

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR MEETING AGENDA**

**November 15, 2022 at 6:00 P.M.**

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

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

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

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

**Meeting will be recorded.**

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

Note: **(R)** denotes resolution

**1. CALL TO ORDER**

1.1 Attendance, roll call: in person and electronic, late attendees

1.2 Announcement: This meeting is being recorded

**2. ADOPTION OF MINUTES**

2.1 Adoption of Minutes Tri-Council October 3, 2022, Regular Meeting October 18, 2022 **(R)**

**3. DECLARATION OF PECUNIARY INTEREST**

**4. DELEGATION AND PRESENTATIONS**

4.1 Susan Raczkevi re:1201 Stoney Rd.

4.2 Joe Vella follow up committee reports

**5. TENDERS/QUOTES/REQUESTS FOR PROPOSAL (RFP) (When Required)**

5.1 RFP Fire Department Pumper Truck: Fire Chief Dave McNay report **(R)**

5.2 RFP for Integrity Commissioner **(R)**

**6. REPORTS**

- 6.1 PUBLIC WORKS: Roads Supervisor Roads update
- 6.2 DEPUTY CLERK: Holiday hours (R), Emergency Management Report, Watershed Report
- 6.3 CLERK: Accessibility Plan Report (R), Appointment of Deputy-Mayor (R), Committee appointments (R), Council Professional Development/Training (R)

**COUNCIL COMMITTEES/BOARDS REPORTS:**

- 6.4 Eastholme report: Mayor Sterling
- 6.5 Historical Society: Minutes October
- 6.6 Joint Building Committee: Statistics, Minutes October, resolution Building Inspector (R)
- 6.8 Almaguin Highlands Health Council: October minutes

**7. BUSINESS ARISING/ACTIVITY LOG**

- 7.1 Joint Audit Committee By-law (R)

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

**9. COMMUNICATION ITEMS/NEW BUSINESS**

- 9.1 Al Bottomley: Almaguin Climate Change Action Group meeting November 30, 2022 (R)
- 9.2 Tri-R Waste Management Administrator's Report: October

**10. BY-LAWS**

- 10.1 Confirm the meetings of Council (R)

**11. IMPORTANT DATES**

- November 22, 2022: Council Orientation 1:00 p.m.
- December 1, 2022: Council Orientation 1:00 p.m.
- December 6, 2022: Regular Council 6:00 p.m.
- December 20, 2022: Regular Council 6:00 p.m.

**12. ADJOURNMENT (R)**

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**LIST OF PROPOSED RESOLUTIONS**

**FOR COUNCIL MEETING: November 15, 2022 AT 6:00 P.M.**

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

Be it resolved that the minutes from the Tri-council meeting October 3, 2022 and the regular meeting October 18, 2022, be adopted as circulated.

**Item # 5.1 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council accept the Request for Proposal for a 2024 ULC-Rated Pumper Fire Fighting Apparatus from Carrier Emergency Vehicles in the amount of \$629,956.00 plus HST \$81,894.28 for a total of \$711,850.28.

Subject to resolutions of support from Township of Armour and Village of Burks Falls.

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

Be it resolved that Ryerson Township Council accept the Request for Proposal for Integrity Commissioner Services from ADR Chambers Inc. dated October 24, 2022.

**Item # 6.2 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council set the 2022 Ryerson Township Office Holiday Hours as follows: Closed: December 23rd at noon, December 26, 27, 28, 29, 30, 2022 and January 2, 2023. Office to re-open regular hours Tuesday January 3, 2023 at 8:30 a.m.

**Item # 6.3 on Agenda** Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council has received the 2022 Accessible Election Report.

**Item # 6.3 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council appoint \_\_\_\_\_ as Deputy Mayor.

**Item # 6.3 on Agenda** Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # \_\_-22, being a By-law to appoint a Deputy Mayor and further; That By-Law # \_\_-22 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 15<sup>th</sup> day of November 2022.

**Item # 6.3 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council appoint members of Council to various Council committees/boards as per the attached Committee/Board Appointment Schedule.

**Item # 6.3 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council appoint \_\_\_\_\_ to the Parry Sound District Emergency Medical Service Advisory Committee for the East Parry Sound Group: Ryerson, Armour, Perry, Burks Falls, Kearney, Magnetawan, McMurrich/Monteith.

**Item # 6.3 on Agenda** Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council appoint \_\_\_\_\_ to the North Bay Parry Sound District Board of Health for the group: Kearney, Burks Falls, Armour, Joly, McMurrich/Monteith, Perry, Ryerson, Strong and Magnetawan.

**Item # 6.3 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council appoint \_\_\_\_\_ and Jerry Brandt to the District of Parry Sound Social Services Administration Board (DSSAB) Area 4 comprised of Burks Falls, Armour, Ryerson, Kearney, Perry, McMurrich/Monteith.

**Item #6.3 on Agenda** Moved by Councillor Miller, Seconded by Councillor Abbott,  
Be it resolved that Ryerson Township Council appoint \_\_\_\_\_ to the Eastholme Board of Management for Area 4 (Armour, Kearney, Perry, Ryerson).

**Item # 6.3 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Miller,  
Be it resolved that the Ryerson Township Council authorize: \_\_\_\_\_  
to attend the Rural Ontario Municipal Association (ROMA) January 22-24, 2023 in Toronto.

**Item # 6.3 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that the Ryerson Township Council authorize: \_\_\_\_\_ and Public Works Staff Supervisor Fred Schmeltz to attend the Ontario Good Roads Conference (OGRA) April 16-19, 2023 in Toronto.

**Item # 6.3 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Patterson,,

Be it resolved that the Ryerson Township Council authorize: \_\_\_\_\_ to attend the Association of Municipalities of Ontario Conference (AMO) August 21 – 23, 2023 in London.

**Item # 6.6 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council supports Resolution Number 2022 – 038 from the Joint Building Committee recommending the Building Inspector receive a \$1.00 per hour wage

increase for 2023 with an additional \$1.00/hr. upon successful completion of Large Building exam.

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

Be it resolved that leave be given to introduce a Bill # \_\_-22, being a By-law to establish a Joint Compliance Audit Committee and further; That By-Law # \_\_-22 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 15<sup>th</sup> day of November 2022.

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

Be it resolved that Ryerson Township Council authorize: \_\_\_\_\_ to attend the Almaguin Climate Change Action Group meeting Wednesday November 30, 2022 at 6:30 p.m. at the arena in Burks Falls.

**Item # 10.1 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # \_\_-22, being a By-law to confirm the meetings of Council and further; That By-Law # \_\_-22 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 15<sup>th</sup> day of November 2022.

**Item # 12 on Agenda** Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at \_\_\_\_\_. The next regular meeting December 6, 2022 at 6:00 p.m.

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**TRI-COUNCIL MEETING**

**MINUTES**

**October 3, 2022**

The combined in person/virtual TRI Council meeting was held on Monday, October 3, 2022 at the Armour Ryerson Burk's Falls Memorial Arena hosted by the Village of Burk's Falls.

**Attendance:**

Township of Ryerson: Mayor George Sterling, Councillors Joe Vella, Penny Brandt, Delynne Patterson, and Celia Finley. Staff: Judy Kosowan, CAO/Clerk, Nancy Field, Deputy Clerk, Brayden Robinson, Treasurer, Dave McNay Fire Chief, Ken Stevenson, Deputy Chief and Cam Haffner, Fire Prevention Officer.

Township of Armour: Mayor Bob MacPhail, Councillors Rod Blakelock, Rod Ward, and Wendy Whitwell. Staff: John Theriault, Clerk-Treasurer/Administrator; Charlene Watt, Deputy Clerk, Amy Tilley, Waste Management Administrator.

Village of Burk's Falls: Mayor Cathy Still, Councillors Rex Smith and John Wilson. Staff: Nicky Kunkel, Clerk Administrator, Tammy Wylie, Treasurer, Graham Smith Arena Manager and Christina Merrick, Arena Operator.

1. The meeting was called to order at 7:00 pm by Mayor Still.
2. No declarations of pecuniary interest were made.
3. Resolution No. 2022-10-01 Moved by John Wilson Seconded by Penny Brandt  
That the notes of the Tri Council meeting of June 6, 2022 be accepted as presented.  
Carried.
4. Shared Services 2023 Preliminary Budget Presentations

**Fire Department**

The Fire Chief Dave McNay reviewed the budget submitted. He expressed that some accounts had zero balances in 2023 as they were consolidated with other accounts; office supplies now have phone and wages includes some training and other costs related to staffing. He indicated he will be adding \$30,000 to line 16-211 as capital to expand the current fire hall to accept the donation of a 38' long aerial truck. With the new mandated firefighter training requirements being implemented by the Ontario Fire Marshall's office the Chief has instituted a new system for paying the volunteer department members that better reflects the training levels and service to the Department. New recruits will receive \$18.00/hr. per call (service) and training. Once they pass recruitment training it will increase to \$20/hr. and after Firefighter I certification it will increase to \$22/hr. and then upon completing Firefighter II / HazMat it will be \$26/hr. Dispatch is set to be \$26/hr. Acting Captains will receive \$28.00/hr. and Captains will receive \$30/h. Deputy Chief remuneration will be \$32.50/hr. and the Chief \$35/hr.

The Fire Chief also explained that the burn building is still in the budget at a share of 1/5 of the costs, but the regional Chiefs are waiting on approval from the Province to use sea containers as burn buildings. Huntsville and Lake of Bays does have a regional one that the Department could rent.

Questions were raised on the aerial donation and clarification was provided that the truck was slated to be replaced in 2025. The donation will provide the Department a more suitable vehicle as well as relief to the 2025 budgets. The pumper truck that was slated for replacement in 2022 will be replaced in 2024 as the RFP process has been completed. There was explanation on the RFP process, that there was industry consultation and that this was not the only department that only received one tender submission. The next term of Council will quickly have to decide to accept the tender that was submitted to maintain the price quoted.

## **Waste Management**

The Waste Management Administrator Amy Tilley presented her budget. She explained that there will be a new blue box system for 2025 and she continues to work on how that will be implemented. The producer responsible system will see someone else pay for the hauling, processing, and disposal of recyclable materials. However, the landfill will continue to be responsible for the buildings and utilities. There is more work required to finalize and as it is required Councils will be kept up to date.

Ms. Tilley explained the compaction machine that saves the department in expensive fees needs to be refurbished. She reviewed the capital items with the Councils.

There was concern that the landfill area was not being adequately monitored and black garbage bags and recycling materials were being put in the landfill pile. It was acknowledged that while the two staff present on site do their best to monitor, it does happen. It also happens in reverse, where landfill material is put in with recyclables. More staff would be needed to eliminate the problem. They do try to catch as much at the gate as possible.

There was clarification that a local resident is collecting some scrap metal at the site, as they had helped out in the past when the company we were using didn't pick up on time. We have since switched to another company and the bin on site is rented and we also pay a fee to have it hauled to the scrap yard. The money we make off of the scrap is minimal in comparison to this cost. The local person that hauls some of the metal away, receives money for it at the scrap yard and it isn't worth the time and energy that goes into loading it, the landfill does not see funds from this practice. There are also a lot of local residents that will come right to your house to pick up scrap.

## **Arena**

Arena Manager Graham Smith presented the reports recapping the operations of 2022 and highlighted several items. The elevator project will not be completed until after the TSSA strike is over so that the elevator can remain in operations. While making summer ice there were two breakdowns that were repaired: the dehumidifier and the Zamboni. Both have capital items in the 2023 budget. Operations for 2023 will be better aligned with pre-pandemic operations including additional rentals, a full staff complement, and continuing success with Booking and a new debit machine.

Capital items for the Arena include the recommendation of the Zamboni technician to replace the engine in the machine since the body and frame are in great condition. This will further extend the life and the trade in value of the machine. The 445 machine currently in the Zamboni would be switched to a modern Mitsubishi motor. This also provides 5-7 years for Councils to save up on the replacement which is slated to be a \$140,000+ electric unit. The arena's mechanical service company suggested replacing the one large 3-motor dehumidifier with two units (one motor each) at either end of the arena to produce better air flow and has the same capacity to remove the humidity from the ice area.

## **Burks Falls Armour Ryerson Union Public Library 2023 Budget**

Librarian Nieves Guijarro presented the draft 2023 budget as provided. She explained that the budget includes 7 additional hours for a staff member in the wage account and there are no other changes to operations for the coming year. There are cost of living expenses for the various expenses due to annual increases. She noted the rest of the discussion would be later in the agenda under the expansion of the library.

## 10 Year Capital Plan for Shared Services

Burk's Falls Clerk Nicky Kunkel presented the report in the agenda explaining that the staff of the three communities met to review the 10-year capital plan for each of the shared services. Staff want to highlight that this is a plan and guide for capital needs but must remain a flexible living document. Priorities and costs will change due to economic impacts and Council priority changes. The Plan does allow each Council to see the needs of the service in conjunction with their own municipal budgets that will assist with ensuring affordable, sustainable, and fiscally responsible budgets.

Discussion included that as grants are announced a combined-3-Council application could be made for the service based on the Plan to further reduce the impacts to each municipality. The Plan may require that a capital item move forward prior to the year of replacement date if a grant is available. Again, the 10-Year capital plan will remain flexible.

## New Business

The letter sent from the Village of Burk's Falls to the Townships of Armour and Ryerson asking for additional funds for Canada Day fireworks was discussed. Armour Council would like to see local Fire Departments be trained to set off the fireworks to reduce costs. It was discussed that Fire Departments were contacted and asked but were not available or didn't have licensed members to do the fireworks. An option would be to change the day of the Fireworks to find another department that may be available. Then there was the question of donating to the Department for firing the fireworks off. Conclusion was that Armour and Ryerson will discuss the letter and reply to the Village now that the process has been confirmed.

The letter from the Township of Armour to the Village of Burk's Falls expressing their desire to keep the theatre building intact as a community service and not the library was discussed. Armour Council is concerned for the economic impact with the loss of the service as well as the age of the building and feel an engineering study is required to determine if the structure can withhold a library. The Library Building Committee is investigating and researching two options: 172 Ontario Street and the current location with an expansion. They have not completed the research to present to the Library Board. Once the Library Board has made a decision to recommend one location over the other the Board will present to the Tri Council table for their consideration for funding.

Mayor Still added the Shared Services Agreement to the agenda at the top of the meeting for discussion and record taking purposes. The Agreement automatically renews for a 5-year term on January 1, 2023 and each Council should be aware so if changes are to be suggested there is time for consideration prior to the expiry at the end of the year. There was no discussion.

Next meeting will be February 27<sup>th</sup>, 2022 with Ryerson hosting.

Resolution No. 2022-10-02 Moved by Rex Smith Seconded by Rod Ward That the Tri Council meeting hereby be adjourned at 2035. Carried.

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Mayor

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Clerk/Deputy Clerk

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR COUNCIL MEETING**

**MINUTES  
October 18, 2022**

The regular meeting of Council of the Corporation of the Township of Ryerson was held Tuesday October 18, 2022, at 6:00 p.m. This was a hybrid meeting combining in person, electronic meeting via Zoom.

**1. CALL TO ORDER**

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

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

Council members in attendance: Mayor Sterling, Councillors Brandt, Finley, Patterson, Vella.

Staff in attendance: Brayden Robinson, Nancy Field, Judy Kosowan.

Guest attending: Judy Kleinhuis, Grant Thornton.

Public attending: Paul Van Dam, Bev Abbott, Brenda Tota, Judy Ransome, Josh Lilley.

Notice of this meeting was posted on the website.

**2. ADOPTION OF MINUTES**

**R- 160- 22** Moved by Councillor Brandt, seconded by Councillor Finley.

Be it resolved that the minutes from the regular meeting October 4 2022, be adopted as circulated.

Recorded vote due to electronic meeting: Yes: Finley, Patterson, Vella, Sterling.

Councillor Brandt was absent for that meeting and did not vote. (Carried)

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

**4. DELEGATION:**

4.1 Judy Kleinhuis from Grant Thornton reviewed the 2021 Financial Statements with Council and the following resolution was adopted.

**R- 161-22** Moved by Councillor Patterson, Seconded by Councillor Vella,

Be it resolved that Council of the Corporation of the Township of Ryerson accept the Township of Ryerson Consolidated Financial Statements for 2021 and the 2021 Burks Falls and District Fire Department Financial Statements.

Recorded vote due to electronic meeting: Yes: Brandt, Finley, Patterson, Vella, Sterling. (Carried)

**5. REQUEST FOR PROPOSAL (RFP)** None noted.

**6. REPORTS:**

**DEPUTY-CLERK:**

6.1 The Deputy-Clerk Nancy Field provided Council with a report regarding Consent Application B-071/22 (Borland), and the following resolution was adopted.

**R - 162-22** Moved by Councillor Finley, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council support Consent Application B-071/22, Part of Lot 8, Concession 1. The following conditions will apply:

If the reference plan or other evidence discloses that either the severed property or the retained property owned by the Applicant contains a deviation road maintained by the

Township as a public road, then the Applicant shall survey and transfer such deviation road to the Township as a condition of severance. The area to be surveyed and transferred shall generally be 66 feet in width and centered upon the centre line of the present traveled road. In situations where this is impractical, the Applicant should discuss how this requirement will be fulfilled with the Municipality before the reference plan is finalized.

The Township requires one copy of the draft reference plan for review prior to registration, two copies of the Final Reference Plan and a digital copy 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 applicant/agent apply for a zoning amendment to reduce the frontage of the severed lot to 60 meters.

Recorded vote due to electronic meeting: Yes: Brandt, Finley, Patterson, Vella, Sterling. (Carried)

**7. BUSINESS ARISING:**

7.1 Council received correspondence from Scott McEachran, Barriston Law, regarding the use of the North/South portion of McIndoo Falls Trail, following up from the July 12, 2022 Council meeting. Council considered the recommendations and directed that Staff send letters to property owners and have signs installed as per the advice from Mr. McEachran.

**8. NOTICE OF MOTION: None.**

**9. COMMUNICATION ITEMS**

General Information Items Received:

9.1 Joint Building Committee Statistics from September 2022

9.2 August Library Minutes, CEO report and door count.

**10. CONFIRMING BY-LAW**

**R- 163 -22** Moved by Councillor Vella, seconded by Councillor Brandt

Be it resolved that leave be given to introduce a Bill # 46-22, being a By-law to confirm the meetings of Council and further; That By-Law # 46-22 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 18th day of October 2022.

Recorded vote due to electronic meeting: Yes: Brandt, Finley, Patterson, Vella, Sterling. (Carried)

**11. ADJOURNMENT:**

**R- 164 -22** Moved by Councillor Vella, seconded by Councillor Brandt

Be it resolved that we do now adjourn at 6:38 p.m. The next regular meeting November 1, 2022 to be confirmed if there is enough business.

Recorded vote due to electronic meeting: Yes: Brandt, Finley, Patterson, Vella, Sterling. (Carried)

\_\_\_\_\_  
MAYOR

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

**TOWNSHIP OF RYERSON**

28 MIDLOTHIAN ROAD

R. R. # 1

BURKS FALLS, ONTARIO P0A 1C0

Phone 705 382-3232 Fax 705 382-3286

email: [clerk@ryersontownship.ca](mailto:clerk@ryersontownship.ca)

**DELEGATION REQUEST FORM**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

COUNCIL MEETING DATE: \_\_\_\_\_

PRESENTATION TO BE PROVIDED TO THE CLERK? YES NO

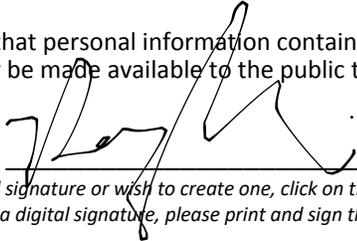
POWERPOINT REQUIRED? YES NO

GENERAL NATURE OF DELEGATION:

If more space is required please attach another page.

Communications addressed to Council and its Advisory Committees will become part of the public record and will be placed on a public agenda. Anonymous communications sent to Council or to its Committees will NOT be accepted.

I acknowledge that personal information contained within my communication(s) may become part of the public record and may be made available to the public through the Council/Committee process.

SIGNATURE:  \_\_\_\_\_ DATE: \_\_\_\_\_

*If you have a digital signature or wish to create one, click on the signature box and follow the instructions.  
If you do NOT have a digital signature, please print and sign the form.*





**Judy Kosowan**

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**From:** susie raczkevi <susieraczkevi@live.ca>  
**Sent:** October 25, 2022 9:10 PM  
**To:** Judy Kosowan  
**Cc:** Nancy Field  
**Subject:** 1201 Stoney Road - Private Property

Good day, Judy and Nancy,

In addition to this email, I have copied and pasted the letter I am sending to my neighbours with respect to my property that continues to be trespassed upon.

As of the last 6 weeks, I have fixed wire fencing that had been cut to make way for unwelcome individuals and their motorized vehicles 3 times now. For almost 11 years, my neighbours are not understanding nor respecting my private property boundaries, which is why I have asked to bring my concern to the township.

Just for some additional information, currently, I have one neighbour suggesting that the unopened access road allowance is open to the public as well as another individual captured via trail camera removing my fence from my property line. This situation in particular is being discussed with the OPP at this time.

Anyhow, I am appreciative of your consideration and time to allow me to voice my concern at your council meeting November 15, 2022.

Thank you very much.

Susan Raczkevi  
519 639 2475 text/cell

Juliette Susan Raczkevi  
1201 Stoney Road, Burk's Falls, ON P0A 1C0  
519 639 2475

October 25, 2022

Murray and or Residents, 127 Dairy Lane, Burk's Falls, ON  
Weddel and or Residents, 128 Dairy Lane, Burk's Falls, ON  
Marilyn Pfaff and Residents, 1236 Stoney Road, Burk's Falls, ON  
Fred and Deb and Residents, 1167 Stoney Road, Burk's Falls, ON  
Penny Brandt and Residents, 1564 Hwy 520, Burk's Falls, ON

Earl Pfaff and Residents, 1239 Stoney Road, Burk's Falls, ON  
Ryerson Township Administration

Dear Residents and Neighbours,

Since the purchase of my property, 1201 Stoney Road, Burk's Falls, ON. in 2011, it has been my intention to regain the section of my property that had been integrated from an old road bed and used by many people and neighbours over the decades. Although most of this 'trail' that lies between Stoney Road and Dairy Lane are on municipal unopened access road allowance, the section I am bordering off is the portion that had deviated onto my property. And in spite of communicating in numerous ways and constructed visual borders involving the use of multiple strategies to convey the two boundary lines between 1201 Stoney Road and the municipal unopened access road allowance, to date, all my efforts have been futile.

