

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR MEETING AGENDA**

**January 14, 2025 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.*

1. **CALL TO ORDER:**

1.1 Attendance, roll call:

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 the minutes from the regular meeting December 10, 2024, to be adopted as circulated. **(R)**

3. **DECLARATION OF PECUNIARY INTEREST:**

4. **REPORTS:**

4.1 **BY-LAW:** Annual Report – By-law.

4.2 **FIRE DEPARTMENT:** Fire Chief End of Year Report.

4.3 **CLERK:** Site Plan Control for Consent Application B-061/21 Murdy, Consent Application B-049/24 1668830 Ontario Limited **(R)**, Amended 2025 Council Meeting Schedule.

4.4 **CAO-TREASURER:** Q4 Budget Variance Report, Tax By-laws; Penalty on Current Taxes **(R)**, Interest on Tax Arrears **(R)**, Interim Taxation **(R)**, Appoint Acting Deputy Fire Chief **(R)**, Update on Fire Hall.

**COUNCIL MEMBERS**

4.5 Councillor Patterson – Cost Recovery Discussion Paper -150 Huston Street.

4.6 Councillor Abbott – Geotech Report – Library Build

5. **COMMUNICATION ITEMS:**

5.1 Appoint a Deputy Chief Building Official. **(R)**

5.2. General Correspondence

-Joint Building Committee December Permit Summary.

-Municipal Emergency Control Group Training & Exercise Summary.

-Muskoka Algonquin Healthcare Stats

6. **CONFIRMING BY-LAW:**

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

**IMPORTANT DATES:**

January 19-21, 2025 ROMA

January 28, 2025 Regular Council Meeting.

7. **ADJOURNMENT: (R)**

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**LIST OF PROPOSED RESOLUTIONS**

**FOR COUNCIL MEETING: January 14, 2025 AT 6:00 P.M.**

**Item # 1 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council adopt the January 14, 2025 agenda as circulated.

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

Be it resolved that the minutes from the regular meeting on December 10, 2024 be adopted as circulated.

**Item # 4.3 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council approve Consent Application B-049/24, Concession 6, Lot 4 & 5, in Ryerson Township. The following conditions will apply:

- If the reference plan or other evidence discloses that either the severed property or the retained property owned by the Applicant contains a deviation road maintained by the Township as a public road, then the Applicant shall survey and transfer such deviation road to the Township as a condition of severance. The area to be surveyed and transferred shall generally be 66 feet in width and centered upon the centre line of the present traveled road. In situations where this is impractical, the Applicant should discuss how this requirement will be fulfilled with the Municipality before the reference plan is finalized.
- As a condition of severance approval, the Applicant shall pay to the Municipality in which the land is located, or otherwise satisfy the requirement for donation of Parkland set out in Section 51.1 of the Planning Act.
- The Township requires one copy of the draft reference plan, two copies of the Final Reference Plan and one digital copy of the Final Reference Plan.
- As a condition of severance, the Applicant shall enter into a site plan agreement with the township to identify building envelopes and the setbacks from the environmentally sensitive areas, steep slopes, and the two aggregate pits. The Applicant will register the agreement on title prior to consent approval.
- The Township requires that for any proposed entrance: the Public Works Supervisor will be contacted to inspect the location to determine that a safe location for an entrance can be found. The Planning Board will be advised in writing that this condition has been met before finalization of the consent is given.

**Item # 4.4 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-25, being a By-law to impose a penalty charge for non-payment of current taxes and further; That By-Law # \_\_\_\_-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of January 2025.

**Item # 4.4 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-25, being a By-law to impose an interest charge for non-payment of tax arrears and further; That By-Law # \_\_\_\_-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14<sup>th</sup> day of January 2025.

**Item # 4.4 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-25, being a By-law provide for an interim tax levy for 2025 and further; That By-Law # \_\_\_\_-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14<sup>th</sup> day of January 2025.

**Item # 4.4 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-25, being a By-law to Appoint an Acting Deputy Fire Chief and further; That By-law # \_\_\_\_-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14<sup>th</sup> day of January 2025.

**Item # 5.1 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-25, being a By-law to Appoint a Deputy Chief Building Official and further; That By-Law # \_\_\_\_-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14<sup>th</sup> day of January, 2025.

**Item # 6 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-25, being a By-law to confirm the meetings of Council and further; That By-Law # \_\_\_\_-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14<sup>th</sup> day of January 2025.

**Item # 7 on Agenda** Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that we do now adjourn at \_\_\_\_\_. The next regular meeting is January 28, 2025 at 6:00 p.m.

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR COUNCIL MEETING**

**MINUTES**

**December 10, 2024 AT 6:00 P.M.**

The regular meeting of Council of the Corporation of the Township of Ryerson was held **December 10, 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, Patterson and Robertson.

Regrets: Councillor Miller.

Staff in attendance: Brayden Robinson and Nancy Field.

Public attending in person or electronically: Nieves Guijarro, Roman Kaczynski, Tiffany Cecchetto, and Chris Bevan.

Notice of this meeting was posted on the website.

**2. ADOPTION OF AGENDA**

**R- 177 -24** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council adopt the December 10, 2024, agenda as circulated.

(Carried)

**3. ADOPTION OF MINUTES**

**R- 178 - 24** Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that the minutes from the public meeting on November 12, 2024 and the regular meeting on November 26, 2024 be adopted as circulated.

(Carried)

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

**5. DELEGATION:**

Tiffany Cecchetto from KPMG presented to Council the audit statements for 2023. Questions were asked and answered.

Resolution noted below.

**R- 179 - 24** Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Council of the Corporation of the Township of Ryerson accept the Township of Ryerson Consolidated Financial Statements for 2023 and the 2023 Burks Falls and District Fire Department Financial Statements, and the 2023 Trust Fund Statements.

(Carried)

Chris Bevan from Kennedy Insurance presented the insurance quote for 2025 to Council. Questions were asked and answered.

Resolution noted below.

**R- 180 - 24** Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council accept the quotation for the 2025 Insurance renewal in the amount of \$112,837 plus applicable taxes, from Kennedy Insurance.

(Carried)

## **6. REPORTS:**

**CLERK:** Nancy provided a report to council regarding the Joint Building Committees resolution on the maintenance fees. Questions were asked and answered.

Resolution below.

**R- 181 - 24** Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council support resolution # 2024-042 from the Joint Building Committee that any outstanding building permit maintenance fees after 6 months be added to the tax roll, including monthly interest charges. The municipality will retain \$50.00/year per permit admin fee and the remainder will be submitted to the JBC once collected.

(Carried)

## **7. COMMUNICATION ITEMS**

### General Information Items Received:

- Council received the Historical Society October meeting minutes.
- Council received the September meeting minutes from the Library Board.
- Council received the Almaguin Community Economic Development October meeting minutes.
- Council received the November report from the Director of Economic Development.
- Council received the 2025 budget for the Regional Economic Development.
- Council received the Joint Building Committee annual permit summary.
- Council received the Joint Building Committee meeting minutes from the November meeting.
- Council received the Almaguin Highlands Chamber of Commerce December newsletter.
- Council received the Almaguin Community Economic Development 2024 Signage Plan.

## **8. CLOSED SESSION:**

Council took a short break at 7:37 before going into the closed session.

**R- 182 -24** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that we move to a closed meeting at 7:47 p.m., pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is to discuss Joint Building Committee staffing matters.

The following resolution was adopted.

**R- 183 -24** Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council support the Joint Building Committees resolution 2024-043 to offer Yves Savage a DCBO position effective January 1, 2025 as per the wages discussed by the JBC. And further that the Township Council requests

that a formal pay grid be established for the DCBO and CBO positions for use in future budgeting and pay rate change decisions.

**9. CONFIRMING BY-LAW:**

**R-184 -24** Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 57-24, being a By-law to confirm the meetings of Council and further; That By-Law # 57-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 10<sup>th</sup> day of December 2024.

(Carried)

**10. ADJOURNMENT:**

**R- 185 -24** Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at 8:33 p.m. The next regular meeting January 14, 2025 at 6:00 p.m.


(Carried)

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MAYOR

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CLERK

	<h2>REPORT TO COUNCIL</h2>
To:	Mayor and Council
From:	Jason Newman, and Bryan Austin Bylaw Enforcement Officers
Date of Meeting:	January, 2025
Report Title:	Annual Report - Bylaw

**Recommendation:** THAT Council receives and approves this report for information only.

**Introduction:**

We would like to express our appreciation of the staff, management and Council in the Township of Ryerson for their ongoing supports and confidence. Our professional relationships continue to grow as does By-Law Services.

**Background:**

Current reporting will be effective from January 1, 2024 to January 1, 2025.

This year in the By-law service was exceptionally busy in Ryerson, however this trend is not isolated to Ryerson and consistent throughout all of the municipalities we serve.

Working with staff, management and council we have been able to accomplish a lot of progress. This cooperation and coordination has brought significant change and service improvement in the following.

Record keeping historically has been limited to hard file. Working with the Township we have been able to implement ongoing data and records by utilizing the CGIS system. Records are accessible by By-Law Services and the Clerk and Deputy Clerk. This allows for accurate reporting in statistics, as well ensures communication and accountability.

New By-Laws in Ryerson were successfully implemented quickly with the support and cooperation with staff, management and council. By-laws implemented include Property Standards, Trailers, Dogs, and a review and variations (remove) of the Noise By-Law.

Moving forward into 2025 with the updated legislation, we are hoping to continue this progress and complete the proposed Administrative Monetary Penalties (AMPS). It is the goal to have this to council and implemented prior to the summer of 2025.

Property Standards legislation has enabled us to begin some significant work, which can be observed throughout the municipality. Efforts this summer have been quite successful, and those properties, which have not engaged will be escalated to more intrusive measures in the new year.



Relationships with outside services continue to grow and I am happy to report some notable success and cooperations, where historically there was some deficiencies.

**Training:**

Bryan attended his first training / conference with the Municipal Law Enforcement Officers Association (MLEO) this fall, and reports the information was helpful and applicable.

We are not pursuing typical training measures towards certification, as they are not required legislatively.

Training opportunities will continue to be evaluated to ensure relevance and maximum benefit for the Municipalities we serve.

**Calls For Service**

Year to Date January, 2025

- Animal – 7
- Noise – 3
- Other – 15
- Parking – 1
- Snow – 14
- Property Standards – 20
- Trailer – 8


Total 68 Calls for Service

**Conclusion:**

Thank you for your investment and confidence in sharing By-Law services with us. We remain open and available to address your communities' needs and priorities.

Respectfully Submitted,

Jason Newman & Bryan Austin  
By-law Enforcement Officers

	<h2>Fire Chief's Report</h2>
<p>To:</p>	<p>Council</p>
<p>From:</p>	<p>Joe Readman, Fire Chief</p>
<p>Date of Meeting:</p>	<p>January 14, 2025</p>
<p>Report Title:</p>	<p>Fire Chiefs report</p>

Calls for service in 2024: 185

**General:**

We posted the Deputy Chief position and have started the process to select a new Deputy, this process should be completed by May. Also, going into 2025 we have taken on two new recruits who have already started the recruit program with Gary. We will also be posting a Captains position in the next month to fill a vacancy.

We have been in communication with an engineer to work towards getting the geo-study done on the property for the new fire hall with hopes of getting the tender out shortly after that.

**Training:**

In August/September we ran our first Learning Contract through the Ontario Fire College. This course certified 10 Officers in our area, 3 in Burk's Falls to Incident Safety Officers.

In October/November the area ran a Pump Operator course, Practical testing for this took place in Late November and written will be January 25<sup>th</sup> giving us 2 more certified Pump Operators.

I took a Resilient Minds Train the Trainer course, with hopes of bring this course to all staff in 2025 to better prepare our staff to support each other with mental health struggles.


For the first time we have created a one-year training calendar and provided for the staff. This calendar will allow officers and staff prepare for upcoming training events.

Equipment:

We were successful in our Cancer Prevention Grant and will be receiving \$8,230.45 from the Province. With these funds we will be purchasing a bunker gear extractor and a second flash hood for each firefighter. All have been ordered and are in transit.

New tires for tanker 214 were purchased and installed as per the NFPA standard.

All vehicles were undercoated in September.

	<h2>Staff Report</h2>
To:	Council
From:	Clerk, Nancy Field
Date of Meeting:	January 14, 2025
Report Title:	Site Plan Control Neil Murdy
Report Date:	December 18, 2024

**Recommendation:** This report is submitted to provide Council of the developments of Consent application B-061/21 submitted by Neil Murdy, and to provide the information of a new site plan control agreement to Council.

**Purpose/Background:** On August 13th, 2024, Council passed a By-law to delegate authority for the approval of site plans, drawings, and sign site plan agreements, as part of Bill 109 (More Homes for Everyone) to expedite planning approvals. This change aimed to streamline the planning process while ensuring proper development controls are maintained. Council at that time asked that I provide them with information for any new site plan agreements.

The Notice of Decision for Neil Murdy’s Consent included a condition that an assessment would be necessary to ensure there was a sufficient parcel of land for a building envelope. Neil Murdy completed an Environmental Impact Study (EIS) to satisfy this condition.

In conclusion the EIS identified a building envelope but also identified a 30m setback necessary for the protection of the surrounding wetland on the property. Due to the discrepancy between the EIS recommendation and the Zoning By-law regulated setbacks another condition had to be implemented to permit the enforcement of the larger setback. Council supported imposing another condition for Site Plan Control and extended the deadline by two years for Mr. Murdy to satisfy the condition.

Mr. Murdy has entered into the Site Plan Control Agreement with the Township of Ryerson and is having the agreement registered on title.

**Attachments:** Site Plan Control Agreement

Appendix "A" to By-law -24

THIS AGREEMENT made in duplicate this 20<sup>th</sup> day of DEC, 2024

BETWEEN: NEIL MURDY  
Hereinafter called the Owner of the FIRST PART

AND: THE CORPORATION OF THE TOWNSHIP OF RYERSON  
Hereinafter called the Township of the SECOND PART

WHEREAS:

1. The Owner is the registered owner of the lands described in Schedule "A" (the "Lands") and known as Lot 18 Con 4, 1059 Royston Road, Ryerson Township, District of Parry Sound, ON, more particularly described as Part 1, Plan 42R-22022
2. The proposal for development of the Lands submitted to the Township by the Developer complies with the Township Zoning By-law, as amended, with respect to the use of the subject lands;
3. The Owner applied to the Township under Section 41 of the Planning Act, RSO 1990, c.P.13, as amended, for site plan approval in respect of its development of the lands at Lot 18 Con 4, 42R-22022, 1059 Royston Road;
4. The subject lands have been designated a Site Plan Control Area by By-law Number 12-12;
5. The Township has approved the plans and drawings submitted with the Owner's application subject to the conditions in section 5 of the Environmental Impact Study (prepared by Riverstone Environmental Solutions Inc.) and subject to the entering into of this Agreement;
6. Section 41 (10) of the Planning Act permits the registration of this Agreement against the Lands to which it applies;

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter set out, the parties hereto agree as follows:

1. The lands subject to the terms of this Agreement are described in Schedule "A" attached hereto and forming part of this Agreement.
2. The Owner agrees that any recommendations and mitigation from the Environmental Impact Study prepared by Riverstone Environmental Solutions Inc, dated January 2024 shall be carried out.
3. The Owner agrees that all development and site alteration shall be setback a minimum of 30 metres from any wetlands, 30 metres from Watercourse 1 and 15 metres from Watercourse 2 and 3, as identified in the Environmental Impact Study prepared by Riverstone Environmental Solutions Inc, dated January 2024.
4. The Owner agrees that septic systems should be set back a minimum of 30 metres from the high watermark of a waterbody and located outside of areas with a slope greater than 25%. Septic systems are to be installed by a licensed installer and may require raised beds or tertiary systems based on best practices at the discretion of the Chief Building Official and in accordance with the Ontario Building Code.
5. The Owner agrees that all vegetation within the 30 metre setback to any wetlands and permanent watercourse as well as within 15 metres of any intermittent watercourses will be maintained in its natural state and that trees will not be cut within the setback unless they are a safety hazard and that debris from clearing or materials to be used in construction will not be placed within these setbacks.

6. The Owner agrees to not request the Chief Building Official to issue a building permit to carry out the development until this Agreement has been registered on title to the Lands and a copy of the registered Agreement has been provided to the Township.
7. The Owner agrees to implement sediment and erosion control measures per applicable best practices as referenced in the Environmental Impact Study prepared by Riverstone Environmental Solutions Inc, dated January 2024 to isolate the development footprint and ensure that they are properly maintained to prevent erosion damage to the environment and surrounding lands. The appropriate erosion and sediment control measures are to be installed prior to construction and site disturbance and are to be maintained until all disturbed areas are stabilized. The measures are to be maintained and disturbed areas stabilized so as to ensure that sediments do not enter any watercourse, wetland, lake, pond or sensitive area. If the erosion and sediment control measures are inadequate, the deficiencies are to be immediately addressed and rectified. It is the Owner's responsibility to implement, monitor and maintain all such works.
8. The Owner agrees to register this Agreement on title against the Owner's lands, at the Owners sole expense and acknowledges that the required works and the maintenance thereof shall be a continuing obligation for future owners, heirs and successors in title until such time as the Township decides otherwise.
9. All covenants and provisions contained in this Agreement shall not only inure to but shall be binding upon the Owner and the Township, their respective heirs, executors, administrators, and assigns.
10. The Owner and the Township agree that any provisions of this Agreement may be altered at any time by mutual agreement of the Parties. Any such alteration shall be registered by the Owner within thirty (30) days of the execution thereof by the Township at the sole expense of the Owner.
11. The terms of the Agreement may be enforced by the Township against the Owner and subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent Owner(s) of the land with all the rights of actions by the Township by the Municipal Act, RSO 1990, Chapter M.45, Section 199, and the Planning Act, RSO 1990, Chapter P.13 as amended.
12. In addition to the rights of the Township set out in the previous paragraph, the Township shall not be required to issue any municipal permit or provide any municipal service for the use of benefit of the whole or any part of the lands in Schedule "A" hereto during any breach of this Agreement by the Owner or subsequent Owners.
13. The Owner shall not make any application to remove this Agreement from the title to the lands described in Schedule "A" hereto without the consent in writing of the Township first being obtained.
14. The Owner and Township agree that this Agreement shall come into effect on the date of execution by the Township.
- 15.

IN WITNESS WHEREOF the Owner and the Township have duly executed this Agreement.

This 20<sup>th</sup> day of DECEMBER, 2024

Being the date of execution by the Corporation of the Township of Ryerson

THE CORPORATION OF THE TOWNSHIP OF RYERSON


[Signature]  
Mayor

[Signature]  
Clerk

[Signature]  
Witness

[Signature]  
Neil James Murdy



	<h2>Staff Report</h2>
To:	Council
From:	Clerk, Nancy Field
Date of Meeting:	January 14, 2025
Report Title:	Consent B-049/24 Thor Global Enterprises Ltd
Report Date:	January 7, 2025

**Recommendation:** That Council receive the information provided and the consent application B-049/24 for 1668830 Ontario Limited, and that Council support the application subject to the usual conditions and the added condition that a site plan agreement be entered into with the township and registered on title by the applicant.

**Background:** The planning justification report is prepared in support of the proposed development on Lots 4 & 5, Concession 6, Ryerson Township. The subject property is located on Peggs Mountain Rd. and spans approximately 200 acres. The property used to be two separate lots that merged on title. This report addresses the concerns raised during the pre-consultation process, evaluates the proposal in accordance with the applicable policies in the Official Plan and the Provincial Planning Statement, and demonstrates that the zoning by-law regulations are satisfied.

By adding the condition for site plan control we can be assured that the identified building envelopes are respected when a development proposal is applied for anytime in the future, and any potential land use conflicts of incompatible use between residential, pits and quarries and the sensitive environmental areas identified are effectively mitigated.

The applicant is responsible to submit a site plan that is acceptable to the township and identifies the building envelope on the proposed new lot and the retained. It will also demonstrate that the proposal complies with a 120m setback from Provincially Significant Wetlands, the 300m separation from a class A pit and 30m setback from a class B pit, and development will be set back 10m from steep slopes.



**Analysis / Financial:** The proposed consent does not add any burden of cost to the township.

**Appendix/Related Documents:** Consent Application B-049/24, MHBC Planning Justification Letter, South East Parry Sound District Planning Board Planning Review

B-049/24

Application for Consent  
Under Section 53 of the Planning Act

**Note to Applicants:** This application form is to be used if the SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD is the consent granting authority. In this form the term "subject" land means the land to be severed and the land to be retained.

**Completeness of the Application**

The information in this form that **MUST** be provided by the applicant is indicated by **black arrows** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 197/96 made under the *Planning Act*. The mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the Planning Board will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the Planning Board and others in their planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

**Submission of the Application**

- One application form is required for each parcel to be severed.
- The application fee.
- 1 original copy of the completed application form and sketch. Measurements are to be in metric units.

**For Help**

For more information on the *Planning Act*, the consent process, Provincial and local policies, please contact the Secretary/Treasurer of the Southeast Parry Sound District Planning Board at (705) 636-7069 787-5070

**1. Applicant Information**

▶ 1.1 Name of Owner(s). An Owner's authorization is required in Section 11.1, if the applicant is not the owner.

Name of Owner(s)	1668830 Ontario Limited c/o Thorkil Johannsen	Home Telephone No.	Business Telephone No. 905-564-0440
Address	839 Westport Crescent, Mississauga	Postal Code	L5T 1E7
			Fax No.

▶ 1.2 Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.)

Name of Contact Person/Agent	MHBC Planning	Home Telephone No.	Business Telephone No. 705-728-0045
Address	113 Collier Street, Barrie	Postal Code	L4M 1H2
			Fax No.

**2. Location of the Subject Land (Complete applicable boxes in 2.1)**

▶ 2.1 District

Southeast Parry Sound

Municipality/Unorganized Township

Township of Ryerson

Former Township

Concession Number(s)

Concession 6

Lot Number(s)

4 & 5

Registered Plan No. (Subd.)

Lot(s)/Block(s)

Reference Plan No.

Part Number(s)

Parcel No.

Name of Street/Road

Peggs Mountain Road

Street No.

991

Section or Mining Location No.

▶ 2.2 Are there any easements or restrictive covenants affecting the subject land?

No  Yes If Yes, describe the easement or covenant and its effect.

**3. Purpose of this Application**

- ▶ 3.1 Type and purpose of proposed transaction (check appropriate box)  
 Creation of a new lot       Addition to a lot       A Right-of-way       An easement   
 A charge       A lease       A correction of title       Other purpose
- ▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.  
 N/A
- ▶ 3.3 If a lot addition, identify the lands to which the parcel will be added.  
 N/A

**4. Description of Subject Land and Servicing Information (Complete each subsection.)**

▶ 4.1 Description		Severed	Retained
	Frontage (m.)	100 metres	911.7 metres
	Depth (m.)	± 360 metres	± 460 metres
	Area (ha. or m <sup>2</sup> )	40 ha	40 ha
▶ 4.2 Use of property (i.e. vacant, industrial, commercial, residential, etc.)	Existing Use(s)	Vacant	Vacant
	Proposed Use(s)	Vacant	Vacant
▶ 4.3 Buildings or Structures (include date of construction, type and size of building)	Existing	Vacant	Vacant
	Proposed	Vacant	Vacant
▶ 4.4 Access (check appropriate space)	Provincial Highway		
	Public Road	X	X
	Name of Authority maintaining road	Township of Ryerson	Township of Ryerson
	Common name of road	Peggs Mountain Road	Peggs Mountain Road
	Private Road (describe in Section 4.8)		
	Right of way (describe in Section 4.8)		
	Period of Maintenance: Seasonal		
	:Year Round	X	X
▶ 4.5 Water Supply (check appropriate space)	Water Access (Describe in Section 4.9)		
	Publicly owned and operated piped water system		
	Name of Authority operating and maintaining services		
	Privately owned and operated communal well (Describe in Section 9.1)		
	Privately owned and operated individual well		
	Lake or other water body		
▶ 4.6 Sewage Disposal (check appropriate space)	Other means (Describe in Section 9.1)		
	Publicly owned and operated sanitary sewage system		
	Name of Authority operating and maintaining service		
	Privately owned and operated communal septic system (Describe in Section 9.1)		
	Privately owned and operated individual septic tank		
	Privy		
	Other means (Describe in section 9.1)		

4.7 Other Services (check if the service is available)	Electricity		
	School Bussing		
	Garbage Collection		

4.8 If access to the subject land is by private road, or "right of way" as indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or year round.

N/A

4.9 If access to the subject land is by water, as indicated in section 4.4, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

N/A

**5. Land Use** (Maps are available at Municipal Offices for verification)

▶ 5.1 What is the existing official plan designation(s), if any, of the subject land?  
Magnetawan River - Provincially Significant Wetland and Rural

5.2 What is the zoning, if any, of the subject land? If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?  
Provincially Significant Wetland and Rural

5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified.  
Please check the appropriate boxes, if any apply.

Use or feature	On the Subject Land	Within 500 metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard	N/A	N/A
A landfill	N/A	N/A
A sewage treatment plant or waste stabilization plant	N/A	N/A
A provincially significant wetland (Class 1, 2 or 3 wetland)	X	X
A provincially significant wetland within 120 metres of the subject land	N/A	X
Flood plain	N/A	N/A
A rehabilitated mine site	N/A	N/A
A non-operating mine site within 1 kilometre of the subject land	N/A	N/A
An active mine site	N/A	N/A
An industrial or commercial use, and specify the use(s)	N/A	Mineral Aggregate Operation
An active railway line	N/A	N/A
A municipal or federal airport	N/A	N/A

**6. History of the Subject Land**

▶ 6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?  
 Yes  No  Unknown If Yes and If Known, provide the Ministry's application file number and the decision made on the application.

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.  
N/A

▶ 6.3 Has any land been severed from the parcel originally acquired by the owner of the subject land?  
 Yes  No If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

6.4 How was the parcel originally acquired by the owner created?  original township lot  by consent  by plan of subdivision  
 other

### 7. Concurrent Applications

- ▶ 7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment?  
 Yes  No  Unknown If Yes and if known, provide details and status of the application.
  
- ▶ 7.2 Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?  
 Yes  No  Unknown If Yes and if known, specify the appropriate file number and status of the application.

### 8. Sketch (Use the attached Sketch Sheet) To help you prepare the sketch, refer to the attached Sample Sketch in The "Application Guide Q & A".

- ▶ 8.1 The application must be accompanied by a sketch showing the following:
  - the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained
  - the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land
  - the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing, bridge, highway, etc.
  - the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
  - the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
  - the existing use(s) on adjacent lands
  - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
  - if access to the subject land is by water only, the location of the parking and boat docking facilities to be used
  - the location and nature of any easement affecting the subject land

### 9. Other Information


- ▶ 9.1 Is there any other information that you think may be useful to the Planning Board, or other agencies in reviewing this application? If so, explain below or attach on a separate page.  
 Please see Planning Justification Report.

### 10. Affidavit or Sworn Declaration of Applicant(s)

#### ▶ Affidavit or Sworn Declaration for the Information set out in this Application

I/we, Thorkil Johannsen of the \_\_\_\_\_  
 in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me  
 at the Town of Oakville  
 in the Province of Ontario  
 this 9th day of October 2014

  
 Commissioner of Oaths

  
 Applicant

\_\_\_\_\_  
 Applicant

David O. Rickards  
 LSO# 52367

**11. Authorizations of Owner(s)**

▶ 11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be attached to this application or the authorization set out below must be completed.

**Authorization of Owner(s) for Agent to Make the Application**

I/we, 1668830 Ontario Limited c/o Thorkil Johannsen, am/are the owner(s) of the land that is the subject of this application for a consent and I/we authorize MHBC Planning to make this application on my/our behalf.

9 October 2024  
Date

  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner(s) concerning personal information set out below.

**Authorization of Owner(s) for Agent to Provide Personal Information**

I/we, 1668830 Ontario Limited c/o Thorkil Johannsen, am/are the owner(s) of the land that is the subject of this application for a consent and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize MHBC Planning as my/our agent for this application, to provide any of my/our personal information that will be included in this application or will be collected during the processing of the application.

9 October 2024  
Date

  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

**12. Consent of Owner(s)**

Complete the consent of the owner(s) concerning personal information set out below.

