

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR MEETING AGENDA**

**February 2, 2021 AT 6:00 P.M.**

THIS WILL BE AN ELECTRONIC MEETING via ZOOM

**Members of the Public must register** with the Ryerson Township Clerk's Office prior to the meeting for phone-in access.

Members of the Public are not permitted in a Closed meeting  
**Meeting will be recorded**

**1. CALL TO ORDER**

- 1.1 Attendance, roll call: in person and electronic, late attendees
- 1.2 Announcement: This meeting is being recorded

**2. ADOPTION OF MINUTES**

- 2.1 Resolution to adopt the regular meeting minutes from January 12, 2021 and special meeting minutes January 19, 2021.

**3. DECLARATION OF PECUNIARY INTEREST (And General Nature Thereof)**

- 4. **DELEGATION AND PRESENTATIONS:** None registered.

**5. BUSINESS ARISING / ACTIVITY LOG**

- 5.1 Cyber security insurance proposal (resolution)

**6. REPORTS**

- 6.1 FIRE DEPARTMENT: 2021 Fire Budget finalize (resolution), Chief's Staff Report, Staff Report: RTO update discussion

- 6.2 DEPUTY CLERK: Planning: Consents B-029/20, B-030/20 West (resolution), Site Plan Agreement-Sanjeev Jain (by-law), and Clean Yard By-law (by-law)

6.3 TREASURER: Tri-Council: review of shared service budgets (Library, Arena, Landfill)

6.4 CLERK: Municipality of Magnetawan Internet Tower location, Procedural By-law 31-20 (5.2 Closed Meeting Agenda and Reports)

6.5 COUNCIL MEMBERS:

Councillor Marlow: DSSAB Report, AHHC

Councillor Brandt: Joint Building Committee minutes and request to consider resolution regarding annual wage increase (resolution)

7. **NOTICE OF MOTION** (if required)

8. **COMMUNICATION ITEMS**

- Local Planning Appeal Tribunal (LPAT) re: Pegg's Mountain
- Statistics Canada re: 2021 Census (resolution)
- Village of Burks Falls: Expansion for Community Facility at the Arena (Resolution)
- Village of Burks Falls: Driftscape proposal

9. **BY-LAWS**

By-law # 05-21 Clean yard

By-law # 06-21 Site Plan Agreement

By-law # 07-21 Confirm meetings of Council

10. **CLOSED SESSION**

Be it resolved that we move to a closed session at \_\_ 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 two items: Joint Building Committee employee compensation and negotiate updated salary information for Township staff compensation.

11. **IMPORTANT DATES**

- Regular Meeting February 16, 2021: 6:00 p.m.
- Tri-Council Meeting February 22, 2021: 7:00 p.m., Armour Host, via Zoom
- Regular Meeting March 2, 2021: 6:00 p.m.

12. **ADJOURNMENT**

**ABEYANCE REGISTER**

**Updated February, 2021**

September 8, 2020 meeting:

- By-law enforcement: agenda item in February 2021

October 6, 2020 meeting:

- Cathy Still EMS Committee: December 9, 2020, Mayor Still provided the following e-mail response: *Hi Judy, there was a discussion about looking at Terms of Reference and funding model, it was decided to look at it closer to budget time or after, other members did not see any other than the models we have to change. Thanks Cathy*

December 1, 2020:

- Contact Armour regarding Scott Aitchison's attendance at the Tri-Council meeting in February 2021: Armour has arranged to meet with Mr. Aitchison at their January 26<sup>th</sup> council meeting, and in addition, Mr. Aitchison will attend the tri-council meeting via Zoom

Contracts to expire:

- Summary for February 16, 2021 meeting

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**LIST OF PROPOSED RESOLUTIONS**

**FOR COUNCIL MEETING: February 2, 2021**

**Item # 2.1 on Agenda** Moved by Councillor Finley    Seconded by Councillor Marlow

Be it resolved that the minutes from the regular meeting January 12, 2021 and special meeting January 19, 2021 be adopted as circulated.

**Item # 5.1 on Agenda** Moved by Councillor Brandt    Seconded by Councillor Patterson

Be it resolved that Ryerson Township Council purchase cyber security insurance as proposed by Kennedy Insurance, in the amount of \$ \_\_\_\_\_.

**Item # 6.1 on Agenda** Moved by Councillor Patterson    Seconded by Councillor Finley

Be it resolved that Ryerson Township Council approve the final 2021 Burks Falls and District Fire Department Budget for presentation at the Tri-Council meeting February 22, 2021.

**Item # 6.2 on Agenda** Moved by Councillor Marlow    seconded by Councillor Brandt

Be it resolved that Ryerson Township Council supports Consent Applications B-029/20 and B-030/20 Lots 2 & 3, Concession 11 (Barry West, James West, Jennifer West). Subject to the following conditions:

- 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.
- The Township requires one copy of the draft reference plan and two copies of the Final Reference Plan.
- As a condition of severance approval, the minimum frontage on severed lot 2 shall be the greater of 100 metres or the tree line between severed lots 1 and 2.

- 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 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 # 6.5 on Agenda** Moved by Councillor Patterson Seconded by Councillor Finley

Be it resolved that Ryerson Township Council support Resolution Number 2021-008 from the Joint Building Committee, recommending to the member municipalities that the Building Inspector wage be increased by \$1.00 per hour and that the CBO receive an increase of 2.5% to the annual salary effective the first pay period of 2021.

**Item # 8 on Agenda** Moved by Councillor Finley Seconded by Councillor Brandt

Be it resolved that The Council of the Corporation of the Township of Ryerson supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

**Item # 8 on Agenda** Moved by Councillor Brandt Seconded by Councillor Marlow

Be it resolved that Ryerson Township Council support continuing the discussions for the expansion of the arena and fundraising ideas to help fund the project, and that \_\_\_\_\_ be appointed as the representative on the Arena Expansion Planning Committee.

**Item # 9 on Agenda** Moved by Councillor Patterson Seconded by Councillor Finley

Be it resolved that leave be given to introduce a Bill # -21, being a Clean Yard By-law and further; That By-Law # \_\_-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 2<sup>nd</sup> day of February, 2021.

**Item # 9 on Agenda** Moved by Councillor Marlow Seconded by Councillor Brandt

Be it resolved that leave be given to introduce a Bill # -21, being a By-law to enter into a site plan agreement Part Lot 5, Concession 2, Plan 42R: 21518 Part 5 and further; That By-Law # \_\_-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 2<sup>nd</sup> day of February, 2021.

**Item # 9 on Agenda** Moved by Councillor Patterson Seconded by Councillor Finley

Be it resolved that leave be given to introduce a Bill # \_\_-21, being a By-law to confirm the meetings of Council and further; That By-Law # \_\_-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 2 day of February, 2021.

**Item # 10 on Agenda** Moved by Councillor Finley Seconded by Councillor Marlow

Be it resolved that we move to a closed session at \_\_ 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 two items: Joint Building Committee employee compensation and negotiate updated salary information for Township staff compensation.

**Item # 12 on Agenda** Moved by Councillor Brandt Seconded by Councillor Patterson

Be it resolved that we do now adjourn at \_\_\_\_\_. The next regular meeting is scheduled for February 16, 2021 at 6:00 p.m.

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR COUNCIL MEETING**

**MINUTES**

January 12, 2021

The regular meeting of Council of the Corporation of the Township of Ryerson was held Tuesday evening January 12, 2021 at 6:00 p.m. This was a fully electronic meeting via Zoom because our region was in Provincial lockdown due to the COVID-19 Pandemic.

Mayor George Sterling called the meeting to order at 6:07 p.m. Attendance was announced, and it was noted that the meeting is being recorded.

Mayor Sterling participated from the municipal office via Zoom.

Council members attending electronically: Barbara Marlow, Delynne Patterson, Penny Brandt, Celia Finley.

Staff in attendance at the municipal office attending via Zoom: Nancy Field, Brayden Robinson, Judy Kosowan.

Presenters attending electronically: Harold Elston, Jack Marshall, Amy Marshall.

Public attending electronically: Paul Van Dam, John Finley, Pamela Steel (Almaguin News), Judy Ransome.

Notice of this meeting was posted on the website.

**ADOPTION OF MINUTES**

Minutes from the special meeting December 15, 2020 and regular meeting December 15, 2020 were adopted as circulated, on a motion moved by Councillor Patterson, seconded by Councillor Finley. (Carried)

**DECLARATION OF PECUNIARY INTEREST:**

Councillor Brandt provided a signed written statement: "I, Penny Brandt declare an interest in Item # 5 titled "Business Arising" because of a perceived interest for the reason that the adjoining land owners to the unopened road allowance to the delegate, are my siblings. I make this Declaration in accordance with Section 5.1 of the Municipal Conflict of Interest Act."

**PRESENTATIONS:**

Harold Elston, Integrity Commissioner attended to present his annual report to Council.

The CAO/Clerk/Deputy Treasurer's Report, Council Orientation Up-date was provided to Council.

Jack Marshall and Amy Marshall were present to discuss Consent Application B-028/20 Part of Lot 6, Concession 3. A copy of the Official Plan Section 4.1.4 (iv) and their business plan for the lot were provided. Mr. Marshall provided comments in support of the consent application and answered questions from Council.

Deputy Clerk, Nancy Field highlighted the staff report regarding the consent application with Council and provided the opinion from the Municipal Planner.

Council was favourable to the consent application and a resolution adopted as noted below.

**BUSINESS ARISING:**

Councillor Brandt was excused for the next item of business and was put in the Zoom meeting waiting room, per the above noted declaration.

Deputy Clerk, Nancy Field reviewed the staff report with Council.

Council requires further information about the location of the road and road allowance from the property owner.

Councillor Brandt was then returned to the meeting.

**STAFF REPORTS**

**PUBLIC WORKS:** Council received a staff report from Public Works Supervisor Lloyd Van Duzen, outlining Road Department up-dates.

**CLERK:** Council received a staff report providing dates for contract renewals in 2021. Further information will be provided at a future meeting.

**COUNCILLOR REPORT**

Mayor Sterling provided a report on Eastholme, several questions were posed by Councillor Finley.

**GENERAL CORRESPONDENCE**

- Joint Building Committee 2020 statistics



**BY-LAWS**

By-law # 01-21 to impose a penalty charge for non-payment of current taxes

By-law # 02-21 to impose an interest charge for non-payment of tax arrears

By-law # 03-21 to provide for interim taxes

By-law # 04-21 to confirm the meetings of Council

**RESOLUTIONS**

Moved by Councillor Patterson, seconded by Councillor Finley be it resolved that the minutes from the special meeting December 15, 2020 and regular meeting December 15, 2020 be adopted as circulated. Recorded vote: Yes: Brandt, Finley, Marlow Patterson, Sterling.  
(Carried)

Moved by Councillor Brandt, seconded by Councillor Marlow that Ryerson Township Council does not recommend approval of the Consent Application B-028/20 Part of Lot 6, Concession 3 (2385253 Ontario Inc.), because the request for consent does not conform to the Official Plan, Section Number 4.1.4, by virtue of the prior division of the lot in 2019.  
Recorded vote: Yes: Marlow, Sterling No: Brandt, Finley, Patterson. (Defeated)

Moved by Councillor Brandt, seconded by Councillor Finley be it resolved that Ryerson Township Council supports Consent Application: B-028/20, Part Lot 6, Concession 3, subject to the following conditions:

- 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.
- The Township requires one copy of the draft reference plan and two copies of the Final Reference Plan.
- 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 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.

- That the Planning Board receive confirmation from the North Bay-Mattawa Conservation Authority that there is an area within the proposed retained lot and severed lot that is suitable for a conventional sewage disposal system (i.e., Class 4)
- The proposed and retained lots to be developed in compliance with the MDS 1 Application date May 21, 2019.

Recorded vote: Yes: Brandt, Finley, Patterson. No: Marlow, Sterling.

Moved by Councillor Finley, seconded by Councillor Brandt be it resolved that leave be given to introduce a Bill # 1-21, being a By-law to impose a penalty for non-payment of current taxes and further; That By-Law # 1-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12<sup>th</sup> day of January, 2021. Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Patterson, seconded by Councillor Brandt be it resolved that leave be given to introduce a Bill # 2-21, being a By-law to impose interest for non-payment of tax arrears and further; That By-Law # 2-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12<sup>th</sup> day of January, 2021.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Brandt, seconded by Councillor Marlow be it resolved that leave be given to introduce a Bill # 3-21, being a By-law provide for an interim tax levy for 2021 and further; That By-Law # 3-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12 day of January, 2021.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Finley, seconded by Councillor Patterson be it resolved that leave be given to introduce a Bill # 4-21, being a By-law to confirm the meetings of Council and further; That By-Law # 4-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12<sup>th</sup> day of January, 2021.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Marlow, seconded by Councillor Patterson be it resolved that we do now adjourn at 8:00 p.m. The next regular meeting is scheduled for February 2, 2021 at 6:00 p.m.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

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MAYOR

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CLERK/DEPUTY CLERK

**CORPORATION OF THE TOWNSHIP OF RYERSON**  
**SPECIAL COUNCIL MEETING**  
**MINUTES**

Electronic Meeting via Zoom, the meeting was recorded.

January 19, 2021

A special meeting of Council was held Tuesday January 19, 2021 at 10:00 a.m., to complete unfinished business, and for a Closed Meeting, pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (a) as the subject matter being considered is concerning the security of the property of the municipality or local board. The general nature of the closed meeting is to discuss cybersecurity insurance.

A second topic for the closed meeting is pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (b) as the subject matter being considered is regarding personal matters about an identifiable individual, including municipal or local board employees. The general nature of the closed meeting is to discuss the municipal building insurance claim.

A third reason for the closed meeting is 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 employee compensation.

Members of Council were notified of this special meeting by e-mail on December 21, 2020 and Council and the public were notified of the meeting in the meeting agenda for the regular meeting January 12, 2021, and by receiving/posting this agenda on Wednesday January 13, 2021.

This was an electronic meeting via Zoom, during the declared provincial emergency, due to the COVID-19 pandemic.

Mayor Sterling participated from the municipal office via Zoom.

Council members attending electronically: Barbara Marlow, Delynne Patterson, Penny Brandt, Celia Finley.

Staff in attendance at the municipal office attending via Zoom: Nancy Field, Brayden Robinson, Judy Kosowan.

Presenters attending electronically: Chris Bevan, Kennedy Insurance.

Public attending electronically: Paul Van Dam.

Mayor Sterling called the meeting to order at 10:00 a.m.

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

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

**UNFINISHED BUSINESS:**

At the Council meeting November 17, 2020, Council requested that an orientation meeting be scheduled with a facilitator to educate members on conflict resolution. Council has been provided with a copy of a proposal for communications, relationships, and conflict resolution services from Ironside Consulting Services Inc. Council accepted the proposal as noted in the resolution below.

**CLOSED MEETING:**

Council moved to a closed meeting by resolution at 10:09 a.m. The member of the public in attendance, Paul Van Dam, left the meeting. Council discussed the matters it was permitted to under the resolution authorizing the public exclusions and returned to the open meeting at 11:44 a.m.

**RESOLUTIONS:**

Moved by Councillor Brandt, Seconded by Councillor Marlow be it resolved that Ryerson Township Council accept the proposal for communications, relationships, and conflict resolution services from Ironside Consulting Services Inc., in the amount of \$3,158.35. Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Marlow, seconded by Councillor Brandt that we move to a closed session at 10:09 a.m., pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (a) as the subject matter being considered is concerning the security of the property of the municipality or local board. The general nature of the closed meeting is to discuss cybersecurity insurance; and

Pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (b) as the subject matter being considered is regarding personal matters about an identifiable individual, including municipal or local board employees. The general nature of the closed meeting is to discuss the municipal building insurance claim; and

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 employee compensation.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Brandt, seconded by Councillor Finley be it resolved that we do now adjourn at 11:45 a.m. The next regular meeting is scheduled for February 2, 2021 at 6:00 p.m. Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

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MAYOR

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CLERK/DEPUTY CLERK

	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	January 27, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
6	<b>OPERATING ACTIVITIES</b>							
7	<b>OPERATING REVENUE</b>							
8	15-321	MVC	919	11,711	6,500	1,940	4,900	3-year average
9	15-321-01	Inspections	425	555	400	205	400	2020 Harvest Festival cancelled
10	15-321-03	Miscellaneous Revenue	1,450	10,411	100	4,994	100	2020 increase due to burning fines
11	15-321-04	Air Station	1,200	1,200	1,500	1,500	2,250	Maintenance contract split 4 ways (see 16-215)
13	15-621	Fire Transfer from Reserve	300	-	-	-	-	
14	<b>TOTAL OPERATING REVENUE</b>		<b>4,294</b>	<b>23,877</b>	<b>8,500</b>	<b>8,639</b>	<b>7,650</b>	
15								
16	<b>OPERATING EXPENDITURES</b>							
17	16-202	Vehicle Expense	17,938	39,094	25,800	18,384	20,100	2021 includes aerial testing (1,700), safety inspections (2,800), fuel (8,600)
18	16-203	Equipment/Comm Repair	14,897	16,793	16,250	12,690	16,900	
19	16-204	Utilities	5,609	5,453	6,000	4,615	6,000	
20	16-205	Telephone	5,493	6,038	6,200	5,740	5,600	One phone line eliminated
21	16-206	Fire Prevention Supplies	2,194	914	3,000	-	3,000	Supplies, fire rate signs, uniforms
23	16-208	Training	26,182	35,463	45,865	21,738	32,500	
25	16-209	WSIB	5,550	7,036	6,400	4,794	7,900	
26	16-210	Response Wages	46,694	57,545	51,300	54,804	57,600	
27	16-211	Wages & Empl Related Costs	142,547	166,413	175,000	117,910	174,500	FPO replacement hired Jan 2021
28	16-212	Insurance	20,647	20,887	22,100	22,257	24,800	
29	16-213	Building Repair/Maintenance	2,552	2,237	2,500	1,683	4,000	
30	16-214	Office Expense	3,532	3,017	3,700	3,110	3,500	
34	16-215	Air Station Fill and Maintenance	1,434	1,547	2,320	1,936	3,000	
35	16-216	PPE	-	-	-	3,438	1,500	Gloves, masks, gowns, wipes
36	16-217	New Equipment/Gear	4,158	12,616	32,060	34,732	49,660	Portable radios, bunker gear, helmets, boots, station wear
37	16-218	Miscellaneous	268	2,624	1,000	422	1,000	
38	16-219	Snow Removal	2,079	2,005	2,200	1,650	2,200	
39	16-222	Recharge Fire Extinguishers	268	333	500	178	500	


	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	January 27, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
40	16-223	Radio License	1,455	1,522	1,560	1,420	1,450	Forecasted inflationary increase
41	16-224	Answering Service	1,224	1,261	1,300	1,261	1,300	
42	16-225	Legal	509	-	500	-	500	
43	16-226	Office Space Rental	3,242	3,242	3,242	3,242	3,242	
44	16-229	Audit/Accounting	1,801	2,528	2,600	2,534	2,600	Audit fees \$2,200 per contract + \$400 for external accounting
45	16-247	Smoke/CO Alarms	392	237	500	-	-	Sufficient supply in stock for 2021
46	16-248	Defib/Medical Supplies	168	-	500	-	500	
47		<b>TOTAL OPERATING EXPENDITURES</b>	<b>310,833</b>	<b>388,805</b>	<b>412,397</b>	<b>318,538</b>	<b>423,852</b>	
48								
49		<b>NET OPERATING EXPENDITURES</b>	<b>306,539</b>	<b>364,928</b>	<b>403,897</b>	<b>309,898</b>	<b>416,202</b>	
50								
51								
52	<b>CAPITAL TRANSACTIONS</b>							
53	<b>CAPITAL REVENUE</b>							
54	15-321-02	Donations (typically received for fire capital assets)	500	100	100	40	100	
56	15-328	Proceeds from Tanker Loan	270,000	-	-	-	-	
57	15-324	Air Station System Overhaul	-	-	40,000	-	-	
58	15-621	Transfer from Fire Committee Reserve		24,470	7,500	7,500	-	
59		<b>TOTAL CAPITAL REVENUE</b>	<b>270,500</b>	<b>24,570</b>	<b>47,600</b>	<b>7,540</b>	<b>100</b>	
60								
61	<b>CAPITAL EXPENDITURES</b>							
62	16-221	Capital Purchase	268,636	24,470	50,000	9,830	12,000	Construction of burn building (\$60,000 split between 5 departments)
63	16-227	Back Up Generator	8,629	-	-	-	-	
65	16-228	Fire Committee Reserve Expense	2,500	2,500	-	-	-	
66	16-257	Hall Ventilation System	25,247	-	-	-	-	
67	<b>Debt Repayment</b>							
68	16-212-1	Tanker Loan - interest	3,661	7,526	6,811	6,811	6,076	
69	16-212-2	Tanker Loan - principal	-	23,561	24,266	24,266	24,992	

	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	January 27, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
70								
71		<b>TOTAL CAPITAL EXPENDITURES</b>	<b>308,673</b>	<b>58,057</b>	<b>81,077</b>	<b>40,907</b>	<b>43,068</b>	
72								
73		<b>NET CAPITAL EXPENDITURES</b>	<b>38,173</b>	<b>33,487</b>	<b>33,477</b>	<b>33,367</b>	<b>42,968</b>	
74								
75		<b>NET EXPENDITURES</b>	<b>344,712</b>	<b>398,415</b>	<b>437,374</b>	<b>343,266</b>	<b>459,170</b>	
76								
77		<b>MUNICIPAL CONTRIBUTIONS</b>						
78	15-621 A	Armour (47.84%)	164,910	190,602	209,240	164,218	219,667	
79	15-621 B	Burk's Falls (28.6%)	98,588	113,947	125,089	98,174	131,323	
80		Ryerson (23.56%)	81,214	93,867	103,045	80,873	108,180	
81			<b>344,712</b>	<b>398,415</b>	<b>437,374</b>	<b>343,266</b>	<b>459,170</b>	

BREAKDOWN OF DRAFT 2021 FIRE BUDGET				
2021-01-27				
Account #	Heading	Item Description	Cost	Total
16-202	Vehicle Expense	Safety Inspection	\$2,800	
		Undercoating	\$1,500	
		Fuel	\$8,600	
		Aerial Test	\$1,700	
		ATV Tracks on & Tires Off	\$1,500	
		Miscellaneous (batteries, tires, lights, etc)	\$4,000	
16-203	Equip/Comm Repair	Pump test	\$1,250	
		Bunker gear cleaning	\$5,500	
		Annual flow testing	\$1,550	
		Annual Fit testing	\$1,000	
		Hydrostat testing- 20 bottles	\$2,800	
		Hose Testing	\$1,500	
		Maintenance on comm tower	\$300	
		Miscellaneous (radio batteries, etc)	\$3,000	
			<b>\$16,900</b>	
16-208	Training	Live fire training- burn building- see App 1	\$3,750	
		Officer training- WebEx	\$6,350	
		Recruit training	\$2,400	
		Training props	\$1,000	
		O AFC yearly registration	\$800	
		Option for FPO to attend RTC	\$5,000	
		Regular training night wages = 26 nights, 2.5 hours, 12 FFs @ \$16.89/hr	\$13,200	
			<b>\$32,500</b>	
16-210	Response Wages	Honorariums (2 Deputy Chiefs @ \$2000; 3 Captains @ \$1500; 1 Chief Radio Operator @ \$1500; 3 acting captains @ \$500)	\$11,500	
		Call Wages (based on 2017-2019 average)	\$46,100	
				<b>\$57,600</b>
16-213	Building Maintenance	Cleaning supplies	\$500	
		Painting and floor replacement	\$2,500	
		Unanticipated building repairs	\$1,000	
				<b>\$4,000</b>
16-214	Office Expense	Office cleaning	\$2,000	
		Copier contract	\$1,000	



		Supplies including FPO	\$500	
				<b>\$3,500</b>
<b>16-215</b>	<b>Air Station Fill &amp; Maint</b>	Service contract on new air station	\$3,000	
				<b>\$3,000</b>
<b>16-217</b>	<b>New Equipment/Gear</b>	Coveralls- 5 sets	\$1,000	
		Boots- 8 pairs	\$2,640	
		Radio console (\$6,600 split btwn 5 dpts)	\$1,320	
		Portable radios- 10	\$12,200	
		Bunker gear- 9 sets	\$18,000	
		Helmets	\$13,000	
		Piercing nozzle	\$1,500	
				<b>\$49,660</b>

	<h2>Fire Chief's Report</h2>
To:	Council
From:	Dave McNay, Fire Chief
Date of Meeting:	February 2, 2021
Report Title:	Department Up-dates
Report Date:	January 26, 2021

**We had another record year for calls. Even with Covid-19 and a couple months with very few medical calls we still responded to 196 calls. Break down of calls will come at a later date.**

**We are taking on 4 more recruits and they will start the recruit training class virtually through web x. I believe there will be 12 in the class, so our neighbors are truly adding to their rosters. Please welcome Jessica McLeod, Sam Ho, Alex Archer and Curtis Lobsinger to our team.**

**Cameron Haffner has started as our new FPO, and former FPO/Deputy Chief Joe Readman has been here on numerous occasions to get him started on the right foot. I have him signed up for online FPO courses however he has been placed on a waiting list for these. Mike Bechard OFMEM has also stated he will come and help Cam whenever needed. We have also signed him up for webinars hosted by Tonya Roberts(OFMEM specialist) on various sections of the fire code. With the closing of the Fire College we will have to look at RTC's(regional training centers) for Camerons training. These places are expensive and also closed at the moment due to Covid-19. Joe has been on a couple inspections with Cam and is extremely happy with his progress in a short period of time.**


**With the Fire College closing it is imperative that we move forward with the Burn/Smoke Building. Funding for this project is going to be an issue as to whom is going to pay what percentages. I still feel it should be divided between the 5 departments however that part is out of my hands. Since we started talking about this project and have some rough estimates on costing our original cost estimate of 30k is now 60k and will continue to go up as we wait for decisions to be made for a cost sharing formulas.**

**Breathing air compressor is in and functional, only one department left to train on it. Should be in good shape for years to come.**

**I have 2 air packs out of service, and I will ship out and get a cost of repair. Pending on price I may not get them fixed as we are due to replace packs next year.**

**As always any questions or concerns please feel free to call.**

**Dave**

	<b>Staff Report</b>
To:	Ryerson Township Council
From:	CAO/Clerk/Deputy Treasurer
Date of Meeting:	February 2, 2021
Report Title:	Regional Fire Training Officer Agreement
Report Date:	January 27, 2021

**Recommendation:**

Received for information purposes.