Therefore, I have submitted a delegation form to the Township of Ryerson and scheduled a date for my concerns to be heard. With respect, I am encouraging all of my neighbours to attend the scheduled council meeting on Tuesday, November 15, 2022 where I will have an opportunity to provide you with all the evidence and legal documentation to 100% fully support my claim to my own property.

Warmest regards,

J. Susan Raczkevi

*Kindness makes you a beautiful person no matter what you look like*

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Judy Kosowan CAO/Clerk/Deputy Treasurer
Date of Meeting:	April 5, 2021 – 5:00 p.m.
Report Title:	Fire Department Full Size Fire Truck
Report Date:	March 22, 2022

**Recommendation:**

Be it resolved that Ryerson Township Council authorize the Fire Chief to proceed with an RFP for a full-size pumper truck, to be delivered in 2024.

And further, that Ryerson Township Council commits to budgeting for its share of this purchase in 2024, the total for which is currently estimated at \$550,000.

**Purpose/Background:**

The following is an excerpt from Chief McNay’s Staff Report dated February 9, 2022 that was received at the regular Council meeting February 15, 2022 regarding the request to start the RFP process for the purchase of a new full-size fire truck:

**“ ... So here I am again asking the 3 councils for permission to submit RFP’s for a full size pumper to replace our existing 211 Superior Pumper. It is recommended by Rod Harris that we put 12 -18 months lead time for build. He’s even saying that they can’t hold pricing because of various shortages of components. He says most suppliers are giving rather high quotes just in case. His suggestion is to tell councils to budget around the \$ 550,000.00. He also mentioned that Freightliner has no more 2023 chassis and are taking orders for 2024, therefore it would be a 2024 budget expense...”**

Refer to line item 416 transfer to reserve, on the 2022 budget. It indicates that \$16,500. is going into reserve toward the purchase of the full-size truck.

At the Tri-Council meeting March 7, 2022, Chief McNay asked for support from the three Councils for the purchase of a full-size fire truck with the understanding that delivery wouldn’t be until 2024.

Following up from the Tri-Council meeting, we will ask Burks Falls and Armour for resolutions in support of Ryerson proceeding with the RFP for the future purchase of a full-size fire truck.

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Judy Kosowan CAO/Clerk/Deputy Treasurer
Date of Meeting:	September 6, 2022
Report Title:	Fire Department Pumper Truck
Report Date:	August 30, 2022

### **Recommendation:**

Received by Council for information purposes.

### **Purpose/Background:**

At the meeting of April 5, 2022, Council approved the issuance of an RFP for a full-size pumper for the fire department. At that time, Council committed to budgeting for its share of the purchase in 2024, which was estimated to be \$550,000. Similar resolutions were passed by Burk's Falls and Armour.

The RFP closed on August 25, 2022 with one submission received from Carrier Emergency Vehicles, in the net amount of \$641,043.23.

On August 19, 2022, the nomination period for the upcoming municipal election closed, resulting in both Burk's Falls and Ryerson entering 'Lame Duck'. Under Section 275(3) of the Municipal Act, one of the restricted acts for a Council during this period is:

*275(3)(d): making any expenditure or incurring any other liability which exceeds \$50,000;*

*275(4): Clause 3(d) does not apply if the disposition or liability was included in the most recent budget adopted by the Council before the nomination day*

Because the tendered price is substantially larger than the upset limit established in each municipality's purchasing resolution, we are not able to proceed with accepting the proposal at this time.

Under Clause 2.9 of the RFP, the quoted price is irrevocable for a period of 90 days after the submission deadline, or until November 23, 2022. The new Council will have its inaugural meeting on November 15, 2022, allowing for a final decision to be made in advance of the deadline. Further, Ryerson may seek an extension of this deadline with the mutual agreement of the successful respondent.

It is anticipated that all three Councils will have resolutions to proceed with the purchase prior to November 23, 2022. At this time, no decision can be made by Council.



### CORPORATION OF THE TOWNSHIP OF ARMOUR

#### RESOLUTION

**Date:** September 13, 2022

**Motion #** 12

That the Council of the Township of Armour approve awarding the contract for the purchase of a full-size pumper for the Burk's Falls and District Fire Department to Carrier Emergency Vehicles for the net price of \$641,043.23 and agrees to pay their share of this purchase.

**Moved by:**

- Blakelock, Rod
- Brandt, Jerry
- MacPhail, Bob
- Ward, Rod
- Whitwell, Wendy

**Seconded by:**

- Blakelock, Rod
- Brandt, Jerry
- MacPhail, Bob
- Ward, Rod
- Whitwell, Wendy

**Carried / Defeated**

*[Signature]*

**Declaration of Pecuniary Interest by:**

\_\_\_\_\_

**Recorded vote requested by:**

\_\_\_\_\_

Recorded Vote:

- Blakelock, Rod
- Brandt, Jerry
- MacPhail, Bob
- Ward, Rod
- Whitwell, Wendy

- For
- 
- 
- 
- 
- 

- Opposed
- 
- 
- 
- 
-

## Judy Kosowan

---

**From:** John Theriault (Clerk-Treasurer Administrator) <clerk@armourtownship.ca>  
**Sent:** November 2, 2022 3:21 PM  
**To:** Judy Kosowan; Katey Brimacombe; Brenda Fraser; Brenda Paul; Don McArthur; deputyclerk@mcmurrichmonteith.com; Cheryl Marshall; Caitlin Haggart (clerk@strongtownship.com); Nancy Austin; Brayden Robinson; brobinson@powassan.net  
**Cc:** Charlene Watt (Deputy Clerk)  
**Subject:** RE: RFP - Integrity Commissioner - Proposals Received and Recommendation  
**Attachments:** RFP Integrity Commissioner.pdf; 2022 Oct 27 - Proposal for Integrity Commissioner - ADR Chamber Inc.pdf

Good afternoon everyone,

We received five (5) responses to the Integrity Commissioner RFP (copy attached) we sent out. The RFP, on page 10, includes a section on how the proposals would be evaluated.

On Wednesday November 2<sup>nd</sup>, 2022 an evaluation committee, made up of staff members who volunteered to sit on the committee, met to evaluate the proposals received.

The evaluation committee consisted of;

- Nancy Austin, Clerk-Administrator for the Village of Sundridge
- Allyson Pedwell, Deputy-Clerk for the Township of McMurrich/Monteith
- Don McArthur, Clerk-Administrator for the Village of South River
- Brayden Robinson, Treasurer for the Township of Ryerson and the Municipality of Powassan
- John Theriault, Clerk-Treasurer/Administrator for the Township of Armour

The committee reviewed all of the proposals received and is recommending that the municipalities approve the proposal from ADR Chamber Inc. (copy attached). This proposal scored the highest based on the criteria included in the RFP.

The proposal does include a retainer, which is \$3,000 per year, for all of the municipalities involved. Therefore, the cost, if all the municipalities agree to accept this proposal, would be \$300 per year per municipality.

Since the cost per municipality for the retainer will depend on the number of municipalities who are willing to accept this proposal, I would request a commitment from all of the municipalities as soon as possible.

I will be contacting ADR Chambers Inc. to advise them of our recommendation.

If anyone has any questions or requires more information, please contact me.

Regards,

*John Theriault, AMCT*

*Clerk-Treasurer/Administrator*

Township of Armour

56 Ontario Street, Box 533

Burk's Falls, Ontario POA 1C0

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

Tel: 705-382-3332 ext. 22

Fax: 705-382-2068



**PROPOSAL FOR THE POSITION OF INTEGRITY COMMISSIONER  
FOR THE ALMAGUIN MUNICIPLITIES**

Request for Proposal for Integrity Commissioner Services

Thursday, October 27, 2022

Proponent's Name:  
ADR Chambers Inc.  
180 Duncan Mill Road, 4th Floor  
Toronto, Ontario M3B 1Z6  
Tel: (416) 362-8555  
Fax: (416) 362-8825

Contact: Lori Lalonde  
ADR Program Associate  
llalonde@adr.ca

Submitted in two (2) hard copies.

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## I. Overview

Thank you for the opportunity to submit a proposal to the Almaguin Municipalities (the “Municipalities”) for the provision of services as Integrity Commissioner for a three-year term.

ADR Chambers Inc. (“ADR Chambers” or “ADRC”) is a corporation with a roster of approximately 60 experienced neutrals who specialize in integrity commissioner, investigations, ombuds services, arbitration, mediation, and other forms of dispute resolution. Founded in 1994, ADR Chambers is today one of the largest providers of dispute resolution and third-party neutral services in North America.

ADR Chambers has an Office of the Integrity Commissioner that is supported by a dedicated team of staff members. The ADR Chambers Office of the Integrity Commissioner is experienced in providing advisory services, education services, and complaint investigation and adjudication services to municipalities and school boards across Ontario. ADR Chambers’ Office of the Integrity Commissioner currently serves as integrity commissioner for the following 25 municipalities and three (3) school boards:

- City of Brantford
- County of Dufferin
- Durham District School Board
- The Town of Fort Erie
- The Town of Georgina
- The Town of Grimsby
- Haldimand County
- The City of Kawartha Lakes
- City of Kitchener
- Township of Larder Lake
- The Municipality of Leamington
- City of Markham
- Township of McGarry
- Regional Municipality of Niagara
- City of Niagara Falls
- The Town of Niagara-On-The-Lake
- County of Norfolk
- The Town of Orangeville
- City of Port Colborne
- City of Richmond Hill
- City of Timmins
- Toronto District School Board
- The Township of Wainfleet
- City of Waterloo
- Waterloo Region District School Board
- City of Welland
- The Township of Wellesley
- Township of Woolwich

ADR Chambers proposes Michael Maynard as Integrity Commissioner for the Almaguin Municipalities, supported by Ellen Fry and Ben Drory as Associate Investigators. The Integrity Commissioner would be able to delegate work to the Associate Investigators as needed, and the Associate Investigators’ time would be billed out at a lower rate. This team approach would likely result in a more efficient and cost-effective provision of services.

### ***Proposed Integrity Commissioner - Michael Maynard***

Michael Maynard is an investigator, mediator, and facilitator with ADRC. He obtained a Bachelor of Arts in Law from Carleton University and completed the Legal Administration Program at Durham College. Mr. Maynard is a Workplace Fairness Analyst with the Workplace Fairness Institute, a Licensed Private Investigator, and an external investigator for workplace discrimination and harassment complaints by the Ontario Public Service.

Mr. Maynard has served as the Integrity Commissioner for both the Durham District School Board and the Toronto District School Board. He has also served as Integrity Commissioner for the Regional Municipality of Niagara on an interim basis since June 2021, and as the Integrity Commissioner for the Niagara Transit Commission since May 2022, and is also the Integrity Commissioner for the Town of Grimsby. Mr.

has acted as an investigator for the ADRC Banking and Municipal Ombuds offices and the ADRC Office of the Integrity Commissioner.

Mr. Maynard has significant experience in mediation and has been a practicing mediator for over 15 years. He has conducted over 2,000 mediations and has expertise with alternative dispute resolution system design and training. He developed and instructed a course on alternative dispute resolution at Durham College. He has served as Special Assistant to a member of provincial Parliament and worked as a law clerk supporting the litigation and government relations groups at a large law firm. He is a co-author of a post-secondary academic textbook titled *Choices in Approaching Conflict: Principles and Practice of Dispute Resolution*, published by Emond Publications in 2010 and re-published as a 2nd edition in 2019.

As an alternative dispute resolution professional with more than 15 years of experience, Mr. Maynard builds and maintains strong relationships with stakeholders throughout his practice. His friendly demeanour complements his commitment to fairness and his ability to achieve sensible, supportable results.

Mr. Maynard currently serves as the Integrity Commissioner to the following municipalities and school boards:

- The Town of Grimsby
- Regional Municipality of Niagara
- Niagara Transit Commission
- Durham District School Board
- Toronto District School Board

A copy of Mr. Maynard's CV is attached in Schedule "A".

***Proposed Associate Investigators – Ellen Fry and Ben Drory***

*Ellen Fry*

Ms. Fry is an investigator, mediator, and arbitrator for ADR Chambers ("ADRC") and past Ombudsman for the National Capital Commission. She has regulatory experience serving in a quasi-adjudicative role on the Ontario Energy Board and Canadian International Trade Tribunal. She has provided advice as counsel to various federal government departments, including advice on ethics issues. She has practiced law for over 40 years.

Ms. Fry has investigated numerous Code of Conduct complaints for Ontario municipalities, such as the City of Richmond Hill and the Township of Woolwich, through ADR Chamber's Office of the Integrity Commissioner. She has investigated over 200 complaints against major banks and municipalities on behalf of ADR Chamber's Banking Ombuds and Municipal Ombuds Offices. Accordingly, she is very familiar with principles of procedural fairness, and the workings of municipal government.

A copy of Ms. Fry's CV is attached in Schedule "A".

*Ben Drory*

Ben Drory is a mediator, arbitrator, and investigator with ADR Chambers. He has worked as an investigator with the ADR Chamber's Banking Ombuds and is its current Compliance Officer. He also currently serves as the Lead Investigator for the Office of the Integrity Commissioner for the City of Markham. Mr. Drory earned J.D. and M.B.A. degrees from the University of Toronto, and was called to the Ontario Bar in 2004. He is designated as a Qualified Mediator.

A copy of Mr. Drory's CV is attached in Schedule "A".

***Other Team Members***

The ADRC Office of the Integrity Commissioner team also includes a lawyer and a law clerk, whose services are offered at no extra cost to the Municipalities. ADR Chambers has a dedicated email account, [integrity@adr.ca](mailto:integrity@adr.ca), for receiving complaints and requests for advice in relation to Integrity Commissioner services.

The Integrity Commissioner and Associate Investigators are supported by Elise Teitler. Ms. Teitler is the Manager of ADR Services at ADR Chambers. Ms. Teitler was called to the bar in 1992 after receiving an LL.B. from Osgoode Hall Law School. She has experience as both a civil litigator and in-house counsel for several large corporations, and has managed complex legal matters in both of these roles. Ms. Teitler is also the Director of ODACC, the Authorized Nominating Authority appointed by the Government of Ontario to oversee and administer construction related adjudication in Ontario, as well as train and certify adjudicators.

AnnaKay Mairs is the Administrative Coordinator (the "Coordinator") responsible for providing senior level administrative support to the Office of the Integrity Commissioner. Some of her duties include monitoring the email account, responding promptly to communications, and tracking the required timelines for the processing of complaints. Ms. Mairs is a licensed Paralegal and high honours graduate of the Law Clerks program. She has several years of experience working at various law firms.

**II. PROPOSAL SUBMISSION REQUIREMENTS (Section 3 of the RFP)**

***a) Understanding of the project scope and requirements***

ADR Chambers has over a decade of experience and knowledge with the scope of work described in this RFP. During that time, ADRC has provided Integrity Commissioner services to dozens of municipalities. Similarly, Mr. Maynard, is an experienced Integrity Commissioner, who has provided complaint, advisory, and education services to numerous municipalities. As such, ADRC and Mr. Maynard have a clear understanding of the project scope and requirements. As Integrity Commissioner, Mr. Maynard will provide the following services:

- 1) **Help to ensure that Members of Council perform their duties in accordance with the Council Code of Conduct and other procedures, rules and policies governing their ethical behavior:** As part of his duties as Integrity Commissioner for several municipalities, Mr. Maynard is often required to ensure that Members of Council perform their duties in accordance with the Council's Code of

Conduct and follow procedures, rules and policies governing their ethical behavior. Mr. Maynard does this by providing both advisory and education services to Council and individual Members of Council.

- 2) **Provide advice and rulings on ethical challenges, issues and dilemmas upon request by an Almaguin Municipality's Clerk, Council or Member of Council:** As part of his Integrity Commissioner work for Municipal Councils, Mr. Maynard is frequently asked to advise Council Members on potential conflicts of interest and ethical behaviour. Below are two instances where Mr. Maynard had to apply professional ethics to reach a decision relating to conflicts of interest.

*Example One:* The sibling of a municipal councillor was a senior executive at a construction firm retained to develop a private commercial property that would be a major economic project in the councillor's ward. The councillor asked if he could attend the planning applications coming before Council. Mr. Maynard responded that his sibling's position, as executive of the construction firm, gave the councillor a deemed pecuniary interest in the project and created a conflict of interest. He advised the councillor to declare a conflict of interest and withdraw from consideration of any project-related matters coming before Council.

*Example Two:* A Member of Council wanted to know if she could accept an independent consulting role with a company that may, from time to time, have business before Council. Mr. Maynard responded that there was no blanket prohibition in these circumstances. Mr. Maynard advised that if a matter should come before Council that brings her into direct conflict between her role as a management consultant and her role as a municipal councillor, then she would have to declare a conflict of interest at that time and withdraw from consideration.

- 3) **Review a Council Code of Conduct and make recommendations and improvements upon request from an Almaguin Municipality:** Mr. Maynard is always open to reviewing a Council Code of Conduct and making recommendations for improvement. In particular, Mr. Maynard always looks to ensure that codes of conduct are up to date with the latest happenings.
- 4) **Serve as an advisor to individual Members of Council with respect to the Council Code of Conduct, and any procedures, rules, and policies of an Almaguin Municipality governing the ethical behaviour, as well as associated policies and by-laws:** Providing advice with respect to Council Code of Conduct is a fundamental aspect of an Integrity Commissioner's role, and something Mr. Maynard has done numerous times for other municipalities.
- 5) **Function independently from staff and report to each Almaguin Municipality's Council:** As an alternative dispute resolution professional and very experienced mediator, Mr. Maynard understands the importance of independence and impartiality. In his experience as Integrity Commissioner, Mr. Maynard has always maintained neutrality and independence from municipal staff.
- 6) **Investigate complaints and alleged breaches of the Council Code of Conduct:** Investigating Code of Conduct complaints is one of the core responsibilities of an Integrity Commissioner. Mr. Maynard is an experienced investigator. He has conducted seventeen investigations into alleged violations of municipal Codes of Conduct and the *Municipal Conflict of Interest Act* for ten municipalities. He has also conducted numerous municipal and banking Ombuds investigations. He has investigated matters ranging from conflicts of interest to harassment and discrimination, and from exercising undue

influence to breach of procedural rules. Through the course of any investigation, Mr. Maynard's focus is on maintaining procedural fairness through ensuring impartiality, providing an opportunity for participation by the parties, and due consideration of all relevant evidence. Parties are also provided with an opportunity to review and comment on any investigation report and recommendations prior to a report's finalization. Mr. Maynard is also a very experienced mediator and will explore the possibility of resolving complaints through mediation.

Ben Drory, and Ellen Fry are also well-versed in investigative procedures and applicable legal principles. All are qualified lawyers and have extensive experience conducting investigations.

- 7) **Prepare and deliver an annual report to each Almaguin Municipality's Council containing a summary of activities for that Almaguin Municipality, if any, during the previous calendar year:** Mr. Maynard will prepare an annual report for the Municipalities summarizing the advice, education and investigations undertaken during the reporting period and any developments or recommendations of significance related to the Integrity Commissioner role. He will report more frequently than annually if requested.
- 8) **Serve as a proactive educator for Council, staff and the public with respect to ethical behaviour for members of Council within the Almaguin Municipalities:** Providing education services is a crucial part of the Integrity Commissioner role. Mr. Maynard will provide training and reference materials regarding the role of the Integrity Commissioner, the Code of Conduct and Complaint procedure. He is equally available to provide or review website content on these topics or prepare other materials for public distribution.
- 9) **Other work as may be requested by the Almaguin Municipalities, either individually or jointly:** Mr. Maynard and the ADRC team are always available for consultation, and will be open to other requests from the Municipalities.

***b) Familiarity and Understanding of Applicable Law and its practice as it relates to the role of an IC***

Mr. Maynard has practical knowledge of various municipal statutes and regulations and is very familiar with interpreting and applying the provisions of such statutes, regulations, policies, and other enabling documents. He received a B.A. in Law from Carleton University and completed Durham College's Legal Administration Program. As an Integrity Commissioner and Investigator, Mr. Maynard frequently interprets and applies the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, and various other statutes. He also interprets and applies various codes of conduct, by-laws, and reviews policies and procedures where needed.

***c) A detailed outline of the process and procedures that ADRC will utilize in providing the services to the Almaguin Municipalities***

For the past eleven years, the ADR Chambers Office of the Integrity Commissioner has provided confidential advice to Members of Council, conducted inquiries into complaints, made recommendations to Council following the completion of investigations, delivered annual reports, and provided educational services on topics such as the *Municipal Conflict of Interest Act*, Codes of Conduct, and the Integrity Commissioner's

role. The following is ADRC's proposed methodology for administering Office of the Integrity Commissioner services:

*i) Integrity Commissioner Duties and Responsibilities*

ADRC and Mr. Maynard understand that it is important for the Integrity Commissioner to communicate effectively and keep the Municipalities well-informed.

ADRC's teamwork and collaborative model allows the Integrity Commissioner and Associate Investigators to be responsive to all issues that arise. Any communications received from the Municipalities' Clerk (the "Clerk") will be responded to within two business days.

ADRC proposes that communication and coordination between the Clerk and the Integrity Commissioner, ADRC staff, and Associate Investigators take place primarily through email over ADRC's secure network. Teleconference, videoconference and telephone are also available. The Integrity Commissioner, Investigators, and Manager-ADR Services will be available for meetings with the Region when necessary.

