

**CORPORATION OF THE TOWNSHIP OF RYERSON**

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**PUBLIC MEETING FOR A MINOR VARIANCE- 5:30 p.m.  
40 Gordon Island, Pt. Lot 2, Part 2 (Smith)**

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**REGULAR MEETING AGENDA**

**September 12, 2023 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

**Meeting will be recorded.**

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

**Note: (R)** denotes resolution

**1. CALL TO ORDER:**

- 1.1 Attendance:
- 1.2 Announcement: This meeting is being recorded

**2. ADOPTION OF MINUTES:**

- 2.1 Adoption of minutes from the regular meeting on August 8, 2023, the special meeting on August 9, 2023, and the Tri-Council meeting August 28, 2023 **(R)**

**3. DECLARATION OF PECUNIARY INTEREST:**

**4. DELEGATIONS AND PRESENTATIONS:** None registered.

**5. TENDERS/QUOTES/REQUESTS FOR PROPOSALS (RFP):** None

**6. REPORTS:**

**6.1 PUBLIC WORKS:** Public Works Supervisor July/August Roads Report

**6.2 DEPUTY CLERK:** Appointment of the Committee of Adjustment **(R)**, Minor Variance

(D. Smith), Consent B-026/23 Wahl (R), Proposed 2024 meeting schedule, Fall District of Parry Sound Municipal Association (DPSMA) meeting registration (R) Appointment of a JBC Building Inspector for Ryerson Township (R)

**6.3 CAO/TREASURER:** Record Retention By-law (R), Tax Collection Policy (R)

**6.4 COUNCIL MEMBERS:** Mayor Sterling: Eastholme Report

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

**8. COMMUNICATION ITEMS:**

8.1 Colin Love: Mag River Nature Hub Restoration Festival (R)

General Correspondence:

- TRI-R Waste Report
- Historical Society July Minutes
- Next Generation (NG) 9-1-1 Public Safety Answering Point service update.

**9. CLOSED SESSION**

9.1 Resolution to move to a closed meeting pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is to discuss HR matters,

And;

pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (b) as the subject matter being considered is regarding personal matters about an identifiable individual, the general nature regarding conduct of an individual.

**10. CONFIRMING BY-LAW:**

10.1 To Confirm the meetings of Council. (R)

**11. IMPORTANT DATES:**

- October 10, 2023, Regular Council Meeting, 6:00p.m.
- October 23,2023 Tri Council Meeting - Budgets

**12. ADJOURNMENT: (R)**

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**LIST OF PROPOSED RESOLUTIONS**

**FOR COUNCIL MEETING: September 12, 2023 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 regular meeting on August 8, 2023, the special meeting on August 9, 2023, and the Tri Council meeting August 28, 2023 be adopted as circulated.

**Item # 6.2.1 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # \_\_\_-23, being a By-law to appoint the Committee of Adjustment and further; That By-Law # \_\_\_-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12<sup>th</sup> day of September, 2023.

**Item # 6.2.2 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Patterson

Be it resolved that Ryerson Township Council support Consent Application B-026/23, Lot 12, Concession 14. 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 applicant shall have the surveyor adjust the deficient frontage to meet the minimum frontage requirement of a minimum of 100m as per the rural development regulations in the Townships Official Plan.
- The applicant shall pay to the municipality the application fee and the deposit fee before finalization of the consent is given.
- The Township requires that for any proposed entrance: the Public Works Supervisor will be contacted to inspect the location to determine that a safe location for an entrance can be found. The Planning Board will be advised in writing that this condition has been met before finalization of the consent is given

**Item # 6.2.3 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council authorize:

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to attend the District of Parry Sound Municipal Association meeting on Friday, September 29, 2023

**Item # 6.2.4 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-23, being a By-law to Appoint a Building Inspector, Yves Savage for the JBC and further; That By-Law # \_\_\_\_-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12<sup>th</sup> day of September, 2023.

**Item # 6.3.1 on Agenda** Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-23, being a By-Law to adopt a Record Retention By-Law and further; That By-Law # \_\_\_\_-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council 12<sup>th</sup> day of September, 2023.

**Item # 6.3.2 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-23, being a By-law to adopt a Tax Collection Policy and further; That By-Law # \_\_\_\_-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12<sup>th</sup> day of September 2023.

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

Be it resolved that Ryerson Township Council support the Magnetawan River Nature Hub and the Burk's Falls and District Historical Society hosting a Restoration Festival on October 14 - 15, 2023, on Township property, at Wiseman's Corner Schoolhouse, and 28 Midlothian Rd. for overflow parking, subject to the naming of the Township of Ryerson as an additional insured. In addition, a copy of this Resolution be forwarded to Burk's Falls and District Historical Society.

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

Be it resolved that we move to a closed meeting at \_\_\_\_\_ p.m., pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is HR matters, And;  
moved to closed pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (b) as the subject matter being considered is regarding personal matters about an identifiable individual, the general nature regarding conduct of an individual.



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

Be it resolved that leave be given to introduce a Bill # \_\_\_-23, being a By-law to confirm the meetings of Council and further; That By-Law # \_\_\_-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12<sup>th</sup> day of September 2023.

**Item # 11 on Agenda** Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at \_\_\_\_\_. The next regular meeting October 10, 2023 at 6:00 p.m.

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR COUNCIL MEETING**

**MINUTES**

**August 8, 2023 AT 6:00 P.M.**

The regular meeting of Council of the Corporation of the Township of Ryerson was held **August 8, 2023** at 6:00 p.m. This was a hybrid meeting combining in person, electronic meeting via Zoom and phone.

