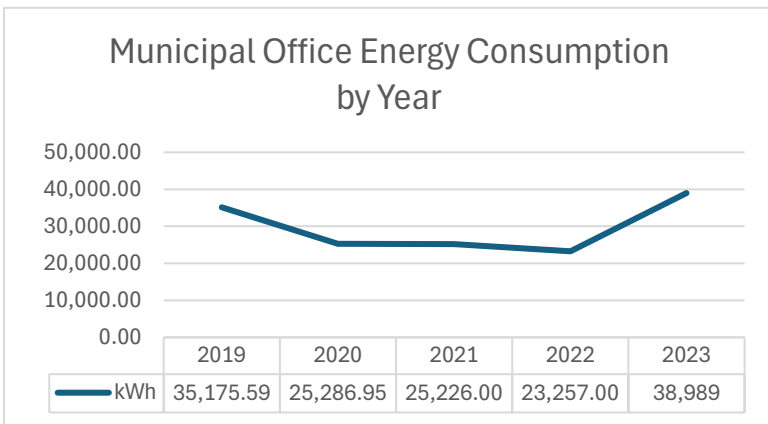


Table 2. Energy Consumption by Year, 2019 to 2023

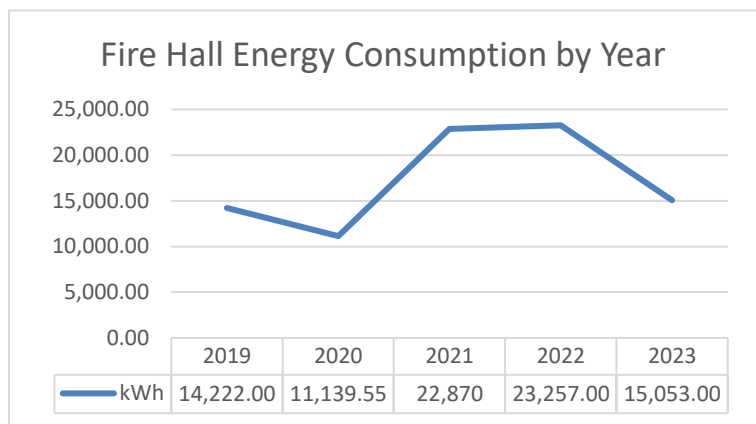


Table 3. Energy Consumption by Year, 2019 to 2023

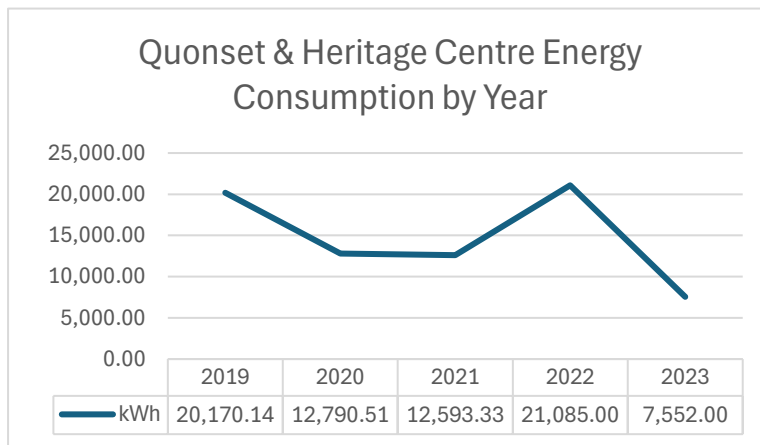


Table 4. Energy Consumption by Year, 2019 to 2023



## **6. Proposed Energy Conservation Measures**

Energy conservation measures can be categorized as technical, organizational, or behavioural. Financial prioritization shall be evaluated using metrics such as the internal rate of return, profitability index, and simple payback period.

Implementation of the proposed projects is dependent on the:

- Availability of funding;
- Incentives from utilities companies;
- Availability of qualified staff; and
- Retention of a qualified contractor to implement the initiative.

Progress on projects will be monitored using the annual energy reports prepared under the regulation.

### **Organizational Measures:**

- Implementing a temperature setpoint policy for all buildings. The US Department of Energy notes that setpoint policies can reduce energy consumption by 5-12%
  - Cost: none
  - Payback: immediate
  - Ongoing application

### **Behavioural Measures:**

- Review building systems every month to ensure temperature and lighting schedules are at their required levels.
  - Cost: minimal, part of routine checks
  - Payback: immediate
  - Ongoing application
- Encourage staff to take measures that would reduce their energy consumption in the workplace. This could include turning off lights when not in use or using heat or air conditioning only when necessary.
  - Cost: none
  - Payback: immediate
  - Ongoing application

### **Technical Measures:**

- Ryerson is committed to purchasing goods and services from providers who value energy efficiency. A new firehall is planned to be built in 2025. The building will be constructed sustainably, with the highest level of energy efficiency possible given other limitations.
  - Cost: unknown, based on future needs
  - Payback: unknown
  - Lifespan: unknown
- Inspecting office doors and ensuring adequate insulation to prevent heat loss.
  - Cost: Unknown
  - Payback: Immediate
  - Lifespan: 10 years

## **7. Renewable Energy Projects**

There are two solar farms operated by Northland Power in adjacent Armour Township. Ryerson has no such renewable energy facilities, though Council will consider rezoning applications on a case-by-case basis.

## **8. Confirmation**

This CDM plan has been approved by the Township's CAO. It will be made available on Ryerson's website ([www.ryersontownship.ca](http://www.ryersontownship.ca)) and paper copies will be available at the Township office: 28 Midlothian Road, Burk's Falls, ON, P0A 1C0.

**THE CORPORATION OF THE TOWNSHIP OF RYERSON**

**By-Law # -24**

**Being A By-law To Authorize The Municipal Fund Agreement On The Canada  
Community-Building Fund Between The Corporation Of The Township Of Ryerson And  
The Association Of Municipalities Of Ontario**

**WHEREAS** the Council of the Corporation of the Township of Ryerson deems it expedient to enter into the attached Municipal Funding Agreement with the Association of Municipalities of Ontario to access the Canada Community-Building Fund;

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Township of Ryerson enacts as follows:

1. **THAT** the Municipal Funding Agreement between the Corporation of the Township of Ryerson and the Association of Municipalities of Ontario attached hereto and forming part of this By-law is hereby authorized.
2. **THAT** the Mayor and Chief Administrative Officer be and are hereby authorized and instructed on behalf of the Corporation of the Township of Ryerson to enter into and execute under its corporate seal and deliver the Municipal Funding Agreement, which is hereby incorporated into the By-law.
3. **THAT** this By-law shall come into force and take effect as of the final passing thereof.

Read a first, second, and third  
Time, signed and the seal of the  
Corporation affixed here to and  
Finally passed in Council this  
25<sup>th</sup> day of June, 2024.

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Mayor

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Clerk

**MUNICIPAL FUNDING AGREEMENT  
ON THE CANADA COMMUNITY-BUILDING FUND**

**BETWEEN:**

**THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO**

(referred to herein as “**AMO**”)

**AND:**

**THE TOWNSHIP OF RYERSON**

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the  
“**Recipient**”)

**WHEREAS** the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

**AND WHEREAS** AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

**AND WHEREAS** the Recipient wishes to enter into this Agreement to access CCBF funding;

**NOW THEREFORE** the Parties agree as follows:

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## 1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

**“Annual Report”** means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

**“Asset Management”** is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

**“Canada”** means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

**“Canada Community-Building Fund” or “CCBF”** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Contract”** means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Eligible Expenditure”** means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

**“Eligible Investment Category”** means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

**“Eligible Project”** means a project that fits within an Eligible Investment Category.

**“Event of Default”** has the meaning given to it in Section 13.1 of this Agreement.

**“Funds”** mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

**“Housing Needs Assessment”** or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

**“Infrastructure”** means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

**“Lower-Tier Municipality”** means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

**“Municipal Fiscal Year”** means the period beginning January 1st of a year and ending December 31st of the same year.

**“Municipality”** and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

**“Non-Municipal Transfer By-law”** means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

**“Parties”** means AMO and the Recipient.

**“Prior Agreement”** means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

**“Single-Tier Municipality”** means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

**“Third Party”** means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

**“Transfer By-law”** means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

**“Unspent Funds”** means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

**“Upper-Tier Municipality”** means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

## 1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

## 2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

### 3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

### 4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

### 5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.



- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
  - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
  - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
  - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
  - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.
-

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
  - b) An investment permitted under:
    - i. The Recipient's investment policy; and
    - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
  - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

## 6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30<sup>th</sup> each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

## 7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

## 8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
- a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

## 9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

## 10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

## 11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “Indemnatee”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnatee incurred by any Indemnatee or asserted against any Indemnatee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
  - The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
  - The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
  - Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.
-

## 12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

## 13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
  - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
  - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
  - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
  - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

#### 14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

#### 15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director  
Canada Community-Building Fund Agreement  
Association of Municipalities of Ontario  
155 University Avenue, Suite 800  
Toronto, ON M5H 3B7

Telephone: 416-971-9856  
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer  
The Township of Ryerson  
RR #1, 28 Midlothian Rd.  
Burk's Falls, ON P0A 1C0

## 16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-



agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

## 17. SCHEDULES

17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

**18. SIGNATURES**

**IN WITNESS WHEREOF**, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

**THE TOWNSHIP OF RYERSON**

By:

_____	_____
Name:	Date
Title:	

_____	_____
Name:	Date
Title:	

**THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO**

By:

_____	_____
Name:	Date
Title: Executive Director	

_____	_____
Witness:	Date
Title:	

## **SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES**

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient's ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

## **SCHEDULE B: ELIGIBLE EXPENDITURES**

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
  - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
  - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
  - Studies, strategies, systems, or plans related to housing or land use;
  - Studies, strategies, or plans related to the long-term management of infrastructure; and
  - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
  - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
  - \$80,000.

## **SCHEDULE C: INELIGIBLE EXPENDITURES**

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
  - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and
  - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient's overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient's staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

## **SCHEDULE D: ANNUAL REPORT**

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
  - Interest earnings and investment gains – in accordance with Section 5.7;
  - Proceeds from the disposal of assets – in accordance with Section 12.1;
  - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
  - Incoming transfers – in accordance with Section 5.3; and
  - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
  - Expected outputs and outcomes for each ongoing Eligible Project;
  - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
  - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
    - i. The number of housing units enabled, supported, or preserved; and
    - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
  - Progress made in the development and implementation of asset management plans and systems; and
  - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

## **SCHEDULE E: COMMUNICATIONS REQUIREMENTS**

### **1. COMMUNICATIONS ACTIVITIES**

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

### **2. INFORMATION SHARING REQUIREMENTS**

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

### **3. PROJECT SIGNAGE REQUIREMENTS**

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.



#### 4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on [www.buildingcommunities.ca](http://www.buildingcommunities.ca).
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
  - b) The Canada wordmark and the following wording (as applicable):
    - i. "This project is funded in part by the Government of Canada"; or
    - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

#### 5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

## 6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

## 7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
- a) "This project is funded in part by the Government of Canada"; or
  - b) "This project is funded by the Government of Canada".


- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

## 8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

## 9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.

	<h2>Staff Report</h2>
<b>To:</b>	Ryerson Township Council
<b>From:</b>	Kelly Morissette, Administrative Assistant
<b>Date of Meeting:</b>	June 25, 2024
<b>Report Title:</b>	Special Event Policy and Noise By-Law Exemption Harvest Festival
<b>Report Date:</b>	June 14, 2024

**Recommendation:**

Be it resolved that Ryerson Township Council approve a Special Permit Exemption from Noise By-law 14-22 for Harvest Festival as per the attached permit.

**Purpose/Background:**

As you know the Harvest Festival has been a private function on Peter Camani's property at 981 Midlothian Road for many years. The festival will be held on September 13th-16th this year.

The event brings approximately 1,500 people into our area, which is a benefit to the local economy as they purchase gas, food etc. In addition, the Harvest Festival also collects and gives a very generous donation to the local Food Bank.

Township of Ryerson has worked with the festival organizers over the years to establish certain requirements. The Building Department is involved with permits for the various structures, the Fire Department develops an annual Special Event - Emergency Response Plan, the O.P.P. and Parry Sound District EMS are notified of the event and have protocols in place.

The Township has a Special Events Policy, and an annual permit is issued. In addition, the festival organizers apply for and receive an exemption to the noise by-law each year. In the past we have met with the various agencies and stakeholders and have had very positive meetings. Thankfully the event is very well run and has not caused very many issues in the area in the past. The stakeholders will be notified in advance of the festival.

**Next Steps:**

Resolution to grant the exemption from the Noise By-law 14-22.

**Related Documents attached:**

- Harvest Festival Permit Application
- Harvest Festival Noise By-Law Exemption Permit
- Noise By-law 14-22



CORPORATION OF THE  
TOWNSHIP OF RYERSON  
RyersonTownship.ca

Permit #: EP 1/

## SPECIAL EVENT PERMIT APPLICATION

Per Special Event Policy Effective May 17, 2016

**Event:** Harvest Festival

**Event Dates:** September 13-16<sup>th</sup> 2025

**Attendance:** approx. 1500

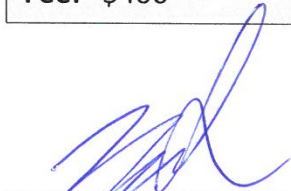
**Event Location:** 981 Midlothian Road  
Roll # 4924 000 0033 03400 0000  
Lot 17, Con 8; Lot 16, Con 9 and Lot 17, Con 9

**Owner:** Peter Camani

**Applicant:** Justin Martin  
20 Fern Avenue, Toronto, ON  
M6R 1K1

**Additional Conditions Required:**  
Noise Exemption Special Permit  
Special Event Emergency Response Plan  
Building Permit for any structures required

**Fee:** \$400 Paid cash  or cheque

  
Justin Martin, 2382090 Ontario Inc.  
416 418 3482

Date: June 6/24

\_\_\_\_\_  
Brayden Robinson, Ryerson Township

Date: \_\_\_\_\_



**CORPORATION OF THE TOWNSHIP OF RYERSON**

**SPECIAL PERMIT APPLICATION FOR  
EXEMPTION FROM BY-LAW 14-22 A BY-LAW TO CONTROL NOISE**

**Date:** September 13-16

**Owner/Applicant Information** (Name/Address/Phone/email address):

Peter Camani  
981 Midlothian Rd. Ryerson Township P0A 1C0  
[petercamani@gmail.com](mailto:petercamani@gmail.com)

**Property Description/Roll #:**

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**Reason for Applying for an Exemption to the By-Law:**

For the hosting of the 18<sup>th</sup> Harvest Festival at the Screaming Heads, Midlothian Castle

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**For What Period of Time (How many days?):**

12pm Friday September 13<sup>th</sup> - 6pm Monday the 16<sup>th</sup>  
\*\*note there is no loud music after 8pm Sunday September 15<sup>th</sup> only ambient no beat music same as past.

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**What are the proposed hours of operation?**

24 hours a day (same as past)

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**Conditions:**

Is the exemption for hours over weekend? For pits: dust mitigation etc.

Notification of neighbouring property owners within 1,000' may be required.