ADRC is currently the Integrity Commissioner for 25 municipalities and three school boards in Ontario. Accordingly, ADRC and Mr. Maynard are ready to begin the Integrity Commissioner's work immediately. There will be no start-up work or costs necessary to maintain the Office of the Integrity Commissioner for the Almaguin Municipalities. The infrastructure to support the Office of the Integrity Commissioner is already in place, and ADRC will continue to build on what currently exists.

*ii) Intake & Complaint Assessment*

ADRC recommends the following process, which has been a successful model for ADRC's Office of the Integrity Commissioner operations.

ADRC recommends that the Almaguin Municipalities adopt a Consent and Confidentiality Agreement (the "CCA"), which would outline the confidential nature of the process and expectations incumbent on the complainant. ADRC also has a Statutory Declaration Form available for the Clerk to review and adopt for use in conflict of interest investigations.

Complaints can be submitted to the Clerk. The complainant will complete and submit the applicable Complaint Form to the Clerk, who will then email it to ADRC. Upon receipt of this form, the ADRC Coordinator will open a file, assign the complaint a file number, and record the complainant's contact information. The Coordinator will then send a CCA to the complainant. The CCA outlines the confidential nature of the process and expectations of the complainant around confidentiality. The complainant will then sign and return the CCA to ADRC.

Mr. Maynard will then examine the information provided in relation to the complaint to determine whether the complainant has provided all the information necessary to initiate a complaint and whether the Office of the Integrity Commissioner has the jurisdiction to investigate it. If information is missing, the complainant will be instructed to provide the requisite information so that the process can continue. Mr. Maynard will investigate only complaints over which he has jurisdiction. Complaints will not be investigated if they are

abusive, vexatious, frivolous, inapplicable, beyond prescribed time limits or dealt with under alternative legislation (or policies), or otherwise outside of the jurisdiction of the Office of the Integrity Commissioner.

If Mr. Maynard concludes that the complaint is outside the Integrity Commissioner's jurisdiction, Mr. Maynard will instruct the Coordinator to advise the complainant and the Clerk of the reasons for this, and the Office of the Integrity Commissioner will then close its file.

If Mr. Maynard determines that he does have jurisdiction, he will then assess whether the allegations, if proven, would constitute a breach of the Code of Conduct or the *Municipal Conflict of Interest Act*.

If the allegations, even if proven, could not constitute a breach of the Code of Conduct, then the Office of the Integrity Commissioner will send the complainant an "Initial View Letter," explaining why an investigation would not be appropriate in the circumstances, and the Office of the Integrity Commissioner will close the file.

If the complaint could constitute a potential breach of the Code of Conduct, the matter will proceed to investigation.

*iii) Investigation, Drafting, and Recommendations*

Mr. Maynard will conduct an investigation to determine whether the Member of Council has violated the Code of Conduct, the *Municipal Conflict of Interest Act*, or a municipal protocol, by-law, or policy governing ethical behaviour. He will invite the council member to respond to the complaint within ten days of the member's receipt of the request. The council member's response will be sent to Mr. Maynard and then to the complainant. The complainant will be given ten days from receipt to submit a reply.

Mr. Maynard may interview the Member of Council, the complainant, and any other relevant person. He will also request all relevant documents and review the written material.

With the parties' consent (and if he deems it appropriate), Mr. Maynard may explore whether the issue may be resolved by mediation, and can try to mediate a resolution of the issues. Mr. Maynard and the proposed Investigators are trained mediators.

If the matter is not resolved, Mr. Maynard will draft a report when he completes his investigation. His report will include an outline of the complaint and responses, a review of relevant documents, analysis (including a review of applicable policies, bylaws, and legislation), a conclusion, and a recommendation.

If an investigation is conducted by an Associate Investigator, a draft report will be sent to Mr. Maynard for his review and approval. All reports are also subject to the ADRC internal review process. The review process ensures that the conclusions and recommendations are supported by the facts and legislation and are appropriate in the circumstances. The internal review process is conducted by Ms. Teitler. She will review the draft report and, if she deems it appropriate, provide recommendations to Mr. Maynard. Mr. Maynard will then decide whether to accept or reject her recommendations.

The draft report will then be sent to the Member of Council and the complainant for their review. They will be instructed to provide their comments to the Integrity Commissioner within ten days of receiving the draft report.

Mr. Maynard will consider any comments received, and finalize the report. The Office of the Integrity Commissioner endeavours to complete all investigations **within 90 days** of receiving a completed Complaint Form.

If Mr. Maynard decides that there is insufficient evidence to establish a breach of the Code of Conduct or an ethical violation, then the Office of the Integrity Commissioner will close the file, notify the parties and the Clerk of the closure, and provide the Integrity Commissioner's reasons to the Clerk. The Office of the Integrity Commissioner may also close a file where the complaint is determined by the Integrity Commissioner to be frivolous, abusive, or vexatious.

If Mr. Maynard determines that there has been a violation of the Code of Conduct or the *Municipal Conflict of Interest Act*, he may make a recommendation in his final report with respect to an appropriate sanction. The Clerk will distribute the final report to Council. It is then Council's decision whether to impose a sanction based on the recommendation in the final report.

*iv) Advisory Duties*

Upon receipt of a written request from a Member of Council, Mr. Maynard will provide written advice respecting the recommendations and interpretation of ethical obligations and responsibilities in the Code of Conduct to the councillor. Mr. Maynard's advice will be provided **within 10 days** of his receipt of the request. Mr. Maynard will also respond to questions from Members of Council with respect to potential conflicts under the *Municipal Conflict of Interest Act*.

To avoid potential violations of the Code of Conduct, Mr. Maynard will provide written advice to Members of Council and local boards regarding their obligations under the Code of Conduct and municipal rules governing their ethical behaviour, if requested.

Mr. Maynard will endeavour to provide consistent advice on requests for advice involving similar issues. However, each situation must be examined based on its facts.

Mr. Maynard will consider all the facts and documents presented to him for his request for advice. He will maintain the confidentiality of all requests for advice.

*v) Educational Duties*

Upon request of Council, Mr. Maynard will provide training and reference materials regarding the role of the Integrity Commissioner, the duties of Members of Council under the Code of Conduct, and any procedures, rules and policies governing the matters covered by the Code of Conduct. On request, he will also prepare or edit content for the Municipalities' websites or other materials for public distribution to aid in the understanding of the role of the Integrity Commissioner and the Code of Conduct.

*vi) Reporting Duties*

The Code of Conduct is a living document. Mr. Maynard will prepare and deliver an annual report to each Almaguin Municipality’s Council containing a summary of his activities, advice and recommendations regarding potential amendments to the Code of Conduct or other policies related to the Code of Conduct. He will report more frequently than annually if requested.

*vii) Quality and Cost-effectiveness of the Procedures and Work*

While the Integrity Commissioner maintains responsibility for all services provided to the Almaguin Municipalities, the Office of the Integrity Commissioner has administrative staff (the Administrative Coordinator and Manager-ADR Services) who perform a significant amount of work with respect to complaints to reduce the time (and cost) spent by the Integrity Commissioner. For example, all inquiries and complaints are channeled to the Coordinator, who performs a preliminary review. The Coordinator acts as the main liaison between the Municipalities and the Office of the Integrity Commissioner. The Coordinator also prepares the CCA that is forwarded to the complainant. The Manager of ADR Services is responsible for the internal review process. This process ensures that all letters, agreements and reports that are authored by the Integrity Commissioner are edited and reviewed before finalization, and are consistent with each other, where appropriate.

The Coordinator keeps the Municipalities’ Clerk informed about the status of open investigations, arranges meetings, training sessions, and other customized services required by each Municipality. Also, the Coordinator is responsible for opening and organizing (by date and type) files received from the Clerk.

*viii) Investigating and Responding to Complaints: Timelines and Key steps for Responding to Complaints and Completing Investigations*

The chart below illustrates the Office of the Integrity Commissioner’s key steps for completing Code of Conduct and *Municipal Conflict of Interest Act* investigations. These steps are adapted to the requirements of each Municipality.

Step #	Time from Receipt Complaint	Description
1	Day 1	<ul style="list-style-type: none"> <li>• ADRC receives the completed complaint form from the Clerk.</li> </ul>

2	Up to Day 8	<ul style="list-style-type: none"> <li>● Within two business days of receiving the complaint form, the Coordinator opens a file and forwards the Consent and Confidentiality Agreement ("CCA") (if one is adopted by the Municipalities) to the complainant for signature.</li> <li>● The complainant has five days from receipt of the CCA to return a signed copy to the Coordinator.</li> <li>● The Coordinator forwards the signed CCA to the Integrity Commissioner.</li> </ul>
3	Up to Day 18	<ul style="list-style-type: none"> <li>● Within 10 days of receiving the signed CCA, the Integrity Commissioner determines whether he has jurisdiction to review the complaint and whether further information is required from the complainant.</li> <li>● After determining whether the Integrity Commissioner has jurisdiction, he will either send the complainant an Initial View Letter (explaining why an investigation is not appropriate) or commence an investigation.</li> </ul>
4	Up to Day 28	<ul style="list-style-type: none"> <li>● If the complaint requires an investigation, the Coordinator sends the written complaint to the Councillor and invites the Councillor to respond to the allegations.</li> <li>● The Councillor has 10 days from receipt of the written complaint to send a response to ADRC.</li> <li>● The Integrity Commissioner may grant the Councillor an extension if appropriate.</li> </ul>
5	Up to Day 38	<ul style="list-style-type: none"> <li>● After receiving the response from the Councillor, the Coordinator forwards the response to the Integrity Commissioner.</li> <li>● The Coordinator also forwards the response to the complainant, who has 10 days from receiving it to provide a reply.</li> <li>● The Integrity Commissioner may grant the complainant an extension if appropriate.</li> <li>● The Integrity Commissioner may attempt to settle the complaint at this stage (or at any point in the process, if the Integrity Commissioner deems it appropriate).</li> </ul>

6	Up to Day 63	<ul style="list-style-type: none"> <li>● The Coordinator forwards the complainant's reply to the Integrity Commissioner.</li> <li>● The Integrity Commissioner conducts and completes the investigation within 25 days of receiving the complainant's reply.</li> <li>● Throughout the investigation, the Integrity Commissioner may continue to explore the possibility of settlement.</li> </ul>
7	Up to Day 73	<ul style="list-style-type: none"> <li>● The Integrity Commissioner has 10 days from the completion of the investigation to prepare a draft report.</li> </ul>
8	Up to Day 78	<ul style="list-style-type: none"> <li>● After the Manager of ADR Services receives the draft report from the Integrity Commissioner, the Manager of ADR Services has five days to review the draft report.</li> <li>● The Manager of ADR Services may send suggested revisions to the Integrity Commissioner for his consideration.</li> <li>● The Integrity Commissioner finalizes the draft report.</li> </ul>
9	Up to Day 88	<ul style="list-style-type: none"> <li>● The Coordinator sends the draft report to the Councillor for comment if a contravention of the Code of Conduct is found.</li> <li>● The Councillor has 10 days to provide any comments to the Integrity Commissioner.</li> </ul>
10	Up to Day 90	<ul style="list-style-type: none"> <li>● The Coordinator receives any comments on the draft report from the Councillor and forwards the comments to the Integrity Commissioner.</li> <li>● The Integrity Commissioner prepares the final report.</li> <li>● The Coordinator sends the final report to the complainant, the Councillor and the Clerk.</li> <li>● If the Integrity Commissioner concludes that, in his opinion, there has been a violation of the Code of Conduct, the Integrity Commissioner will make a recommendation to Council for an appropriate sanction in the final report.</li> <li>● The Clerk will distribute the report to Council.</li> <li>● Council may decide whether to impose a sanction based on the recommendation in the final report.</li> <li>● If the Integrity Commissioner determines that there is insufficient evidence to conclude there was a breach of the Code of Conduct or an ethical violation, then the Coordinator will close the file, notify the parties and the Clerk of the closure, and provide the Integrity Commissioner's reasons.</li> </ul>

**d) *Triaging, Prioritizing and Balancing Almaguin Municipality requests against each other and against requests from other clients, including anticipated response times***

The ADR Chambers Office of the Integrity Commissioner uses a team approach to serve clients, reduce costs, and ensure that all requests are looked after in a timely fashion. If Mr. Maynard is unavailable to complete a task in a timely manner, or if he requires assistance with a heavy workload, ADR Chambers has other investigators with extensive experience who can assist with the investigation.

Assisting Mr. Maynard as Associate Investigators on this project will be Ellen Fry and Ben Drory. Both Ms. Fry and Mr. Drory have experience in conducting Integrity investigations by virtue of a section 223.3(3) delegation under the *Municipal Act, 2001*. In consultation with the Municipalities, Mr. Maynard will determine whether he will personally conduct an investigation, or will ask one of the Associate Investigators to conduct the investigation. ADR Chambers recommends this flexible approach to save costs and ensure that all matters are dealt with in a timely manner.

Mr. Maynard would have primary responsibility for providing all advice, education and complaint resolution services. In the event that Mr. Maynard is unavailable or requires assistance, he may call upon Mr. Drory, or Ms. Fry. Their work will be performed under Mr. Maynard's supervision.

While the Integrity Commissioner maintains responsibility for all services provided to Council, ADR Chambers has administrative staff who perform a significant amount of work with respect to complaints, in order to reduce the time (and cost) spent by the Integrity Commissioner.

The Coordinator, AnnaKay Mairs, acts as the main liaison between the Municipal Council and the Office of the Integrity Commissioner. For example, all inquiries and complaints are channeled to the Coordinator, who conducts a preliminary review of complaints to ensure that the complaint is appropriate to pass along to the Integrity Commissioner. The Coordinator also prepares the Consent and Confidentiality Agreement that is forwarded to the complainant by the administrative staff.

The Coordinator keeps Council well informed about the status of open investigations, arranges meetings, training sessions, and other customized services required by Council as they pertain to the role of the Office of the Integrity Commissioner. Also, the Coordinator is responsible for opening and organizing (by date and type) received files from the Municipalities.

The Office of the Integrity Commissioner is also supported by the Manager of ADR Services, Elise Teitler. The Manager of ADR Services assists the Integrity Commissioner with making determinations as to jurisdiction, and is also responsible for the internal review process. This process ensures that all letters, agreements and reports that are authored by the Integrity Commissioner are edited and reviewed before finalization.

Our teamwork model allows the Integrity Commissioner and Associate Investigators to be responsive to all issues that may arise. ADR Chambers proposes that communication and coordination between the Municipal Council and the Integrity Commissioner, Manager of ADR Services, Coordinator and/or Associate Investigators take place primarily through email over a secure network. Teleconference, videoconference and telephone are also available for use if needed. The Integrity Commissioner, the Associate Investigators, and the Manager of ADR Services will be available for meetings with the Council Members when necessary.

***e) Proposed Fees and Applicable Costs***

As previously mentioned, ADRC is currently the Integrity Commissioner for 24 municipalities and three school boards in Ontario. Accordingly, there will be no start-up work or costs necessary to maintain the Office of the Integrity Commissioner for the Almaguin Municipalities. The infrastructure to support the Office of the Integrity Commissioner is already in place, and ADRC will continue to build on what currently exists.

**i) Hourly Rates:**

- Michael Maynard: \$350/hr as Integrity Commissioner;
- Ellen Fry: \$275/hr as Associate Investigator;
- Ben Drory: \$275/hr as Associate Investigator.

**ii) Retainer: \$3,000/year**

**iii) Disbursements: At cost**

**iv) Applicable Mileage Charges: \$0.60/KM**

**SCHEDULE "A"**

**CURRICULA VITAE OF MICHAEL MAYNARD, BEN DRORY, AND ELLEN FRY**

# MICHAEL L. MAYNARD



## EDUCATION

Bachelor of Arts (Law),  
Carleton University (2009)

Legal Administration Program,  
Durham College (2007)

Certificate & Advanced Certificate in Dispute  
Resolution,  
Durham College (2006)

## PROFESSIONAL EXPERIENCE

### Integrity Commissioner Services

ADR Chambers Inc. | 2018 - Present

- Integrity Commissioner for Durham District School Board (2021-), Town of Grimsby (2021-), Niagara Region (Interim appointment 2021-) and Toronto District School Board (2022-).
- Investigator and, on occasion, acting Integrity Commissioner pursuant to a delegation for Ontario municipalities including Fort Erie, Georgina, Grimsby, Markham, Niagara Falls, Niagara-on-the-Lake, Niagara Region, Pelham and Port Colborne.

### Mediator, Investigator, and Facilitator

ADR Chambers Inc. | 2018 - Present

- Investigator for the ADR Chambers Banking and Municipal Ombuds offices, and the ADR Chambers Office of the Integrity Commissioner.
- Private Investigator License, issued by the Ministry of the Solicitor General, (PSISB) (September 2020).

### Mediator, Settlement Officer, and Facilitator

ADR Chambers Inc. | 2012 - 2017

- Conducted over 2,000 mediations as a Mediator and Settlement Officer with the ADR Chambers FSCO project, and as Facilitator with the ADR Chambers Ministry of the Solicitor General PSISB program.

### Owner and Principal Mediator

Maynard Mediation & Conflict Management |  
2009 - 2012

- Successfully operated an independent dispute resolution firm providing diverse ADR-related services including mediation, system design, and training.

### Special Assistant

The Hon. Tracy MacCharles, MPP | 2012  
(Pickering-Scarborough East)

- Responsible for community outreach, event planning, speech writing, and constituent case work.

### Instructor/Course Developer (Alternative Dispute Resolution)

Durham College | 2006 - 2010

- Delivered instruction on diverse alternative dispute resolution topics and developed new course offerings in dispute resolution and conflict management.

### Law Clerk - Litigation and Government Relations

Fasken Martineau DuMoulin LLP | 2007 - 2010

- Researched, analyzed, and applied laws and regulations to solve complex legal and administrative issues.

#### **AWARDS AND ACHIEVEMENTS**

- **Publication:** Ewert C., Barnard G., Laffier J., and Maynard, M.: *Choices in Approaching Conflict: Principles and Practice of Dispute Resolution, Second Edition*. Emond Publications. Toronto, Canada. (2019)
- **Durham College President's Award of Excellence in Student Leadership with honorarium (2007)**
- **Durham College Leadership and Participation Award (2007)**
- **Durham College Alumni Association Award for Academic Excellence and Community Involvement (2005)**
- **Qualified Mediator (Q. Med) – ADR Institute of Canada**
- **Workplace Fairness Analyst (WFA) – Workplace Fairness Institute (Present)**
- **Private Investigator License, issued by the Ministry of the Solicitor General, Private Security and Investigative Services Branch (PSISB), September 2020.**

#### **ASSOCIATIONS AND ACTIVITIES**

- **Vice Chair, School Community Council – Jeanne Sauvé Public School, Oshawa (2019-2021)**
- **Assistant Coach – Baseball Oshawa House League (2015-2016)**
- **President – Federal Political Party Electoral District Association (2012-2015)**
- **President and Media Spokesperson – Friends of Oshawa's Waterfront Environmental Advocacy Group (2011-2014)**
- **Member – Durham College Legal Administration Advisory Committee (2007-2010)**
- **Member – Durham College ADR Graduate Certificate Curriculum Development Team (2009)**
- **Communications & Media Advisor – Durham College Youth & Crime Symposium Taskforce (2009)**
- **Guest speaker for Durham College at Paralegal Society of Ontario AGM (2008)**
- **Co-founder – Campus Mediation Services at Durham College and UOIT (2006)**
- **Adult Literacy Tutor – Literacy Council of Durham Region (2005)**

**MICHAEL L. MAYNARD**

## BEN DRORY



### EDUCATION

**Juris Doctor (2003)**  
*Faculty of Law, University of Toronto*

**Master of Business Administration (2003)**  
*Rotman School of Management, University of Toronto*

**B.A. (Hon.) in Applied Economics (1999)**  
*Queen's University, Kingston*

### CERTIFICATIONS

**Chartered Mediator (C.Med.)**  
*ADR Institute of Canada*

**Chartered Arbitrator (C.Arb.)**  
*ADR Institute of Canada*

**Certified Coach Practitioner (C.C.P.)**  
*Certified Coaches Federation*

### PROFESSIONAL EXPERIENCE

**ALTERNATIVE DISPUTE RESOLUTION PRACTITIONER | 2019-Present**  
Founded an ADR practice in early 2019. Conduct investigations, adjudications, and mediations in a wide variety of sectors and act as a coach in post-secondary ADR and Law programs. Major clients and appointments include:

**INVESTIGATOR | 2019-Present**  
*ADR Chambers Ombuds Office and Office of the Integrity Commissioner*  
Investigate complaints from the public that service standards at major Canadian banks and municipalities were not met, or that elected officials breached the Code of Conduct or *Municipal Conflict of Interest Act*. Thoroughly review documentation and interview parties, issue comprehensive reports with recommendations.

**HEARING OFFICER | 2019-Present**  
*Administrative Penalty Tribunal, City of Toronto*  
*Administrative Monetary Penalty System, Kitchener and Waterloo*  
*Administrative Monetary Penalty System, City of Markham*  
*Administrative Monetary Penalty System, Town of Newmarket*  
Conduct hearings respecting Parking Violation Notices, tree preservation, noise, and property standards issues. Issue fair and efficient decisions, using mediation skill as appropriate.

**MEMBER | 2020-Present**  
*Condominium Authority Tribunal, Condominium Authority of Ontario*  
Conduct online mediations and binding arbitrations respecting condominium disputes.

**COACH | 2015-2016, 2018-Present**  
*York University, Toronto*  
Coach in Dispute Resolution Certificate and Professional LL.M. in Dispute Resolution programs. Guide students in mediation/negotiation role-plays and contribute to plenary discussions regarding key learning points

**PANELIST | 2021**  
*Discipline and Fitness to Practice Committee, Ontario College of Teachers*  
Conducted hearings related to professional misconduct and/or incompetence allegations against Ontario teachers.

**WORKPLACE INVESTIGATOR | 2020-2021**  
*Mortimer Khoraych PC, Toronto ON*  
Conducted external workplace investigations across diverse sectors.