**1. CALL TO ORDER**

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

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

Council members attending electronically via Zoom or phone: Mayor Sterling, Councillors: Abbott, Miller, Patterson and Robertson.

Staff in attendance: Brayden Robinson and Kryssi Sinclair.

Public attending by phone or electronically: Bernice Neeb.

Notice of this meeting was posted on the website.

**2. ADOPTION OF MINUTES**

**R- 127 - 23** Moved by Councillor Miller, Seconded by Councillor Robertson,  
Be it resolved that the minutes from the regular meeting July 11, 2023 be adopted as circulated.  
(Carried)

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

**4. DELEGATION:** None registered

**5. TENDERS:** None.

**6. REPORTS:**

**TREASURER:**

6.1 Council discussed the proposed fees schedule charged by the Township of Ryerson and the following resolution was adopted.

**R- 128 - 23** Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # 31-23, being a By-law to provide for fees charged by the Township of Ryerson and further; That By-Law # 31-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 8<sup>th</sup> day of August 2023. (Carried)

**ADMINISTRATIVE ASSISTANT:**

6.2 Council discussed Truth and Reconciliation and recommended that the Township should purchase additional flagpoles. Council adopted the following resolution.

**R- 129 -23** Moved by Councillor Abbott, Seconded by Councillor Miller,

WHEREAS all Canadians and all orders of government have a role to play in reconciliation;  
AND WHEREAS, Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with the Indigenous peoples, to establish a statutory holiday, a National Day for Truth and Reconciliation to ensure the public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process

AND WHEREAS the Federal Government announced September 30, 2021 as the first National

Day for Truth and Reconciliation (National Shirt Day) and a statutory holiday.  
THEREFORE, BE IT RESOLVED THAT the Council of the Township of Ryerson does hereby commit to recognizing September 30 each year as the National Day for Truth and Reconciliation. (Carried)

6.2.1 Council was provided with a DRAFT Occupational Health and Safety Program and recommended some changes and items to consider.

**COUNCIL REPORTS:**

6.3 Councillor Abbott provided a report summarizing the Fire Safety Essentials Seminar.

6.4 Other Reports: None.

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

7.1 Council received an update from the Almaguin Highlands Health Council.

7.2 Council received the following documents from ACED: Rural and Northern Immigration Pilot (RNIP) Program, Renewal application to FedNor’s CIINO program and the Housing Task Force terms of reference. The following resolutions were adopted by Council.

**R- 130 - 23** Moved by Councillor Robertson, Seconded by Councillor Abbott,

That the Council of the Township of Ryerson is in favour of the implementation of the Rural and Northern Immigration Pilot (RNIP) program established by ACED, to address the labour shortage challenges. (Carried)

**R- 131 - 23** Moved by Councillor Miller, Seconded by Councillor Robertson,

WHEREAS The Township of Ryerson recognizes the benefits that Almaguin Community Economic Development (ACED) provides to the Almaguin Highlands Region and its businesses, visitors, and residents;

NOW THEREFORE BE IT RESOLVED that the Township of Ryerson hereby declares their support for the Township of Armour’s application to renew the ACED funding for another three-year term. (Carried)

**8. COMMUNICATION ITEMS**

8.1 Council received a request from the Municipality of Wawa regarding OHIP coverage for chronic pain. Council adopted the following resolution.

**R- 132 -23** Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council supports Resolution number RD23163 dated June 20, 2023, from the Council of the Municipality of Wawa requesting the Government of Ontario to maintain OHIP coverage for chronic pain treatments and continue to provide much-needed care for the people of Ontario;

AND THAT a copy of this resolution be forwarded to the Municipality of Wawa, local MPs and MPPs, Premier Doug Ford, the Minister of Health, Associate Minister of Mental Health and Addictions and the Association of Municipalities of Ontario (AMO).

(Carried)

8.2 Council discussed the resolution received from the Municipality of North Perth. No resolution was adopted.

8.3 Council received an invitation to the Grand Opening at Emsdale Community Centre.

**General Information Items Received:**

- Council received the minutes from the Almaguin Highland Health Centre.
- Council received the July TRI-R report.
- Council received a response letter from the North Bay Parry Sound District Health Unit from resolution #118-23 regarding mental health, addictions and homelessness.
- Council received information about the recipient of the Terry Boyle Memorial Award.

- Council received the AMO communications letter regarding policy updates on property tax assessments.
- Council received the CAO report from DSSAB.
- Council received a letter of appreciation from the Burk’s Falls and District Food Bank.
- Council received information regarding the rescheduled date for the Canada Day Fireworks.

**9. CLOSED SESSION:**

Council proceeded into a closed meeting and the following resolution was adopted.

**R- 133 -23** Moved by Councillor Abbott,   Seconded by Councillor Miller,

Be it resolved that the Council of the Township of Ryerson to move to a closed meeting pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is concerning labour relations or employee negotiations; The general nature of the closed meeting is to discuss employee contracts and By-law Enforcement Services. (Carried)

Council returned to open meeting at 7:13PM.

**10. CONFIRMING BY-LAW**

**R- 134 -23** Moved by Councillor Patterson,   Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # 32-23, being a By-law to confirm the meetings of Council and further; That By-Law # 32-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 8th day of August 2023. (Carried)

**11. ADJOURNMENT:**

**R- 135 -23** Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at 7:15pm. The next regular meeting is scheduled for September 12, 2023, at 6:00 p.m. (Carried)

\_\_\_\_\_  
MAYOR

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

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**SPECIAL COUNCIL MEETING**

**MINUTES**

Wednesday August 9, 2023

A special meeting of Council was held Wednesday August 9, 2023, at 1:00 p.m., for the purpose of speaking on the issues important to Ryerson Township and address Councillor questions and local challenges.