**Purpose/Background:**

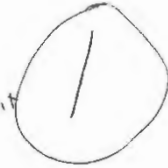
Summary of items for discussion:

- Attachment 1: December 14, 2020 Ryerson letter to member municipalities and RTO agreement circulated for adoption
- Attachment 2: January 6, 2021 funding model proposal from Burks Falls
- Attachment 3: January 13, 2021, Armour's comments on the Burks Falls proposal
- Attachment 4: January 14, 2021, Magnetawan's comments on the RTO agreement
- Attachment 5: January 19, 2021, McMurrich/Monteith's resolution regarding the RTO agreement

Reeve MacPhail has invited Cathy Still and George Sterling (and Clerks) to a meeting February 2, 2021 to discuss the attachments from Magnetawan and McMurrich/Monteith: a verbal report will be provided at Ryerson's regular meeting February 2, 2021.

Feb. 2, 2021

Attachment



28 Midlothian Road, R.R. No. 1. BURK'S FALLS, ONTARIO P0A 1C0  
705-382-3232 • Fax 705-382-3286 • www.ryersontownship.ca

December 14, 2020

Re: Cost of RTO Agreement

To all Municipal CAOs/Administrators:

At the Regional Fire Department Committee Meeting on December 10, 2020, an inquiry was raised with respect to the cost of the shared RTO contract as included in the draft agreement. At that time, the Cost of Operation was set forth in the draft agreement as \$95,000.00.

To clarify, there are two agreements that are entered into with respect to the Regional Training Officer; one whereby the participating municipalities agree to jointly procure an RTO, and a second agreement, entered into solely by Ryerson as the administrator of said Shared Service Agreement, to hire Gary Courtice for that role. The original cost provided was intended to be an upset limit, independent of the contract renewal price provided to us by Gary.

That said, the revised agreement being provided to each member municipality has an updated Cost of Operation of \$92,900. This Cost of Operation includes the after-tax payments made to Gary Courtice as well as the \$2,500 expenditure allowance approved at the December 10<sup>th</sup> meeting, and is broken down as follows:


Contract Price	\$80,000
HST (13%)	<u>\$10,400</u>
Total Contract	\$90,400
Allowance	<u>\$ 2,500</u>
Total Cost of Operation	\$92,900

An updated budget has been enclosed as well. The difference between this budget, and the prior iteration in effect from 2018-2020, is solely the addition of the \$2,500 allowance.

If you have any further questions in this respect, please let me know.

Thank you,

Judy Kosowan  
CAO/Clerk/Deputy Treasurer

Attachment 

**South East Parry Sound Regional Fire Training Committee  
2021 Draft Budget  
December 14, 2020**

	Expenses	2020 Budget	2020 Actual to Nov 30, 2020	2021 Draft Budget
	Administration	2,000	2,000	2,000
	Expense Allowance	-	-	2,500
	Training Program	81,408	74,624	81,408
	<b>Total</b>	<b>83,408</b>	<b>76,624</b>	<b>85,908</b>

		Percentage	Share of 2020 Budget	Share of 2021 Budget
Burk's Falls and District		20%	16,682	17,182
Kearney		20%	16,682	17,182
Magnetawan		20%	16,682	17,182
McMurrich/Monteith		20%	16,682	17,182
Perry		20%	16,682	17,182
			<b>83,408</b>	<b>85,908</b>

Burk's Falls and District	2020 Budget	2021 Budget
Armour (47.84%)	7,980	8,220
Burk's Falls (28.6%)	4,771	4,914
Ryerson (23.56%)	3,930	4,048
	<b>16,682</b>	<b>17,182</b>

Feb 2, 2021 Attachment

2



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

172 Ontario Street • PO Box 160 • Burk's Falls ON P0A 1C0  
P 705-382-3138 • F 705-382-2273 • www.burksfalls.net

January 6, 2021

Township of Ryerson  
Mayor Sterling and Council  
RR 1 28 Midlothian Road  
Burk's Falls ON P0A 1C0

Re: Regional Fire Capital Funding

Dear Council:

Happy New Year. At the January 5, 2020 meeting of Council, a proposal for funding to move the concept of regional fire further along was accepted by Council.

As evident with the Regional Training Officer contract municipal partners continue to strive for a fair and equitable formula to ensure fiscal management to their ratepayers when considering shared services. However, there is concern that in moving forward with capital purchases on a regional basis, for the benefit of all Fire Departments, initiatives may fail due to cost sharing concerns. All ratepayers and Fire Departments benefit from coordinated purchasing but there is no perfect funding formula to satisfy all Councils.

Burk's Falls Council would like to propose to you, our partners in the Fire Department, the attached funding formula proposal should it be necessary to reopen cost sharing with all partners. This proactive gesture may ensure capital purchases and the move toward regional fire will not falter.

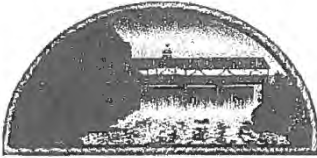
Please provide feedback and if you would support this proposed funding formula. This will ensure we are ready for new discussions with the intent to continue sharing services, particularly at regional fire. Thank you for your consideration and we look forward to hearing from you.

Respectfully,

Cathy Still  
Mayor

Feb. 2, 2021

Attachment 2



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

Moved By: [Signature] Date: January 5, 2021

Seconded By: [Signature] Resolution # 2021-02

Be it resolved;

WHEREAS seven (7) municipalities agreed to a cost sharing formula of the Regional Fire Training Program for the five (5) Fire Departments in Southeast Almaguin there remains concerns regarding the equitable division of those costs;

AND WHEREAS all partners expressed unqualified support for their respective Fire Departments and the value of working together;

AND WHEREAS a general consensus was realized that finding a fair and equitable funding formula among the partners of such dramatically different assessment and size would be not possible;

AND WHEREAS there will continue to be capital project initiatives proposed for the benefit of all Fire Departments and therefore for the benefit of all municipal funding partners;

AND WHEREAS those capital project initiatives may falter or fail due to a lack of agreement on a cost sharing formula by the funding partners.

NOWTHEREFORE the Council for the Village of Burk's Falls hereby proposes an alternate funding formula to its Fire Department partners the Township of Armour and the Township of Ryerson as a good will gesture to moving the Regional Department forward:

1. Future capital project costs divided into 6 equal shares
2. Armour, Burk's Falls and Ryerson (as one Department) assuming two shares (33.34%) and each of the other shares (16.67%) for the Municipality of Magnetawan, Township of Perry, McMurrich/Monteith and the Town of Kearney
3. Of the 33.34% the costs split would be according to the current cost sharing agreement; Armour responsible for 15.95%; Ryerson responsible for 7.85% and Burk's Falls responsible for 9.54% of the total costs.
  - a. As a reference for the Regional Training Program (split between five (5) departments) Armour is responsible for 9.57%, Ryerson responsible for 4.71% and Burk's Falls responsible for 5.72%.

Recorded Vote requested by: \_\_\_\_\_

Jarvis Osborne	for / opposed
Lisa Morrison	for / opposed
Rex Smith	for / opposed
John Wilson	for / opposed
Cathy Still	for / opposed

Pecuniary Interest declared by:  
\_\_\_\_\_  
\_\_\_\_\_

Carried       Defeated       Deferred

[Signature]  
Mayor



Feb. 2, 2021 Attachment 3



OFFICE OF THE CLERK-  
TREASURER/ADMINISTRATOR

**DISTRICT OF PARRY SOUND**

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: [clerk@armourtownship.ca](mailto:clerk@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

January 13, 2021

Village of Burk's Falls  
Mayor Still and Council  
172 Ontario Street, P.O. Box 160  
Burk's Falls, ON P0A 1C0

**Re: Regional Fire Capital Funding proposal**

Dear Mayor and Council,

At its meeting, held on January 12, 2021, the Council of the Township of Armour discussed your funding proposal for capital regional purchases.

At this time, the five (5) fire departments are trying to find common ground for a Regional Fire Department agreement, which actually does not include a funding formula except to say that each fire department pays for their own expenditures.

Starting a funding formula discussion, even just for capital expenditures, may hinder the endorsement of this agreement.

Therefore, it is the opinion of the Council of the Township of Armour that, after the Regional Fire Department agreement is ratified and when a capital purchase, which needs to be shared between the five (5) fire departments, is requested, at that time, your proposal may be brought forward for further discussion.

Sincerely,

John Theriault, AMCT  
Clerk-Treasurer/Administrator

Feb. 2, 2021

Attachment



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



Municipality of  
Magnetawan

[Redacted]

Feb. 2, 2021

Attachment 5

[Redacted]

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[Redacted]

[Redacted]

[Redacted]


[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

	<h2>Staff Report</h2>
To:	Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	February 2, 2021
Report Title:	Consents B029/20, B030/20, West
Report Date:	January 7, 2021

**Recommendation:** I would recommend that Council support the consent applications B-029/20 and B-030/20 submitted by Barry, James and Jennifer West.

**Purpose:** The applicants want to divide two (2) 40-hectare rural lots on the property that were merged on title. They also want to create a new lot for their son by subdividing one of those lots 40 hectare lots into two.

**Background:** The attached Tunnock Consulting report recommends that the applicants subdivide lot 2 at the treeline to keep the agricultural field intact. A new application and sketch has been submitted to the Planning Board reflecting the change as you can see on the updated pages enclosed in the application. The frontages were recalculated to reflect this change and the deviation of the road along the lot frontage is also accounted for in the new sketch.

The report mentions two barns within proximity that would subject these lots to a Minimum Distance Separation (MDS) setback calculation. I have contacted the owner and both barns have recently been destroyed, one barn by weather and one by demolition.

I have added a condition to our usual, "as a condition of severance the minimum frontage on severed lot 2 shall be the greater of 100 metres or the tree line between severed lots 1 and 2". This is straightforward, and the surveyor should be able to confirm the frontage when the survey is done.

**Rational Analysis:**

Considering our Official Plan, this application is reasonable. It appears that the lot configuration, frontages, and size of the retained and proposed severed lots are in conformity with the Zoning By-law. It appears in keeping

with the guidelines of Provincial Policy Statement (PPS). A Minimum Distance Separation Formulae is not required and keeping the agricultural field intact is a good example of upholding the Policy.

**Inclusions:** Updated Applications for Consent B-029/20 and B-030/20, Tunnock Planning Report, email from Linda Moyer Re: Brady McGlade, Tunnock Consulting.

*Amended*

*B-029/20 & B-030/20*

**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

**1. Applicant Information**

▶ **1.1 Name of Owner(s).** An Owner's authorization is required in Section 11.4, if the applicant is not the owner.

Name of Owner(s) <b>BARRY WEST JAMES WEST, JENNIFER WEST</b>		Home Telephone No. [REDACTED]	Business Telephone No. [REDACTED]
Address [REDACTED]		Postal Code [REDACTED]	Parish, E.M.U. [REDACTED]

▶ **1.2 Name of the person who is to be contacted about the application, if different from the owner.**

(This may be a person or firm acting on behalf of the owner.)

Name of Contact Person/Agent

**JENNIFER WEST**

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

▶ <b>2.1 District</b> <b>PARRY SOUND</b>		Municipality/Unorganized Township <b>RYERSON</b>	Former Township
Concession Number(s) <b>11</b>	Lot Number(s) <b>2 &amp; 3</b>	Registered Plan No. (Subd.)	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel No. <b>124-23 SS</b>	Name of Street/Road <b>HILL &amp; GULLY ROAD</b>
Street No. <b>170</b>	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.

UPDATED

**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.

3.3 If a lot addition, identify the lands to which the parcel will be added.

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

4.1 Description	# 1	Severed	# 2	Retained
Frontage (m.)	199M	201M-100M ROAD	400M-370M ROAD	
Depth (m.)	1005M	1005M	1005M	
Area (ha. or m <sup>2</sup> )	22.2577 H	18.2109 H	46.4686 H	
▶ 4.2 Use of property <small>(i.e. vacant, industrial, commercial, residential, etc.)</small>	Existing Use(s)	VACANT	RESIDENTIAL	VACANT
	Proposed Use(s)	RESIDENTIAL	RESIDENTIAL	UNKNOWN
▶ 4.3 Buildings or Structures <small>(include date of construction, type and size of building)</small>	Existing	NONE	HOUSE-2019 1CE/2STORY 9.2m	NONE
	Proposed	UNKNOWN		UNKNOWN
▶ 4.4 Access <small>(check appropriate space)</small>	Provincial Highway			
	Public Road	✓	✓	✓
	Name of Authority maintaining road	RYERSON TOWNSHIP		RYERSON TOWNSHIP
	Common name of road	HILL & GULLY RD		HILL & GULLY RD
	Private Road (describe in Section 4.8)			
	Right of way (describe in Section 4.8)			
	Period of Maintenance: Seasonal			
	:Year Round	✓	✓	✓
	Water Access (Describe in Section 4.9)			
▶ 4.5 Water Supply <small>(check appropriate space)</small>	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			
	Other means (Describe in Section 9.1)			
▶ 4.6 Sewage Disposal <small>(check appropriate space)</small>	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.

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.

**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?

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?

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		
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland (Class 1, 2 or 3 wetland)		
A provincially significant wetland within 120 metres of the subject land	N/A	
Flood plain		
A rehabilitated mine site		
A non-operating mine site within 1 kilometre of the subject land		
An active mine site		
An industrial or commercial use, and specify the use(s)		
An active railway line		
A municipal or federal airport		

**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.

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.
- 
- 
- 
- 

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

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

I/we JENNIFER WEST of the TOWN OF BURKS FALLS

in the DISTRICT OF PARRY SOUND 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 Huntsville

in the District of Muskoka

this 27th day of September

 Applicant

  
Commissioner of Oaths

Reva Frame, a Commissioner and Deputy  
Treasurer, District Municipality of Muskoka,  
for the Corporation of the Town of Huntsville.

Applicant

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 BARRY, JAMES & JENNIFER WEST, am/are the owner(s) of the land that is the subject of this application for a consent and I/we authorize JENNIFER WEST to make this application on my/our behalf.

09/28/2020  
Date

[Signature]  
Signature of Owner  
[Redacted]  
Signature of Owner  
Jennifer West

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 BARRY, JAMES & JENNIFER WEST, 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 JENNIFER WEST 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.

09/28/2020  
Date

[Signature]  
Signature of Owner  
[Redacted]  
Signature of Owner  
Jennifer West

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

BARRY WEST  
JAMES WEST  
I/we JENNIFER WEST, 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.

09/28/2020  
Date

[Signature]  
Signature of Owner  
[Redacted]  
Signature of Owner  
Jennifer West

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 POA 1M0

UPDATED

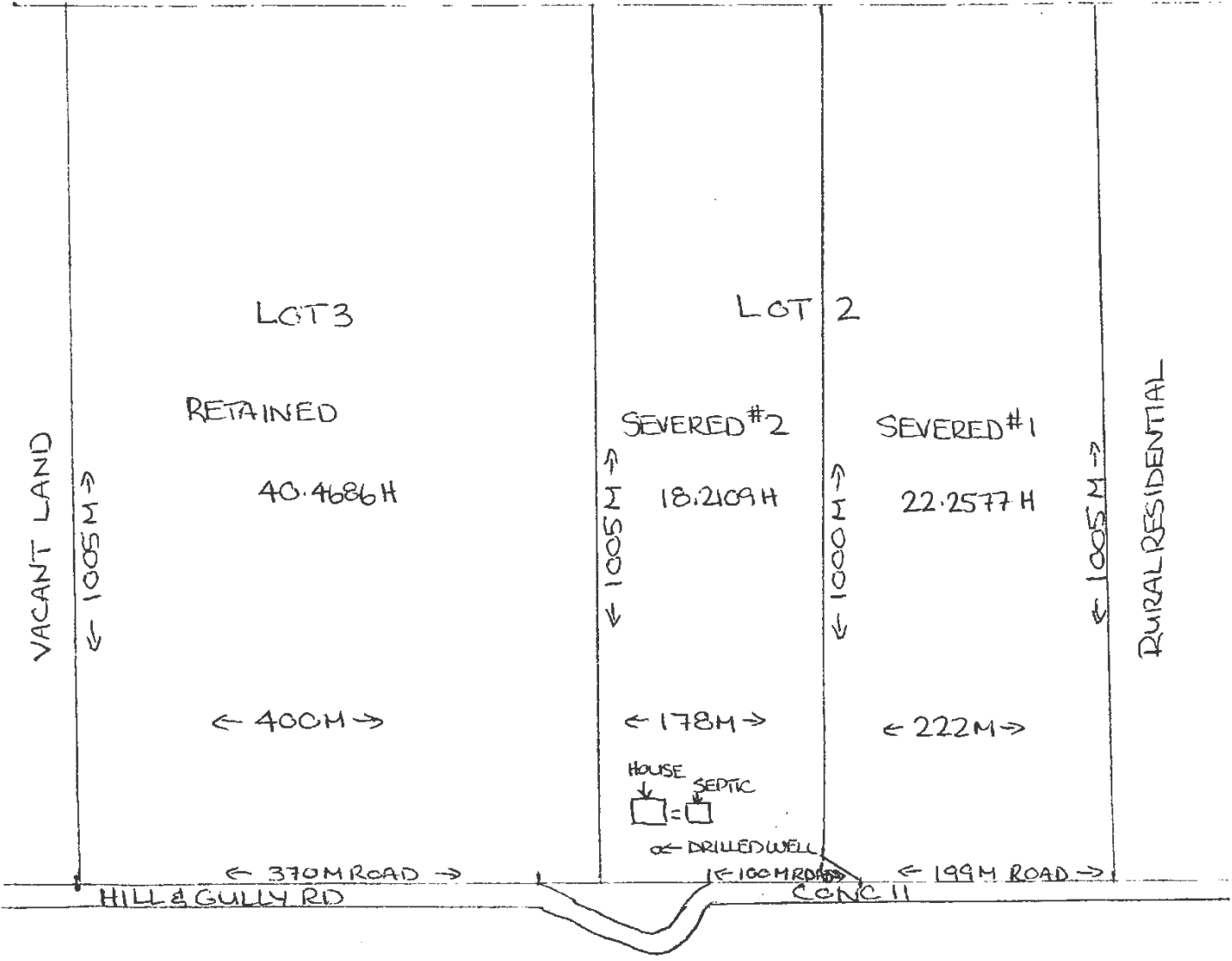
Sketch Sheet

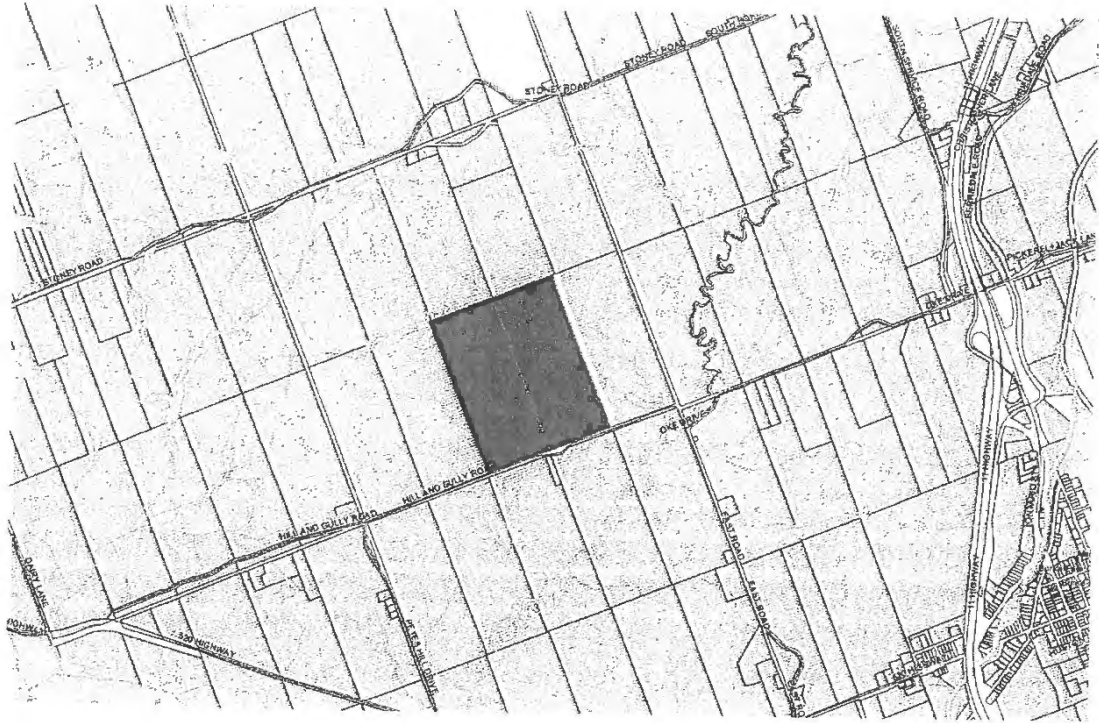
Sketch Accompanying Application. (Please Use Metric Units)  
(See Section 8)

Key Plan



LOTS 2&3 CONC 11 RYERSON TOWNSHIP







**Tunnock Consulting Ltd.**

P.O. Box 2032  
57 Foster St.  
Perth, ON, K7H 3M9

Tel: (613) 464-8805  
Email: [gfunnock@tunnockconsulting.ca](mailto:gfunnock@tunnockconsulting.ca)

• community planning • building administration • adult education and training • municipal restructuring

**File P-3070**

**November 17, 2020**

**Planning Report – West – Consent – B-029/20 & B-030/20**

**Southeast Parry Sound District Planning Board**

### **Application**

An application for consent has been submitted to the Planning Board to create two new rural residential lots.