**Consent of the Owner(s) to the Use and Disclosure of Personal Information**

I/we, 1668830 Ontario Limited c/o Thorkil Johannsen, am/are the owner(s) of the land that is the subject of this consent application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

9 October 2024  
Date

  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

Applicants must complete the following check list to ensure that all necessary information is provided (check appropriate box):

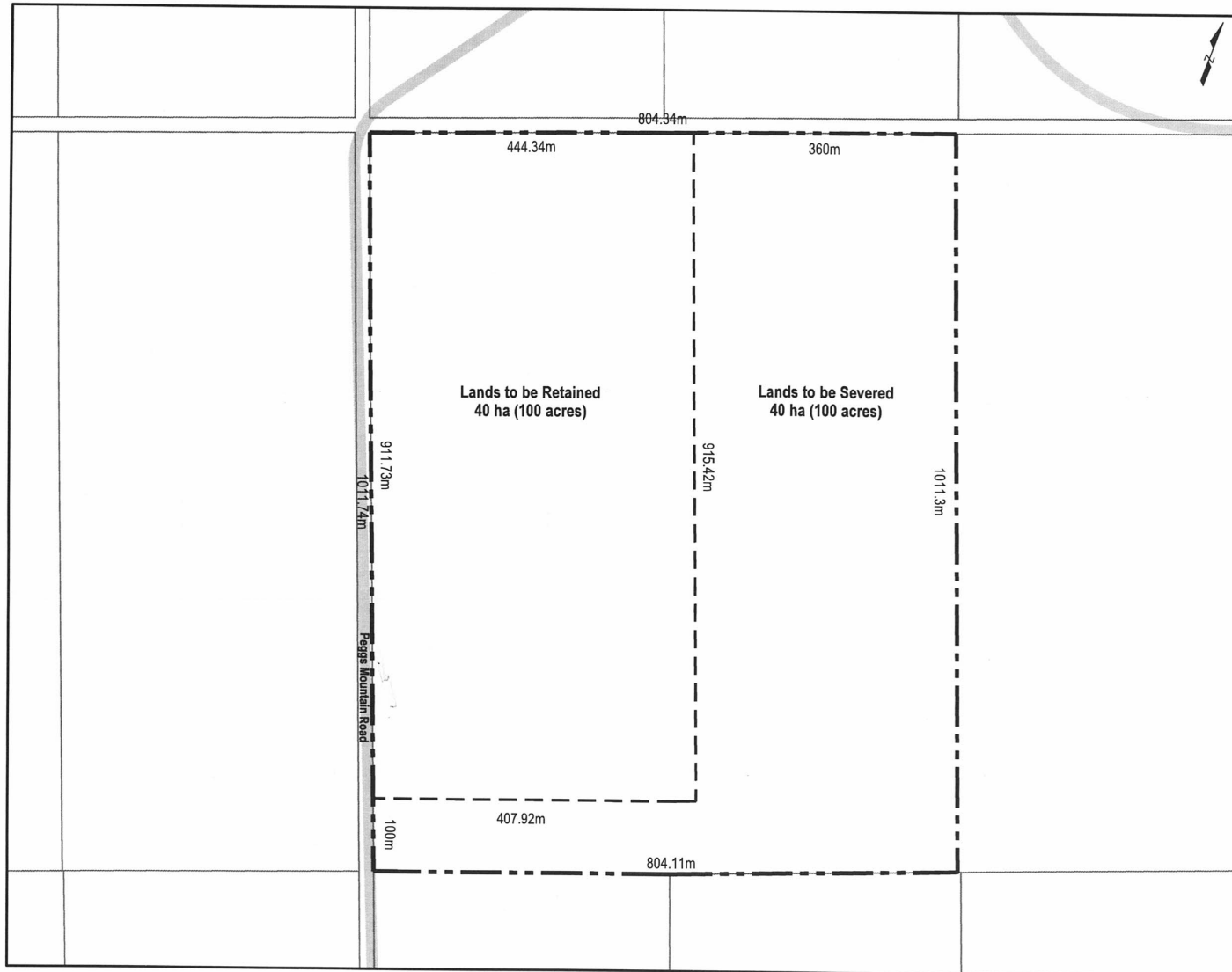
- 1 Completed application form including sketch
- Current parcel abstract (land title)
- Current reference plan of survey or registered plan (if available)
- Prescribed application fee, either as a certified cheque or money order, payable to the Southeast Parry Sound District Planning Board.

The Planning Board will assign a File Number for complete applications and this should be used in all communications.

Submit completed application and fee to:

**SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD**

8-Main-Street, P.O. Box 310  
Kearney, ON P0A 1M0



**SEVERANCE SKETCH  
PROPOSED PROPERTY DIMENSIONS**

**991 Peggs Mountain Road, Burks Falls**  
**Potential Severance**  
 Lot 4 & 5, Concession 6  
 Township of Ryerson  
 Region of Almaguin Highlands  
 District of Parry Sound

**LEGEND**

- ■ ■ Subject Lands
- - - Proposed Severance Line

DATE November 14, 2024

SOURCES  
 Contains information from Land Information Ontario and Township of Ryerson Interactive Mapping

SCALE  

 0 100 200 Meters

23371A - The Global - Due Diligence Severance

**MHBC** PLANNING  
 URBAN DESIGN  
 & LANDSCAPE  
 ARCHITECTURE  
118 COLLEGE STREET, BARRE, ON L4V 1K2  
 P: 705.726.0041 F: 705.726.2110 | WWW.MHBC-PLAN.COM



October 11, 2024

Linda Moyer  
 Southeast Parry Sound District Planning Board  
 The Township of Perry Municipal Office  
 1695 Emsdale Road, Emsdale, ON  
 Submitted via email to [lmoyer@sepsdplanningboard.ca](mailto:lmoyer@sepsdplanningboard.ca)

Dear Ms. Moyer,

**RE: Thor Global Enterprises Ltd. Proposed Lot Severance  
 Planning Justification Letter – Consent Application  
 Lots 4 & 5, Concession 6, Geographic Township of Ryerson, Region of Almaguin  
 Highlands, District of Parry Sound  
 OUR FILE 23371A**

## 1.0 Introduction and Consent Application Context

Thor Global Enterprises Ltd. (“Thor Global”) owns the existing property on Lots 4 & 5, Concession 6, Geographic Township of Ryerson, Region of Almaguin Highlands, District of Parry Sound (“the Subject Property”). The Subject Property, municipal address of 991 Peggs Mountain Road, has a total area of 200 acres.

MacNaughton Hermsen Britton Clarkson Planning Limited (“MHBC”) has been retained by Thor Global to assist with a severance application to separate the property into two 100-acre size lots. The property is currently 200 acres in size however it was originally two separate 100 acre parcels that merged on title when they were purchased by Thor Global. The purpose of this application is to re-establish two 100 acre parcels. **Figure 1** provides a sketch outlining the proposed retained and severed properties, and potential building envelopes for each proposed property.

The Township of Ryerson Official Plan identifies the Subject Property as follows:

- Schedule A designates the Subject Property as “Magnetawan River – Provincially Significant Wetland” and “Rural”.
- Schedule B1 identifies that the Subject Property is partially located within the “Magnetawan River – Provincially Significant Wetland”.
- Schedule B2 identifies the Subject Property as “Potential Mineral Aggregate Resources” and is outside of the identified “Deer Wintering Area”.
- Schedule C identifies that the Subject Property is located within sections S5 and S6 of the “Magnetawan River – Provincially Significant Wetland”.



The Subject Property is currently zoned as "Provincially Significant Wetland" (PSW) and "Rural" (RU) (See **Figure 2**). The on-site zoning is consistent with the Land Use designations of Schedule A of the Township Official Plan.

Through discussions with Township of Ryerson Staff prior to submission of the application, Township staff reviewed the severance sketch and raised comments pertaining to ensuring each lot contains a viable building envelope that has regard for setbacks to the on-site PSW, adjacent aggregate operations, and on-site steep slopes due to the existing topography. As a result of these discussions, **Figure 1** was prepared to illustrate that an adequate building envelope can be accommodated for future development potential on the Retained and Severed Lands outside of the steep slopes and any setbacks to the on-site PSW and adjacent aggregate operations.

## **2.0 Site Description and Surrounding Land Uses**

Thor Global's landholding include 200 acres which are located about 2 kilometres south-west of Highway 11 and the Village of Burks Falls. The Subject Property is located on the south and east sides of Peggs Mountain Road which it also has frontage on.

Two licenced pit and quarries are located on properties adjacent to the Subject Property. Specifically, a Class B ARA licence for a pit and quarry, Licence No. 624224, is located to the east of the Subject Property. A Class A ARA licence for a pit, License No. 624221, is located to the south of the Subject Property. Based on aerial imagery, these operations do not appear to be operating nor does extraction appear to have commenced.

The Subject Property primarily consists of forested area and contains one existing driveway from Peggs Mountain Road.

The general area of the Subject Property is surrounded predominately by forested areas with some farmland pockets, rural residential uses, and the Magnetawan River.

**NORTH:** Forested area, a watercourse, and waterbodies.

**EAST:** A Class B pit and quarry (Licence No. 624224), forested area, pockets of farmland, and rural residential uses.

**SOUTH:** A Class A pit (Licence No. 624221), waterbodies, forested area, open space and rural residential uses.

**WEST:** Frontage on Peggs Mountain Road, forested area and open space.

## **3.0 Planning Analysis**

This section provides an assessment of the proposed application relative to the policies and provisions of the following documents:

- Planning Act;

- Provincial Policy Statement (2024);
- Township of Ryerson Official Plan; and,
- Township of Ryerson Zoning By-law 56-14.

### 3.1 Planning Act

The Planning Act (“the Act”) is the overarching piece of provincial legislation that governs the land use planning system in Ontario. It describes how land uses may be controlled and provides the basis for a number of regulatory planning tools. Section 53(1) of the Act permits landowners to apply for a consent subject to a public process ensuring that provincial interests and local planning concerns are satisfied.

### 3.2 Provincial Planning Statement (2024)

The 2024 Provincial Planning Statement (PPS 2024) provides policy direction on matters of provincial interest related to land use planning and development. The PPS 2024 sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians. The policies of the PPS 2024 prioritize growth within settlement areas and require lands to be developed efficiently and supported by appropriate levels of infrastructure and servicing, while providing protection for the environment, natural resources and adequately accounting for natural and human made hazards.

The PPS, 2024 was issued under Section 3 of the Planning Act and was released by the province on August 20, 2024. The PPS 2024 will come into effect on October 20, 2024 and will replace the PPS (2020). All decisions on land use planning applications made after October 20, 2024 are required to be consistent with the PPS 2024.

The Provincial Policy Statement provides a policy-led approach that recognizes the complex inter-relationship among environmental, economic and social factors in land use planning. The PPS supports a comprehensive, integrated and long-term approach to planning and recognizes linkages among policy areas.

The following are policy excerpts from the PPS that are relevant to the proposed severance application. A response follows each excerpt to demonstrate how the proposal is consistent with the PPS:

*"On rural lands located in municipalities, permitted uses are: (2.6.1)*

*c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;"*

**The Subject Property is located in the Rural designation within the Township of Ryerson. The proposed severance application would continue to enable the properties to be used for the permitted uses subject to the designation. The proposed retained and severed lots would be able to support a future residence on the rural parcels.**

*"Development that can be sustained by rural service levels should be promoted." (2.6.2)*

*"Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure." (2.6.3)*

**The creation of a new 100 acre parcel will not require any increase in rural services such as the road network, snow removal, or emergency services. The severance application represents an efficient use of existing infrastructure as the properties can be serviced by the existing available infrastructure. No new infrastructure will be required for the creation of the lots.**

*"New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae." (2.6.5)*

**Based on a review of available aerial imagery, the closest agricultural operation appears to be approximately 1.25km east of the Subject Property, west of the adjacent Class B aggregate operation. As a result, calculating minimum distance separation formulae is not required.**

*Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures. (3.5.1)*

**The proposed severance application has been designed to demonstrate that potential adverse effects to and from the adjacent aggregate operations can be minimized and mitigated in accordance with provincial guidelines, standards and procedures. In accordance with MECP D Series Guidelines, Figure 1 outlines that an adequate building envelope can be accommodated for future development potential on the Retained and Severed Lands outside of a 300m separation distance from the adjacent Class A pit licence to the south of the Subject Property. A 30m setback is provided from the adjacent Class B pit and quarry licence to the east of the Subject Property. The 300m and 30m setbacks are adequate separation distances to minimize potential adverse effects between the uses for the following reasons:**

- **The MECP D Series Guidelines identifies a 300m separation distance for the Class III Industrial uses, such as the Class A mineral aggregate operation.**
- **Class B mineral aggregate operations are limited to shipping 20,000 tonnes of aggregate annually. As such this type of operation is greatly reduced in scale in comparison to Class A licences and potential impacts from these operations are reduced. As a result, the Ministry of Natural Resources does not require a noise study for Class B licence applications, and requires only a 30m setback to adjacent rural residential parcels.**

*"Natural features and areas shall be protected for the long term." (4.1.1)*

**The proposed lot configuration has been designed to protect the portion of the Subject Property that is designated as part of the Magnetawan River – Provincially Significant Wetlands ("PSW"). The PSW will be wholly conserved as the proposed lot creation will not further divide the PSW into separate parcels as the PSW will be within the proposed boundaries of the Retained Lands. The proposed severance will not occur within 120m of the PSW (see Figure 1). Therefore, the ecological function and biodiversity of the existing natural features will be maintained.**

*"In known deposits of mineral aggregate resources and on adjacent lands, development and activities which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:*

*a) resource use would not be feasible; or*

**Schedule B2 of the Township Official Plan identifies the Subject Property as a Potential Mineral Aggregate Resource area, however the property was subject to a previous application for an aggregate operation that was denied. Therefore it has been previously determined resource use would not be feasible on the Subject Property.**

*b) the proposed land use or development serves a greater long-term public interest; and*

**Since resource use has been previously determined to not be feasible on the Subject Property, the severance application to create two 100-acre parcels is in the greater long-term public interest as it will provide for additional available residential development that will add to the existing tax base without the need for unnecessary rural servicing or infrastructure upgrades, or impacts to the existing rural area. Furthermore, the existing property was previously two 100 acre parcels that merged on title. The purpose of this application is to re-establish two 100 acre parcels.**

*c) issues of public health, public safety and environmental impact are addressed." (4.5.2.5)*

**The proposed development has been designed to ensure potential public health, public safety and environmental impact issues are mitigated through demonstrating each proposed lot contains adequate building envelopes outside of setbacks from the surrounding licenced mineral aggregate operations and the on-site PSW.**

*"Development on, abutting or adjacent to lands affected by mine hazards; oil, gas and salt hazards; or former mineral mining operations, mineral aggregate operations or petroleum resource operations may be permitted only if rehabilitation or other measures to address and mitigate known or suspected hazards are under way or have been completed." (5.3.1)*

**The proposed severance application has been designed to incorporate measures to mitigate against potential hazards from the adjacent mineral aggregate operations. In accordance with MECP D Series Guidelines, Figure 1 includes a 300m separation distance**

**from the adjacent Class A pit licence to the south of the Subject Property. A 30m setback is shown from the adjacent Class B pit and quarry licence to the east of the Subject Property. With these setbacks, Figure 1 shows that that there are adequate building envelopes on each proposed lot for potential future development with adequate separation distance from the adjacent mineral aggregate operations.**

Based on the above summary, it is concluded that the proposed severance is consistent with the policies of the Provincial Planning Statement.

### **3.3 Township of Ryerson Official Plan**

The Township of Ryerson Official Plan identifies the Subject Property as follows:

- Schedule A designates the Subject Property as "Magnetawan River – Provincially Significant Wetland" and "Rural".
- Schedule B1 identifies that the Subject Property is partially located within the "Magnetawan River – Provincially Significant Wetland".
- Schedule B2 identifies the Subject Property as "Potential Mineral Aggregate Resources" and is outside of the identified "Deer Wintering Area".
- Schedule C identifies that the Subject Property is located within sections S5 and S6 of the "Magnetawan River – Provincially Significant Wetland".

The Township of Ryerson Official Plan provides direction and guidance on the management of projected growth in population and development, conservation of rural communities and natural features, and its economy.

Applicable policy goals include the following:

*"The permanent population in the Township of Ryerson will continue to grow slowly and be dispersed between the Rural and Shoreline areas.*

*The Township will accommodate the expected population and household growth while maintaining the rural character of the area.*

*The Township will not establish a settlement area."* (2.3.1)

**The proposed severance will provide opportunity for permanent population growth to remain within the Rural area without establishing a settlement area. In addition, the lot configuration will not negatively impact the rural character as the lot configuration has been proposed such that there are no impacts on the natural features within and surrounding the Subject Property.**

*"Development shall occur in a manner which ensures compatibility with surrounding areas and uses, and shall consider:*

- ii) the use of fencing, screening and/or separation distances to minimize potential adverse impacts between uses.*

*"When a change in land use places, or is likely to place, a sensitive land use within the area of influence of another less sensitive land use, the policies contained within the MOE D Series Guidelines shall be applied to minimize or prevent the exposure of any person, property, plant or animal life to adverse effects associated with the operation of specified facilities."*(3.12)

**The proposed severance application has been designed to ensure the proposed lots contain adequate building envelopes outside of appropriate separation distances from the adjacent aggregate licences. In accordance with MECP D Series Guidelines, Figure 1 outlines that an adequate building envelope can be accommodated for future development potential on the Retained and Severed Lands outside of a 300m separation distance from the adjacent Class A pit licence to the south of the Subject Property. A 30m setback is provided from the adjacent Class B pit and quarry licence to the east of the Subject Property. The 300m and 30m setbacks are adequate separation distances to minimize potential adverse effects between the uses for the following reasons:**

- **The MECP D Series Guidelines identifies a 300m separation distance for the Class III Industrial uses, such as the Class A mineral aggregate operation.**
- **Class B mineral aggregate operations are limited to shipping 20,000 tonnes of aggregate annually. As such this type of operation is greatly reduced in scale in comparison to Class A licences and potential impacts from these operations are reduced. As a result, the Ministry of Natural Resources does not require a noise study for Class B licence applications, and requires only a 30m setback.**

*"Water and sewage disposal services in the Township are currently provided on a private basis."*(In part stated in Section 3.17)

**The retained and severed lots are of an adequate size to be serviced by a private on-site well and septic system.**

*"The Township road system consists of one Secondary Provincial highway and a local road system."*  
(In part stated in Section 3.18)

**The Subject Property is located on a Public Year Round Road known as Peggs Mountain Road and the proposed development has been designed to have the minimum frontage requirements as per the Township of Ryerson Zoning By-law 56-14.**

Section 4.1 in the Township of Ryerson Official Plan outlines the Rural designation. Land use policies, specifically 4.1.2, which outlines the preservation and promotion of the rural character, being characterized by the large lots and varying setbacks. Additionally, Section 4.1.4 outlines specific provisions regarding lot creation:

- i) *"lot frontages will not be less than 60 metres (200 feet) nor lot areas less than 1.0 hectares (2.5 acres); and,*

**The proposed development surpass the minimum 60 metre lot frontage requirement and the minimum 1 ha (2.5 acre) lot size. The Lands to be Retained are designed with a lot frontage of 911.7 metres and an area of 40 ha (100 acres). The Lands to be Severed are designed with a lot frontage of 100 metres and an area of 40 ha (100 acres). See Figure 1.**

*ii) a variety of larger lot areas and frontages will be encouraged in any development proposal to enhance the rural character of the Township.*

**The proposed development is designed to enhance the rural character through the variety of larger lot areas and frontages.**

In general, the following criteria is subject to this application:

*i) a maximum of 4 lots (including severed and retained parcels) may be created per original 40 hectare (100 acre) parcel, provided that the average lot area is 10hectares (25 acres), the average lot frontage is 100 metres (330 feet) and the minimum lot area is not less than 1.0 hectares (2.5 acres);*

**The application proposes the creation of a maximum two lots into two 40 ha (100 acre) parcels. The Lands to be Retained have a lot frontage of 911.7 metres and the Lands to be Severed have a lot frontage of 100 metres. Furthermore, the existing 200 acre property was previously two 100 acre parcels that merged on title. The purpose of this application is to re-establish two 100 acre parcels.**

*iv) any lot in existence at the time of the passage of this By-law that fronts on a year round municipally maintained road may be severed at least once, so long as minimum frontages and areas can be met; and*

**The Subject Property was in existence at the time of passage of this By-law and fronts a year round municipally maintained road. The proposed severance meets the number of severance allowances while meeting the minimum frontages and areas.**

*"Sand and gravel are recognized as important resources in the Township and should be protected from encroachment of incompatible uses. The Zoning By-law will identify and zone all existing pits and quarries for protection, however, it is difficult to identify allocations that may include deposits of mineral aggregates.*

*New incompatible land uses and activities both on site and adjacent to existing pits and quarries are discouraged. New pits and quarries both on site and adjacent to existing sensitive land uses are similarly discouraged. Extractive operations are generally considered comparable to Class III industrial facilities and therefore land uses should be situated according to Ministry of Environment's D Series Guidelines on Land Use Compatibility, particularly D – 6 – Compatibility between Industrial Facilities and Sensitive Land Uses. Study may be required to establish a new sensitive land use within the potential influence area of an existing pit or quarry or to establish a new pit or quarry whose potential influence area will impact an existing sensitive land use."*(4.1.4.1)

**The Subject Property is located within a Potential Mineral Aggregate Resource Area as shown on Schedule B2 in the Township of Ryerson Official Plan. A previous mineral aggregate application was proposed for the property but was denied. As a result, mineral aggregate uses are no longer contemplated for the Subject Property and this application seeks to sever the property to re-establish two 100 acre parcels after they previously merged on title. The MECP D Series Guidelines have been considered in the design of the development to ensure compatibility with the surrounding mineral aggregate uses. A 300m separation distance to the Class A licence to the south has been shown on Figure 1. A 30m separation distance to the Class B licence to the east is included as a Class B licence is only permitted to ship up to 20,000 tonnes per year therefore the zone of influence around the Class B licence would be less than the Class A licence.**

*"Development adjacent to or in known mineral deposits or mineral aggregate deposits, and areas of mineral potential, which would preclude or hinder the establishment of new operations, expansion of existing operations or access to the resources, will only be permitted where the following conditions area met:*

*i) the resource use would not be feasible;*

**The Subject Property was previously subject to a mineral aggregate operation application that was denied. Therefore through that previous application, resource use within the Subject Property was determined to not be feasible.**

*ii) the proposed land use or development serves a greater long term public interest; and*

**Since resource use has been previously determined to not be feasible on the Subject Property, the severance application to create two 100 acre parcels is in the greater long-term public interest as it will provide for additional available residential development that will add to the existing tax base without the need for unnecessary rural servicing or infrastructure upgrades, or impacts to the existing rural area. Furthermore, the existing property was previously two 100 acre parcels that merged on title. The purpose of this application is to re-establish two 100 acre parcels.**

*iii) issues of public health, public safety and environmental impact are addressed."*(4.1.4.1 continued)

**The proposed development has been designed to ensure potential public health, public safety and environmental impact issues are mitigated through demonstrating each proposed lot contains adequate building envelopes outside of setbacks from the surrounding licenced mineral aggregate operations and the on-site PSW.**

Section 4.5 in the Township of Ryerson Official Plan provides policy in regard to the Magnetawan River Provincially Significant Wetland. The Subject Property is partially located within the Magnetawan River – Provincially Significant Wetland designation as shown in Schedule A of the Township of Ryerson Official Plan. The development (i.e. lot creation) is not proposed to occur within 120 metres of the Magnetawan River – Provincially Significant Wetland. This application has been designed to



ensure that the lot creation occurs outside of the 120-metre buffer zone of the on-site Provincially Significant Wetland.

*"Development will be set back from areas exhibiting slopes greater than 20% and/or active erosion. The setback distance will be determined on site, in consultation with an engineer, whose fees will be borne by the applicant. A reduction of the setback distance will be considered only when accompanied by a geotechnical investigation prepared by a soils expert, to the satisfaction of the Township. (5.3.2)*

*Development of lands containing slopes in the 10% to 20% range will only be considered when accompanied by an engineers report containing site specific recommendations for development."*

**Based on available topographic information, it appears the portions of the Subject Property contain areas with steep slopes. However, Figure 1 outlines potential building envelopes for each proposed property that contain adequate area for potential future development outside of steep sloping areas on-site. The steepest of the sloped areas occur within the 120m setback surrounding the PSW. It is anticipated that any potential future development of the properties would need to ensure the on-site grading is taken into consideration to ensure the ongoing safety of life and structures.**

*"Potential mineral and mineral aggregate resource areas are lands that have been identified as having deposits of mineral or aggregate resources with potential for extraction. It is the Township's policy to encourage the protection of these resources to ensure that mineral resources are protected for long-term use and that an adequate supply of mineral aggregates is available to meet future local and regional needs." (5.3.6)*

**Schedule B2 in the Township of Ryerson Official Plan identifies the Subject Property as containing potential mineral aggregate resources. A previous application for an aggregate operation on the Subject Property was denied therefore, it has been previously determined the Subject Property would not be used as a mineral aggregate operation.**

*"In addition to specific land use policies, the following criteria shall be applied to the creation of lots by consent: (6.9.1)*

- i) Council shall establish that a plan of subdivision is not required for the proper and orderly development of the land;*
- ii) the intent and purpose of the Official Plan and Zoning By-law must be maintained;*

**The proposed severance application has been applied for through the consent to sever application process. A plan of subdivision application is not proposed. The intent and purpose of the Official Plan and Zoning By-law have been considered and maintained in this application while maintaining the intent for proper and orderly development of the Subject Property. Furthermore, the existing property was previously two 100 acre parcels that merged on title. The purpose of this application is to re-establish two 100 acre parcels and maintains the intent and purpose of the Official Plan and Zoning By-law.**

- iii) *the lot should be reasonably well proportioned, of regular shape and dimension, and must be of sufficient size and configuration to be serviced by private on-site water and sewage disposal systems;*

**The proposed severance has been designed to ensure that the Lands to be Retained and the Lands to be Severed are well proportioned, are of regular shape and dimension with sufficient size to accommodate a future private water well and septic system. See Figure 1.**

- iv) *the lot must front on an existing year round publicly maintained Township road, except as otherwise permitted in the Shoreline designation;*

**The proposed lots will front on Peggs Mountain Road, which is an existing year round publicly maintained Township road, as shown in Schedule B2 of the Township of Ryerson Official Plan.**

- v) *the lot shall not create a traffic hazard to sight lines, curves, or grades of existing development, as set out in accepted traffic engineering standards; and,*

**No traffic hazards are anticipated to result from the proposed severance. The Retained Lands proposes to utilize the existing driveway that accesses onto Peggs Mountain Road. An entrance permit for the severed lot would be required prior to any future development being permitted on-site.**

- vi) *the lot shall meet the MOE D Series Guideline requirements, as established in the Zoning By-law.*

**The MECP D Series Guidelines requires a 300-metre minimum separation distance from all Class III Industrial Facilities. The adjacent licenced Class A Pit is considered a Class III Industrial Facility and as such Figure 1 includes a 300m setback to demonstrate that there is an adequate building envelope for the Retained and Severed lands.**

*Severances will not be considered where the creation of a new lot may:*

- i) *be subject to the danger of flooding, erosion, steep slopes, high water tables or other physical hazard;*

**Based on available topographic information, it appears the portions of the Subject Property contain areas with steep slopes. However, Figure 1 outlines potential building envelopes for each proposed property that contain adequate area for potential future development outside of steep sloping areas on-site. The steepest of the sloped areas occur within the 120m setback surrounding the PSW. It is anticipated that any potential future development of the properties would need to ensure the on-site grading is taken into consideration to ensure the ongoing safety of life and structures.**

- ii) *have a negative impact on natural features and environmentally sensitive areas of surrounding lands; or,*

**The proposed lot configuration has been proposed to ensure no negative impacts on the natural features within and surrounding the Subject Property. The proposed lot creation has been designed so that the on-site Magnetawan River – Provincially Significant Wetland will be contained entirely within the Retained Lands and the Severed Lands will be more than 120 metres away from any portion of the identified PSW.**

- iii) *be in proximity to extractive industrial operations.”*

**All appropriate setbacks have been included in the design of the lot severance. This includes demonstrating each proposed lot contains an adequate building envelope for any future development while maintaining a 300m separation distance from the Class A ARA Licence No. 624221 south of the Subject Property and a 30m separation distance from the Class B ARA Licence No. 624224 east of the Subject Property.**

Based on the above summary, it is concluded that the proposed severance conforms to the policies of the Township of Ryerson Official Plan.

### **3.4 Township of Ryerson Comprehensive Zoning By-law 56-14**

The Township of Ryerson Comprehensive Zoning By-law came into effect in 2014 and zones the Subject Property “Provincially Significant Wetland” (PSW) and “Rural” (RU) in Schedule E5. See **Figure 2**. Below is a summary of the various zoning provisions which will continue to apply to the Subject Property.