**INTEGRITY OFFICER | 2017-2019**  
*Office of the Integrity Commissioner, City of Toronto*  
Lead investigator in Canada's largest municipal Integrity Commissioner office. Investigated allegations that conduct of Councillors and members of Local Boards did not meet Code of Conduct standards.

**ADR CHAMBERS INC. | 2012-2017**  
Performed various roles including Arbitrator (2015-2017), Investigator - Ombudsman and Integrity Commissioner (2013-2017), Settlement Officer (2013-2014), Mediator (2012-2014) and ADR Professional (2012).

**INSTRUCTOR****2013-2014***Humber College, Toronto ON (Part-Time)*

Developed curriculum and taught full-term course in insurance mediation—mandatory course in Humber College's post-graduate ADR certificate program.

- Fully re-designed course from scratch. Compiled comprehensive reading materials using industry-leading writings. Delivered course content through mix of lectures, round-tables, and role plays.

**WRITER****2009-2012****SENIOR EDITOR****2006-2009***CCH Canadian Limited, Toronto ON*

Retained by a leading legal, tax, and accounting publisher as a writer specializing in tax publications. Contributed to the improvement of standardization, relevance, and readability of materials. Ensured a consistently high quality of writing across day-to-day work. Promoted from senior editor capacity in 2009.

- Developed a new method for tracking provincial legislation. Proposed key changes to case law presentation to increase relevance and usability. Helped restructure organizational workflows. Managed and wrote content for newsletters. Created an internal legal training module for editors.

**PRODUCT WRITER****2004-2005***Thomson Carswell, Toronto ON*

Hired by legal publisher as a writer specializing in estate planning and professional responsibility publications.

**STUDENT-AT-LAW****2003-2004***Law Office of Steven C. Borlak, Markham ON*

Articled with legal firm specializing in insurance brokerages law. Prepared and revised corporate/commercial legal documents, including advice letters, directors'/shareholders' resolutions, incorporations, franchising, employment/confidentiality agreements, and purchases/sales. Conducted legal research.

**VOLUNTEER EXPERIENCE****COMMUNITY MEDIATOR***St. Stephen's Community House, Toronto ON***2012-2015, 2018-Present***Warden Woods Community Centre, Scarborough ON***2009-2012***Conflict Mediation Services of Downsview, Toronto ON***2008-2011**

Volunteer with community conflict resolution services practising transformative and interest-based mediation. Worked to resolve high-conflict, emotional cases including families, neighbours, and failed business agreements.

**COMMITTEE MEMBER****2018-Present****DIRECTOR****2018-2020****WRITER****2012-2016***ADR Institute of Ontario, Toronto ON*

Director of ADR industry's professional membership and standards organization. Member of Governance, Newsletter, and Education committees. Contributed to revamping of organizational governance composition, and development of revised Strategic Plan. Facilitator for "Mediator Mastermind" coaching program. Wrote regular newsletter content.

**VOLUNTEER JUDGE/COACH***University of Toronto Faculty of Law, Rotman School of Management,**Osgoode Hall Law School, Toronto ON***2016-Present**

Volunteer judge/coach for mootings and negotiation competitions at Canadian universities. Competitions have included Rotman Negotiation Challenge, U of T Cup (undergraduate mootings), Dentons Cup (Osgoode Hall Law School - negotiation), and Canadian National Negotiation Competition.

**MEMBER, ALLOCATION PANEL**

**2008-2013**

*United Way of Greater Toronto, Toronto ON*

Appointed by Toronto's largest charitable organization as a member of key community-based panel.

- Reviewed intensive agency submissions detailing all aspects of their organizations (financial, strategic, operational), and met with their directors and senior management.
- Collaborated with fellow members to assess governance and determine funding recommendations.

**DIRECTOR, VICE-CHAIR**

**2011-2012**

*West Toronto Community Legal Services, Toronto ON*

Director of poverty law and housing help clinic funded by Legal Aid Ontario and the City of Toronto, serving large catchment area of over 200,000 residents.

- Played key role in organizational strategy and relationship repair during crisis period for organization.

Additional volunteer experience with organizations including *North York Harvest Food Bank, Scarborough Housing Help Centre, Enterprise Legal Services, and Queen's University Arts and Science Undergraduate Society*. Repeat guest on radio program "Mediation Station" in Toronto, discussing mediation-related topics.

**CONTINUING EDUCATION**

**Advanced Workplace Restoration and WFA (2019)**

*Workplace Fairness Institute, Toronto ON*

**Life Coach & Executive Coach Certification (2011,**

**2019) Certified Coaches Federation, Toronto, ON**

**Sharpening Your Teeth: Advanced Investigative Training for Administrative Watchdogs (2017)**

*Ombudsman Ontario, Toronto ON*

**Certificate in Adjudication for Administrative Agencies, Boards & Tribunals (2016)**

*Society of Adjudicators and Regulators, Toronto ON*

**Ontario Arbitration Course (2014)**

*ADR Works Canada, Toronto ON*

**Advanced Certificate in Dispute Resolution (2012)**

*York University, Toronto ON*

**Certificate in Dispute Resolution (2007)**

*York University, Toronto ON*

**BEN DRORY**

**BEN DRORY**

**RELEVANT EXPERIENCE FOR INTEGRITY COMMISSIONER SERVICES**

**1. Conducting Investigations**

Mr. Drory has investigated complaints for various municipalities and school boards on behalf of ADR Chambers Ombuds Office and Office of the Integrity Commissioner, including the City of Markham, Niagara Region, Halton Region, Durham Region, City of Burlington, City of Niagara Falls, Toronto District School Board, and Durham District School Board. He is very familiar with assessing evidence and creating comprehensive reports with findings of fact, analysis, conclusions and recommendations. His investigations are based on best practices, including procedural fairness, and treating all parties with professionalism, tact, and impartiality.

**2. Adjudicative Experience**

Mr. Drory sits on the Condominium Authority Tribunal, and is a municipal Hearings Officer for Toronto, Markham, Kitchener, and Waterloo, and the Town of Newmarket. He was also a full-time arbitrator for three years respecting the Financial Services Commission of Ontario. Accordingly, he is accustomed to acting impartially and independently, hearing submissions from both sides and making fair decisions based on evidence, supported by comprehensive written reasons.

**3. Knowledge of municipal government and municipal law, including conflict of interest legislation**

Mr. Drory was lead investigator for Toronto's Office of the Integrity Commissioner, has performed investigations for various municipalities on behalf of ADR Chambers Ombuds Office and Office of the Integrity Commissioner, and is a municipal hearings Officer. He is knowledgeable about the workings of municipal government, and the application of municipal law, including the *Municipal Conflict of Interest Act*.

**4. Background in law or judiciary experience**

Mr. Drory has been a member of the Ontario bar for almost 20 years. He has acquired a range of experience including investigation, mediation, adjudication, legal writing, and teaching. He has extensive experience with applying the law to factual situations as an investigator and arbitrator, and is very familiar with administrative law, including interpreting statutes, regulations, and by-laws in diverse contexts.

**5. Excellent oral and written communication skills**

Mr. Drory has drafted numerous reports as an arbitrator in the insurance field, investigator for ADR Chambers Banking, Municipal Ombuds and Integrity Commissioner Offices, and lead investigator for Toronto's Office of the Integrity Commissioner. In the latter role, he researched legal and policy recommendations respecting conflicts of interest and ethics, and assisted the Integrity Commissioner with drafting advice and informational bulletins. He was a professional writer for two leading legal publishing houses. His excellent oral communication skills are evidenced by his coaching of college and university students.

**6. Advanced mediation skills**

Mr. Drory has been a professional mediator since 2012, and is also trained in workplace restoration. He has mediated insurance and commercial disputes, and acted *pro bono* in community disputes. He also taught a mediation course at a community college, and coaches students in mediation at the university level.

## ELLEN FRY



### EDUCATION

MBA - Queen's University, 1999

LL.B. - University of Ottawa, 1977

B.A. (Honours) - Carleton University, 1974

Advanced mediation training accredited through the University of Windsor Faculty of Law

Member of Law Society of Ontario since 1979

### PROFESSIONAL EXPERIENCE

#### Investigator, Mediator and Arbitrator

ADR Chambers Inc. | 2010 - Present

- Investigated Integrity Commissioner complaints against councillors of three Ontario municipalities in accordance with Codes of Conduct, Integrity Commissioner Procedures, the *Municipal Act, 2001* and the *Municipal Conflict of Interest Act*.
- Investigated over 200 complaints against major banks and municipalities; this involved determining whether complainants were treated fairly in accordance with bank/municipality policies and general principles of good services, and mediation in appropriate instances.
- Mediation and arbitration of a range of disputes.

#### Ombudsman

National Capital Commission (NCC) | 2012 - 2017

- Investigated complaints by individuals against a federal agency with major land holdings; this involved determining whether complainants were treated fairly in accordance with NCC and government policies and regulations and general principles of good services, and mediation in appropriate instances.
- Prepared public reports to the NCC Board of Directors and Annual Reports.

Member of the Ontario Energy Board | 2012 - 2017

- Quasi-judicial adjudication of issues concerning municipal and provincial utilities.

Member of Canadian International Trade Tribunal (CITT) | 2001 - 2010

- Quasi-judicial adjudication of complaints and other issues concerning trade and customs.
- Investigation of complaints concerning major government procurements; this involved determining whether the requirements of the procurement processes were followed.

#### Legal Counsel and Director of Legal Services

Federal Department of Justice | 1981 - 2001

- Legal advice to government departments, including regulatory, commercial and ethics issues, including
  - Director, Environment Canada Legal Services (1994-1997)
  - Director, Industry Canada Legal Services (1988-1994)
  - Senior Counsel, Transport Canada (1987-1988)
  - Counsel, Department of Regional Industrial Expansion (1981-1987)

#### Lawyer

Watson & Farber, Ottawa | 1979 - 1980



**RELEVANT EXPERIENCE FOR INTEGRITY COMMISSIONER SERVICES**

**1. Advanced mediation skills**

Ms. Fry has been a mediator at ADR Chambers since 2010 and received advanced mediation training accredited through the Faculty of Law at the University of Windsor. During more than 10 years of investigating complaints at ADR Chambers and the National Capital Commission (NCC), Ms. Fry consistently identified situations where mediation was appropriate and addressed those situations productively through mediation.

**2. Excellent oral and written communication skills**

Since 2001, Ms. Fry has written hundreds of reports, both confidential and public, explaining her determinations in investigations and quasi-judicial decisions. As Ombudsman of the NCC, she made oral presentations concerning investigations to the NCC Board of Directors and issued public Annual Reports. Ms. Fry has also made presentations on complaint investigation and tribunal processes in a number of venues, including the Forum of Canadian Ombudsman.

**3. Conducting Investigations**

Ms. Fry has approximately 20 years of experience conducting investigations. At ADR Chambers, she has investigated complaints against municipal councillors for the Office of the Integrity Commissioner in respect of three Ontario municipalities and conducted over 200 investigations of complaints against major banks and municipalities for the Banking Ombuds and Municipal Ombuds Offices. In her 5 years as Ombudsman of the NCC, she investigated complaints by individuals against the NCC. In her 9 years as a Member of the Canadian International Trade Tribunal (CITT), she investigated complaints about major government procurements and trade issues.

**4. Adjudicative Experience**

Ms. Fry has 14 years of experience as a quasi-judicial adjudicator. As a Member of the Ontario Energy Board, she adjudicated issues concerning municipal and provincial utilities. As a Member of the CITT, she adjudicated issues concerning major government procurements, trade and customs.

**5. Background in law or judiciary experience**

Ms. Fry has been a lawyer in Ontario for over 40 years, including over 20 years providing advice to various federal government departments. She has 14 years of experience as a quasi-judicial adjudicator, as outlined above under "Adjudicative Experience".

**6. Knowledge of municipal government and municipal law, including conflict of interest legislation**

As an investigator at ADR Chambers, Ms. Fry has investigated complaints against municipal councillors and governments. This has involved the *Municipal Act, 2001* and *Municipal Conflict of Interest Act*. As a Member of the Ontario Energy Board, Ms. Fry adjudicated issues concerning municipal utilities.

**Section 5 – Form of Proposal**

The Almaguin Municipalities are inviting proposals for the services of an Integrity Commissioner.

I/We, the Undersigned, having examined this Request for Proposals, do hereby offer to enter into an Agreement with the Almaguin Municipalities to provide services under the terms included in this RFP.

I/We Uri Snir - Arbitrations Manager  
(Name-Print) (Position)

of ADR Chambers Inc.  
(Company Name)

Dated at Toronto this 24<sup>th</sup> day of October, 2022.

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

180 Duncan Mill Road, 4th Floor  
\_\_\_\_\_  
STREET ADDRESS

Toronto Ontario M3B 1Z6  
CITY PROVINCE POSTAL CODE

(416)362-8855 (416)-362-8825 integrity@adr.ca  
TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Addendum No.1 \_\_\_\_\_ Addendum No. 2 \_\_\_\_\_ Addendum No. 3 \_\_\_\_\_

Signature in the designated space, by an authorized officer of the Bidder's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Bidder and the Almaguin Municipalities, and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

Company Seal

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Fred Schmeltz, Public Works Supervisor
Date of Meeting:	November 15th /2022
Report Title:	Public Works update
Report Date:	November 1 <sup>st</sup> /2022

### **Purpose/Background:**

As the roads department shifts from Summer/Fall operations to winter; I would like to submit the following update.

In October the roads department completed three tenders for Supply/Apply gravel. Midlothian Rd, Pete's Hill, Pegg's Mountain, East Road and Stisted Road all received new gravel. A total of 10 kilometers gravel has been applied. In addition, the roads department received 4650 tonnes to be stockpiled at our Starratt Rd. pit location (3000 T) and at the municipal yard (1650 T). All new gravel application locations also received a calcium application to assist with dust control.

The Pegg's Mountain extension job went very well. Firstly, we had Rotomill pulverize 2.4 Kilometers of road (Pegg's Mtn. and part of James Camp). Which is to be surfaced at a later date. Then we realigned the intersection at Pegg's mtn. and James Camp Rd. Two new "Stop" signs were installed making an "all way" stop. The Doe Lake extension had new base and topcoat gravel applications. (560 T of 2-inch minus and 380 T of Crushed granite)

Also, in October the roads department completed brushing on Starrett Rd., Pegg's Mtn. Rd., Sandwood Dr. and East Rd. Several culverts were installed including Pegg's Mountain Rd, and Bartlett Lk. Rd. Two new cemetery signs were installed at the Midlothian and Royston locations.

As the above work was being completed the roads department also began prepping our equipment for the coming snows. All our trucks have been undercoated and serviced. All working components have been tested, calibrated and readied for winter operations.

	<h2>Deputy Clerk's Report</h2>
To:	Ryerson Township Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	November 15, 2022
Report Title:	Office Holiday Hours
Report Date:	October 17, 2022

### **Recommendation:**

Be it resolved that Ryerson Township Council set the 2022 Ryerson Township Office Holiday Hours as follows: Closed: December 23rd at noon, December 26, 27, 28, 29, 30, 2022 and January 2, 2023. Office to re-open regular hours Tuesday January 3, 2023 at 8:30 a.m.

### **Purpose/Background:**

Every year we bring the information to Council to decide what the office holiday hours will be so we can post the dates on the website.

Last year the office was closed to the public December 24<sup>th</sup> to December 31<sup>st</sup> 2021, and January 3<sup>rd</sup> 2022. We returned to work January 4<sup>th</sup>, 2022 at 8:30 a.m.

If payroll etc. is required during the holiday closure, staff will work as required and the office will remain closed to the public.

Staff use their vacation time for the time they take off, it is not an extra benefit.

Public Works employees receive the Statutory Holiday Days off, however they are usually required to work in late December due to winter operations.

	<p><b>CEMC Report</b></p>
<p>To:</p>	<p>Council</p>
<p>From:</p>	<p>Community Emergency Management Coordinator</p>
<p>Date of Meeting:</p>	<p>May 19<sup>th</sup>, 2022</p>
<p>Report Title:</p>	<p>Emergency Management Program Report</p>
<p>Report Date:</p>	<p>November 01<sup>st</sup>, 2022</p>

**Recommendation:** Be it resolved that the Township of Ryerson Council receive the Emergency Management Program 2022 report for information purposes and further that the Head of Council sign the Municipal Compliance Report 2022 indicating that the Township of Ryerson has completed all necessary requirement of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 3801/04.

**Summary:** The Emergency Management Program Committee reviewed the Emergency Management Response Plan to fulfill legislative requirements for annual compliance.

**The Plan:** The Township of Ryerson Emergency Management Plan was reviewed by the Emergency Management Program Committee.

**Annual Program Review:** The Program Committee met on May 19<sup>th</sup>, 2022, to review the Emergency Management Response Plan, Critical Infrastructure and the Hazard Identification and Risk Assessment.

**Annual Training and Exercise:** Annual training of the MCEG was held on May 19<sup>th</sup>, 2022. A joint Tabletop Exercise was held between the Village of Burk’s Falls and The Township of Ryerson on May 19<sup>th</sup>, 2022.

**Critical Infrastructure (CI):** Ryerson Twp has no Critical Infrastructure for 2022.

**Emergency Operations Centre (EOC):** The EOC remains unchanged for 2022.

**The Township of Ryerson  
Emergency Management Program**

**Emergency Management Program Committee Minutes  
May 19, 2022  
09:00am**

The Township of Ryerson Emergency Management Program Committee met at the Burk's Falls Council Chambers on May 19<sup>th</sup>, 2022 2021 to complete an annual review of the Emergency Response Plan as well as to review other aspects of the Emergency Management Program.

In attendance:

Cathy Still, Mayor, Burks Falls  
Nicky Kunkel, Clerk Burks Falls  
George Sterling, Mayor Ryerson  
Camille Barr, Emergency Information Officer

Greg Rutledge, Primary CEMC  
Nancy Field, Dep Clerk Ryerson  
Judy Kosowan, CAO Clerk Ryerson Twp

1. Review the Emergency Response Plan

The Committee reviewed the Emergency Plan and concluded there were to be no changes.

2. Critical Infrastructure (CI)

There is no critical infrastructure for Ryerson Twp in 2022

3. Hazard Identification Risk Assessment (HIRA)

The HIRA was reviewed, no changes were required for 2022.

Greg Rutledge  
CEMC

	<h2>Staff Report</h2>
To:	Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	November 15, 2022
Report Title:	Magnetawan River Watershed Communication Committee
Report Date:	November 8, 2022

**Recommendation:** For Council to receive this report for informational purposes.

**Background:** The Communication Committee was created for the purpose of opening the lines of communication and to provide education between the municipalities, the government and all the stakeholders that are affected by the spring freshet and the operation of the 10 control dams in the upper watershed and 7 spill dams between Ahmic Harbour and Britt.

The spill dams were designed as self-regulating overflow weirs usually located where flooding is not a problem. The control dams are operated based on flood management, aquatic habitat management, a small hydro generation at the Burk’s Falls dam and water transportation requirements at the marine locks in Magnetawan. Each one of these dams have a specific operating plan that is based on historic prescribed zones of maintained water levels, and that allows the water to fluctuate within a defined benchmark.

In the Fall during the draw down the logs are removed from the control dams to help mitigate the potential impacts of high water by creating areas within that allow greater storage of water. The draw down is also very important for Trout to spawn in the shallow waters at this time of year. From October until April approximately, the dams are not operated. The whole system acts as a spillway for the melt and rains that enter the watershed. At the peak of the spring freshet the logs are gradually reinstalled to help maintain and control water levels for Walleye spawning and egg incubation. Water levels are maintained for recreation throughout the summer.

It is important to note that we cannot prevent flooding we can only become more resilient to flooding and that increasing resiliency is a shared responsibility for all levels of government, developers, and property owners, all have an important role to play. Our dam system was originally designed for transportation for logging not to prevent floods.

By using the historic data to determine the crest elevations the spill dams are fixed to accommodate the spring runoff. Daily MNRF technicians monitor and analyse the water levels and flows and other environmental information. After evaluating the data collected, they schedule water control operations by placing or removing logs depending on the seasonal objectives that are identified in the respective Lake Operating Plans. These operating plans have been in place for up to 40 years. With no plans to make changes these plans have always been considered current.

The focus of the November 7<sup>th</sup> meeting was Lake Bernard, which is considered a head water lake in the system. Throughout the Magnetawan Watershed floods cause considerable damage and Lake Bernard is no exception. There are many documented complaints in Sundridge about the damage to shoreline and properties after the spring dam operations, which can dislodge ice sheets that pound the shores causing this damage. Bernard is unique because Sterling Creek is the only drain. It is a very narrow creek that is constrictive to the out flow of the water. There is also an elevation change within 2km from the dam that can cause a backflow of water into the lake if a certain flow is not maintained. There is a sewage lagoon at the south end of the lake. MNRF Technicians must maintain enough water flowing through Sterling Creek for the dilution of the sewage leach from the lagoon while still maintaining the recreational level of water in the lake. This is tested and monitored regularly.

**Alternatives for Consideration:** A solution to this problem may be to not install the logs at the dam until the ice is out.

**Next Steps:** Mitigation of property and shoreline damage is important. Our goal is to look at the issues, solutions, and support. There is a need for careful consideration of this broader vision and who it could impact ensuring there is no negative effect downstream.

- To move forward in a productive manner the MNRF will consult internally with Ministry Science staff for hydrological model options and commence a pilot investigation of science and research with the University of Waterloo. Investigate who to consult for this broader vision.
- Discover who the stakeholders are and how best to obtain feedback from the rest of the watershed possibly through perspective Councils.
- Look into an Environmental Advisory Committee.
- Consult with the Indigenous Community to include a holistic perspective being brought into the discussion and decision.
- Explore working within the current guidelines exploring what it would look like to have some changes made while staying within the goal posts that are set in place now.



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

### **REPORT: ELECTION ACCESSIBILITY 2022**

November 7, 2022

The Township of Ryerson Accessibility Plan, Customer Service Policy Statement provides our mission and commitment to providing goods and services to people with disabilities.

The Municipal Election Act Section 12.1(3) states: "Within 90 days after voting in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities, and shall make the report available to the public."