### **Location**

The subject lands are located in Lots 2 & 3, Concession 11, within the Township of Ryerson. The subject lands are located on the north side of Hill Gully Road.



*Figure 1: Subject Lands*

### **Background**

The subject lands front onto Hill Gully Road, a municipal road that is maintained year-round by the Township. The subject lands are currently occupied by a residential dwelling that is serviced by an on-site septic and well.

If approved severance applications B-029/20 and B-030/20 will have the effect of dividing two original 40 hectare Township lots that had merged. The proposed severances will also have the effect of dividing one of the original lots into two separate lots. The existing residential lot will be located on the proposed severed lot 2.

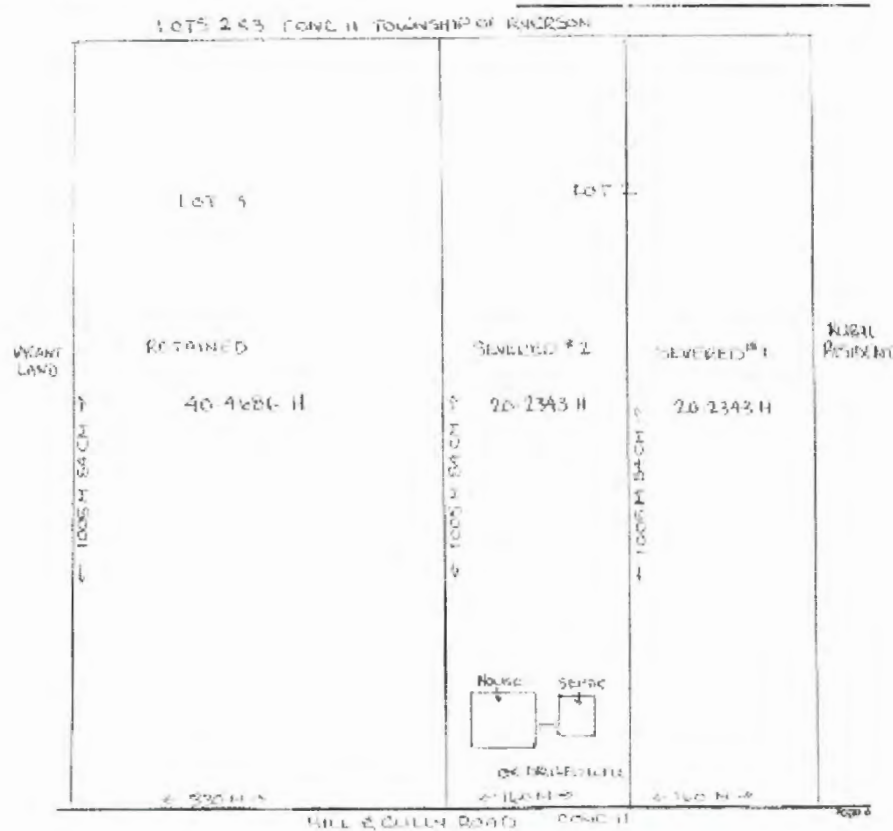


Figure 2: Severance sketch submitted by the Applicant

The subject lands contain a mix of forested, agricultural, and wetland areas. The west portion of the subject lands has mature woodland. The north portion of the subject lands is covered by a wetland area and a watercourse that travels east-west through the property. The east half of original Lot 2, Concession 11, contains a large and flat agriculture field.

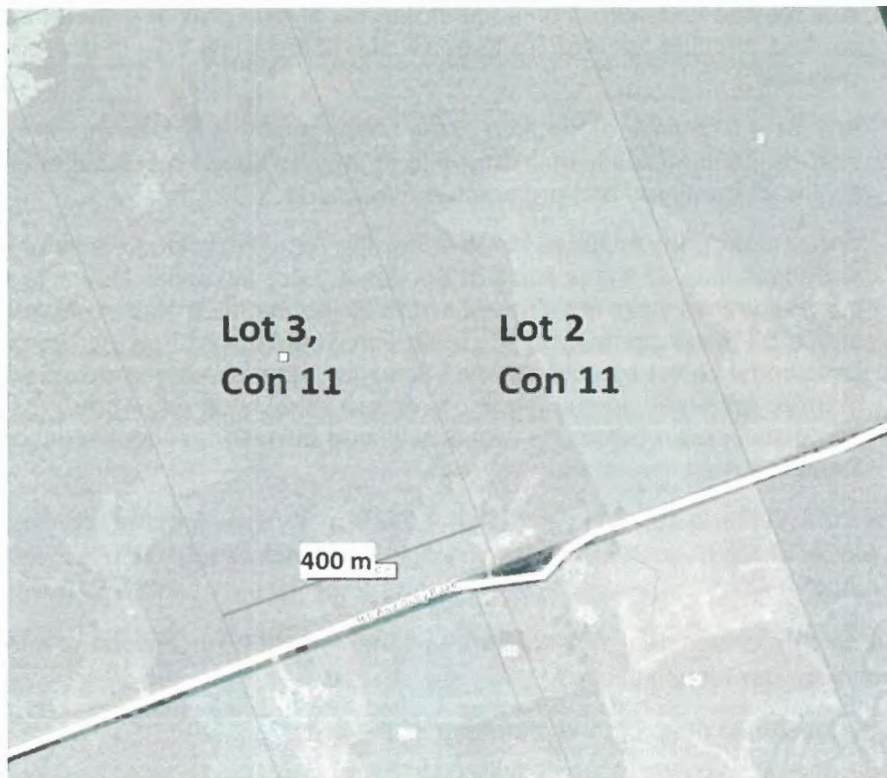
The topography of the subject lands is relatively level, given the size of the property. The land elevation is, however, lowest in the north-west portion of the property where the wetland is located. The point of highest elevation is located where the lot is forested in the southwest corner of the subject lands.

As shown in Table 1, the Applicant has provided that the frontage of the two severed lots will be 160 metres each. As well, the Applicant has provided that the retained lot will have a frontage of 330 metres. Through my observations, the provided frontages do not appear to be

accurate in comparison to what is being proposed in the provided sketch, shown in Figure 2. The original Township lot should have a frontage of approximately 400 metres. The provided severance sketch appears to show that the original Township Lot 2, Concession 11, is to be split evenly, which would mean that each lot should have a frontage of approximately 200 metres. I do realize that Hill Gully Road does leave the original road allowance for a short distance, which may alter frontage measurements that were submitted, but nonetheless, there does appear to be clear issues with the submitted frontage measurements.

*Table 1: Lot Characteristics*

	<b>Severed 1</b>	<b>Severed 2</b>	<b>Retained</b>
<b>Lot Area</b>	20.2 ha	20.2 ha	40.5 ha
<b>Lot Frontage</b>	160 m *	160 m *	330 m *
<b>Lot Depth</b>	1005.8 m	1005.8 m	1005.8 m
<b>Existing Use</b>	Vacant	Residential	Vacant
<b>Proposed Use</b>	Residential	Residential	Unknown



*Figure 3: Measurement of Lot 3, Concession 11*

## Official Plan

The subject lands are located within the "Rural" land use designation as shown on Schedule 'A' - Land Use Designations of the Official Plan. The goals of the policies for the Rural designation are to preserve and promote the rural character of the Township. When considering development within the Rural designation, the impact on the rural character of the area will be considered. Permitted land uses in the Rural land use designation includes single detached dwellings.

Section 4.1.4 provides criteria to which applications for new lot creation are subject to. The criteria stipulate:

- i) A maximum of 4 lots (including severed and retained parcels) may be created per original 40 hectares (100 acres) 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;
- 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
- v) Where a property includes lands below the regulatory flood elevations identified in Section 4.3.4.2, the policies of Section 4.3.4.2 will apply. New lots will not be granted unless there is sufficient area outside the flood plain where all new structural development and site alteration would occur; approval would be conditional on the placement of all flood plain lands in a non-development zone. In order to prevent increased flood-related impacts on other properties, the filling is not acceptable below the regulatory flood elevation, except in accordance with Section 4.4.

In a review of the lot criteria set out in section 4.1.5 it is in my view that the creation of two new lots within a parcel of land, which includes two original 40 hectare lots, would meet the criteria of section 4.1.4(i).

Section 4.1.4 also describes design considerations that should be incorporated into lot creation. Such considerations include:

- That the lot should maintain the character of the area.
- The lot area of each lot proposed should be large enough to accommodate an on-site sewage disposal system. Given the size of subject lands and the size of the lots



proposed, it is, in my opinion, the lots should be large enough to accommodate an on-site sewage disposal system.

- The development of the subject lands should not increase the appearance of a continuous row of residential developments. Given the size of the lots, as well as the existing vegetation, the development of the subject lands should not cause an appearance of strip development.

Section 6.9.1 provides lot creation policies for the Township. The applicable policy of section 6.9.1 stipulates that:

- 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;
- 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;
- iv) the lot must front on an existing year-round publicly maintained Township road, except as otherwise permitted in the Shoreline designation;
- v) the lot shall not create a traffic hazard to sightlines, curves, or grades of existing development, as set out in accepted traffic engineering standards.

Following a review of section 6.9.1, I have the following comments:

- A plan of subdivision is not necessary;
- It is in my view that the lot boundaries of the proposed severances within Lot 2, Concession 11, should be adjusted to respect the boundaries of the agriculture field. Section 2.2 provides the goals of the Official Plan, and section 2.2(iii) states that a goal is "to promote an orderly and sustainable pattern of development." Fragmenting agricultural land does not promote food sustainability. It is my recommendation that lot configurations be altered to ensure that the entire agriculture field is included within one lot.
- The proposed retained lot and both of the severed lots will front on a public road maintained year-round;
- The Township's Public Works manager should confirm that there are suitable locations for entrances to the retained lot and severed and that the new entrances can be properly constructed to municipal standards;

The subject lands are located in proximity to two mineral aggregate operations, which are located to the south. As per section 4.1.4.1, mineral aggregate operations must be protected from the encroachment of incompatible land use, such as residential development. It is, in my opinion, that the proposed severances should not negatively impact the operation of the

aggregate pits and quarry. The subject lands are located approximately one kilometre from the licenced pit areas. Additionally, the subject lands are divided by a road, agricultural lands, a creek, and a forested area.



Figure 4: Licensed aggregate pits within the proximity of the subject lands.

Section 4.1.3 of the Official Plan states that all farm and non-farm development will comply with the Minimum Distance Separation (MDS) formulae established by the Province in order to minimize odour conflicts between livestock facilities and development. Following a review of aerial imagery, it appears that there may be two livestock facilities in close proximity to the subject lands. It has been indicated within the application for consent that there is not a livestock barn with 500 metres of the subject lands, however, I believe additional confirmation is required. If it is determined that there are active livestock facilities located within 500 metres of the subject lands, an MDS calculation is required to be submitted prior to the Planning Board making a decision on the proposed severances.

Following my review of the Official Plan, it is, in my opinion, that severances proposed are reasonable in principle. However, given that there is information lacking from the submitted application, such as clear lot frontages and an MDS calculation, it is in my opinion that the Planning Board is not in a position to determine whether the proposed severances meet the intent and policies of the Official Plan. It is my recommendation that the boundaries of the lot respect the limits of the agricultural field and should not cause fragmentation of productive fields.



*Figure 5: Possible location of livestock facilities*

### **Zoning By-law**

The subject lands are currently zoned Rural (RU). Single-detached dwellings are permitted within the RU zone. The minimum frontage for residential lots in the RU zone is 100 meters. I am satisfied that the proposed retained and severed lots will meet this minimum requirement. The minimum lot area for residential lots within the RU zone is 1 hectare. I am satisfied that the proposed retained and both severed lots can meet the lot frontage and lot area requirements.

The wetland areas located in the north portion of the subject lands is zoned Environmental Protection Area (EP). Development is not permitted within the EP zone. A 15 metre setback from all watercourses is required.

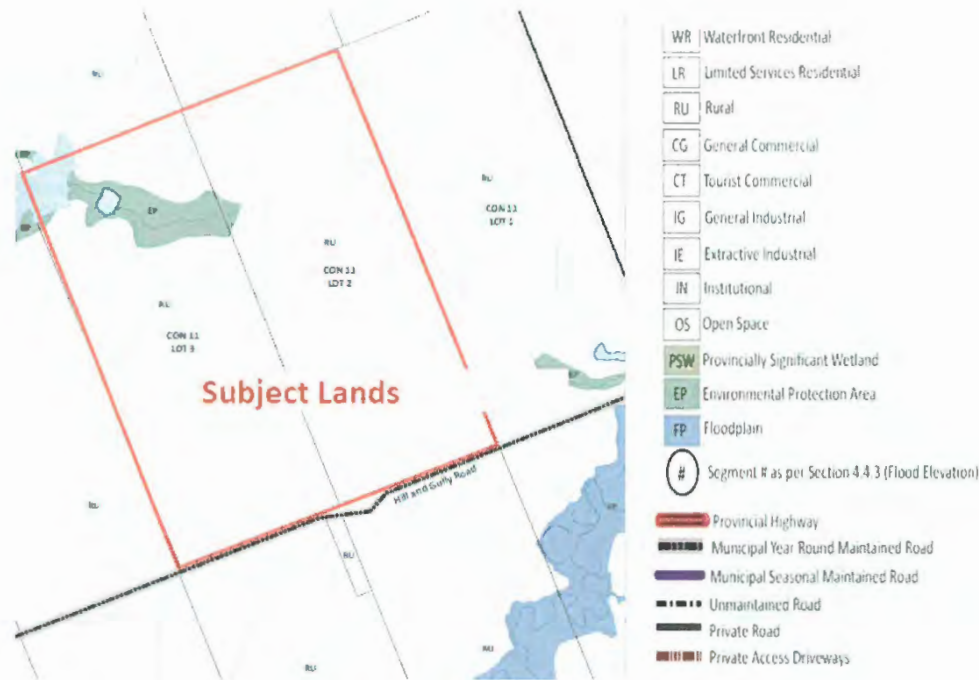


Figure 6: Schedule C5 of the Zoning By-law

### Provincial Policy Statement

The Provincial Policy Statement, 2020 (PPS) sets out land use planning standards that municipal decision-making must be consistent with.

Section 1.1.1 of the PPS states that Healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and by avoiding development and land use patterns which may cause environmental or public health and safety concerns; promoting cost-effective development patterns and standards to minimize land consumption and servicing costs; ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs; promoting development and land use patterns that conserve biodiversity and prepare for the impacts of a changing climate. It is in my opinion that the fragmentation of agricultural land would not be a good example of efficient planning.

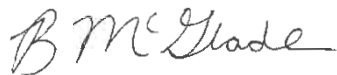
Section 1.1.5 states that in Ontario's rural areas, it is required that new land uses, including the creation of new lots, comply with the MDS Formulae. The Applicant has not provided a prepared MDS Formulae with the application despite there appearing to be livestock facilities in proximity of the subject lands. It is recommended that confirmation is provided whether there are active livestock facilities within proximity of the subject lands. If livestock facilities are identified, then an MDS calculation should be submitted.

**Recommendations**

It is in my opinion that at this time, the Planning Board should defer a decision on application B-029/20 and B-030/20. The Applicant must provide confirmation on lot configuration and lot frontages for each proposed lot. In addition, an MDS calculation must be provided if livestock facilities are located in the proximity of the subject lands.

It is, in my opinion, that, in principle, dividing the two original Township lots would be reasonable. It is my recommendation that the boundaries of the severed lots within Lot 2, Concession 11, should not fragment the agriculture field. Upon the submission of the requested information, the Planning Board will be in a position to provide a decision.

Respectfully Submitted,



Brady McGlade, MSc (Plan) Candidate, BES

**Nancy Field**

---

**From:** sepsdpb@gmail.com  
**Sent:** January 11, 2021 12:48 PM  
**To:** 'Nancy Field'  
**Subject:** FW: Consent Applications B-029/20 & B-030/20 (WEST)

Hi Nancy,

The following was received from the Board's planner in response to the amendments and information provided for the West applications.

Regards,

Linda Moyer

**From:** Brady McGlade <bradymcglade@outlook.com>  
**Sent:** January 5, 2021 6:45 PM  
**To:** sepsdpb@gmail.com  
**Subject:** RE: Consent Applications B-029/20 & B-030/20 (WEST)

Hello Linda,

Thank you for providing me with the additional information provided by the applicant.

Following a review of the newly submitted information, including the modified severance sketch and page 2 of the application, I am satisfied that the proposed severances will avoid fragmentation of the agriculture field, thus satisfying my concerns provided in the November 17, 2020 planning report. Additionally, I am satisfied that the proposed severances will maintain the appropriate road frontages.

As well, following confirmation from the applicant that the property is not within proximity of any livestock facility, I am satisfied that the proposed severances meet the MDS requirements of the Official Plan and PPS.

In conclusion, it is my opinion that the Planning Board is now in a position to make a decision on applications B-029/20 and B-030/20. Approval of these applications is recommended subject to the standard conditions for consent.

This email should act as a formal recommendation. Please let me know if it is your preference to have the November 17, 2020 report amended to include the above recommendation.

Kind Regards,  
Brady McGlade

**From:** [sepsdpb@gmail.com](mailto:sepsdpb@gmail.com)  
**Sent:** January 5, 2021 4:16 PM  
**To:** [bradymcglade@outlook.com](mailto:bradymcglade@outlook.com)  
**Subject:** Consent Applications B-029/20 & B-030/20 (WEST)

Hi Brady,

Attached for your information please find a revised page 2 and sketch for applications B-029/20 & B-030/20 (WEST) amending the dimensions of the severed and retained parcels. It is intended that the agricultural field remain within the boundaries of Severed #1 in accordance with the recommendation of your report. Further, the applicant has confirmed that there are no barns in proximity to the subject lands (see attached).


Please contact me should you have any questions.

Regards,

Linda Moyer  
Secretary-Treasurer

SE Parry Sound District  
Planning Board  
8 Main Street, P.O. Box 310  
Kearney, ON POA 1M0



	<b>Staff Report</b>
To:	Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	February 2, 2021
Report Title:	Site Plan Agreement – Sanjeev Jain
Report Date:	January 01, 20121

**Recommendation:** I would recommend that Ryerson Township Council enter into a site plan agreement with Sanjeev Jain, the owner/applicant of Part 5, of Plan 42R-21518, so he can proceed with development the property.

**Purpose/Background:** Section 41 of the *Planning Act* (Ont.) permits a municipality to establish a site plan control area (or areas) within the municipality. Where development is proposed within that area, a developer must obtain the approval of the municipal council (or its delegate) of such plans and drawings of the proposed development and all matters to be addressed are specified in in the legislation by entering into a site plan agreement.

In 2020 consents B-008/19, B-009/19 and B-010/19 created 3 new lots and one retained lot at 1732 Peggs Mountain Road, formerly known as Doe Lake Camp. A condition of the consent set by the District Planning Board was that the lots are subject to site plan control and that the site plan agreement shall include a requirement for the revegetation of the shoreline, as necessary.

During the severance process it was agreed that the applicants could enter into the Site Plan Agreement prior to obtaining a building permit.

Designer Sandy Forsyth, the applicants agent created a site plan which is provided to you as part of this report.

**Rational Analysis:** The site plan is complete. It addresses the development and re-vegetation of the shoreline as does the agreement.

**Reference / Documents:** By-Law, Site Plan Agreement, Site Plan.



THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW NO. \_\_\_\_-21

BEING A BY-LAW TO ENTER INTO A SITE PLAN AGREEMENT WITH OWNER SANJEEV JAIN.

WHEREAS Section 8 of the Municipal Act confers broad authority on the Municipality to govern its affairs.

AND WHEREAS the Municipality wishes to enter into a Site Plan Agreement with Sanjeev Jain;

NOW THEREFORE The Corporation of the Township of Ryerson enacts as follows:

1. The Township shall enter into an agreement as attached hereto and marked as Appendix 'A' to this By-law.
2. The Clerk is hereby authorized to execute said agreement on behalf of the township.

Read a first, second, third  
Time, signed and the seal  
of the Corporation affixed  
hereto and  
finally passed this  
\_\_ day of \_\_\_\_, 2021

\_\_\_\_\_  
MAYOR

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

Appendix "A" to By-law \_\_\_\_-21

THIS AGREEMENT made in duplicate this \_\_\_\_ day of \_\_\_\_\_, 2021

BETWEEN: SANJEEV JAIN

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 Part Lot 5, Con 2 on Plan 42R-21518 part 5, 1732 Pegg's Mountain Road, Ryerson Township, Burk's Falls, ON;
2. 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 PT 5, 42R-21518, 1732 Pegg's Mountain Road;
3. The Township has approved the plans and drawings submitted with the Owner's application subject to certain conditions and subject to the entering into of this Agreement;
4. Section 41 (10) of the Planning Act permits the registration of this Agreement against the Lands of 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 to develop the site and construct and maintain the Building and structures in substantial conformity with the site plan, as described in Schedule "B" to this Agreement.
3. The Owner agrees to register this Agreement against the Owner's lands, at the OWNERS sole expense.
4. 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.
5. The Owner agrees that during construction, sediment and erosion control works in the form of silt fencing shall be installed down gradient from all construction sites. These works shall be maintained in good working order until construction has ceased, and the exposed soils have been fully stabilized or otherwise greened up with the vegetation plantings.
6. The owner agrees to regenerate and plant further vegetation and trees if necessary, from time to time if there is a loss of the shoreline vegetive buffer to generally maintain the vegetive buffer in a natural state with native tree shrub and grass species, across a minimum of 75% of the lot, and shall maintain a minimum width of 15.0 metres (49.2 feet) from the shoreline.
7. All covenants and provisions contained in this Agreement shall not only ensure to but shall be binding upon the Owner and the Township, their respective heirs, executors, administrators, and assigns.
8. 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 cost of the Owner.
9. 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, Charter P.13 as amended.
10. 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.
11. 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.

12. The Owner and Township agree that this Agreement shall come into effect on the date of execution by the Township.

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

This \_\_\_ day of \_\_\_\_\_, 2021 THE CORPORATION OF THE TOWNSHIP OF RYERSON

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk/Deputy Clerk

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Sanjeev Jain

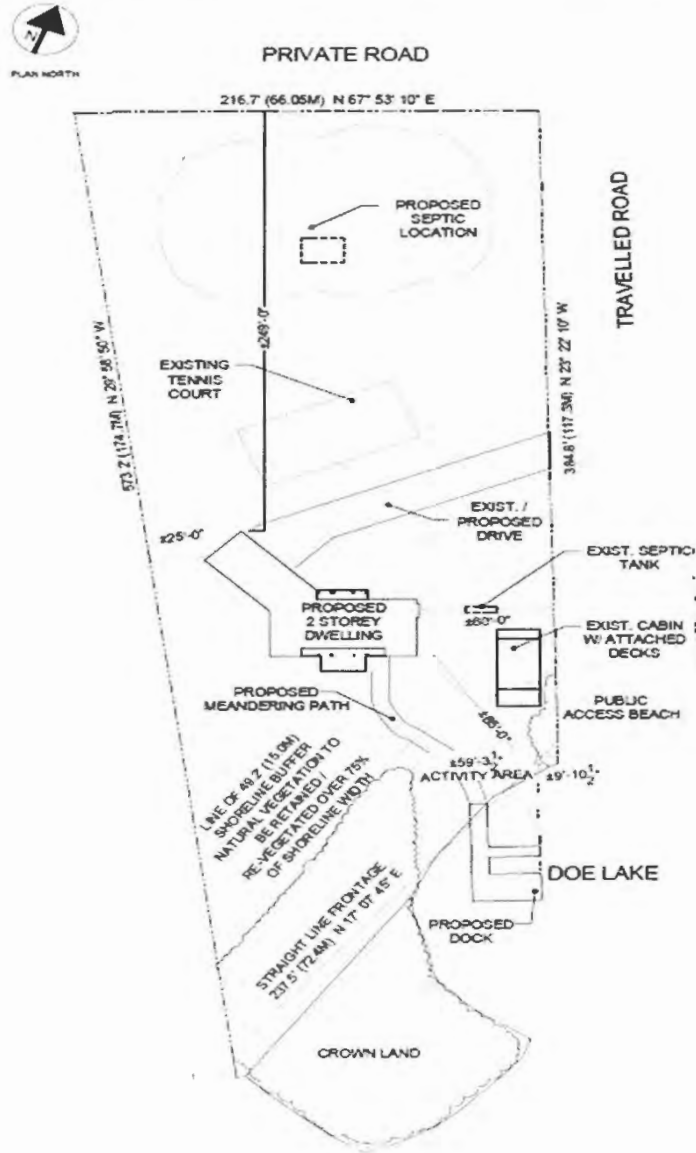
Schedule "A"  
Lands Subject to the Agreement

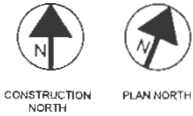
PIN Number: 52136-0401

being Part Lot 5, Con 2, 1732 Pegg's Mountain Road, Geographic Township of Ryerson, District of Parry Sound, more particularly described as Part 5, Plan 42R-21518.