#### **3.4.1 Rural (RU)**

The Rural (RU) Zone requirements in Table 5 of the Township of Ryerson Zoning By-law that are subject to this severance application are as follows:

<b>Rural (RU) Requirement</b>		<b>Lands to be Retained</b>	<b>Lands to be Severed</b>
Frontage (minimum)	100 metres	911.7 metres	100 metres
Area (minimum)	10 ha (24.7 acres)	40 ha (100 acres)	40 ha (100 acres)

#### **3.4.2 Provincially Significant Wetland (PSW)**

There are no minimum zone requirements stated for the Provincially Significant Wetland (PSW) zone in Table 5 of the Township of Ryerson Zoning By-law. Section 3.26.2 states the minimum setback from a Provincially Significant Wetland shall be 120 metres. The application has been designed so that the proposed lot creation occurs outside of the required 120m setback. Furthermore, Figure 1 demonstrates there is an adequate building envelope outside of the 120m setback. The application ensures the continued protection of the on-site PSW as the lot creation will not occur within or adjacent to it.

The proposed lot creation is in compliance with the requirements of the Zoning By-law as there are no new buildings, structures or uses proposed, and proposed lots meet the required minimum lot frontage and areas.

#### 4.0 Conclusion

The Subject Property is designated "Magnetawan River – Provincially Significant Wetland" and "Rural" in the Township of Ryerson Official Plan and zoned "Provincially Significant Wetland" and "Rural" in the Township of Ryerson Zoning By-law. The property is currently 200 acres in size however it was originally two separate 100 acre parcels that merged on title when they were purchased by Thor Global. The purpose of this application is to sever the property into two (2) separate parcels to re-establish two 100 acre parcels.

The lot creation policies of the Provincial Planning Statement and Township Official Plan have been considered and the proposed lot creation is consistent with and conforms to these documents. The applicable zoning provisions in the Township Zoning By-law have been considered and the proposed lot creation complies with this document.

The proposed severance applications will protect the natural environment and existing natural features while providing an opportunity for growth within the rural area of the Township that maintains the rural character of the area.

Overall, the application represents good planning and:

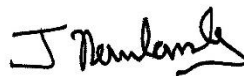
- Is consistent with the Provincial Planning Statement (2024);
- Conforms to the Township of Ryerson Official Plan;
- Complies with the Township of Ryerson Zoning By-law 56-14.

Respectfully submitted,

## MHBC



Brian Zeman, BES, MCIP, RPP  
Partner



James Newlands, HBComm., MSc., MCIP, RPP  
Associate

cc. *Torben Johannsen, Thor Global*  
*Nancy Field, Township of Ryerson*

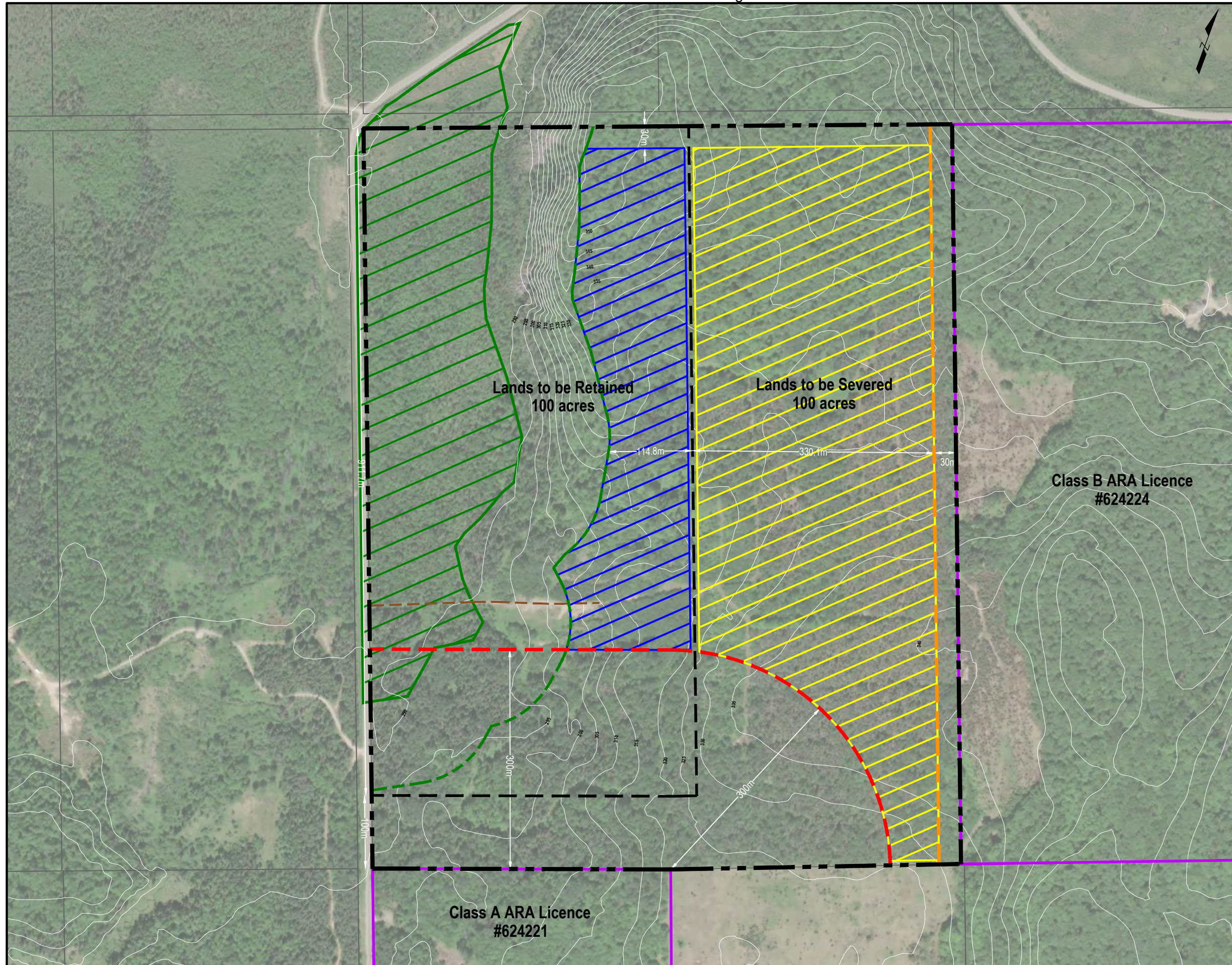


Figure 1  
**SEVERANCE SKETCH**  
**POTENTIAL BUILDING ENVELOPES**

**991 Peggs Mountain Road, Burks Falls**  
**Potential Severance**

Lot 4 & 5, Concession 6  
 Township of Ryerson  
 Region of Almaguin Highlands  
 District of Parry Sound

**LEGEND**

- Subject Lands
- Proposed Severance Line
- Existing ARA Licence
- ARA Class A Licences 300m Offset
- ARA Class B Licences 30m Offset
- Lot and Concession
- Existing Driveway
- PSW 120m Offset
- Provincially Significant Wetland (PSW)
- Potential Severed Lands Building Envelope 26.1ha
- Potential Retained Lands Building Envelope 9.7ha

DATE September 12, 2024

SOURCES Contains information from Land Information Ontario and Township of Ryerson Interactive Mapping

SCALE Meters

23371A - Thor Global - Due Diligence Severance

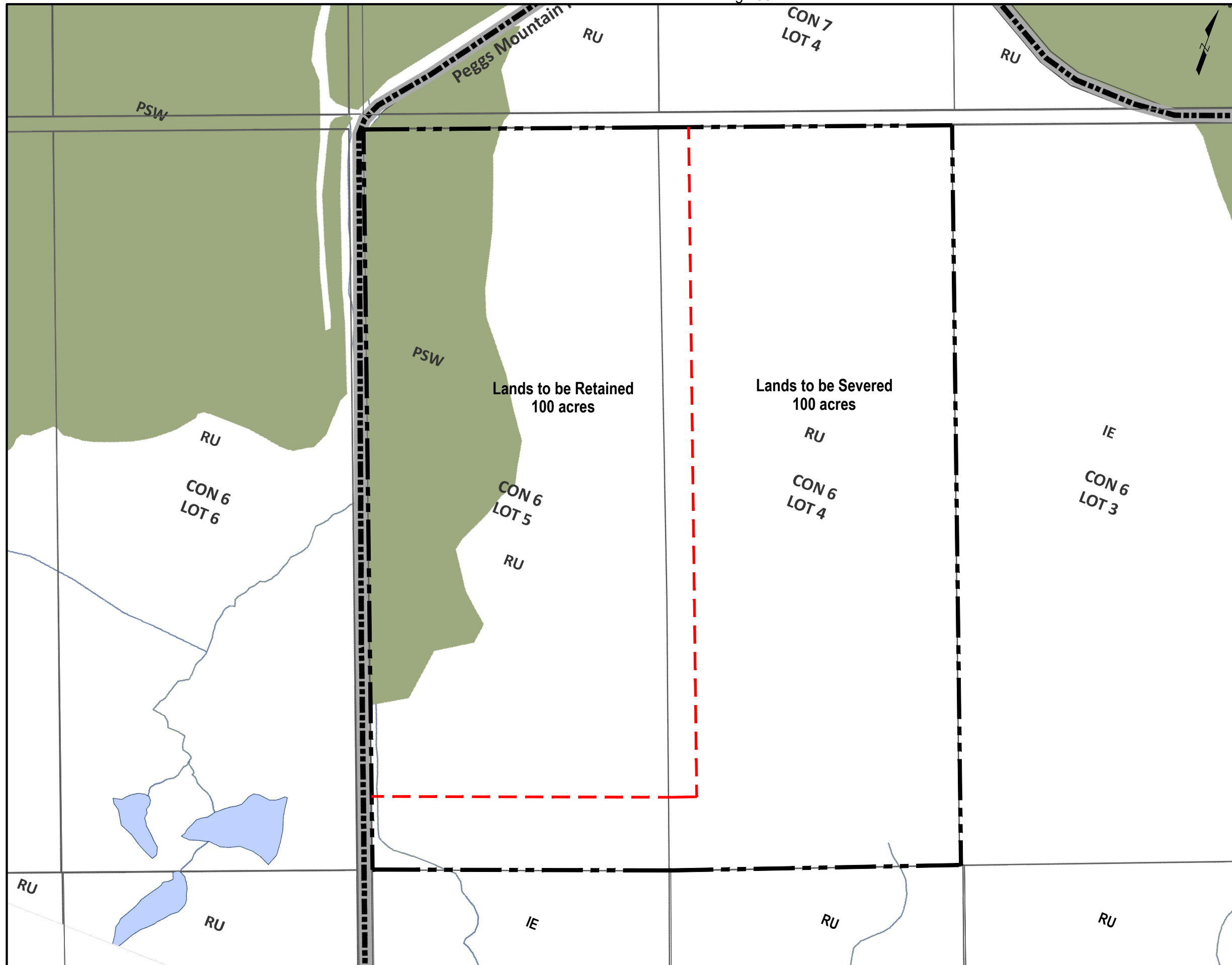


Figure 2  
**TOWNSHIP OF RYERSON ZONING  
 BY-LAW 56-14 SCHEDULE E5**

**991 Peggs Mountain Road, Burks Falls  
 Potential Severance**

Lot 4 & 5, Concession 6  
 Township of Ryerson  
 Region of Almaguin Highlands  
 District of Parry Sound

**LEGEND**

-  Subject Lands
-  Proposed Severance Line
-  PSW Provincially Significant Wetland
-  RU Rural
-  IE Extractive Industrial
-  Municipal Year Round Maintained Road

DATE September 11, 2024

SOURCES Township of Ryerson Zoning By-Law 56-14 Schedule E5

SCALE  Meters

23371A - Thor Global - Due Diligence Severance

December 18, 2024

Planning Review – 1668830 Ontario Limited – Consents – B-049/24

Southeast Parry Sound District Planning Board

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**Application**

Application for consent has been made to the Planning Board to recreate two original township lots that have inadvertently merged in title effectively creating one new residential building lot and retaining one rural lot, from MHBC Planning Consultants for 1668830 Ontario Limited (Thorkil Johannsen).

**Location**

The subject lands are in Part Lots 4 and 5, Concession 6, in the Township of Ryerson. The land is generally located fronting on the east side of Peggs Mountain Road, as shown on the key plan on the notice of application.

**Background**

Overall, the subject lands consist of about 1,011.7m (3,319.22 feet) frontage on Peggs Mountain Road and about 80ha (197.68 acres) of lot area. The land is presently vacant.

The proposed severed lot will consist of about 100m (328.08 feet) frontage on Peggs Mountain Road and about 40ha (98.84 acres) of lot area. It is vacant.

The proposed retained lot will have about 911.7m (2,991.14 feet) frontage on Peggs Mountain Road and will consist of about 40ha (98.84 acres). It is presently vacant.

**Northern Ontario Growth Plan**

No concerns.

**Provincial Policy Statement (PPS) 2024**

The subject lands are identified as Rural. The proposal is to one new “rural” residential building lot. The subject lands are vacant.

Chapter 2.6.1. states “**On rural lands located in municipalities, permitted uses are: c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;**

Both the severed and retained lands are of sufficient size to accommodate private individual water and septic. There is no need to pursue an approval from the NBMCA.

**Chapter 4** of the PPS is entitled the Wise Use and Management of Resources and primarily deals with the environmental health including fish habitat, deer wintering yards, wetlands, wildlife including species at risk, ground/surface/lake water, streams, agriculture, aggregate and archaeology of an area.

**Chapter 5** of the PPS is entitled Protecting Public Health and Safety and addresses the health and safety issues and property damage that could result from natural and man-made hazards. Primarily this section deals with flooding, contaminated sites, and mining/petroleum operations.

I have reviewed Schedules "A" land use designations and "B-2" natural features of the Township's official plan. The lands contain a Provincially Significant Wetland (PSW) containing Vegetation Communities 5 and 6 and a large area of potential mineral aggregate covering the subject lands.

While the new lot creation may not follow the original merger the effect of this is to create an unusual looking lot, which on the surface would create concerns because of its irregularity. However, the effect of this "new" lot avoids the PSW including a buffer protecting it from incompatible development. Avoiding the PSW from development also protects the wetland and its associated vegetation communities. Recreating the original lots could be done without offending the PPS but it would recreate a landlocked parcel.

There is an existing driveway through the PSW for access to the development envelope and the impact already established.

With respect to the potential aggregate, it seems to blanket many properties and there are many homes in the area, so operating/expanding in the area would not be compatible with the surrounding area. Additionally operating an aggregate operation in or adjacent a PSW would be incompatible. According to MHBC there was a previous zoning to secure a pit operation that was denied on this property so there is no potential mineral aggregate.

There is also known aggregate to the east and south of the subject lands. The proposed lots are very large. The proposed development envelopes noted in



the MHBC report appear to have adequate separation from the known aggregate operations. Additionally, the subject lands would be entitled to have one new dwelling as of right, so only the new lot would need to address its proximity to the aggregate sites.

I have reviewed the 2024 PPS and find that this proposal is consistent.

**Township Official Plan**

The subject lands are designated Rural.

Section 4.1.4 states of the Township of Ryerson official plan states **“Development Policies Lot areas and frontages will be sufficient to retain the traditional development pattern and character of the area in which the development is proposed. In this regard, the following provisions apply:**

- i) lot frontages will not be less than 60 metres (200 feet) nor lot areas less than 1.0 hectares (2.5 acres); and,**
- ii) a variety of larger lot areas and frontages will be encouraged in any development proposal to enhance the rural character of the Township.”**

The frontages and areas of the proposed lots exceed these minimum requirements.

This section continues to state **“In general, applications for new lot creation will be subject to the following criteria:**

- i) a maximum of 4 lots (including severed and retained parcels) may be created per original 40 hectare (100 acre) parcel, provided that the average lot area is 10 hectares (25 acres), the average lot frontage is 100 metres (330 feet) and the minimum lot area is not less than 1.0 hectares (2.5 acres);**
- ii) on parcels of land that are smaller than 40 hectares (100 acres), the maximum number of lots created shall be determined on the basis of an average lot area of 10 hectares (25 acres) and an average lot frontage of 100 metres (330 feet);**
- iii) lots may be considered on smaller parcels of land provided the lot frontage is not less than the average frontage of lots on the same side of the road as the proposal;”**

The subject lands are at least 80ha so it would fall under section i) of the above noted policy.

The proposal is for one new vacant rural residential building lot and a retained lot that are intended to have a minimum of 100m frontage, with the average of 505m well more than the average required of 100m/lot under the Township's official plan. The minimum average lot size is 10ha under the Townships official plan and the average lot size under this proposal is 40ha, which conforms to the official plan.

Section 6.9 Lot Creation states **"The preferred method of land division in the Township will be by means of consent."**

The proposal for the recreation of one new lot by severance is following the direction of the plan as the primary form of development. In fact, by creating 1 new lot, it will assist the tax base in paying for municipal maintenance that is already occurring along Peggs Mountain Road, an improvement from recreating a lot that would have appeared to have been previously land locked.

This policy section also indicates that new lots must have frontage on a year-round publicly maintained road and proper site lines. The lots front on and have access from Peggs Mountain Road, which is year-round municipally maintained road. A condition can be imposed on the severance decision requiring that a suitable entrance be approved by the Township.

The official plan states **"Lot creation should incorporate the following design considerations:**

- i) the lots will maintain the character of the area in which they are being developed;**

The lots are located where there are other rural lots.

- ii) the physical features of the property will be maintained and major earth moving projects will be discouraged;**

The proposed lots are large and can quite comfortably accommodate the intended residential use. They avoid natural features and appear compatible with neighbouring uses. To address this a condition to impose a 51(26) agreement to include the development envelopes prepared by MHBC submitted in support of this application.

- iii) **if the property subject to a consent application is located partially or completely within a Natural Feature area shown on Schedule B1 or B2 or in another natural feature discussed in Section 5, specific measures may be required to protect the natural feature(s) on, or in the vicinity of, the site;**

The natural heritage features have been avoided. See also analysis above in subsection ii).

- iv) **the lots shall have sufficient area to accommodate an on-site sewage disposal system and a potable water supply;**

The lots consisting of about on average 40ha have ample area for a septic system outside of the natural constraints.

- v) **entrances shall not create a traffic hazard; and,**

This can be addressed by imposing a condition that the Township's Public Works is satisfied there is an adequate location for an entrance.

- vi) **the appearance of a continuous row of residential development will be discouraged.**

There will be only 1 new house, along Peggs Mountain Road. This spreads out the visual impact considerably when looking from the roadway. The lot being a minimum of 40ha (98 acres) and large frontages would be considered limited density.

Section 6.9.1 states "**Consent. In addition to specific land use policies, the following criteria shall be applied to the creation of lots by consent:**

- i) **Council shall establish that a plan of subdivision is not required for the proper and orderly development of the land;**

This is an application for one new residential lot. There is no need for a plan of subdivision.

- ii) **the intent and purpose of the Official Plan and Zoning By-law must be maintained;**

The proposed lots conform to the intent of the official plan and comply to the zoning by-law.

- iii) **the lot should be reasonably well proportioned, of regular shape and dimension, and must be of sufficient size and**

**configuration to be serviced by private on-site water and sewage disposal systems;**

While the new severed lot is irregular it is designed to avoid natural heritage features and create a new lot that would be no longer land locked. There should be no issue with respect to the provision of being capable of supporting a septic system.

- iv) the lot must front on an existing year-round publicly maintained Township road, except as otherwise permitted in the Shoreline designation;**

The subject property fronts on a year-round maintained road.

- v) the lot shall not create a traffic hazard to sight lines, curves, or grades of existing development, as set out in accepted traffic engineering standards; and,**

This can be addressed through a condition on the consent.

This section further states **“Severances will not be considered where the creation of a new lot may:**

- i) be subject to the danger of flooding, erosion, steep slopes, high water tables or other physical hazard;**

None were identified on the official plan schedules

- ii) have a negative impact on natural features and environmentally sensitive areas of surrounding lands; or,**

The creation of one new dwelling, septic and driveway has limited disturbance on the lots. The lots have been designed to avoid these features.

- iii) be in proximity to extractive industrial operations**

There were two extractive industrial operations located in proximity. To address this item the development envelopes identified in the MHBC report should be included in a 51(26) agreement to protect the PSW and the aggregate operations from incompatible uses.

I have reviewed the Township of Ryerson official plan and I conclude that proposal conforms.

### **Zoning By-Law**

The existing zoning is Provincially Significant Wetland (PSW) and Rural (Ru).

The minimum frontage for a new residential lot in the Ru zone is 61m (200 feet) and the minimum lot area in the Ru zone is 0.8ha (2 acres). The proposed lots including the retained comply with the existing Ru zoning for frontage and area. Therefore, a rezoning is not required. The PSW zone will remain to protect this area from incompatible development.

**Recommendation**

Having reviewed the Township's official plan and zoning by-law and the 2024 PPS, I recommend consent application B-049/24 be approved with standard conditions including confirmation from the Township's Public Works Foreman that there is a satisfactory entrance, and a 51(26) agreement being required to implement the development envelopes recommended in the MHBC report submitted with this application, amongst others.

Respectfully submitted.

LannyD.Planning



Lanny Dennis, President  
MCIP, RPP

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	<h2>Staff Report</h2>
To:	Council
From:	Administrative Assistant, Kelly
Date of Meeting:	January 14, 2025
Report Title:	Meeting Schedule Amendment
Report Date:	January 03, 2025

**Recommendation:**

For informational purposes.

**Purpose/Background:**

The 2025 Council meeting schedule has been amended.

The meeting scheduled for November 11, 2025, has been rescheduled due to it being on Remembrance Day. This meeting has been rescheduled to take place on November 4, 2025 instead.


See the attached document for the amended date.



**Township of Ryerson**  
**Amended 2025 Regular Council Meetings**  
**Schedule Special Meetings may be called**  
**as needed**

- January: 14<sup>th</sup>, 28<sup>th</sup> (ROMA January 19-21, 2025)
- February: 11<sup>th</sup>, 25<sup>th</sup> (plus special meeting(s) in February or March for budget)
- March: 11<sup>th</sup>, 25<sup>th</sup> (Good Roads March 30 – April 2, 2025)
- April: 8<sup>th</sup>, 22<sup>nd</sup>
- May: 13<sup>th</sup>, 27<sup>th</sup> (FONOM May 5-7, 2025)
- June: 24<sup>th</sup> (Yard Sale 21<sup>st</sup>)
- July: 15<sup>th</sup>
- August: 12<sup>th</sup> (AMO August 17-20, 2025)
- September: 9<sup>th</sup>
- October: 7<sup>th</sup>, 21<sup>st</sup>
- November: 4<sup>th</sup>, 25<sup>th</sup>
- December: 9<sup>th</sup>

Special and closed meetings will be scheduled as required

	<h2>CAO Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	January 14, 2025
Report Title:	Q4 Budget Variance Report
Report Date:	January 8, 2025

### **Recommendation**

Received for information purposes.

### **Background**

Please find attached a preliminary budget variance report as of December 31, 2024.

Please note that these figures are not reflective of any accrual adjustments for the 2024 fiscal year, and there remains outstanding invoices to be processed. Both of these will lead to additional expenditures being recorded; however, as of the writing of this report, the Township has generated a modest surplus of \$349,393 in 2024.

At present, non-taxation operating revenues are \$6,500 under budget. Higher than anticipated investment income has been offset by lower aggregate royalties, POA revenues, planning fees, and tax sale administration fees. Note that, once Parkland revenues have been recognized to offset arena capital costs as per the budget, total operating revenues will be in a net positive variance position.

General government expenditures are \$64,000 under budget, driven largely by lower than anticipated wages and legal fees. This positive variance is expected to be reduced by half once accrual adjustment have been posted.

There are no significant variances to note in any of the Protection, Environmental, Health Services, Social Services, or Planning Services areas.



The Library costs are under budget by \$12,500; however, this is related to the engineering work on the new build project, and it is anticipated that these costs will be accrued during the year-end adjustment process.

Public Works expenditures are under budget by \$112,000. This is caused by a reduction in staff wages, due to the change in the supervisor position to part-time, as well as unusually low fuel costs. These positive variances are partially offset by extraordinarily high repair costs on the excavator, which remains out of service pending receipt of parts.

The other significant source of the positive variance is taxation revenue. The Township processed \$109,077.06 in supplemental/omitted tax bills in 2024, and saw an increase in assessment of nearly \$6 million in its 2025 roll book. However, please note that several of these supplemental assessment notices are under appeal, and there may be downward adjustments pending a final decision from MPAC.