Members of Council were notified of this special meeting by e-mail on July 24, 2023. The public was notified of this meeting by posting of this special meeting agenda August 2, 2023.

Council in attendance: Mayor Sterling and Councillors’ Abbott, Miller, Patterson, and Robertson.

Staff in attendance: Brayden Robinson and Kryssi Sinclair.

Special Guest Speaker: Graydon Smith, MPP Parry Sound-Muskoka (also present, Special Assistant Dan Powers)

Members of Public: Larry Ross and Murray Ruch.

**1. CALL TO ORDER:**

Mayor Sterling called the meeting to order at 1:10 p.m.

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

**3. DISCUSSION:**

MPP Graydon Smith addressed the Council’s concerns and challenges for Ryerson Township and the surrounding Almaguin area. Some of the concerns and challenges brought forward were relating to the hospital local share, infrastructure funding such as for the new fire hall and library, short term rentals, affordable housing, and housing shortages, Magnetawan fish hatchery program, actions on Municipal Codes of Conduct, and the Highway 520 project.

**4. ADJOURNMENT:**

The meeting was adjourned at 2:08 p.m.

**RESOLUTIONS:**

**SP. R - 07 -23** Moved by Councillor Robertson seconded by Councillor Miller be it resolved that we do now adjourn at 2:08 p.m. (Carried)

\_\_\_\_\_  
MAYOR

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

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**MINUTES**

TRI-COUNCIL MEETING August 28, 2023

The combined in-person/virtual TRI Council meeting of the Councils of the Township of Armour, the Village of Burks' Falls, and the Township of Ryerson was held on Monday, August 28, 2023, at 7:00pm at the Young at Heart Seniors Centre, hosted by the Village of Burk's Falls.

**Attendance:**

Council members in attendance were:

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

Village of Burk's Falls Council present included Mayor Chris Hope, Councillors Ryan Baptiste, Sean Cotton, Ashley Brandt, and John Wilson; Staff: Tammy Wylie, Treasurer, Camille Barr, Senior Administrative Assistant, Graham Smith, Arena Manager, Candy Shuker, Finance Clerk

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

Guests: Ruth Fenwick (Vice Chair Library Board), Nieves Guijarro (CEO, Library), JJ Blower (Communication Officer, DSSAB), Tammy Mackenzie (CAO, DSSAB), Josie Woodman (Library), Wilma Robert (Agricultural Society), Sarah Bissonnette (Almaguin News), Albine Cook

1. The meeting was called to order at 7:00 pm by Mayor Chris Hope. Mayor Chris Hope welcomed all participants to the meeting.
2. **Confirmation of the Minutes of the Previous Meeting:**  
Resolution 08-28-01 Moved by Rod Blakelock - Seconded by Delynne Patterson That the TRI Council of the Township of Armour, Township of Ryerson, and the Village of Burk's Falls approve the notes of the regular meeting held on May 29, 2023. Carried.
3. **Presentation:** Nieves Guijarro and Ruth Fenwick of the Burk's Falls, Armour, and Ryerson Union Public Library presented on the library expansion project. They shared stats, future of the library regarding service beyond the lending of books, and the increase in patronage over a 10-year period of 56%. Space constraints were emphasized and a desired future location of a new build behind the Health Centre (off Main St. in Burk's Falls) was identified. It was specified that the main sewage line on the property would not have to be moved for the build. The cost to build on this site with the goal square footage of 5000 is estimated at \$3 million. The rough estimate cost to renovate the current location is also \$3 million. It was said that up to 90% of the funding for a new building could come from sources such as Trillium, Fed-Nor etc. Questions were posed to Council such as who would own the new library. Council posed questions such as does the proposed sq footage of 5000 meet the requirements for projected growth in the area. Nieves Guijarro said it is a 20-year projection. In addition to the build, more staffing will be required. Mayor Ward encouraged the library to keep their options open as a new build may not be financially attainable based on multiple municipal priorities. TRI Council will take the information back to their own individual council meetings for further discussion.
4. **Presentation:** Tammy MacKenzie and JJ Blower of the District of Parry Sound Social Services Administration Board provided Tri-Council with an overview of service provided statistics of service usage for the district. Currently 101 people experiencing homelessness. Ontario Works payments have maintained at 733.00 per month for a single person which has not increased since 2018. Councillors Jerry Brandt and Ryan Baptiste are the TRI Council area representatives and will provide each council with information related to the work of DSSAB as received.