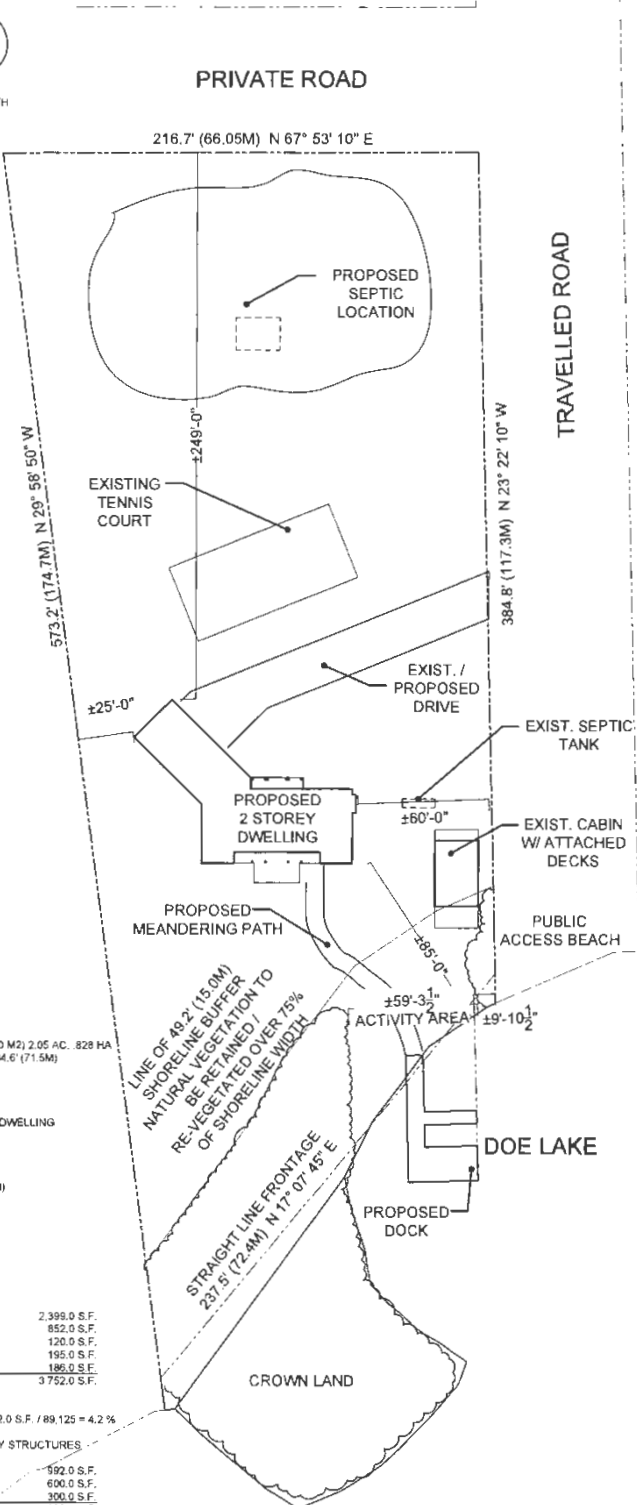
Schedule "B" Site Plan

(Original site plan on file at the Township of Ryerson Municipal Offices, dated December 21, 2020)





**SURVEY CODE**  
 SURVEY INFORMATION TAKEN FROM PLAN 42R-25507  
 PLAN OF SURVEY OF PART OF LOT 6, CONCESSION 2, TOWNSHIP OF RYERSON, DISTRICT OF PARRY SOUND, PART 5 ON PLAN, PREPARED BY E.J. WILLIAMS SURVEYING LIMITED DATED OCT. 27, 2020  
 ADDITIONAL INFORMATION ON SITE CONDITIONS SUPPLIED BY OWNERS REPRESENTATIVE.  
 THIS IS NOT A LEGAL SURVEY



**SITE STATISTICS**

LOT AREA (PART 5) - 89,125 S.F. (8,280 M<sup>2</sup>) 2.05 AC. 828 HA  
 LOT FRONTAGE (STRAIGHT LINE) - 234.6' (71.5M)  
 LOT DEPTH (WEST) - 573.2' (174.7 M)  
 LOT DEPTH (EAST) - 384.8' (117.3 M)

**PROPOSED SETBACKS - PROPOSED DWELLING**

FRONT YARD - 85.0' (25.9 M)  
 WEST SIDE YARD - 25.0' (7.6 M)  
 EAST SIDE YARD - 48.2' (14.7 M)  
 REAR YARD - 249.0' (75.9 M)

FRONT YARD - N/A  
 WEST SIDE YARD - 49.2' (15.0 M)  
 EAST SIDE YARD - 48.2' (14.7 M)  
 REAR YARD - 83' (25.3 M)

**PROPOSED COVERAGE - DWELLING**

DWELLING 2,398.0 S.F.  
 ATTACHED GARAGE 852.0 S.F.  
 COVERED PORCH 120.0 S.F.  
 COVERED DECK 195.0 S.F.  
 OPEN DECK 186.0 S.F.  
 TOTAL PROPOSED 3,752.0 S.F.

TOTAL PROPOSED COVERAGE - 3,752.0 S.F. / 89,125 = 4.2 %

**PROPOSED COVERAGE - ACCESSORY STRUCTURES**

PROPOSED DOCK 992.0 S.F.  
 EXISTING CABIN 600.0 S.F.  
 EXISTING CABIN DECK 300.0 S.F.  
 TOTAL PROPOSED 1,892.0 S.F.

TOTAL PROPOSED COVERAGE - 1,892.0 S.F. / 89,125 = 2.1 %

PROPOSED BUILDING HEIGHT - 122'-10" - NOT TO EXCEED MAX. ALLOWABLE.

NOTE: DEVELOPMENT TO MAINTAIN THE MINIMUM OPENING ELEVATION OF 236.91M ADJACENT TO DOE LAKE. (SECTION 4.4.3 (d)).

NOTE: STRUCTURES EXTENDING INTO THE WATER TO MAINTAIN MIN. REQUIRED SETBACK FROM PROJECTION OF SIDE LOT LINE

The Designer is not responsible for the accuracy of the survey (structural, mechanical, electrical, etc. engineering information shown on the drawings. Refer to the appropriate drawings before proceeding with work.  
 Contractor to check all dimensions on the site and report any discrepancy to the Designer before proceeding. Construction must conform to all applicable Codes and Requirements of Authorities having Jurisdiction.  
 All Drawings, specifications and related documents are the copyright property of the Designer and must be returned upon request. Reproduction of drawings, specifications and related documents in part or in whole is forbidden without the Designer's permission.  
 This Drawing is not to be sealed.  
 This Drawing is not to be used for Construction unless signed by the Designer.  
 Issued for Construction  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Blank space for signature or notes.

I, Sandy Forsyth of Sandy Forsyth Design have reviewed and take responsibility for the design activities for this project and have the qualifications that meet the requirements of the O.B.C.  
 BCIN # \_\_\_\_\_  
 Signature: \_\_\_\_\_

No.	Revision	Date
1	BUILDING PERMIT	NOV., 2020
No.	Issued	Date

**SANDY FORSYTH DESIGN**  
 SANDY FORSYTH B.ARCH  
 C. 705.758.4433 forsyth@sympat-co.ca


**DRAWING TITLE**  
 SITE PLAN, STATISTICS

**PROJECT**  
 PART LOT 5 CON. 2 PLAN 42R-21518, PART 5  
 BURKS FALLS, ONTARIO

SCALE: 1" = 50'-0"  
 DRAWN BY: SF  
 CHECKED BY: SF  
 DATE: DEC. 21, 2020

**SITE**



	<h2>Staff Report</h2>
<b>To:</b>	Council
<b>From:</b>	Deputy Clerk, Nancy Field
<b>Date of Meeting:</b>	February 2, 2021
<b>Report Title:</b>	Clean Yard By-law – Set Fines
<b>Report Date:</b>	January 18, 2021

**Recommendation:** Be it resolved that Ryerson Township Council support the resolution to adopt the Clean Yard By-law and rescind By-law 21-20 (current Clean Yard By-law).

**Purpose/Background:** In 2019 I advised Council that I would be sending the Clean Yard By-law to the Attorney General’s Office to establish set fines for the first time, for the Township.

Crown Counsel, Devyani Anandjit received the by-law and is now asking us to make a few changes to the wording to ensure it is enforceable without dispute.

The changes can be found in section 3, 3.2 and section 4, 4.1, the changes are highlighted in the paragraphs below:

3.2 Every owner shall keep their yard and property clean and free from any refuse and debris except when **the property is screened**, secured or contained. Wild flower, meadow and naturalized areas are permitted provided they do not encroach within a one (1) meter buffer strip of the side or rear lot line and the areas are managed under the Weed Control Act;

4.1 Every owner shall **erect a fence or barrier around an excavation or fill** in any excavation on their land which is not completely enclosed by an adequate barrier and/or fence;

At the same time Ms. Anandjit reviewed our proposed short form wording and fines included in Appendix “A” (attached) and it is complete.

**Next Steps:** If Council supports Clean Yard By-law. I will send a letter and the application to the Ministry of the Attorney General Crown Law Office seek to approval for set fines.

**Reference / Documents:** Clean Yard By-law and Appendix “A” set fines with short form wording for the Township of Ryerson.



**CORPORATION OF THE TOWNSHIP OF RYERSON**

**By-Law # \_\_-21**

**Being a By-law to Provide for Maintaining Land  
in a Clean and Clear Condition and to Rescind By-law No. 21-20**

**WHEREAS** Sections 8, 9 and 11 of the *Municipal Act, 2001*, R.S.O. c.25 (herein after referred to as the *Municipal Act*) permits a municipality to pass By-laws necessary or desirable for municipal purposes, and in particular paragraphs 5, 6 and 8 of Subsection 11 (2), authorize By-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

**AND WHEREAS** Section 122 of the *Municipal Act*, provides that a municipality may require the owners or occupants of buildings to remove snow and ice from the roofs of the buildings, and may regulate when and how the removal shall be undertaken;

**AND WHEREAS** Section 127 of the *Municipal Act*, permits a municipality to pass By-laws requiring an owner or occupant of land to clean and clear the land, not including buildings; to clear refuse or debris from the land, not including buildings; for regulating when and how such matters shall be done; for prohibiting the disposal of refuse or debris on land without the consent of the owner or occupant of the land; and for defining "refuse";

**AND WHEREAS** Section 128 of the *Municipal Act*, permits a municipality to pass By-laws to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** Section 131 of the *Municipal Act*, permits a municipality to prohibit and regulate the use of any land for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition;

**AND WHEREAS** Section 425 of the *Municipal Act*, permits a municipality to pass By-laws providing that any person who contravenes any *By-law* of the municipality passed under the *Municipal Act*, is guilty of an offence;

**AND WHEREAS** Section 436 of the *Municipal Act*, permits a municipality to pass By-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not a *By-law* passed under the *Municipal Act*, or a direction or order made under such a *by-law* are being complied with;

**AND WHEREAS** Section 445 of the *Municipal Act*, provides that where a municipality is satisfied that a contravention of a *by-law* has occurred, the municipality may make an order requiring the person who contravened the *by-law* or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention;

**AND WHEREAS** Subsection 446(3) of the *Municipal Act*, permits a municipality to recover the costs of doing a matter or thing under Subsection 446(1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

**AND WHEREAS** the Township of Ryerson wishes to rescind By-law No. 21-20.

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

1. **Administration and Interpretation**

1.1 **Short Title**

This By-law may be referred to as "Clean Yard By-law".

1.2 **Administration**

This By-law will be administered by the Clerk and may be enforced by the Officers of the Township of Ryerson.

2. **Definitions**

'**By-Law**' means this By-Law and preamble, as it may be amended from time to time.

'**Council**' means the municipal council of the Township of Ryerson.

'**Derelict motor vehicle**' means a vehicle having missing bodywork components or parts, including tires or damaged components, parts, bodywork, glass or deteriorated or removed adjuncts, which prevent its mechanical function, and includes motor vehicles not licensed for the current year.

'**Hobby Vehicle**' means a vehicle that is actively being repaired or restored as a hobby for the owner/occupant of the property, a race car, show car or similar vehicle that by its special nature is not routinely used or licensed but is intended to show or display on occasion.

'**Officer**' means the Municipal Bylaw Enforcement Officer or designate.

'**Owner**' means an owner, lessee or occupant or person for the time being managing or receiving the rent from the property, whether acting as an agent or trustee of any person aforesaid.

'**Property**' means land and includes; a parcel or tract of land capable of being conveyed as a separate parcel whether occupied or not.

'**Refuse or Debris**' means any article, thing or matter that has been cast aside or discarded or abandoned, whether of any value or not, or that has been used up in whole or in part, or expended, or worn out in whole or in part. Without restricting or limiting the generality of the foregoing, refuse or debris may include:

- Garbage, rubbish, junk or litter
- Excessive accumulations or pile of brush, leaves, grass which are not part of a composting process
- Unusable containers including buckets, dishes, plastic containers or cans
- Unused, discarded or inoperable appliances such as stoves, refrigerators furniture, machinery parts, pipes or tanks
- Any unused, abandoned, dismantled or inoperative motorized or un-motorized vehicle
- Broken concrete or asphalt
- Left over or unusable building materials
- Dilapidated, collapsed or partially constructed structure(s) which are not currently under construction or repair

'**Repair**' means the taking of any action as may be required so that the property shall conform to the standards established in the Bylaw.

'**Stagnant Water**' means non-flowing, motionless or stale water that remains in a location.

'**Town**' means the Township of Ryerson.

'**Weed**' means, as defined in the Weed Control Act as amended, a plant that is deemed to be noxious weed under subsection 10(2) or designated as such under clause 24(a).

'**Yard**' means an open, uncovered space on a lot that is surrounding to a main building and unoccupied by buildings or structures except as specifically permitted elsewhere in this By-law. In determining yard measurements, the provisions of the Comprehensive Zoning By-law shall be used.

**3. Property Maintenance General Provisions**

- 3.1 Every owner shall keep their front yard clean and free from any refuse and/or debris except for flower gardens or other improvement to enhance the curb appeal of the property;
- 3.2 Every owner shall keep their yard and property clean and free from any refuse and debris except when the property is screened, secured or contained. Wild flower, meadow and naturalized areas are permitted provided they do not encroach within a one (1) meter buffer strip of the side or rear lot line and the areas are managed under the Weed Control Act;
- 3.3 Every owner shall keep their yards and property in an orderly, tidy and litter free manner;
- 3.4 No person shall use any land or structure within the Town for dumping, burying, disposing or storing of refuse of any kind;
  - 3.4.1 Exceptions provided all site regulations are adhered to:
    - a) The Transfer Station Site(s)
    - b) Municipal Clean Fill Areas
- 3.5 Every owner shall ensure their property is clean and free from any dead, diseased, decayed or damaged tree or other natural growth including weeds;
- 3.6 Every owner shall ensure their grass and other vegetation is cut and trimmed so as to not be more than six (6) inches in height and of a reasonably neat appearance;
- 3.7 Every owner shall ensure their property and yard remains free and clear of stagnant water by draining it or by implementing a strategy for reducing mosquito breeding that has been approved by an Officer. This section shall not apply to lands designated Environmental Protection or to marshes and swamps;
- 3.8 Every owner shall keep hedges, shrubs and trees adjacent to a roadway cut and trimmed so as not to encroach the road allowance and to allow safe, unhindered passage by pedestrians or vehicles.

**4. Hazardous or Unsafe Conditions**

- 4.1 Every owner shall erect a fence or barrier around an excavation or fill in any excavation on their land which is not completely enclosed by an adequate barrier and/or fence;
- 4.2 Every owner shall ensure their swimming pool, hot tub, wading pool or artificial pond is maintained in good repair and working condition;
- 4.3 Every owner shall ensure that any structure or other improvement to the land remains in good and safe condition;
- 4.4 Every owner shall keep their yard and property free and clear of infestations of injurious insects, termites, rodents, vermin or other pests.

**5. Derelict Motor Vehicles**

- 5.1 Except as provided in the Town's Official Plan or Comprehensive Zoning By-law as amended from time to time, no person shall use any property for:
  - 5.1.1 the parking or storage of no more than one motor vehicle that is unfit to be operated on a highway due to damage or poor repair.
  - 5.1.2 the wrecking or dismantling or salvaging of parts thereof for sale or other disposal.
- 5.2 Section 5.1 shall not apply to a hobby vehicle while it is actively being worked on.

**6. Enforcement**

**6.1 Right of Entry / Obstruction**

- 6.1.1 Where power of entry under the *Municipal Act*, as amended, permits, an Officer(s) of the Town may enter upon the premise for the purpose of inspection, and/or remedial actions at any reasonable time, without notice.
- 6.1.2 A person exercising a power of entry on behalf of the Town under the *Municipal Act*, shall, on request, display or produce proper identification.
- 6.1.3 In accordance with the provisions of the *Municipal Act, 2001*, as amended, no person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, an officer, employee of the Town in the lawful exercise or power or duty under this By-law.

**6.2 Offences**

- 6.2.1 If an Officer has reasonable grounds to believe that a contravention of the By-law has occurred, the Officer shall issue a notice requiring the owner of the land and person who contravened the By-law or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred to discontinue the contravention and/or perform remedial repairs to reach compliance with this By-law.
- 6.2.2 Every person who contravenes this By-law is guilty of an offense.
- 6.2.3 Any person who is in contravention of any provision of this By-law or who fails to comply with a notice to remedy shall be deemed to be committing a continuing offence for each day that the offence remains in contravention, or for each day they fail to comply with the notice to remedy.

**6.3 Remediation**

If an Officer is satisfied that a contravention of this By-law has occurred the Officer shall provide written notice to the owner or occupier of the land to provide a reasonable time for voluntary remediation.

- 6.3.1 A notice of contravention shall outline:
  - i) municipal address of the property on which the contravention occurred
  - ii) date of contravention
  - iii) reasonable particulars of the contravention of the By-law
  - iv) date that compliance shall be achieved
- 6.3.2 The notice may be served personally on the person, owner and /or occupier to whom it is directed or by regular mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after mailing. Service on a corporation can be made by registered mail to the corporate mailing address.
- 6.3.3 If the work required under the notice of contravention of this By-law, is not done within the specified period, the Town in addition to all other remedies it may have, may do the work at the owner's expense and may enter upon the land at any reasonable time for this purpose.
- 6.3.3.1 If the costs for work pursuant to the provision of this By-law are not paid by the owner to the Town within thirty (30) days of written demand thereof, the Treasurer for the Town may add the costs, including interest, to the tax roll for the lot and collect them in the same manner as municipal taxes.
- 6.3.4. The Town assumes no liability for property damage or personal injury resulting from remedial action or remedial work undertaken with respect to any person or property that is subject of this By-law.

**6.4 Penalties**

- 6.4.1 Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to the penalties as proved for in the *Provincial Offences Act*, R.S.O. 1990, c.P.33 as amended.
- 6.4.2 A person who is convicted of an offence under this By-law is liable for each day or part of a day that the offence continues, to a maximum fine of \$10,000 and the total of all the daily fines for the offence is not limited to \$100,000 as provided for in subsection 429(3)2 of the *Municipal Act, 2001* as amended.

**7. Liability**

- 7.1 The Town assumes no liability for enforcement of this By-law including:
  - 7.1.1 shall not be liable to compensate any owner/ occupier or any other person having interest in the subject property by reason of anything done by or on behalf of the Town under the provisions of this By-law.
  - 7.1.2 where any materials or things are removed in accordance with this By-law the materials or things may be immediately disposed of by the Officer and any recovered salvage value or other actual recovery of money made upon such disposal shall be credited against costs; and
  - 7.1.3 where a vehicle has been removed, impounded, or otherwise restrained according to Section 170(15) of the *Highway Traffic Act*, RSO 1990, as amended in violation of this By-law, all costs associated with the removal, impoundment, will be the responsibility of the registered owner of the vehicle.

**8. Validity**

- 8.1 Should a court of competent jurisdiction declare a part of whole of any provision of this By-law to be invalid or of no force and effect, the provision or part is deemed severable from this By-law. It is the intention of Council that the remainder survives and be applied and enforced in accordance with its terms to the extent possible under the law so as to protect the public by ensuring a minimum standard for maintenance of yards is maintained.
- 8.2 Where a provision of this By-law conflicts with the revision of another By-law, Act or Regulation in force within the Township of Ryerson the provisions that establish the higher standards to protect health and safety of person shall prevail.

**9. Effect**

- 9.1 This by-law shall come into force and take effect one year after the date of final adoption.

Read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 2<sup>nd</sup> day of February 2021.

\_\_\_\_\_  
MAYOR

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

**Township of Ryerson**  
**Appendix 'A'**  
**PART 1 Provincial Offences Act**  
**By-law No. \_\_ -21**  
**CLEAN YARD BYLAW**

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
1.	Failure to keep front yard clean and free from any refuse and/or debris	3.1	100.00
2.	Failure to keep yard and property clean and free from any refuse and debris except when screened, secured or contained	3.2	100.00
3.	Improper disposal, burying, dumping or storage of refuse	3.4	100.00
4.	Failure to ensure grass and other vegetation is cut and trimmed to not exceed six (6) inches	3.6	100.00
5.	Failure to keep property and yard free and clear of stagnant water	3.7	100.00
6.	Failure to fill in any excavation or provide adequate barrier and/or fence	4.1	100.00
7.	Failure to ensure that any structure or improvement to land remains in good and safe condition	4.3	100.00

Note: the general penalty provision for the offences listed above is section 6.4 of By-law \_\_-21, a certified copy of which has been filed.

**BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2021 BUDGET  
05-Oct-20**

Account #	Description	2020 Final Budget	YTD to October 5, 2020	December 31, 2020 Projected	2021 Draft Budget	Budget increase (Decrease) vs. 2020 Projected	Comments
1	<b>OPERATING ACTIVITIES</b>						
2	<b>REVENUE</b>						
3	<b>GRANTS</b>						
4	4435 McMurrich/Monteith	2,589	2,589	2,589	2,589	0	
5	4440 Gov't of Ontario annual funding	13,814	13,814	13,814	13,814	0	
6	4450 Student Grants	0	2,552	2,552	2,500	(52)	Budget based on 2020 student grant received
7	4460 Miscellaneous grants:						
10	ILL Rebate	0	0	0	0	0	Grant expected to be discontinued.
12	<b>DONATIONS</b>						
13	4135 Jar donations	511	591	691	600	(91)	
14	4475 Miscellaneous donations	0	150	5,985	0	(5,985)	Projected includes 5,835 Smile donation
15	4476 Adopt-a-book donations	550	248	368	400	32	
16	4477 Earmarked donations	0	0	0	0	0	
17	<b>OTHER REVENUE</b>						
18	4100 Fines	1,110	276	276	300	24	
19	4110 Fax income	430	157	157	160	3	
20	4120 Used book sales	680	675	675	680	5	
21	4130 Photocopying income	940	345	350	350	0	
22	4145 Donations account interest	0	0	0	0	0	Any interest earned on bursary reserve will be transferred to the related reserve, with no net impact on the budget.
23	4149 Credit Union interest	500	1	370	400	30	GIC currently earning 1% expected to decline to .90%
24	4160 Used equipment sales	0	0	0	0	0	No used equipment to sell at present time
25	4165 Non-resident membership	125	200	200	150	(50)	
26	4170 Miscellaneous Revenue	260	57	90	120	30	
27	<b>TOTAL OPERATING REVENUE</b>	<b>21,509</b>	<b>21,655</b>	<b>28,117</b>	<b>22,063</b>	<b>(6,054)</b>	
28							
29	<b>OPERATING EXPENDITURES</b>						
30	<b>WAGES</b>						
31	5410 Wages	92,220	69,550	93,300	96,919	3,619	Incorporates .6% increase (Village of BF update), 1 summer student, 2 hours Part-Time staff
32	5420 EI expense	2,040	1,495	1,800	2,054	254	
33	5430 CPP expense	3,870	2,902	3,840	4,159	319	
34	5440 WSIB expense	315	209	260	271	11	
35	5460 EHT expense	905	665	915	950	35	
36	5465 OMERS	4,700	3,997	5,170	5,200	30	

**BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2021 BUDGET  
05-Oct-20**

Account #	Description	2020 Final Budget	YTD to October 5, 2020	December 31, 2020 Projected	2021 Draft Budget	Budget Increase (Decrease) vs. 2020 Projected	Comments
37	5466 Benefits plan	4,535	3,552	4,300	4,400	100	
38	<b>ACQUISITIONS</b>						
39	5030-5087 Books, Magazines, DVDs	12,000	6,770	12,000	12,000	0	
40	<b>FACILITIES</b>						
41	5610 Telephone	275	224	269	275	6	
42	5615 Hydro	2,250	953	1,500	2,250	750	
43	5620 Heat	735	415	700	735	35	
44	5621 Water	965	641	962	980	18	
45	5645 Cleaning supplies	285	497	625	1,000	375	
46	5650 Weekly cleaning	2,105	1,560	2,195	2,200	5	
47	5685 Insurance	1,860	2,026	2,026	2,070	44	
48	5730 Repairs & maintenance	500	16	100	500	400	
49	5760 Rent	6,542	5,444	6,542	6,738	196	3% increase
50	<b>ADMINISTRATIVE AND PROGRAM EXPENSES</b>						
51	5625 ILLO expenses re damaged books	50	0	50	50	0	
52	5630 Computer support	1,000	427	1,000	1,000	0	
53	5655 Program expenses	1,700	1,632	1,700	2,000	300	
54	5656 Bursary Program	300	0	0	300	300	Bursary funded from bursary reserve created in 2016.
55	5660 Training	1,600	793	900	1,600	700	
56	5700 Bank service charges	300	32	310	300	(10)	Currently \$25/month
57	5710 Office & clerical supplies	2,470	869	1,000	2,500	1,500	
58	5720 Postage	310	230	310	360	50	
59	5735 Annual dues and licences	3,850	4,263	4,030	4,110	80	
60	5631 Internet connectivity	1,370	1,119	1,343	700	(643)	Anticipating Connectivity Government Funds
61	5770 Audit & accounting	4,750	164	4,800	4,800	0	
62	5780 Advertising	500	308	308	500	192	
63	5795 Miscellaneous expenses	500	222	500	500	0	
64	5990 Contingency	500	0	0	500	500	
65	<b>TOTAL OPERATING EXPENDITURES</b>	<b>155,302</b>	<b>110,975</b>	<b>152,755</b>	<b>161,921</b>	<b>9,166</b>	
66							
67	<b>NET OPERATING EXPENDITURES</b>	<b>133,793</b>	<b>89,320</b>	<b>124,638</b>	<b>139,858</b>	<b>15,220</b>	
68							
69	<b>CAPITAL TRANSACTIONS</b>						
70	<b>FROM OPENING SURPLUS</b>						
71	Previous year surplus (deficit)	5,755	5,755	5,755	3,020		Anticipated year-end 2020 surplus.
72	Transfer from Library Bursary Reserve	300	0	0	300		Any bursary awarded to be transferred from related reserve.
73	Transfer from Future Needs Reserve	0	0	0	0		



**BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2021 BUDGET  
05-Oct-20**

Account #	Description	2020 Final Budget	YTD to October 5, 2020	December 31, 2020 Projected	2021 Draft Budget	Budget Increase (Decrease) vs. 2020 Projected	Comments	
74	<b>TOTAL CAPITAL REVENUE</b>	<b>6,055</b>	<b>5,755</b>	<b>5,755</b>	<b>3,320</b>			
75								
76	<b>CAPITAL EXPENDITURES</b>							
77	5670 Capital expense - Purchases	0	0	0	0		Nothing planned for 2021.	
78	5745 Transfer to (from) Future Needs Reserve	5,755	0	11,590	3,020		In recent years, the actual year-end surplus has been transferred to future needs reserve. 2020 actual surplus (deficit) to be transferred to (from) future needs reserve. 2020 actual transfer includes 2019 surplus and Smile donation.	
79	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5,755</b>	<b>0</b>	<b>11,590</b>	<b>3,020</b>			
80								
81	<b>NET CAPITAL EXPENDITURES</b>	<b>(300)</b>	<b>(5,755)</b>	<b>5,835</b>	<b>(300)</b>	<b>(6,135)</b>		
82								
83	<b>NET EXPENDITURES</b>	<b>133,493</b>	<b>83,565</b>	<b>130,473</b>	<b>139,558</b>	<b>9,085</b>		
84								
85	<b>MUNICIPAL CONTRIBUTIONS</b>							
86	4410 Armour	53,090	53,090	52,943	53,018	75		
87	4420 Burk's Falls	55,787	55,787	55,587	54,595	(992)		
88	4430 Ryerson	24,616	24,616	24,963	31,945	6,982		
89		<b>133,493</b>	<b>133,493</b>	<b>133,493</b>	<b>139,558</b>	<b>6,065</b>	<b>4.54%</b>	
90	<b>December 2020 Patrons by Municipality: Armour 343; Burk's Falls 356; Ryerson 209</b>						Current 2021 budget distribution based on July 2020 membership count, after updating membership records. These %'s are: BF39.12/R22.89/A37.99. Actual 2021 contributions will be based on December 2020 membership count.	
91	<b>OPERATING SURPLUS (DEFICT)</b>	<b>0</b>	<b>49,928</b>	<b>3,020</b>	<b>0</b>			

BURK'S FALLS, ARMOUR AND RYERSON  
MEMORIAL ARENA  
2021 BUDGET

Account #	Description	2018 Actual	2019 Budget	2019 Actual	2020 Draft Budget	2020 Actuals 09/30	2021 Draft Budget	
<b>OPERATING ACTIVITIES</b>								
15-372	<b>OPERATING REVENUE</b>							based on 75 Jan-Mar
	User fees	100,665	98,000	93,976	100,000	24,059	108,455	7% rate increase
	Rents/Concessions	19,871	19,651	20,799	20,000	6,563	17,275	COVID affected
	Donations/Other Revenue	204	300	236	300	326	300	
	COVID Revenue operations	0	0	0	0	0	1,500	Prov. funding
	<b>TOTAL OPERATING REVENUE</b>	<b>120,739</b>	<b>117,951</b>	<b>115,012</b>	<b>120,300</b>	<b>30,948</b>	<b>127,530</b>	
<b>OPERATING EXPENDITURES</b>								
16-721	Arena-Wages & Benefits	160,921	160,000	175,912	170,000	82,042	163,693	includes all covid training
16-723	Arena Bad Debt Expense	0	0	0	0	3,763	0	
16-724-1	Audit & Accounting	1,775	2,200	0	2,500	0	2,500	
16-724-10	Insurance	20,136	21,000	21,983	25,000	24,894	26,250	5% increase
16-724-2	Telephone	1,461	1,800	1,594	1,800	1,081	1,900	Stops alpha phone
16-724-3	Hydro	48,167	53,000	49,069	50,000	16,561	50,000	soft starts on change
16-724-4	Natural Gas	12,394	15,000	10,337	15,000	5,453	15,000	No rate increase
16-724-5	Water & Sewer	6,266	6,900	4,484	7,100	1,869	7,280	2.50%
16-724-6	Ice Plant	40,147	15,000	13,582	15,000	3,112	15,300	2%
16-724-7	Building Maintenance	20,932	26,000	27,255	21,900	9,207	23,650	railings/gate bolts
16-724-8	Cleaning Supplies	3,503	3,200	3,443	3,300	2,100	4,375	2% increase
16-724-9	Zamboni	9,523	11,000	9,872	11,000	9,327	11,220	2% increase
16-724-91	Office supplies and uniform	5,892	4,500	1,845	3,000	3,158	3,060	2% increase
16-724-92	Fire Safety	1,849	3,000	3,547	3,000	1,042	3,060	2% increase
16-724-93	Snow Removal	6,540	5,000	4,565	5,000	1,353	5,150	2% increase
16-724-94	Elevator	1,027	2,200	1,432	2,400	1,165	2,450	2% increase
16-724-95	Skate Sharpener	0	1,500	1,422	500	0	500	
16-724-96	Booth Supplies	11,340	10,000	7,911	8,000	3,946	6,950	Prov. funding, of prov. funding
16-724-97	Training	2,180	3,500	4,324	6,000	270	4,500	early staff HSS succession
	COVID Related					345	1,500	sanitizer, add clean
80-123	to be recovered (I/S)-Telephone-Arena	1,273	1,307	1,306	1,343		1,343	
	Capital Telephone	0	0	0	0			
16-725-2	Interest on Telephone Capital Lease	95	61	61	25		25	
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>355,422</b>	<b>366,668</b>	<b>364,736</b>	<b>351,868</b>	<b>170,686</b>	<b>349,706</b>	
	<b>NET OPERATING EXPENDITURES</b>	<b>234,683</b>	<b>250,717</b>	<b>249,724</b>	<b>231,568</b>	<b>139,738</b>	<b>222,176</b>	
<b>CAPITAL TRANSACTIONS</b>								
15-372	<b>CAPITAL REVENUE</b>							
	COVID - Separate Storage				11,100	0	24,500	Prov. Fund
	<b>TOTAL CAPITAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,100</b>	<b>0</b>	<b>24,500</b>	
16-725	<b>CAPITAL EXPENDITURES</b>							
	Soft Starts	0			10,000	15,552	7,000	Overhead compressor
	Consenser Fan VFD	0			12,000		24,500	Storage
	Detailed Design and Tender of Addition				15,000		4,250	LED in Hall
							10,200	LED Scoreboard
							12,500	bleacher replacement
							7,000	cold floor condensate
							3,500	Blank Hs
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,000</b>	<b>15,552</b>	<b>68,950</b>	
	<b>NET CAPITAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,900</b>	<b>15,552</b>	<b>44,450</b>	
	<b>NET EXPENDITURES</b>	<b>234,683</b>	<b>250,717</b>	<b>249,724</b>	<b>257,468</b>	<b>155,290</b>	<b>266,626</b>	
<b>MUNICIPAL CONTRIBUTIONS</b>								
15-672	Armour	78,228	83,572	83,241	85,823	51,763	88,875	
15-6721	Ryerson	78,228	83,572	83,241	85,823	51,763	88,875	
	Burk's Falls	78,228	83,572	83,241	85,823	51,763	88,875	
	<b>TOTAL MUNICIPAL CONTRIBUTIONS</b>	<b>234,683</b>	<b>250,717</b>	<b>249,724</b>	<b>257,468</b>	<b>155,290</b>	<b>266,626</b>	



## TRI R WASTE MANAGEMENT – TRI COUNCIL REPORT 2020 PROJECTED YEAR END & 2021 DRAFT BUDGET

October 26<sup>th</sup>, 2020

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### Revenue

- 15-341 – Anticipating a reduction in number of bags for disposal 2021
- 15-342 – Constant fluctuation in rebate on mixed containers. Three cardboard loads and one mixed paper load shipped 2020.
- 15-344 – Blue box inventory replenished - sales down
- 15-540 – RPRA for 2021 = \$47,853. Ontario Electronics Stewardship (OES) winds down December 31, 2020, and funding new system has not been determined so \$0 budgeted.

### Operating Expenses

- 16-451 – Summer months extremely busy. Increasing part time hours for more waste compaction.
- 16-451-1 – Landfill Compactor training (3 employees).
- 16-452 – Incidentals.
- 16-454 – Reduced operations.
- 16-455 & 16-455-2 – Cost of operating.
- 16-456 – Disposal of bulbs & tubes and propane & aerosols (1 year).
- 16-460 – Equipment rentals, sand for cover, gravel for road repair.
- 16-460-5 – Renting operators & equipment.
- 16-461 – ½ Rent, mileage, association fees.
- 16-461-1 – Added in 2018 Debit machine and administration fees with Moneris.
- 16-462 – Added in 2018 to distribute expense to shared service.
- 16-464 – 2020 overage due to 2019 survey not being received until March 2020.
- 16-465 – 816F CAT Packer – maintenance, tracks for skid steer.
- 16-475-1 – P.P.E, training, hygiene supplies.
- 16-476 – Mixed container recycling to processor. Hazardous waste to processor.
- 16-476-5 – Cost of processing mixed container recycling (\$240/Metric Ton).
- 16-477 – Skid steer & regular maintenance on all balers & recycling compactor.
- 16-478 – Cleaning supplies, upkeep.
- 16-480 & 16-481 – Cost of operating.
- 16-483 – Bale ties & banding, forklift propane.
- 16-484 – ½ rent, mileage, association fees.
- 16-486 – Regular plowing & sanding.

### Capital Expenses

- 16-489-504 – Reclaimed asphalt to reduce repairs to driveway. Sealant to be applied to prevent damage from trucks and machines. Pad under gate attendants shed to provide better drainage around it.
- 16-489-6 – Attachment for skid steer for the limes throughout the day that snow removal is necessary. Reducing the risk of an accident as the operator must back up and drive away with snow in the bucket and residents continuously drive around the skid steer without caution.



**TRI R WASTE MANAGEMENT – TRI COUNCIL REPORT  
2020 PROJECTED YEAR END & 2021 DRAFT BUDGET**

October 26<sup>th</sup>, 2020

**NINE MONTH REVIEW OF OPERATIONS**

Diversions Program	2020	2019	2018
Electronics	12.62 MT = \$2,523	15.465 MT = \$3,093	22.09 MT = \$4,400
Tires	2,527 = \$0.00	556 = \$0.00	1,241 = \$1,280
Tubes & Bulbs	2,196	2,659	1,946
Batteries		1,851 lbs	1,253 lbs

GARBAGE BAG TALLY	ARMOUR	BURKS FALLS	RYERSON	TOTAL OF ALL
January to September 2020 TOTAL	18,557	693	8,104	27,354
2020 % OF TOTAL	67.840%	2.533%	29.626%	100.00%
January to September 2019 TOTAL	14,602	488	6,559	21,649
2019 % OF TOTAL	67.449%	2.254%	30.297%	100.00%
January to September 2018 TOTAL	17,286	2,101	7,493	26,880
2018 % OF TOTAL	64.308%	7.816%	27.876%	100.00%

2020 MARKETED BLUE BOX MATERIALS		
Product	Tonnage MT	Amount
OCC	58.32	\$6,254
ONP	22.82	\$114
CONTAINERS	75.39	\$512
Blue Box	167.11	\$8,892
SCRAP STEEL	25.98	\$1,323
	193.09	\$10,215


2019 MARKETED BLUE BOX MATERIALS		
Product	Tonnage MT	Amount
OCC	44.55	\$2,501
ONP	00.00	
CONTAINERS	107.27	\$5,321
Blue Box	151.82	\$7,822
SCRAP STEEL	2.46	\$318
	154.28	\$8,140

2021 TRI R WASTE MANAGEMENT DRAFT BUDGET							
	Account #	Description	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2020 PROJECTED YEAR END	2021 DRAFT BUDGET
<b>TRI R WASTE MANAGEMENT OPERATING REVENUE</b>							
1	15-341	TRI R Landfill Sales	\$130,903	\$120,000	\$112,260	\$125,000	\$120,000
2	15-342	TRI R Recycling Sales	\$8,826	\$8,500	\$8,670	\$8,900	\$8,500
3	15-344	TRI R Recycling Revenue - Blue Box Sales	\$230	\$250	\$30	\$50	\$250
4	15-540	TRI R Govt. Grants Recycling Operating	\$80,203	\$55,000	\$14,039	\$50,930	\$47,853
5	<b>TRI R WASTE MANAGEMENT TOTAL REVENUE</b>		<b>\$220,162</b>	<b>\$183,750</b>	<b>\$135,000</b>	<b>\$184,880</b>	<b>\$176,603</b>
<b>TRI R WASTE MANAGEMENT OPERATING EXPENDITURES</b>							
7	16-451	TRI R - Salaries & Benefits	\$206,049	\$212,400	\$175,860	\$220,000	\$238,000
8	16-451-1	TRI R - Landfill Training, Health & Safety	\$844	\$2,000	\$355	\$2,000	\$4,500
9	16-452	TRI R - Landfill - Supplies	\$3,951	\$2,500	\$883	\$2,000	\$2,500
10	16-454	TRI R - Skid & Packer Fuel	\$2,226	\$5,500	\$1,571	\$3,500	\$4,000
11	16-455	TRI R - Insurance	\$4,853	\$5,000	\$5,263	\$5,263	\$5,400
12	16-455-2	TRI R - Audit & Accountant Fees	\$3,562	\$4,000	\$112	\$4,000	\$4,080
13	16-456	TRI R - Landfill - Hazardous Waste Disposal	\$1,788	\$1,500	\$3,064	\$3,064	\$3,000
14	16-460	TRI R - Landfill - Dozer/Site Maintenance	\$3,214	\$3,500	\$1,271	\$3,000	\$3,000
15	16-460-5	TRI R - Landfill - Contracted Services	\$909	\$5,000	\$547	\$4,000	\$4,000
16	16-461	TRI R - Landfill - Office & Advertising	\$1,975	\$2,500	\$1,367	\$2,500	\$2,500
17	16-461-1	TRI R - Landfill Bank Charges	\$2,378	\$2,000	\$1,557	\$2,500	\$2,500
18	16-462	TRI R - Payment in Lieu of taxes	\$3,595	\$3,595	\$3,566	\$3,566	\$3,595
19	16-464	TRI R - Landfill - Monitoring	\$12,401	\$17,000	\$13,725	\$21,420	\$20,000
20	16-465	TRI R - Landfill- Equipment Maintenance	\$11,447	\$20,000	\$22,028	\$22,028	\$25,000
21	16-475-1	TRI R - Recycling Training, Health & Safety	\$1,930	\$2,000	\$1,116	\$2,000	\$2,000
22	16-476	TRI R - Recycling - Freight	\$9,500	\$11,000	\$8,653	\$12,500	\$14,000
23	16-476-5	TRI R - Recycling - Processing Fee	\$25,839	\$22,000	\$18,882	\$21,000	\$22,000
24	16-477	TRI R - Recycling- Equipment Maintenance	\$11,042	\$10,000	\$7,979	\$9,000	\$10,000
25	16-478	TRI R - Recycling- Building Maint.	\$1,046	\$2,000	\$756	\$1,500	\$1,500
26	16-479	TRI R - Recycling- Promotion	\$22	\$0	\$0	\$0	\$0
27	16-480	TRI R - Recycling - Natural Gas	\$2,654	\$2,000	\$1,469	\$2,300	\$2,500
28	16-481	TRI R - Hydro & Telephone	\$3,102	\$2,500	\$1,281	\$2,000	\$2,000
29	16-483	TRI R - Recycling- Supplies	\$4,542	\$2,000	\$1,762	\$2,000	\$2,200
30	16-484	TRI R - Recycling- Office & Advertising	\$1,482	\$2,000	\$1,000	\$2,000	\$2,000
31	16-486	TRI R - Recycling - Winter Maintenance	\$4,062	\$5,000	\$1,293	\$4,000	\$4,000
32	<b>TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES</b>		<b>\$324,413</b>	<b>\$346,995</b>	<b>\$275,361</b>	<b>\$357,141</b>	<b>\$384,275</b>
33	<b>TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES</b>		<b>\$104,250</b>	<b>\$163,245</b>	<b>\$140,362</b>	<b>\$172,261</b>	<b>\$207,672</b>

2021 TRI R WASTE MANAGEMENT DRAFT BUDGET							
Account #	Description	2019 ACTUAL	2020 BUDGET	2020 ACTUAL	2020 PROJECTED YEAR END	2021 DRAFT BUDGET	
34	<b>TRI R WASTE MANAGEMENT CAPITAL TRANSACTIONS</b>						
35	<b>TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES</b>						
36	16-466-5 TRI R Packer Repairs	\$72,131	\$0	\$0	\$0	\$0	
37	16-489-500 TRI R - Hydro Service	\$0	\$10,000	\$2,867	\$9,115	\$0	
38	16-489-504 TRI R - Landfill - Resurfacing	\$0	\$0	\$0	\$0	\$15,000	
39	16-489-6 TRI R - Compact Track Loader Snowblade	\$0	\$0	\$0	\$0	\$5,000	
40	<b>TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES</b>	<b>\$72,131</b>	<b>\$10,000</b>	<b>\$2,867</b>	<b>\$9,115</b>	<b>\$20,000</b>	
41	<b>TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES</b>	<b>\$72,131</b>	<b>\$10,000</b>	<b>\$2,867</b>	<b>\$9,115</b>	<b>\$20,000</b>	
42	<b>TRI R WASTE MANAGEMENT NET EXPENDITURES</b>	<b>\$176,382</b>	<b>\$173,245</b>	<b>\$143,229</b>	<b>\$181,376</b>	<b>\$227,672</b>	
43	<b>TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY</b>	<b>2019 Applied 15% Plus % of Bags</b>	<b>2020 Applied 15% Plus % of Bags</b>	<b>2020 Applied 15% Plus % of Bags</b>	<b>2020 Applied 15% Plus % of Bags</b>	<b>2021 budgeted 15% Plus % of Bags</b>	
44	<b>Armour</b>	<b>15% of Net Expenditures</b>	\$26,457	\$25,987	\$21,484	\$27,206	\$34,151
45	<b>2019 total bags - 18,489 = 66.875% OF TOTAL BAGS</b>		\$64,875	\$63,722	\$52,681	\$66,712	\$83,741
46	<b>TOTAL CONTRIBUTION</b>		<b>\$91,333</b>	<b>\$89,708</b>	<b>\$74,166</b>	<b>\$93,919</b>	<b>\$117,891</b>
47	<b>Burks Falls</b>	<b>15% of Net Expenditures</b>	\$26,457	\$25,987	\$21,484	\$27,206	\$34,151
48	<b>2019 total bags - 661 = 2.391% OF TOTAL BAGS</b>		\$2,320	\$2,278	\$1,884	\$2,385	\$2,994
49	<b>TOTAL CONTRIBUTION</b>		<b>\$28,777</b>	<b>\$28,265</b>	<b>\$23,368</b>	<b>\$29,592</b>	<b>\$37,145</b>
50	<b>Ryerson</b>	<b>15% of Net Expenditures</b>	\$26,457	\$25,987	\$21,484	\$27,206	\$34,151
51	<b>2019 total bags - 8,497 = 30.734% OF TOTAL BAGS</b>		\$29,815	\$29,285	\$24,211	\$30,659	\$38,485
52	<b>TOTAL CONTRIBUTION</b>		<b>\$56,272</b>	<b>\$55,272</b>	<b>\$45,695</b>	<b>\$57,866</b>	<b>\$72,636</b>
53	<b>TOTAL OF ALL CONTRIBUTIONS</b>		<b>\$176,382</b>	<b>\$173,245</b>	<b>\$143,229</b>	<b>\$181,376</b>	<b>\$227,672</b>
54	2019 Garbage bag count used for application of total contribution by municipality. Number of Bags to be adjusted at year end to 2020 totals. 2019 total bags = 27,647 (Armour = 18,489 (66.875%) Burks Falls = 661 (2.391%) Ryerson = 8,497 (30.734%)						

Township of Armour  
Tri R Waste Management Budget Review

Year	Wages & Benefits	Net Operating	Net Capital	Total	CPI	Adjusted budget based on 2013 budget plus CPI	Adjusted budget based on 2015 budget plus CPI
2013	\$235,000.00	\$305,400.00	\$16,000.00	\$321,400.00			
2014	\$225,000.00	\$234,850.00	\$74,215.00	\$309,065.00	0.5%	\$323,007.00	
2015	\$248,000.00	\$251,250.00	\$25,000.00	\$276,250.00	1.5%	\$327,852.11	
2016	\$255,000.00	\$262,250.00	\$46,000.00	\$308,250.00	1.0%	\$331,130.63	\$279,012.50
2017	\$235,000.00	\$242,050.00	\$25,000.00	\$267,050.00	2.1%	\$338,084.37	\$284,871.76
2018	\$200,000.00	\$199,050.00	\$20,000.00	\$219,050.00	1.7%	\$343,831.80	\$289,714.58
2019	\$190,000.00	\$108,250.00	\$50,000.00	\$158,250.00	1.4%	\$348,645.45	\$293,770.59
2020	\$212,400.00	\$163,245.00	\$10,000.00	\$173,245.00	2.4%	\$357,012.94	\$300,821.08
2021	\$238,000.00	\$207,672.00	\$20,000.00	\$227,672.00	0.1%	\$357,369.95	\$301,121.90

	<h2>Staff Report</h2>
<b>To:</b>	Ryerson Township Council
<b>From:</b>	CAO/Clerk/Deputy Treasurer Judy Kosowan
<b>Date of Meeting:</b>	February 2, 2021
<b>Report Title:</b>	Magnetawan Internet Tower – Rosskopf Road Allowance
<b>Report Date:</b>	January 27, 2021

**Recommendation:**

Received for Information Purposes.  
Proposed resolution for future meeting.