TOWNSHIP OF RYERSON  
2024 BUDGET VARIANCE

	A	B	AS OF DECEMBER 31, 2024	U
	Account #	ACCOUNT NAME	2024 BUDGET	2024 YTD (12/31)
1				
2	<b>RYERSON-ADMINISTERED SERVICES</b>			
3	<b>Fire Department</b>			
4	<b>Revenue</b>			
5	15-321	Fire Revenue - MVC	4,700	9,713
6	15-321-01	Fire Rev - Inspections	500	620
7	15-321-02	Fire Rev - Donations	100	2,000
8	15-321-03	Fire Rev - Miscellaneous	3,500	2,910
10	15-321-05	Fire Rev - FC Shared Services	-	34,711
12	15-328	Proceeds on Sale of Capital Assets	10,000	10,000
14	15-621 A	Fire Rev - Armour	589,905	589,905
15	15-621 B	Fire Rev - Burk's Falls	352,660	352,660
16	<b>Subtotal - Fire Revenue</b>		<b>961,365</b>	<b>1,002,519</b>
17	<b>Expenditures</b>			
18	16-202	Fire - Vehicle Expense	28,800	25,926
19	16-203	Fire - Equip/Comm Repair	12,800	15,520
20	16-204	Fire - Utilities	-	-
21	16-205	Fire - Phone	-	-
22	16-206	Fire - FPO Supplies	5,100	4,445
23	16-208	Fire - Outside Training	13,400	8,473
24	16-209	Fire - WSIB	9,400	9,234
25	16-210	Fire - Response Wages	95,000	104,220
26	16-211	Wages & Empl Related Costs	217,900	228,820
27	16-211 3	Accrued Sick Leave	-	-
28	16-212	Fire - Insurance	36,400	37,291
29	16-212-1	Fire Loan Interest	3,733	3,733
30	79-117	Fire Loan Principal	27,303	27,303
31	16-213	Fire - Bldg Repair/Maintenance	4,000	5,025
32	16-214	Fire - Office Expense	18,600	17,220
33	16-215	Fire - Air Stn Fill/Maintenance	1,000	808
34	16-216	Fire- PPE	-	217
35	16-217	Fire - New Equipment/Gear	43,500	36,381
36	16-218	Fire - Miscellaneous	1,000	3,210
37	16-219	Snow Removal	2,100	966
38	16-221	Capital Purchase	719,400	776,191
39	16-222	Fire - Recharge Fire Extinguishers	500	136
40	16-223	Fire - Radio Licence	1,750	1,745
41	16-224	Fire - Answering Service	1,350	1,286
42	16-225	Fire - Legal	1,000	2,089
43	16-226	Office Space Rental	3,242	2,972
46	16-229	Fire - Audit & Accounting	4,100	261
47	16-247	Smoke/CO Alarms	-	-

TOWNSHIP OF RYERSON  
2024 BUDGET VARIANCE

	A	B	AS OF DECEMBER 31, 2024	U
	Account #	ACCOUNT NAME	2024 BUDGET	2024 YTD (12/31)
1				
48	16-248	Defib. / Medical Supplies	500	1,376
51	79-107	To Be Recovered - Fire Sick Leave	-	-
52	<b>Subtotal - Fire Expenditures</b>		<b>1,251,878</b>	<b>1,314,847</b>
53	<b>Net Fire Cost to Ryerson</b>		<b>290,513</b>	<b>312,328</b>
54				
55	<b>Regional Fire Training</b>			
56	15-630	RTO Rev Armour	8,220	8,177
57	15-631	RTO Rev Burk's Falls	4,914	4,888
58	15-632	RTO Rev Kearney	17,182	17,092
59	15-633	RTO Rev Magnetawan	17,182	17,092
60	15-634	RTO Rev Perry	17,182	17,092
61	15-635	RTO Rev McM/Monteith	17,182	17,092
62	<b>Subtotal - RFC Revenue</b>		<b>81,862</b>	<b>81,431</b>
63	<b>RFC Expenditures</b>			
64	16-285	Regional Training Officer - Materials	85,908	85,254
65	<b>Net RTO Cost to Ryerson</b>		<b>4,046</b>	<b>3,823</b>
66				
92	<b>Net Expenditures - Ryerson-administered Joint Services</b>		<b>294,559</b>	<b>316,151</b>
93	<b>OPERATIONS</b>			
94	14-110	General Levy	2,489,194	2,598,271
95	14-210	General Tax - Educ - English - Public	289,361	302,724
96	14-310	General Tax - Educ - English - Separate	8,836	8,837
97	14-410	General Tax - Educ - French - Public	374	374
98	14-510	General Tax - Educ - French - Separate	841	841
99	15-230	Payment in Lieu of Taxes - Provincial	1,925	455
100	18-911	Transfer to School Bd - English Public	(289,361)	(302,724)
101	18-912	Transfer to School Bd - English Separate	(8,836)	(8,837)
102	18-913	Transfer to School Bd - French Public	(374)	(374)
103	18-914	Transfer to School Bd - French Separate	(841)	(841)
104	<b>Net Taxation</b>		<b>2,491,119</b>	<b>2,598,726</b>
105				
106	15-310	General Government - Misc. Rev	50	-
107	15-371	Tax Sales Admin Fee	3,100	1,875
108	15-381	Planning Zoning Severances	8,100	6,551
109	15-402	Misc Government Grants	5,000	-
110	15-502	Prov Grant Wildlife Compensation	800	-
111	15-503	Prov. Aggregate Resources Rev	9,300	8,160
113	15-510	Provincial Government - OMPF	344,800	344,800
114	15-511	Provincial Offences	2,600	1,180
115	15-512	Prisoner Transportation Credit	521	521
116	15-513	Policing Detachment Revenue	500	812

TOWNSHIP OF RYERSON  
2024 BUDGET VARIANCE

	A	B	AS OF DECEMBER 31, 2024	U
	Account #	ACCOUNT NAME	2024 BUDGET	2024 YTD (12/31)
1				
117	15-531	Road Revenue - Misc (Operating Rev)	600	2,333
120	15-623	Rockwynn Docks	250	-
121	15-720	Licenses & Permits	23,200	24,502
123	15-750	Current Penalties & Interest	41,700	44,895
124	15-760	Investment Income	84,000	118,470
125	15-770	Sales, Photocopies, etc.	200	429
126	15-771	Township Book	100	400
127	15-773	Cemetery Revenue	900	941
129	15-775	Transfer From Parkland	36,650	-
130	15-790	Transfer from Election Reserve	-	-
132	15-790	Transfer from Reserve - Cemetery	500	500
133	15-790	Transfer from Reserve - Roads	-	-
135	<b>Subtotal Other Revenue</b>		<b>562,871</b>	<b>556,370</b>
136	<b>Total Operating Revenue</b>		<b>3,053,990</b>	<b>3,155,096</b>
137				
138	16-111	Council - Wages/Benefits	53,350	52,925
139	16-112	Council - Insurance	1,388	1,388
140	16-114	Council - Expense	8,300	5,455
141	16-121	Gen Govt Wages/Benefits	332,400	314,790
142	16-122	Gen Govt - Insurance	25,911	25,911
143	16-123	CGIS/Blue Sky	8,300	8,215
144	16-124	Gen Govt - Materials	40,300	34,830
145	16-125	Gen Govt - Cont Serv	5,900	4,536
146	16-126	Health & Safety	-	-
147	16-127	Accessibility	5,000	2,683
148	16-132	Memorial Donations	500	-
149	16-128	Donations	5,500	3,660
151	16-130	HR Services	5,000	-
152	16-131	Audit, Accounting & Clerk Assistance	23,700	19,538
153	16-133	Election Expense	200	125
154	16-134	Transfer to Election Reserve	3,500	3,500
155	16-135	Legal	17,500	(1,815)
156	16-136	Tax W/O and Adjustments	-	4,491
157	16-138	Assessment Services	29,572	29,572
158	16-139 A	Building Maintenance	4,000	1,243
159	16-142	Information Technology	5,100	1,641
161	16-150	Ontario Aggregate Resources Fee	1,350	-
162	16-156	Bank Errors & Charges	1,600	1,593
163	79-102	To Be Recovered Employee Benefits	-	-

TOWNSHIP OF RYERSON  
2024 BUDGET VARIANCE

	A	B	AS OF DECEMBER 31, 2024	U
	Account #	ACCOUNT NAME	2024 BUDGET	2024 YTD (12/31)
1				
164	<b>Subtotal - General Government Operating Expenditures</b>		<b>578,371</b>	<b>514,280</b>
165				
166	16-231	By-Law Enforcement Officer - Wages	19,400	17,899
167	16-234	By-Law Enforcement - Materials	2,500	1,545
168	16-245	MNR Crown Land Protection	4,978	-
169	16-246	Transfer to Fire Reserve	53,250	53,250
170	16-249	Policing	160,794	160,794
173	16-254	Animal Control - Materials	500	560
174	16-255	Animal Control - Contracted Services	2,550	2,500
175	16-256	Prov Wildlife Predation	800	-
176	16-258	Transfer to JBC Reserve	7,488	7,488
177	16-262	CodeRED Alert system	912	944
180	16-265	Emergency Measures - Contract Service	500	-
181	16-266	911 - Civic Addressing	1,600	755
183	<b>Subtotal other Protection Operating Expenditures</b>		<b>255,272</b>	<b>245,735</b>
184				
185	16-451	Hazardous Waste Expense	3,550	3,918
186	16-460	Landfill/Recycling	137,100	131,470
187	<b>Subtotal Environmental Operating Expenditures</b>		<b>140,650</b>	<b>135,388</b>
188				
189	16-511	Almaguin Highlands Health Centre	5,000	1,000
190	16-518	Health Unit	21,308	21,308
191	16-520	Land Ambulance	65,913	65,913
193	16-554	Cemeteries - Materials	1,500	40
194	16-555	Cemeteries - Contracted Services	5,190	5,190
195	<b>Subtotal Health Services Operating Expenditures</b>		<b>98,911</b>	<b>93,450</b>
196				
197	16-618	Social and Family Services	88,852	88,852
198	16-628	Eastholme - Operating	68,170	68,170
199	<b>Subtotal Social&amp;Family Services Operating Expenditures</b>		<b>157,022</b>	<b>157,022</b>
200				
202	16-714	Recreation - Parks - Materials	4,200	3,053
203	16-715	Recreation - Parks - Contracted Services	3,460	3,460
204	16-716	Rockwynn Docks	750	1,756
206	16-722	Recreation Committee Materials	-	-
207	16-726	Recreation - Programs Materials	3,100	3,834
209	16-734	Recreation - Arena	158,120	158,120
211	16-754	Culture - Museum - Materials	3,650	3,064
216	16-790	Transfer to Library Reserve	26,000	26,000

TOWNSHIP OF RYERSON  
2024 BUDGET VARIANCE

	A	B	AS OF DECEMBER 31, 2024	U
	Account #	ACCOUNT NAME	2024 BUDGET	2024 YTD (12/31)
1				
217	16-795	Library	54,161	41,661
218	<b>Subtotal Recreation&amp;Cultural Services Operating</b>		<b>253,441</b>	<b>240,948</b>
219				
220	16-816	External Planning Support	3,000	1,821
223	16-858	Economic Development	5,000	5,000
225	<b>Subtotal Planning Operating Expenditures</b>		<b>8,000</b>	<b>6,821</b>
226				
266	17-002	Contra Road Wages	-	(403,559)
267	17-001	Total road wages	478,600	444,559
269	17-022	Installation of Culverts	11,800	-
270	17-032	Install & Maintain Culverts Materials	2,000	(13)
271	17-615	Bridge Appraisals	-	-
272	17-052	Grass Mowing Materials	4,550	4,545
273	17-062	Brushing Maintenance Materials	250	177
276	17-092	Beavers Materials	3,000	1,900
277	17-102	Debris and Litter Pickup Materials	100	-
278	17-152	Hardtop Patching Materials	3,400	4,900
279	17-162	Sweeping Materials	2,200	2,038
280	17-202	Rock Breaking Materials		
281	17-212	Grading & Scarifying Materials	2,500	2,115
282	17-222	Dust Layer - Purchase	72,200	77,786
283	17-232	Dust Layer - Application Materials	200	371
284	17-242	Gravel - Contract	48,600	27,667
286	17-302	Snow Plowing & Removal Materials	5,500	7,063
287	17-312	Purchase of Sand/Salt	48,600	36,231
288	17-322	Sanding & Salting Materials	1,000	4,235
289	17-332	Culvert Thaw Materials	200	-
291	17-349	Winter Lighting for Vehicles Materials	750	578
292	17-350	Truck and Equipment Chains	2,500	-
294	17-382	Signs Materials	4,000	1,330
295	17-392	Training Materials	6,400	2,786
296	17-393	Safety Equipment / Clothing	2,500	903
297	17-432	Overhead Materials	68,000	70,436
298	17-433	Overhead Professional Fees	2,000	-
299	17-902	Purchase New/Replace Worn Tools	4,500	1,577
302	17-462	13 Western Star Materials	13,800	15,782
304	17-472	22 Pickup Materials	5,300	4,136
306	17-475	19 Ford Pickup Parts and Repair	6,200	6,068
308	17-482	07 Freightliner Materials	5,900	5,623
310	17-492	22 Freightliner Materials	6,800	6,837

TOWNSHIP OF RYERSON  
2024 BUDGET VARIANCE

	A	B	AS OF DECEMBER 31, 2024	U
1	Account #	ACCOUNT NAME	2024 BUDGET	2024 YTD (12/31)
314	17-504	2013 Grader Materials	34,600	36,987
318	17-522	2019 Backhoe/JCB Materials	8,800	4,185
321	17-532	2015 Excavator Materials	12,600	27,187
322	17-542	Float Materials	1,000	171
323	17-552	Small Equipment Materials	2,000	1,081
325	17-562	2014 Loader Materials	5,100	2,031
326	16-349	Fuel to be distributed	100,000	66,296
327	<b>Subtotal Transportation Operating Expenditures</b>		<b>977,450</b>	<b>865,627</b>
328				
329	<b>DEBT REPAYMENT</b>			
331	17-968	Grader/Loader Interest	556	491
332	17-970	Road Construction Interest	898	499
333	17-972	2021 Plow Interest	2,243	1,300
336	79-113	Grader/Loader Principal	39,550	39,615
337	79-115	Road Construction Principal	17,540	17,939
338	79-116	2021 Plow Principal	52,986	54,074
340	<b>Total Debt Repayment</b>		<b>113,773</b>	<b>113,919</b>
341				
342	<b>Ryerson Operating Expenses</b>		<b>2,582,890</b>	<b>2,373,191</b>
	<b>Net Ryerson Total Expenditures re Ryerson-administered</b>			
343	<b>Joint Services</b>		<b>294,559</b>	<b>316,151</b>
	<b>Adjustment re Shared Services capital and one-time operating expenses</b>			
344			<b>200,083</b>	
345	<b>NET OPERATING REVENUE - FUNDING AVAILABLE FOR CAPITAL</b>		<b>376,624</b>	<b>465,754</b>
346				
347	<b>CAPITAL ACTIVITIES</b>			
348	<b>CAPITAL REVENUE, TRANSFERS FROM RESERVES AND LOAN PROCEEDS</b>			
349	15-792	Prior Year Surplus	146,421	146,421
351	15-402B	Misc Government Grants	-	-
352	15-501	Ont Community Infrastructure Fund	143,950	113,684
353	15-509	Modernization Grant Funding		-
354	15-790 P	Transfer from Reserve- COVID-19 Grant	-	-
355	15-790 C	Transfer from Reserve - Capital Funds	-	-
356	15-790 L	Transfer from Reserve -Landfill	-	-
357	15-790 A	Transfer from Reserve- Arena	-	-
358	15-790 F	Transfer from Reserve- Fire	144,400	144,468
359	15-541	Loan Proceeds	-	-
360	15-780	AMO Gas Tax Revenue	86,200	101,498
361	15-785	NORDS Grant Revenue	142,100	142,788
362	15-531	Miscellaneous Roads Revenue	-	-

TOWNSHIP OF RYERSON  
2024 BUDGET VARIANCE

	A	B	AS OF DECEMBER 31, 2024	U
1	Account #	ACCOUNT NAME	2024 BUDGET	2024 YTD (12/31)
365	<b>Total Sources of Funding - Capital</b>		<b>663,071</b>	<b>648,858</b>
366				
367	<b>CAPITAL PROJECTS</b>			
382	16-157	Land purchase	-	-
383	16-139 B	Building Maintenance	-	-
385	16-140	Office Equipment	15,750	3,294
386	16-145	Website	-	-
387	16-180	Operational Plans	29,800	-
388				
389	<b>Road Projects</b>			
393	17-632	Midlothian Swing Bridge Materials		
396	17-642	Culvert Replacement Materials	14,000	7,479
397	17-652	Granite Materials	219,700	220,565
398	17-662	Gravel Lift - Material	-	-
401	17-682	Road Construction Materials	-	-
405	17-702	Midlothian RAP	-	-
406	17-732	Peggs Mountain Road	170,500	158,964
407	17-890	Building Repair	36,000	28,935
411	17-924	Purchase New Equipment	30,000	22,121
415	Capital portion of Joint Services		200,083	-
416				
417	<b>Total Capital Projects</b>		<b>715,833</b>	<b>441,357</b>
418				
419	<b>NET RESERVE TRANSFERS</b>			
420	16-137	Transfer to Capital Reserve	105,194	105,194
421	16-246	Transfer to Fire Reserve	30,061	30,061
422	16-465	Transfer to Landfill Reserve	12,734	12,734
423	16-470	Transfer to Landfill Closure Reserve	-	-
424	16-535	Transfer to Hospital Reserve	20,000	20,000
425	16-737	Transfer to Arena Reserve	8,848	8,848
426	17-952	Transfer to Roads Capital Reserve	147,025	147,025
427	<b>Total Reserve Transfers</b>		<b>323,862</b>	<b>323,862</b>
428	<b>NET CAPITAL EXPENDITURES</b>		<b>376,624</b>	<b>116,361</b>
429				
430	<b>BALANCE</b>		0	349,393
431				
432		Total Municipal Expenditures	4,760,288	4,538,511
433		Total Education Expenditures	299,412	312,775
434		Total Expenditures	5,059,700	4,851,286



TOWNSHIP OF RYERSON  
2024 BUDGET VARIANCE

	A	B	AS OF DECEMBER 31, 2024	U
	Account #	ACCOUNT NAME	2024 BUDGET	2024 YTD (12/31)
1				
435				
436		Revenue Municipal	2,269,169	2,289,178
437		Taxation General	2,489,194	2,598,271
438		Taxation Education	299,412	312,775
439		Payment in Lieu	1,925	455
440		Total Revenue	5,059,700	5,200,680
441		Balance Check	0	349,393
442				

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW \_\_\_\_ -25**

**BEING a By-Law to impose a penalty charge expressed as a monthly percentage charge for non-payment of current taxes or any class or installment thereof.**

WHEREAS THE MUNICIPAL ACT, 2001, S.O. 2001, CHAPTER 24, SECTION 345 (2), provides for the Council by By-Law to impose a percentage charge as a penalty for non-payment of taxes or any class or installment thereof not exceeding one and one quarter percent on the first day of default and on the first day of each calendar month thereafter in which default continues, but not after the end of the year in which the taxes are levied, and,

WHEREAS the Council deems it advisable to enact such a By-Law,

NOW THEREFORE, the Council of the Corporation of the Township of Ryerson (hereinafter called the Corporation) enacts as follows:

1. That the Treasurer be authorized to add to the amount of all current taxes or any class or installment thereof due and unpaid, a penalty charge at the rate of one and one quarter percent on the first day of default and on the first day of each calendar month thereafter in which the default continues but not after the end of the year in which the taxes are levied.
2. That no penalty charge added to overdue taxes shall be compounded.
3. That any penalty charge on overdue current taxes imposed by any previous By-Law shall cease to have effect on the day of the penalty charge imposed by this By-Law comes into effect.
4. That this By-Law shall come into force on the day it receives third reading and is finally passed.

Read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # \_\_\_\_ - 25**

**BEING a By-Law to impose an interest charge expressed as a percentage per month for non-payment of tax arrears.**

WHEREAS THE MUNICIPAL ACT, 2001 S.O. 2001, CHAPTER 24 SECTION 345 (3), provides for the Treasurer to add to the amount of all taxes due and unpaid, interest at the rate of one-half of one percent per month or fraction thereof from the 31st day of December in the year in which the taxes were levied until the taxes are paid provided that the Council may increase such rate to a rate not exceeding one and one quarter percent per month, and

WHEREAS the Council deems it advisable to enact such a By-Law,

NOW THEREFORE, The Council of the Corporation of the Township of Ryerson (hereinafter called the Corporation) enacts as follows:

1. That the Treasurer be authorized to add to the amount of all taxes due and unpaid, interest at the rate of one and one quarter percent per month for each month or fraction thereof from the 31st day of December in the year in which the taxes were levied until the taxes are paid.
2. That no interest charge added to the arrears of taxes shall be compounded.
3. That any interest charge on the arrears of taxes imposed by any previous By-Law shall cease to have effect on the day the interest charge imposed by this By-Law comes into effect.
4. That this By-Law shall come into force on the day it receives third reading and is finally passed.

Read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14<sup>th</sup> day of January, 2025.

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MAYOR

---

CLERK

**THE CORPORATION OF THE TOWNSHIP OF RYERSON**  
**BY-LAW # \_\_\_\_\_-25**  
**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND THE**  
**PAYMENT OF INTERIM TAXES FOR THE YEAR 2025.**

WHEREAS Section 317 (1) of the Municipal Act, 2001, provides that the Council of a local municipality may pass a by-law to impose an interim levy on the assessment roll for taxation in the current year for property in the municipality rateable for local municipality purposes;

AND WHEREAS Section 317 (3) of the Municipal Act, 2001, provides a set of rules for determining the interim tax payable, which are also subject to the municipality's discretion under Section 317 (9) of the Municipal Act, 2001, to decrease or increase the interim tax payable where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year;

AND WHEREAS the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

NOW THEREFORE the Municipal Council of the Corporation of the Township of Ryerson enacts as follows:

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall not exceed an amount equal to fifty percent (50%) of the final 2024 taxes on the property.
2. When calculating the total amount of taxes for the year 2024 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2024, an amount may be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The said interim tax levy shall become due and payable in two installments due and payable on the 18<sup>th</sup> day of April, and the 16<sup>th</sup> day of May, 2025 and nonpayment of the amount on the dates stated in accordance with this section shall constitute default.
4. The Treasurer of the Township of Ryerson shall add to the amount of all taxes due and unpaid, interest at the rate of 1.25 percent on the first day of default and on the first day of each calendar month thereafter, being 15 percent per annum, and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
5. Interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
6. The Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessments roll, a notice specifying the amount of taxes payable.
7. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any instalment, does not affect the timing of default or the date from which interest shall be imposed.
8. The Treasurer of the Township of Ryerson may accept part payment on account of any taxes due, but such acceptance shall not affect interest under Section 4 of this By-Law.
9. This By-Law shall be deemed to come into force and effect on January 1, 2025 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this by-law is passed.

Read a First, Second and Third time,  
Signed, and the Seal of the Corporation  
affixed thereto and finally passed this 14<sup>th</sup>  
day of January, 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # - 25**

**BEING A BY-LAW TO APPOINT AN ACTING DEPUTY FIRE CHIEF**

**FOR THE BURK’S FALLS AND DISTRICT FIRE DEPARTMENT**

WHEREAS Section 6 (1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, Chapter 4, as amended provides that if a fire department is established for the whole or part of a municipality or for more than one municipality, the Councils of the municipalities shall appoint a fire chief for the fire department;

AND WHEREAS Section 6 (6) of the Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4, as amended provides that a fire chief may delegate his or her powers or duties under section 14, 19, and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation;

AND WHEREAS the Corporation of the Township of Ryerson has enacted By-Law #38-14 to establish a Fire Department;


NOW THEREFORE the Council of the Corporation of the Township of Ryerson hereby enacts:

1. That Evan McEnemy is hereby appointed as Acting Deputy Fire Chief of the Burk’s Falls and District Fire Department.
2. The appointment is effective January 15, 2025.
3. That By-law 45-17 appointing a Deputy Fire Chief be repealed effective January 15, 2025.

Read a First, Second and Third time,  
signed and the seal of the Corporation  
affixed thereto and finally passed in  
Council this 14<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

	<h2>CAO Report</h2>
<p>To:</p>	<p>Ryerson Township Council</p>
<p>From:</p>	<p>CAO/Treasurer Brayden Robinson</p>
<p>Date of Meeting:</p>	<p>January 14, 2025</p>
<p>Report Title:</p>	<p>Fire Hall Update</p>
<p>Report Date:</p>	<p>January 8, 2025</p>

**Recommendation**

Received for information purposes.

**Background**

On December 13, 2024, the Township of Ryerson received notification that the purchase of the property at the corner of Peggs Mountain Road and Ferguson Road had been completed.

The Township has solicited bids for a geotechnical study to be completed on the property. This work is scheduled to be completed by the end of January.

Immediately upon completion, the Township will issue a tender for the construction of the new fire hall. This tender will need to close prior to the next Tri-Council meeting, scheduled for February 24, 2025 so that it can be appropriately incorporated into the 2025 Fire Budget.

Once the tender has been completed, each Council will need to pass a resolution to approve their share of the project costs. This, along with the tender results, will then be submitted to NOHFC as part of our Phase 2 application.

Ideally, the Township will be notified by April 2025 as to the status of its grant application. However, each partner should prepare to financially support the project irrespective of whether the grant is ultimately approved.

We are still on track to have the work completed by the end of 2026; however, the next few months will be critical to ensuring that this timeline can be met.

## **Discussion Paper: Potential Cost-Recovery to Village of Burk's Falls**

### **On-going Operation of 150 Huston Street Building**

**Prepared for the Almaguin Highlands Health Council (AHC) – December 5, 2024**

#### **Background**

At the regular meeting of the Almaguin Highlands Health Council (AHC) on November 7, 2024, a delegation from the Village of Burk's Falls presented a potential ownership and cost-sharing model for the building owned and managed by them at 150 Huston Street in Burk's Falls. Since retaining ownership of the building in 2011 from Muskoka Algonquin Health Care (MAHC), the Village has handled all aspects of operating and managing the building. Over that time, on an ad-hoc basis, the Village has requested assistance with covering either operating losses or renovation costs from the other 9 municipal partners at AHC. Payment from the other municipalities has been voluntary and irregular but not insignificant.

At the meeting, there appeared to be very limited interest from the 9 partner municipalities in retaining ownership of the building for various reasons, including:

- 3 of the current partners already have ownership of another health centre location in Sundridge;
- the building is quite old (approximately 75 years) and a complete engineering analysis of what may be required to bring the building up to current standards is not currently available;
- potential improvement costs that were listed in the report were pre-pandemic and therefore out-of-date.

There was agreement, however, that the 9 partner municipalities should consider a more formal approach to assisting the Village on a year-by-year basis in efforts to offset some of the operating losses, given that citizens from across Almaguin Highlands make use of the facility. It was agreed that potential options would be brought forward to AHC members at the next regular meeting for discussion.

## Discussion Paper: Potential Cost-Recovery to Village of Burk's Falls

### On-going Operation of 150 Huston Street Building

#### Potential Options

Four potential options for a “cost-recovery model” are provided here for discussion. Other options may certainly be available. The goal is to land on an option which can be recommended to each of the individual municipal Councils.

#### *Option 1: Based on Percentages*

Straightforward division of all operating losses for the building on a percentage basis, annually. Each of the 10 municipalities (including Burk's Falls) would cover 10% of the operating losses annually. Using an example of a \$30,000 annual operating loss, each municipality would pay \$3,000.

The Village of Burk's Falls will provide an estimated budget for management and maintenance of 150 Huston Street by the end of February for the current budget year, along with a finalized cost / operating-loss for the previous fiscal year. Each municipality would forward payment for 10% of any operating losses for the previous year within 30 days of receiving the finalized amount.

#### *Option 2: Based on Assessment*

Division of operating losses for the building based on total Municipal Assessments for each municipality. Based on the 2024 Assessments, the percentage division would be as follows:

<b>Municipality</b>	<b>2024 Weighted Assessments (\$'s)</b>	<b>Percentage of Overall</b>
Township of Armour	399,611,503.00	13.22%
Village of Burk's Falls	86,629,210.00	2.87%
Township of Ryerson	193,604,987.00	6.41%
Township of McMurrich/Monteith	241,651,196.00	8.00%
Township of Perry	497,159,216.00	16.45%
Municipality of Magnetawan	732,227,501.00	24.23%
Township of Strong	306,182,478.00	10.13%
Village of Sundridge	108,128,612.00	3.58%
Township of Joly	63,073,193.00	2.09%
Town of Kearney	393,867,915.00	13.03%



## Discussion Paper: Potential Cost-Recovery to Village of Burk's Falls

### On-going Operation of 150 Huston Street Building

To illustrate for comparison purposes, a \$30,000 annual operating loss would be divided across the 10 municipalities as follows:

Township of Armour	\$	3,966.85
Village of Burk's Falls	\$	859.95
Township of Ryerson	\$	1,921.87
Township of McMurrich/Monteith	\$	2,398.81
Township of Perry	\$	4,935.18
Municipality of Magnetawan	\$	7,268.64
Township of Strong	\$	3,039.40
Village of Sundridge	\$	1,073.37
Township of Joly	\$	626.11
Town of Kearney	\$	3,909.83

#### *Option 3: Based on Households*

Division of operating losses for the building based on total number of households for each municipality. Based on the most recently-available numbers from the 2021 census, the percentage division would be as follows:

<b>Municipality</b>	<b># of Households</b>	<b>% of Overall</b>	<b>Per Household Total</b>	<b>Per Household Per Year</b>
Township of Armour	1087	11.96%	3,588.25	3.30
Village of Burk's Falls	523	5.75%	1,726.45	3.30
Township of Ryerson	555	6.11%	1,832.09	3.30
Township of McMurrich/Monteith	735	8.09%	2,426.28	3.30
Township of Perry	1710	18.82%	5,644.81	3.30
Municipality of Magnetawan	1717	18.89%	5,667.91	3.30
Township of Strong	953	10.49%	3,145.91	3.30
Village of Sundridge	458	5.04%	1,511.88	3.30
Township of Joly	155	1.71%	511.66	3.30
Town of Kearney	1195	13.15%	3,944.76	3.30

## **Discussion Paper: Potential Cost-Recovery to Village of Burk's Falls**

### **On-going Operation of 150 Huston Street Building**

#### *Option 4: Status Quo*

Remaining with the current status quo is also an option. On an annual basis, the Village of Burk's Falls would provide their calculation for operating losses and, using one of the calculation methods from Options 1, 2 or 3, request payment on a voluntary basis each year. Each municipal Council would decide on a payment on a year-by-year, individual basis.

#### **Term of Potential Cost-Recovery Model**

It is suggested that, initially, whichever option is chosen cover the fiscal years of 2024, 2025 and 2026 and be re-visited following the 2026 municipal election, as membership of AHHC will change at that time.

For additional clarity and for those municipalities that have previously passed resolutions related to setting aside healthcare funding in reserve for both the MAHC "Local Share" and for an "Almaguin healthcare portion" (i.e. the so-called "80-20" healthcare reserve) it is presumed that funds for the purposes summarized in this Discussion Paper could simply come from the "20% Almaguin" portion. This is, of course, up to each individual municipality and their own budget process.

#### **Next Steps**

Reach consensus at the AHHC on a preferred and recommended model which could be taken back to each individual Council for discussion and potential approval.

# Almaguin Highlands Health Centre Condition Assessment

150 Huston Street  
Burk's Falls, Ontario



Prepared by:



176 Speedvale Avenue West  
Guelph, ON  
TE-37827-21

November 18, 2021

## Executive Summary

Tacoma Engineers was retained by the Village of Burk's Falls to carry out a condition assessment of their 2-storey building located at 150 Huston Street in Burk's Falls, formerly the Red Cross Hospital. The undersigned, and Arlin Otto, P.Eng, attended the site on June 4<sup>th</sup>, 2021, accompanied by Chris Langford (Hubbert EME Engineering) and various representatives of the Village of Burk's Falls and the Almaguin Highlands Health Centre.

This report is based on a visual inspection and pre-determined selective destructive testing. Where no concerns were noted, the structure is assumed to be performing adequately. The structure is assumed to have been constructed in accordance with best building practices common at the time of construction. No further structural analysis or building code analysis has been carried out as part of this report unless specifically noted.