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**Fee Required upon Application Approval: \$220.00**  
(Cash or Cheque)

  
Justin Martin  
2382090 Ontario Inc.  
416 418 3482

  
Date signed

**THE CORPORATION OF TOWNSHIP OF RYERSON  
BY-LAW NUMBER 14 -22  
Noise Control By-law**

**BEING A BY-LAW TO REGULATE NOISE IN THE TOWNSHIP OF  
RYERSON**

WHEREAS Section 129 of the Municipal Act 2001, S.O. c. 25 as amended authorizes the municipality to prohibit and regulate with respect to noise; and

WHEREAS it is expedient to exercise the power conferred upon the Council by the Environmental Protection Act, R.S.O. 1990, chap. E19, as amended and other statutory authority; and

AND WHEREAS it is the policy of the Council to reduce and control excessive or nuisance noise or vibration, to protect the public health and safety, and preserve the tranquility in the Township of Ryerson;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF RYERSON ENACTS AS FOLLOWS:**

**SHORT TITLE**

1. This By-law may be referred to as the "Noise Control By-law".

**DEFINITIONS**

2. In this by-law:
  - a) "**agricultural noise**" includes: irrigation pumps, crop conditioning and drying equipment, refrigeration units, crop protection and equipment necessary to provide for livestock.
  - b) "**appliance**" means a household device whether fixed or portable;
  - c) "**applicant**" means the person or persons seeking an exemption of either a temporary or permanent nature from the provisions and requirements of this Bylaw;
  - d) "**By-law Enforcement Officer**" means the By-Law Enforcement Officer appointed by the Township of Ryerson or their agent, other staff appointed as an Officer for the Township;
  - e) "**construction**" includes the erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose and includes any work in connection there with;
  - f) "**construction equipment**" means any equipment or device designed and intended for use in construction or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers,

compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment;

- g) "**conveyance**" includes a vehicle and any other device employed to transport a person or persons or goods from place to place but does not include any such device or vehicle if operated only within a building;
- h) "**Council**" means the Council of The Corporation of the Township of Ryerson;
- i) "**electronic device**" means a device intended primarily for the production, reproduction or amplification of sound, including, but not limited to, any musical instrument, radio receiver, television receiver, recorder, phonograph, loudspeakers, amplifiers, microphones or reproducers or any combination of such equipment, including devices used in the reproduction of music, speech or other sounds;
- j) "**emergency vehicles and equipment**" means any emergency services vehicle including fire trucks, ambulances, police vehicles, utility emergency vehicle, loud speakers or emergency siren, and any other method of acquiring the public's attention during an emergency situation owned or operating on behalf of the Township of Ryerson, the Province of Ontario, the government of Canada or such agencies including but not limited to Union Gas, Hydro One;
- k) "**excessive noise**" means noise under human control and is of such a nature as to interfere with the peace, comfort, and convenience of any person at a point of reception occurring at restrictive times; The person making the complaint must not be in or at the same place where the noise is being emitted.
- l) "**generator**" means a device which consumes fuel to produce electrical power;
- m) "**highway**" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designed and intended for, or used by, the general public for the passage of vehicles;
- n) "**motorized conveyance**" means a conveyance propelled or driven otherwise than by muscular, gravitational or wind power;
- o) "**noise**" Any excessive or unusually loud sound
- p) "**owner**" means the registered owner of the land from which noise originates, and includes a trustee acting on behalf of the registered owner, the estate of a registered owner and a person with a leasehold interest in the land;
- q) "**person**" means any individual, corporation, partnership, company, association or party and the heirs, executors, administrators of other legal representative of such person to whom context can apply according to law; shall include any group of person comprising a society or other organization and shall include the plural wherein the context requires. Wherever the word "he" or "him" is used, it shall mean and include the feminine or neutral gender wherever the context so requires.
- r) "**point of reception**" means any place on a property where sound or vibration is heard, the source of which does not originate from same property;



- s) "**public park**" means any open space or recreational area, owned or controlled by The Corporation of the Township of Ryerson;
- t) "**service vehicle**" means a vehicle operated by or on behalf of the Township of Ryerson or private contractor
- u) "**Special Event Permit**" means permission given by the Township to an Applicant to hold a Special Event as defined in the current Special Event Policy, as amended;
- v) "**Township**" means the geographic area comprising the Township of Ryerson.

### 3. PROHIBITIONS

- 3.1 No person or owner shall emit, cause or permit the emission of noise, which is clearly audible to a person at a point of reception, resulting from an act listed in **Schedule 'A'- Prohibitions** within the prohibited time shown for such act

### 4. GENERAL EXEMPTIONS

- 4.1 Notwithstanding any other provision of this by-law, it shall be lawful to emit or cause or permit the emission of sound or vibration in connection with emergency measures undertaken:
  - a) for the immediate health, safety or welfare of the inhabitant or any of them' or
  - b) for the preservation or restoration of property;unless such sound or vibration is clearly of a longer duration, or nature more disturbing than is reasonably necessary to accomplish such emergency purpose.
  - c) agricultural equipment for the purpose of farming

- 4.2 The operation of service vehicles

### 5. GRANT OF EXEMPTION BY COUNCIL

- 5.1 Notwithstanding anything contained in this by-law, any person may make application to Council to be granted an exemption from any of the provisions of this by-law with respect to any source of sound or vibration for which he might be prosecuted. Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect. Any exemption granted shall specify the time period, not in excess of six (6) months during which it is effective and may contain such terms and conditions as Council sees fit
- 5.2 In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit
- 5.3 Breach of terms and conditions by the applicant shall render the exemption null and void

### 6. SEVERABILITY

- 6.1 If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

**7. PENALTIES**

- 7.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.5.0 1990, c. P. 33.
- 7.2 Every person guilty of an offence under this by-law may, if permitted under the Provincial Offences Act, pay a set fine and the Chief Judge of the Ontario Court Provincial division, shall be requested to establish set fines in accordance with **Schedule "B"** attached to this by-law

**8. POWER OF ENTRY**

- 8.1 A By-Law Enforcement Officer, Peace Officer, persons appointed by Council or their representative may enter onto a property at any reasonable time, for the purpose of carrying out an inspection to determine whether or not the provisions of this bylaw are being complied with.

**9. OBSTRUCTION**

- 9.1 No person shall hinder or obstruct a By-Law Officer, or person appointed by Council, who is lawfully carrying out enforcement of performing a duty under this by-law.
- 9.2 No person shall fail to identify themselves to the By-Law Enforcement Officer, or person appointed by Council, if they have been alleged to have contravened any provisions of this by-law.

**10. ENFORCEMENT**

- 10.1 Nothing here in shall be deemed to limit the ability of the Ontario Provincial Police to enforce this by-law at any time

**11. REPEAL OF BY-LAWS**

- 11.1 Noise By-Law No. 34-10 is hereby repealed.

**12. APPROVAL**

- 12.1 This by-law shall come into force upon the third reading by Council

READ a FIRST, SECOND, and THIRD TIME  
Signed and the seal of the Corporation  
Affixed hereto and finally passed

this 5<sup>th</sup> day of April 2022.

Original signed by George Sterling

\_\_\_\_\_  
MAYOR

Original signed by Nancy Field

\_\_\_\_\_  
CLERK/DEPUTY CLERK

**TOWNSHIP OF RYERSON**  
**Noise Control By-Law No. 14 - 22**  
**Schedule "A"**

**PROHIBITIONS**

**of The Noise from each of the Following Operations**

<b>Prohibited Activity</b>	<b>Prohibited Period of Time</b>
1. The operation of any electronic devices intended for the production, reproduction, or amplification of sound	11pm one day to 7am the next day
2. The operation of any auditory signaling device including but not limited to the ringing of bells or gongs, and the blowing of horns or sirens or whistles.	11pm one day to 7am the next day
3. Shouting, yelling, or similar noises made by a person	11pm one day to 7am the next day
4. The operation of any construction equipment or in connection with construction	9pm one day to 7am the next day (11am on Sundays and Statutory Holidays)
5. The operation of a toy, model or replica of a larger device, that has no function other than amusement.	11pm one day to 7 am the next day
6. The operation of any motorized conveyance other than on a highway or authorized snowmobile trail.	11pm one day to 7 am the next day
7. The operation of any powered or non-powered tool, equipment, or appliance for domestic purposes other than snow removal	11pm one day to 7 am the next day
8. Loud playing of musical instruments	11pm one day to 7am the next day
9. The detonation of fireworks or explosive devices not used in construction	11pm one day to 7am the next day
10. The operation of a motorized conveyance in such a way as to rev the engine beyond what is required for normal operation and maintenance	11pm one day to 7am the next day
11. The operation of a generator to provide power to a residential dwelling other than during a power outage or other than during the construction phase prior to power being installed in the constructed building.	1pm-5pm 9pm of one day to 7am the next day

**TOWNSHIP OF RYERSON**  
**Noise Control By-Law No. 14 - 22**  
**Schedule "B"**

**PART 1 PROVINCIAL OFFENCES ACT**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provision Creating or Defining Offence</b>	<b>Set Fine</b>
1.	Permit noise from electronic device during prohibited time	s. 3.1 Sch. A(1)	\$150.00
2.	Permit noise from auditory signaling device during prohibited time	s. 3.1 Sch A(2)	\$150.00
3.	Make or permit noise by shouting, yelling, or similar during prohibited time	s. 3.1 Sch A(3)	\$150.00
4.	Permit noise from construction equipment during prohibited time	S3.1 Sch A(4)	\$150.00
5.	Permit noise from a toy, model or replica during prohibited time	S3.1 Sch A(5)	\$150.00
6.	Permit noise from a motorized conveyance during prohibited time	S3.1 Sch A(6)	\$175.00
7.	Permit noise from any tool, equipment or appliance during prohibited time	S3.1 Sch A(7)	\$150.00
8.	Permit noise from loud playing of musical instruments during prohibited time	S3.1 Sch A(8)	\$150.00
9.	Permit noise by detonating fireworks or explosive devices during prohibited time	S3.1 Sch A(9)	\$150.00
10.	Permit the operation of a motorized conveyance in such a way to rev the engine	S3.1 Sch A(10)	\$175.00
11.	Permit noise from a domestic generator during prohibited time	S3.1 Sch A(11)	\$175.00

**NOTE:** The general penalty section for the offences indicated above is Section 7.0 of By-law No. 14-22, a certified copy of which has been filed.

**From:** Keira McGregor <[keira-mcgregor@hotmail.com](mailto:keira-mcgregor@hotmail.com)>  
**Sent:** Friday, June 7, 2024 11:39 AM  
**To:** Brayden Robinson <[treasurer@ryersontownship.ca](mailto:treasurer@ryersontownship.ca)>  
**Subject:** Request for Sponsorship/Donation

Dear Council of the Township of Ryerson,

I hope this email finds you well. My name is Keira McGregor, and I am thrilled to have been selected to represent Canada at the Dance World Cup in Prague, Czech Republic from June 27, 2024 to July 6, 2024. As a dedicated dancer, this opportunity means the world to me, and I am reaching out to you in the hopes of securing financial support to make this dream a reality. Please see the attached letter from the World Performers of Canada. Participating in the Dance World Cup is not only a chance for me to showcase my talent on an international stage but also a significant milestone in my dance journey. I will be competing in Ballet against 66 Countries from around the world. This event is the largest dance event, and is the 2nd largest world event just behind the Olympics! However, the costs associated with travel, accommodation, competition fees, and other expenses are substantial, and I am seeking sponsorship donations to help offset these costs. Your support would not only enable me to compete at the highest level, it also shows your support to aspiring artists in our community. In return for your sponsorship, I am willing to acknowledge your support on social media.

If you are interested in supporting my journey to the Dance World Cup in Prague please don't hesitate to reach out to me at 705-571-7108 or reply to [keira-mcgregor@hotmail.com](mailto:keira-mcgregor@hotmail.com) Your contribution, no matter the size, would make a tremendous difference in helping me achieve my goals.

Thank you for considering my request, and I am grateful to have this opportunity to represent Canada with pride on the international stage.

Warm regards,

*Keira McGregor*

1424 Chetwynd Rd

Burks Falls, ON P0A 1C0



# World Performers

## CANADA INC.

Sep 2023

To whom it may concern,

World Performers Canada Inc. is an organization dedicated to the development and education of Canadian Dancers nationwide through travelling, training, and performing opportunities at an elite level.

**KEIRA MCGREGOR** has been selected by World Performers Canada Inc. to represent Canada at the Dance World Cup (Europe) next year in Prague, Czech Republic. The travel dates for this trip would be from June 25th 2024 to July 08th 2024. WPC's National Dance Team will represent Canada alongside 50-60 other nations and share the stage with over 7500 competitors world-wide.

Each dancer must raise personal funds in order to participate in this initiative. As this is a once in a lifetime opportunity for dancers across our nation, we hope you might consider helping to achieve this goal through sponsorship. With your financial support, not only will you be helping to enrich the life of a dancer in your area but you will be contributing to a dream journey to represent our country while providing memories that will last a lifetime.

Any donation made will allow the dancer to take one more step toward their financial goal. We sincerely appreciate your consideration and would like to thank you for supporting Canadian amateur dancers representing Canada. We have outlined helpful options for donations below but any amount is greatly appreciated. Please make payment payable **directly to the dancer**. Any donations over \$1000.00 will be recognized on our social media page. The company name will be tagged and recognized as a supporter.

**\*GOLD LEVEL: \$250.00**

**\*PLATINUM LEVEL: \$500.00**

**\*PLATINUM PLUS LEVEL: \$1000.00**

If you have any questions, please do not hesitate to get in touch with us! Thank you again for your consideration and support of our talented Canadian dancers!

Warmest Regards!

Jacques Monfiston and Nicole Garland  
Directors/Founders World Performers Canada Inc.

<http://worldperformerscanada.com>

[Instagram: worldperformerscanada](https://www.instagram.com/worldperformerscanada)

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World Performers Canada Inc.  
c/o 105 Vanderhoof Ave #1  
Toronto, On M4G 2H7  
Email: [info@worldperformers.ca](mailto:info@worldperformers.ca)

**From:** [director@explorealmaguin.ca](mailto:director@explorealmaguin.ca) <[director@explorealmaguin.ca](mailto:director@explorealmaguin.ca)>

**Sent:** Monday, May 27, 2024 2:56 PM

**Subject:** Request for Support in Principle - Community Bus Partnership

Good afternoon all,

Having access to reliable transportation has been a recurring theme in many regional and sub-regional reports and studies. Since September of 2023, multiple municipalities have been investigating the possibility of creating a limited-run community bussing service pilot program through an ad-hoc committee format. The committee recognizes that meeting all transportation needs throughout the region would be a significant challenge; however, the proposed pilot program would address some needs while simultaneously assessing growth potential and future scalability. Further, the committee recognizes that any further planning should be directly informed by interested partners and municipalities. Currently, the committee is seeking resolutions of support-in-principle to establish the scope of the partnership, as well as supporting the pursuit of potential funding applications (where available).

Attached you will find a copy of the 2024 Almaguin Community Bus Partnership Activities Report. The report contains an overview of the committee's preliminary findings and potential directions for consideration. Along with the report, you will find a resolution from the ACED board requesting that municipalities consider participating in the pilot planning process. Should your municipality wish to participate, please forward a copy of the resolution to me along with a designated point of contact.

I have also included a copy of the 2024 Almaguin Community Bus Survey Results Infographic for further information. Should you like to receive a copy of the full survey results or require additional information, please let me know.

Thanks, and have a wonderful start to your week!

**Dave Gray, Ec.D.**

Director of Economic Development  
Almaguin Community Economic Development  
(705)571-1564 | [Director@ExploreAlmaguin.ca](mailto:Director@ExploreAlmaguin.ca)





**RESOLUTION**

2023-10

Be it resolved that the Almaguin Community Economic Development Board have received and reviewed the draft Almaguin Community Bus Activities Report. Furthermore, the Board recommends that all municipalities review the report at their next council meeting and consider supporting the initiative in-principle and/or participating in the service planning phase.

MOVED BY: Tim  
SECONDED BY: Margaret Ann  
CARRIED:  Yes       No  
Comments: W. Whitwell



# Almaguin Community Bus Partnership Committee

Summary of activities and directions

## Introduction

The Almaguin Community Bus Partnership Committee was formed in September 2023 with a goal of assessing opportunities for increasing transportation options within participating Almaguin Communities. The initiative resulted from a series of discussions originating from the Village of Burk's Falls (VOBF) Council pertaining to the decommissioning of the Burk's Falls Community Link Bus. These discussions led to the development of a February 2023 VOFB Staff Report issue by the Clerk that presented options for continuing to deliver transportation services in the Village.