The Township of Ryerson used Vote-By-Mail for the 2022 election. The Clerk participated in a partnership with other municipalities in the area called the Almaguin Clerk's Group in order to share in election policy development and advertising.

In order to be able to identify possible barriers that could affect electors and candidates with disabilities, a Public Notice was produced. The Almaguin Clerk's group shared in radio ads. The Joint advertisements were played on three local radio stations that service ratepayers from Novar to South River (103.3 FM, 105.5 FM and 100.5).

To further reach electors and candidates, the municipal website had information on accessible elections. The Candidates information package also contained information on Accessible Elections.

The Election Accessibility Plan was posted before Voting Day as required by the Municipal Elections Act 12.1 (2).

Although this information was available, only one anonymous inquiry was received, and assistance was not requested by the person.

Ryerson Township used Vote-By-Mail for the 2022 election. The Voter's Kit instructions were in large, bold print which were easy to read. The instructions in the kits are clear and concise, however additional instruction on use of the kits was provided by staff when requested. In future elections additional communications to ratepayers on the vote by mail processes would be beneficial.

We used Vote-By-Mail, and no issues were raised regarding the physical environment. No barriers to voting were identified. Some electors chose to drop their ballots off at the municipal office. There is handicap parking space and an automatic door opener to assist with access to the building which is all at ground level.

For the 2022 Election the Township of Ryerson met our Mission in the Customer Service Policy "...To provide quality programs and services that are accessible to all persons served by the municipality."

	<p><b>Staff Report</b></p>
<p>To:</p>	<p>Ryerson Township Council</p>
<p>From:</p>	<p>CAO/Clerk/Deputy Treasurer Judy Kosowan</p>
<p>Date of Meeting:</p>	<p>November 15, 2022</p>
<p>Report Title:</p>	<p>Appointment of Deputy Mayor</p>
<p>Report Date:</p>	<p>November 8, 2022</p>

**Recommendation:**

Be it resolved that Ryerson Township Council appoint \_\_\_\_\_ as Deputy Mayor.

Be it resolved that leave be given to introduce a Bill # \_\_\_-22, being a By-law to appoint a Deputy Mayor and further; That By-Law # \_\_\_-22 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 15<sup>th</sup> day of November 2022.

**Purpose/Background:**

The Procedural By-law #34-22 Section 3.2 (2) states: "At the first meeting after an election, Council shall choose a Deputy Mayor from amongst its members by a majority vote of Council to act as Mayor in the absence of the Head of Council."

Council can consider a member to be chosen as Deputy Mayor by resolution and then adopt a By-law for the appointment.

By-law attached.

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # \_\_\_\_\_ -22**

**BEING A BY-LAW TO APPOINT A DEPUTY MAYOR**

WHEREAS Section 242 of the Municipal Act, S.O. 2001, c. 25 authorizes Council to pass a by-law appointing a member of Council to act from time to time in the place of the Head of Council, when the Head of Council is absent from the municipality or absent through illness or the office is vacant and, while so acting, such member has and may exercise all the rights, powers and authority of the Head of Council.

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

1. That \_\_\_\_\_ be and is hereby appointed Deputy Mayor for the Township of Ryerson.
2. That By-law 61-18 is hereby rescinded.

Read a First, Second and Third time, signed and the seal of the Corporation affixed thereto and Finally passed in Council this 15<sup>th</sup> day of November, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Clerk/Deputy Treasurer Judy Kosowan
Date of Meeting:	November 15, 2022
Report Title:	Council Committee/Board Appointments
Report Date:	November 8, 2022

**Recommendation:**

Be it resolved that Ryerson Township Council appoint members of Council to various Council committees/boards as per the attached Committee/Board Appointment Schedule.

**Purpose / Background:**

After the election there are certain procedural matters and appointments for Council’s consideration.

Attached is a schedule outlining the various organizations and positions required.

Please consider what committees/boards you find of interest.

Council will appoint the members. Separate resolutions will be considered for the regional/joint appointments: Health Unit, District of Parry Sound Social Services Administration Board (DSSAB), Parry Sound District EMS, Eastholme.

Attached is correspondence from Parry Sound EMS and North Bay Parry Sound District Health Unit.



## TOWNSHIP OF RYERSON REGIONAL APPOINTMENTS SCHEDULE 2023-2026

\* Since Glenn Miller is re-elected and the past president of DPSMA he will be a representative for DPSMA\*

COMMITTEE DESCRIPTION	MEETING DATES	# OF REPRESENTATIVES REQUIRED	APPOINTED REPRESENTATIVE/S
Almaguin Community Economic Development (ACED)	<b>Monthly</b> - 4th Thursday of the month. At 6pm.	1 Representative 1 Alternative	
Almaguin Highlands Health Council (AHHC)	<b>Monthly</b> - 1st Thursday of the month. At 10am. AHHC Boardroom.	1 Representative 1 Alternative	
Burk's Falls and District Historical Society	<b>Monthly</b> - 3rd Monday of the month at 7pm. Next meeting is Nov 21, 2022	1 Representative 1 Alternative	
Joint Building Committee (JBC)	<b>Monthly</b> - 3rd Thursday of the month. At 6pm. Next meeting is January 19, 2023	1 Representative 1 Alternative	
Burk's Falls, Armour, Ryerson Union Public Library Board	<b>Monthly</b> - 3rd Wednesday of the month. At 7pm.	1 Representative 1 Alternative	
Town of Parry Sound Municipal Partners Provincial Offences Act Advisory Committee (POA)	<b>Twice a year</b>	1 Representative 1 Alternative	
Regional Recreation Committee	<b>As needed.</b>	1 Representative 1 Alternative	
Ryerson Recreation Committee	<b>As needed.</b>	1 Representative 1 Alternative	
SouthEast Parry Sound District Planning Board	<b>Monthly</b> - 4th Wednesday of the month. At 6:30pm.	1 Representative 1 Alternative	
East Parry Sound Veterinary Unit	<b>Once a year.</b>	1 Representative 1 Alternative	
District of Parry Sound Municipal Association (DPSMA)	<b>Twice a year all day meeting.</b> Perry is the Lead- will send us info	1 Representative and 1 Area Representative	<b>*GLENN MILLER*</b>
Tri Council: Armour, Burk's Falls and Ryerson	<b>End of February and October.</b> Shared services of Arena, Fire and Waste	<b>ALL MEMBERS OF COUNCIL</b>	



**TOWNSHIP OF RYERSON  
REGIONAL APPOINTMENTS  
2023-2026**

The Regional Appointments require groups to appoint a certain number of members from among the groups. Not per Municipality.

COMMITTEE DESCRIPTION	MEETING DATES	# OF REPRESENTATIVES REQUIRED	APPOINTED REPRESENTATIVE/S
Parry Sound District Social Services Administration Board (DSSAB)	Monthly- 2nd Thursday of the month. At 6:30 pm.	Area 4: 2 members among the municipalities of Kearney, Burk's Falls, Armour, Perry, McMurrich/Monteith and Ryerson.	
Eastholme	Monthly-4th Wednesday of the month. At 10AM.	Area 4: 1 member among the municipalities of Armour, Kearney, Perry and Ryerson	
District of Parry Sound East Emergency Medical Services Advisory Committee (EMS)	4th Thursday of February, April and October. At 6 pm. Next Meeting: Feb 23/2023 *Subject to change *	We are in EAST. 1 member among Ryerson, Armour, Perry, Burk's Falls, Kearney, Magnetawan and McMurrich/Monteith	
Health Unit	Monthly- 4th Wednesday of the month. 5-7pm 1st meeting January 25, 2023	1 member among Kearney, Armour, Burk's Falls, Joly, McMurrich/Monteith, Ryerson, Strong and Magnetawan.	
OPP Detachment Board	To be announced	To be announced	



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52 Seguin Street, Parry Sound, Ontario P2A 1B4  
Tel: (705) 746-2101 • Fax: (705) 746-7461 • [www.townofparrysound.com](http://www.townofparrysound.com)

October 26, 2022

Township of Ryerson  
R.R. #1  
28 Midlothian Road  
Burks Falls, Ontario  
P0A 1C0

**Re: Parry Sound District Emergency Medical Service Advisory Committee**

Dear Madam/Sir:

With the recent Municipal Elections and the above Committee's term ending, comes the task of new appointments.

Understanding that new Councils are not sworn in until after November 1<sup>st</sup>, the Town of Parry Sound would like to request your Municipality's representatives be appointed as soon as possible in order to deal with some upcoming EMS issues. It would be appreciated if a copy of your resolution could accompany your correspondence indicating your representative. Those Municipalities that share a committee member will need to decide amongst themselves who their one representative will be. Please see the attached Terms of Reference indicating the municipalities sharing a representative.

Currently your Municipality is represented by **Mayor Cathy Still**.

We thank you in advance for dealing with this issue at your earliest convenience and await your response.

Yours truly,

*Dave Thompson*

Dave Thompson,  
Director of Emergency and Protective Services

Encl. 1) EMS Advisory Committee, Terms of Reference

**PARRY SOUND DISTRICT EMERGENCY MEDICAL SERVICE ADVISORY COMMITTEE  
TERMS OF REFERENCE**

- 1 -

Date Ammended: January 27, 2015

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**OBJECTIVE**

- (1) To identify, resolve and convey issues and concerns regarding the District E.M.S. System.
- (2) To advise on the operation, and facilitate improvements of the Ambulance Service to meet the needs of the citizens of the District of Parry Sound, per the attached.

**1.0 COMMITTEE MEMBERSHIP**

- 1.1 The Ambulance Emergency Medical Service (EMS) Committee is composed of (7) members as follows:

- (1) Ryerson, Armour, Perry, Burk's Falls, Kearny, Magnetawan, McMurrich/Montieth,
- (1) Machar, Jolly, Strong, Sundridge, South River,
- (1) Callander, Nipissing, Powassan.
- (1) Carling, McDougall, Whitestone, McKellar
- (1) Seguin
- (1) Archipelago
- (1) **Chair** - As appointed by and representing the Town of Parry Sound

- 1.2 It is the decision of the local councils to decide who their representative is. Those multiple townships which join together to fill one position must come to a consensus amongst themselves and advise the Chair who this representative is.
- 1.3 As a advisory body, conclusions shall be reached by consensus. Landmark recommendations will be voted on and presented to the Town of Parry Sound Council through the R&R process as the designated Delivery Agent, for their consideration.
- 1.4 The respective appointing municipalities shall be responsible for all costs and expenses of their members for participating in the EMS Advisory Committee. The Committee may make recommendations to the Town Council for expenditures that they would rule to be representative of the entire EMS Advisory Committee.
- 1.5 All members shall be entitled to write a minority report on any of the issues under the purview of this Committee and present such reports to the Town Council, however, any such report and presentation shall **not** include the collection of petitions, organization of lobbies or demonstrations.
- 1.6 All members in accepting to serve as members of this EMS Advisory Committee hereby undertake to comply with the conditions of these Terms of Reference.

**PARRY SOUND DISTRICT EMERGENCY MEDICAL SERVICE ADVISORY COMMITTEE  
TERMS OF REFERENCE**

- 2 -

Date Ammended: January 27, 2015

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**2.0 COMMITTEE ADMINISTRATION SUPPORT**

- 2.1 Committee Administrative Support shall be provided by the Town of Parry Sound.
- 2.2 The Director of Emergency and Protective Services shall be the Staff Resource person and a full participating non-voting member of the EMS Advisory Committee.

**3.0 CHAIRPERSON AND SPOKESPERSON**

- 3.1 The Chairperson is the official spokesperson for the Committee or their designate.
- 3.2 Section 3.1 does not prevent each of the members of this EMS Advisory Committee from reporting back to and discussing issues with the Municipalities which they represent.

**4.0 MEETINGS**

- 4.1 Regular meetings of the EMS Advisory Committee shall be held quarterly.
- 4.2 Meetings will be cancelled if there is no business to conduct.
- 4.3 Special meetings will be held upon call of the Chair or upon call of a majority of members of the Committee. In the latter case the meeting shall be called by the Town of Parry Sound Chief Administrative Officer. In the event of an emergency a committee member may contact the chairperson requesting an emergency meeting.

**5.0 REPORTING THROUGH THE AMBULANCE EMS ADVISORY COMMITTEE**

- 5.1 The EMS Advisory Committee shall:
  - a) regularly report to all participating District of Parry Sound Councils through the distribution of its minutes.
  - b) formally report to the Council of the Town of Parry Sound, the Town being the Lead Agent for Land Ambulance Operations/Services.
  - c) provide an annual report to Council outlining definable results.
- 5.2 The Town of Parry Sound Council's views will be represented by Town Council membership on the EMS Advisory Committee. This does not prevent Council representatives from seeking direction and initiative from their Council, or the Town Council from directing specific requests to the EMS Advisory Committee. Any disputes between the participating Councils/members

**PARRY SOUND DISTRICT EMERGENCY MEDICAL SERVICE ADVISORY COMMITTEE  
TERMS OF REFERENCE**

- 3 -

Date Ammended: January 27, 2015

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shall be referred to the Town of Parry Sound Council.

5.3.1 Recommendations for decision, shall be brought forward by the EMS Advisory Committee through the Director of Emergency and Protective Services, to the Council of the Town of Parry Sound through the R&R process. Reports considered by Council shall have prior consideration by the EMS Advisory Committee unless the reason for direct action by Council is clearly communicated, defined and accepted by Council.

5.3.2 Reports and recommendations must be presented to Town Council, through the EMS Advisory Committee for information, consideration and decision at the following landmarks:

Landmark Recommendations:

- a) For the approval of these Terms of Reference.
- b) For a change in the Terms of Reference.
- c) Upon establishment of a protocol for engaging the employees and transferring the ambulance service in-house.
- d) Upon establishment of an ambulance service model for the long-term.
- e) Any recommendations that will have an annual impact in excess of the approved budget.
- f) Change in EMS Advisory Committee membership with R&R to Council.
- g) To review and approve the District Land Ambulance Budget and Business Plan.
- h) To review and approve Ambulance Station Leases and Rental Agreements.
- i) To review and approve funding formulas and cost sharing agreements with other Districts.
- j) To review and recommend new funding formulas for District cost sharing.

**6.0 PUBLIC INFORMATION**

6.1 The public shall be informed of the actions of the EMS Advisory Committee through the following means:

1. All meetings shall be public unless required to be in camera in accordance with the Town of Parry Sound Procedural By-law.
2. Through availability of minutes of each meeting via the Town of Parry Sound Web Site and/or upon request of any individual.
3. Through reports distributed to the participating Councils.

**7.0 TERMS OF THIS EMS ADVISORY COMMITTEE**

**PARRY SOUND DISTRICT EMERGENCY MEDICAL SERVICE ADVISORY COMMITTEE  
TERMS OF REFERENCE**

- 4 -

Date Ammended: January 27, 2015

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7.1 The responsibilities and mandate of the EMS Advisory Committee shall coincide with Municipal elections, unless its term is extended by the Council of the Town of Parry Sound.

**8.0 LONG-TERM RESPONSIBILITIES OF THE EMS ADVISORY COMMITTEE**

8.1 The long-term responsibilities of the EMS Advisory Committee shall be to comment and advise on the operation and possible improvement and expansion of the Ambulance Service, including but not limited to the following:

8.1.1 Delivery of the service to comply with legislative standards.

8.1.2 Establishment of a District Oversight Committee to manage and control the service.

8.1.3 To develop a plan and strategy to improve the service through the location of stations, additional resources, addition of advanced life support and training.

8.1.4 To develop Sub Committees and Task Forces as required.

8.1.5 To work with all levels of government to develop strategies to improve service and seek out efficiencies.

8.1.6 To review and approve the District Land Ambulance Operational Budgets.

8.1.7 To review and approve District Land Ambulance Capital Budgets.

8.1.8 To review and approve Ambulance Station Leases and Rental Agreements renewals.

8.1.9 To review and approve funding formulas and cost sharing agreements with other districts.

8.2.0 To approve Land Ambulance Insurance Contracts.

8.2.1 To review and recommend new funding formulas for District cost sharing.



November 2, 2022

SENT ELECTRONICALLY

Judy Kosowan  
CAO/Clerk/Deputy Treasurer  
Township of Ryerson  
28 Midlothian Road RR#1  
Burk's Falls, ON P0A 1C0

Dear Ms. Kosowan:

**RE: Board of Health Appointment – District of Parry Sound / Southeast**

This letter is to advise you that Marianne Stickland's term of office on the Board of Health for the North Bay Parry Sound District Health Unit will expire November 14, 2022.

In accordance with Ontario Regulation 559, made under the *Health Protection and Promotion Act*, one member (municipal or citizen appointee) shall be jointly appointed to the Board of Health by the municipal councils of the Town of Kearney, the Village of Burk's Falls, the Townships of Armour, Joly, McMurrich/Monteith, Perry, Ryerson, and Strong, and the Municipality of Magnetawan.

Please forward the name, term of office, and the contact information for the Board of Health appointee, along with council's resolution prior to Wednesday, December 14, 2022, to Sheri Beaulieu, Management Administrative Assistant, at [sheri.beaulieu@healthunit.ca](mailto:sheri.beaulieu@healthunit.ca) or by fax to 705-474-8252.

The first meeting of the Board of Health for the 2023 – 2026 term is tentatively scheduled for Wednesday, January 25, 2023, from 5:00 to 7:00 p.m. In-person or virtual attendance is yet to be determined. The regular meeting schedule of the Board of Health for 2023 will be determined at the first meeting. A Board of Health orientation session for new and returning Board members will be scheduled prior to the first meeting.

I look forward to working with you to foster healthy living for the citizens in the Health Unit service area.

.../2

Your lifetime partner in healthy living.  
Votre partenaire à vie pour vivre en santé.  
[myhealthunit.ca](http://myhealthunit.ca)

Call Toll Free: 1-800-563-2808

 345 Oak Street West, North Bay, ON P1B 2T2	 70 Joseph Street, Unit 302 Parry Sound, ON P2A 2G5
 705-474-1400	 705-746-5801
 705-474-8252	 705-746-2711



To: Municipalities of Parry Sound Southeast  
Page 2 of 2  
Date: November 2, 2022

Sincerely yours,

James Chirico, H.BSc., M.D., F.R.C.P. (C), MPH  
Medical Officer of Health/Executive Officer

/sb

Letters sent to: Town of Kearney, Village of Burk's Falls, Townships of Armour, Joly, McMurrich/Monteith, Perry, Ryerson, and Strong, and the Municipality of Magnetawan

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Clerk/Deputy Treasurer Judy Kosowan
Date of Meeting:	November 15, 2022
Report Title:	Council Training – Conferences/Workshops
Report Date:	November 8, 2022

### **Recommendation:**

Be it resolved that the Ryerson Township Council authorize: \_\_\_\_\_ to attend the Rural Ontario Municipal Association (ROMA) January 22-24, 2023 in Toronto.

Be it resolved that the Ryerson Township Council authorize: \_\_\_\_\_ and Public Works Staff Supervisor Fred Schmeltz to attend the Ontario Good Roads Conference (OGRA) April 16-19, 2023 in Toronto.

Be it resolved that the Ryerson Township Council authorize: \_\_\_\_\_ to attend the Association of Municipalities of Ontario Conference (AMO) August 21 – 23, 2023 in London.

### **Purpose/Background:**

There are training opportunities for members of Council throughout the year, including annual conferences and workshops.

At this time of year, three of the conferences open registrations and hotel room reservations. Rooms have to be booked early or delegates will not have rooms in the host hotel.

The three conferences are: Rural Ontario Municipal Association (ROMA), Ontario Good Roads Association (OGRA) and Association of Municipalities of Ontario (AMO). Dates as noted above.

Council decision is required for these three at this time.

Additional opportunities include: Federation of Northern Ontario Municipalities (FONOM) held May 8-10 in Parry Sound this year, North East Fire Education Conference (usually only one day for councillors) March 27-28 in Huntsville and Essentials of Fire for councillors in South River, to be announced.

Other educational opportunities may become available throughout the year.

Eastholme,

## Administrator's Report,

October 26, 2022

### Funding announcements/updates:

#### 1.1 Changes:

- Containment Funding -September 1, 2022 announced **\$237,700**. News that same funding to cover up to December. Homes encouraged not to exceed allocation.

#### 1.2 Ongoing:

- Minor Capital – Subsidy \$5,945
- Permanent Wage Enhancement –subsidy \$42,369
- Medication Safety Technology Funding - \$3,816
- Investing in Canada Infrastructure Program (ICIP) –claim for October submitted

### Systems and program changes/Network:

- Scheduling – Comvida software –payroll being tested
- General Ledger (Goldcare) – Initiated vendor EFT payment process
- Resident subledger work is next.
- Cameras ordered – Difficult to source.
- Computer equipment – Deployment scheduled for October pending software licenses.
- Connexall – Migration attempt Saturday Oct 15<sup>th</sup>. Tentative next date Oct 29<sup>th</sup>.

### Construction Project (ICIP):

- Network project- began to migrate to new network.
- Network/Camera/Door cabling –Some deficiencies to be addressed. Additional work may be required for building automation system.
- Payment issued progress draw #5 - \$916,357.68
- Building Committee meeting#12-14 minutes.