**Purpose/Background:**

When approval is given for installation of communication towers to be located on municipal road allowances, municipal concurrence is required.

In 2012 two towers were installed on joint road allowances, one on the boundary road allowance with Magnetawan near Horn Lake and one on the boundary Road allowance with McMurrich Monteith. Attached is a copy of the resolution and concurrence letter provided at that time, as a sample for your information.

The Township of Magnetawan has been notified of approval for three new towers, one of which is proposed to be located on an unopened boundary road allowance at Rosskopf Road near the cross road of Nipissing Road.

Attached is the information from the Spectrum Group.

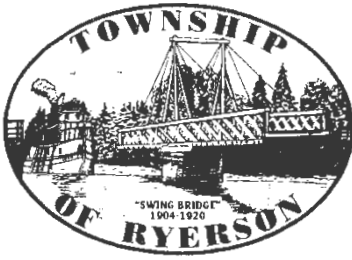
As in 2012, since it is a shared road allowance, Spectrum will be looking for a resolution and letter of concurrence from the Municipality of Magnetawan and the Township of Ryerson. Attached is a copy of a draft resolution.

The information is being provided at the meeting today and will be considered further at the next meeting February 16, 2021.

If you have questions, please submit them in writing, and we can pass them on to the Municipality of Magnetawan and the Spectrum Group.



Jan. 21, 2021: 'Sample' letter  
and resolution



28 Midlothian Road, R.R. No. 1, BURK'S FALLS, ONTARIO P0A 1C0  
705-382-3232 • Fax 705-382-3286 • admin@ryersontownship.ca  
www.ryersontownship.ca

January 11, 2012

Spectrum Group Ltd.  
132 Imperial Road  
North Bay, Ontario  
P1A 4M5

Att: Wayne Lynch

Dear Sir:

Re: Statement of Concurrence: Proposed Telecommunications Tower on a portion of unopened road allowance along the northern boundary of Ryerson Township near Lot 7, Concession 14, Township of Ryerson

Further to your request for a statement of concurrence for the proposed telecommunications tower at the above location, please be advised that this matter was presented and discussed at the Council meeting held on January 10, 2012. Please find enclosed a copy of Resolution Number 7, dated January 10, 2012 which is self explanatory.

The Council of the Corporation of the Township of Ryerson supports this project and has no objection to the installation of the tower at the location noted above, subject to terms and conditions as set forth in an agreement between the Spectrum Telecom Group Ltd. and the Corporation of the Township of Ryerson.

Yours truly,

A handwritten signature in cursive script that reads "Judy Kosowan".

(Ms.) Judy Kosowan,  
CAO/Clerk-Treasurer

Enclosure

CORPORATION OF THE TOWNSHIP OF RYERSON

2012  
Sample

RESOLUTION

Date: Jan 10/12 Motion # 7

Moved by Councillor Barbara Marlow

Seconded by Councillor [Signature]

WHEREAS Spectrum Telecom Group Ltd. (Spectrum Group) wishes to erect a 120 foot self support telecommunications tower on a site located on a section of unopened road allowance along the northern boundary of Ryerson Township, near Lot 7, Concession 14 in the District of Parry Sound for the delivery of wireless Internet, broadband data and other services to the Horn Lake area;

AND WHEREAS Spectrum Group is required by Industry Canada to consult with the local land use authorities being the Township of Ryerson and the Municipality of Magnetawan to obtain statements of concurrence from the municipalities;

AND WHEREAS Spectrum Group has completed the required public consultation process as mandated by Industry Canada, with concerns being addressed to the satisfaction of the Municipality;

AND WHEREAS Spectrum Group has negotiated an agreement with the Corporation of the Township of Ryerson for locating said tower and associated equipment at the aforementioned location;

THEREFORE BE IT RESOLVED that the Council of the Township of Ryerson hereby gives approval to the CAO/Clerk-Treasurer to issue a statement of concurrence to Spectrum Group for the proposed telecommunications tower to be constructed on a section of unopened road allowance along the northern boundary of Ryerson Township, near lot 7 in Concession 14, for the delivery of broadband wireless and other services to the area.

Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_ Carried/Defeated [Signature]

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

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

Recorded Vote: (Vote Called by the Clerk in random order, Reeve to vote last)

Yeas                      Nays                      Abstention                      Absent

- Councillors:
- Rosalind Hall: \_\_\_\_\_
- Barbara Marlow: \_\_\_\_\_
- George Sterling: \_\_\_\_\_
- Doug Weddel: \_\_\_\_\_
- Reeve:
- Glenn Miller: \_\_\_\_\_



**LUA Consultation Submission**

**Date:** January 18, 2021, version 3

**Sites:** Ahmic Harbour, Cedar Croft, and Rosskopf

**Subject:** Proposed Installation of Three Internet Distribution Towers in the Ahmic Lake Area within the Municipality of Magnetawan

Spectrum Telecom Group Ltd. (Spectrum Group) proposes to construct three self-support communication tower structures in the Ahmic Lake area in the Municipality of Magnetawan. These tower locations are named as follows:

1. Ahmic Harbour,
2. Cedar Croft, and
3. Rosskopf (on the boundary between Magnetawan and Ryerson Township).

These tower structures are required to support a network that will distribute fixed wireless broadband Internet services to residential and business users in the Ahmic Lake area.

The proposed tower sites would be located on unopened municipal road allowances that likely would not be used for future development. Spectrum Group is requesting the Municipality's approval to establish these sites as a means of providing better Internet services in the area. Use of these road allowances is seen as the Municipality's contribution to the project and their use would not be a monetary expense to the community. The remainder of this submission provides pertinent information that the Municipality needs to assess this proposal and, if deemed to be in the best interests of the community, is requested to provide its consent and concurrence in the form of a resolution or bylaw.

- a) **Site Requirement:** Spectrum Group currently provides *NetSpectrum* branded fixed wireless Internet services to users over several telecommunication towers that are located within certain rural areas of the District Parry Sound including the Municipality of Magnetawan. During the past few months, Spectrum Group applied for, and was subsequently awarded, partial funding for the expansion of fixed wireless internet infrastructure in Municipality of Magnetawan, in particular the Ahmic Lake area. Spectrum Group wishes to proceed with this infrastructure development opportunity.

This network expansion proposal includes the installation of three self-support tower structures in the Ahmic Lake area. Establishing these tower sites at the proposed locations will greatly improve Internet access in the area and allow potential users to subscribe to *NetSpectrum* services. The proposed sites are located on unopened municipal road allowances and setback a suitable distance so as not to interfere with existing residential subdivisions. A high-level map showing each location is included as Attachment #1. A simplified diagram of how the network connects to the user's premises is shown on Attachment #2, figure 1.

Spectrum Group is also open to the use of the structures by the Municipality for the colocation of two-way radio equipment that might be required for the operation of Public Works and Fire services.

- b) **Site Locations:** The actual site locations and heights of the three towers proposed are as follows.

Ahmic Harbour: Lat: 45.6578°, Long. -79.7732°, height 56.1 meters.

Description: Unopened road allowance section between Lot 23 Con. 8 and Lot 23 Con. 9, PIN52086-0319.

Cedar Croft: Lat: 45.6358°, Long. -79.7091°, height 56.1 meters.

Description: Unopened road allowance section between Lot 14 Con. 4 and Lot 14 Con. 5, PIN52084-0341.

Rosskopf: Lat: 45.6235°, Long. -79.6110°, height 33.5 meters.

Description: Unopened road allowance section between Lot 81 Con. B and Lot 84 Con. B, PIN52080-0571.

Detailed topographical map sections of the sites are included as Attachment #3. It should be noted that two possible site options are being considered for the Cedar Croft location. The primary site choice offers the best service coverage and will be selected if vehicular access can be obtained and a hydro line extended from the end of the privately maintained road that terminates near the eastern end of the unopened road allowance. Municipal approval is requested for both options.

- c) **Site Plan:** The tower site compound will occupy an area of about 6.1 X 9.1 meters and be located to one side of the road allowance so as not to prevent use of the corridor for other activities such as snowmobiling, pedestrian passage, or off-road vehicular access to adjacent properties. The site would be secured with a locked fence to protect the site from authorized access. A sketch of a typical site layout is included as Attachment 4.
- d) **Site Surveys:** The position of the site compound on the road allowance will be laid out by a OLS surveyor. The boundaries of the road allowance near the site will also be staked to ensure that there is no encroachment onto adjacent properties during construction.
- e) **Tower and Shelter Profiles:** Profiles of the towers are shown on Attachment #5. The proposed towers are self-support structures (i.e. no guy wires). Radio equipment associated with the network will be installed on the towers and housed in a small secured 3X3 meter shelter located at the tower's base. An image of a typical shelter is included as figure 2 on Attachment #2.
- f) **Aviation Obstruction Marking:** Spectrum Group does not plan to equip the towers with white, red, or flashing aviation obstruction lighting as the structures likely do not pose a significant hazard to aircraft navigation in the area. However, Spectrum Group will have each tower assessed and conform to any aeronautical safety requirements that may be mandated by Transport Canada or NAV Canada.
- g) **Site Hydro Services:** Hydro power for the sites will be extended from existing aerial lines that pass near each location. Hydro extensions will be supported on new poles or buried as required. Line extensions will be designed by Hydro One and inspected by the Electrical Safety Authority (ESA).
- h) **Site Agreements:** Site license agreements will be drafted in January or February and forwarded to the Municipality by Spectrum Group. These agreements would cover use of the road allowance and be similar to the one completed for Horn Lake that was signed in 2012.

- i) **Health Canada Safety Code 6:** RF output power of the networking equipment proposed is relatively low. Consequently, the tower and its antennas will not expose the public to any harmful levels of radio frequency exposure whatsoever and will be installed and operated on an ongoing basis to comply with Health Canada's Safety Code 6, including combined effects of the local spectrum environment. At the site, at ground level, RF emissions from the sites will be less than one (1) percent of the maximum allowable level as specified in the Code and emissions will diminish exponentially with distance.
  
- j) **Colocation Opportunities:** Spectrum Group is open to colocation and rental opportunities on most of its towers and shelters including the ones proposed. Typical colocation users on Spectrum Group's tower facilities are utilities, municipalities, and cellular service providers. Spectrum Group will seriously consider any colocation request on the proposed towers; however, the use must be compatible with the Internet services being provided from the tower and the structure itself must be able to safely support the proposed antenna load. This would be confirmed by a comprehensive structural analysis performed by a competent engineering firm.

If any further information is required to assess this proposal submission, please contact the undersigned.

Respectfully,



*Wayne Lynch  
Project Administrator  
Spectrum Group*

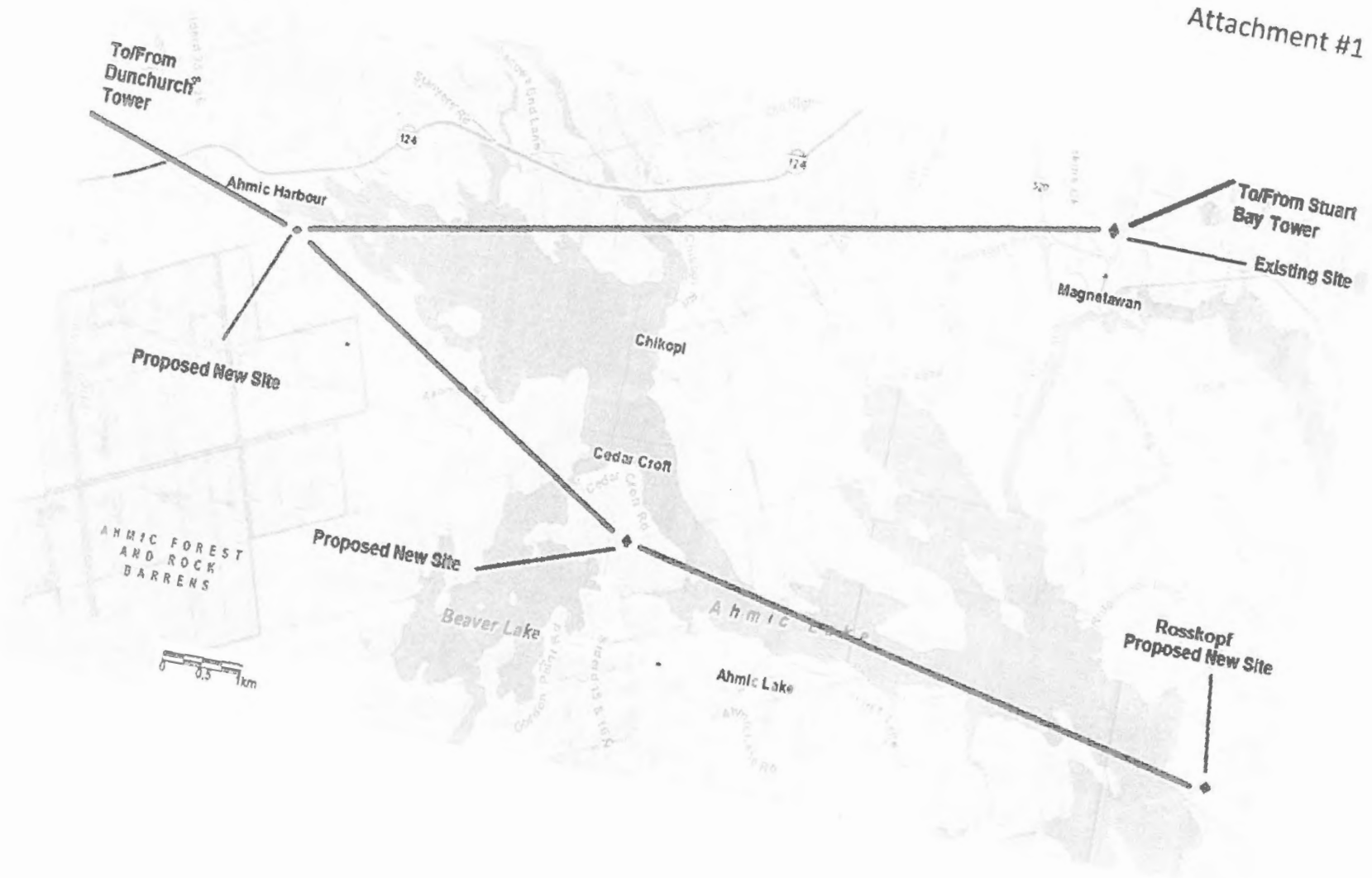
Email: [wlynch@spectrumtelecom.ca](mailto:wlynch@spectrumtelecom.ca)

Phone: (705) 474-6368, extension 414  
Mobile: (705) 491-0575

**Attachments**

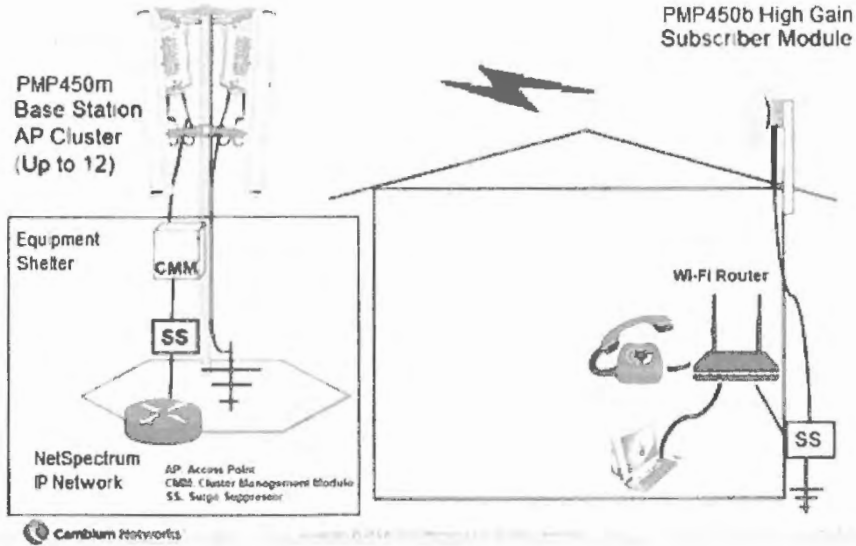
Site Location Map

Attachment #1



**Network Infrastructure**

**Figure 1: Simplified Block Diagram of Typical 5 GHz Base Station AP Cluster**



**Figure 2: Image of Similar Tower Site Under Construction in 2019**



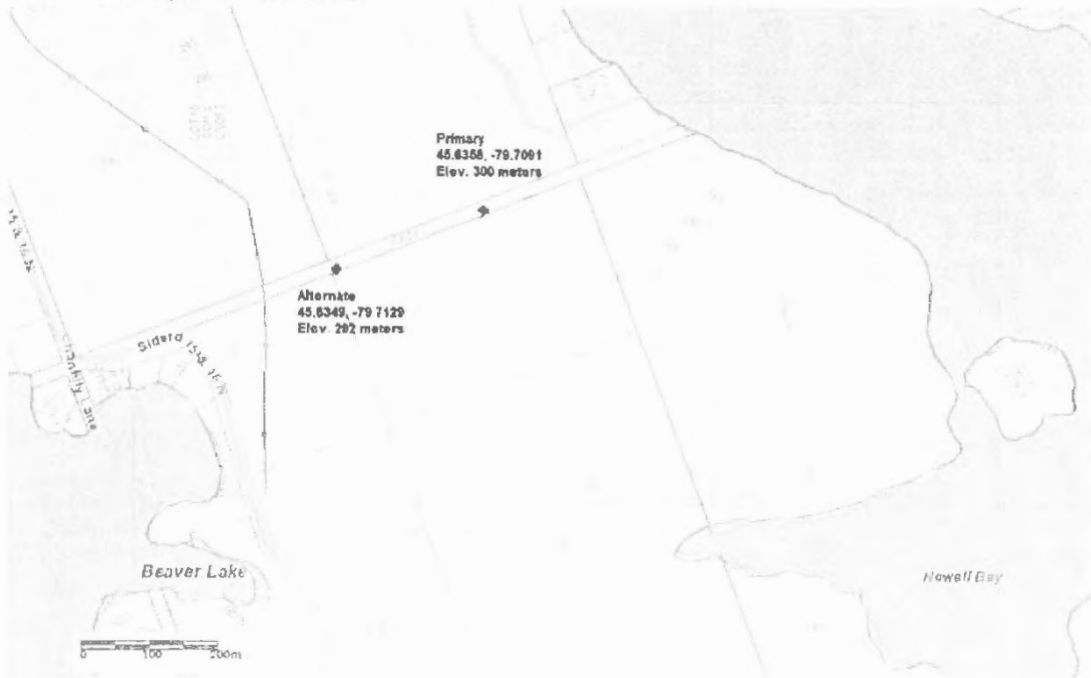


Proposed Tower Locations

Ahmic Harbour Site, 56.1-Meter Tower



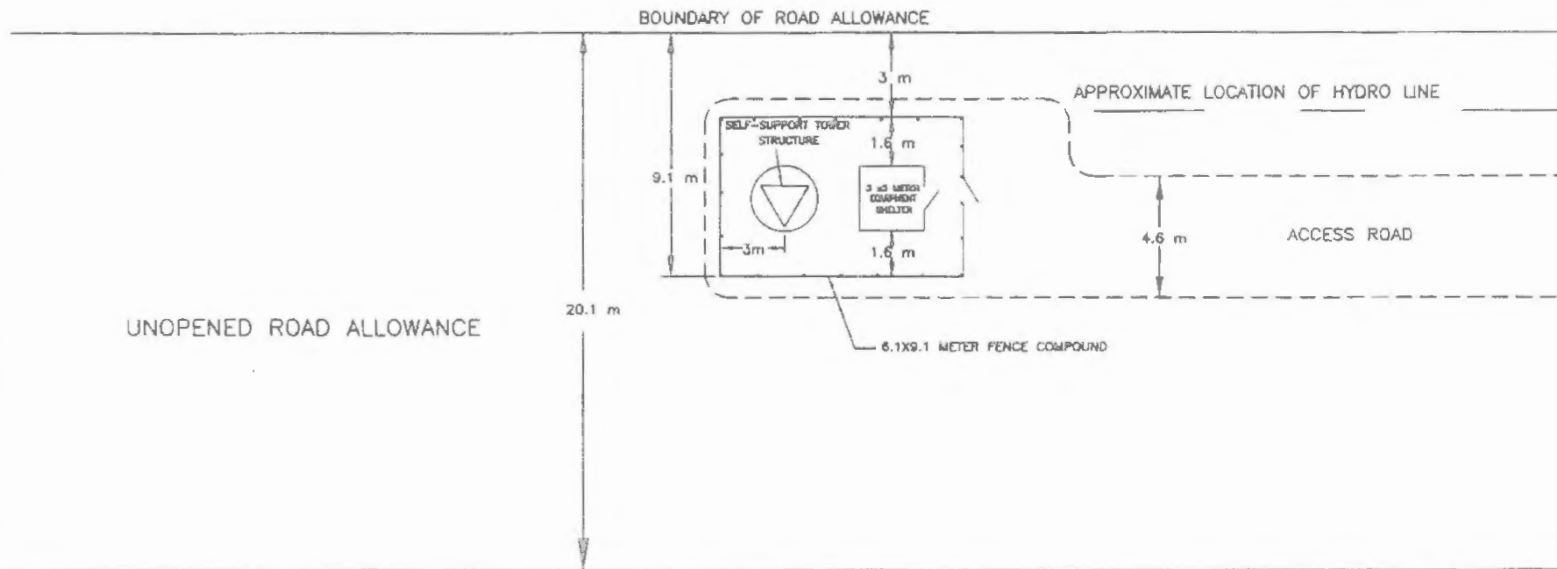
Cedar Croft Site, 56.1-Meter Tower



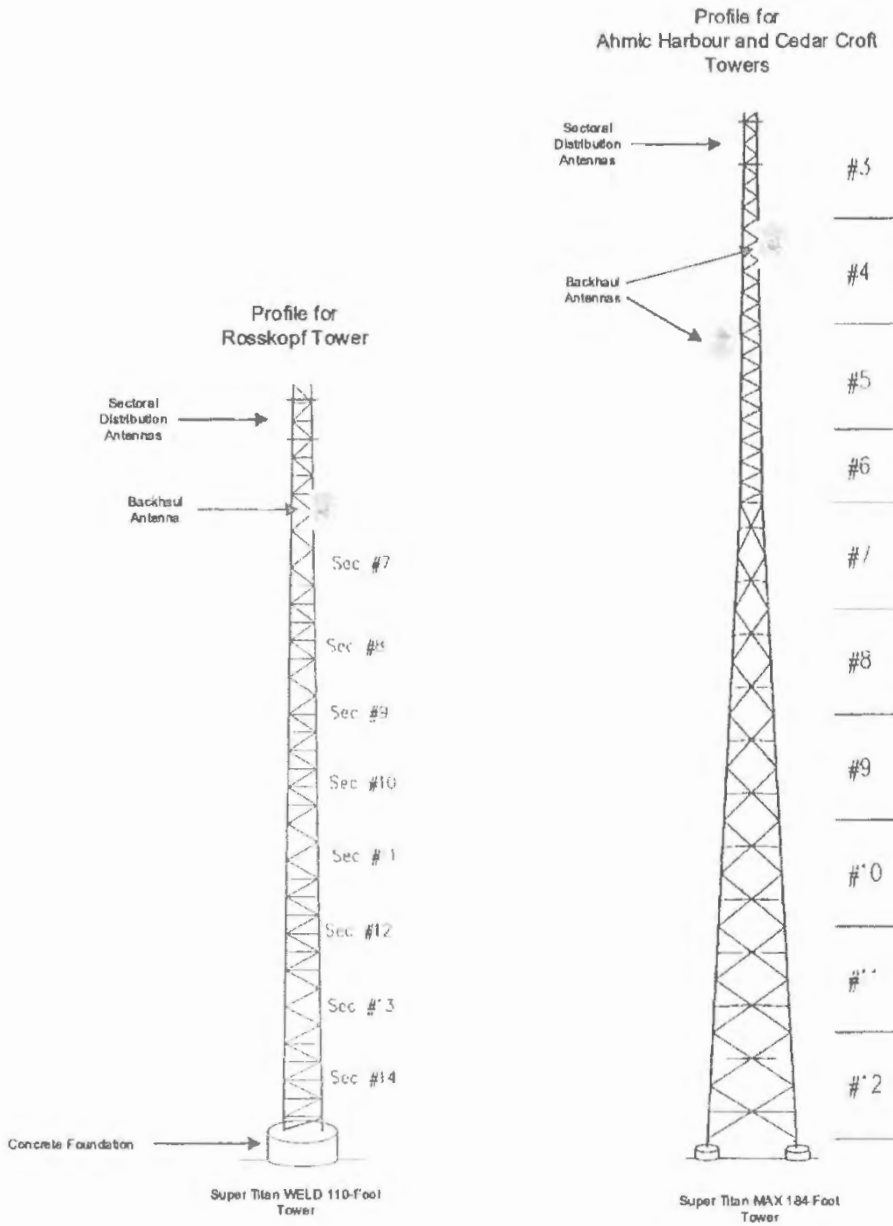
**Roskopf Site, New 33.5-Meter Tower**



ATTACHMENT #4  
TYPICAL SITE PLAN



NOT TO SCALE.  
DIMENSIONS ARE IN METERS



Note: The configuration and mounting of antennas on the tower mast may not be exactly as shown.