Option B2 from the staff report suggested that the Village could partner with interested Almaguin communities to provide similar services, share costs, and increase service availability in the region. This concept was presented to Almaguin Community Economic Development to assess any initial interest. Based on initial communications, six municipalities declared interest in participating discussions, leading to the formation of the Almaguin Community Bus Partnership.

## Committee partners

The goal of the partnership is to be inclusive and open to any interested municipalities and/or partners. The current members of the partnership committee are:

The Village of Burks Falls, The Township of Perry, The Township of Ryerson, The Township of Armour, The Township of Strong, the Village of Sundridge, and Almaguin Community Economic Development.

Wilson Transportation was engaged as a transportation advisor and actively participates in committee discussions.

## Case study - the Burk's Falls service in review

The Village of Burk's Falls operated the Community Link Bus service that provided residents with several main options at varying intervals as described below. The Community Link Bus was owned by the Village and operated by volunteer drivers. The bus was wheelchair accessible and had a capacity of 10 riders.

The acquisition of the two busses that operated throughout the program's lifespan were facilitated by public fundraising, and direct donation from a resident (as was the case for the first bus). Ongoing operation and maintenance costs were funded by rider fees and the Village.

- Weekly in-town trips (Wednesdays) that included stops downtown and along commercial drive. (\$5 per trip)
- Monthly out-of-town trips to Huntsville. (\$10 per trip)

- Special event rentals/charters (varied fees paid by clients)

*Figure 1 - Overview of rider fees and operational expenses*

Year	Total Revenues	Total Expenses	Est. Riders*
2015	\$4865	\$7746	973
2016	\$5775	\$7653	1155
2017	\$3820	\$5165	764
2018	\$3265	\$6279	653
2019	\$3495	\$5382	699
2020	\$1575	\$7972	315
2021	\$160	\$11212	32
2022	\$2045	\$6203	409

## Understanding the need for a transportation solution

### Overview of past studies, plans, and reports

The need for public transportation has been reiterated in several major regional publications throughout the last 10 years. These reports include:

#### Burk's Falls & Area Asset Inventory, Gap Analysis & Market Study

*2014, John Finley Consulting*

"Transportation Plans are being considered to return the para-bus service that was of great assistance to many local seniors. A regional transportation needs assessment could be considered prior to approaching sources of funding. Future plans could include including using the bus for transportation to local beaches in the summertime twice daily for residents as an option to personal transportation."

#### Almaguin Highlands Regional Economic Development Strategic Plan

*2018, Laridae Consulting*

"There is a lack of public transportation in the area. People who do not own an automobile are challenged in seeking employment or even to utilize the area's retail sector. There is insufficient population density to support a public transportation system and there is little appetite from the private sector to provide any broad-based services. In the past, several innovative approaches were tested, however, without any long-term sustainability".

## **Almaguin Community Safety & Wellbeing Survey**

*2020, Municipal partnership survey*

- 21% of participants responded that a regional program that would “Increase awareness, accessibility and navigation of community services (extended hours, transportation, online services)” would directly improve their wellbeing.
- A lack of transportation options was listed as a top 5 issue for several community service agencies including the District of Parry Sound Social Services Administration Board and the Women’s Own Resource Centre.

## **2024 Almaguin Community Bus Survey**

The Committee created the Almaguin Community Bus Survey in November of 2023 to establish a current-day view of the need for transportation throughout the region. Information highlights from the survey are listed below as well as in figures 2-5. For a complete report from the Survey, please contact the Almaguin Community Economic Development Department.

**Total number of completed surveys: 466**

*This represents approximately 2.5% of the regional population.*

**53.3% of respondents did not have full-time access to a reliable vehicle. 23.44% reported no access to a reliable vehicle. 29.89% reported that they did not have access to a reliable vehicle all the time.**

**67% of respondents prefer a pay-per-use system. 25% preferred a monthly system.**

Figure 2 – Response by municipality

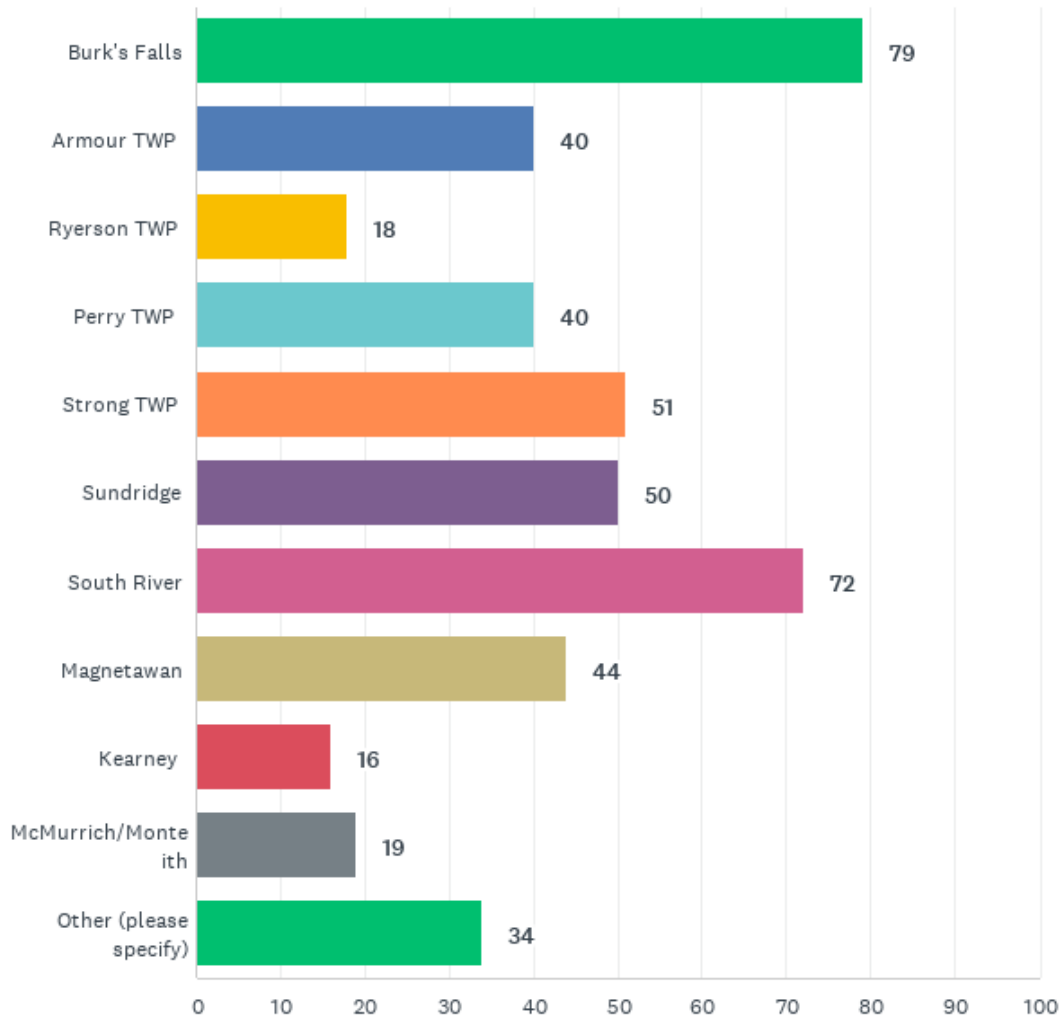


Figure 3 – Potential use type

Shopping and medical appointments both inside and outside the region were the most desired uses. The possibility of using the service to get to recreational activities and special events should also be noted.

Shopping locally (Almaguin)	60.45%	269
Medical appointments locally (Almaguin)	45.62%	203
Shopping outside of the community (Huntsville)	68.76%	306
Medical appointments outside of the community (Huntsville)	55.51%	247
To get to and from work	19.55%	87
Special events (i.e. wedding transportation)	28.09%	125
Recreational activities	43.60%	194
After-school activities	15.96%	71
Other (please specify)	Responses 9.89%	44

Figure 4 – Frequency of use

A weekly or monthly service was preferred by most potential users. Also noteworthy is that there is an interest in accessing bussing services for special events.

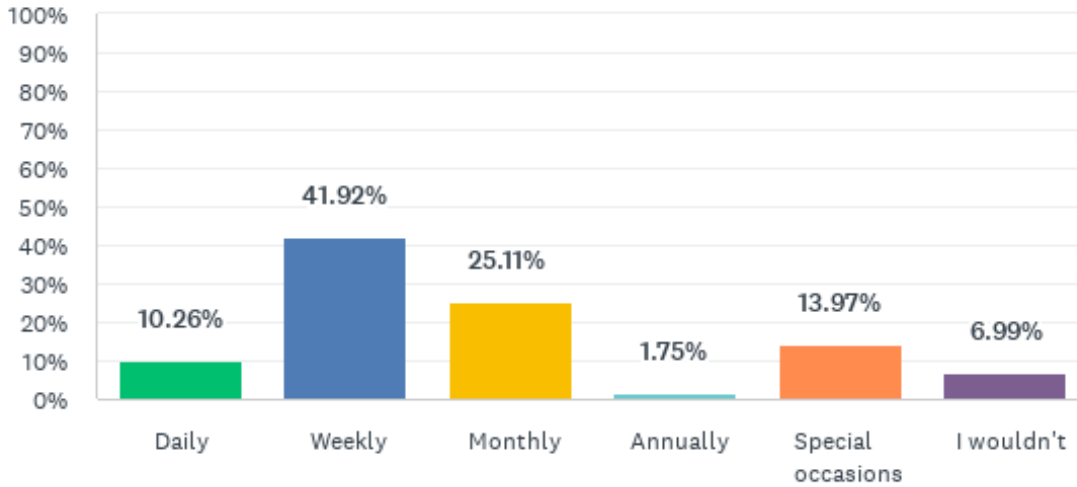
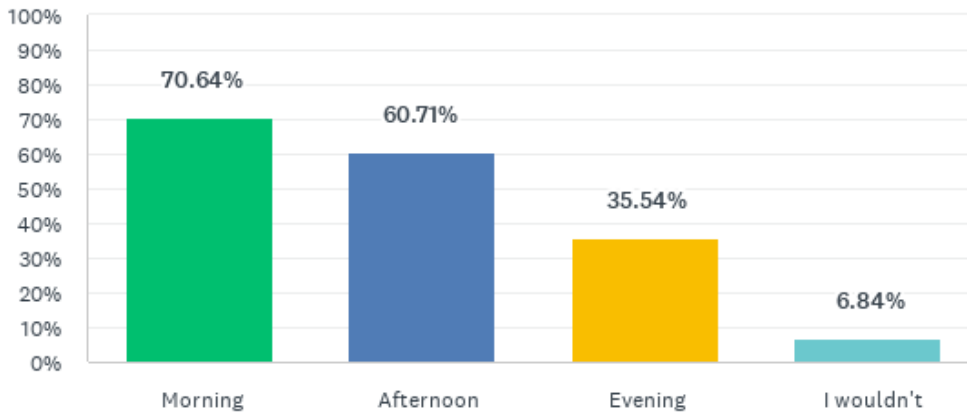


Figure 5 – Preferred Time of Day



### Committee response to the survey

The Committee generally viewed the survey results as a positive indicator for the need for transportation services throughout the region. During the January 31, 2024 committee meeting, it was determined that the results warranted further investigation in to potential solutions prior to soliciting support from interested municipalities, community organizations, or funding partners. Key points of consideration for these investigations are outlined below.

## Action items and next steps

To further consider potential models and solutions that would benefit multiple communities, several key items need to be addressed. These items include:

1. Ownership versus retained services provider.
2. Creating a phased approach to carry out activities
  - a. Finalizing municipal partnerships and desired and creating transportation zones.
  - b. Determining rider costs, scheduling (pickups, event charters, etc.), and collection of payment.
  - c. Marketing / promotional plan
  - d. Launching, monitoring, and tracking
  - e. Reporting back

The Committee has briefly discussed these options and presents the following information for discussion purposes.

### Ownership versus Public Private Partnership

Two major options for providing bus services are to purchase a bus as a municipal asset, either solely owned or owned in partnership.

#### Ownership

- New 5-9 passenger accessible bus cost (2024 est.): \$150,000 - \$200,000
- Used 4-5 passenger accessible bus (subject to availability): \$75,000-\$100,000
- New bus lease: \$25,000 down payment, 8%-9% financing: \$24,000-36,000/year

Per figure 1, the **average annual cost of operating a bus was \$7200 per year**, which includes fuel, insurance, and general preventative maintenance.

*Figure 6 – Projected costs for purchasing a new bus (without funding)*

Year	Loan Payment*	Operating Costs**	Total
2025	\$38,414	\$20,000	\$58,414
2026	\$38,414	\$21,000	\$59,414
2027	\$38,414	\$22,050	\$60,464
2028	\$38,414	\$24,255	\$62,669
2029	\$38,414	\$26,680	\$65,294
2030	\$38,414	\$29,348	\$67,762
2031	\$38,414	\$32,283	\$70,697

\*Calculated using \$200,000 cost over 7 years at 8%.

\*\*Assumption based on projected usage. 5% increases were assumed to year 3, and 10% thereafter. Fuel usage would also increase, potentially significantly.

### *General comments & discussions from the Committee regarding ownership*

It was expressed at the committee level, based on the Village of Burk's Falls experience with used busses, that a new bus would be the ideal solution; however, for a single municipality, the up front and ongoing costs would be prohibitive based on the historical (and reasonably projected) use.

Should a regional partnership create the opportunity for an economic of scale, shared costs and usage may render this option more feasible for all partners. Increased use resulting from a regional partnership will shorten the lifespan of a new bus which would be initially projected at a low of 5 years, and a high of 7-10 years. It is also expected that operational costs will increase due to increased usage. Projecting these increases accurately would prove difficult, as a new bus would theoretically require less annual maintenance at the outset.

The committee had also discussed the need for establishing reserves and making annual contributions to prepare for eventual replacement of the bus and/or significant unforeseen repairs.

### **Establishing a Public/Private Partnership**

The second possible option would be to engage an existing transportation company to deliver transportation services to communities that want it. Wilson Transportation has provided several critical points of consideration and potential benefit to exploring this option further. Key points include:

- Risk mitigation – most fleets available locally have accessible vehicles as well as other vehicle options where accessibility options are not required. Not owning the vehicles reduces risks to the municipality(ies).
- Risk mitigation – using a professional service would reduce the liability of the municipality(ies).
- Potential for streamlining service delivery – Most businesses have drivers and administrative staff that are experienced with many facets of the transportation business which would reduce the burden on municipal staff.
- Asset Inventory – It can be assumed that most transportation companies have a fleet of vehicles that range in size, scope, and function (ex. accessible busses). Utilizing a service would help to ensure that the desired levels of service can be achieved without interruption.

Accurately determining the costs of creating the public/private partnership will not be possible until the scope of the service is better defined. To determine the scope, interested municipalities and/or partners will need to finalize their desired levels of service, including routes, trip frequencies, etc.