5. **Agricultural Society's Fall Fair:** Councillor Rod Blakelock would like the financial request for support for the Agricultural Society's Annual Fall Fair concluded and an annually budgeted amount set aside by the three individual municipalities. A donation of \$2500.00 annually from each municipality would be beneficial and said to enable expansions to the fair. Council inquired as to what plans the Society has for the future to become self-sustaining. The long-term sustainability needs to be discussed. Councillor Blakelock feels that overcharging will deter attendance.  
TRI Council is invited to attend the meetings of the society held on the 3<sup>rd</sup> Thursday of each month.  
Councillor Rod Blakelock will attend each of the Council's November meeting to suggest an annual contribution amount.  
The request for assistance with set up and take down of the fair was posed to the group.
6. **Fairgrounds Property and Possible Tri Services Funding:** Mayor Chris Hope presented possible needs of the fairgrounds to enhance useability. Examples were a portable stage and PA system. The topic of needs and future funding will require further discussion.
7. **Water Expansion/Fire Hall/EMS/ Hospital Health Care Services and Health Centre:** Items under this heading were discussed in combination with a presentation from Mayor Rod Ward- *Community Priorities Review* by the Council of Armour. The Local Share for the hospital was discussed and a built for purpose health and wellness building is proposed in Armour. Discussed the 20% local share contribution that is to stay in Almaguin and its relation to the build. Mayor Ward shared Armour's priorities and touched on where the following rank: Health care, EMS/Fire Hall, water/sewer expansion, Arena, Library, and others.  
Mayor Chris Hope suggested an Almaguin Health Care Plan.  
Concept of the Health and Wellness Centre in Armour will be presented at the next Almaguin Highlands Health Council meeting in September.
8. **Arena Manager Report:** Arena Manager Graham Smith shared that the facility has seen a successful summer with 580 hours used in July and August. The Arena staff have received compliments on the facility and ice conditions. Ice is booking for fall and winter as well more bookings are coming in for the Karl Krozier room.
9. **Jr. Hockey Team:** A new league is starting, and conversations were had regarding the use of the Arena. There is potential for the Jr. Hockey team to begin the fall of 2024.
10. **2024 Shared Services Budget:** It was proposed that draft budgets be presented at the October 2023 meeting with a deadline given for feedback to be received determined that TRI Council meeting. Final budgets would be ready for February 2024 TRI Council meeting for approval. It was agreed this is the process. Discussion arose about adding the Library as a TRI Council shared service. It was confirmed this could be done however the shared service agreement would need to be opened back up.
11. **Rental Rates:** In follow up to last TRI Council meeting, a report was provided showing actual rent paid by the Fire Department and the Library compared to market value.
12. **Other Business:**  
The Legion is hosting a family dance prior to the fireworks on September 2, 2023. All are welcome. Firework donations were discussed, and it was recommended cars are not stopped to suggest e-transfer due to already backed up vehicle lineups.
13. **Next Meeting:** October 23, 2023, with the Township of Ryerson hosting
14. **Adjournment**  
Resolution 08-28-02 Moved by George Sterling - Seconded by Wendy Whitwell

That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's

Falls adjourn this regular TRI Council meeting at 9:52 p.m. until the next regular TRI Council

meeting scheduled for Monday October 23, 2023, to be hosted by the Township of Ryerson.

Carried.


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MAYOR

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CLERK/DEPUTY CLERK



	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Fred Schmeltz Roads Supervisor
Date of Meeting:	September 12, 2023
Report Title:	Monthly Update
Report Date:	August 31, 2023

**Purpose/Background:**

July/August roads department update:

July and August were busy months for the Roads team.

Our excavator spent 16 days brushing. Most of the brushing was on Midlothian and Royston Rd. Additionally, we brushed sight lines in trouble areas for safety. The team also hand brushed Goodall Trail.

We installed 6 culverts. Although most were entrance culverts, we did need to close Old Rainey Lake and Spring Hill Road for an afternoon each to change a cross culverts.

Beside our regular maintenance activities, the Roads Team widened the top of Pete’s Hill Road. Pete’s Hill was only 6 meters across at the crest of the hill, we have widened it to meet the rest of the road’s width at 7.5 meters and dug new ditches to aid with water.

The team dug up Pegg’s Mountain Road and installed 2000 tonne of 2 inch minus foundation material to solve some “soft spot” issues prior to next seasons resurfacing plans.

Tatham Engineering completed our biennial OSIM bridge inspections, and we should be receiving a report anytime.

**THE CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # \_\_ -23**

**Being a By-law to appoint the Committee of Adjustment for the Township of Ryerson**

WHEREAS it is deemed expedient to appoint the Committee of Adjustment, as provided for in Chapter P 13, RSO 1990, Section 44 (1) of the Planning Act;

AND WHEREAS the powers of the Committee of Adjustment are set out in Section 45 of the Planning Act;

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

1. The Committee of Adjustment for the Corporation of the Township of Ryerson is hereby constituted and the following persons, all being members of the municipal council, are hereby appointed as its members for their annual term ending November 15, 2026, or until their successors are appointed:
  - a. Mayor George Sterling
  - b. Councillor Glenn Miller
  - c. Councillor Delynne Patterson
  - d. Councillor Dan Robertson
  - e. Councillor Beverly Abbott
2. The CAO/Clerk/Treasurer or Clerk or Deputy Clerk will act as Secretary-Treasurer of the Committee of Adjustment.
3. A certified copy of this by-law will be sent to the Minister of Municipal Affairs.
4. The Committee of Adjustment shall follow the procedures for conducting the business of the Committee as set out in Chapter P. 13, RSO 1990, Section 44 (11) of the Planning Act.

Read a First, Second and Third time  
Signed, and the Seal of the Corporation  
Affixed thereto and finally passed in  
Council this 12<sup>th</sup> day of September 2023

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MAYOR

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CLERK

NOTICE OF DECISION OF COMMITTEE OF ADJUSTMENT

File No. A 1/23

WITH REASONS RE APPLICATION FOR:

Minor Variance - s. 45 (1)       Permission - s. 45 (2)

Township of Ryerson Committee of Adjustment

RE AN APPLICATION BY David Smith

LOCATION OF PROPERTY: 40 Gordon Is. Part Lot 3, Plan M31 42R-8201

PURPOSE OF APPLICATION: To seek exemption from By-law #56-14, Section 3.4.5, Permitted Non-Complying Building or Structure, to permit a reduction in the minimum front yard setback from the required 15 metres to 8.5 metres to permit an addition to the existing dwelling, as shown on the sketch attached with this notice. The existing dwelling is located less than 6 metres from the front lot line (high water mark).