Not to scale

	TITLE	DRAWN BY	DATE
	Proposed Tower Profiles	WPL	10/10/20
DESCRIPTION			
Super Titan MAX and WELD Tower Profiles			

*Images of a Similar Tower Structure*

Photo 1: Profile View of Similar Tower Mast with Antenna Attachments (photo taken about 300 meters away)

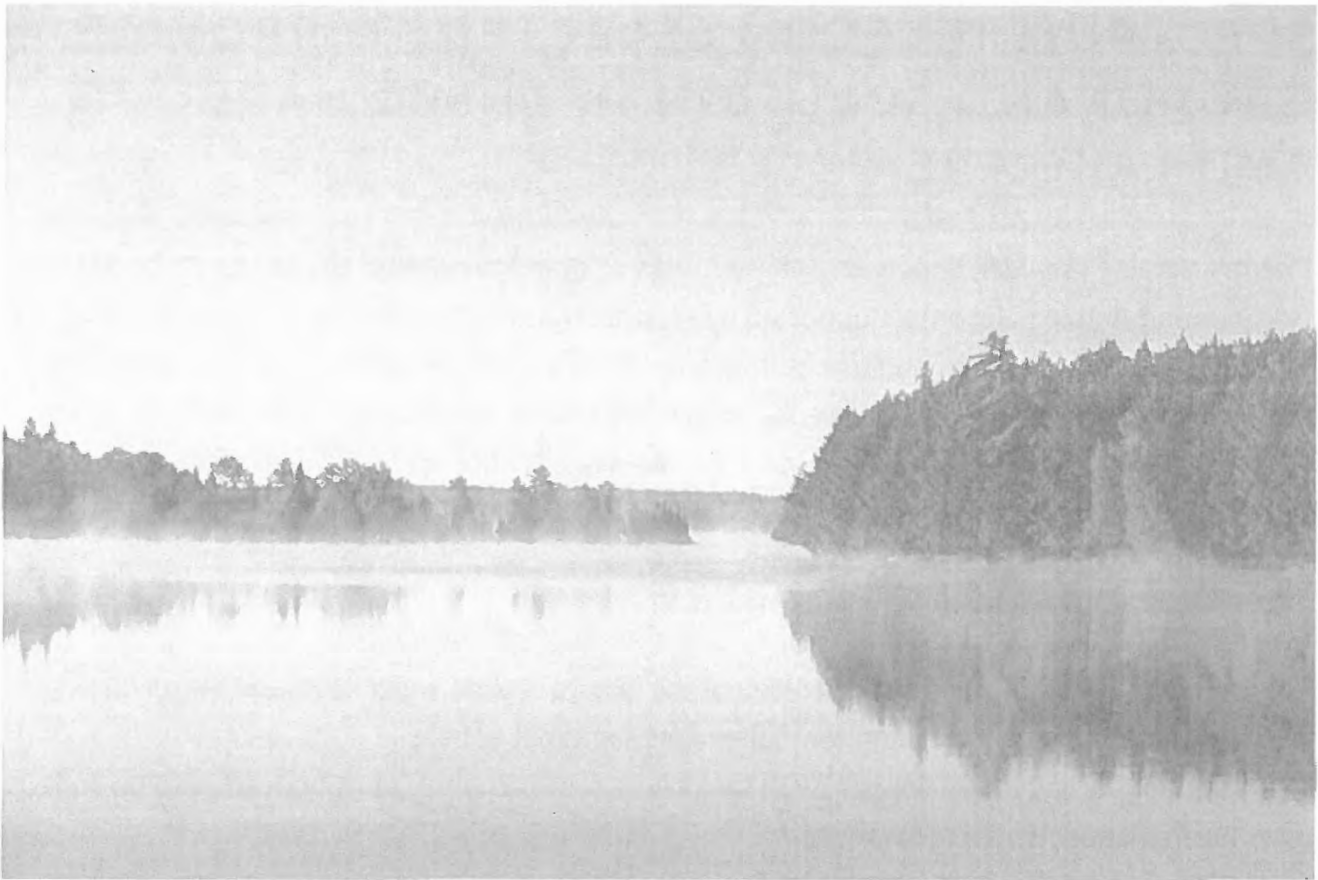


Photo 2: Simulated Image of Tower Mast Superimposed on Tree Line (photo taken about 500 meters away from actual site)





# CENGN ANNOUNCES NORTHERN ONTARIO BROADBAND PROJECT IN AHMIC HARBOUR



*Published: January 18, 2021*

## MULTI-TOWER WIRELESS ACCESS APPROACH WILL BRING HIGH- PERFORMANCE INTERNET TO AHMIC HARBOUR AND AHMIC LAKE AREA

CENGN is announcing the launch of an innovative project that will bring high-performance broadband access to the village of Ahmic Harbour and the Ahmic Lake Area within the Municipality of Magnetawan. This project is part of CENGN's Northern Ontario Residential Broadband program and will serve as a model for high-performance service expansion across large lakes for other communities across the province.

## SPECTRUM TELECOM SELECTED TO PROVIDE BROADBAND SOLUTION IN AHMIC HARBOUR AND LAKE AREA

Internet Service Provider, Spectrum Telecom, was selected to address the needs of the Ahmic Harbour and Ahmic Lake area. Supported by program funding, the service provider will build 3 new self-supporting towers and use both licensed and unlicensed fixed wireless access (FWA) technologies to bring a range of broadband internet access services to the residents of Ahmic Lake. The FWA technologies will include 5GHz WIFI and 3.65GHz LTE, allowing for services up to 50 Mbps Down/10 Mbps Up.

This project promises several benefits, including:

- Multi-tower placement on both sides of the lake to ensure wider coverage for residents, and superior signal strength for higher speed internet access.
- Self-supporting tower designs with small area requirements, allowing towers to be built on narrow unused road allowances.
- 50% cost savings over alternative deployment options.
- Fast network deployment timeframe, becoming operational by end of 2021.

## QUOTES

"CENGN is pleased to work with our partners to bring reliable, high-speed broadband internet access to the under-served area of Ahmic Lake," said Jean-Charles Fahmy, President and CEO of CENGN. "This project identifies key innovation approaches to offering significantly improved broadband coverage across large lakes. By supporting and documenting Spectrum Telecom's implementation of broadband internet services at Ahmic Lake, we will gain a strong blueprint to help address the business and technological challenges of similar communities in Northern Ontario and across the province."

"Access to reliable broadband internet is essential for all Ontarians, no matter where they live. Businesses, families, schools and hospitals in rural and Northern communities need fast



connections just as much as in urban areas,” said Vic Fedeli, Minister of Economic Development, Job Creation, and Trade. “This innovative new project will mean secure and reliable internet connectivity for the Ahmic Lake Area, bringing long-overdue cost-effective and high-speed solutions for those who live and work in the region.”

“Now more than ever, we see the importance of broadband in underserved and unserved communities like Ahmic Harbour,” said Laurie Scott, Minister of Infrastructure. “The digital divide is real and magnified during this COVID -19 global pandemic. I understand this full well coming from a rural community. This investment continues to build on Ontario’s commitment to connecting people and reducing that digital divide. We are moving as fast as we can to get people the services that they need.”

“The Municipality of Magnetawan is very excited to have been selected to participate in a CENGN program that encourages the development of broadband infrastructure in our municipality” stated Sam Dunnett, Mayor of the Municipality of Magnetawan. “The strategic location of these 3 new towers in the Ahmic Lake Area, and the upgrade of the existing tower in Magnetawan, is a leap forward in getting us good coverage throughout the Municipality.

Promoting the development of good community-wide broadband infrastructure that enables our residents to have better access to services such as e-health, online learning, e-commerce, as well as the ability to work efficiently from home, has always been a priority for our Council and Administration. The COVID-19 pandemic has certainly brought that goal into sharper focus. Funding and assistance provided by CENGN is a catalyst that enables these kinds of projects to proceed quickly where there wouldn’t otherwise be a business case. This initiative will certainly help foster economic growth and retention of our population base, two issues we see as being very important.”

“Spectrum Telecom is thrilled to be selected to participate in this important initiative to develop broadband infrastructure within the Municipality of Magnetawan,” said Geoffrey Hatton, President and CEO of Spectrum Telecom Group. “Being based in the region, Spectrum Telecom has developed significant expertise in the deployment of leading-edge wireless technology and broadband infrastructure throughout the many rural and remote regions of Northern Ontario, and we are up to the challenges this presents. Through the deployment of innovative technology, our organization has provided a variety of essential telecommunication services in

the area for many years, and our NETSPECTRUM division is excited and eager to further expand its role in providing high-speed Internet services in this progressive community. We are looking forward to working with CENGN and the Municipality on this very worthwhile project.”

## THE NEXT GENERATION NETWORK PROGRAM (NGNP)

This project is part of the Next Generation Network Program (NGNP), an Ontario government program powered by CENGN in partnership with the Ontario Centre of Innovation, which helps Ontario companies develop and demonstrate new wired and wireless technology, products and services. Other projects in the program are focused on smart mining, smart agriculture and autonomous vehicles.

### QUICK FACTS

- Ontario has committed \$63.3 million over five years to the NGNP, which is being delivered through a partnership between CENGN, Canada’s Centre of Excellence in Next-Generation Networks, and the Ontario Centre of Innovation.
- This initiative aligns with Up To Speed: Ontario’s Broadband and Cellular Action Plan, delivered by the Ministry of Infrastructure.
- This project is part of the Rural Ontario Residential Broadband program, under the NGNP. CENGN is currently evaluating new project proposals and communities for upcoming rounds of the program.
- Broadband is a federally regulated sector and telecommunications companies provide the services. Ontario is working with funding partners like the Federal government, municipalities and other investors to deliver broadband to our underserved and unserved communities.

### CONTACT

#### **Rick Penwarden**

Senior Manager, Marketing

CENGN -Canada's Centre of Excellence in Next Generation Networks

613-963-1200 ex:329

rick.penwarden@cengn.ca

## RESOURCES

CENGN Northern Ontario Residential Broadband Program

<https://www.cengn.ca/northern-ontario-broadband-program/>

Spectrum Telecom

<https://spectrumtelecom.ca/>

NetSpectrum Internet Solutions

<https://netspectrum.ca/>

Municipality of Magnetawan

<https://magnetawan.com/>

Next-Generation Network Program

<https://www.cengn.ca/next-generation-network-program-en/>

Ministry of Economic Development Job Creation and Trade

<https://www.ontario.ca/page/ministry-economic-development-job-creation-trade>



Rick Penwarden

Rick is a proud member of the Ottawa research and technology community, having an extensive background in marketing research and marketing strategy. Through his experience with startup businesses and not-for-profit organizations, Rick has become adept at building a company's marketing team and public presence from the ground up. Rick brings his passion and positivity to the workplace, looking for new ways to optimize online traffic, key messaging, and event opportunities to grow branding and credibility. Whether it is public

relations and press coordination, or carrying out market analysis and data collection for actionable insights, Rick brings a level of expertise to ensure marketing is carried out in a way that drives results.



## CATEGORIES

5G

6G

Blog

CENGN Academy

CENGN Culture

COVID-19

Events

News

Press Releases

Students

Success Stories

Videos



**CORPORATION OF THE TOWNSHIP OF RYERSON**

**Date:** February \_\_\_\_, 2021

**Resolution No.** \_\_\_\_\_

**Moved by:** Councillor

**Seconded by:** Councillor


WHEREAS Spectrum Telecom Group Ltd. (Spectrum Group) wishes to erect a 110 foot self-support communication tower structure on a site located on a section of unopened boundary road allowance between the Municipality of Magnetawan and Ryerson on the northern (Magnetawan) at Lot 81 Concession B and Lot 84 Concession B, PIN52080-0571, for the delivery of wireless Internet, broadband data and other services; AND WHEREAS Spectrum Group is required by Industry Canada to consult with the local land use authorities being the Township of Ryerson and the Municipality of Magnetawan to obtain a statement of concurrence from the municipalities; AND WHEREAS Spectrum Group will be completing the required public consultation process which includes providing written notice garnering feedback to landowners within a minimum of 330 feet and hosting a public meeting, which is to be held at the Municipality of Magnetawan's Community Centre on March 17, 2021; THEREFORE BE IT RESOLVED that the Council of the Township of Ryerson hereby authorizes the CAO/Clerk/Deputy Treasurer, to issue a statement of concurrence to Spectrum Group in favour of the proposed telecommunication tower, provided any concerns brought forth during the public consultation period have been settled and Magnetawan provides a copy of their letter of concurrence to the CAO/Clerk/Deputy Treasurer.

**Carried**  **Defeated**

\_\_\_\_\_  
(Chair Signature)

Recorded Vote Requested by: \_\_\_\_\_

<b>RECORDED VOTE</b>					
Vote called by Clerk in random order, Chair to vote last					
<b>Members of Council</b>		<b>Yes</b>	<b>No</b>	<b>Abstention</b>	<b>Absent</b>
Councillors	Penny Brandt				
	Celia Finley				
	Barb Marlow				
	Delynne Patterson				
Mayor	George Sterling				

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Clerk/Deputy Treasurer
Date of Meeting:	February 2, 2021
Report Title:	Procedural By-law 31-20 (5.2 Closed Meeting Agenda and Reports)
Report Date:	January 27, 2021

**Recommendation:**

Received for information purposes.

Provide direction for an additional protocol to clarify Section 5.2.

**Purpose/Background:**

Section 5.2 of the Procedural By-law 31-20 states:

5.2 Closed Meeting - Agenda and Reports

In the event the Clerk receives items for a Closed Meeting, they shall be placed on the Closed Meeting Agenda and will be distributed to Council in a manner that ensures confidentiality, the usual manner is to distribute at the closed meeting.

For an in-person meeting the usual practice is to provide members of Council with copies of pertinent information on coloured paper which are returned at the end of the meeting. The minutes are circulated at the beginning of the meeting so each member can read them.

For electronic meetings, a protocol to ensure secure distribution of materials has not been established by Council. In the absence of a protocol providing further clarification of Section 5.2, at recent closed meetings, minutes have been read aloud and when possible, documents have been provided on the screen.

Direction from Council is required for a protocol.

For consideration:

- Continue to provide documents on-screen during the meeting and, as always, members may attend at the municipal office and read closed meeting documents
- Password protected municipally issued e-mail addresses – information would be provided for a certain time period, then deleted
- Provide municipally issued devices (i.e. laptop/tablet) for municipal business use only
- Use of Google Drive – virtual read-only access provided to documents through an emailed link, which are deleted after a defined period of time
- Members of Council sign a confidentiality statement if accessing documents electronically
- Other considerations:

Current Members of Council have a right to access closed meeting documents, and staff have an obligation to keep the documents secure and protect the privacy of employees and other subject matter of a closed meeting.

Direction from Council:

HSSAB

Report to Council

Jan 14/2  
Jan

- 50 unit bldg started in Lowassan.  
showed us pictures - foundation in & site services are in - not hooked up. eg. water & sewer  
a few challenges - permit delay & some agreements with CN.  
still hoping for occupancy for fall.

covid

- Social Asst Relief fund - 2nd stage rec'd.  
\$876,208 some of it went to leasing motel  
18 rooms - Midtown Motel - \$56. site will  
Dec 31/21 - Homeless people, passing thru, plus  
Looking into 8 units on East side. More later.





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

**Minutes: January 8<sup>th</sup>, 2021 Via Zoom**

**Present:**, Marianne Stickland, Dennis Banka, Rod Ward, Cathy Still, Norm Hofstetter, Tom Bryson, Barbara Marlow and Lyle Hall

**Regrets:** Brad Kneller, Carol Ballantyne

**Guests:** Kevin MacLeod (Executive Director BFFHT),

**Secretary:** Erica Kellogg

Call to order at 11:00am by Chair Rod Ward.

1. 2020-030 Moved by Norm Hofstetter and Seconded Cathy Still  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Centre Committee adopt the minutes from December 4<sup>th</sup>, 2020 as circulated. Carried.

2. **Delegations:** None at this time

3. **Resolutions passed:**

2020-031 Moved by Barb Marlow and Seconded Marianne Stickland

**Items 4(c) THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Centre Committee accepts and approves a onetime request from the Burk's Falls Family Health Team, Executive Director, for reimbursements of funds expensed during the November physician recruitment and retention in the amount of \$138.36. Carried

4. **Items for Discussion**

- a) The Committee discussed Muskoka and Area Ontario Health Team (MAOHT) publication seeking Advisory Committee members from East Parry Sound and the Almaguin Communities. The callout indicates East Parry Sound is included within MAOHT, this contradicts discussions between MAOHT and members of the AHC Committee in February 2020. R.Ward will reach out to Janine van den Heuvel, Executive Director for Algonquin Family Health Team regarding participation.
- b) M.Stickland provided the Committee with an update on the Almaguin Ontario Health Team application. M.Stickland continues to collect data required for the application. The Committee thanked M. Stickland for her efforts and offered to provide support when needed.

- c) R. Ward provided the Committee with the monthly status report, highlighting various health focuses and progress made.
- d) K. MacLeod discussed the potential role out of COVID-19 vaccines through the Burk's Falls Family Health Team. K. MacLeod would like to have support from the AHHC Committee regarding the logistics of the role out. M. Stickland indicated that information and coordination will be provided by the North Bay Parry Sound District Health Unit.
- e) Discussion regarding the plaque for the Bruce Campbell Board Room ensued. T. Bryson and N. Hofstetter will work together to provide Peacock Signs with a suitable wood plaque.

Resolution: 2020-32 Moved by Lyle Hall and Seconded by Barb Marlow

**THEREFORE BE IT RESOLVED THAT** The Almaguin Highlands Health Centre adjourn at 12:01pm to meet again on February 5<sup>th</sup>, 2021 at 11. Carried.

DRAFT

## AHHC – Key Areas of Focus & Progress – January 2021

This summary provides the information related to the key areas of Focus and Progress as outlined in June 2019 for the Almaguin Highlands Health Centre (AHHC) committee...

<b>Ontario Health Team Application</b>	<b>High-Speed Internet Throughout Almaguin Highlands</b>	<b>Attract &amp; Retain Healthcare Professionals</b>	<b>Coordinate Healthcare Services to Serve Entire Region</b>
<p>Communicate the specific healthcare needs of the entire Almaguin Highlands through an application for an Ontario Health Team (OHT). The goal is to provide a voice and local decision-making regarding healthcare services in our region.</p>	<p>Ensure that high-speed internet, a key component in the future of healthcare delivery, is available to every resident of the Almaguin Highlands. The goal is to help level the playing field and ensure our residents can access future healthcare options.</p>	<p>Deliver excellent healthcare to our region through continuous efforts to both attract new professionals and retain the ones we have. The goal is to build an exceptional team of healthcare professionals, working together across the region.</p>	<p>Advocate for new and expanded healthcare services and help influence decisions which protect our region. The goal is to maintain an eye on continually meeting the healthcare needs of our community.</p>

### Progress: Items in red and bolded below are new this month...

- 
  - **Currently updating our Ontario Health Team (OHT) application, for completion by end of February 2021**
  - **Provided update on the OHT application, status and next steps to the Burk's Falls Family Health Team board in December 2020**
  - **Determining next steps for potential OHT partnerships (January 2021)**
- 
  - Took part in ROMA session and follow-up meeting regarding further strategies for moving high-speed connectivity forward
  - Met with ACED director to determine other possible ways AHHC can assist in ensuring high-speed services are top of mind
- 
  - Assisted the Burk's Falls FHT with a physician visit in mid November (November 16/17)
  - Attended Magnetawan Council meeting on November 4 to request assistance with on-going municipal funding
- 
  - Reviewing potential upgrades and improvements to building
  - Worked with EMS to secure mobile COVID testing, housed at the AHHC
  - **Added "Wellness Centre" for one-day-a-month 'vitals clinic' in COVID office through paramedicine program**
  - **Active participant in the Almaguin Community Safety Program (due July 2021)**

ENGAGE ADVISE  
COLLABORATE



**Care about health care?**  
**Are you a patient, family member  
or caregiver of a patient?**  
**Be a piece of the puzzle.**

**YOU CAN MAKE A DIFFERENCE!**

The Muskoka and Area Ontario Health Team (MAOHT) is seeking community members to participate on the **Patient Family Caregiver Partners Advisory Committee** to help co-design a new model of health system integration with enhanced programs and service delivery.

**As an Advisory Committee member, you will:**

- Participate in meetings 4 times/year, plus working groups (remuneration provided, eligible travel costs reimbursed)
- Provide advice on achieving person-centred health care
- Promote initiatives to increase patient/family/caregiver engagement
- Help address the pandemic's impact on chronic disease management, mental health and well-being
- Offer system-level guidance and recommendations for strategic priorities

**APPLY BY FEBRUARY 19, 2021 at [www.engagemuskoka.ca/MAOHT](http://www.engagemuskoka.ca/MAOHT)**

For more information, contact Janine van den Heuvel at 705-787-1948 or [janine.vandenheuvel@mahc.ca](mailto:janine.vandenheuvel@mahc.ca)

**SEEKING DIVERSITY FROM MUSKOKA, EAST PARRY SOUND & ALMAGUIN COMMUNITIES:**

- Indigenous Nations
- Francophone community
- Mental health & addictions
- Gender-based violence survivors
- LGBTQ2+
- Dementia community
- Children and youth
- Persons with disabilities
- Visible minorities

**SHARE LIVED HEALTH CARE EXPERIENCE & INSIGHTS TO INFORM POSITIVE SYSTEM CHANGE!**

## JOINT BUILDING COMMITTEE

~~~

Representing: Burk's Falls, Ryerson, Joly, Machar,  
South River, Strong & Sundridge

~~~

PO Box 1120, 28 Municipal Lane  
Sundridge, ON P0A 1Z0

The following resolution was carried by the JBC Members at their recent meeting on January 21, 2021 by Zoom teleconference and is being put forward as a recommendation for your Council's consideration. I recommend that the discussion be held in a Closed Session and then a resolution put forwarded in Open Session with your Councils decision.