In general, the building was found to be in good condition as it relates to the limitations of our assessment. There were no major immediate structural or building envelope issues found in the building.

The identified issues in this report have been classified as either short-term, medium-term, or long-term action items. These items must be addressed to ensure the long-term viability of the building.

The item of greatest concern is the limited attic and roof space ventilation at the perimeter roof eaves. Repair and attention to soffit ventilation related remedial actions are recommended in the short-term.

The postponement of these items will likely result in repeat ice damming events impacting lifespan of roofing systems and risk of moisture migration to interior spaces. It is recommended that a qualified contractor be retained to complete the remedial work described in this report.

Mechanical and electrical concerns and recommendations can be found in Appendix D.

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## 1. Introduction

Tacoma Engineers was retained by the Village of Burk's Falls to carry out a condition assessment of their 2-storey building located at 150 Huston Street in Burk's Falls, formerly the Red Cross Hospital.

Following initial discussions in March 2021, Tacoma Engineers was retained by the Village of Burk's Falls in early May, 2021. The undersigned, and Arlin Otto, P.Eng, attended the site on June 4<sup>th</sup>, 2021, accompanied by Chris Langford (Hubbert EME Engineering) and various representatives of the Village of Burk's Falls and the Almaguin Highlands Health Centre.

This report includes a summary of the following items for the building:

- major roof systems;
- existing roof conditions and areas of potential concern; and
- conceptual repair options for any areas that may require remedial work.

## 2. Background

The Village of Burk's Falls owns the building in question, and Tacoma Engineers is being retained as a Consultant directly by the Owner.

This assessment is being undertaken by the Owner, and is intended as a follow up assessment for this building given the areas of concern identified in the "Baseline Property Condition Assessment" prepared by Pinchin Ltd. in November 2016. This report is not being prepared as a response to an Order, recommendations, or request by any regulatory body.

The primary purpose of this assessment is to act as a feasibility assessment for addressing these areas of concern and providing schematic repair options. The goal is for Village of Burk's Falls staff to be able to provide these recommendation and budget estimates to Council in Fall 2021 to consider implementation of the repairs in 2022.

This report is based on a visual inspection and pre-determined selective destructive testing. Where no concerns were noted, the structure is assumed to be performing adequately. The structure is assumed to have been constructed in accordance with best building practices common at the time of construction. No further structural analysis or building code analysis has been carried out as part of this report unless specifically noted.

No previous work has been completed by Tacoma Engineers on this building for this or any other owner. Owner provided site photos showing winter ice and snow accumulation and a previously completed report were provided to Tacoma Engineers to aid in the preparation of the proposal.

The services of Hubbert EME Engineering were retained to participate in the assessment as a sub-consultant to complete the requested mechanical, electrical and plumbing (MEP) scope of work. MEP concerns and recommendation can be found in Appendix D.

## 3. Building History

The Almaguin Highlands Health Centre is housed in the former Red Cross Hospital at 150 Huston Street in Burk's Falls. It was constructed in 1949 for the Red Cross as one of three replicas of the Red Cross Outpost Hospital constructed two years earlier in Wiarton. In 1984 it was the last Ontario based outpost to be transferred and incorporated into the government health care infrastructure. The Village of Burk's Falls

took ownership of the facility in 2011 from Muskoka Algonquin Health Care. It has undergone several renovations since that time including a drive thru carport and accessibility upgrades.

The building is constructed as a two-storey masonry and wood framed building complete with basement. It measures approximately 7990 ft<sup>2</sup> (742 m<sup>2</sup>) in building footprint featuring a central section and second - storey dormers with a diagonal wing each end separated by a stone chimney.

## 4. Scope and Methods

The following documents were provided to the undersigned prior to the preparation of this report:

- Record Drawings, Mitchell Architects, April 22<sup>nd</sup>, 2005
- Baseline Property Condition Assessment, Pinchin Ltd., November 30<sup>th</sup>, 2016
- Owner photos
- Additional partial drawing sets available to view during site visit

The assessment of the building exterior is based on a visual assessment from grade. It was determined that a visual assessment of the exterior would provide an adequate level of detail for the purposes of this report. A visual assessment was completed of the central section interior upper floor offices as well as the diagonal wing attic spaces.

Most of the spaces in the building have applied finishes that precluded a direct visual assessment of the building systems. The diagonal wing attic spaces are unfinished, and a review of the primary structure was possible in these areas.

The Owner and prior report identified water infiltration and ice damming in the area of the central section dormers recommending further intrusive investigation in this area. Suggested intrusive opening locations were provided to the Owner by Tacoma Engineers prior to attending the site to address this concern. Two openings were made by Owner selected contractor located as identified on attached plans in Appendix C. Openings were patched and made good following completion of the assessment.

A site visit was carried out by Mike Rekker, C.E.T., BSS, and Arlin Otto, P.Eng., on June 4<sup>th</sup>, 2021, accompanied by Erica Kellogg of the Almaguin Heath Centre. A visual review of all accessible spaces was completed on this date, and photographs were taken of all noted deficiencies.



## 5. Definitions

The following is a summary of definitions of terms used in this report describing the condition of the structure as well as recommended remedial actions. Detailed material condition definitions are included in Appendix A of this report.

- **Condition States<sup>1</sup>:**
  1. Excellent – Element(s) in “new” condition. No visible deterioration type defects present, and remedial action is not required.
  2. Good – Element(s) where the first signs of minor defects are visible. These types of defects would not normally trigger remedial action since the overall performance is not affected.
  3. Fair – Element(s) where medium defects are visible. These types of defects may trigger a “preventative maintenance” type of remedial action where it is economical to do so.
  4. Poor – Element(s) where severe or very severe defects are visible. These types of defects would normally trigger rehabilitation or replacement if the extent and location affect the overall performance of that element.
- **Immediate remedial action<sup>1</sup>:** these are items that present an immediate structural and/or safety hazards (falling objects, tripping hazards, full or partial collapse, etc.). The remedial recommendations will need to be implemented immediately and may include restricting access, temporary shoring/supports or removing the hazard.
- **Priority remedial action<sup>1</sup>:** these are items that do not present an immediate hazard but still require action in an expedited manner. The postponement of these items will likely result in the further degradation of the structural systems and finishes. This may include interim repairs, further investigations, etc. and are broken down into timelines as follows:
  1. **Short-term:** it is recommended that items listed as short-term remedial action are acted on within the next 6 months (**before the onset of the next winter season**).
  2. **Medium-term:** it is recommended that items listed as medium-term remedial action are acted on within the next 24 months.
  3. **Long-term:** it is recommended that items listed as long-term remedial action are acted on within the next 5-10 years. Many of these items include recommendations of further review/investigation.
- **Routine maintenance<sup>1</sup>:** these are items that can be performed as part of a regularly scheduled maintenance program.

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<sup>1</sup> Adapted from “Structural Condition Assessment”, 2005, American Society of Civil Engineers/Structural Engineering Institute

## 6. General Conditions

The building in general was found to be in good condition given the age of the structure. Most deficiencies noted impact the risk of water infiltration due to ice damming at the building perimeter, which is consistent with previously identified findings. The lack of roof ventilation, existing insulation conditions and exterior roof drainage systems (gutters and downspouts) are all contributing factors.

The following sections provide a summary of the construction, conditions and recommended remedial actions. This report has been arranged by building area with specific attention called to rooms or areas where deficiencies were noted.

### 6.1. Diagonal West Wing Attic

#### Construction

The attic space was sprinklered and accessed by a door at the end of the upper floor corridor and is separated from the adjoining corridor space by a multi-wythe masonry wall. The roof was constructed of wood decking supported by wood roof rafters, wood collar ties and wood framed knee walls. The exterior roof finish is asphalt shingles. The supporting floor was constructed of diagonal wood decking, wood joist framing and an insulation filled cavity. Additionally, the floor space between the knee walls and exterior wall were insulated above the finished floor. De-icing cables are present on the north facing roof eave.

#### Conditions

The wood roof framing was found to be in good condition with localized areas of water staining at or near the multi-wythe masonry wall intersection. Locations did not appear to be active at time of site visit and no deterioration was observed in the stained framing. Framing members that were investigated further appeared to be sound. The masonry wall appeared to be in fair condition with no indication of an insulation layer separating the attic space from the corridor. The lack of a thermal separator between the two areas negatively impacts the temperature of the attic space and ventilation performance. Refer to Photograph 1.

Several floor openings were present in the space where there was not finished floor decking.

The perimeter of the space was insulated above the floor level between the knee walls and exterior wall with preformed insulation baffles at a varied spacing. In approximately 50% of the insulation baffle locations, they appeared to extend to the back face of the fascia board showing no visual signs of a clear ventilation path between the vented soffit and attic space. During the site visit the lights were shut-off to the space to further review for visual daylighting at the baffle locations. The intent of the clear ventilation path is to equalize the temperatures between the indoors and outdoors at the roof eave to reduce the risk of freeze-thaw of melted snow on the overhang causing ice damming. The absence of adequate roof ventilation is a contributing factor to previous snow and ice build up. Refer to Photograph 2 and Figure 1.

Near the ridge of the roof was a total of six (6) approximately 8" x 8" (200mm x 200mm) static box vents in addition to the perimeter soffit venting. The Ontario Building Code (OBC) requires an unobstructed vent area of 1/300 of the insulated ceiling area when applied to an attic type roof system. Vent locations should be uniformly distributed with no less than 25% of the required area at the top of the space and no less than 25% at the bottom of the roof space. With a roof space of approximately 2250 ft<sup>2</sup> (209 m<sup>2</sup>), a total net free ventilating area (NFA) of 7.5 ft<sup>2</sup> (0.7 m<sup>2</sup>) would be required. The existing available NFA does not appear to conform to the OBC required minimum distribution requirements based on the assumed NFA of 30 in<sup>2</sup> per static box vent for a total assumed NFA of 180 in<sup>2</sup>. Based on OBC requirements and approximate roof area, a minimum NFA of 275 in<sup>2</sup> is required at the top of the roof space. The continuous soffit venting would exceed the remaining 75% of the required NFA permitted a clear ventilation channel was provided from the soffit to attic space as described in the recommended actions.

Recommended Actions

The following **immediate** remedial actions are recommended for the diagonal west wing attic:

- Floor openings where floor decking has been removed to be finished / covered to prevent tripping hazard and potential for heavy objects, personnel to step through ceiling finishes below.

Recommended Actions

The following **short-term** remedial actions are recommended for the diagonal west wing attic:

- Supply and install new preformed insulation baffles at building perimeter between each rafter to provide clear ventilation channel from vented soffit to attic space. Adjust insulation conditions as required for installation.
- Supply and install minimum three (3) static box vents with a minimum net free ventilating area of 37 in<sup>2</sup> or two (2) static box vents with a minimum net free ventilating area of 50 in<sup>2</sup> or greater. A minimum of 95 in<sup>2</sup> net free ventilating area is required to be added in addition to existing conditions.

Recommended Actions

The following **medium-term** remedial actions are recommended for the diagonal west wing attic:

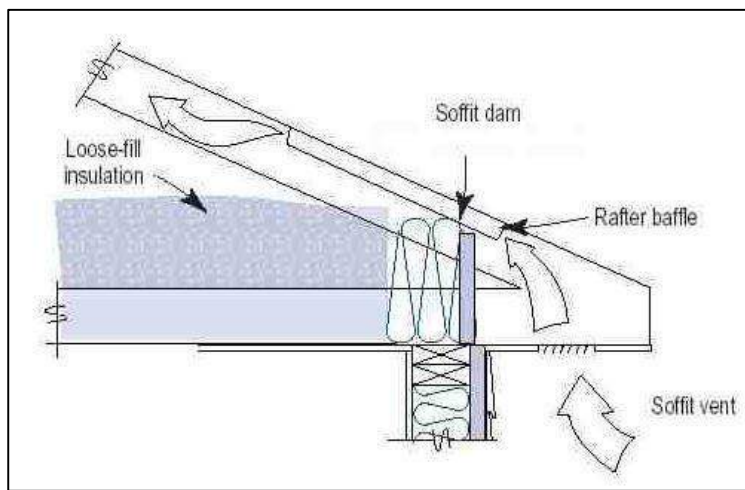
- Provide a thermal separator between the attic space and upper floor office space. Recommendation to insulate from the attic side to limit impact on the useable floor area. Method of insulation should be reversible and could include rigid board insulation (foamed plastics are required to be covered), mineral wool batt insulation or similar products. Proposed thermal system would be required to suit the existing electrical panel locations.



Photograph 1: Attic separation wall (West Wing)



**Photograph 2: Attic insulation and insulation baffles (West Wing)**



**Figure 1: Typical Attic Eave Soffit Ventilation.**

## **6.2. Diagonal East Wing Attic**

### Construction

The attic space was accessed by a door at the end of the upper floor corridor and is separated from the adjoining corridor space by a multi-wythe masonry wall. Similar too the West wing, a sprinkler system was present in the attic. The roof was constructed of wood decking supported by wood roof rafters, wood collar ties and wood framed knee walls. This wing of the attic includes an addition to the south with a conventionally framed wood roof that was also visible from the space. Asphalt shingles were the finished roofing system. The supporting floor was constructed of wood joist framing and an insulation filled cavity with diagonal wood decking. Additionally, the floor space between the knee walls and exterior wall were insulated above the finished floor. The south addition was not openly accessible with a finished floor. De-icing cables are present on the north facing roof eave of this wing.

### Conditions

The wood roof framing was found to be in good condition. The masonry wall appeared to be in fair condition with no indication of an insulation layer separating the attic space from the corridor. The lack of a thermal separator between the two areas negatively impacts the temperature of the attic space and ventilation performance. Refer to Photograph 3.

A hole was cut in the gable end roof decking that appeared to be the location of a roof vent that has since been removed and finished over. An identical location exists in the west wing however it includes an active roof vent.

The perimeter of the space was insulated above the floor level between the knee walls and exterior wall with preformed insulation baffles at a varied spacing. Most of the insulation baffle locations appeared to be blocked or were extended to the back face of the fascia board showing no visual signs of a clear ventilation path between the vented soffit and attic space. During the site visit the lights were shut-off to the space to further review for visual daylighting at the baffle locations. The intent of the clear ventilation path is to equalize the temperatures between the indoors and outdoors at the roof eave to reduce the risk of freeze-thaw of melted snow on the overhang causing ice damming. The absence of adequate roof ventilation is a contributing factor to previous snow and ice build up. Refer to Photograph 4 and Figure 1.

The addition to the south had five (5) approximately 8" x 8" (200mm x 200mm) static box vents installed near the ridge of the roof and four (4) installed on the main east wing in addition to the perimeter soffit venting. As outlined in the details of the west wing conditions, OBC requires an unobstructed vent area of 1/300 of the insulated ceiling area when applied to an attic type roof system. With a roof space area of approximately 2650 ft<sup>2</sup> (246 m<sup>2</sup>) including the south addition, a total NFA of 8.8 ft<sup>2</sup> (0.8 m<sup>2</sup>) would be required. The existing available NFA does not appear to conform to the OBC required minimum distribution requirements based on the assumed NFA of 30 in<sup>2</sup> per static box vent for a total assumed NFA of 270 in<sup>2</sup>. Based on OBC requirements and approximate roof area, a minimum NFA of 317 in<sup>2</sup> is required at the top of the roof space. The continuous soffit venting would exceed the remaining 75% of the required NFA permitted a clear ventilation channel was provided from the soffit to attic space as described in the recommended actions.

The attic space appeared to have been insulated at some point in time with an R-7 paper faced fiberglass insulation based on sections that remain in place. Remnants of paper facing stapled to the roof rafters are left in place as well as insulation at the intersection of the knee walls and roof rafter framing. Staff interviewed on site did not recall when or why the insulation was removed.

#### Recommended Actions

The following **short-term** remedial actions are recommended for the diagonal west wing attic:

- Supply and install new preformed insulation baffles between each rafter to provide clear ventilation channel from vented soffit to attic space. Adjust insulation conditions as required for installation.
- Supply and install replacement static box vent with a minimum net free ventilating area of 50 in<sup>2</sup> or greater at location of previous roof vent that has been removed and closed.

#### Recommended Actions

The following **medium-term** remedial actions are recommended for the diagonal west wing attic:

- Provide a thermal separator between the attic space and upper floor office space. Recommendation to insulate from the attic side to limit impact on the useable floor area. Method of insulation should be reversible and could include rigid board insulation (foamed plastics are required to be covered), mineral wool batt insulation or similar products.



**Photograph 3: Attic separation wall (East Wing)**



**Photograph 4: Attic framing and perimeter insulation**

### **6.3. Central Section – Upper Floor**

#### Construction

The central section of the building includes a centre corridor with offices, washrooms, and a stairwell at each end. There was access to an elevator constructed in 2000 off the corridor. The elevator addition was constructed of load-bearing concrete block and steel deck insulated roof system sloped to drain. The attic space was not accessed at time of review however is assumed to be similar too the adjacent wings with a low slope roof on the south face. There was seven (7) dormers on the north facing elevation. Two openings were cut on site (refer to drawing Appendix C for locations) between the dormers and roof framing was identified as 2 x 6 roof rafters with an insulated cavity with batt insulated knee walls. The floor space between interior knee walls and exterior wall were insulated above the finished floor with approximately 6" blown insulation. Roof ventilation consists of three (3) static box vents spaced evenly between dormers, a central vent at the roof ridge (assumed to be inactive) and four (4) on the south facing pitched roof. Information and photos provided by the client identified the low slope roof on the south face as being open to the remaining central section attic space.

#### Conditions

The wood roof framing, where made visible was found to be in good condition. Minor cracking was visible in the main corridor plaster finishes at tops of door openings. Cracking is likely the result of seasonal expansion / contraction of building materials. This is common due to the brittleness of plaster finishes.

The south facing low slope roof include de-icing cables at the roof eave and no signs of active ventilation except for the vented soffit. At the time of this report, it is unknown if an open cavity is present within the are of the low sloped roof. Refer to Photograph 5.

Staining was visible on the exterior face of the block elevator addition at the intersection of the elevator and existing building roof overhang. Client provided photos indicate this is due to ice damming and ice formation on the block face during the winter months. Existing membrane roof appears to be in good condition from client provided photos and slopes back to the main building to a single scupper drain. The roof to elevator wall intersection includes an over-framed cricket to disperse the scupper drain water run-off to the gutter at each side of the elevator. Impact of ice damming and ice formation on the building face could be reduced with alternate water management systems in this area. Refer to Photograph 6.

The areas between and at the dormers were of client concern based on past winters and previously identified findings. Based on the invasive openings reviewed on site the dormers are framed with 2 x 4 wood framing and batt insulated cavities. Batt insulation appeared to be friction fit and no method of restraint was visible to prevent insulation sag over time. Existing stud framing creates a thermal bridge contributing to heat loss into the roof space. The floor area between the dormer / knee wall framing was filled with 6" blown insulation. The inside face of the exterior wall was visible from the inside indicating a potential thermal bridge based on current conditions. The roof framing consists of two layers of 1/2" particle board fastened to 2 x 6 roof framing with a paper faced batt insulation filled cavity. Staining was visible on particle board sheathing. No air cavity was visible between the roof insulation and roof decking and no method of providing a clear ventilation path was present to the vented roof soffit and attic space beyond. The intent of the clear ventilation path is to equalize the temperatures between the indoors and outdoors at the roof eave to reduce the risk of freeze-thaw of melted snow on the overhang causing ice damming. The roof space between the dormers is inadequate in its current condition limited to three existing roof vents and no connection to the attic roof space beyond also inadequately vented. Refer to Photograph 7 and Photograph 8.

#### Recommended Actions

The following **short-term** remedial actions are recommended for the central section upper floor:

- Supply and install four (4) static box vents with a minimum net free ventilating area of 50 in<sup>2</sup> in north facing pitched roof attic space equally spaced over length of central section.
- Supply and install two (2) static box vents with a minimum net free ventilating area of 37 in<sup>2</sup> in north south pitched roof attic space equally spaced between existing second and third vent locations.
- Supply and install new roof vents between each dormer to match existing (approximately 8" x 8").
- Increase insulation and ventilation in roof space adjacent to dormers. Provide 2" (or greater) board insulation or insulated sheathing on exterior face of dormer / knee wall framing to restrain existing batt insulation and reduce thermal bridging heat loss. Remove particle board sheathing and roof framing insulation to provide clear ventilation to vented soffit. Supply and install new preformed insulation baffles minimum two joist spaces between dormer location to provide clear ventilation channel from roof space to attic space beyond. Refer to schematic illustration on reference drawing included in Appendix C. **It is recommended this is completed between stone chimney wall and first two dormers as a mock-up through minimum one winter and spring season and assess performance.**

#### Recommended Actions

The following **medium-term** remedial actions are recommended for the central section upper floor:

- Supply and install new preformed insulation baffles between each rafter to provide clear ventilation channel from vented soffit to attic space in area of south facing low slope roof. Adjust insulation conditions as required for installation.

- Cut in and install new roof vents on low slope roof uniformly distributed with a combined ventilation area between soffit and roof type venting of 1/150 of the insulated ceiling area.

Recommended Actions

The following **long-term** remedial actions are recommended for the central section upper floor:

- Provide permanent insulated access hatches to attic spaces and roof spaces between dormers for routine maintenance and access.
- Explore alternate methods of water management at elevator including but not limited to:
  - a. Provide interior roof drain in lieu of scupper drain to existing roof. Increase width of roof cricket to extend beyond width of elevator and to roof eave.
  - b. Provide pitched roof over elevator complete with gutter and downspout water management system to grade.



Photograph 5: Low slope roof



Photograph 6: Elevator exterior wall staining





**Photograph 7: Roof space between dormers**



**Photograph 8: Roof space in front of dormer**

## **6.4. Building Exterior**

### Construction

The building exterior finishes varied from painted concrete, horizontal siding, and stone as well faux window shutters. Windows varied in age as some have been replaced over time through renovations.

### Conditions

The building exterior was found to be in good condition except as noted elsewhere in this report. Minor damage to existing horizontal cladding was noted due to daily activities and general wear and tear. Stonework was found to be in good condition. Existing concrete caps include perimeter overhangs and drip edges contributing to the condition of the stone. Weathering of existing caulking at transitions between cladding systems was found in a few locations.

Existing gutter was damaged on the north face of the diagonal west wing likely due to ice damming and overburden of the roof drainage system. The diagonal east wing addition includes a gutter noted to have a negative slope away from the nearest downspout. Improper slopes in the roof drainage system reduces the effectiveness creating concentrated areas of water potentially leading to moisture intrusion. Refer to drawings Appendix C for approximate locations.

Several locations were noted as having longer than usual gutter spans between downspout locations. Additional downspouts may be more effective for water management during heavy seasonal rainfall and winter freeze-thaw conditions.

During the course of the review, a crack was identified at the basement walkout on the west side of the building in the concrete foundation wall. The crack was approximately 1" (25mm) wide at its widest point and extends the height of the foundation wall, as can be seen in Photograph 9. This crack does not constitute an immediate structural concern; however, further investigation on this item should be pursued in a future scope of work. Open joints, such as this crack, provide a path for water ingress into the building which may lead to expedited deterioration in this area.



**Photograph 9: Concrete foundation wall crack**

#### Recommended Actions

The following **short-term** remedial actions are recommended for the building exterior:

- Replace damaged roof gutter.
- Modify slope and reset diagonal east wing roof gutter for positive slope to nearest downspout.

#### Recommended Actions

The following **long-term** remedial actions are recommended for the building exterior:

- Reassess existing downspout locations and modify as required based on a maximum 50' (15m) downspout spacing as recommended by the Sheet Metal and Air Conditioning Contractor's National Association (SMACNA).
- Further investigation of concrete foundation wall crack identified west elevation basement walkout.

#### Recommended Actions

The following **routine maintenance** remedial actions are recommended for the building exterior:

- Prepare and institute a long-term maintenance program with the intention to carryout periodic review of existing exterior sealants on a regular basis and cleaning of gutters and downspouts.

## 7. Summary of Recommendations

The following provides a summary of the recommendations for the existing structure.

### Items requiring immediate remedial action:

1. Floor openings in the diagonal west wing attic where floor decking has been removed to be finished / covered to prevent tripping hazard and potential for heavy objects, personnel to step through ceiling finishes below.

### Items requiring short-term remedial action:

1. Supply and install new preformed insulation baffles between each rafter to provide clear ventilation channel from vented soffit to attic space in both the diagonal wing attics. Adjust insulation conditions as required for installation.
2. Supply and install four (4) static box vents with a minimum net free ventilating area of 50 in<sup>2</sup> in north facing pitched roof attic space equally spaced over length of central section. Supply and install two (2) static box vents with a minimum net free ventilating area of 37 in<sup>2</sup> in south pitched roof attic space equally spaced between existing second and third vent locations.
3. Supply and install new roof vents between each dormer to match existing (approximately 8" x 8").
4. Supply and install minimum three (3) static box vents with a minimum net free ventilating area of 37 in<sup>2</sup> or two (2) static box vents with a minimum net free ventilating area of 50 in<sup>2</sup> or greater in west wing attic space. Supply and install replacement static box vent with a minimum net free ventilating area of 50 in<sup>2</sup> or greater at location of previous roof vent that has been removed and closed in east wing attic space.
5. Increase insulation and ventilation in roof space adjacent to dormers. Provide 2" (or greater) board insulation or insulated sheathing on exterior face of dormer / knee wall framing to restrain existing batt insulation and reduce thermal bridging heat loss. Remove particle board sheathing and roof framing insulation to provide clear ventilation to vented soffit. Supply and install new preformed insulation baffles minimum two joist spaces between dormer location to provide clear ventilation channel from roof space to attic space beyond. Refer to schematic illustration on reference drawing included in Appendix C. **It is recommended this is completed between stone chimney wall and first two dormers as a mock-up through minimum one winter and spring season and assess performance.**
6. Replace damaged diagonal west wing roof gutter on north face.
7. Modify slope and reset diagonal east wing roof gutter for positive slope to nearest downspout.

### Items requiring medium-term remedial action:

1. Provide a thermal separator between the attic spaces and upper floor office space. Recommendation to insulate from the attic side to limit impact on the useable floor area. Method of insulation should be reversible and could include rigid board insulation (foamed plastics are required to be covered), mineral wool batt insulation or similar products.
2. Supply and install new preformed insulation baffles between each rafter to provide clear ventilation channel from vented soffit to attic space in area of south facing low slope roof. Adjust insulation conditions as required for installation.

### Items requiring long-term remedial action:

1. Provide permanent insulated access hatches to attic spaces and roof spaces between dormers for routine maintenance and access.
2. Explore alternate methods of water management at elevator including but not limited to:
  - a. Provide interior roof drain in lieu of scupper drain to existing roof. Increase width of roof cricket to extend beyond width of elevator and to roof eave.

- b. Provide pitched roof over elevator complete with gutter and downspout water management system to grade.
- 3. Reassess existing downspout locations and modify as required based on a maximum 50' (15m) downspout spacing as recommended by the Sheet Metal and Air Conditioning Contractor's National Association (SMACNA).
- 4. Further investigation of concrete foundation wall crack identified west elevation basement walkout.

**Items requiring routine maintenance:**

- 1. Prepare and institute a long-term maintenance program with the intention of carryout period review of existing exterior sealants on a regular basis and cleaning of gutters and downspouts.

**Budget Estimates:**

Construction cost estimates can vary significantly depending on the time of year and the quantity of work described. Tacoma does not have control over the cost of labour, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, marketing, or negotiating conditions. Tacoma does not warrant or represent that bids or negotiated prices will not vary from the initial budget estimates of probable construction cost. It is recommended that a reputable contractor is retained to provide a better estimate of the actual construction costs.

While detailed cost estimates will require further development of repair scope, please consider the following initial budget estimates to be used for planning purposes.

Budget costs for items requiring immediate remedial action:	\$1,200 to \$1,800
Budget costs for items requiring short-term remedial action:	\$33,750 to \$50,625
Budget costs for items requiring medium-term remedial action:	\$9,400 to \$14,100
Budget costs for items requiring long-term remedial action:	\$24,500 to \$36,750

## 8. Conclusions

In general, the building was found to be in good condition as it relates to the limitations of our assessment. There were no major immediate structural or building envelope issues found in the building.

The item of greatest concern is the limited attic and roof space ventilation at the perimeter roof eaves. Repair and attention to soffit ventilation related remedial actions are recommended in the short-term.

The postponement of these items will likely result in repeat ice damming events impacting lifespan of roofing systems and risk of moisture migration to interior spaces. It is recommended that a qualified contractor be retained to complete the remedial work described in this report.