WE, the undersigned, in making the decision upon this application, have considered whether or not the variance requested was minor and desirable for the appropriate development or use of the land, building or structure, and that the general intent and purpose of the zoning by-law and the official plan will be maintained, concur in the following decision and reasons for decision made on the 12<sup>th</sup> Day of September, 2023.

DECISION: Minor Variance is Granted.

CONDITIONS: (1) Building permit must be obtained before construction begins;  
(2) Variance approval applies only to construction of a cottage bedroom addition as shown on the sketch of the site plan attached with this decision.

REASONS FOR DECISION:

- The municipality supports the subject application.
- No concerns or objections have been raised through the circulation of the application.
- The proposal will not require the extension of public services.
- The proposed development will not have a negative impact on adjacent land uses.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Signature of Member

**Effect of Written and Oral Submissions:** The Committee considered the material submitted with the application and presented at the hearing in making its decision.

**Appeal** - The last date for filing a notice of appeal of this decision is **October 12, 2023**. Any such appeal must be filed with the secretary-treasurer of the committee and must set out the objection to the decision and the reasons in support of the objection and must be accompanied by the fee required by the Local Planning Appeal Tribunal. The Notice of Appeal must be made by using an "Appellant Form". If you wish to obtain a copy of the Appellant Form, it is available from the Local Planning Appeal Tribunal website.

### CERTIFICATION

I, Nancy Field, certify that the information included herein is a true copy of the decision of the committee with respect to the application recorded therein.

Dated this 12<sup>th</sup> day of September, 2023

\_\_\_\_\_  
Signature of Secretary-Treasurer

DAVID SMITH  
40 GORDON IS,  
davecam@me.com  
416-587-1372

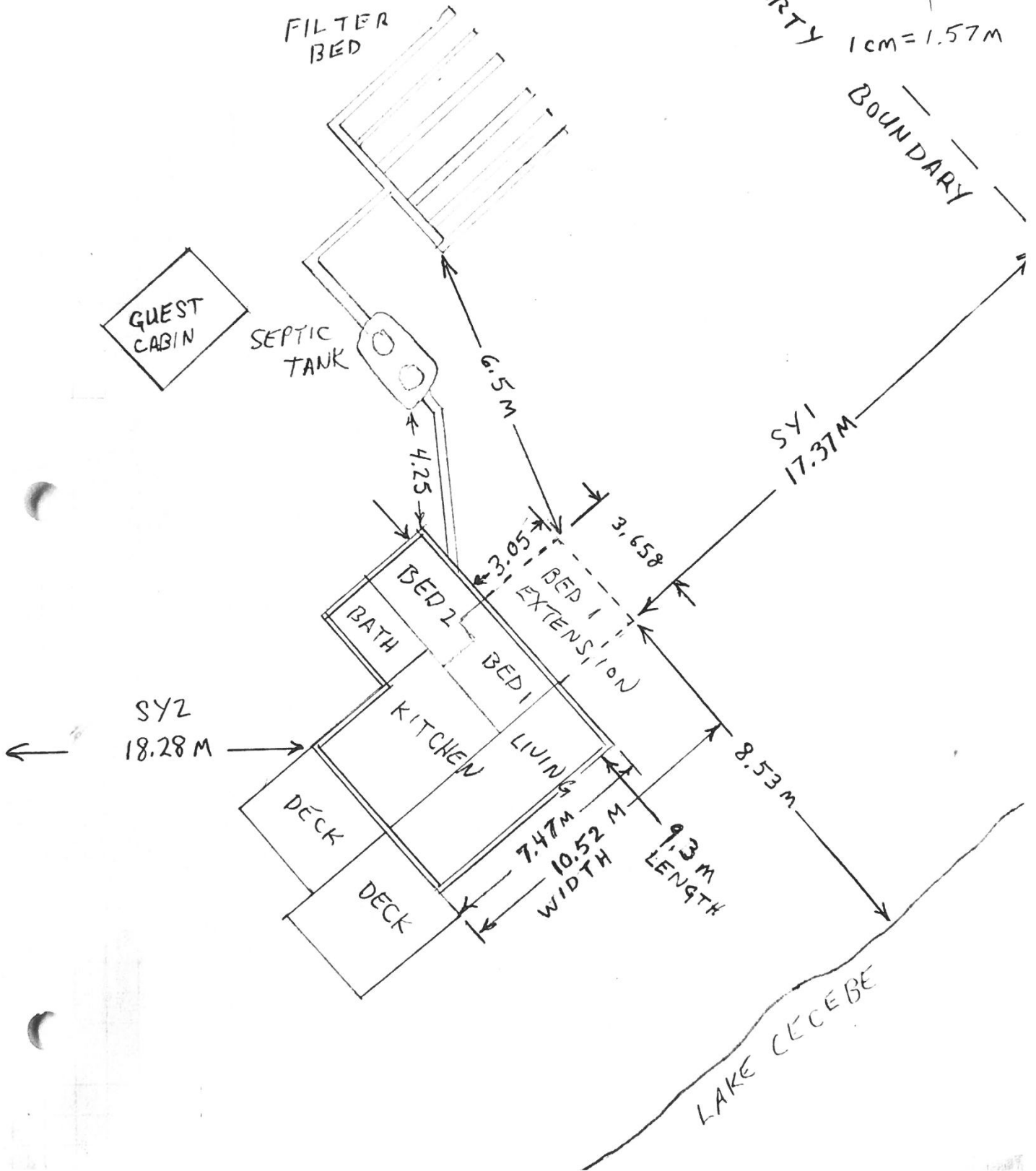
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PROPERTY  
BOUNDARY