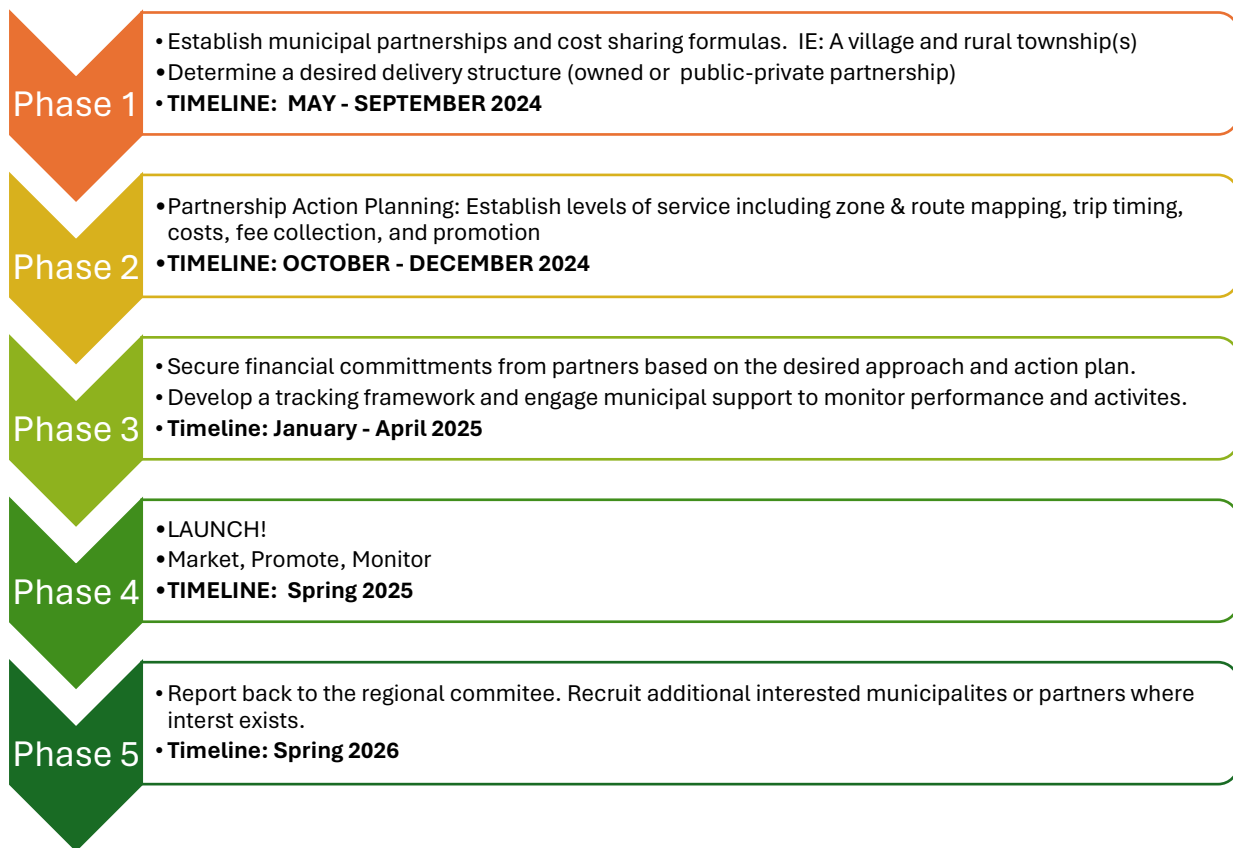


## Creating a phased-in approach to bus services

It was recommended to the committee that the establishment of transportation zones would assist in creating a scalable regional model. The committee discussed establishing partnership-based pilot zones with interested stakeholders, which would enable partners to study user activity and adjust the program as required.

The following phase descriptions are meant for discussion purposes only. Ideally, partners who are interested in committing in-principle to offering limited transportation services for the Spring of 2025 should.

### Pilot Development Phases



### *Pilot Development Considerations*

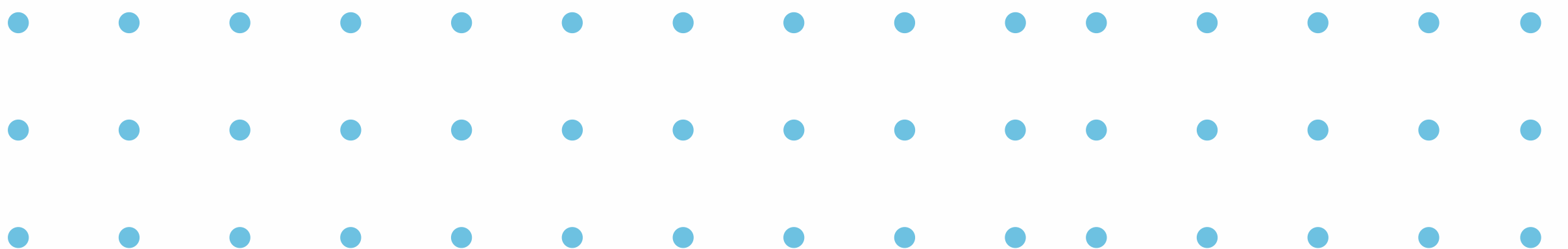
- Prior to building out any of the action items for the phases listed above, determining the amount of municipal and/or partners support is considered a critical first step. While the Committee is made up of interested municipalities, a formal indication from councils and/or boards is necessary prior to investing the necessary time to plan further activities.
- The second critical decision will be which servicing option is preferable to all partners; ownership or retained service provider.

- Thirdly, there are some funds available through the Rural Transit Fund. If partnerships are established, an application to support various components of the process. More information about the program can be found by following this link: <https://www.infrastructure.gc.ca/rural-trans-rural/index-eng.html>



# Community Bus Survey Results

2023-2024

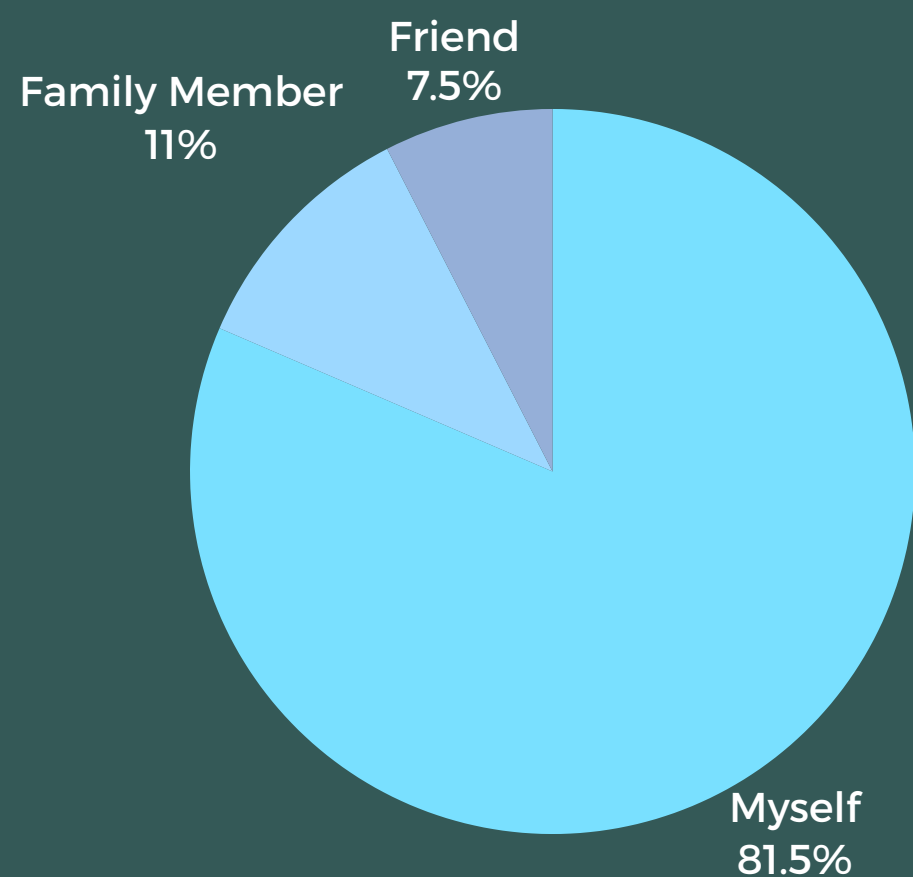


# COMMUNITY BUS SURVEY RESULTS

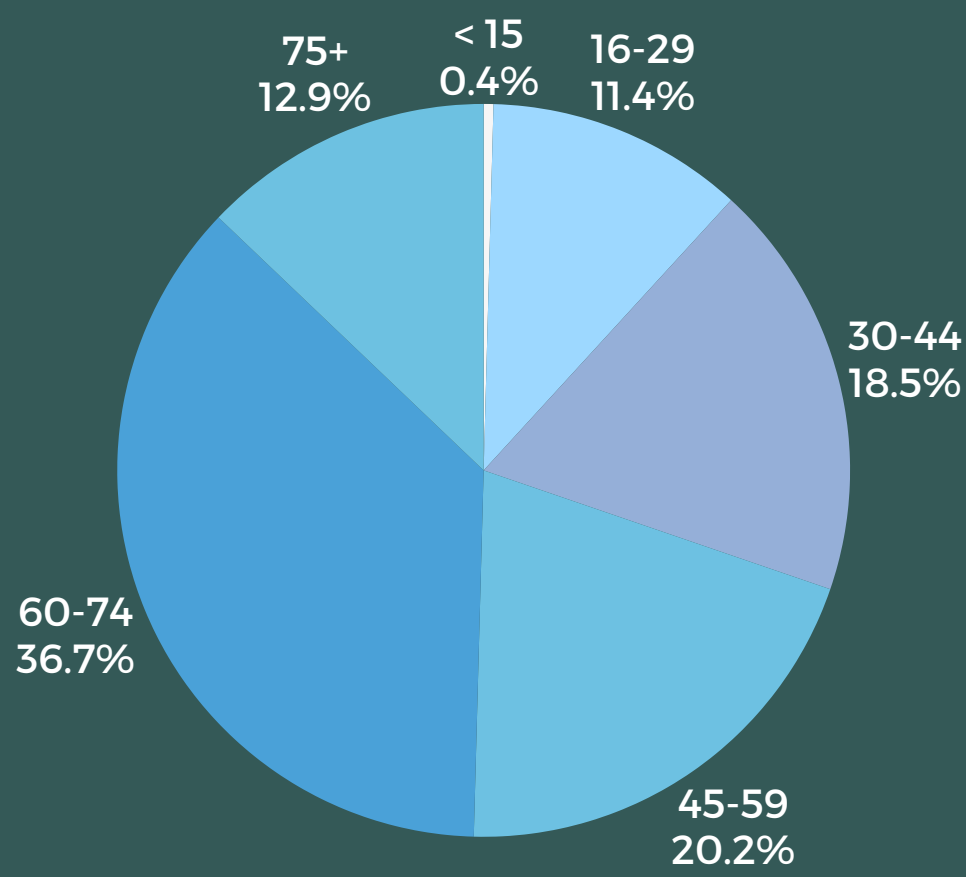
*Dec 2023 - Jan 2024*

**TOTAL: 466 SURVEYS**

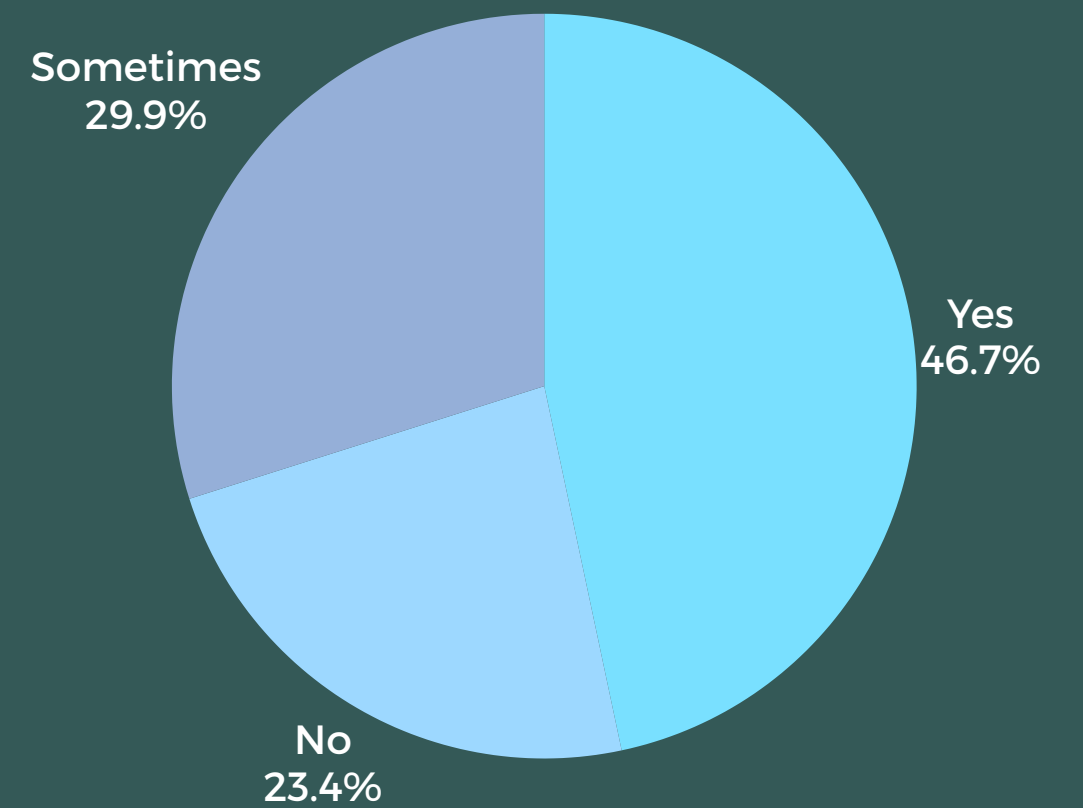
The Survey was taken on behalf of:



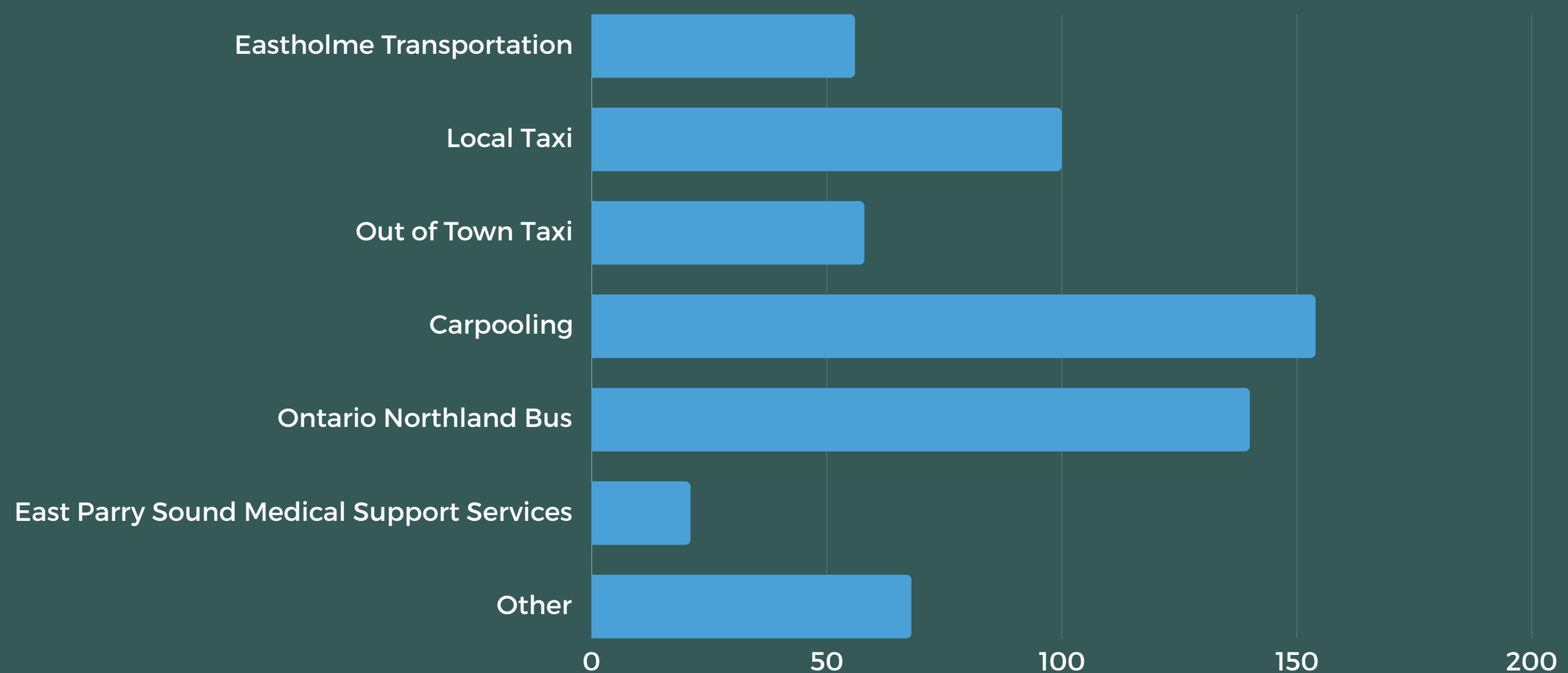
Age Range:



Access to a reliable vehicle:



Use of Other Transportation:

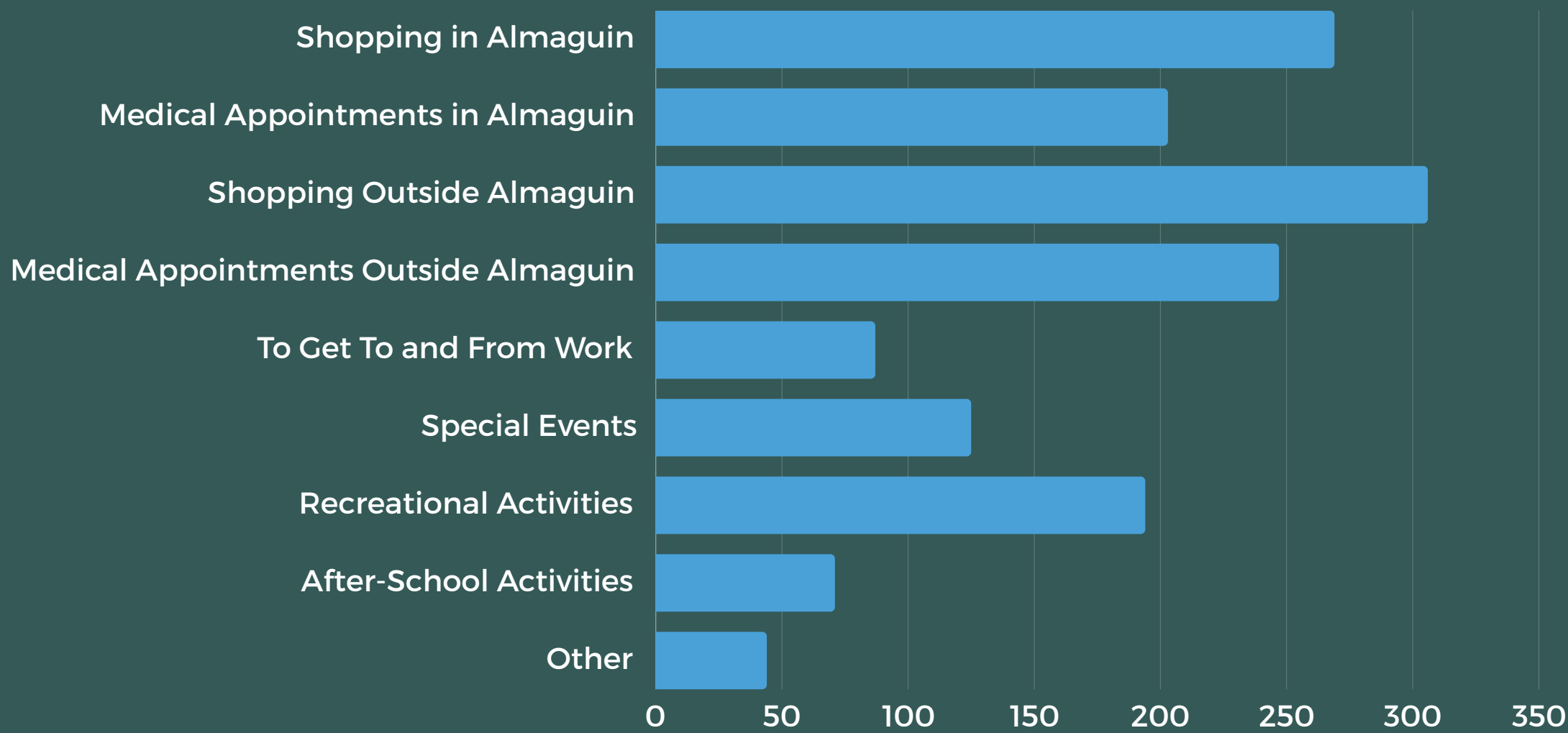


'Other' responses:

- Moore Bus Line
- Neighbours
- Friends/Family
- Northern Airport Service
- Borrowed vehicle
- Cycling
- Local Burk's Falls bus

# COMMUNITY BUS SURVEY RESULTS

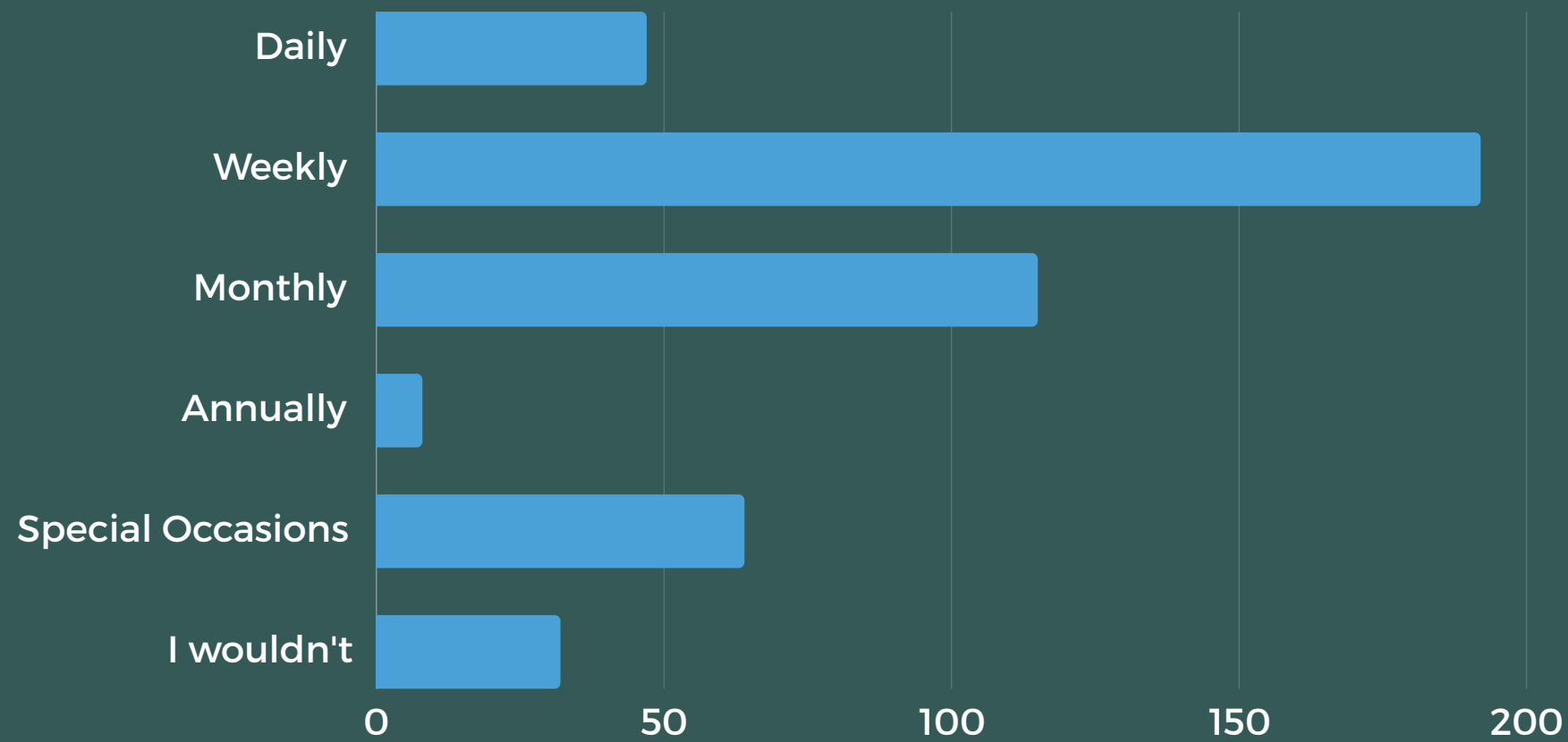
## Potential Uses for a Community Bus:



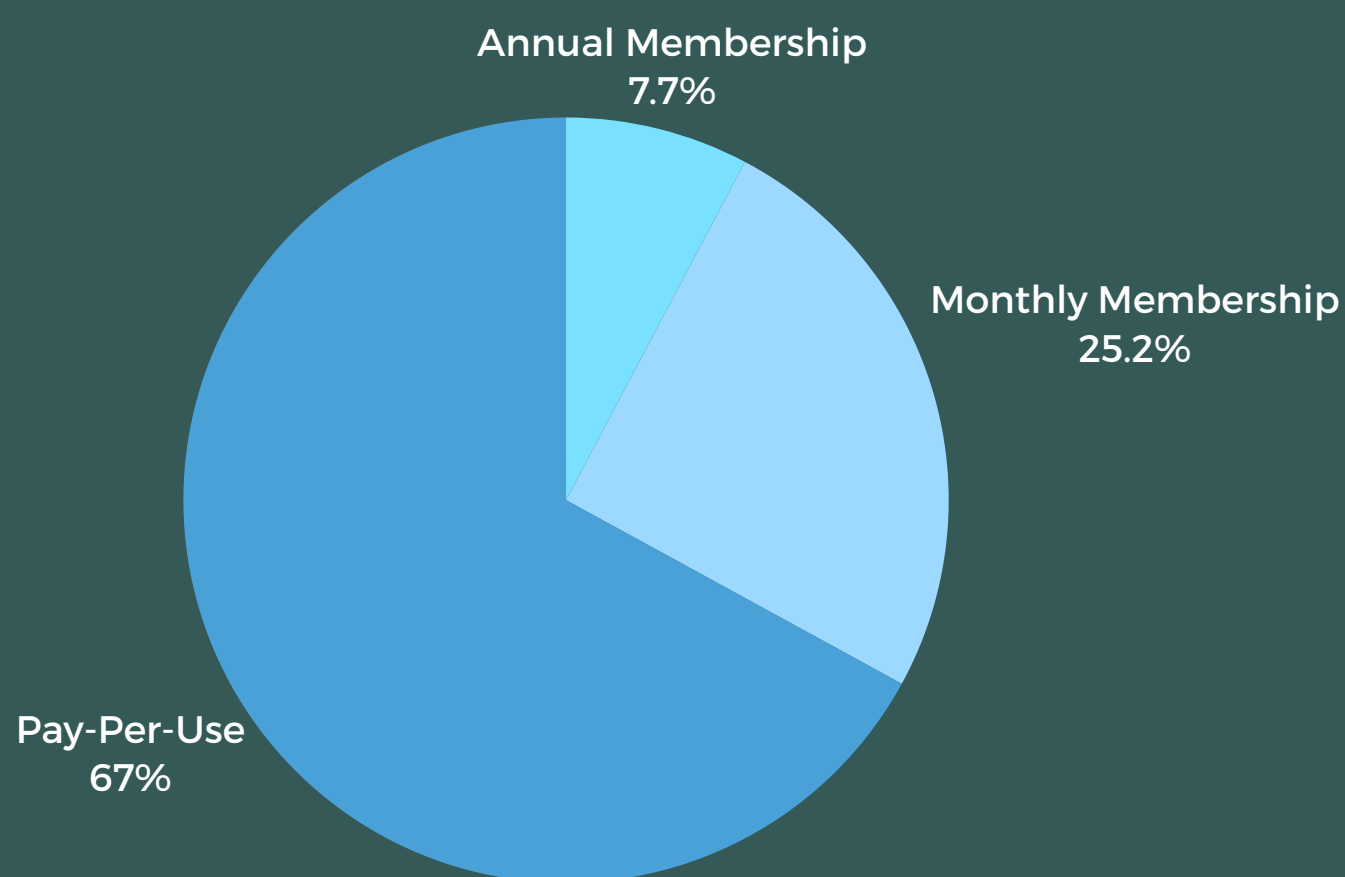
### 'Other' responses:

- Huntsville
- North Bay
- Parry Sound
- Church
- Tim Hortons
- Food Bank
- Adult Learning Classes
- South River Train Station
- Local Restaurants
- Friends' Houses
- Concerts outside Almaguin
- To and from Auto Repair Shops
- Ontario Northland Bus Station

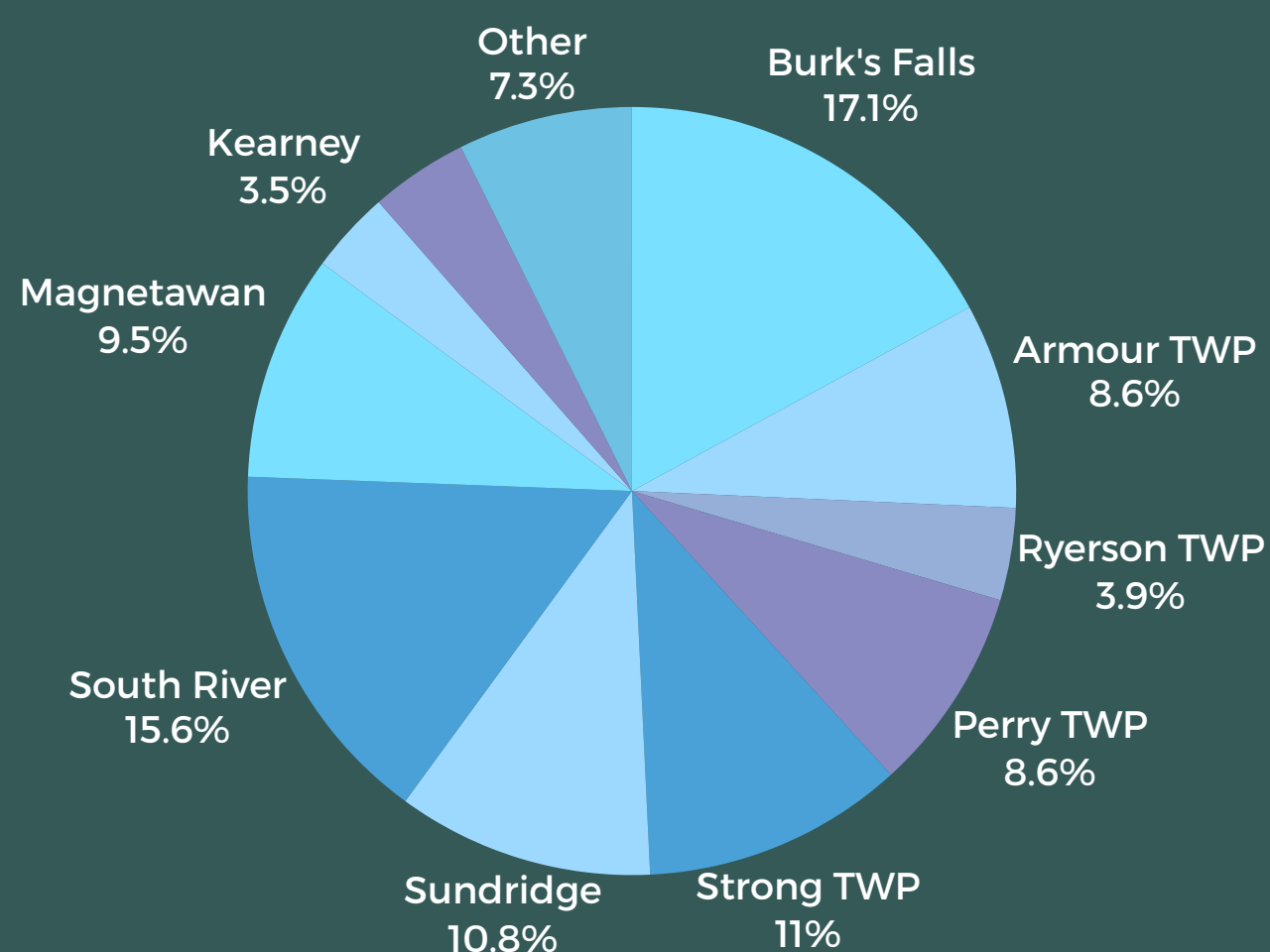
## Frequency of Use:



## Preferred Payment System:



## Municipality:

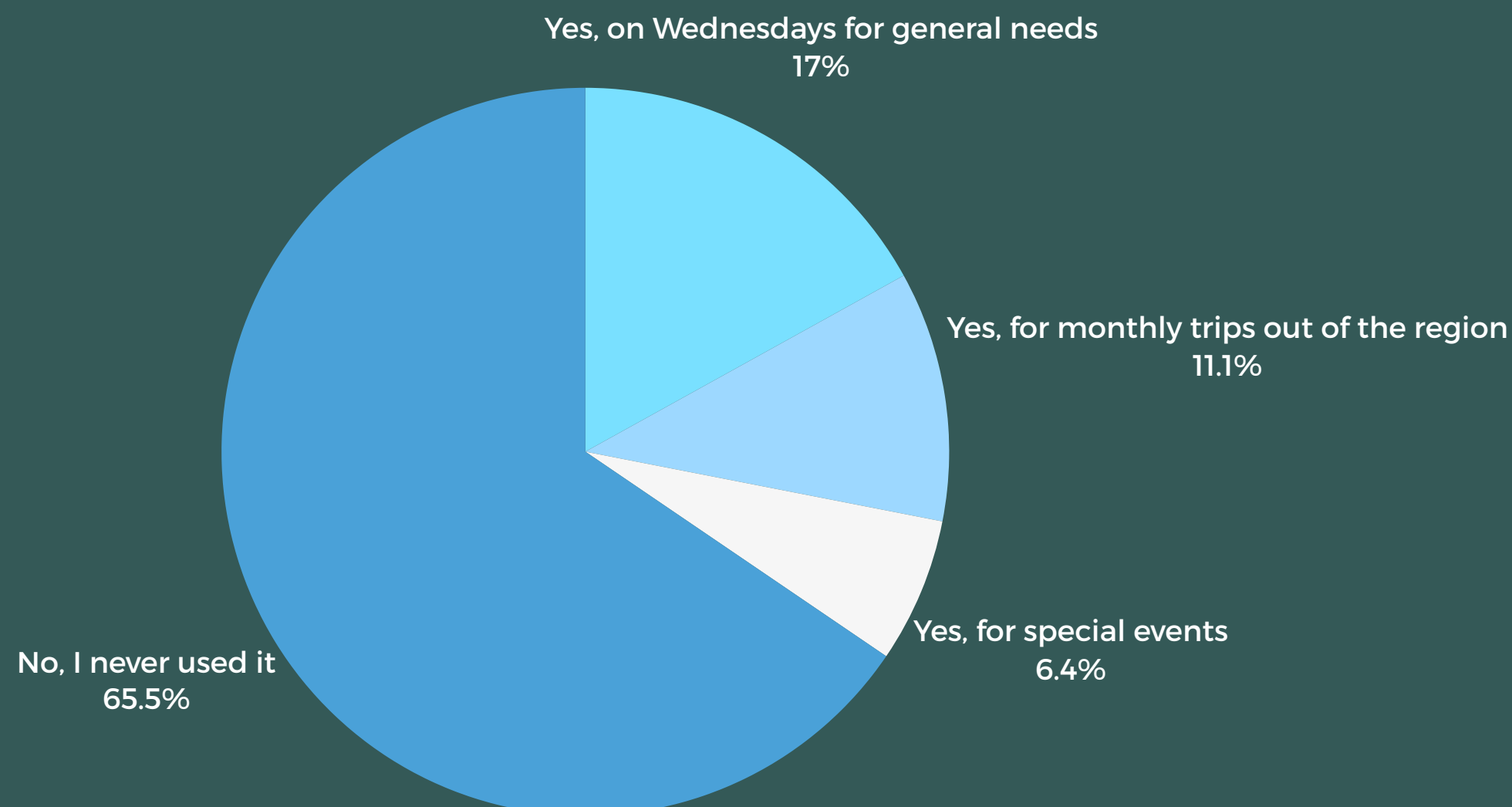


### 'Other' responses:

- Joly
- Machar
- Argyle
- Trout Creek
- Lount
- Port Loring
- North Bay
- Powassan
- Nipissing
- East Mills TWP
- Huntsville
- Commanda
- Laurier

# COMMUNITY BUS SURVEY RESULTS: BURK'S FALLS COMMUNITY LINK BUS

Percentage of Burk's Falls, Armour & Ryerson Respondents who had used the Community Link Bus:  
148 responses



## What People Liked:

- Getting to Doctors appointments
- shopping opportunities
- affordable
- drivers were pleasant
- socializing on the bus
- going to the bank
- it was reliable and punctual
- multiple stops in Huntsville
- At home pickup and drop off
- weekly shopping on a routine/schedule

## Areas of Improvement:

- Needed to be more reliable
- Felt rushed on shopping excursions
- Passengers abused drivers' kindness
- Frequently down for repairs
- Small capacity (6-8 people)
- Bus routes/stops should be clearly marked
- More awareness about its availability
- Better scheduling would be ideal, more drivers would be optimal
- Frequency, access and marketing could all be improved
- Needed more than 1 day a week

## Instances the Bus Could Have Been More Convenient:

- Shuttle for Community Events
- Special Events/Weddings
- Coming home from Hospital when taken by ambulance
- Concerts
- Bowling
- Tim Hortons
- Medical Appointments
- Shopping
- Fall Fairs
- Craft Shows
- Banking in Sundridge
- Trips to local beaches

## Any Other Comments:

- A bi-weekly designated route and schedule should be developed
- The last bus only served Burk's Falls, but its needed in other areas
- It could be useful to get to and from work for those who don't drive
- More information on the last bus should have been available
- A community bus is desperately needed, especially for the growing population of elderly people in our community
- A community bus is a project I would be happy to see my tax dollars invested in (EACH municipality should have to contribute a dollar amount based on their population size like the formula used for ambulance services)
- As we age our greatest fear is, if neither of us can drive, can we stay here?
- I would love the option of not owning a car and saving on those expenses
- Could use a bus with more capacity
- Heat and AC on the bus is a must
- I hope it becomes a reality. For people without a car & on a fixed income the lack of public transportation is difficult.
- Sounds like a great idea. Needs to be properly advertised so it's successful



## Regional Fire Services Committee

Good afternoon:

I hope everyone is doing well. This email is an update on the RFSC.

Members of Council, Administration and Fire Department personnel from each municipality met on April 11, 2024 to discuss the Regional Fire Services Committee and if there was an interest in re-establishing the committee with the 7 municipalities.

Originally the RFSC was established as being comprised of one member of Council from each municipality and the Fire Chiefs. The emphasis of the RFSC was to bring the 7 municipalities together in an effort to better work together as a region and find efficiencies with sharing and purchasing of equipment, and establishing the Chief Regional Training Officer among other items.

Those attending the RFSC in April outlined that they would like to see quarterly meetings and that they be held in Perry with Mayor Hofstetter as the Chair and Perry providing the Secretary services. I am trying to coordinate times for the future meetings that will not conflict with other municipalities. Generally the meetings were held on the 3rd Thursday of the month in the evenings. Kearney does meet every 3<sup>rd</sup> Thursday, therefore we will ensure any dates selected are not in conflict with Kearney Council Meetings.

Mayor Hofstetter is away until early August, so I am proposing that our first Meeting be held on **Thursday, August 22, 2024 at 7:00 pm**, and that quarterly meetings be scheduled from this date forward.

I have attached the DRAFT Terms of Reference and DRAFT Minutes from April 11, 2024 for review. The TOR are from the original RFSC Committee with simple updates to ensure that all 7 municipalities are included within it. It is recommended that changes be brought forward to the next RFSC Meeting so that the DRAFT may be finalized at the next RFSC meeting and adopted by each Council thereafter. It is also required that each municipality appoint 1 member from their respective Council to sit on the Committee, which will have voting rights as outlined in the TOR. Other Council Members are welcome to attend to listen in on the meeting, however they would not have any voting rights. Alternates may be appointed to represent on the RFSC in the appointee's absence.

I would ask that the Clerks please provide confirmation for the August 22, 2024 Meeting, together with the resolutions for appointments and TOR comments once available so that I can prepare the package for the next RFSC Meeting.

Thank you,

**Beth Morton, Clerk-Administrator**



Township of Perry | 1695 Emsdale Road

## **The South Almaguin Highlands Regional Fire Services Committee (RFSC)**

### **Terms of Reference**

#### **Background**

Representatives from seven municipalities in the South Almaguin Highlands desire to discuss their mutual interest in the exploration of a Regional Fire Department. This Regional Fire Department would strengthen the partnership formed through the development and provision of the Regional Fire Training Officer program and working collaboratively to improve service delivery and the prevention of injury and damage caused by fire. The seven municipal Councils have agreed to form a Committee to examine the need, benefit and potential structure of a Regional Fire Department. These Terms of Reference detail the role, structure and procedures to be followed by this Committee, hereinafter referred to as the Regional Fire Services Committee (RFSC).

#### **Vision**

The RFSC will improve the delivery of fire services for all member municipalities through a collaborative approach to finding service delivery efficiencies, with emphasis on the prevention of personal injury and damage caused by fire.

#### **Mission**

The RFSC will examine the current state of fire service delivery in the member municipalities, and from this data it will seek to develop and present a more efficient model of fire service delivery to the member municipalities.

#### **Structure**

The RFSC shall represent the interests of its seven member municipalities: Township of Perry, Town of Kearney, Township of McMurrich/Monteith, Township of Armour, Village of Burk's Falls, Township of Ryerson, and the Municipality of Magnetawan.

The RFSC shall be comprised of one member of council from each municipality and the Fire Chief from each municipal Fire Department. Each of these Committee members shall have voting rights, and a majority vote will be required to make recommendations. A quorum of 50% of members will be required to move recommendations forward. All recommendations will require a vote that is to be taken back to each member municipality Council for final approval.



The RFSC appoints Norm Hofstetter, Mayor of the Township of Perry, as Chair. The Chair shall have a vote and shall vote last. The Township of Perry staff will act as the Secretary for the RFSC.

Additional members may be invited to participate in the RFSC as required and will hold a non-voting advisory role. A standing invitation shall be extended to representatives from the Office of the Fire Marshall and Emergency Management (OFMEM) to act in this advisory capacity.

Meetings will be held on a quarterly basis on the at the Township of Perry Council Chambers.

## Approach

To achieve its mission, the RFSC will follow a six step process as defined below:

**Step 1: Getting Organized** – *formalize Terms of Reference*



**Step 2: Goal Setting** – *understand what each municipality hopes to achieve*



**Step 3: Current State** – *collect and analyze information on existing fire service delivery*



**Step 4: Scenarios for Improvement** – *develop options for improved service delivery*



**Step 5: Program Selection / Definition** – *select best option and define steps required to achieve*



**Step 6: Implement, Evaluate, Report** – *put the program into action and monitor its effectiveness*

## Deliverables

1. A written recommendation that details a method to improve the delivery of fire services in the South Almaguin Highlands, including a report on the current state of regional fire service delivery, description of scenarios considered, anticipated costs, and a timeline for implementation.

**Resources**

The RFSC shall strive to perform all required work internally. However, the complexity of the project may require the services of a professional consultant. This requirement will be further defined if the need arises.

**Timing and Cost**

Any costs associated will be determined and provided to member municipalities, to be payable on a 1/7 share by each municipality.



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Watt Century Farm House  
827 Chetwynd Road  
Armour Township  

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Wiseman's Corner Schoolhouse  
112 Midlothian Road  
Ryerson Township

**MINUTES  
REGULAR MEETING  
Burk's Falls & District Historical Society  
Fell Homes, Burk's Falls  
Monday, May 20, 2024**

Members Present: Diane Brandt – President  
Krista Trulsen – Vice President  
Jenny Hall - Treasurer  
Charlene Watt – Deputy Treasurer/Secretary  
Barry Burton  
Kirk Du Guid  
Peter Hall  
Kristoffer Trulsen-Hunt

The Members present constituted a quorum.

**Call to Order:**

The meeting was called to order at 7:00 p.m.  
Diane Brandt in the Chair.

**Welcome:**

Diane welcomed Members. Regrets from George Sterling and Jarv Osborne.

**Approval & Amendments of the Minutes of the Last Meeting:**

Acceptance of minutes and adoption of the April 15, 2024 Meeting Minutes as circulated:  
**Moved by Kirk Du Guid, Seconded by Krista Trulsen. Carried**

**Treasurer's Report:**

Treasurer's / Financial Report was presented by Jenny Hall. Main bank account balance was \$9,042.31 on April 1, 2024 and \$8,992.42 on May 1, 2024. Expenses for the month of April totalled \$59.85 and deposits totalled \$10.00 for Lorne Main's membership. There is an outstanding cheque in the amount of \$1,023.17 for the air purifier, dehumidifier, screen door and office supplies. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Barry Burton, Seconded by Peter Hall. Carried**



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## **Committee Reports:**

### **Wiseman's Corner Schoolhouse Update:**

Diane Brandt reported to Members that the air purifier has been installed at the schoolhouse. The dehumidifier has not been installed yet. Jill Latendre will clean the heritage centre in June. Members discussed the Ryerson Community Yard Sale on June 22 and Colin Love's request to open the schoolhouse on June 23 for the Summer Solstice. Members asked for the topics to be brought back to the next meeting as additional information is required from Colin.

### **Watt Farm House Update:**

Diane Brandt advised Members that the Burk's Falls Cub Scouts will be attending on May 27, 2024 from 6:30 p.m. to 8:00 p.m. during their regular weekly meeting for a tour of the building and to learn about local history. Members for the evening will include Diane Brandt, Jenny Hall and Krista Trulsen.

Diane advised Members that she will be on vacation from June 26 to July 11 and August 6 to 11, 2024. Diane will ask Mike Quinton to assist with supervising the summer student during this time.

## **Correspondence:**

No correspondence.

## **General Business:**

### **Heritage Festival 2024:**

Members reviewed the Heritage Festival May 2024 Report. A recap of the assigned duties were noted in the report

Crowd Favourite Ballot Box Counting: Charlene Watt, Kaiyla Hoffmann & Diane Brandt

Selection of Heritage Festival Car Show Award: George Sterling, Barry Burton & Eugene

Order Popcorn & Small Bags from the Village of Burk's Falls: Nieves Guijarro

Dunk Tank Co-ordinator: Mike Quinton

Donation Jar/Cash Boxes: Diane Brandt will bring the cash box and \$200 float for the dunk tank and donation jar(s)

Event Programme: Diane Brandt and Charlene Watt

Event Poster: Diane Brandt

Field Games: Krista Trulsen with 3-4 volunteers. George Sterling advised Krista of two volunteers: Shelly and Dennis.