Mechanical and electrical issues are described in Appendix D.

If there are any questions or comments with respect to any item raised in this report or any other issues, please don't hesitate to contact the undersigned.

Per:



Mike Rekker, C.E.T., BSS  
Project Manager  
Tacoma Engineers Inc.



## Appendix A: Material Condition Definitions

### Condition States<sup>1</sup>:

1. Excellent – Element(s) in “new” condition. No visible deterioration type defects present and remedial action is not required.
2. Good – Element(s) where the first signs of minor defects are visible. These types of defects would not normally trigger remedial action since the overall performance is not affected.
3. Fair – Element(s) where medium defects are visible. These types of defects may trigger a “preventative maintenance” type of remedial action where it is economical to do so.
4. Poor – Element(s) where severe or very severe defects are visible. These types of defects would normally trigger rehabilitation or replacement if the extent and location affect the overall performance of that element.

### Steel Corrosion<sup>1</sup>:

- SC1. Light – Loose rust formation and pitting in the paint surface. No noticeable section loss.
- SC2. Medium – Loose rust formation with scales or flakes forming. Up to 10% section loss.
- SC3. Severe – Stratified rust with pitting of metal surface. Between 10% and 20% section loss.
- SC4. Very Severe – Extensive rusting with local perforation or rusting through, in excess of 20% section loss.

### Timber Checks, Splits and Shakes<sup>1</sup>:

- TCh1. Light – Extend less than 5% into the member.
- TCh2. Medium – Extend between 5% and 10% into the member.
- TCh3. Severe – Extend between 10% and 20% into the member.
- TCh4. Very Severe – Extend more than 20% into the member.

### Timber Cracking, Splintering and Crushing<sup>1</sup>:

- TCr1. Light – Damage is superficial with less than 5% section loss.
- TCr2. Medium – Considerable damage with 5% to 10% Section loss.
- TCr3. Severe – Significant damage with 10% to 20% Section loss.
- TCr4. Very Severe – Extensive damage with section loss in excess of 20%.

### Timber Rot/Decay<sup>1</sup>:

- TR1. Light – Slight change in colour. The wood sounds solid and cannot be penetrated by a sharp object. Damage is superficial with less than 5% section loss.
- TR2. Medium – Surface is discoloured with black and brown streaks. The wood sounds solid and offers moderate resistance to penetration by sharp object. Considerable damage with 5% to 10% Section loss.
- TR3. Severe – Surface is fibrous, checked or crumbly and fungal fruiting bodies are growing on it. The wood sounds hollow when tapped and offers little resistance to penetration by sharp object. Significant damage with 10% to 20% Section loss.
- TR4. Very Severe – The surface can be crumbled and disintegrated with ease. Extensive damage with section loss in excess of 20%.

---

<sup>1</sup> Adapted from “Ontario Structure Inspection Manual (OSIM), 2000 (Rev. 2008)” by the Ministry of Transportation Ontario (MTO)

### **Masonry Cracking<sup>1</sup>:**

- MC1. Hairline Cracks – Less than 0.1 mm wide.
- MC2. Narrow Cracks – Between 0.1 and 0.3 mm wide.
- MC3. Medium Cracks – Between 0.3 and 1.0 mm wide.
- MC4. Wide Cracks – Greater than 1.0 mm wide.

### **Masonry Splitting, Spalling and Disintegration<sup>1</sup>:**

- MS1. Light – Hairline cracking and minor loss of stone surface with loss of section up to 50 mm.
- MS2. Medium – Considerable damage with 5% to 10% Section loss.
- MS3. Severe – Significant damage with 10% to 20% Section loss.
- MS4. Very Severe – Extensive damage with section loss in excess of 20%.

### **Mortar Deterioration**

- MD1. Light – Mortar lost from the joints in a few places, to a depth of 10 mm.
- MD2. Medium - Mortar lost from the joints in a few places, to a depth of 20 mm
- MD3. Severe – Mortar lost from the joints over an extended area, to a depth between 20 and 50 mm.
- MD4. Very Severe – Extensive loss of mortar resulting in the loss of a few stones.

### **Concrete Scaling<sup>1</sup>:**

- CSc1. Light - Loss of surface mortar to a depth of up to 5 mm without exposure of coarse aggregate.
- CSc2. Medium - Loss of surface mortar to a depth of 6 to 10 mm with exposure of some coarse aggregates.
- CSc3. Severe - Loss of surface mortar to a depth of 11 mm to 20 mm with aggregate particles standing out from the concrete and a few completely lost.
- CSc4. Very severe - Loss of surface mortar and aggregate particles to a depth greater than 20 mm.

### **Concrete Spalling<sup>1</sup>:**

- CSp1. Light - Spalled area measuring less than 150 mm in any direction or less than 25 mm in depth.
- CSp2. Medium - Spalled area measuring between 150 mm to 300 mm in any direction or between 25 mm and 50 mm in depth.
- CSp3. Severe - Spalled area measuring between 300 mm to 600 mm in any direction or between 50 mm and 100 mm in depth.
- CSp4. Very Severe - Spalled area measuring more than 600 mm in any direction or greater than 100 mm in depth.

### **Concrete Delamination<sup>1</sup>:**

- CD1. Light - Delaminated area measuring less than 150 mm in any direction.
- CD2. Medium - Delaminated area measuring 150 mm to 300 mm in any direction.
- CD3. Severe - Delaminated area measuring 300 mm to 600 mm in any direction.
- CD4. Very Severe - Delaminated area measuring more than 600 mm in any direction.

### **Concrete Cracking<sup>1</sup>:**

- CC1. Hairline Cracks – Less than 0.1 mm wide.
- CC2. Narrow Cracks – Between 0.1 and 0.3 mm wide.
- CC3. Medium Cracks – Between 0.3 and 1.0 mm wide.
- CC4. Wide Cracks – Greater than 1.0 mm wide.

---

<sup>1</sup> Adapted from “Ontario Structure Inspection Manual (OSIM), 2000 (Rev. 2008)” by the Ministry of Transportation Ontario (MTO)

**Corrosion of Reinforcement<sup>1</sup>:**

- CR1. Light - Light rust stain on the concrete surface
- CR2. Medium - Exposed reinforcement with uniform light rust. Loss of reinforcing steel section less than 10%
- CR3. Severe - Exposed reinforcement with heavy rusting and localized pitting. Loss of reinforcing steel section between 10% and 20%
- CR4. Very severe - Exposed reinforcement with very heavy rusting and pitting. Loss of reinforcing steel section over 20%.

**Immediate remedial action<sup>1</sup>:** these are items that present an immediate structural and/or safety hazards (falling objects, tripping hazards, full or partial collapse, etc.). The remedial recommendations will need to be implemented immediately and may include restricting access, temporary shoring/supports or removing the hazard.

**Priority remedial action<sup>1</sup>:** these are items that do not present an immediate hazard but still require action in an expedited manner. The postponement of these items will likely result in the further degradation of the structural systems and finishes. This may include interim repairs, further investigations, etc. and are broken down into timelines as follows:

1. **Short-term:** it is recommended that items listed as short-term remedial action are acted on within the next 6 months (before the onset of the next winter season).
2. **Medium-term:** it is recommended that items listed as medium-term remedial action are acted on within the next 24 months.
3. **Long-term:** it is recommended that items listed as long-term remedial action are acted on within the next 5-10 years. Many of these items include recommendations of further review/investigation.

**Routine maintenance<sup>1</sup>:** these are items that can be performed as part of a regularly scheduled maintenance program.

---

<sup>1</sup> Adapted from "Structural Condition Assessment", 2005, American Society of Civil Engineers/Structural Engineering Institute



## **Appendix B: Expanded Cost Estimate Data**

See attached (one page)

## **Appendix C: Reference Drawing**

See attached (one page)

## **Appendix D: Electrical and Mechanical**

See attached (four pages)

Appendix B

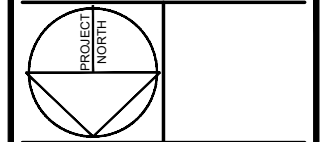
Item #	description	estimated cost	
1	Replacement decking at existing west wing floor openings	\$ 1,200.00	to \$ 1,800.00
<b>Estimated Construction Cost Range (budget): Immediate Remedial Actions</b>		<b>\$ 1,200.00</b>	<b>\$ 1,800.00</b>

Item #	description	estimated cost	
1	Supply and install new insulation baffles between each rafter east/west wings	\$ 4,000.00	to \$ 6,000.00
2	Supply and install six (6) new roof vents in Central Section roof	\$ 3,000.00	to \$ 4,500.00
3	Supply and install three (3) additional roof vents between roof dormers	\$ 2,250.00	to \$ 3,375.00
4	Supply and install four (4) new roof vents in East and West wing roof	\$ 2,000.00	to \$ 3,000.00
5	Increase insulation and ventilation at two dormers	\$ 20,000.00	to \$ 30,000.00
6	Replace damage diagonal west wing roof gutter on north face	\$ 1,000.00	to \$ 1,500.00
7	Modify slope and reset roof gutter for positive slope to nearest downspout	\$ 1,500.00	to \$ 2,250.00
<b>Estimated Construction Cost Range (budget): Short-Term Remedial Actions</b>		<b>\$ 33,750.00</b>	<b>\$ 50,625.00</b>

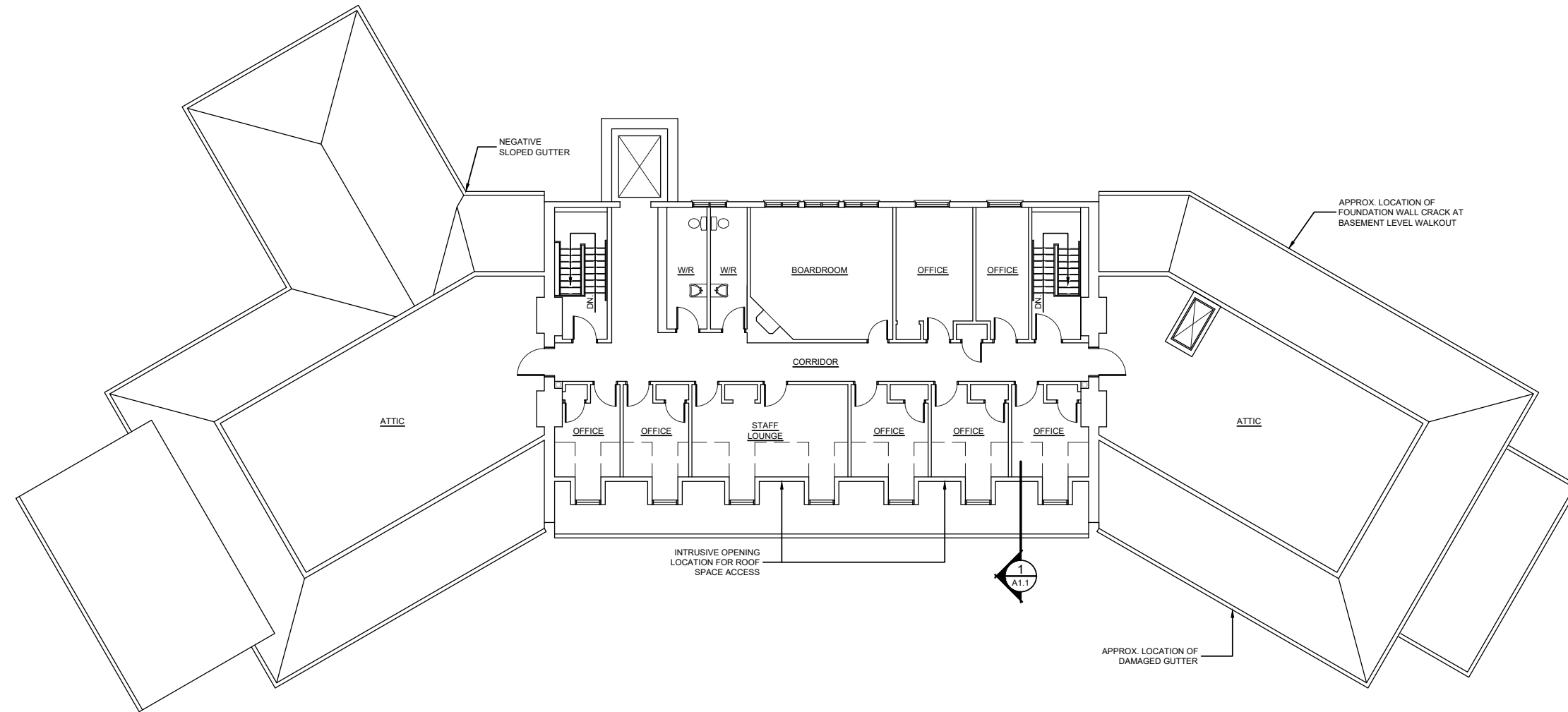
Item #	description	estimated cost	
1	Provide thermal separation between attic space and upper floor office space	\$ 5,400.00	to \$ 8,100.00
2	Supply and install new insulation baffles between each rafter low slope roof	\$ 4,000.00	to \$ 6,000.00
<b>Estimated Construction Cost Range (budget): Medium-Term Remedial Actions</b>		<b>\$ 9,400.00</b>	<b>\$ 14,100.00</b>

Item #	description	estimated cost	
1	Provide permanent insulated access hatch to attic and between dormers	\$ 5,250.00	to \$ 7,875.00
2	Consulting services - explore alternate methods of elevator water management	\$ 9,000.00	to \$ 13,500.00
3	Reassess existing downspout locations and modify gutters as required	\$ 7,250.00	to \$ 10,875.00
4	Consulting services - further investigate west elevation foundation wall crack	\$ 3,000.00	to \$ 4,500.00
<b>Estimated Construction Cost Range (budget): Long-Term Remedial Actions</b>		<b>\$ 24,500.00</b>	<b>\$ 36,750.00</b>

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No.	Date	Revision / Issued for:
1.	NOV. 18 2021	CONDITION ASSESSMENT REPORT

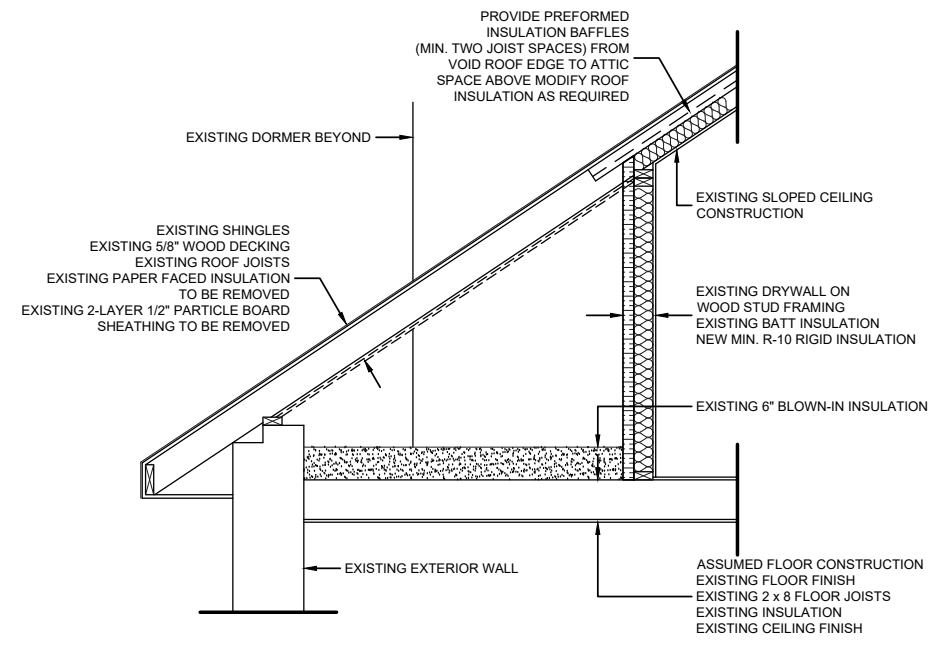


**SECOND FLOOR PLAN - REFERENCE**

SCALE: NTS

**GENERAL NOTES**

- REFERENCE SECOND FLOOR PLAN BASED ON ISSUED RECORD DRAWINGS PREPARED BY MITCHELL ARCHITECTS, PROJECT NO. 20439, APRIL 22, 2005.



**SECTION A1.1 - SCHEMATIC REMEDIAL WORK BETWEEN DORMERS**  
SCALE: NTS

**TACOMA ENGINEERS**  
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Guelph, Ontario N1H 1C3  
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**VILLAGE OF BURK'S FALLS**  
Burk's Falls, Ontario

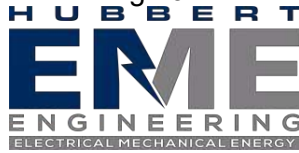
**ALMAGUIN HIGHLANDS HEALTH CENTRE**  
**CONDITION ASSESSMENT**  
150 Huston Street, Burk's Falls

**SECOND FLOOR PLAN REFERENCE**

Project No. TE-37827-21  
Drawn By: M. REKKER

**A1.1**

67 High St.  
Barrie, ON L4N1W5  
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Project No. 21-6126

November 18, 2021

Village of Burk's Falls  
172 Ontario Street  
PO Box 160  
Burk's Falls, ON  
P0A 1C0

**Attn: Ms. Nicky Kunkel**

**Re: Municipal Building – MEP System Review and Recommendations  
150 Huston Street, Burk's Falls, ON**

### **Background and Objective**

On Thursday June 4, 2021, Mr. Chris Langford, P.Eng., from Hubbert EME Engineering (EME) attended the above noted site along with Tacoma Engineers. Councilor Wilson accompanied Mr. Langford for the duration of the visual review. The purpose of the visual review was to review the mechanical, electrical, and plumbing systems present in the subject building. It is our understanding that EME has been tasked with understanding the current condition for all systems (specifically mechanical) and EME shall endeavor to develop options for the long-term improvement of the building system's functionality and performance.

### **Scope of Work**

Our scope of work for this assignment is as follows:

- Attend the site and conduct a visual review of the visually accessible air conditioning, mechanical and electrical components.
- Provide a general assessment report identifying anomalies and/or issues of concern.
- Provide recommendations for repair, replacement, retrofits and/or maintenance within a ten-year period.

### **Limitations**

The information presented in this report provides an assessment of the current conditions at the site, within the terms of reference and limitations outlined in this report. We have been asked to make recommendations and opinions based solely on a visual sampling of existing components. Test cuts, coring, design review, quantity surveys, destructive testing, or instrument testing were not carried out. Consequently, further investigation or additional testing may change our current recommendations and opinions.

This report was prepared by Hubbert EME Engineering., for the exclusive use of the property owner and may not be reproduced in whole or in part, without the prior written consent of Hubbert EME Engineering or used or relied upon in whole or in part by a party other than the building owner.

Any use which a third party makes of this report, or any reliance on or decision made based upon it, is the sole responsibility of such third party and Hubbert EME Engineering accepts no responsibility for any damages of any kind or nature whatsoever, suffered by any third party as a result of decisions made or actions based upon this report.

In order to achieve the objectives as outlined in this report, we arrived at conclusions based upon the best information presently known to us. No investigative method can completely eliminate the possibility of obtaining partially imprecise or incomplete information; it can only reduce the possibility to an acceptable level. Professional judgment was exercised in gathering and analyzing the information obtained and in the formulation of the conclusions. Like all professional persons rendering advice, we do not act as absolute insurers of the conclusions we reach, but we commit ourselves to care and competence in reaching those conclusions.

## **Current Situation**

### ***Mechanical - HVAC***

There are multiple systems for heating and cooling present within the existing building. The systems are not interconnected and as such, are not currently designed to work in coordination.

#### Hydronic System (heating only)

The main boiler room is located in the basement level. Boilers are in decent condition; replacement was completed in 2008. The boiler provides hot water to heating elements within the building including perimeter heat in the basement and ground floor. The vent material of the boiler and the sealing of the vent joints appears to be non-compliant and does not appear to conform with the gas code requirements. The heating loop water is not treated. Control of the heating loop is limited. Piping appears to be in decent condition with limited pin-hole repairs reported. Detailed maintenance records for the facility were not available at the time of our review.

#### HVAC System (heating and cooling)

The packaged 7.5ton air handling unit mounted on a concrete pad in the rear yard of the building serves the upper level of the building. Control is provided by a single thermostat. The duct work insulation is intact and appears to have been installed in approximately 2012. The system appears to be sized adequately for the heat loss and heat gain as performance does not appear to be an issue.

#### Cooling Split Units (various locations)

Located within each corridor are split units that provide additional cooling to the corridor on the top floor with control being local to each unit. These systems are stand alone with no interconnection to other units.

#### HVAC – East Attic Space (cooling only)

An air handler located in the attic space provides cooling only (no heating capacity) to the ground floor of the building; the condenser on the ground floor is aged and replacement should be considered. Space heating is provided by hydronic and electric baseboards. The air handling unit and condenser appears to have been installed in approximately 2008.

#### HVAC – West Attic Space (cooling only and fresh air)

An air handler located in the attic space provides cooling only (no heating capacity) to the ground floor of the building; the condenser on the ground floor is aged and damaged and replacement should be considered. Space heating is provided by hydronic and electric baseboards. The air handling unit and condenser appears to have been installed in approximately 2008.

There is an HRV which provides fresh air into the space with the supply air is ducted to the return side of the air handling unit.

### ***Electrical***

The building is provided with electrical connection from pole mounted, utility owned transformers in the rear of the building. The existing service is 120/208V, 3-phase, 4-wire, 800A.

Power distribution panels within the space are aged but appear to be in good condition. The fuse panel on the top floor should be replaced immediately.

The site is provided with backup power from a 270kW diesel generator which appears to be in decent condition. The generator is located at the rear of the building. The generator and associated automatic transfer switch appear to have been installed in approximately 2002. There appears to be additional capacity available on the generator that could be used to support the entire building.

LED lighting retro fit is recommended for interior (T8) and exterior light fixtures (MH and HPS); Save-ON-Energy rebate should be available.

### ***Plumbing***

There were no noted issues or complications with the domestic water supply for cold water or hot water. Leaks do not appear to be an issue. No maintenance records were available at the time of our review. Due to the majority of these elements being concealed, a visual review was not possible.

### ***Fire Suppression (Sprinkler)***

Dry sprinkler system has failed causing damage. Consideration should be given to the classification of the building. A dry system may not be required for a commercial building of this square footage. An architect or code consultant must be retained to determine if the attic dry sprinkler system can be removed or if it must remain.

### **Future Consideration**

#### ***Mechanical - HVAC***

There are multiple systems installed at the subject building with limited interlocking. For the building to function correctly these systems must be correctly zoned, interlocked and controlled. Our long-term recommendations for this building are noted below:

- 1. Primary Forced Air System (estimated budget \$175,000-250,000, assumed 40T load)**  
Decommission and remove all hydronic components within the building, including the heating boilers, associated piping and exterior wall hydronic radiators. Install additional air handling units on the exterior of the building for the upper level and basement level, consider VAV system for south and north exposures. Additional duct work required (ceiling heights to be confirmed); if ceiling space is limited, consideration for multiple smaller air handling units. Remove and decommission air handling units in the East Attic and West Attic. Building automation system is not required, simple system is recommended for early fault detection and to assist with maintenance schedules. Preliminary design of this system will be required to confirm a project budget.
- 2. Primary Hydronic System (estimated budget \$350,000-425,000, assumed 40T load)**  
Remove and re-pipe the entire building with new schedule 40 pipe and press fittings. Remove and decommission the large RTU mounted to the ground on the exterior of the building. Install new ERVs designed to bring tempered fresh air into the building. Install new Fan Coil units throughout the building, fan coils will provide local control of temperature. Install an air-cooled chiller at the rear of the building. Hydronic loop will provide heating and cooling to the entire building. Remove and decommission air handling units in the East Attic and West Attic. A building automation system

is recommended with a detailed user interface complete with schedules for occupied and unoccupied times. Preliminary design of this system will be required to confirm a project budget.

### 3. VRF System (estimated budget \$550,000, assumed 40T load)

Decommission and remove all hydronic components within the building, including the heating boilers, associated piping and exterior wall hydronic radiators. Remove and decommission the large RTU mounted to the ground on the exterior of the building. Install new ERVs designed to bring tempered fresh air into the building. Install new VRF system throughout the building providing location temperature control for heating and cooling. Extremely efficient option with the lowest operation cost. Lowest impact to the building components and floorplan and highest capital cost. Preliminary design of this system will be required to confirm a project budget.

### Summary

The mechanical, electrical, and plumbing infrastructure at the above noted facility appears to be aged but in decent condition. Based on our visual review there does not appear to be any major repairs required at this time. The hydronic piping system should be monitored as due to the age of the piping system, failures are likely to become more common.

Maintaining the existing HVAC systems is possible, however, it is our opinion that the municipality should consider allocation of funds to further review each option suggested above for suitability and capital cost. The review should include preliminary concept design work including heat gain, heat loss, equipment specification, preliminary schematic design, electrical system impacts, CSAZ317 requirements, Class C Cost Estimates, etc. The concept design can be used to determine the impact to the building of each option noted above.

Based on our experience and expertise the most cost-effective solution would be to proceed with the **'Primary Forced Air System'** as noted above. However, space constraints within the building for the necessary duct work may deem this option not viable. Further investigation is required to develop a detailed preliminary concept plan based on actual site conditions. EME recommends that an energy model of the building is completed with the intended output being the expected operational costs of each system as noted above.

Should the municipality wish to engage EME on additional services such as preliminary concept design as noted above, please contact the undersigned directly. Should there be any questions regarding this document please also contact the undersigned directly.

Sincerely,



Chris Langford, P.Eng  
President  
Hubbert EME Engineering  
[chris@EMEeng.com](mailto:chris@EMEeng.com)



Pamela DeMelo, P.Eng  
Vice President, CFO  
Hubbert EME Engineering  
[pamela@EMEeng.com](mailto:pamela@EMEeng.com)



705-382-2900  
www.almaguin-health.org

**Minutes:** December 5, 2024, 10:00 am via Zoom and at the Township of Perry Municipal Office

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Vicky Roeder-Martin (Vice- Chair), Sean Cotton, Brad Kneller, Norm Hofstetter, Jim Ronholm, Cheryl Philip, Tom Bryson, Justine Leveque (for Luke Preston), Ashley Soundy (Secretary), Camille Barr, Sandy Zurbrigg (Patient/Family/Caregiver rep)

Regrets: None

Guest: Chris Hope, Isabel Pereira, Rocco Frangione

Called to order at 10:01 am by Chair R. Ward

1. 2024-34 Moved by Norm Hofstetter - Seconded by Vicky Roeder-Martin  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council adopt the minutes from the regular meeting of November 7, 2024, as circulated. Carried.

2. **DECLARATION OF PECUNIARY OF INTEREST:** None

3. **DELEGATIONS:** None

4. **RESOLUTIONS PASSED:**

a) None

5. **ITEMS FOR DISCUSSION:**

a) **Introduction of Ashley and many thanks to Camille**

Ashley Soundy welcomed as the Health Council Secretary and Camille Barr was thanked for her work with the AHH Council.

b) **Potential options for cost-recovery of operating losses at 150 Huston Street**

At its last meeting of the AHHC, the Village of Burk's Falls provided a proposal of how the Almaguin Municipalities could be a part of the ownership model for the Almaguin Highlands Health Centre. Chair Rod Ward provided the group with a discussion paper containing options to support a cost recovery model for the building. The four options were: Based on Percentages, Based on Assessment, Based on Households, Status Quo

A discussion occurred regarding the information received and options presented. Noted that Sundridge, Strong and Joly have a medical building they are already



providing for. Their model to finance the building includes rental revenue and a 50/40/10 split on both building ownership and on-going expenses, which is said to be significant.

It was shared that municipalities paying into medical buildings is a typical model across the province. Options to increase rental revenue was discussed. Spaces are fully rented. Due to an existing agreement MAHC does not pay for space however the group agrees this must be revisited. S. Cotton answered other questions regarding rental options as well reviewed the email previously sent demonstrating payments made towards the deficit over the years by Almaguin municipalities and clarified information regarding the discussion paper. The AHHC has requested a review of operating losses verse capital for 2023 & 2024. Invoices for 2023 were not sent to municipalities. AHHC requests these are sent out to the member municipalities asap. AHHC requests the discussion paper is brought to each municipal council and to supply feedback at the next AHHC meeting.

**c) Updates from MAHC**

C. Harrison was unable to attend the meeting and sent her regrets. The group had a discussion surrounding MAHC services coming to the area as part of the hospital rebuild project. Council was advised nothing has been determined yet regarding services in Almaguin and this is still years out. It will be important for the group to keep active in the conversations with MAHC to not become overlooked in the process.