### Staffing:

- Increasing hours of care – Foreign worker update (October 28 and Dec 1)
- Staff appreciation week (Oct 18<sup>th</sup> including community events) -was well received by staff.
- Long Service Awards October 26<sup>th</sup> (this afternoon – auditorium)

### Operational Items:

- Walk in Fridge – Notified this week materials arrived and begun to schedule work.
- Mask Fit Testing–Mask Fit Machine – Most staff tested. Few people being scheduled.
- Current PPE levels maintained at 1 month.
- Management &RN Training – October 21<sup>st</sup> and 24<sup>th</sup>, next session November 9&10
- Standing committees – Emergency Preparedness, Palliative Care Continuous Quality Improvement
- Upcoming funding requests – BSO positions, OH Home supports, Nurse Practitioner Funding

Community Support Services Program:

- Application for Age Well at Home funding submitted. Service Canada inquiry Aug 17<sup>th</sup>. No further update.
- Volunteer driver letter

Contracts, Compliance and Policy Review/update:

- The new *Fixing Long Term Care Act 2021* – proclaimed April 11<sup>th</sup>
  - a. Policy revisions to align with the act:
    - i. Zero Tolerance of Abuse policy **Deferred**
    - ii. Complaints policy **Deferred**
- Vaccination Policy updated April 14, 2022 – review/reassess in 4-6 weeks. **Deferred.**
- StaffStat agreement – on hold.
- Ontario Health – Service Accountability Agreements to be revised for the year beginning April 1, 2023. Some consultation with homes through advisory committee. Community and Hospital accountability planning submission (CAPS and HAPS) to launch November 7 2022.
- Insurance up for renewal – November 15<sup>th</sup>. Still working on completing documentation. Insurance company conducted property inspection September 21<sup>st</sup> and submitted report with five requested changes. Work is being quoted and scheduled.
- Ministry Inspection Report for the home.
- CIS report – M517-0000020-22 to M517-0000024-22.

Odelia Callery, CPA, CA  
Administrator

Eastholme, Home for the Aged  
Calculation of Savings/Cost from Hydro Contract

Billing Period	Bill Date	Consumption (KWh)	Hydro Rate		Ontario Wholesale Energy Rate	Global Adjmt per Inv.	Hydro One Total Cost	Ontario		Savings
			(first 73,500KWh)	(after 73,500KWh)				Wholesale Energy Cost	Global Adjmt Cost	
1-Feb-20	2-Mar-20	133,200,0000	0.119	0.139	2.40104	11,653800	17,044.80	3,198.19	15,522.86	- 1,676.25
3-Mar-20	1-Apr-20	117,400,0000	0.119	0.139	2.33284	9,862400	14,848.60	2,738.75	11,578.46	- 531.39
2-Apr-20	1-May-20	117,600,0000	0.119	0.139	1.52576	12,905500	14,876.40	1,794.29	15,176.87	- 2,094.76
2-May-20	2-Jun-20	133,800,0000	0.119	0.139	1.79629	8,753600	17,128.20	2,403.44	11,712.32	- 3,012.44
3-Jun-20	1-Jul-20	132,800,0000	0.119	0.139	2.23762	10,781100	16,989.20	2,971.56	14,317.30	- 299.66
2-Jul-20	31-Jul-20	156,600,0000	0.119	0.139	3.01293	9,635000	20,297.40	4,718.25	15,088.41	- 490.74
1-Aug-20	1-Sep-20	151,400,0000	0.119	0.139	2.89058	9,601600	19,574.60	4,376.34	14,536.82	- 661.44
2-Sep-20	25-Sep-20	100,294,3990	0.119	0.139	2.36636	10,903001	12,470.92	2,373.33	10,935.10	- 837.51
26-Sep-20	27-Oct-20	131,071,8870	0.126	0.146	2.12218	13,714169	17,666.50	2,781.58	17,975.42	- 3,090.50
28-Oct-20	25-Nov-20	129,952,5532	0.126	0.146	2.05146	11,443261	17,503.07	2,665.93	14,870.81	- 33.67
26-Nov-20	28-Dec-20	161,577,3558	0.126	0.146	2.47027	10,163008	22,120.29	3,991.39	16,421.12	- 1,707.78
29-Dec-20	27-Jan-21	145,616,7328	0.085	0.085	2.60811	8,840887	12,377.42	3,797.84	12,873.81	- 4,294.23
28-Jan-21	25-Feb-21	145,505,0519	0.085	0.085	4.28099	9,898433	12,367.93	6,229.05	14,402.72	- 8,263.84
26-Feb-21	26-Mar-21	127,168,8499	0.101	0.118	2.54194	8,242758	13,756.42	2,905.58	10,482.22	- 41.65
27-Mar-21	27-Apr-21	133,016,4453	0.101	0.118	2.18438	6,812188	14,446.44	3,232.55	12,873.81	- 2,479.53
28-Apr-21	27-May-21	128,169,9883	0.098	0.115	2.43400	9,811626	13,490.05	3,119.66	12,575.56	- 2,205.17
28-May-21	25-Jun-21	141,236,6914	0.098	0.115	3.05274	10,861554	14,992.72	4,311.59	15,340.50	- 4,659.37
26-Jun-21	27-Jul-21	163,224,3461	0.098	0.115	4.01516	7,835945	17,521.30	6,553.72	12,790.17	- 1,822.59
28-Jul-21	26-Aug-21	160,269,8431	0.098	0.115	5.05244	8,213934	17,181.53	8,097.54	13,164.46	- 4,080.47
27-Aug-21	27-Sep-21	140,643,4014	0.098	0.115	4.14958	5,687085	14,924.49	5,836.11	7,998.51	- 1,089.87
28-Sep-21	27-Oct-21	126,548,1013	0.098	0.115	5.24033	6,839470	13,303.53	6,631.54	8,655.22	- 1,983.23
28-Oct-21	25-Nov-21	122,109,9383	0.098	0.115	4.65178	6,092813	12,793.14	5,680.29	7,439.93	- 327.08
26-Nov-21	28-Dec-21	141,654,4071	0.098	0.115	4.67247	5,194396	15,040.76	6,618.76	7,358.09	- 1,063.91
29-Dec-21	27-Jan-22	151,616,3695	0.098	0.115	5.23010	4,849530	16,186.38	7,929.69	7,352.68	- 904.01
28-Jan-22	25-Feb-22	141,001,3191	0.098	0.115	5.16616	4,990748	14,965.65	7,284.35	7,037.02	- 599.86
26-Feb-22	28-Mar-22	141,441,8463	0.098	0.115	4.74094	5,451555	15,016.31	6,705.67	7,710.78	- 651.41
29-Mar-22	27-Apr-22	123,556,1662	0.098	0.115	4.09261	5,868894	12,959.46	5,056.67	7,251.38	- 416.46
28-Apr-22	27-May-22	122,454,6784	0.098	0.115	4.17664	5,962892	12,832.79	5,114.49	7,301.84	- 2,830.35
28-May-22	27-Jun-22	140,625,8525	0.098	0.115	4.64790	7,976250	14,922.47	6,536.15	11,216.67	- 6,620.32
28-Jun-22	28-Jul-22	141,463,8515	0.098	0.115	6.83884	8,457758	15,018.84	9,674.49	11,964.67	- 5,592.52
29-Jul-22	26-Aug-22	138,263,5572	0.098	0.115	9.29343	5,347685	14,650.81	12,849.43	7,393.90	- 1,580.83
27-Aug-22	28-Sep-22	136,369,2902	0.098	0.115	7.58762	4,155349	14,432.97	10,347.18	5,666.62	-
- 37,997.58										

Cummulative effect of hydro & gas contracts - 24,358.84

**Eastholme  
East District of Parry Sound  
Home for the Aged  
Operating Budget 2022**

	Budget 2022		Level of Care Funding		Budget January to September 2022		Actual January to September 2022		Under (Over)	
Revenue										
Ministry operating funding	\$	7,222,500			\$	5,416,875	\$	4,851,207	\$	565,668
Resident revenue basic fees	\$	2,874,200			\$	2,155,650	\$	1,898,160	\$	257,490
<b>TOTAL</b>	\$	<b>10,096,700</b>			\$	<b>7,572,525</b>	\$	<b>6,749,367</b>	\$	<b>823,158</b>
Ministry capital payment SW-construction subsidy	\$	-			\$	-	\$	-	\$	-
Resident revenue private accommodation fees	\$	543,000			\$	407,250	\$	344,607	\$	62,643
Resident revenue semi-private accommodation fees	\$	53,600			\$	40,200	\$	39,791	\$	409
Subsidy for Basic Revenue during covid19	\$	77,400			\$	58,050	\$	14,076	\$	43,974
Subsidy for Covid19 - containment funding	\$	416,400			\$	312,300	\$	1,029,643	\$	(717,343)
Subsidy - One time	\$	167,900			\$	125,925	\$	2,645,981	\$	(2,520,056)
Interest	\$	15,000			\$	11,250	\$	34,898	\$	(23,648)
<b>Sub-Total</b>	\$	<b>11,370,000</b>			\$	<b>8,527,499</b>	\$	<b>10,858,363</b>	\$	<b>(2,330,863)</b>
Municipal Levy (5%) 1,410,420 x 1.05	\$	1,480,900			\$	1,110,675	\$	1,110,675	\$	-
Covid Specific Levy	\$	-			\$	-	\$	-	\$	-
Transfer from reserve	\$	110,500			\$	82,876	\$	0	\$	82,876
<b>Total Revenue</b>	\$	<b>12,961,400</b>			\$	<b>9,721,050</b>	\$	<b>11,969,038</b>	\$	<b>82,876</b>
<b>Expenses</b>										
Program and Support Services	\$	637,100	\$	571,200	\$	477,825	\$	463,757	\$	14,068
BSD phase 1 and 2	\$	63,400	\$	63,400	\$	47,550	\$	47,550	\$	-
Raw Food	\$	604,200	\$	445,700	\$	453,150	\$	446,828	\$	6,322
Nursing and Personal Care	\$	7,267,100	\$	6,216,400	\$	5,450,325	\$	5,129,796	\$	320,529
Accommodation (OA*)	\$	4,389,600	\$	2,800,000	\$	3,292,200	\$	5,824,567	\$	(2,532,366)
<b>Total Expenses</b>	\$	<b>12,961,400</b>	\$	<b>10,096,700</b>	\$	<b>9,721,050</b>	\$	<b>11,912,498</b>	\$	<b>(2,191,447)</b>
<b>Excess of Revenue over Expenses</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>56,540</b>	\$	<b>(56,540)</b>

\*OA = Dietary, Admin, Board, Building & Property, Facility, Housekeeping, Laundry

Note 1  
At time of budget it was uncertain whether there would be additional containment funding.

Note 2  
Includes ICP project funding.

Note 3  
Higher interest received due to increase in bank balance during construction.

Note 4  
Budget includes higher wage costs to achieve the additional hours of care  
Actual staffing levels lower than expected at this time

Note 5  
Includes the ICP project costs, walk in freezer cost, computer and network, and insurance inspection modifications.



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Heritage Centres  
Watt Century Farm House  
827 Chetwynd Road  
Armour Township  
  
Wiseman's Corner Schoolhouse  
112 Midlothian Road  
Ryerson Township

**MINUTES**  
**Burk's Falls & District Historical Society**  
**Fell Homes, Burk's Falls**  
**Monday, October 17, 2022**

Members Present: Diane Brandt – President  
Charlene Watt – Secretary  
Lorne Main  
Jarv Osborne  
Delynne Patterson  
Judy Ransome

The Members present constituted a quorum.

**Call to Order:**

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

**Welcome:**

Diane welcomed Members. Regrets from Nieves Guijarro and Jenny Hall.

**Delegation:**

None

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

Acceptance and adoption of the September 19, 2022 Meeting Minutes as circulated: **Moved by Jarv Osborne, Seconded by Delynne Patterson. Carried**

**Treasurer's Report:**

A written Treasurer's / Financial Report was submitted by Kendra Kellas and presented to Members by Charlene Watt and Diane Brandt. Main bank account balance was \$12,189.73 on September 30, 2022. Expenses from September to current include Net Spectrum automatic withdrawal \$56.44; Cheque #234 in the amount of \$311.25 to Diane Brandt for expenses; Cheque #235 in the amount of \$12.75 to Armour Township; Cheque #236 in the amount of \$103.34. to Home Building Centre; Cheque #237 in the amount of \$16.92 to Home Hardware. Deposit of \$156.55 was made on September 19, 2022. Cheques written in October but not cleared to date include: #238 in the amount of \$3,488.81 to Armour Township for



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827 Chetwynd Road  
Armour Township  

---

Wiseman's Corner Schoolhouse  
112 Midlothian Road  
Ryerson Township

wages and #239 in the amount of \$65.00 for membership to the Ontario Historical Society. The lottery account balance is \$65.00. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Jarv Osborne, Seconded by Lorne Main. Carried**

### **Committee Reports:**

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

Diane updated Members that the kitchen and pantry have been painted. The garage has been organized and winterization preparations are underway.

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

The schoolhouse remains closed at this time. Delynne Patterson, Ryerson Representative updated Members on the status of repairs by the contractor at the schoolhouse. Additional information will be provided at a later date.

Diane informed Members that a report will be provided to individual Councils after the new term is sworn in.

### **Correspondence:**

In response to last month's general business, Jenny Hall provided an email from Laura Harris at Trillium Tax Services. The Historical Society has been quoted \$75 per hour to complete and file the Charitable Income Tax Status form for 2023. **Motion to accept the quote from Trillium Tax Services of \$75 per hour to complete the Charitable Status Return effective 2023. Moved by Jarv Osborne, Seconded by Lorne Main. Carried.**

### **General Business:**

Burk's Falls Arrow newspapers have been received from Sandra Gohm. We have received 9 publications: October 2, 1940, November 5, 1941, November 11, 1942, December 8, 1943, November 15, 1944, November 7, 1945, October 16, 1946, November 9, 1947 and December 1, 1948.

Watt Farmhouse Halloween Ghost Hunt will be held on Saturday, October 29, 2022 from 1:00 p.m. to 3:00 p.m. A flyer has been created to promote the family friendly event. Admission is \$5 per family. Ghosts will be hung around the heritage centre with the names of Watt family members. Children will be given an opportunity to play a game by listing the names and handing in their paper to be entered into a draw at the end of the afternoon. Jarv Osborne offered to deliver winning pumpkins, if required. Collin's Valu-Mart has donated 50 mini pumpkins and 3 large pumpkins. Diane has filled 75 treat bags.



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Watt Century Farm House  
827 Chetwynd Road  
Armour Township  

---

Wiseman's Corner Schoolhouse  
112 Midlothian Road  
Ryerson Township

Duties for the event were assigned:

Front entrance greeter & cash collector: Kendra Kellas

Front entrance ghost hunt game handout: Judy Ransome

Kitchen refreshment server: Jarv Osborne

Enclosed porch candy bag server: Diane Brandt

Enclosed porch collector of completed ghost hunt game sheet: Charlene Watt

Garage pumpkin handout: Nieves Guijarro / Delynne Patterson

Delynne will be in attendance, depending on the result of the municipal election. She is scheduled for training that day and if elected, cannot attend the event.

Charlene and Diane will decorate on October 22, 2022. Members will meet at the farm house at 12:30 on October 29, 2022.

#### **New Business:**

Lorne Main read an article from the Ontario Historical Society's newsletter regarding a requirement for historical societies to register under the new Ontario Business Registry or risk losing their incorporation. Diane Brandt advised that the Municipal Clerk for Armour Township had completed the requirement for us; however, Diane will phone the Ontario Historical Society to ensure that the account is set up.

#### **Adjournment:**

The next meeting will be held on November 21, 2022 at Fell Homes. There being no further business, **Jarv Osborne moved to adjourn the meeting at 7:43 p.m.**

---

Recorded by  
Charlene Watt, Secretary

---

Approved by  
Diane Brandt, President



## JOINT BUILDING COMMITTEE MEETING

### Minutes

Thursday, October 20, 2022 at 6:00 p.m.  
Township of Strong Office

---

The Zoom Link to attend the virtual meeting is available on the website;  
<https://calendar.strongtownship.com/meetings>

**Present:** Sundridge – Absent  
Ryerson – Joe Vella (by teleconference)  
Joly – Budd Brown (by teleconference)  
Strong – Kelly Elik  
South River – Absent  
Burk's Falls – Rex Smith (by teleconference – arrived at 6:22 pm)  
Machar – Bart Wood (in person)

**Absent:** South River – Doug Sewell with notice, Barb Belrose with notice, Strong – Jason Cottrell without notice

**Staff Present:** CBO: Brain Dumas (by teleconference), JBC Secretary: Kim Dunnett (in person)

**Guests:** None

#### 1. Call to Order:

The Joint Building Committee meeting was called to order at 6:06 p.m. by the Vice Chair Bart Wood.

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

#### 3. Approval of Agenda:

**Resolution # 2022-031**

**Moved by: Kelly Elik**

**Seconded by: Budd Brown**

Be it resolved that this committee does hereby approve the Agenda of the regular meeting for October 20, 2022, as presented.

**Carried**

**4. Delegation:** None

#### 5. Adoption of Minutes:

**Resolution # 2022-032**

**Moved by: Joe Vella**

**Seconded by: Kelly Elik**

Be it resolved that this committee does hereby adopt the minutes of the regular meeting of September 15, 2022, as circulated.

**Carried**

#### 6. Approval of Financials:

**Resolution # 2022-033**

**Moved by: Budd Brown**

**Seconded by: Kelly Elik**

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

- September 2022 \$18,837.14

and accepts the Financial Report for September 2022.

**Carried**

## JOINT BUILDING COMMITTEE MEETING

### Minutes

Thursday, October 20, 2022 at 6:00 p.m.  
Township of Strong Office

**Financial Report:** The Secretary updated the members on the current bank account balance. An investment report was presented, however the committee decided not to pursue at this time and will let new committee decide.

**7. Christmas Hours:** The members were advised that Strong Township Office will be closed over the holidays, the JBC Office usually observes the same closure days.

#### **Resolution # 2022-034**

**Moved by: Kelly Elik**

**Seconded by: Budd Brown**

Be it resolved that this committee does hereby approve the JBC Christmas hours as follows;

December 23, 2022 Closed (Noon)  
December 26, 2022 Closed  
December 27, 2022 Closed  
December 28, 2022 Closed  
December 29, 2022 Closed  
December 30, 2022 Closed  
January 2, 2023 Closed

**Carried**

**8. Christmas Bonus:** The Secretary informed the committee members that a Christmas bonus was included in the preparation of the 2022 budget and communicated the amounts given in the previous year.

#### **Resolution # 2022-035**

**Moved by: Joe Vella**

**Seconded by: Kelly Elik**

Be it resolved that this committee does hereby approve a Christmas bonus for the CBO in the amount of \$500.00 and the Building Inspector in the amount of \$300.00.

**Carried**

**9. Financial Statements:** The Secretary communicated that the Draft Final Financial Statements were circulated to the Clerks.

#### **Resolution #2022-036**

**Moved By: Budd Brown**

**Seconded by: Kelly Elik**

Be it resolved that this committee has hereby received and reviewed the 2021 Draft Audited Financial Statements.

**Carried**

**10. CBO Report:** The CBO gave a brief report on building permits, CGIS CBO Module and DCBO position.

**11. Correspondence:** None

**12. New Business:** None

**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, October 20, 2022 at 6:00 p.m.

Township of Strong Office

**13. Closed Session:**

**Resolution #2022-037**

**Moved By: Kelly Elik**

**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 6:25 p.m.

***Carried***

**The Committee resumed their regular meeting at 6:42 p.m. The Vice Chair reported that committee discussed the matters it was permitted to under the resolution authorizing.**

**Resolution # 2022-038**

**Moved by: Rex Smith**

**Seconded by: Joe Vella**

Be it resolved that this committee does hereby recommend that the Building Inspector receive a \$1.00/hr wage increase for 2023, effective January 1, 2023, with additional \$1.00/hr upon successful completion of Large Building Exam

***Carried***

**14. Adjournment:**

**Resolution # 2022-039**

**Moved by: Kelly Elik**

**Seconded by: Rex Smith**

Be it resolved that this committee does hereby adjourn at 6:45 p.m. to meet again on January 19, 2023 at 6:00 p.m. or at the call of the Chair

***Carried***

---

Kim Dunnett, Secretary

---

Bat Wood, Vice Chair

JOINT BUILDING COMMITTEE  
P.O. BOX 1120  
SUNDRIDGE, ON P0A 1Z0  
PHONE 705-384-9444 – FAX 705-384-9445

RESOLUTION

Date: October 20, 2022

Resolution #2022 - 038

Moved by Rex Smith

Seconded by Joe Vella

Be it resolved that this committee does hereby recommend that the Building Inspector receive a ~~\$1.00/hr~~ wage increase for 2023, effective January 1, 2023. with an additional \$1.00/hr upon successful completion of Large Building Exams.

Carried

Defeated

Bart Wood  
Chairperson

Recorded Vote:	For	Against
Barb Belrose	.....	.....
Budd Brown	.....	.....
Jason Cottrell	.....	.....
Doug Sewell	.....	.....
Rex Smith	.....	.....
Joseph Vella	.....	.....
Bart Wood	.....	.....

Conflict of Interest Declared and Seat(s)

Vacated: \_\_\_\_\_



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

**Minutes:** October 6, 2022, 11:00 am via Zoom and in the AHHC boardroom

Present: Rod Ward (Chair), Cathy Still, Dennis Banka, Brad Kneller, Norm Hofstetter, Tom Bryson, Camille Barr (Secretary)

Regrets: Joe Vella, Barbara Belrose, Marianne Stickland (Vice Chair), Carol Ballantyne

Guests: Kevin MacLeod (BFFHT), Margaret Ann MacPhail (Perry Township)

Called to order at 11:00 am by Chair R. Ward

1. 2022-23 Moved by B. Kneller - Seconded by C. Still  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council adopt the minutes from the regular meeting of September 2, 2022, as circulated. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:** None
4. **RESOLUTIONS PASSED:** None
5. **ITEMS FOR DISCUSSION**
  - A) **Funding Support for the Health Human Resources Recruiter Position**  
**Discussion**  
Effort is being made by the MAOHT to hire a permanent Health Human Resource Recruiter to tackle the challenges of recruitment and retention for the region (Gravenhurst to Sundridge). The position will focus first on family medicine doctors and nurse practitioners; however, it will also recruit all types of health care providers. To support the position initially, MAOHT will reach out to municipalities to provide financial support for the position while they work to fund it permanently. It has been said that the ask could be approx. \$1000.00 per municipality per year for three years. The ask will come post-election.
  - B) **Terms of Reference**  
Adjustments were made to the draft Terms of Reference with the final draft sent to Council. The Terms, now in effect, will act as a guide for new members and will be reviewed next term. A copy will be sent to Clerks, along with meeting minutes and Progress Report.