Diane Brandt has purchased a 10' x 20' canopy tent for the Historical Society on centre field. The two 10' x 10' canopy tents will be used at the popcorn booth and the children's game area.



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The fairgrounds were rolled and levelled as best as it can be by the Armour Roads Department on May 14, 2024.

The Heritage Festival promo video was released on social media and posted to the website on May 17, 2024.

Mike Quinton has the information on the historical tractor that will be in attendance and has been asked to assist in writing an informational paragraph for the Heritage Festival programme.

It was recommended that Charlene have signage on the waste barrels for recycling.

Historical Building Donation:

Members reviewed a written summary on the visit of April 20, 2024 to the proposed historical building donation at 291 Doe Lake Road. A summary was also reviewed from the Fire Chief. Questions were asked and answered. Concerns were expressed regarding the historical significance of the existing dwelling, accessibility, low ceiling, structural stability, dug well in the basement and general safety requirements for a public building. The Fire Chief's report recommended a CBO or Engineer to examine the structure due to sag in supporting members on the first-floor ceiling and floor joists not making contact with the supporting beams, in addition to the condition of the basement floor. Krista Trulsen and Barry Burton will provide a written report with recommendations to the Township of Armour. **Motion to provide a report to the Council of the Township of Armour on the Burk's Falls and District Historical Society's assessment and recommendations regarding the buildings located at 291 Doe Lake Road, Katrine. Moved by Barry Burton, Seconded by Peter Hall.**

New Canopy Tent:

Diane Brandt has purchased a 10' x 20' canopy tent for the Historical Society at a discounted cost of \$314.20. The tent is blue in colour with zippered side walls and has windows.

Microfiche Reader:

Charlene Watt reported to Members that Nieves Guijarro attended the Armour Municipal Office to assess the microfiche reader that is being offered to the Historical Society. The microfiche reader has a printer capability and works well. Nieves had advised Charlene that the machine may be good for viewing records on microfiche but the printer component may be obsolete in terms of equipment parts. Diane Brandt will arrange for delivery of the machine to the farmhouse once space can be accommodated. Members thanked Nieves for taking the time to assess the microfiche reader.



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Annual Municipal Support:

Diane Brandt informed Members that the annual donation from the Village of Burk's Falls has not been received to date. A response is pending from Ryan Baptiste. Members are hopeful for the continued municipal support.

New Business:

Young Canada Works – Heritage Co-ordinator Summer Student:

Diane Brandt advised Members that Morgan McLaren has been hired as our 2024 summer student. She will begin work on June 10 and her last day will be August 30. Morgan has a background in marketing and will create the Heritage Festival programme and other event posters. It was recommended that a map be created that may be handed out to visitors to detail the route between the two heritage sites. Diane will introduce the summer student to the Township of Armour staff on June 10 as it is a school PD Day.

Other Business:

Krista Trulsen requested permission to use the Historical Society's 10' x 10' canopy tent for the Fall Fair's Pet Show. Members agreed to allow for the use.

Krista Trulsen advised Members that June 1 has been recognized as Ontario Day.

Adjournment:

The next meeting will be held on Monday, June 17, 2024 at Fell Homes. There being no further business, **Barry Burton moved to adjourn the meeting at 8:31 p.m.**

---

Recorded by  
Charlene Watt, Deputy-Treasurer/Secretary

---

Approved by  
Diane Brandt, President



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**MINUTES  
REGULAR MEETING  
Burk's Falls & District Historical Society  
Fell Homes, Burk's Falls  
Monday, June 17, 2024**

Members Present: Diane Brandt – President  
Krista Trulsen – Vice President  
Jenny Hall - Treasurer  
Charlene Watt – Deputy Treasurer/Secretary  
George Sterling  
Ryan Baptiste  
Barry Burton  
Nieves Guijarro  
Kirk Du Guid  
Peter Hall  
Kristoffer Trulsen-Hunt  
Morgan McLaren

The Members present constituted a quorum.

**Call to Order:**

The meeting was called to order at 7:00 p.m.  
Diane Brandt in the Chair.

**Welcome:**

Diane welcomed Members. Regrets from Jarv Osborne.  
Diane introduced our summer student, Morgan McLaren to the Members.

**Approval & Amendments of the Minutes of the Last Meeting:**

Acceptance of minutes and adoption of the May 20, 2024 Meeting Minutes as circulated:  
**Moved by Jenny Hall, Seconded by Kirk Du Guid. Carried**

**Treasurer's Report:**

Treasurer's / Financial Report was presented by Jenny Hall. Main bank account balance was \$8,992.46 on May 1, 2024 and \$8,409.45 on May 31, 2024. Expenses for the month of May totalled \$1,083.01 and included \$56.44 for Net Spectrum, \$3.39 for the telephone, \$1,023.18 to Diane Brandt as reimbursement for the air purifier, dehumidifier, screen door and office





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supplies. Deposits totalled \$500.00 for the annual donation from the Royal Canadian Legion. Two charitable donation receipts have been issued for the Heritage Festival Car Show totalling \$1,300; from Nick Barkwell (\$800.00) and Jim Percy (\$500.00). The schoolhouse has been cleaned and the amount invoiced is \$339.00. There will be an invoice from Home Hardware in the amount of \$151.96 for a tub for the new building and an amount owing to Diane Brandt in the amount of \$394.31 as reimbursement for the tent and office/cleaning supplies. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by George Sterling, Seconded by Barry Burton. Carried**

### **Committee Reports:**

#### Wiseman's Corner Schoolhouse Update:

Diane Brandt reported to Members that Jill Latendre has cleaned the heritage centre. Displays are being set up for the season with the summer student. Diane Brandt continues to limit time within the building and wears a mask while there. The screen door has been installed.

#### Watt Farm House Update:

Diane Brandt advised Members that displays are being set up for the season with the summer student.

Both heritage centres will be closed on Heritage Festival.

We have received 64 books on Ralph Bice from his estate. We will reserve 4 of the books for the historical society and sell the remaining 60 books for \$10 each. Proceeds are to go to the Historical Society.

#### Heritage Festival 2024:

Members reviewed the Heritage Festival June 2024 Report. A recap of the assigned duties were noted in the report and changes to the ballot counting were made.

- **Crowd Favourite Ballot Box Counting: Jenny Hall, Peter Hall and Diane Brandt**
- Selection of Heritage Festival Car Show Award: George Sterling, Barry Burton & Eugene
- Order Popcorn & Small Bags from the Village of Burk's Falls: Nieves Guijarro
- Dunk Tank Co-ordinator: Mike Quinton
- Donation Jar/Cash Boxes: Diane Brandt will bring the cash box and \$200 float for the dunk tank and donation jar(s)
- Field Games: Krista Trulsen with 3-4 volunteers.





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- Diane Brandt has purchased a 10' x 20' canopy tent for the Historical Society on centre field. The two 10' x 10' canopy tents will be used at the popcorn booth and the children's game area.

A list of tasks for Heritage Festival was provided to Diane Brandt, Nieves Guijarro, Krista Trulsen and George Sterling. A Heritage Festival team meeting will be held on June 28, 2024 at 1:00 p.m. at the Armour Township Council Chambers. Morgan McLaren, Krista Trulsen, George Sterling and Barry Burton plan to attend the meeting.

### **Correspondence:**

Jenny Hall advised Members that a reminder from Canada Revenue to file the annual return as a Registered Charity by August 31, 2024 was received. Jenny will follow up with the accountant.

Diane Brandt advised that the annual insurance renewal is pending a quote. While Diane is out of the country Jenny Hall will follow up. Charlene Watt confirmed that the Historical Society is named as an additional insured for Heritage Festival by the Township of Armour.

Charlene Watt updated Members on the status of the historical building donation of 291 Doe Lake Road. The Member's report and Fire Department's report was submitted to the Council of the Township of Armour and a letter will be sent thanking the property owner for offering the building; however, the municipality will be declining on accepting the transfer.

### **General Business:**

#### **Young Canada Works – Heritage Co-ordinator Summer Student:**

Diane Brandt advised Members that Morgan McLaren started working on June 10, 2024 and has been taking on marketing and heritage display tasks. Morgan plans to update the heritage centres' pamphlet.

Kristoffer Trulsen-Hunt (last year's summer student) will also be working at the farm house this year. He will be researching the history of Katrine and Berriedale in Armour Township.



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Summer Volunteer Sign Up:

Diane Brandt informed Members that volunteers are needed to open the schoolhouse this summer. Preferred opening days are Thursday to Sunday from 11:00 a.m. to 4:00 p.m. or 10:00 a.m. to 3:00 p.m. Splitting the hours with two volunteers would be a consideration as well. Charlene Watt will send out an email to Members to sign up after they review their calendars and schedules. The farm house will be open seven days a week with the hours of 10:00 a.m. to 4:00 p.m. The farm house opens for the season on June 29, 2024 and will be closed on July 1 and July 13.

New Business:

Ryerson Township's Yard Sale & Canada Day Celebration will be held on June 22, 2024. Krista Trulsen volunteered to open the schoolhouse for visitors from 8:00 a.m. to noon.

Restoration Festival at the Wiseman's Corner Schoolhouse will be held on June 23, 2024. Barry Burton volunteered to open the schoolhouse for visitors from 10:00 a.m. to 2:00 p.m.

Other Business:

There was no Other Business.

Adjournment:

The next meeting will be held on Monday, July 15, 2024 at Fell Homes. There being no further business, **Geroge Sterling moved to adjourn the meeting at 8:03 p.m.**

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Recorded by  
Charlene Watt, Deputy-Treasurer/Secretary

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Approved by  
Diane Brandt, President

**JOINT BUILDING COMMITTEE  
ANNUAL PERMIT SUMMARY  
2024**

Month	No. of Permits	Permit Fees	Project Values	Size (sq.m)
January	3	\$23,130.00	\$1,522,000.00	308
February	10	\$23,330.00	\$1,306,000.00	764
March	1	\$7,600.00	\$500,000.00	173
April	10	\$17,785.00	\$1,119,000.00	780
May	15	\$44,081.50	\$2,810,100.00	1544
June	0	\$0.00	\$0.00	0
July	0	\$0.00	\$0.00	0
August	0	\$0.00	\$0.00	0
September	0	\$0.00	\$0.00	0
October	0	\$0.00	\$0.00	0
November	0	\$0.00	\$0.00	0
December	0	\$0.00	\$0.00	0
<b>TOTALS</b>	<b>39</b>	<b>\$115,926.50</b>	<b>\$7,257,100.00</b>	<b>New Construction 3569</b>
				<b>Demolitions 0</b>

**JOINT BUILDING COMMITTEE  
ANNUAL PERMIT SUMMARY  
2024**

Month	No. of Permits	Permit Fees	Project Values	SFD'S, Seasonal Dwellings and Multi-Unit Dwellings	
				2023	2024
Burks Falls	1	\$3,250.00	\$210,000.00	0	1
Joly	1	\$370.00	\$18,000.00	0	0
South River	2	\$5,510.00	\$354,000.00	0	0
Machar	11	\$25,905.00	\$1,605,000.00	6	4
Strong	11	\$24,390.00	\$1,390,000.00	2	3
Ryerson	8	\$21,276.50	\$1,365,100.00	2	3
Sundridge	5	\$35,225.00	\$2,315,000.00	1	3
<b>TOTALS</b>	<b>39</b>	<b>\$115,926.50</b>	<b>\$7,257,100.00</b>		<b>14</b>
<b>TOTALS</b>	<b>46</b>	<b>\$103,733.71</b>	<b>\$6,315,826.00</b>	<b>11</b>	
<b>TOTALS</b>	<b>-7</b>	<b>\$12,192.79</b>	<b>\$941,274.00</b>		<b>3</b>

Permit activity at end of May 31, 2024

Permit activity at end of May 31, 2023

Difference from previous year



## WASTE MANAGEMENT REPORT – JUNE 11, 2024

### ONGOING BUSINESS

- 1<sup>st</sup> load of cardboard shipped to market - \$179/metric ton – hoping the market holds for our last year.
- Still awaiting “offer of compensation” from Circular Materials.
- Attended Municipal Waste Association Workshop – interesting presentation on Construction and Demolition Recycling.
- Lots of residents from the backside of Kearney trying to access our landfill for disposal. Considering a sign at the border on Chetwynd Road.

### BAG TALLY – GATE INFORMATION 2024

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January 2024	1,013	171	107	701	30	2,022
February 2024	1,032	117	116	617	19	1,901
March 2024	1,196	173	212	738	20	2,339
April 2024	1,331	150	145	855	27	2,508
May 2024	1,583	210	242	978	21	3,034
<b>TOTAL 2024</b>	<b>6,976</b>		<b>822</b>	<b>4,006</b>		<b>11,804</b>
<b>2024 % OF TOTAL</b>	<b>59.099%</b>		<b>6.964%</b>	<b>33.938%</b>		<b>100%</b>
January 2023	956	178	130	631	34	1,929
February 2023	960	155	95	578	10	1,798
March 2023	1,185	116	100	681	17	2,099
April 2023	1,395	150	190	922	23	2,680
May 2023	1,541	163	140	864	0	2,708
<b>TOTAL 2023</b>	<b>6,799</b>		<b>655</b>	<b>3,760</b>		<b>11,214</b>
<b>2023 % OF TOTAL</b>	<b>60.630%</b>		<b>5.841%</b>	<b>33.530%</b>		<b>100%</b>
January 2022	1,189	172	124	679	37	2,201
February 2022	983	78	180	569	6	1,816
March 2022	1,262	141	159	716	4	2,282
April 2022	1,353	117	146	789	1	2,406
May 2022	1,654	164	164	978	8	2,968
<b>TOTAL 2022</b>	<b>7,113</b>		<b>773</b>	<b>3,787</b>		<b>11,673</b>
<b>2022 % OF TOTAL</b>	<b>60.935%</b>		<b>6.622%</b>	<b>32.442%</b>		<b>100%</b>



# CORPORATION OF THE TOWNSHIP OF ARMOUR

## RESOLUTION

**Date:** **May 28, 2024**

**Motion #** 150

That the Council of the Township of Armour supports the application under the NOHFC's Community Enhancement Program for the Burk's Falls and District Fire Hall Project. Furthermore, if the Township of Ryerson is successful in obtaining a grant, in the amount of \$1,000,000, for this project, the Township of Armour is committed to cover its share of this project, estimated at \$956,800 along with our share of any project cost overruns should they be incurred.

<b>Moved by:</b>	Blakelock, Rod	<input type="checkbox"/>	<b>Seconded by:</b>	Blakelock, Rod	<input type="checkbox"/>
	Brandt, Jerry	<input type="checkbox"/>		Brandt, Jerry	<input checked="" type="checkbox"/>
	Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>		Haggart-Davis, Dorothy	<input type="checkbox"/>
	Ward, Rod	<input type="checkbox"/>		Ward, Rod	<input type="checkbox"/>
	Whitwell, Wendy	<input type="checkbox"/>		Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated 

**Declaration of Pecuniary Interest by:** \_\_\_\_\_

**Recorded vote requested by:** \_\_\_\_\_

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>

## **Regional Fire Services Committee (RFSC)**

### **MINUTES**

**Thursday, April 11, 2024**

Perry Township Council Chambers  
(Sign-in sheet attached)

#### **1. Call to Order**

Mayor Norm Hofstetter opened the meeting at approximately 7:00 p.m. and began with introductions.

#### **2. Fire Chief Presentation**

Gary Courtice, Chief Regional Training Officer provided a full presentation to the RFSC on behalf of the Fire Chiefs. Mr. Courtice opened the presentation by outlining that the Committee was originally initiated from a vision of Former retired Fire Chiefs Dave McNay of Burk's Falls and Rick Phillip of Kearney in effort for the area stations to work together as one Fire Department. The Committee was formed and the Chief Regional Training Officer position was established. The Fire Chiefs have given up on the 'regional approach', but continue to move forward as 5 stations working together forming the South Almaguin Fire Department.