**d) Updates from Almaguin Highlands Family Health Team**

R. Paul was unable to attend the meeting however it was reported that McMurrich/Monteith and Kearney residents, among others, are starting to see movement in service due to the AHFHT employing nurse practitioners rostering patients.

**e) Summary of November activities – Muskoka and Area Ontario Health Team**

M. MacPhail gave an update on funding received through MAHC and Closing the Gap program. Working towards moving people out of the hospital and back into their own homes with supports needed. Care to Home program in the works with a pilot program group. Positive feedback is being received and the group is now being recognized for their efforts.

**f) AHHC updates**

Deferred

**g) Review of Terms of Reference**

R. Ward will update the Terms of Reference and send out via email for comment in preparation for the next meeting.

**h) Re-scheduling January meeting**

January 2025 meeting moved from January 2<sup>nd</sup> to January 9<sup>th</sup> at the Perry Township Office.

**i) Progress Report**

Deferred

**j) Other Business**

Vicky Roeder-Martin reported that Evergreen Heights Education Centre in Emsdale has received reduced funding for their breakfast program. Asked if any council members received notice regarding other schools having their funding reduced for these types of programs. The Lions Club will try to provide support to keep the breakfast program going. Breakfast programs are important part of children's nutrition.

A site plan by Grey Stone has been completed for the potential hub in the Township of Armour. A draft may be available in January.

**6. ADJOURNMENT**

2024-35 Moved by Cheryl Philip - Seconded by Brad Kneller

**THEREFORE, BE IT RESOLVED THAT** the Almaguin Highlands Health Council adjourn at 10:55 am to meet again on January 9, 2025 at 10:00 am at Perry Township. Carried.



# **Soil Engineers Ltd.**

CONSULTING ENGINEERS

GEOTECHNICAL • ENVIRONMENTAL • HYDROGEOLOGICAL • BUILDING SCIENCE

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90 WEST BEAVER CREEK ROAD, SUITE 100, RICHMOND HILL, ONTARIO L4B 1E7 · TEL: (416) 754-8515 · FAX: (905) 881-8335

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**BARRIE**  
TEL: (705) 721-7863  
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**MISSISSAUGA**  
TEL: (905) 542-7605  
FAX: (905) 542-2769

**OSHAWA**  
TEL: (905) 440-2040  
FAX: (905) 725-1315

**NEWMARKET**  
TEL: (905) 853-0647  
FAX: (905) 881-8335

**GRAVENHURST**  
TEL: (705) 684-4242  
FAX: (705) 684-8522

**HAMILTON**  
TEL: (905) 777-7956  
FAX: (905) 542-2769

December 20, 2024

Reference No. 2411-S140

Page 1 of 6

Township of Armour  
56 Ontario Street, P.O. Box 533  
Burk's Falls, Ontario  
P0A 1C0

Attention: Mr. John Theriault

**Re: A Preliminary Geotechnical Investigation Report  
Proposed Slab-on-Grade Building - Burk's Fall Library  
150 Huston Street  
Village of Burk's Fall**

---

Dear Sir:

Further to your written authorization dated November 22, 2024, Soil Engineers Ltd. has completed a preliminary geotechnical investigation at the captioned property, in order to provide recommendations for the construction of the proposed slab-on-grade building.

## **BACKGROUND**

The subject site is located to the southwest of Huston Street and Main Street, in the Village of Burk's Fall, where multiple medical buildings was noted at the site. While the location of the proposed library, a slab-on-grade building, is not known at the time of investigation, the investigated area, known as Site A, is located at the southeast portion of the subject site, where it is generally vacant, generally covered with grass with an asphalt paved basketball court.

Based on a Concept Site Plan (Drawing No. SP-1), prepared by Greystone dated November 23, 2023, it is understood that an existing sanitary easement presents in the middle of the investigated area, in the east-west direction. In addition, a possible storm water drain pipe was noted in the middle of the investigated area, in the north-south direction.

Given the unknown building location, this preliminary report will not discuss the possibility of relocation or decommission of the existing underground services for the proposed library.



## **FIELD WORK**

The field work, consisting of 6 sampled boreholes, extending to depths of 8.1 m and 9.6 m below the prevailing ground surface, was conducted on December 9 and 10, 2024. The borehole locations are shown on Drawing No. 1, enclosed.

The boreholes were advanced at intervals to the sampling depths by a track-mounted machine using solid stem augers, and equipped with split spoon sampler for soil sampling. Split-spoon samples were recovered for soil classification and laboratory testing. Standard Penetration Tests, using the procedures described on the enclosed “List of Abbreviations and Terms,” were performed at the sampling depths. The relative density of the cohesionless strata and the consistency of the cohesive strata are inferred from the ‘N’ values. The fieldwork was supervised and the findings were recorded by a Geotechnical Technician.

The ground elevation at each borehole location was surveyed, using the top of a maintenance hole as a temporary benchmark, where the ground elevation is at El. 311.45 m.

## **SUBSOIL AND GROUNDWATER CONDITIONS**

Detailed descriptions of the encountered subsurface conditions are presented on the enclosed Borehole Logs, comprising Figures 1 to 6, inclusive. The boreholes revealed that beneath a layer of earth fill, the investigated area is underlain by interstratifying silt, sandy silt, silty sand and sand deposits.

### **Topsoil**

A topsoil veneer was noted at the ground surface of Borehole 2, having an approximate thickness of 10 cm.

### **Earth Fill**

Deep earth fill was contacted all boreholes, extending to depths ranging from 2.3 to 3.8 m below the grade. It is dark brown in color and generally consists of silty clay with occasional gravel, sand, and topsoil/organic inclusions.

The recorded ‘N’ values of the fill range from 2 to 25, with a median of 7 blows per 30 cm of penetration, indicating that the fill is very loose to compact, being generally loose in relative



density, indicating that the fill is loosely placed with nominal compaction and without quality control.

The natural water content of the fill samples range from 13% to 52%, with a median of 22%, indicating a generally moist condition. High water content may depict the presence of highly organic/topsoil layers within the fill.

### **Silt, Sandy Silt and Silty Sand**

Beneath the deep fill, the native overburden consists primarily of silt, sandy silt and silty sand. The recorded 'N' values of these deposits range from 4 to 24, with a median of 10 blows per 30 cm of penetration, indicating that the sandy silt, silt and silty sand is very loose to compact, being generally loose in relative density.

The natural water content values ranged from 12% to 29% with a median of 24%, showing a generally wet condition.

### **Sand**

An upper localized sand was contacted in Boreholes 4 and 5. A lower sand deposit was noted in all boreholes, except Borehole 1. The extent of the lower sand deposit was not determined as most boreholes were terminated within the sand unit. The sand unit is generally fine grained with a trace to some silt.

The recorded 'N' values of the sand range from 14 to 34, with a median of 19 blows per 30 cm of penetration, indicating that the sand is compact to dense, being generally compact in relative density.

While the natural water content values ranged from 4% to 14%, with a median of 6%, the sand samples are generally in a wet condition and water bearing. This is likely due to the pervious characteristic of the sand deposit, where water may be drained during soil sampling process, resulting in a biased lower water content.

### **Groundwater Condition**

Upon completion of drilling, all borehole remained dry, while cave-in was recorded in Boreholes 1 and 4 at the depths of 3.1 and 3.4 m below grade, respectively. While it may not necessarily represent the true groundwater condition, the cave-in levels may indicate the presence of water seepage, which may lead to collapse of the side wall during an excavation.



## **DISCUSSION AND RECOMMENDATIONS**

It is anticipated that the investigated area will be developed with a slab-on-grade building. Based on the borehole findings, the preliminary geotechnical considerations pertaining to the design and construction are presented below:

- Any topsoil within the development area must be stripped. It can only be used for landscape purpose. Any surplus must be removed off site.
- The existing fill is not suitable to support any structure at its current state. Prior to any site grading or construction, it must be subexcavated to competent native soil, if possible, sorted free of any organic, topsoil or deleterious material, before reusing for structural backfill or engineered fill construction.
- Where additional fill is required for site grading, the earth fill can be constructed in accordance with the engineering fill specifications for supporting the foundation, underground services, and pavement construction.
- Assuming the building is not located within the vicinity of the existing storm and sanitary sewers, the proposed building can be supported on conventional spread and strip footing founded on engineered fill using the recommended soil bearing pressures of 100 kPa (SLS) and 150 kPa (ULS).
- The total and differential settlements of footings, designing for the bearing pressure at SLS, are estimated to be 25 mm and 20 mm, respectively.
- Where the existing fill is to be left in place, and assuming that the building is not located within the vicinity of the existing storm and sanitary sewers, Helical piers foundation or soil improvement method such as Rammed Aggregate Piers (RAP) should be considered.
- For Helical piers, the maximum design load is directly related to the installation torque of the piles in the competent soil stratum. The optimum load, the size and depth of piles should be assessed by the specialized Helical Pile Contractor and the structural engineer. Where necessary, additional boreholes to deeper depths may be considered once the building envelope and the grading design are available for review.
- The RAP should be installed for the entire footprint of the building for both foundation and slab-on-grade design. The design-build specialist should be consulted and the soil bearing pressure for the foundation design will be provided and certified by the specialist once the RAP is completed.
- Due to the extent of existing earth fill and presence of the existing underground services, re-engineered the existing earth fill, in order to support the proposed building on conventional spread and strip footing can be economically infeasible. Therefore, Helical Piers with grade beam or RAP can be considered. Please be noted that



additional deeper boreholes may be required to verified the subsurface condition for Helical Pier design.

- Pile cap, grade beam and/or conventional footings, exposed to weathering or in unheated areas, should have at least 1.8 m of earth cover for protection against frost action.
- The building foundations must meet the requirements specified in the latest Ontario Building Code; the structure should be designed to resist an earthquake force using Site Classification 'E'. Where RAP or Helical Piers are considered, the Site Classification may be upgraded to 'D'.
- It should be noted that if groundwater seepage is encountered during footing excavations, or where the footing subgrade is wet and erodible, the subgrade should be protected by a concrete mud-slab immediately after exposure and inspection. This will prevent construction disturbance and costly rectification.
- For typical slab-on-grade, the subgrade must consist of sound native soil or compacted earth fill, inspected and proof-rolled. The concrete slab should be placed on a 150 mm thick granular bedding, consisting of 19-mm Crusher-Run Limestone, or equivalent, compacted to 100% Standard Proctor Dry Density (SPDD). Where the Helical piers are considered, the ground floor slab should be constructed as a reinforced structural slab.
- A Class 'B' bedding is recommended for construction of the underground services. Where the underground service pipe extends into saturated soils or below the groundwater level, a Class 'A' concrete bedding should be considered.
- Generally, the on-site inorganic soils are too wet for reuse as structural backfill, they should be properly stockpiled to drain away the excess moisture before reusing. If it is not feasible, they should be removed off site and imported inorganic soil, as approved by the project geotechnical engineer, should be used for backfill. All trench backfill must be compacted to at least 95% SPDD in lifts no more than 20 cm thick. In the area below the slab-on-grade and in the zone within 1.0 m of the pavement subgrade, it must be compacted to at least 98% SPDD in lifts no more than 20 cm thick.
- Excavation should be carried out in accordance with Ontario Regulation 213/91. For excavation purposes, the types of soils are classified below:

<b>Material</b>	<b>Type</b>
Drained Sand/Silt	3
Loose Fill and Saturated Soils	4

- Excavation extending into the saturated soil and/or below the groundwater level will require extensive construction dewatering. A hydrogeological assessment should be consulted.



Township of Armour.  
December 20, 2024

Reference No. 2411-S140  
Page 6 of 6

This report is preliminary in nature. A comprehensive report can be provided once additional information is available, such as the location of the building, for our review.

This letter should satisfy your current requirements. Should you have any inquiry, please feel free to contact our office.

Yours truly,  
**SOIL ENGINEERS LTD.**

Daric Yang, P.Eng.



Kin Fung Li, P.Eng.  
DY/KFL

**ENCLOSURES**

- Borehole Logs..... Figures 1 to 6
- Borehole Location Plan ..... Drawing No. 1

This letter/report/certification was prepared by Soil Engineers Ltd. for the account of the captioned clients and may be relied upon by regulatory agencies. The material in it reflects the writer's best judgment in light of the information available to it at the time of preparation. Any use which a third party makes of this letter/report/certification, or any reliance on or decisions to be made based upon it, are the responsibility of such third parties. Soil Engineers Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this letter/report/certification.



## LIST OF ABBREVIATIONS AND DESCRIPTION OF TERMS

The abbreviations and terms commonly employed on the borehole logs and figures, and in the text of the report, are as follows:

### SAMPLE TYPES

AS	Auger sample
CS	Chunk sample
DO	Drive open (split spoon)
DS	Denison type sample
FS	Foil sample
RC	Rock core (with size and percentage recovery)
ST	Slotted tube
TO	Thin-walled, open
TP	Thin-walled, piston
WS	Wash sample

### PENETRATION RESISTANCE

Standard Penetration Resistance or 'N' Value:

The number of blows of a 63.5 kg hammer falling from a height of 76 cm required to advance a 51 mm outer diameter drive open sampler 30 cm into undisturbed soil, after an initial penetration of 15 cm.

Plotted as '○'

Dynamic Cone Penetration Resistance:

A continuous profile showing the number of blows per each 30 cm of penetration of a 51 mm diameter, 90° point cone driven by a 63.5 kg hammer falling from a height of 76 cm.

Plotted as '—●—'

WH	Sampler advanced by static weight
PH	Sampler advanced by hydraulic pressure
PM	Sampler advanced by manual pressure
NP	No penetration

### SOIL DESCRIPTION

Cohesionless Soils:

<u>'N'</u> (blows/30 cm)	<u>Relative Density</u>
0 to 4	very loose
4 to 10	loose
10 to 30	compact
30 to 50	dense
>50	very dense

Cohesive Soils:

<u>Undrained Shear Strength (kPa)</u>	<u>'N'</u> (blows/30 cm)	<u>Consistency</u>
<12	<2	very soft
12 to <25	2 to <4	soft
25 to <50	4 to <8	firm
50 to <100	8 to <15	stiff
100 to 200	15 to 30	very stiff
>200	>30	hard

Method of Determination of Undrained Shear Strength of Cohesive Soils:

x 0.0 Field vane test in borehole; the number denotes the sensitivity to remoulding

△ Laboratory vane test

### METRIC CONVERSION FACTORS

1 ft	= 0.3048 m
1 inch	= 25.4 mm
1 lb	= 0.454 kg
1 ksf	= 47.88 kPa



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JOB NO.: 2411-S140

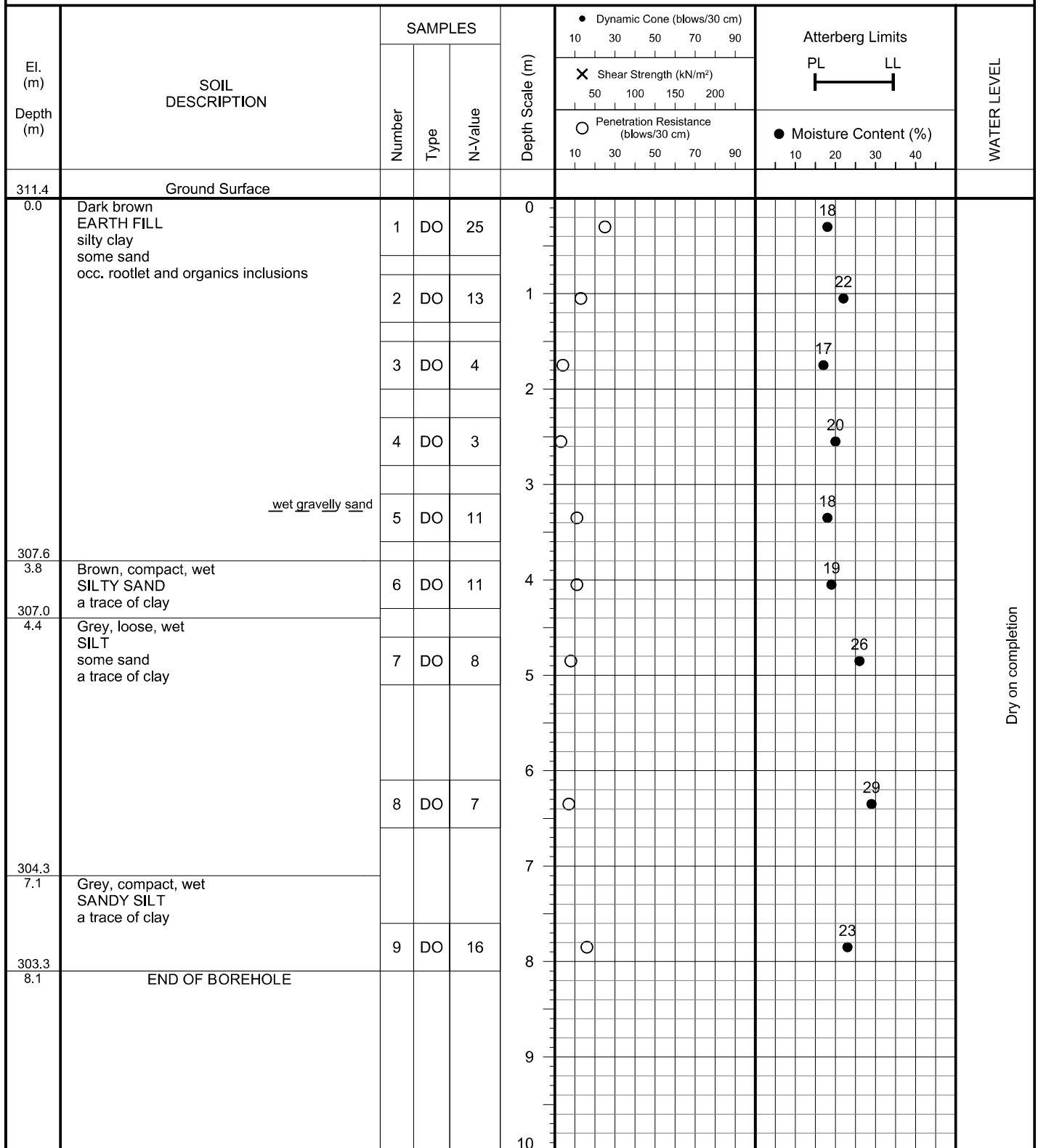
# LOG OF BOREHOLE: 1

FIGURE NO.: 1

PROJECT DESCRIPTION: Proposed Slab-on-Grade Building - Burk's Falls Library METHOD OF BORING: Solid Stem Augers

PROJECT LOCATION: 150 Huston Street, Village of Burk's Falls

DRILLING DATE: December 10, 2024



JOB NO.: 2411-S140

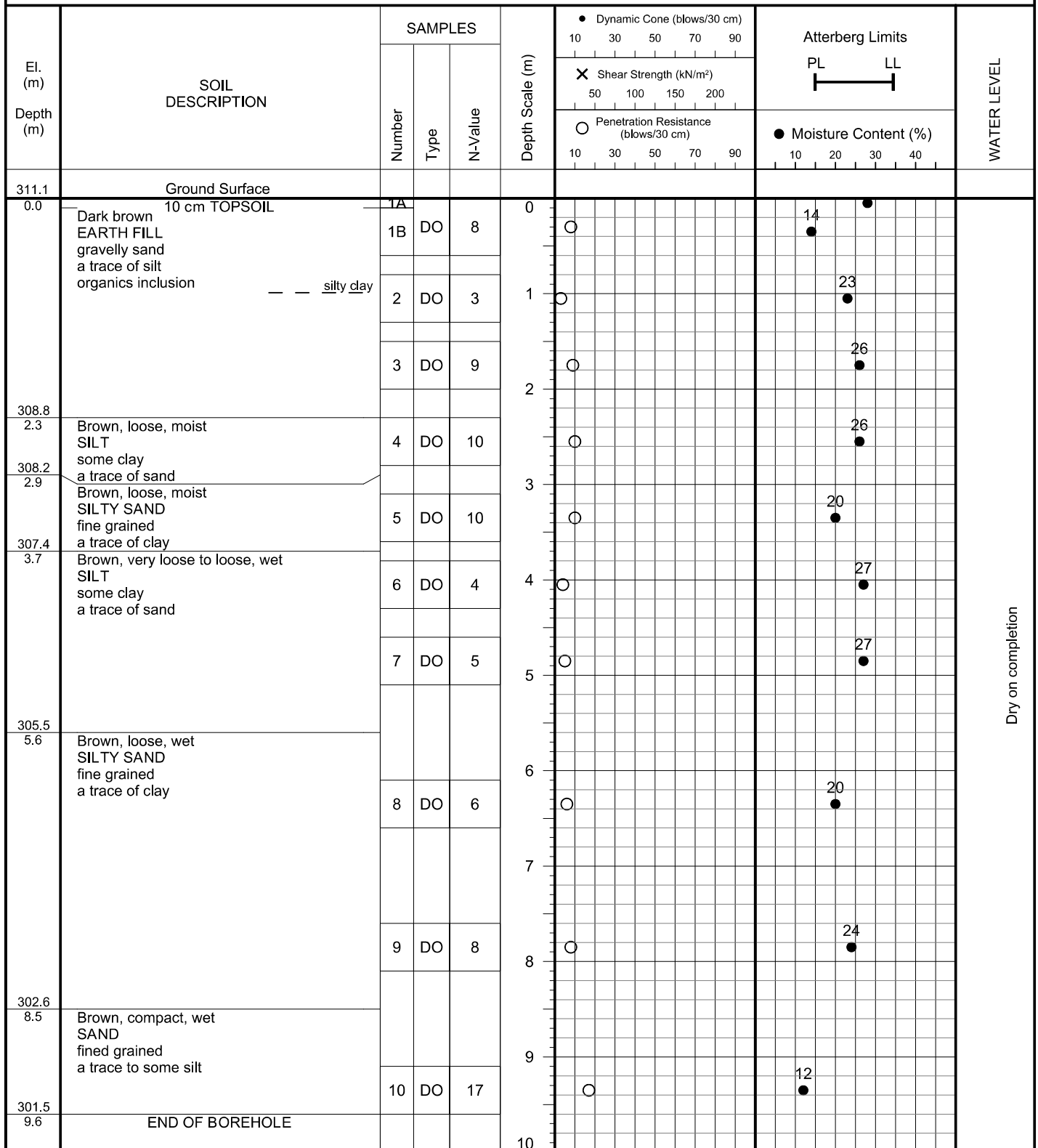
# LOG OF BOREHOLE: 2

FIGURE NO.: 2

PROJECT DESCRIPTION: Proposed Slab-on-Grade Building - Burk's Falls Library METHOD OF BORING: Solid Stem Augers

PROJECT LOCATION: 150 Huston Street, Village of Burk's Falls

DRILLING DATE: December 10, 2024



Dry on completion



JOB NO.: 2411-S140

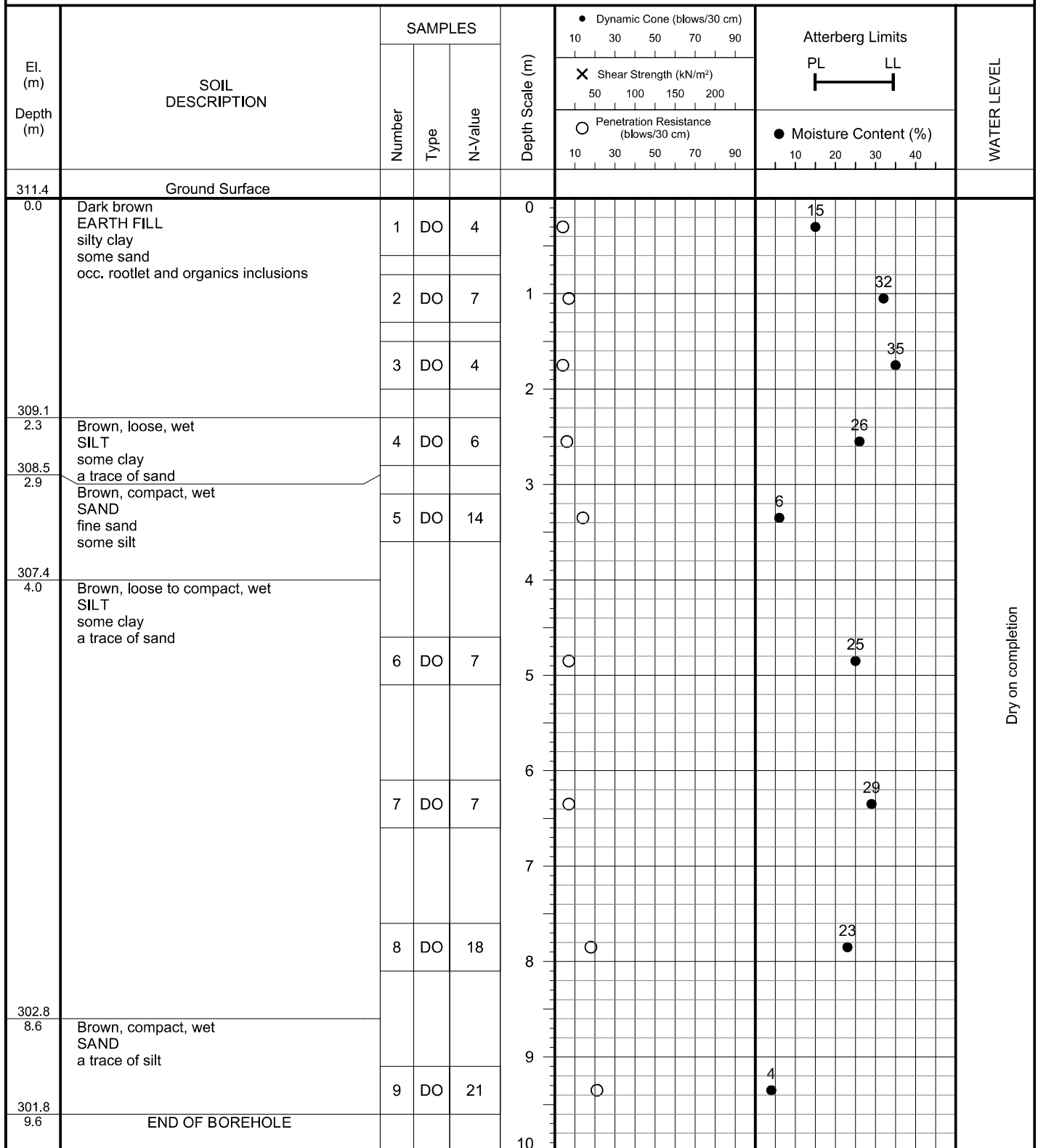
# LOG OF BOREHOLE: 3

FIGURE NO.: 3

PROJECT DESCRIPTION: Proposed Slab-on-Grade Building - Burk's Falls Library METHOD OF BORING: Solid Stem Augers