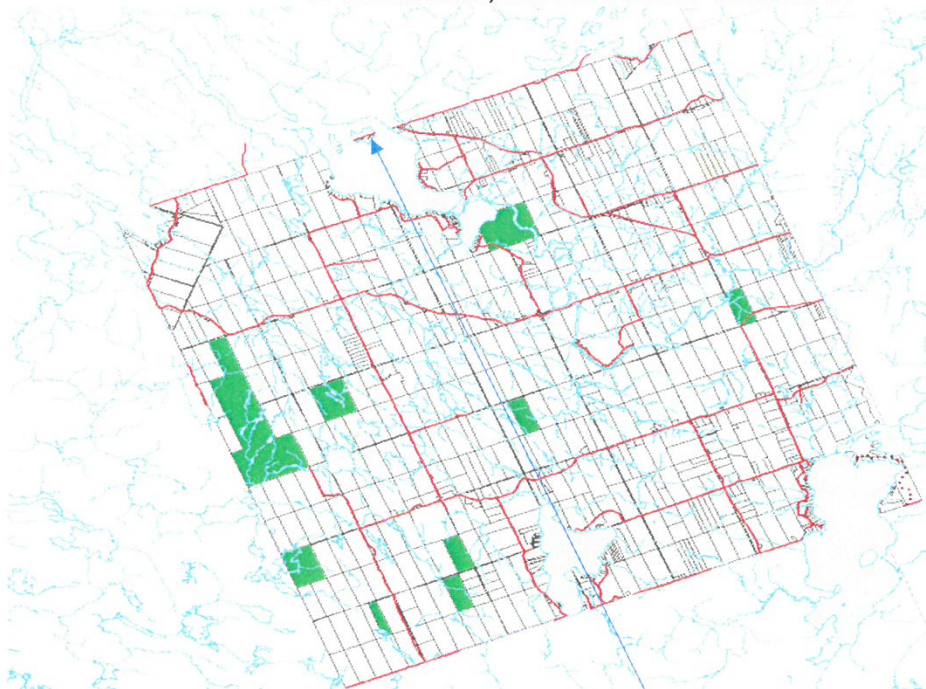
1cm = 1.57m

BOUNDARY

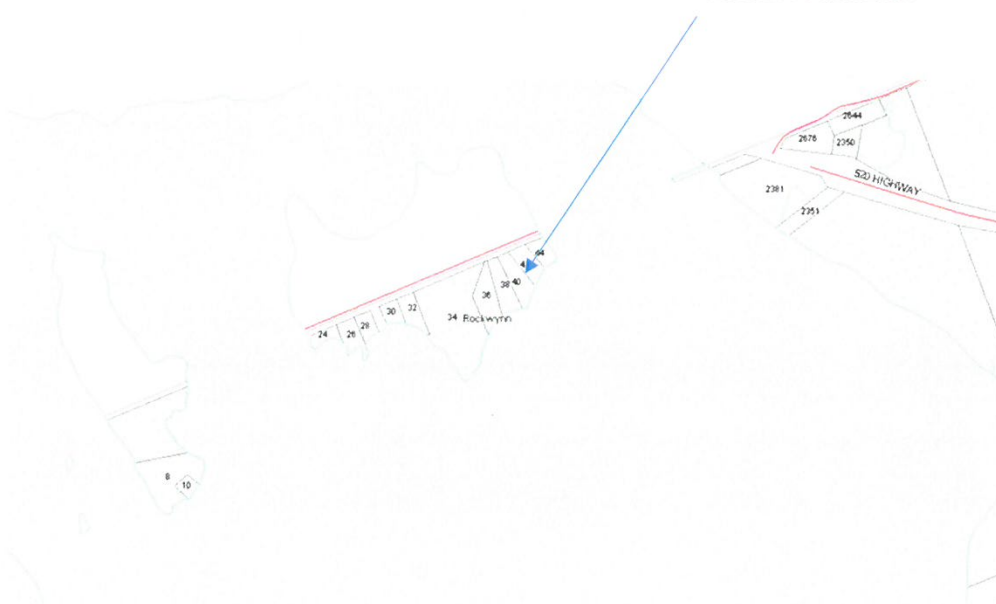


FILE COPY  
A 1/23


Township of Ryerson  
Key Map – Minor Variance A 1/23  
40 Gordon Island, Plan M31 Pt. Lot 3 42R8201 Pt 2



SUBJECT PROPERTY





	<h2>Staff Report</h2>
To:	Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	September 12, 2023
Report Title:	Consent B-026/23 Wahl
Report Date:	August 30, 2023

**Recommendation:** I would recommend that Council support the application for consent, B-026/23 for Joshua and Renee Wahl’s property located at Part Lot 12, Concession 14, 2146 South Horn Lake Road in Ryerson Township.

**Purpose/Background:** The applicant has applied to the Planning Board to sever their 50-acre property to create a new lot. The proposed severed lot will be over ten acres, and the retained parcel will be 40.08 acres which already consists of the new home that the Wahl’s are in the process of building. The land is zoned Rural (RU), so therefore, construction of a dwelling is permitted on the severed lot. There is adequate frontage and lot size to for the retained and the severed lot to meet the minimum requirements for development. The application reflected a less than required frontage on the severed piece and this will be addressed by the surveyor to make the severed lot frontage comply with the minimum 100 metre requirement for new lot creation. Lot configuration is suitable for residential development in this gently sloped treed area with a few streams crossing through it. The lot includes a small area of protected wetland in the middle western side of the retained portion of the lot which has already been approved for development. This consent will not create a settlement area and the frontage is well treed keeping the rural character of our township.