The Chief Regional Training Officer has been a success with firefighters in all 5 stations receiving consistent and uniform training. Firefighters can attend training at any station if they are not able to attend on their station training evenings. Fire Chiefs are coordinating purchases together for cost savings and to ensure that all equipment and trucks are set up alike, so that all firefighters can respond and work together safely and efficiently.

The presentation provided updates on the upcoming Level 1 and 2 Firefighter training; Hazmat Awareness and Operations; the process for dismissal and leaves; and the Live Fire Unit.

The Fire Chiefs explained that all municipalities will be required to complete a Community Risk Assessment by July 1, 2024 to comply with Ontario Regulation 378/18: Community Risk Assessments (O. Reg. 378/18). All Fire Chiefs have been working on these Assessments and will be prepared to meet this deadline.

### **Facility & Equipment Sharing and Use**

Fire Departments are working together and sharing specific equipment that is not necessarily needed in every Fire Station. Examples include the ice/water rescue, air filling stations, forcible entry prop, rehab trailer and equipment, e-draulics, etc. Calls are managed so that when specific equipment is required at a call, the call comes in as a 5 station call to ensure equipment and manpower is available and responding appropriately.

There was a question from Council Members on municipal insurance coverage. If a volunteer firefighter from one station were to drive a fire truck from another station, how does insurance work and is there anything needed to be implemented to ensure appropriate coverage among the 5 stations. The Fire Chiefs advised that they would review this matter.

### **Burn Building Discussion**

All municipalities provided resolutions that they are in support of the new live fire training facility with each placing \$20,000 in reserves. This facility is instrumental to the Fire Service to keep recruits moving and interested and ensure appropriate certification within the timelines. It is expected that the cost of the facility will be more than \$100,000 as rates have increased since receiving the original quote. It has been suggested that this be placed behind the Perry Fire Station as there is sufficient room in that location and other municipalities do not have the space. The Fire Chiefs continue to look into funding and grant opportunities, and are also looking into joint funding applications for all 5 stations (ie TCPL and Hydro One) for more success. Chief Paul Schaefer confirmed at the meeting that he would look into obtaining an updated quote to bring back for further consideration.

### **Fire Prevention Officer(s) Discussion**

There was a discussion on Fire Prevention Officer (FPO) positions. Originally when the Committee met and implemented the Chief Training Officer position, there was also discussion on sharing of Fire Prevention Officers. No one expressed any interest in sharing an FPO at this time. It was noted that the Fire Marshal's Office liked the Burk's Falls FPO program managed by Joe Readman.

**Other Business**

A Council Member questioned what is in place to assist firefighters that attend calls and witness tragic events. Fire Chiefs provided updates on the Chaplin Mentor Training and that there is interest specifically from members in the Kearney Fire Department. When responding to calls, there are always check-ins after by the Chief, Captains, and at the group levels and resources are shared. There is also WSIB coverage if needed.

The Fire Chiefs outlined that following the W5 news broadcast, there is a greater push for daytime firefighters. Ottawa has implemented casual firefighters. The Fire Chiefs would like to see in future that there be firefighters hired and shared among the South Almaguin Fire Department to manage the daytime calls, etc. With an average of 170 calls per year, it really is no longer a volunteer fire department, even 158 calls is now excessive.

The Fire Chiefs are looking at joint communications for education to develop for mail-outs to the communities.

The 5 stations will be completing Forest Fire Refresher Training to prepare for the summer season. The fire ratings continue to stay consistent as a group.

The Fire Chiefs outlined that they would like to see one recruitment brochure go out for the next recruitment blitz with all 5 stations' logos and a QR code added for extra ease to access more information and to register.

The Regional Fire Services Committee unanimously agreed that meetings continue to be held in Perry Township on a quarterly basis and that Mayor Hofstetter chair the meetings with Perry providing administrative support.

**Next Meeting**

One Municipal Representative is to be appointed from each municipality to sit on the RFSC for the next RFSC meeting. Date of next meeting to be determined.

**Adjourn**

The meeting adjourned at 9:00 p.m.



**From:** director@explorealmaguin.ca  
**Sent:** June 12, 2024 1:46 PM  
**To:** Nicole Gourlay; Beth Morton; Cheryl Marshall; John Theriault; Denis Duguay; Nancy Field; Kerstin Vroom; Caitlin Haggart; Nancy Austin; Katey Brimacombe; Don McArthur; 'Brayden Robinson'; bpaulmachar@vianet.ca  
**Subject:** FW: New Rural Community Immigration Pilot and ACED Communities - Letters of Support  
**Attachments:** NBDCC\_RCIP Letter of Support from Municipalities.docx; ACED 2024 RCIP Support Letter.pdf

Good afternoon everyone,

I hope you are all having a great week so far. ACED has received a request for support in principle from Donna Backer from the North Bay and District Chamber of Commerce regarding the Rural Community Immigration Pilot (RCIP). In short, the successful Rural Northern Immigration Pilot has been completed and the RCIP program represents the next step in making programs like this available on a more long-term basis. As some of you know, our EDO, Courtney Metcalf, served on the application review committee for RNIP over the last year and a half. Over the pilot term, RNIP supported 11 skilled worker placements in Almaguin, which directly supported 6 businesses in the region. Interestingly, the RNIP boundary line only covered a portion of the region whereas the new RCIP program has the potential to encompass the entire region.

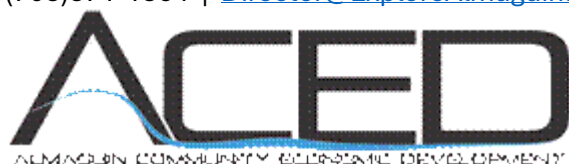
We are asking that your council considers sending a letter of support-in-principle for this valuable program. ACED is currently in discussions with Donna to determine whether or not, as a region, we would consider contributing financially to support the amount required to offset the Federal funds provided for the program. We have received a preliminary figure of \$3000-\$5000 per year which would help to move us closer to full regional coverage. For reference, at \$5000, we'd be looking at just under \$400 per municipality. If your council sees value in the work that Donna (and company) have been doing, it may be worth discussing contributing a small share to support the growth of the skilled workforce in the region.

I have included a sample letter of support which was provided by Donna. I have also included a letter of support from ACED.

Thanks very much in advance for your time and consideration!

## **Dave Gray, Ec.D.**

Director of Economic Development  
Almaguin Community Economic Development  
(705)571-1564 | [Director@ExploreAlmaguin.ca](mailto:Director@ExploreAlmaguin.ca)



**From:** Donna <[donna@nbdcc.ca](mailto:donna@nbdcc.ca)>  
**Sent:** Tuesday, June 11, 2024 1:32 PM

**To:** Courtney Metcalf <[edo@explorealmaguin.ca](mailto:edo@explorealmaguin.ca)>; [director@explorealmaguin.ca](mailto:director@explorealmaguin.ca)

**Subject:** New Rural Community Immigration Pilot and ACED Communities - Letters of Support

Hello David and Courtney,

Hope you are doing well and so nice to see the sunshine today!

Further to our discussion last week, please see attached RCIP letter of support templates for municipalities and community partners. These important letters will be added our Rural Community Immigration Pilot application to IRCC. A letter on behalf of ACED is appreciated and if you are also able to have municipalities that you are associated with assist and provide a letter of support, the more the merrier! Feel free to adjust the letter to your preference.

If you could kindly email the completed letters back to me by Wednesday June 19<sup>th</sup> that would be great. If you would rather that the individual municipalities/partners email me directly, that's fine as well. I don't want to add any more work to you.

With regards to the funding conversation, let's have another call maybe next week as we have yet to hear back from FedNor as to what they are going to do. We have an update call with them on Friday. It's the letters of support request that we are focussing on to allow everyone time to complete and return.

On another note, and something that I require your assistance with.... the RCIP application is asking for letters and information from housing authorities in our boundary.

Below in red are instructions from the RCIP application that I hope you could help us access:

#### **6. HOUSING**

Please provide the most recent housing market information available for your community. If you cannot find housing data, please provide us with information from another source if possible. Note: Data may be found on Canada Mortgage and Housing Corporation Housing Market Portal. IRCC recognizes that housing affordability is likely a challenge in communities applying to our Pilots. Please list data to the best of your ability.

Vacancy Rate % - 1 bedroom, 2 bedroom, 3 bedroom

Media Rent \$ - 1 bedroom, 2 bedroom, 3 bedroom

Housing Starts - 1 bedroom, 2 bedroom, 3 bedroom

**Please attach a letter from the local housing authority or municipal housing committee/board that possesses expertise on your local housing market. The letter must:**

Include the number of available units, shortfall in housing supply, or other relevant housing information.

- Explain if your community can provide affordable housing to newcomers.
- List any initiatives that will improve the supply of housing units within the community.

This may include subsidized housing, participation in the federal government's Housing Accelerator Fund, or municipal, provincial or territorial initiatives.

#### **12. HOUSING LETTER**

Please attach a letter from the local housing authority or municipal housing committee/board that possesses expertise on your local housing market. The letter must:

Include the number of available units, shortfall in housing supply, or other relevant housing information.

- Explain if your community can provide affordable housing to newcomers.
- List any initiatives that will improve the supply of housing units within the community.
  - o This may include subsidized housing, participation in the federal government's Housing Accelerator Fund, or municipal, provincial or territorial initiatives.

Would you be able to assist with this?

Should you have any questions feel free to reach out.

Best regards and enjoy the rest of your day!

Donna



**Donna Backer**

President & CEO

**Phone:** 705-472-8480 ext 224

**Mobile:** 705-303-2835

**Email:** [donna@nbdcc.ca](mailto:donna@nbdcc.ca)

205 Main Street East

North Bay, ON. P1B 1B2

[www.nbdcc.ca](http://www.nbdcc.ca)





June 12, 2024

Immigration, Refugees, and Citizenship Canada  
Ottawa, ON

**Subject: North Bay and Area Rural Community Immigration Pilot Expression of Interest Application (RCIP) submitted by North Bay & District Chamber of Commerce**

Dear Selection Committee,

We are writing to express our support for the Rural Community Immigration Pilot (RCIP) application submitted by the North Bay & District Chamber of Commerce (NBDCC). As a valued community partner, we believe that the RCIP presents a unique opportunity to address aging demographic challenges, foster economic growth, and promote social inclusion in rural areas across northern Ontario. Delivering the current North Bay and Area Rural and Northern Immigration Pilot (RNIP), the NBDCC has been successful in managing the pilot over the last few years assisting employers fill their labour shortages and fostering positive relationships with community partners in the boundary. These partnerships have assisted with newcomer retention within our respective communities.

Almaguin Community Economic Development (ACED) represents a regionally collaborative effort to deliver economic development services in the East Parry Sound District of Northern Ontario (locally known as the Almaguin Highlands). ACED's operations are guided by the strategic direction set out in the 2018 Almaguin Highlands Regional Economic Development Strategic Plan. The plan sets out a series of recommendations that will encourage economic growth for all stakeholder communities. One such recommendation was for ACED and its partners to "Enhance the Skilled Workforce" which includes considerations for attracting the immigration of skilled workers wanting a new start outside of a large urban centre. ACED is confident that NBDCC's proposed RCIP project will help to achieve positive results pursuant to this recommendation.

The RCIP's focus on attracting and retaining skilled immigrants to rural communities resonates deeply with our organization's mission and values. We recognize the contributions that newcomers bring to our communities, including their diverse talents, skills, and perspectives, which enrich our social fabric and enhance our collective well-being.

Through our ongoing collaboration with the NBDCC and other stakeholders, we have witnessed firsthand the positive impact of welcoming newcomers to our community. By providing newcomers with access to settlement services, language training, employment support, and other essential resources, to help newcomers successfully integrate and thrive in our community.

By fostering a welcoming and inclusive environment, we can create a vibrant and resilient community where everyone has the opportunity to succeed and contribute to our shared prosperity.



In conclusion, ACED supports the NBDCC's RCIP application principle and looks forward to the positive results that the project will achieve. Together, we can build upon the successes witnessed through RNIP and continue to develop inclusive communities that celebrate diversity, fosters innovation, and embraces the contributions of newcomers to our shared future.

Sincerely,

A handwritten signature in blue ink that reads "David Gray". The signature is fluid and cursive, with the first name "David" and last name "Gray" clearly distinguishable.

David Gray, Ec.D.  
Director of Economic Development  
Almaguin Community Economic Development



28 Midlothian Road, R.R. No. 1. BURK'S FALLS, ONTARIO P0A  
1C0

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## **RCIP Letter of Support from Municipalities**

June 14, 2024

Immigration, Refugees, and Citizenship Canada  
Ottawa, ON

Re: North Bay and Area Rural Community Immigration Pilot Expression of Interest  
Application (RCIP) submitted by North Bay & District Chamber of Commerce

Dear Selection Committee,

I am writing on behalf of the Township of Ryerson to express our support of the North Bay & District Chamber of Commerce (NBDCC) application to be the lead proponent for the Rural Community Immigration Pilot (RCIP) initiative for our area. Delivering the current North Bay and Area Rural and Northern Immigration Pilot (RNIP), the NBDCC has been successful in managing the pilot over the last few years assisting employers fill their labour shortages and fostering positive relationships with community partners in the boundary.

As a municipality deeply committed to fostering inclusive and vibrant communities, we believe that the RCIP presents a unique opportunity to address aging demographic challenges, stimulate economic and population growth, and enrich the social fabric of rural areas across northern Ontario.

The RCIP's focus on attracting and retaining skilled immigrants to rural communities aligns closely with our municipality's strategic priorities and aspirations for sustainable development. By welcoming newcomers with diverse backgrounds, talents, and experiences, we can harness their contributions to drive innovation, entrepreneurship, and community vitality.

Moreover, the RCIP offers a pathway for addressing critical labour market needs and filling gaps in key sectors. By connecting skilled immigrants with employment opportunities and support services tailored to their needs, we can strengthen local businesses, create jobs, and build resilience in our economy.

We are committed to collaborating with our regional partners, settlement agencies, employers, and community organizations to ensure the successful implementation of the RCIP and to provide newcomers with the resources and support they need to integrate and thrive in our



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community. Together, we can create a welcoming and inclusive environment where all residents feel valued, respected, and empowered to achieve their full potential.

In conclusion, we endorse the RCIP and look forward to working closely with the North Bay and District Chamber of Commerce and other stakeholders to build upon existing momentum and continue to witness the benefits resulting from our immigration attraction and retention efforts.

Sincerely,

George Sterling  
Mayor  
Township of Ryerson

## RCIP Letter of Support from Municipalities

[Your Municipality's Letterhead]

[Date]

Immigration, Refugees, and Citizenship Canada  
Ottawa, ON

Re: North Bay and Area Rural Community Immigration Pilot Expression of Interest  
Application (RCIP) submitted by North Bay & District Chamber of Commerce

Dear Selection Committee,

I am writing on behalf of **[Your Municipality]** to express our support of the North Bay & District Chamber of Commerce (NBDCC) application to be the lead proponent for the Rural Community Immigration Pilot (RCIP) initiative for our area. Delivering the current North Bay and Area Rural and Northern Immigration Pilot (RNIP), the NBDCC has been successful in managing the pilot over the last few years assisting employers fill their labour shortages and fostering positive relationships with community partners in the boundary.

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In conclusion, we endorse the RCIP and look forward to working closely with the North Bay and District Chamber of Commerce and other stakeholders to build upon existing momentum and continue to witness the benefits resulting from our immigration attraction and retention efforts.

Sincerely,

[Your Name]

[Your Title]

[Your Municipality]