PROJECT LOCATION: 150 Huston Street, Village of Burk's Falls

DRILLING DATE: December 9, 2024



JOB NO.: 2411-S140

# LOG OF BOREHOLE:

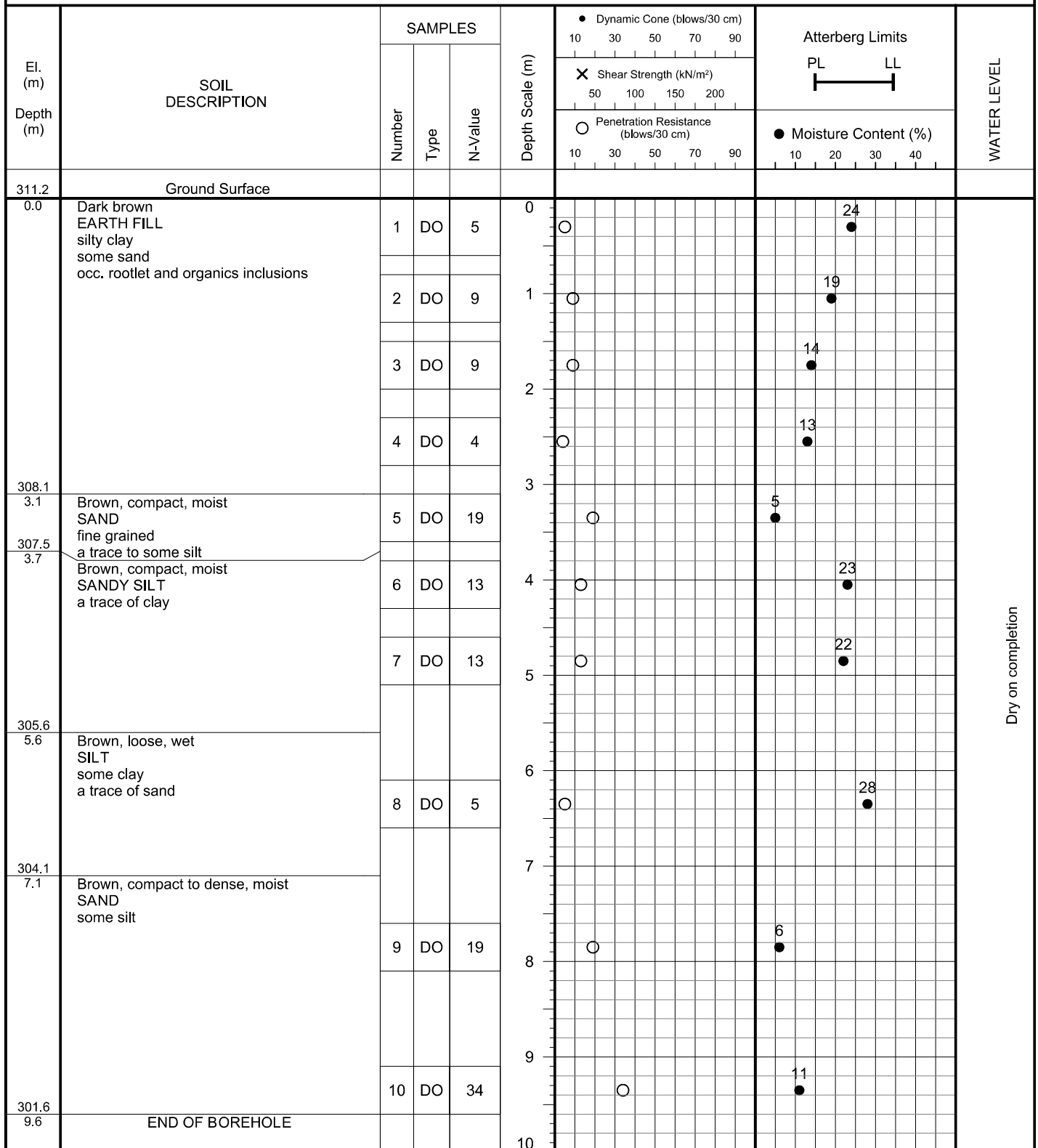
4

FIGURE NO.: 4

PROJECT DESCRIPTION: Proposed Slab-on-Grade Building - Burk's Falls Library METHOD OF BORING: Solid Stem Augers

PROJECT LOCATION: 150 Huston Street, Village of Burk's Falls

DRILLING DATE: December 10, 2024



JOB NO.: 2411-S140

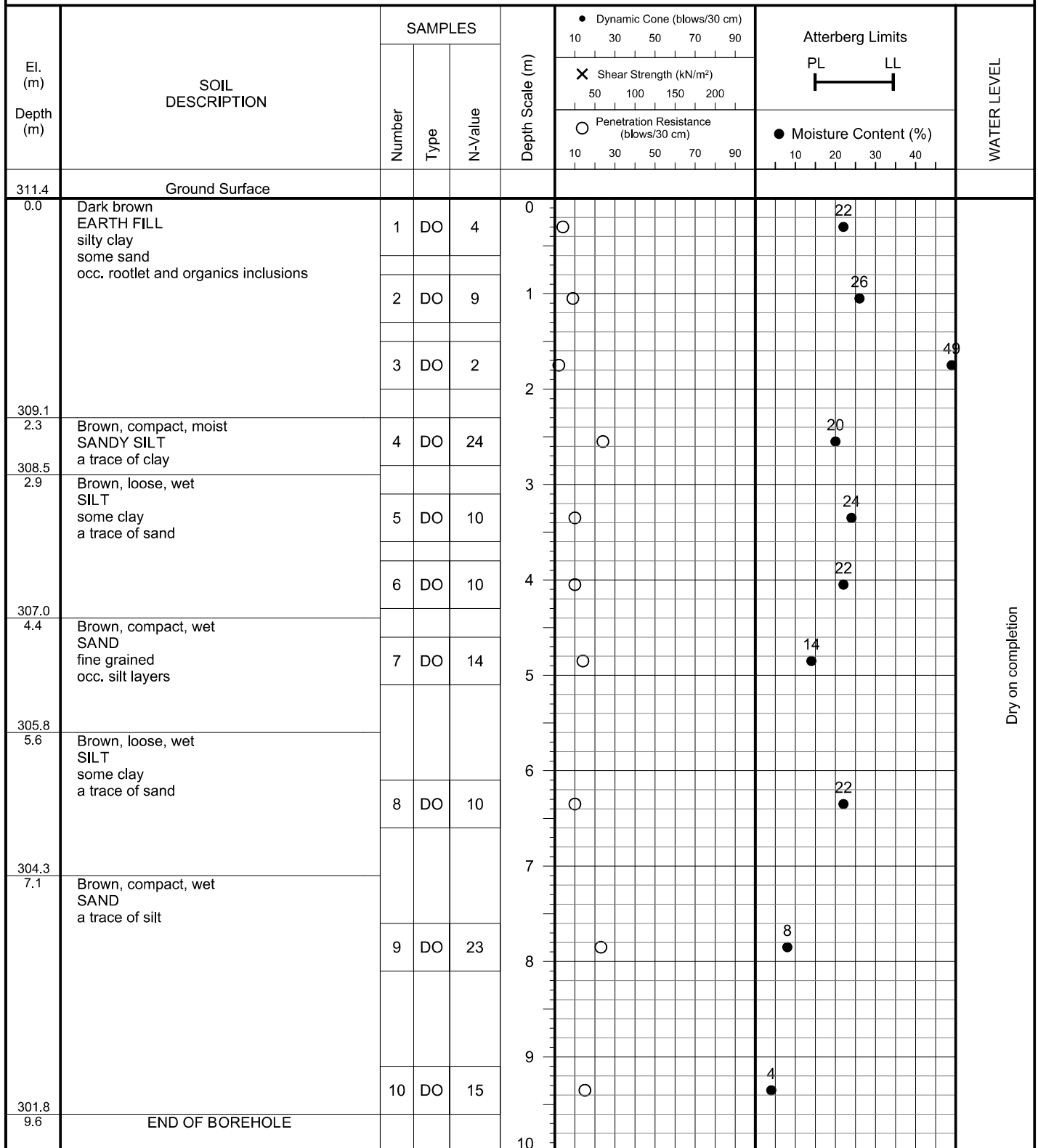
# LOG OF BOREHOLE: 5

FIGURE NO.: 5

PROJECT DESCRIPTION: Proposed Slab-on-Grade Building - Burk's Falls Library METHOD OF BORING: Solid Stem Augers

PROJECT LOCATION: 150 Huston Street, Village of Burk's Falls

DRILLING DATE: December 9, 2024



JOB NO.: 2411-S140

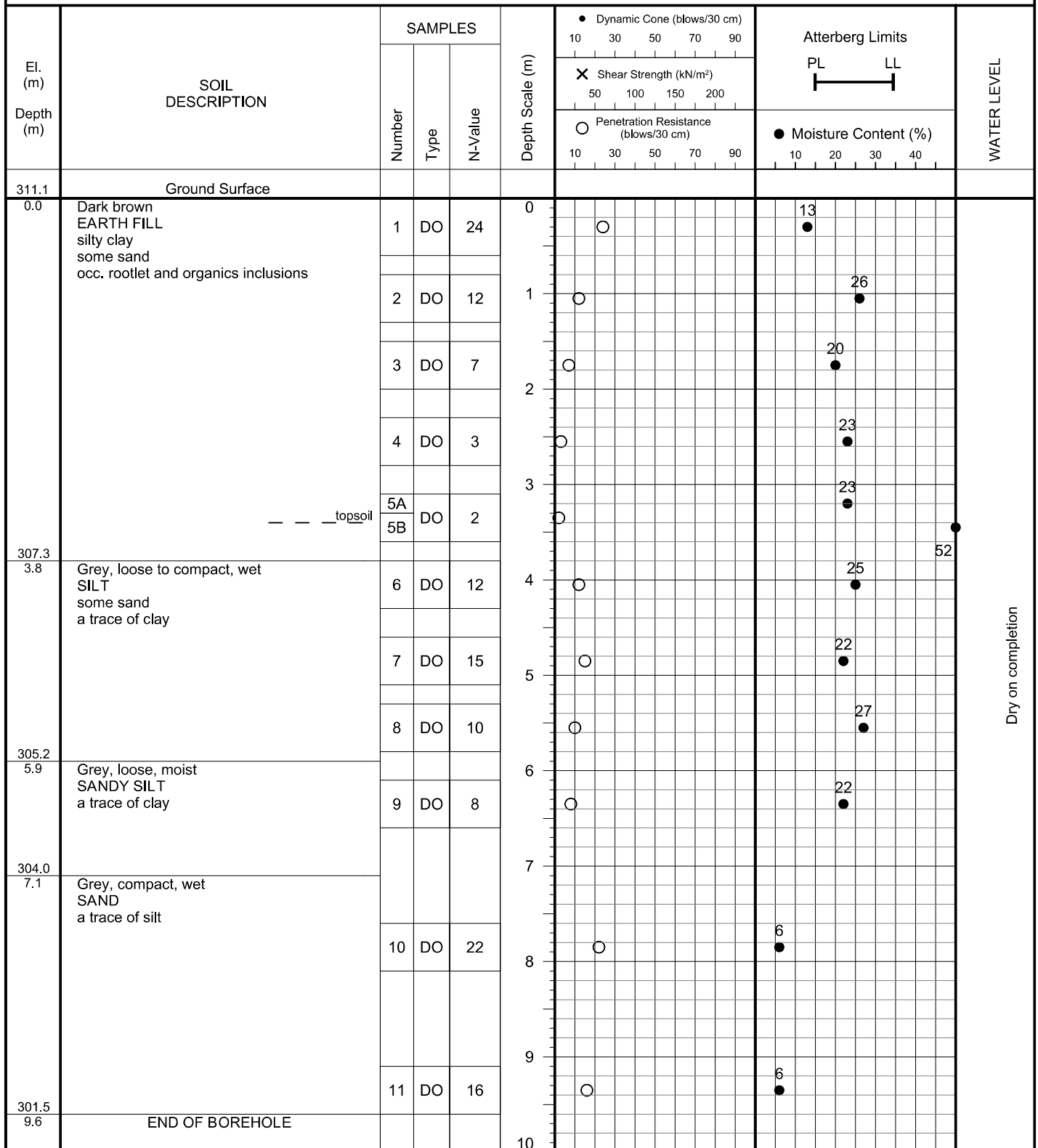
# LOG OF BOREHOLE: 6

FIGURE NO.: 6

PROJECT DESCRIPTION: Proposed Slab-on-Grade Building - Burk's Falls Library METHOD OF BORING: Solid Stem Augers

PROJECT LOCATION: 150 Huston Street, Village of Burk's Falls

DRILLING DATE: December 9, 2024





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

REV	BY	DATE
1		
2		
3		

PROJECT TITLE: BURK'S

PROJECT LOCATION: Burk

**GRE**

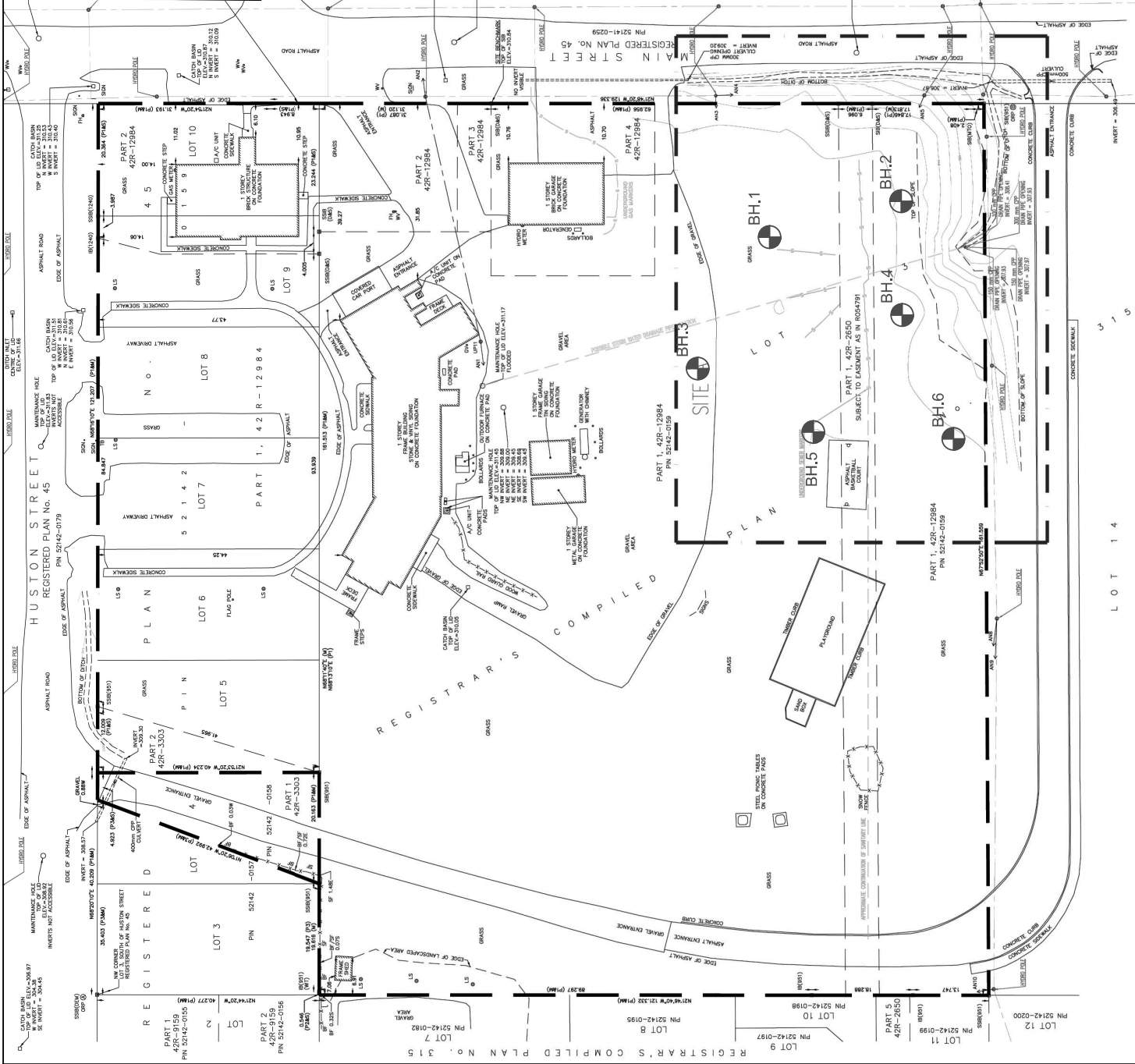
**Soil Engineers Ltd.**  
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**PROPOSED BOREHOLE LOCATION PLAN**

SITE: 150 Huston Street, Village of Burk's Falls

DESIGNED BY: D.Y. CHECKED BY: K.L. DWG NO.: 1

SCALE: 1:1000 REF. NO.: 2411-S140 DATE: December 2024 REV





Good Morning Everyone:

I have now received a majority vote from Councils for the CBO to offer Yves Savage the DCBO position.

It is with great pleasure I am announcing Yves has accepted the position by way of a signed letter of offer.

Please see attached the By-law to Appoint Yves Savage as DCBO at your next regular meeting.

If you have any questions, please do not hesitate to contact me.

Wishing everyone a very Merry Christmas & a Happy New Year 😊



Sincerely,

*Kim Dunnett*

Deputy Clerk  
Township of Strong  
[deputyclerk@strongtownship.com](mailto:deputyclerk@strongtownship.com)  
Phone: 705-384-5819 Ext 202  
Fax: 705-384-5892



[www.strongtownship.com](http://www.strongtownship.com)  
28 Municipal Lane, Sundridge, ON

**THE CORPORATION OF THE TOWNSHIP OF RYERSON  
BY-LAW \_\_\_\_-25**

**Being a By-law to Appoint a Deputy Chief Building Official**

**WHEREAS** the Building Code Act, 1992, SO 1992 Chapter 23 Sec. 3(2) provides that the Council of each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purposes of the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS** Council recognizes and will be in compliance with the changes to the Building Code Act, 1992 and Building Code resulting from the Building Code Statute Law Amendment Act, 2002, specifically Bill 124 will be met with this Appointment By-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Ryerson hereby enacts as follows:

1. That Yves Savage be and the same is hereby appointed as Deputy Chief Building Official (DCBO) for the Township of Ryerson
2. That the appointment shall be effective January 1, 2025.
3. That the DCBO shall be paid such a salary, wage or remuneration as set out in the Offer of Employment.
4. That By-law 34-23 to Appoint Yves Savage as Building Inspector is repealed.

READ A FIRST, SECOND  
AND THIRD TIME AND FINALLY  
PASSED THIS 14<sup>th</sup> DAY OF JANUARY, 2025

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

SEAL

**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	11	\$27,742.50	\$1,764,500.00	1315
July	14	\$15,747.50	\$929,500.00	945
August	18	\$23,595.00	\$1,451,000.00	2236
September	9	\$15,270.00	\$958,000.00	683
October	12	\$27,725.00	\$1,763,000.00	1334
November	7	\$3,595.00	\$193,000.00	350
December	3	\$10,845.00	\$703,000.00	1355
<b>TOTALS</b>	<b>113</b>	<b>\$240,446.50</b>	<b>\$15,019,100.00</b>	<b>New Construction 11787</b>
				<b>Demolitions 192</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	4	\$11,800.00	\$760,000.00	1	3
Joly	7	\$9,450.00	\$590,000.00	3	1
South River	8	\$24,560.00	\$1,584,000.00	4	3
Machar	30	\$52,447.50	\$3,190,500.00	11	9
Strong	29	\$45,682.50	\$2,687,500.00	4	5
Ryerson	22	\$36,181.50	\$2,272,100.00	6	4
Sundridge	13	\$60,325.00	\$3,935,000.00	4	5
<b>TOTALS</b>	<b>113</b>	<b>\$240,446.50</b>	<b>\$15,019,100.00</b>		<b>30</b>
<b>Permit activity at end of December 31, 2024</b>					
<b>TOTALS</b>	<b>121</b>	<b>\$335,832.46</b>	<b>\$20,477,534.75</b>	<b>39</b>	
<b>Permit activity at end of December 31, 2023</b>					
<b>TOTALS</b>	<b>-9</b>	<b>-\$95,385.96</b>	<b>-\$5,458,434.75</b>		<b>-9</b>
<b>Difference from previous year</b>					

**MUNICIPAL EMERGENCY CONTROL GROUP TRAINING & EXERCISE SUMMARY**



<b>Township of Armour</b>	<b>Township of Ryerson</b>
John Theriault – CAO	Brayden Robinson - CAO
Rod Ward - Mayor	George Sterling – Mayor
Dave McCann – Roads Alternate	Fred Schmeltz-Roads Super
Amy Tilley - CEMC	Rick Marcoux-Roads Lead
Jason Newman – CEMC Alternate	
Dave Gray – Information Officer	
<b>Township of McMurrich/Monteith</b>	<b>Village of Burk's Falls</b>
Cheryl Marshall – CAO/Alternate CEMC	Denis Duguay – CAO/Alternate CEMC
Glenn Robinson - Mayor	Chris Hope – Mayor
Vicky Roeder-Martin – Deputy Mayor	John Wilson – Deputy Mayor
Trevor James – Road Super	Derek Smith – Roads Super
<b>Agencies</b>	<b>Observers</b>
Joe Readman – Fire Chief	Bryan Austin - Bylaw
Sgt. Mike O'Grady – Almaguin OPP	Logan Watt – Jr. Bylaw
	Cameron Haffner – Fire Prevention Officer

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**REVIEWING TRAINING REQUIREMENTS**

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Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;

- Municipal Emergency Program & Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Procedures used to activate and operate under the Municipal Emergency Plan;
- Notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated; and
- Location, communications infrastructure and technology in their municipal Emergency Operations Centre.

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**WILDLAND FIRE TABLETOP EXERCISE**

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**AIM** - The aim of the exercise is to improve the awareness and familiarity of municipal officials with the relevant emergency plans and procedures, as well as to improve preparedness and identify gaps in existing plans that need to be addressed prior to an incident.

## MUNICIPAL EMERGENCY CONTROL GROUP TRAINING & EXERCISE SUMMARY



**PURPOSE** - The purpose of this exercise is to allow the Municipal Emergency Control Group from Armour, Ryerson, Burks Falls and McMurrich/Monteith an opportunity to review relevant plans and procedures that would be utilized in a wildland fire, identify major challenges likely to occur as a result of this incident, and discuss potential solutions to these challenges.

### OBJECTIVES

- A. Review the municipal emergency management program and relevant procedures specific to a wildland fire incident.
- B. Discuss the potential impacts that would be caused by a wildland fire and the steps that could be taken by municipal resources to address the impacts.
- C. Identify gaps or areas for improvement in existing plans and procedures.

### INJECT #1

MECG reviewed their specific ERP, discussed the risk and reviewed HIRA, along with the Community Risk Assessment.

Low risk to community – no specific Wildland Fire Plan, but many parts of a Fire Smart program. Three of the four municipalities have MNR Fire Agreements and briefly discussed its purpose.

Discussed activation of Mutual Assistance, Fire Chief to advise Mutual Aid Coordinator to ensure resources available if needed.

### INJECT #2

MECG reviewed levels of activation, declaration checklist, collaboration between municipalities.

Discussed activation levels in regard to new partnership. EMPC to review plan and establish levels of activation for four municipalities with one CEMC. **To be noted in Action Plan.**

Reviewed the need for radio communication between departments, bylaw to fire, roads, other municipalities. **To be noted in Action Plan.**

Discussed interaction between Fire Services & Public Works Departments. Potential

## MUNICIPAL EMERGENCY CONTROL GROUP TRAINING & EXERCISE SUMMARY



need for resources such as fuel, equipment, traffic control. Mutual Assistance Agreement in place should the need arise.

Briefly began to discuss Highway closure but deferred to Inject #3.

Discussed Media releases and the ability to use other agencies for notification to public. CEMC may request Provincial Alert Ready system be activated. Specific steps should be outlined in an Annex to the ERP and staff training provided. **To be noted in Action Plan.**

### INJECT #3

MECG reviewed the coordination of services and the establishment of Incident Command. Briefly discussed location and agencies at command.

Discussed ability to access plans and directories, if cut off from our primary EOC. Recommending remote access to plans, directories and resources. **To be noted in Action Plan.**

Discussed potential impacts from traffic re-route and Sgt. O'Grady provided input with regard to OPP and Ministry of Transportation. Gates on ramps would be closed and reroute would be re-evaluated, for example, pushing it back to Highway 124 to reduce the congestion through the Village. Mobile signs would be brought in to redirect as well.

The primary concern for all four partners became evacuating residents. Evacuation Plan to be developed CEMC, Fire, EMS, Roads Dept. **To be noted in Action Plan.**

### INJECT #4

MECG discussed Evacuation Planning and legislated requirements. Although it is not mandated, all members felt a moral obligation to assist residents.

As the CEMC begins gathering information for evacuation, access to CGIS is limited to Armour Township. Recommending contact with CGIS to establish Emergency Management Layer with mapping. **To be noted in Action Plan.**

Fire Chief advises the need to support the crew at the front line. Discussion around Community Groups and how they could assist. Non-Governmental Agencies (NGO) can be easily reached and they will send the best possible solutions for our needs.

## MUNICIPAL EMERGENCY CONTROL GROUP TRAINING & EXERCISE SUMMARY



Discussion evolved to the vulnerable population, do we know who they are, how do we identify them prior to this type of incident? Municipalities have tried to maintain such lists; however, it is voluntary and it would require constant updates and maintenance. Several groups that would have this information were listed for further review and discussion. **To be noted in Action Plan.**

Sgt. O'Grady cautioned against using permanent identifiers for vulnerable population as it alerts the undesirable population to their target.

Discussion briefly switched to transporting evacuees, highlighted previous incidents where evacuation was needed, it may be less than you think, but resources should be in place. Check contact and resource list and update. **To be noted in Action Plan.**

### INJECT #5

MECG discussed who would attend a scheduled control group meeting, and where the meeting would take place. CEMC offered input of all agencies and member municipalities, depending on where we are at in response the stage. For this scenario in-person EOC will not work. Recommending a virtual option be investigated so that members may attend without any risk. **To be noted in Action Plan.**

Discussed specific attendees based on level of activation. Further review and discussion based on comments from Inject #2. If incident continues for multiple days can we establish controls to share staff and officials through out an operating cycle? **To be noted in Action Plan.**

Sgt. O'Grady spoke to the OPP roll in evacuation, on scene, knocking on doors, clear interior zone and mark as such. May request assistance from municipal staff with door knocking and marking. During evacuation OPP would continue to monitor the evacuated area to ensure no damage, looting or residents returning to the area. Recommends evacuation process be developed and reviewed with OPP. **To be noted in Action Plan.**

### HOTWASH

The MECG recognizes the benefits of collaborating, from the CEMC, Fire Chief, and all departments. It provides more resources that would not be available if they stood alone in the emergency. Looking forward to the recommendations from the exercise.



## EMERGENCY MANAGEMENT ACTION PLAN - 2024

ITEM/ISSUE	WHO WILL COMPLETE?	RESOURCES	COMMENTS / STATUS	ESTIMATED COMPLETION DATE
Notes, minutes, action items	CEMC	Wildland Fire Exercise Meeting minutes	Review with Councils	December 2024
Review all ERPs and establish levels of activation for four municipalities	CEMC, EMPC	Upper tier plans, shared service in sundridge	Reach out to Sundridge CEMC to review and discuss	February 2025
Interdepartmental communications	CEMC & Alternate	Mutual Aid Coordinator	Review cost for budgeting	February 2025
Provincial Alert Ready – system requirements for activation	CEMC	Determine contacts and meet for discussion	Review and train	March 2025
Ability to access plans, drives, directories and resource lists	CEMC & CAO's	One-drive Dropbox Cloud storage	Review options for solution	March 2025
Develop an Evacuation Plan & Wildland Fire Response Plan	CEMC, Roads, Emergency Services, OPP	Municipal plans, single and upper tier  Provincial Guideline	Context exists, review and revise to meet our needs, review with OPP	March 2025



ITEM/ISSUE	WHO WILL COMPLETE?	RESOURCES	COMMENTS / STATUS	ESTIMATED COMPLETION DATE
Emergency Management Mapping	CEMC & CAOs	Municipal GIS & Data Integration	Connecting all 4 member municipalities with one login	March 2025
Resource List to include Agencies with access to vulnerable population statistics.  Transportation for evacuees	CEMC	Notes from meeting	VICARS, EMS, Paramedicine  Bus lines, taxis, other options	February 2025
Virtual EOC when cut off or partners request.	CEMC, Information Officer, Armour Deputy Clerk	Zoom  MicroSoft Teams  Other platforms	What does everyone currently use? Which platform is the easiest to use?	February 2025
Levels of Activation and operating cycles, control measures for alternates.	CEMC, CAOs, EMPC	Upper tier plans, shared service in sundridge	Reach out to Sundridge CEMC to review and discuss	February 2025

**COMPLETED BY:** Amy Tilley, CEMC

**SIGNATURE:** \_\_\_\_\_



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

172 Ontario Street Box 160 Burk's Falls ON P: 705-382-3138 F: 705-382-2273 www.burksfalls.net

January 6, 2025

The following stats were collected by the staff of MAHC demonstrating usage of the lab, xray, and physiotherapy department for 2023. These stats are displayed in Schedule "A".

Beginning September 2023, the lab began to track stats strictly by postal code as identified in Schedule "B". The numbers in Schedule "B" are in addition to Schedule "A", for municipalities with shared postal codes.

Please keep in mind that these stats are collected by the MAHC staff and are done to the best of their ability given various factors, including people correctly identifying their municipality:

Schedule "A"

Municipality	Lab, X-Ray, Physiotherapy Patients
Armour	634
Ryerson	259
Burk's Falls	1051
Sundridge	1021
Joly	121
Strong	559
Perry	510
Kearney	522
Magnetawan	676
McMurrich/Monteith	350

Schedule "B"

Postal Code	Lab, X-Ray, Physiotherapy Patients
P0A 1C0 Includes Burk's Falls, Ryerson and Armour	887
P0A 1Z0 Includes Sundridge, Strong, Joly	767

Regards,

Denis Duguay  
CAO-Clerk