**C) Update on the Intent to Appoint AHHC Members Next Term**

Almost all current member municipalities shared their intent to appoint an AHH Council representative next term of council. The ask was sent to Machar and South River. No response received yet.

**D) Update on Local Share**

C. Still and R. Ward met with MAHC Vice Chair, Chair, and CEO this week. It was a positive meeting however it was made clear that municipalities will be impacted by the local share for the two new hospital builds. At this time the dollar amount is not known. It can be anticipated that with the inflated costs the build will be significantly more than initially projected. The hospital will fundraise for the builds and a commitment from municipalities must be in place by the end of 2023. Individual municipalities will each have to figure out how they will come up with the funding.

AHHC wishes to be a part of the conversations regarding the new build as the AHHC building acts as a satellite to MAHC. The importance of the MAHC services in the building and maintaining them was highlighted. CEO Cheryl will attend the AHHC meetings on a quarterly basis to provide an update on the builds.

**E) Monthly Progress Report Review**

Chair R. Ward reviewed the Progress Report with Council.

**F) Meeting Time and Boardroom Access**

Due to a scheduling conflict, meetings of the AHHC will now be held the first Thursday of the month at 10:00 am. Location remains the AHHC boardroom.

**G) Other business**

The AHH Council has approx. \$4770.00 in unallocated funds. It was suggested this may be used to offset renovation costs for the BFFHT. Further discussions may occur in the next meeting.

Kevin MacLeod and the FHT met too with CAO of MAHC highlighting the importance of physio, diabetes education, blood lab and x ray services staying. Additionally highlighted was the importance of this satellite branch for accessibility with the cost to visit Huntsville and Bracebridge not being feasible for residents. It was clarified that there are no plans to close to programs and that the recent closures have strictly been an HHR matter; an issue they are working on.

The FHT has a tender out for renovations in the main floor of the AHHC for doctor space as well the upstairs for OTN and mental health. Tender closes on the 11<sup>th</sup> with the goal of the work completed by December.

2022- 24 Moved by N. Hofstetter - Seconded by T. Bryson

**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council adjourn at 11:58 am to meet again on November 3<sup>rd</sup> at 10:00 am.

Location will be in person at the AHHC unless notified otherwise.

# AHH Council – Key Areas of Focus & Progress- September 2022

This summary provides the information related to the key areas of Focus and Progress as outlined in June 2019 for the Almaguin Highlands Health Council...



## Ontario Health Team Partnership

Document and communicate the specific healthcare needs of the entire Almaguin Highlands in order to create our vision of people-centred care within our own community. Establish partnership with OHT (or OHT's) which aligns with and supports our vision.



## High-Speed Internet Throughout Almaguin Highlands

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 existing and future digital healthcare options.



## Attract & Retain Healthcare Professionals

Ensure 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.



## Coordinate Healthcare Services to Serve Entire Region

Advocate for new and expanded healthcare services and help influence decisions which protect our region. Continually partner with our healthcare providers in support of the specific healthcare needs of our community.

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

- AHHC participation in MAOHT Digital Working Group (on-going)
- AHHC participation in MAOHT Collaboration Steering Committee (on-going)
- AHHC now part of MAOHT Health Human Resources Working Group (on-going)

- **High-speed build-out by Bell announced for portions of Almaguin region August 2022 (details TBD)**

- **Considering further assistance for BFFHT renovations (if required)**
- **MAOHT requesting funding assistance from Almaguin region for recruiting position (HHR task force request)**
- Physician-candidate enrollment at NOSM increased for 2022 (announced March 2022)

- **Discussions held with MAHC Board chair, vice-chair and CEO regarding “local share” funding**
- **MAHC CEO to provide quarterly hospital updates to AHHC**
- Continuing efforts to extend physician catchment area in Burk's Falls to include Kearney and McMurrich-Monteith

TERMS OF REFERENCE FOR  
ALMAGUIN HIGHLANDS HEALTH COUNCIL

(UPDATED: SEPTEMBER 2022)

## Definitions

**“Almaguin Highlands Health Centre”** is a health centre building located at 150 Huston Street in Burk’s Falls, Ontario and owned by Village of Burk’s Falls. The Village of Burk’s Falls manages the physical building and the leases with various healthcare service professionals housed in the building.

**“Almaguin Highlands Health Council”** is the name of the committee made up of appointed Municipal Council representatives from participating member municipalities. The mandate and composition of the Almaguin Highlands Health Council is outlined in this document.

**“Approval”** means the approval of the majority of the Health Council members.

**“Health Council Member”** is any member who sits on the Almaguin Highlands Health Council.

**“Health Council”** is an abbreviated name for the Almaguin Highlands Health Council.

**“Village”** means the Village of Burk’s Falls.

**“User(s)”** is / are any member of the public using healthcare services in the Almaguin Highlands region.

## BACKGROUND

After the closure of the hospital, including the emergency departments in 2010, the former Burk’s Falls and District Hospital was returned to the Village of Burk’s Falls from Muskoka Algonquin Health Care (MAHC) due to a past agreement. The building, now known as the Almaguin Highlands Health Centre, continues to be owned and maintained by the Village of Burk’s Falls. In 2011, a committee structure was created to represent the Health Centre and to advocate for continued health care services within the Almaguin Highlands Health Centre. The organization was comprised of municipal elected officials, area residents and members of health care agencies. A Letters Patent was filed in 2011 to become a non-profit charitable organization (Ontario Corporation Number 1836004, under the name Almaguin Highlands Health Centre) allowing the organization to receive donations from the public and private

sectors along with private citizens; however, Terms of Reference for the committee were not created at that time.

Since 2011, membership has experienced fluctuation, both in terms of members and represented municipalities. In 2018 following the municipal elections a call out for representation was made with ten municipalities appointed representation. In 2020, the organization re-branded its name from the original Almaguin Highlands Health Centre Committee to the Almaguin Highlands Health Council to separate its activities from those within the physical Health Centre building and to reflect a focus on healthcare services across the Almaguin Highlands region.

As the organization's representation has changed over the years so have its goals and intentions, including a focus beyond the Almaguin Highlands Health Centre building to services provided across the entire Almaguin Highlands region. These Terms of Reference have been created to finalize the structure of the Almaguin Highlands Health Council and to outline the roles and responsibilities for both the Council and the Village of Burk's Falls (being the property owner of the Almaguin Highlands Health Centre building).

## MANDATE OF THE ALMAGUIN HIGHLANDS HEALTH COUNCIL

Following are the key objectives of the Almaguin Highlands Health Council:

1. Represent the needs of citizens across the Almaguin Highlands region from a healthcare perspective;
2. Promote current healthcare related services delivered within the region of the Almaguin Highlands;
3. Advocate for the development of new / future services in the region, highlighting potential needs of the population to the administering Ministry or other governing body;
4. Actively participate on local healthcare boards, committees and other decision bodies in an effort to ensure that the Almaguin Highlands region has an appropriate level of representation and decision-making capability with respect to healthcare-related decisions and investments;
5. Assist with the development of healthcare services through fund-raising efforts and via resolutions with the various represented Municipalities to support specific healthcare initiatives.

## GUIDING PRINCIPLES

Build and foster strong relationships with healthcare providers and governing bodies with respect to healthcare initiatives across the Almaguin Highlands.

Advocate and champion meaningful partnerships.

Foster an environment of positive progress toward healthcare excellence for our region.

Communicate and share our goals and successes with our partners and constituents.

## ENGAGEMENT APPROACHES

1. **Consult** with our partners, healthcare providers, Ministry experts, and users of the healthcare system in our region. This will enable us to gain knowledge on funding models, determine healthcare service delivery options and determine areas of focus for the Health Council.
2. **Advocate** for health care service delivery providers and/or agencies as a means to inform governing bodies of the need and demand for the continuation and/or expansion of services within the Almaguin Highlands area.
3. **Collaborate** with stakeholders on enhancements to healthcare service delivery models in the Almaguin Highlands.
4. **Assist** healthcare providers through promotion of the Almaguin Highlands in efforts to recruit and retain healthcare professionals.
5. **Communicate** our activities and success across the Almaguin Highlands region.

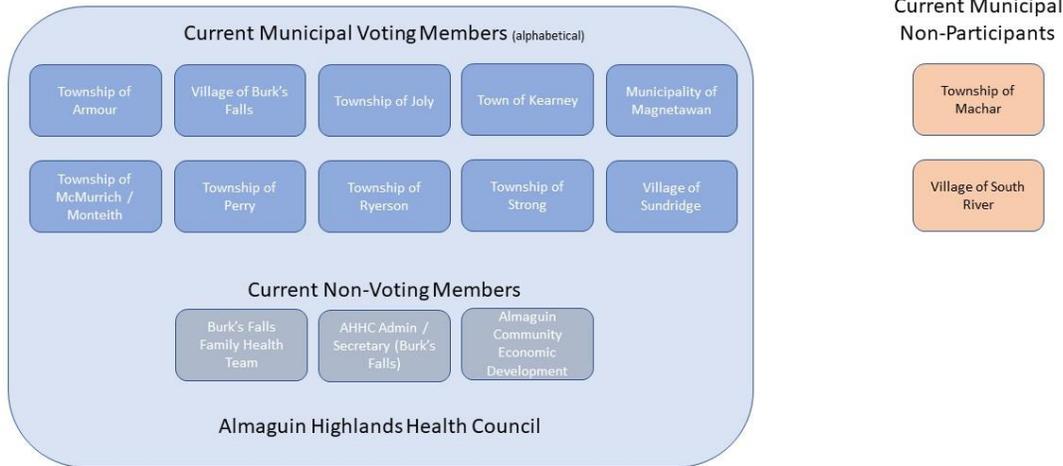
## Almaguin Highlands Health Council

### Composition

The Council shall consist of municipal representation, community advocates, and healthcare professionals. This may include, but not be limited to, physicians / nurses / nurse practitioners, healthcare administrators, healthcare management, senior care services, patient advocates, and economic development representatives. Health Council participation is a voluntary position. In addition to the Council members, the Village of Burk's Falls will appoint one (1) person to act as the Administrator / Secretary for the Council (non-voting).

There shall be a maximum of fourteen (14) and a minimum of eight (8) members of the Council.

As at November 2018 and until such time as voting membership changes (see “Appointing Members” and “Termination of Members” below), following is the make-up of the voting Municipal members across the Almaguin Highlands:



### Member Roles

As elected representatives of the respective communities represented on the Almaguin Highlands Health Council, only municipally-appointed members will be “voting” members of the AHHC Council.

Each member of the Health Council shall have one vote of equal value on all decisions. From the membership there shall be two appointed positions, determined by majority vote from the

entire appointed membership, for the positions of Chair and Vice-chair. Proxy votes shall not be permitted.

Municipal representation on the Almaguin Highlands Health Council will align with the four-year municipal term.

#### Almaguin Highlands Health Council Chair Responsibilities

- a) The Chair shall preside over meetings ensuring each member provides input on matters. This position calls meetings to order and follows the prepared agenda items for discussions and summarizes outcome.
- b) The Chair shall call for a vote on all decisions to be made by the Council.
- c) The Chair shall have one vote and shall vote last on decisions.
- d) The Administrator / Secretary shall report to the Chair any concerns between meetings regarding service delivery. The Chair will determine if the matter is urgent to call a Council meeting, or if it can hold until the next regular meeting.
- e) The Chair shall ensure all members show respect during a meeting and shall have the right to remove a member should they continue to act out at a meeting.
- f) The Chair shall act as a signing authority for the Health Council, where applicable.
- g) The Chair acts as the official liaison with media.
- h) A Vice Chair will be appointed amongst members and will attend meetings related to the Health Council if the Chair is unavailable.

#### Almaguin Highlands Health Council Member Responsibilities

- a) Attend monthly meetings and special meetings as required.
- b) Actively seek and foster working relationships with health and mental health providers and/or agencies.
- c) Assist and participate in all decision-making processes.
- d) Follow guiding principles of Terms of Reference.
- e) Report back to respective Municipal Councils on the activities of the Almaguin Highlands Health Council and make requests of their Municipal Councils as required.

#### Administrator / Secretary Responsibilities

- a) The Administrator / Secretary shall prepare agendas in conjunction with the Chair and record minutes for all Health Council meetings, as well as sending notice to each member of upcoming meetings.
- b) The Administrator / Secretary shall collect and mail as necessary to ensure the Chair can compose timely responses to those inquiries.
- c) The Administrator / Secretary shall ensure there is quorum for every meeting.
- d) Working with the Chair coordinates the matters for discussion at each meeting through the preparation of an agenda.
- e) The Administrator / Secretary shall be responsible for prompt payment of all bills.
- f) The Administrator / Secretary shall be responsible for maintaining accurate and complete accounting records of all receipts and disbursements and submit a monthly and annual statement to the Health Council.

## Appointing Members to the Almaguin Highlands Health Council

Every four years, after a municipal election the Administrator / Secretary shall solicit municipalities within the Almaguin Highlands area to appoint a representative to become an Almaguin Highlands Health Council member. This will include solicitation of all twelve (12) municipal councils in the region, whether or not they were participants in previous terms.

Municipal elected officials will be appointed by their respective municipal Council for a four-year term.

Should a vacancy occur mid term then a request will be made to that municipal Council seeking an alternative member from that Council.

Members from the healthcare field or the Almaguin Highlands community shall be accepted as non-voting members provided the maximum number is not exceeded. These members will be accepted by resolution through a majority vote of the Health Council.

Should a member wish to leave the Health Council a written resignation letter to the Chair shall be submitted with as much notice as possible.

### Termination of Member Appointment

Should an appointed member miss more than three (3) consecutive meetings without prior and reasonable explanation the member's seat will be deemed vacant and a replacement sought.

Should the Chair and a quorum of the Health Council agree that an appointed member has disrupted the ease of the Council and/or has breached the code of conduct, ethics or any other behaviour that could cause the Almaguin Highlands Health Council harm and/or created a negative image of the Health Council, said member shall be terminated from the Health Council through notification to the representative municipality.

Should a represented Municipal Council decide to cease its participation in the Almaguin Highlands Health Council, a resolution indicating its decision from the individual Municipal Council shall be presented to the Almaguin Highlands Health Council Administrator / Secretary and / or Chair. This will be the case whether participation is ceased mid-term (i.e. of the four-year municipal term) or at the start of a new four-year term.

### Council Quorum

The quorum of the Group will be 50%+1 of its membership. If quorum is not achieved within 15 minutes of the meeting time, the meeting will not proceed, and no discussion or decisions will be made.

### Council Meeting Terms & Requirements

A meeting will be called by the Chair once a month to discuss Almaguin Highlands Health Council progress. Every member of the Health Council is expected to attend all meetings. Each member of the Council will receive an agenda at least two days prior to the meeting date. A meeting may also be called when 2/3 of the members call one.

## Almaguin Highlands Health Council Funds

Funds received by the Almaguin Highlands Health Council shall be derived from donations and / or from solicitation by resolution to the represented Municipal Councils. These funds shall be managed through the Village of Burk's Falls with use of funds determined by the Health Council. Funds will be used for the continuation and / or expansion of current and future health care services across the Almaguin Highlands region, as appropriate and agreed. Disbursement of funds shall be agreed through resolution and majority vote by the Health Council.

Funds collected from participating Municipal Councils for a specific, named purpose shall be used only for that purpose unless a resolution is received from each contributing Municipality directing the funds elsewhere. Tracking and allocation of these funds will be administered by the Village of Burk's Falls. Funds not directed for a specific, named use will be disbursed at the discretion of the Health Council through resolution and majority acceptance.

The Village of Burk's Falls will be accountable for the maintenance and repair of the Almaguin Highlands Health Centre Building, located at 150 Huston Street in Burk's Falls, Ontario. As representatives of their respective Municipal Councils, AHHC members will also consider requests for additional funding from the Village of Burk's Falls to cover occasional operating deficits related to the Almaguin Highlands Health Centre building. All requests will first be brought forward to the Health Council by the Village for discussion and transparency. Funding requests to member municipalities, however, will be made directly by the Village of Burk's Falls. Each Municipal Council must agree, by their own resolution, to assist.

## Health Council Conflict of Interest

Any form of conflict must be disclosed prior to each meeting to avoid any unfair voting or decision making. The Health Council is open to feedback from all members who are not in conflict. Every member is encouraged to read the Conflict of Interest Act to ensure their understanding of rules.

## Health Council Nepotism

The Council shall not hire, contract or favour any business based on relations between individuals. The Council shall not engage in meaningful occupational gain with parents, children or grandparents/children of member from the Council.

## Health Council Code of Conduct

All members of the Health Council are mandated to follow the Code of Conduct, and Workplace Harassment Policies. Failure to do so will result in removal from the Council.

## Village of Burk's Falls

As the Village of Burk's Falls maintains ownership of the properties located at 150 Huston Street and 162 Huston, the day-to-day operations of these buildings, including tenant relations is under the care and control of the Village of Burk's Falls. It is anticipated, however, that due its mandate, the Almaguin Highlands Health Council will provide input and assistance with respect to the addition of healthcare services at the building.

**John Theriault (Clerk-Treasurer Administrator)**

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**From:** Deputy Mayor Barry Burton <bburton@clearview.ca>  
**Sent:** September 26, 2022 12:37 PM  
**To:** John Theriault (Clerk-Treasurer Administrator)  
**Subject:** Almaguin Area Joint Compliance Audit Committee Application

Attn Clerk / Treasurer  
Township Of Armour

I was made aware by Nancy Field from Ryerson Township of the opening for a committee member on the Joint Almaguin Area Compliance and Audit Committee.

I am in the process of moving to 1009 Spring Hill Rd. in Ryerson Twp.  
I am also in the process of retiring from municipal politics after several years as Deputy Mayor for the Township of Clearview.  
I will be available and living fulltime in Ryerson Twp starting the middle of October 2022

Please find below Resume

Barry Burton

2006 to present  
Owner Operator (President) Burton Lighting Network Ltd.  
Lighting specifier certified Illuminating Engineering Society of North America

2014 to Present  
Deputy Mayor Township of Clearview /County of Simcoe Councillor  
Chair of Committee of Adjustment  
Chair of Youth Committee  
Chair of Public Planning Meetings

2018 to 2020  
Deputy Warden County Of Simcoe  
Chair of Governance Committee  
Vice Chair Economic Development  
Member Simcoe County Museum Committee

2016 to Present  
Provincial Commissioner Niagara Escarpment Commission

**Deputy Mayor Barry Burton**

Township of Clearview  
(705) 428-6230 ext.276  
(705) 790-8088  
[bburton@clearview.ca](mailto:bburton@clearview.ca)  
[www.clearview.ca](http://www.clearview.ca)

**In response to the COVID-19 pandemic, Clearview Township has implemented strategies to ensure we stay connected safely. Please exercise physical distancing & follow health guidelines. Face coverings are not mandatory but are currently being recommended in all indoor public spaces. The Township is offering in-person services 8:30 to 4:30 Monday through Friday, however, we encourage you to check ahead by making an appointment if you require more than just cashier services. Please contact staff by phone (705) 428 - 6230 or email which is available in the staff list located on our website. All service delivery announcements for the public will continue to be communicated through the township website, [www.clearview.ca](http://www.clearview.ca) and on Twitter, [@Clearview\\_twp](https://twitter.com/Clearview_twp). Subscribe to notifications on the Township's homepage to stay up to date. We appreciate and thank you for your patience and understanding.**



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THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # \_\_\_\_ - 22

**Being a by-law to establish a Joint Compliance Audit Committee and appoint Committee members for the 2022 municipal election period.**

**WHEREAS** Section 20(1) of the *Municipal Act*, S.O. 2001, Chapter 25 authorizes municipalities to enter into joint agreements;

**AND WHEREAS** Section 88.37 of the *Municipal Elections Act*, 1996, as amended, requires municipalities to establish a Committee prior to October 1, 2022;

**AND WHEREAS** interested municipalities in the Almaguin Highlands and surrounding areas have individually agreed by resolution of each respective council, to form a joint Committee;

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

- 1. That participation in the joint compliance audit Committee as authorized by this by-law shall be limited to the following municipal corporations:

The Township of Armour	The Village of Burk’s Falls
The Township of Joly	The Town of Kearney
The Township of Machar	The Municipality of Magnetawan
The Township of McMurrich/Monteith	The Township of Perry
The Township of Ryerson	The Village of South River
The Township of Strong	The Village of Sundridge

That the Council of the Corporation of the Township of Ryerson agrees to the Terms of Reference, attached hereto as Schedule “A”;

- 2. That the following individuals shall be appointed to serve as Committee members on the joint compliance audit Committee for the 2022 election period from December 1, 2022 to November 16, 2026.

John Finley (Chair)  
 Katharine England  
 Kathryn Whitehead  
 Barry Burton (Alternate)

- 3. And further, that each Committee member adheres to the Terms of Reference attached hereto;
- 4. That this By-law repeals By-law # 20-21 as of November 15, 2022.
- 5. That the Mayor and Clerk are hereby authorized to execute the documents by signature and seal of the Corporation of the Township of Ryerson.

Read a first, second and  
 Third time, signed and the seal  
 of the Corporation affixed thereto  
 and finally passed in Council  
 this 18<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
 Mayor

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

Schedule "A" to By-law # \_\_\_\_\_ -22

**Terms of Reference  
For the Joint Compliance Audit Committee  
Serving the interested Municipalities of the Almaguin Area**

**1. Definitions:**

For the purpose of this Terms of Reference, the following definitions shall apply:

**Almaguin Clerk's Group** – The information organization of Clerks, CAOs, or appointed staff from interested municipalities in the Almaguin Area, who have agreed to pool information, staff, and financial resources for the 2022 election, for the mutual benefit of all participating municipalities.

**Clerk** – The Administrative staff member, generally known to be the Clerk, or Clerk-Administrator from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who carries out the business of the Council for his or her respective municipality.

**Committee** – The Joint Compliance Audit Committee as established by the respective Councils of those municipalities represented by the Almaguin Clerk's Group, and which have passed a resolution of participation for the 2022 election term.