**Analysis / Financial:** As part of the consent process the Planning Board has provided a planning report to Ryerson Township. Staff has reviewed the application and the planning boards report. The application is consistent with the Rural designation of the Township’s Official Plan development policies and is in keeping with the Provincial Policy Statement (PPS) preserving the rural nature of the land and not posing a financial burden, now or in the future, to the township. The proposed dimensions and frontages of the two parcels will be made to suit the zoning by-law.

**Next Steps:** The township Council decides to support or not to support the application by resolution that includes the conditions we will impose. Staff submits the resolution to the Southeast Parry Sound District Planning Board along with a completed questionnaire containing the information the Board has requested. The secretary of the board compiles the information for the planning boards consideration, the final decision for Consent applications, to approve or decline. The Planning Board will circulate a Notice of Decision to the applicant and the township office. The applicant must satisfy all conditions imposed in the allotted amount of time. Staff will follow up with the applicant regarding the conditions. When the conditions are satisfied, staff will notify the owner and the planning board.

- Property owners have two years to fulfill provisional consent conditions. Under the *Planning Act* (Ontario), consenting authorities can impose conditions when granting provisional consent. Prior to the amendments, if the conditions were not met within one year of the decision, the provisional consent would lapse, with no option to extend. This timeline could be difficult to meet due to uncooperative parties or surveying delays. In recognition of these issues, the timeline has now been increased to two years to satisfy the provisional consent conditions.

**Appendix/Related Documents:** Planning Report, Application for Consent



August 30, 2023

Planning Review – Wahl – Consent – B-026/23

Southeast Parry Sound District Planning Board

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**Application**

Application for consent has been made to the Planning Board for one new residential building lot and retaining one residential building lot, from Josh and Renee Wahl.

**Location**

The subject lands are in Part Lot 12, Concession 14, in the Township of Ryerson, specifically described as Part 3 on Plan42R-6633. It is municipally known as 2146 South Horn Lake Road. The lands are generally located fronting on the south side of South Horn Lake Road, as shown on the key plan on the notice of application.

**Background**

Application for one new rural building lot was received assigned Planning Board file number B-026/23 and retaining one residential lot.

Overall, the subject lands consist of about 202.77m (665.26 feet) on South Horn Lake Road and about 20.289ha (50.13 acres) of lot area. The property contains a dwelling.

The proposed severed lot will consist of about 91.44m (300 feet) frontage on South Horn Lake Road and about 4.069ha (10.05 acres) of lot area. It is presently vacant.

The proposed retained lot will have about 111.33m (365.26 feet) frontage on South Horn Lake Road and will consist of about 16.22ha (40.08 acres). It presently contains a dwelling.

**Northern Ontario Growth Plan**

No concerns.

**Provincial Policy Statement (PPS) 2020**

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

Section 1.1.5.2 of the PPS states **“On rural lands located in municipalities, permitted uses are: c) residential development, including lot creation, that is locally appropriate;”**

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

- i) **lot frontages will not be less than 60 metres (200 feet) nor lot areas less than 1.0 hectares (2.5 acres); and,**
- ii) **a variety of larger lot areas and frontages will be encouraged in any development proposal to enhance the rural character of the Township.**
- iii) **“lots may be considered on smaller parcels of land provided the lot frontage is not less than the average frontage of lots on the same side of the road as the proposal;”**
- iv) **any lot in existence at the time of the passage of this By-law that fronts on a year-round municipally maintained road may be severed at least once, so long as minimum frontages and areas can be met;” and**
- v) **where a property includes lands below the regulatory flood elevations identified in Section 4.3.4.2, the policies of Section 4.3.4.2 will apply. New lots will not be granted unless there is sufficient area outside the flood plain where all new structural development and site alteration would occur; approval would be conditional on the placement of all flood plain lands in a non-development zone. In order to prevent increased flood-related impacts on other properties, filling is not acceptable below the regulatory flood elevation, except in accordance with Section 4.4.”**

Based on the above criteria it would appear that sections i) and iv) would apply. Relying on sections i) and iv) one new lot could be considered, provided the date of the parent lot, was before the by-law was approved. The frontages and areas of the proposed lots exceed these minimum requirements and are larger than the typical rural residential lot frontages.

Section 6.9 Lot Creation states **“The preferred method of land division in the Township will be by means of consent.”** The proposal for one new lot by severance is following the direction of the plan as the primary form of development. In fact, by creating 1 new lot, it will assist the tax base in paying for municipal maintenance that is already occurring along South Horn Lake Road.

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

**Section 2** of the PPS is entitled the Wise Use and Management of Resources and primarily deals with the environmental health including fish habitat, deer wintering yards, wetlands, wildlife including species at risk, ground/surface/lake water, streams, agriculture, aggregate and archaeology of an area.

**Section 3** of the PPS is entitled Protecting Public Health and Safety and addresses the health and safety issues and property damage that could result from natural and man-made hazards. Primarily this section deals with flooding, contaminated sites and mining/petroleum operations.

I have reviewed Schedules A, B1 and B2 of the Township’s official plan – land use and environmental constraint areas. Two watercourses were identified. One at the extreme rear of the property on the developed retained. The second is about a third of the way down on the property, again mostly on the developed retained lot with a small portion what appears to be the south end of the severed lot. There is an Environmental Protection (EP) on the west side of the retained lot protecting the natural feature from incompatible development. Since the retained is already developed there should limited impact. With respect to the severed lot future development would be located closer to South Horn Lake Road, quite some distance from the watercourse.