---

### Resolution # 2021-008

**Moved by: Barb Belrose**

**Seconded by: Kelly Elik**

Be it resolved that this committee does hereby recommend to the member municipalities that the Building Inspector's wage be increased by \$1.00 per hour and that the CBO receive an increase of 2.5% to his annual salary, effective the first pay period of 2021.

***Carried***

### Recorded Vote:

	For	Against
Barb Belrose	X	
Penny Brandt		X
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith		X

**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, January 21, 2021 at 6:00 p.m.  
Township of Strong Office

---

**NOTICE:** The Administration Office remains closed to the public until January 23, 2021 due to COVID-19 and pursuant to Federal and Provincial requirements we would ask the public to remain home.

**Present:** Sundridge – Barb Belrose (teleconference)  
Ryerson – Penny Brandt (teleconference)  
Joly – Budd Brown (teleconference)  
Strong – Kelly Elik (teleconference)  
South River –  
Burk’s Falls – Rex Smith (teleconference)  
Machar – Bart Wood (teleconference)

**Absent:** Jason Cottrell without notice, Doug Sewell without notice – Doug gave his regrets on January 22, 2021 by email, due to unexpected situation.

**Staff Present:** CBO: Brian Dumas, Secretary: Kim Dunnett

**Guests:** None

**1. Call to Order:**

The Joint Building Committee meeting was called to order at 6:01 p.m. by the Secretary. The Secretary opened the floor for nominations for Chair and Vice Chair for the 2021 term. The meeting was turned over to the newly appointed Vice Chair Bart Wood, as the appointed Chair was absent.

**2. Appoint Chair & Vice Chair:**

**Resolution: 2021-001**

**Moved by: Penny Brandt**

**Seconded by: Rex Smith**

Be it resolved that this committee does hereby appoint Doug Sewell, as Chair for the 2021 term. *Carried*

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith	X	

**Resolution: 2021-002**

**Moved by: Kelly Elik**

**Seconded by: Budd Brown**

Be it resolved that this committee does hereby appoint Bart Wood, as Vice Chair for the 2021 term. *Carried*

**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, January 21, 2021 at 6:00 p.m.

Township of Strong Office

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith	X	

**3. Declaration of Pecuniary Interest:** No pecuniary interest was declared.

**4. Approval of Agenda:**

**Resolution # 2021-003**

**Moved by: Bart Wood**

**Seconded by: Rex Smith**

Be it resolved that this committee does hereby approve the Agenda of the regular meeting for January 21, 2021, as presented. **Carried**

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith	X	

**5. Delegation:** None

**6. Adoption of Minutes:**

**Resolution # 2021-004**

**Moved by: Penny Brandt**

**Seconded by: Budd Brown**

Be it resolved that this committee does hereby adopt the minutes of the regular meeting of October 15, 2020, as circulated. **Carried**

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith	X	

**7. Approval of Financials:**

**Resolution # 2021-005**

**Moved by: Kelly Elik**

**Seconded by: Rex Smith**

Be it resolved that this committee does hereby approve the following expenses of;

**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, January 21, 2021 at 6:00 p.m.

Township of Strong Office

- October 2020      \$15,867.22
- November 2020    \$16,521.45
- December 2020    \$13,113.79

and accepts the Financial Reports for October, November and December 2020. **Carried**

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith	X	

**Financial Report:** The Secretary updated the members on the current bank account balance.

**8. Preliminary 2021 Budget Discussion:** The Secretary requested that in 2021 two separate G/L accounts are created for audit and legal expenses. The legal budgeted amount is only to be used for general inquires that apply to all municipalities, it will not be used for any legal issues that pertain to one specific municipality. In the past general legal inquiries have not been budgeted, in 2020 the G/L line was over budget for this reason, this is why the administrator is making this recommendation. The members agreed and separate G/L accounts will be created and a budgeted amount presented.

**9. CBO Report:** CBO reviewed his written report with Committee Members. CBO explained the benefits and the efficiencies of Part 1 set fines and how it would be more effective in reducing the need going through the court system. CBO spoke about the disconnect and communication issues between By-law Enforcement and Building Department. CBO proposed managing the By-law Department under the JBC Department. As well CBO drafted an internal form for property standards complaints, as it is a more effective and better way of tracking complaints between the two departments. Committee Members gave their feedback and suggested the first step would be for the CBO to meet with area By-law Enforcement Officers. CBO will follow up with Members and update them at the next meeting with the outcome and he will bring further information on the process of Part 1 Set Fines.

**Resolution # 2021-006**

**Moved by:**

**Seconded by:**

Be it resolved that this committee does hereby directs the CBO to set up a meeting with members By-law Enforcement Officers. **Carried**

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	



**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, January 21, 2021 at 6:00 p.m.

Township of Strong Office

Doug Sewell	Absent	Absent
Rex Smith	X	

**10. Correspondence:** The Committee Members reviewed the correspondence and directed the Secretary to respond on their behalf.

**11. New Business:** None

**12. Closed Session:**

**Resolution #2021-007**

**Moved By: Rex Smith**

**Seconded by: Budd Brown**

Be it resolved that this committee enter into a Closed Session of Council as per the Municipal Act, C. 25, S.O. 2001 as amended, Section 239 (2)(d) labour relations or employee negotiations: Wage Review; at 6:45 p.m. **Carried**

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith	X	

**The Committee resumed their regular meeting at 7:07p.m. The Chair reported that committee discussed the matters it was permitted to under the resolution authorizing.**

**Resolution # 2021-008**

**Moved by: Barb Belrose**

**Seconded by: Kelly Elik**

Be it resolved that this committee does hereby recommend to the member municipalities that the Building Inspector's wage be increased by \$1.00 per hour and that the CBO receive an increase of 2.5% to his annual salary, effective the first pay period of 2021. **Carried**

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt		X
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith		X

**13. Adjournment:**

**Resolution # 2021-009**

**Moved by: Barb Belrose**

**Seconded by: Penny Brandt**

Be it resolved that this committee does hereby adjourn at 7:11 p.m. to meet again on February 18, 2021 at 6:00 p.m. or at the call of the Chair. **Carried**

**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, January 21, 2021 at 6:00 p.m.

Township of Strong Office

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Bart Wood	X	
Doug Sewell	Absent	Absent
Rex Smith	X	

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Kim Dunnett, Secretary

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Bart Wood, Vice Chair

**Local Planning Appeal Tribunal**  
Tribunal d'appel de l'aménagement  
local



**ISSUE DATE:** January 21, 2021

**CASE NO(S):** PL130823

The Ontario Municipal Board (the "OMB") is continued under the name Local Planning Appeal Tribunal (the "Tribunal"), and any reference to the Ontario Municipal Board or Board in any publication of the Tribunal is deemed to be a reference to the Tribunal.

**PROCEEDING COMMENCED UNDER** subsection 34(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant: Garry Sanderson  
Appellant: Township of Armour  
Appellant: Paul Van Dam  
Appellant: Glen Thompson  
Subject: By-law No. 31-13  
Municipality: Township of Ryerson  
LPAT Case No.: PL130823  
LPAT File No.: PL130823  
LPAT Case Name: Sanderson v. Ryerson (Township)

**PROCEEDING COMMENCED UNDER** subsection 11(5) of the *Aggregate Resources Act*, R.S.O. 1990, c. A.8, as amended

Referred by: Ministry of Natural Resources  
Objector: Eleanor & Jim Armstrong  
Objector: Morley & Diana Bonazza  
Objector: Robert Farrar  
Objector: David & Terry Galey; and others  
Applicant: 1668830 Ontario Limited, Glen Thompson  
Subject: Application for a Class A licence for the removal of aggregate  
Property Address/Description: Lots 4 & 5, Concession 6  
Municipality: Township of Ryerson  
LPAT Case No.: PL130823  
LPAT File No.: MM130073

**Heard:** January 13, 2021 by Telephone Conference Call

**APPEARANCES:**

<u>Parties</u>	<u>Counsel</u>
1668830 Ontario Limited	David White
Township of Armour	Edward Veldboom
Township of Ryerson	John Ewart

**MEMORANDUM OF ORAL DECISION DELIVERED BY STEVEN COOKE ON  
JANUARY 13, 2021 AND ORDER OF THE TRIBUNAL**

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[1] This was a Telephone Conference Call (“TCC”) held to get a status update on the progress the parties have made with respect to negotiations on a haul route agreement between 1668830 Ontario Limited (“Applicant”), the Township of Ryerson (“Ryerson”) and the Township of Armour (“Armour”).

[2] In a settlement decision delivered on April 7, 2015, the Ontario Municipal Board (“OMB”) issued an Interim Order approving Zoning By-law No. 31-13 and directed the Ministry of Natural Resources and Forestry to issue a Class A licence to the Applicant.

[3] The approvals would permit the Applicant to develop and operate a pit and quarry on the subject property, subject to conditions that had been negotiated in a Minutes of Settlement agreement. The Final Order would be withheld until advised by the parties that a haul route agreement has been reached.

[4] Counsel for the Applicant, David White, informed the Tribunal that his client has been working towards resolution of the current haul route that has been proposed but has found that issues around the wetland and the section of the route on private property is becoming cost prohibitive. The Applicant has been investigating the possibilities of alternative roads, but, due to the pandemic, the progress has been slow. Mr. White has suggested that the Tribunal consider this case administratively closed until such time that his client is able to address the haul route conditions.

[5] Edward Veldboom, counsel for Armour, raised a concern that a new haul route through an adjacent property might be a significant change to the settlement that could require more discussions. Mr. Veldboom indicated that he is open to the request of administratively closing the case but would need to obtain direction from the Armour Council.

[6] John Ewart, counsel for Ryerson, informed the Tribunal that he would also need to speak with the Council of Ryerson for direction. Mr. Ewart also noted that the issue of the haul route has a long history and that it is his hope that it can be resolved before the end of this term of Council.

[7] A further status TCC has been scheduled for **Thursday, February 25, 2021, commencing at 9 a.m.** Individual(s) are directed to **call +1 (416)212-8012 or Toll-Free 1(866) 633-0848** on the assigned date at the correct time. When prompted, **enter the code 1006967#** to be connected to the call. It is the responsibility of the person(s) participating in the call to ensure that they are properly connected to the call and at the correct time. Questions prior to the call may be directed to the Tribunal's Case Coordinator having carriage of this case.

[8] Should the calendar of the Tribunal permit, the Member may continue for the purpose of file management.

[9] No further notice is required.

[10] So Orders the Tribunal.

*“Steven Cooke”*

STEVEN COOKE  
MEMBER

If there is an attachment referred to in this document,  
please visit [www.olt.gov.on.ca](http://www.olt.gov.on.ca) to view the attachment in PDF format.

**Local Planning Appeal Tribunal**

A constituent tribunal of Ontario Land Tribunals

Website: [www.olt.gov.on.ca](http://www.olt.gov.on.ca) Telephone: 416-212-6349 Toll Free: 1-866-448-2248

**Judy Kosowan**

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**From:** Do Not Reply / Ne Pas Répondre (statcan/statcan) <statcan.DoNotReply-NePasRepondre.statcan@canada.ca>  
**Sent:** January 13, 2021 10:11 AM  
**To:** clerk@ryersontownship.ca  
**Subject:** 2021 Census of Population / Recensement de la population de 2021

*(La version française suit.)*

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be hiring approximately 32,000 people across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of (NAME OF CITY/TOWN/MUNICIPALITY) supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca).  
Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at [statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca](mailto:statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca).

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby  
Director General, Census Management Office  
Statistics Canada / Government of Canada

Bonjour,

J'ai le plaisir de vous informer que le prochain recensement se déroulera en mai 2021. Par la présente, je sollicite votre appui afin de mieux faire connaître le recensement aux résidents de votre collectivité.

Depuis plus d'un siècle, la population canadienne s'appuie sur les données du recensement pour se renseigner sur l'évolution du pays et sur ce qui compte pour elle. Nous nous fions tous aux tendances socioéconomiques clés et à l'analyse des données du recensement pour prendre d'importantes décisions qui ont une incidence directe sur nos familles, nos quartiers et nos entreprises. En réponse à la pandémie de COVID-19, Statistique Canada s'est adapté afin de veiller à ce que le Recensement de la population de 2021 soit mené partout au pays de la meilleure façon possible, au moyen d'une approche sécuritaire.

Statistique Canada embauchera environ 32 000 personnes partout au pays pour aider à la collecte des données du recensement. Nous aimerions travailler avec vous et votre municipalité afin que les résidents de votre collectivité soient avisés et informés de ces possibilités d'emplois.

De plus, vos efforts pour encourager les résidents de votre municipalité à remplir leur questionnaire du recensement auront une incidence directe sur la collecte des données nécessaires pour planifier, élaborer et évaluer des programmes et des services tels que les écoles, les garderies, les services à la famille, le logement, les services d'urgence, les routes, les transports publics et la formation pour acquérir des compétences nécessaires à l'emploi.

Si vous souhaitez exprimer le soutien de votre municipalité au recensement, veuillez communiquer aux résidents le texte de résolution du conseil municipal suivant :

Qu'il soit résolu que :

Le Conseil de la Corporation de (NOM DE LA VILLE OU DE LA MUNICIPALITÉ) appuie le Recensement de 2021 et encourage tous les résidents à remplir leur questionnaire du recensement en ligne au [www.recensement.gc.ca](http://www.recensement.gc.ca). Des données du recensement exactes et complètes soutiennent des programmes et des services qui profitent à notre collectivité.

Au cours des prochaines semaines, un membre de notre équipe des communications pourrait communiquer avec vous afin de discuter des façons de travailler ensemble. Si vous avez des questions, n'hésitez pas à communiquer avec nous au [statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca](mailto:statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca).

Je vous remercie à l'avance de votre appui au Recensement de 2021.

Je vous prie d'accepter mes sincères salutations.

Geoff Bowlby  
Directeur général, Bureau de gestion du recensement  
Statistique Canada / Gouvernement du Canada





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

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January 7, 2021

Township of Ryerson  
Mayor Sterling and Council  
RR 1; Midlothian Road  
Burk's Falls ON P0A 1C0

Re: Expansion for Community Facility at the Arena

Dear Council:

Council has expressed a desire to rejuvenate the Arena Expansion Planning Committee in 2021 to reassess the expansion proposal for the Arena as applied for under the ICIP Recreation Stream.

As you know the program was grossly over subscribed and we were not successful in funding for moving the dressing rooms, adding a fitness centre and recreation gym and having space to relocate the Library.

The Library is a true example of a community hub and there has been continued discussion of an expansion. The community support for a fitness centre was very positive, as was the need to have space to offer additional recreation programs and community events.

As our funding partner, please let us know if you are interested in continuing the discussions for the expansion, investigating modifications and further fundraising ideas. We would like to appoint the Committee again for bi-monthly day time meetings. If you could also nominate an interested member of your Council for the Committee, that would be appreciated. It is the intent to appoint the group on February 23<sup>rd</sup>, 2021 for meetings to begin in March of 2021.

Thank you for your consideration and we look forward to hearing from you.

Respectfully,

Cathy Still  
Mayor

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**CORPORATION OF THE TOWNSHIP OF ARMOUR**

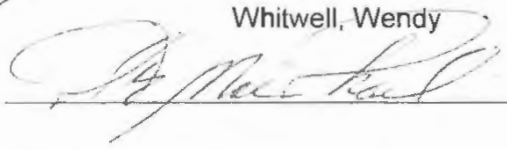
**RESOLUTION**

**Date:** January 26, 2021

**Motion #** 11

That the Council of the Township of Armour supports continuing the discussions for the expansion of the arena and fundraising ideas to help fund this project. Furthermore, the Council of the Township of Armour appoints Councillor Rod Ward to represent Armour on the Arena Expansion Planning Committee.

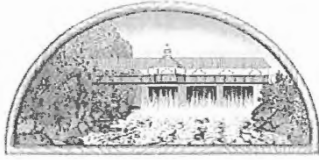
<b>Moved by:</b>	Blakelock, Rod	<input type="checkbox"/>	<b>Seconded by:</b>	Blakelock, Rod	<input type="checkbox"/>
	Brandt, Jerry	<input type="checkbox"/>		Brandt, Jerry	<input checked="" type="checkbox"/>
	MacPhail, Bob	<input type="checkbox"/>		MacPhail, Bob	<input type="checkbox"/>
	Ward, Rod	<input type="checkbox"/>		Ward, Rod	<input type="checkbox"/>
	Whitwell, Wendy	<input checked="" type="checkbox"/>		Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated 

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

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

<u>Recorded Vote:</u>	<b>For</b>	<b>Opposed</b>
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>



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## Report from General Government

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### RECOMMENDATIONS

That the Almaguin Highlands Regional Recreation Committee, with assistance from ACED, invest in the mobile application Driftscape to promote the Almaguin Highlands on a regional level.

### Regional Recreation Committee Background

The Almaguin Highlands Regional Recreation Committee is a group of representatives from.

- The Township of Perry
- The Village of Burk's Falls
- The Municipality of Magnetawan
- The Township of Strong/Sundridge
- The Township of Ryerson

### What is Driftscape?

"Driftscape is a mobile app that provides a platform for local organizations to share site-specific stories, tours, and events. The app is free for users, and it provides a great way to explore what's around you. Simply select what you're interested in and start walking. You'll be notified when there's something nearby. For organizations, Driftscape is a powerful tool to help you get your stories out there. Visit our [partner page](#) to find out more about what Driftscape can do for you."  
[www.driftscape.com/](http://www.driftscape.com/).

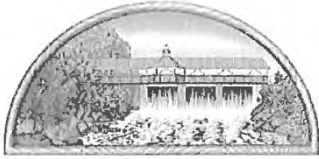
### Our Vision

Driftscape would be a great opportunity to get the Almaguin Highlands on the map. With its many features that showcase Places, Events, and Tours alongside its Augmented Reality feature our tourists are going to have an interactive way to explore and learn about our rich history. In light of COVID-19, Driftscape will allow us to go paperless giving tourists the option to explore without having to browse through brochures that multiple other hands have touched.

### How we plan to implement this project

In addition to our current partners we hope to add ACED, the Village of South River, and Township of Kearney. After our committee saw a presentation from a Driftscape representative all parties are eager to make this project a reality. We have reached out to ACED already and they are interested in helping where needed. It is important to note that the more partners we bring on board the more affordable the project will be and the more area we will be able to promote across Almaguin. Once all parties confirm, we plan to execute the Driftscape project with the following steps.

1. A Regional Recreation Committee meeting will be held to appoint one representative from each municipality/partner to be a Driftscape administrator
2. Each representative will be responsible for organizing their own points of interest (POI) with their Council/Superiors



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3. We plan to start with trails, beaches, boat launches, parks, etc. for points of interest and expand to theatres, groceries stores, stand-alone businesses, attractions, and facilities
4. The committee will meet monthly until the project is launched and then as needed to approve all materials entered into the application to ensure we all keep updated with appropriate information in the app
5. Each partner will have their own representative from the Driftscape company to assist in uploading and organizing all materials once approved by the committee
6. The materials put into the application will be meant to highlight parks and recreation, infrastructure as well as culture and history while promoting a fun and interactive touring experience
7. Once the app is up and running, we plan to reach out to local businesses to get them into the app
8. Costs included in the Driftscape package is \$75.00/year for 25 Points of Interest, this means that should a business want to come on board to promote their business on the map they would be expected to pay a minimum of \$36.00 per year plus an administration fee
9. Should a business request to be added into the application with a \$36.00 a year fee we would add a \$14.00 administration fee and charge \$50.00 per year for a business to advertise and be seen on the application

#### **PROJECT EXPECTATIONS**

##### Regional Recreation Committee/ Municipal partner expectations

- Attend monthly meetings via Zoom until the project is live in the Driftscape application
- Gather 25 points of interest each to launch the project
- Always have additional POI's and information approved by the Committee before it goes into the app
- Additional businesses that want into the application must be approved by the committee
- Attend regularly scheduled meetings to ensure information is kept up to date
- Keep up with annual payments
- Commit to a three year partnership
- PLEASE NOTE: Any partner that chooses to include a business on their own is welcome to without charging the business

##### Business/Additional POI Expectations

- Must be approved by the Committee at a formal meeting
- Will be charged an annual fee of \$50.00 each
- Must advertise the Driftscape application in their store window
- Must have brochures available in store if needed by customers & tourists

**PROJECT COSTS** - We have two options to invest in the driftscape application. Please see below.

##### Option #1 - Plus plan - \$1788.00/year

Option one divided between our current 5 partners would share use of the application, 25 POI's, 3 administrators and all other features as listed in the blue chart. Ideally, each partner would start out with their own 25 POI's which means right away we would be adding an additional 100 POI's at \$40.00 each that would cost an additional \$4000. We would also request an additional 2 Admin users to allow one per partner (5 total).



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**Option #2 - Premium plan - \$4188/year**

Option number two would greatly increase the amount of POI's. We would have to purchase an additional 50 POI's at \$40.00 each that would cost an additional \$2000 and we would not have to add any Admin Users.

Both options listed above are fully customizable to fit our needs however, as the premium plan's price is higher you get more value for the price you pay.

If we go with the Plus plan it would cost \$357.60 per year per partner (5) before we add onto the plan. If we go with the Premium plan it would cost \$837.60 per year per partner (6) before adding to the plan.


For example, we plan to have each municipal partner start with 25 Points of Interest (POI). If you refer to the 2<sup>nd</sup> chart listed below to have each municipal partner start with 25 POI on the Plus plan it would cost \$1157.60 annually per municipality and if we did the same with the Premium plan it would cost \$1237.60 which is a difference of \$80.00. As shown in the blue chart we would be spending an extra \$80.00 for the additional items that come included in the Premium plan compared to the Plus plan for an overall greater benefit for the price.

**OPTIONS / END WITH RECOMMENDED OUTCOME**

The Premium Plan is the recommended option when divided between the current six partners. It has the best value for the price and is the recommended option. This will allow a great base for the project and a lower amount of additional add on items to get started. All partners are welcome to add additional items on their own dime if they wish to do so. It's time to get Almaguin back on the map and showcase this region as the ultimate tourist destination in Northern Ontario. With our current and possible future partners, we can make Driftscape a reality and increase tourism for years to come.

Plus \$1,788/year	Premium \$4,188/year
1 Unique Branded layer	1 Unique Branded Layer and 4 custom layers
25 Points on the Map	75 Points on the Map
3 Admin Users	5 Admin Users
Location notifications	Location notifications
External Links	External Links
Hashtag Feature	Hashtag Feature
Tours	Tours
Audio and Video	Audio and Video
Advanced Analytics	Advanced Analytics
1 Custom Deep Link	3 Custom Deep Links
1 Standard Content Promotion	3 Advanced Content Promotions (news notification within app)
	Unique Customizable Micro-Region

Plan	Plus \$1788
Add POI (25 Per Municipality)	\$4000.00
125-25= 100 x \$40.00 =	
Total \$4000 + \$1788 =	\$5788.00
Total Per Municipality / 5 =	\$1157.60 each
Plan	Premium \$4188
Add POI (25 Per Municipality)	\$2000.00
125-75= 50 x \$40.00 =	
Total \$2000 + \$4188 =	\$6188
Total Per Municipality / 5 =	\$1237.60

  
Signature, Department  
Lacey Stevens - Recreation Coordinator