**Council** – The group of elected officials, generally known to be the Council, from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who is responsible for making an appointment to a Compliance Audit Committee, as required by Section 88.37 of the *Municipal Elections Act*, 1996, as amended.

**Contributor** – A resident of Ontario who makes a contribution to the election campaign a candidate to support his/her candidacy for municipal election. Additionally, the candidate and his/her spouse can also be contributors to the candidate's election campaign.

**Recruitment Committee** – The sub-Committee of the Almaguin Clerk's Group to promote, process, and make recommendation to Council for membership to the Joint Compliance Audit Committee.

**Interested Municipalities** – Those municipalities in the Parry Sound District who have by mutual agreement established a joint compliance audit Committee, as supported by a resolution of each respective council, and authorized by By-Law from each respective council.

**Registered Third Party** - Means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act*.

**2. Committee Mandate:**

2.1 The Joint Compliance Audit Committee shall ensure that the provisions relating to election campaign finances under the *Municipal Elections Act*, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.

2.2 The Committee shall abide by any terms and conditions which may be set out by the respective municipality's Solicitor, Auditor, and/or Insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.

- 2.3 The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:
- a) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public (Section 88.33(5)).
  - b) Within 30 days of receipt of an application for a compliance audit from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request (Sec. 88.33(7)).
  - c) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Sec. 88.33(8)).
  - d) If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. (Sec. 88.33(10)).
  - e) Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the compliance audit Committee (Sec. 88.33(14)).
  - f) Give consideration to the auditor's report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate (Sec. 88.33(17)).
  - g) The decision of the Committee under subsection (e) and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Section 88.33(18)).
  - h) If the report indicates that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.
- 2.4 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions to candidates, section 88.34(4) or 88.34(7) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.34(8)).
  - b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the applicable candidate and the public (Section 88.34(9)).
  - c) The decision of the Committee under article 4(a) and brief written reasons for the decision, shall be given to the contributor, the clerk of the municipality or the secretary of the local board, if applicable (Section 88.34(11)).
- 2.5 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions submitted by a registered third party, section 88.36(4) of the *Municipal Elections Act*. This shall include the following:

- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.36(5)).
- b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the registered third party and the public (Section 88.36(6)).
- c) The decision of the Committee under article 5(a) and brief written reasons for the decision, shall be given to the contributor and the clerk of the municipality (Section 88.36(7)).

**3. Term of Appointment:**

3.1 The Committee shall serve for the 2022- 2026 term of council, which shall be from December 1, 2022 to November 16, 2026, to consider applications originating from the 2022 election, and any by-elections during that term.

Notwithstanding the term identified above, the Committee shall be dissolved at the earliest of:

- a) The conclusion of the requirements noted in Section 88.37 of the *Municipal Election Act*; or
- b) On November 16, 2026.

**4. Committee Composition**

4.1 The Committee shall consist of four (4) members, one of which is to be designated as an alternate.

4.2 A Chair, a Vice Chair, and a Secretary shall be appointed at the first Committee meeting.

4.3 Membership shall be limited to individuals with a legal or financial background, or who have served on boards or Committees, or who have demonstrated knowledge of campaign finances, including retired municipal professionals.

4.4 Members must be bondable to maintain integrity of process and seriousness of position.

4.5 Appointment to the Committee shall be by resolution or bylaw of Council.

4.6 Members of the Committee shall not be Council members, municipal staff or candidates in the 2022 election or any by-election during the term of Council and must attest to same in writing.

4.7 To avoid possible conflict of interest, any auditor or accountant appointed to the Committee may not undertake the audits of preparation of financial statements of any candidates seeking election to Council. Contravention of this requirement shall result in expulsion from the Committee.

4.8 The respective Clerk shall provide administrative support to the Committee, and shall establish procedures, as required.

**5. Committee Selection:**

5.1 To ensure adherence with the *Municipal Freedom of Information and Protection of Privacy Act*, a recruitment Committee shall be established by the Almaguin Clerk`s Group, from among its members.

5.2 The recruitment Committee will promote, advertise, interview, and make recommendation for appointment to the joint Committee, having regard for individual municipalities` policies relating to Committee appointment. One

individual shall be chosen from within the recruitment Committee to be the Secretary and shall be the contact for resume submission.

- 5.3 Applicants will be required to submit a resume outlining their qualifications and experience.
- 5.4 The recruitment Committee will receive and review all applications, conduct interviews, and make recommendations to Council based on the following:
  - a) Knowledge of rules for municipal election campaign finances
  - b) Experience on a Committee, board, or similar group
  - c) Availability to attend meetings
  - d) Oral and written communication
  - e) Level and area of expertise
- 5.5 The Almaguin Clerk's Group shall prepare an advertisement to be placed in the Almaguin News, calling for interested, qualified applicants to submit resumes for consideration. The Committee positions shall also be promoted on respective municipal websites for application submission by the date prescribed by the Almaguin Clerk's Group.
- 5.6 A recommendation for the expulsion of a member of the Committee may be made to Council by another member of the Committee, or by the Clerk.
- 5.7 Reasons for expulsion shall include, but not limited to, the member being in contravention of *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, or the Joint Compliance Committee Terms of Reference, or for disrupting the work of the Committee.
- 5.8 Committee members shall be asked to sign an acknowledgement accepting terms and conditions outlined in the above Terms of Reference, and the *Municipal Elections Act*, 1996, as amended.

**6. Meetings:**

- 6.1 The Committee shall hold one initial meeting following submission of all Clerk's reports. Subsequent and additional meetings shall be in response to application(s) for compliance audit, to a maximum of 4 meetings per application, in consultation with the Clerk of the respective municipality.
- 6.2 Following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the Municipality shall review the Statements and prepare a report regarding spending regulations and limits for the Compliance Audit Committee review.
- 6.3 Meetings shall be conducted using guidelines established in the Municipal Procedural By-Law for the municipality from which an application originated.
- 6.4 Committee members shall be bound by the Code of Conduct in force in the municipality for which they are performing the functions included in this Terms of Reference.
- 6.5 The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.
- 6.6 Minutes shall be recorded at each meeting and shall outline the general deliberations and resulting actions and recommendations.

6.7 The location of the meetings shall be set by the Committee. Reasonable notice will be provided.

6. Financial consideration shall be as per Section 9.

**7. Closed Meetings:**

7.1 The meeting may be held in whole or in part in a closed session upon affirmative vote of the majority of the membership to do so. Closed sessions shall be conducted only to discuss matters identified under Section 239(2) of the *Municipal Act*. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting, once the closed session has concluded.

**8. Conflicts of Interest:**

8.1 Committee members shall be bound by the *Municipal Conflict of Interest Act*, with respect to financial interest, and shall disclose any pecuniary interest to the Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which pecuniary was declared is discussed.

**9. Financial Compensation:**

9.1 An honorarium of \$500.00 per year shall be provided to each active Committee member, including the alternate member. Payment of the annual honorarium shall be shared equally between the participating municipalities.

9.2 In addition to the annual honorarium, a meeting per diem shall be issued in the amount of \$75.00 per meeting. Mileage shall be reimbursed at a rate of \$0.54/km upon receipt of the request for reimbursement from the Committee member. Payment of the per diem reimbursement, as well as the mileage reimbursement, shall be paid by the municipality for which an application has been received, except in the case of the initial meeting, for which payment of these monies shall be shared equally between the participating municipalities.

9.3 Administration of financial compensation shall be the responsibility of the Office of the Clerk for the Township of Armour.

**10. Resources:**

Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.36 of the *Municipal Elections Act*, 1996 as amended.

**Schedule "B" to By-law # \_\_\_\_ - 22**

**Roles and Responsibilities  
For the Joint Compliance Audit Committee (JCA)  
Serving the interested Municipalities of the Almaguin Area**

**1. Duties of the Clerk for the Municipality requiring the meeting of the JCA**

1.1 The Clerk shall ensure the administrative practices and procedures for the Committee are followed and shall carry out any duties required under the Act to implement the Committee's decisions.

**2. Duties of the Chair**

2.1 The duties of the Chair are as follows:

- a) Liaise with the Clerk and review meeting agendas.
- b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers and rule on points of order as may be necessary.
- c) The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting.
- d) Participate as an active Member, encouraging participation by all Members.
- e) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.
- f) If the Chair is not present within the first fifteen minutes of a Committee meeting or is absent through illness or otherwise, and quorum is still obtained, the Vice Chair shall preside over the meeting,

**3. Duties of Committee Members**

3.1 The duties of Committee Members are as follows:

- a) Attend all Committee meetings or notify the Clerk as soon as possible in the event that the member cannot attend.
- b) Understand their role, the Committee's Mandate and meeting procedures.
- c) Declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter in accordance with Section 5 of the *Municipal Conflict of Interest Act*.
- d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- e) Develop and maintain a climate of mutual support, trust, courtesy and respect.
- f) Work together to utilize the knowledge, expertise and talents of all members.
- g) Respect the decisions of the Committee and that such decisions reflect the majority view.

#### 4. **Support**

4.1 The following support shall be provided to the Committee:

- a) The Recruiting Committee for the Almaguin Joint Compliance Audit Committee shall call the first regular meeting of the Committee to order and conduct the election of the Chair, Vice Chair and secretary of Committee Members.
- b) The affected municipality's staff in conjunction with the Committee secretary shall thereafter:
  - i) Prepare agendas for review by the Committee Chair.
  - ii) Electronically distribute agendas to all Committee Members before the meeting and post to the relevant municipal website.
  - iii) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.
  - iv) Arrange for attendance of delegations in conjunction with the Chair.
  - v) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.
  - vi) Provide procedural advice to the Chair and Committee as required.
  - vii) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover.
  - viii) Record any disclosures of pecuniary interest, including the general nature thereof.
  - ix) Review and correct any errors in the minutes of previous meetings.
  - x) Prepare the Committee minutes.
  - xi) Electronically distribute minutes to all Committee Members and post on the relevant municipal website.
  - xii) Facilitate and complete any additional work to be undertaken on behalf of the Committee.
  - xiii) Maintain Committee agendas, minutes, correspondence, Reports of the Auditor and outstanding items in the Corporation's records management system.

**Schedule “C” to By-law # \_\_\_\_\_ - 22**

**Procedures  
For the Joint Compliance Audit Committee**

**1. Meeting Procedures**

1.1 The Committee shall meet once prior to November 30<sup>th</sup> after each municipal election to review the Terms of Reference and Committee Procedures

1.2 Calling of Committee Meetings

- i) The Clerk of the relevant municipality will summon a meeting of the Committee when an Application is received.
- ii) Meetings shall be held at such time and location as the Chair deems appropriate.

1.3 Agendas

The following components shall be included in Committee agendas. Specific subject items are to be included under each component:

- i) Consideration of Applications for a Compliance Audit
- ii) Consideration of Auditor/Legal Reports \*
- iii) Adjournment

\*Committee may adjourn to Closed Session in accordance with Section 239 (2) of the Municipal Act, S.O. 2001.

1.4 Quorum

The minimum number of Committee Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present fifteen minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of fifteen (15) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Chair.

**2. Conduct of Committee Business**

2.1 All Meetings of the Committee shall be open to the public, except for those circumstances provided for in Sections 239 (2) and (3.1) of the *Municipal Act, 2001*.

2.2 The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee.

2.3 Where the agenda includes consideration of more than one Application, applications may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

2.4 The Chair will summarize each Application received and request that the Applicant or his or her agent and Candidate or his or her agent identify themselves.

## 2.5 Applicant's Delegation

- i) The Applicant or the Applicant's agent may address the Committee for a maximum of 10 minutes unless granted leave by the Chair.
- ii) Members may ask questions of the Applicant or Applicant's agent through the Chair.
- iii) Questions of the Applicant or the Applicant's agent by the Candidate or the Candidate's agent *are not permitted*.
- iv) All materials presented to the Committee in open session are deemed to be public documents.

## 2.6 Candidate's Delegation

- i) The Candidate or the Candidate's agent may address the Committee.
- ii) The Candidate may respond to the content of the Application and Applicant's or the Applicant's Agent's address to the Committee.
- iii) Members may ask questions of the Candidate or Candidate's agent, through the Chair.
- iv) Questions of the Candidate or the Candidate's Agent by the Applicant or the Applicant's agent *are not permitted*.
- v) All materials presented to the Committee in open session are deemed to be public documents.

2.7 Where the agenda includes consideration of more than one Auditor's Report, the Reports may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

## 2.8 Auditor's Report

- i) An Auditor shall be appointed by the Committee as per Section 3. D of the Terms of Reference.
- ii) The Auditor shall address the Committee and provide a summary of his or her Report and its conclusions.
- iii) Members may ask questions of the Auditor through the Chair.
- iv) Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.
- v) The Candidate, Applicant, their agents or any person present at the meeting may not ask questions of the Auditor or the Committee.

2.9 Decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution.

Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required.

2.10 The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

- 2.11 When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.
- 2.12 A Member shall not:
- i) Speak disrespectfully to or about another member;
  - ii) Use offensive words or unparliamentarily language during meetings;
  - iii) Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of procedure;
  - iv) Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- 2.13 In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or her seat.
- 2.14 When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.
- 2.15 When a Member desires to call attention to a violation of the rules of procedure, she or he shall ask leave of the Chair to raise a Point of Order and after leave is granted:
- i) State the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order;
  - ii) Unless a Member immediately appeals to the Committee, the decision of the Chair shall be final;
  - iii) If the decision is appealed, the Committee shall decide the question without debate and its decision shall be final;
- 2.16 When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

### **3. Motions**

- 3.1 The following rules shall apply to motions:
- a) All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration.
  - b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee but may be withdrawn by the mover at any time before a vote with the consent of the Committee.
  - c) The number of times a Member may speak on a motion shall not be limited. A Member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.
  - d) A motion to move a previous motion shall not be allowed.
  - e) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.

- f) When a motion is under consideration, no motion shall be received other than a motion to:
  - i) Adjourn, which motion is neither amendable nor debatable;
  - ii) Table, which motion is not debatable;
  - iii) Defer action;
  - iv) Refer, which motion is debatable as to its merits only;
  - v) Amend.
- g) A motion to refer shall take precedence over any other amendment.
- h) Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.
- i) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- j) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
- k) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
- l) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub-amendment.
- m) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- n) After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.
- o) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

#### **4. Minutes**

- 4.1 Minutes shall be taken for all meetings and briefly outline the substance of item listed on the agenda, including delegations, reports, motions, resolutions and other actions taken. Minutes shall reflect the decision when necessary of the Committee in keeping with the *Municipal Election Act, Section 88.33(7)*.

**5. Media Relations and Communications**

5.1 All media contact shall be made through the Clerk or Chair.

**6. Conflict of Interest**

6.1 Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Municipal staff does not provide advice or interpretation related to declarations.

**7. Matters Not Dealt with in These Procedures**

7.1 If the practices and procedures set out herein do not provide for a procedural matter, the practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.

	<b>Staff Report</b>
To:	Ryerson Township Council
From:	CAO/Clerk/Deputy Treasurer
Date of Meeting:	November 15, 2022
Report Title:	Almaguin Climate Change Action Group
Report Date:	November 8, 2022

**Recommendation:**

Be it resolved that Ryerson Township Council authorize: \_\_\_\_\_ to attend the Almaguin Climate Change Action Group meeting Wednesday November 30, 2022 at 6:30 p.m. at the arena in Burks Falls.

**Purpose/Background:**

Attached is an invitation to a meeting from Al Bottomley from the Almaguin Climate Change Action Group regarding the electrification of transportation and buildings.

Mr. Bottomley attended the July 12, 2022 Council meeting to provide information about the formation of the Almaguin Climate Change Action Group. At that time, he noted that the Group intends to arrange a meeting of the East Parry Sound District Municipalities to discuss suggestions for changes that we all can make at the local level and to develop a plan of action.

The November 30<sup>th</sup> meeting is the first meeting of this Group.

**Next Steps:**

Council resolution to authorize Councillor attendance at the meeting.

**Judy Kosowan**

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**From:** Al Bottomley (via Google Docs) <al.bottomley@gmail.com>  
**Sent:** October 24, 2022 9:00 AM  
**To:** Judy Kosowan  
**Cc:** admin@mcmurrichmonteith.com; chickey@sundridge.ca; info@southeriver.ca; infomachar@vianet.ca; jbaillie@strongtownship.com; lbrandt@magnetawan.com; admin@townofkearney.ca; clerk.administrator@townshipofjoly.com; clerk@armourtownship.ca; info@townshipofperry.ca  
**Subject:** Document shared with you: "ON WEDNESDAY, NOVEMBER 30 AT 6:30PM AT THE BURK'S FALLS ARENA"

## Al Bottomley shared a document

Al Bottomley ([al.bottomley@gmail.com](mailto:al.bottomley@gmail.com)) has invited you to **edit** the following document:

I mentioned when I addressed councils over the earlier part of the year that our group would have an information meeting regarding electrification of transportation and buildings. Our first meeting will be on Transportation on November 30. Others will be announced. Please pass on our agenda to the current and new Councillors. If there are questions contact me. Share it with others

 ON WEDNESDAY, NOVEMBER 30 AT 6:30PM AT THE BURK'S FALLS ARENA



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## TRI R WASTE MANAGEMENT -- ADMINISTRATOR'S REPORT

### TRI COUNCIL – October 11, 2022

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#### BUDGET & FINANCIAL - 2022 TRI R WASTE MANAGEMENT

- Recommendations/direction from discussions at TRI Council
  - Discussed hours of operation, staffing, and the reasons for some of the black bags and recycling. Discussed previous direction to minimize staffing to reduce budgets back in 2018. Administrator will review for further and bring back.
- Skid Steer invoice on payroll. 2023 draft capital will look at a bulldozer for 4 months as opposed to overworking the skid steer.

#### ONGOING BUSINESS

- Continuing to attend zoom meeting and working groups in preparation for transition
  - Administrator advised that Continuous Improvement Fund (CIF) will be winding up and CIF staff are recommending an earlier windup to move all assets to another "house". CIF has provided funding for several of our blue box improvements and are currently supporting us through transition.
- Review of operating in comparison to neighbouring municipalities – attached for review, discussed with TRI Council items.

#### BAG TALLY – GATE INFORMATION 2022

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January to September	14,324	2,444	1,306	8,510	257	26,841
<b>2022 % OF TOTAL</b>	62.472%		4.866%	32.663%		100%
January to September	16,425	2,441	1,155	8,118	230	28,369
<b>2021 % OF TOTAL</b>	66.502%		4.071%	29.426%		100%
January to September	17,361	1,195	693	7,944	159	27,352
<b>2020 % OF TOTAL</b>	67.841%		2.534%	29.625%		100%

<b>MUNICIPALITY</b>	<b>SUMMER HOURS</b>	<b>WINTER HOURS</b>
<b>MCMURRICH/MONTIETH</b>	April 1 - November 30	December 1 - March 31
	Closed Wednesday/Thursday 9 am - 5 pm	Closed Wednesday/Thursday 1 pm - 5 pm Monday, Tuesday, Friday 9 am - 5 pm Saturday & Sunday
	<b>40 hours/week 8 months</b>	<b>28 hours/week 4 months</b>
<b>PERRY Township</b>	April 30 each year	First Friday after Thanksgiving
	Closed Wednesday/Thursday 8 am - 4 pm	Closed Wednesday/Thursday Saturday/Sunday 8 am - 4 pm Monday 8 am - 12 pm Tuesday 12 pm - 4 pm Friday 12 pm - 4 pm
	<b>40 hours/week 5 months</b>	<b>28 hours/week 7 months</b>
<b>Town of KEARNEY</b>	No change	No change
	Closed Wednesday/Thursday 9 am - 1:30 pm <b>22.5 hours/week</b> 2 pm - 5 pm <b>15 hours/week</b>	Closed Wednesday/Thursday 9 am - 1:30 pm <b>22.5 hours/week</b> 2 pm - 5 pm <b>15 hours/week</b>
<b>MACHAR Township</b>	Open Holiday Monday from Victoria Day to Thanksgiving	Open summer stats.
	Tuesday - Sunday 9:30 am - 4:30 pm <b>42 hours/week 5 months</b>	Tuesday - Sunday 9:30 am - 4:30 pm <b>35 hours/week 7 months</b>
		Open summer stats.

<b>MAGNETAWAN</b>			<b>Open summer stats.</b>
	Victoria Day to Thanksgiving	Tuesday after Thanksgiving	
Chapman Site	Sunday, Monday, Saturday 8 am - 4 pm <b>24 hours/week 5 months</b>	Sunday, Monday 8 am - 4 pm <b>16 hours/week</b>	
Croft Site	Sunday, Tuesday, Friday, Saturday 8 am - 4 pm <b>32 hours/week 5 months</b>	Tuesday, Friday, Saturday 8 am - 4 pm <b>24 hours/week 7 months</b>	
<b>WHITESTONE</b>			<b>Open summer stats.</b>
	Victoria Day to Thanksgiving	Tuesday after Thanksgiving	
York Street	Tuesday, Thursday, Saturday 9 am - 5 pm Sunday and Holiday Monday 10 am - 6 pm <b>40 hours/week 5 months</b>	Tuesday, Thursday, Saturday, Sunday 12 pm - 5 pm <b>20 hours/week 7 months</b>	
Aulds Road	Tuesday, Thursday, Saturday 9 am - 5 pm Sunday and Holiday Monday 10 am - 6 pm <b>40 hours/week 5 months</b>	Tuesday, Thursday, Saturday, Sunday 12 pm - 5 pm <b>20 hours/week 7 months</b>	
<b>STRONG Township</b>			<b>Closed all stats.</b>
	Closed Wednesday/Thursday	Closed Wednesday/Thursday	
Forest Lake Site	9 am - 5:30 pm <b>42.5 hours/week</b>	9 am - 5:30 pm <b>42.5 hours/week</b>	
Muskoka Road	July & August Closed Tuesday/ Wednesday Thursday to Sunday 1pm - 5pm Monday 8 am - 12 pm <b>20 hours/week 2 months</b>	September to June Closed Sunday thru Wednesday Thursday, Friday, Saturday 1 pm - 5 pm <b>12 hours/week 10 months</b>	