I have reviewed the 2020 PPS and find that this proposal is consistent.

**Township Official Plan**

The subject lands are designated Rural.

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

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

The lots are located where there are other rural lots.

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

These are large and shouldn't require any significant disruption for a new dwelling.

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

To ensure there is an adequate area for a septic area confirmation should be received from the NBMCA.

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

The lots consisting of a minimum of 10 acres should have ample area for a septic system. A condition should be imposed that confirmation is received from the NBMCA.

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

This can be addressed by imposing a condition that the Township of Ryerson is satisfied there is an adequate location for an entrance.

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

There will be only 1 new house. The lots being a minimum of 10 acres would be considered limited density.

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

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

This is a single lot severance. There is no need for a plan of subdivision.

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

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

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

The lots are a rectangle shape, appropriately proportioned and dimensioned. There should be no issue with respect to the provision of being capable of supporting a septic system.

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

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

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

This can be addressed through a condition on the consent.

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

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

None were identified on the official plan schedules.

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

The creation of one new dwelling, septic and driveway has limited disturbance on the lot.

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

The subject lands are not located in proximity to extractive industrial operations.

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

**Zoning By-Law**

The existing zoning is Rural (Ru) and Environmental Protection (EP).

The minimum frontage for a new residential lot or rural lot in the Ru zone is 100m (328 feet) and the minimum lot area for a new rural lot is 10ha (24.7 acres) or rural residential lot in the Ru zone is 1ha (2.47 acres).

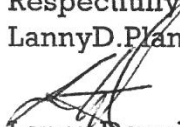
The proposed retained lot complies with the existing Ru zoning for frontage and area having a 16.22ha (40.08 acres) and 111.33m (365.26 feet).

The proposed severed lot complies with the minimum lot area for a new rural residential lot having 4.069ha (10.05 acres) but not the frontage having only 91.44m (300 feet). Therefore, a rezoning is required for the severed lot to recognize the deficient frontage. Alternatively, the application could be amended to have the severed lot comply with the minimum 100m (328 foot) frontage requirement, which should leave sufficient frontage on the retained lot to comply. The Environmental Protection (EP) zone would remain.

**Recommendation**

Having reviewed the Township's official plan and zoning by-law and the 2020 PPS, I recommend consent application B-026/23 be approved with standard conditions including confirmation from the Township of Ryerson that there is a satisfactory entrance, that confirmation be received from the North Bay Mattawa Conservation Authority, that the severed lands be rezoned to recognize the deficient frontage or that the application be revised to that severed lands meet the minimum 100m (328 foot) frontage requirement, amongst others, subject to the date the parent lot was created.

Respectfully submitted.  
Lanny D. Planning

  
Lanny Dennis, President  
MCIP, RPP

B-026/23

**Application for Consent  
Under Section 53 of the Planning Act**

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

**Completeness of the Application**

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

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

**Submission of the Application**

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

**For Help**

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

**1. Applicant Information**

renee.michelle.wahl@gmail.com

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

Name of Owner(s) Josh + Renee Wahl	Home Telephone No.	Business Telephone No. 705 205 0202
Address 206 Taylor Rd Bracebridge ON	Postal Code P1L 1J9	Fax No.

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

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

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

▶ 2.1 District Parry Sound		Municipality/Unincorporated Township Ryerson	Former Township
Concession Number(s) 14	Lot Number(s) 12	Registered Plan No. (Subd.)	Lot(s)/Block(s)
Reference Plan No. 42R-6633	Part Number(s) 3	Parcel No.	Name of Street/Road South horn lake rd
Street No. 2146	Section or Mining Location No.		Burks Falls, ON

▶ 2.2 Are there any easements or restrictive covenants affecting the subject land?  
 No  Yes If Yes, describe the easement or covenant and its effect.



### 3. Purpose of this Application

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

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

4.1 Description		Severed	Retained
	Frontage (m.)	100 m	102.77
	Depth (m.)	445 m	1000.3
	Area (ha. or m <sup>2</sup> )	4069 ha	16.22 ha
▶ 4.2 Use of property <small>(i.e. vacant, industrial, commercial, residential, etc.)</small>	Existing Use(s)	vacant	residential
	Proposed Use(s)	residential	residential
▶ 4.3 Buildings or Structures <small>(include date of construction, type and size of building)</small>	Existing	none	Aug 2022, House, 1500 sqft
	Proposed	unknown	same
▶ 4.4 Access <small>(check appropriate space)</small>	Provincial Highway	no	no
	Public Road	yes	yes
	Name of Authority maintaining road	Township of Ryerson	Township of Ryerson
	Common name of road	South Horn Lake Rd	South Horn Lake Rd.
	Private Road (describe in Section 4.8)	no	no
	Right of way (describe in Section 4.8)	no	no
	Period of Maintenance: Seasonal	no	no
	:Year Round	yes	yes
	Water Access (Describe in Section 4.9)	no	no
	▶ 4.5 Water Supply <small>(check appropriate space)</small>	Publicly owned and operated piped water system	no
Name of Authority operating and maintaining services		no	no
Privately owned and operated communal well (Describe in Section 9.1)		no	no
Privately owned and operated individual well		yes	yes
Lake or other water body		no	no
Other means (Describe in Section 9.1)		no	no
▶ 4.6 Sewage Disposal <small>(check appropriate space)</small>	Publicly owned and operated sanitary sewage system	no	no
	Name of Authority operating and maintaining service	no	no
	Privately owned and operated communal septic system (Describe in Section 9.1)	no	no
	Privately owned and operated individual septic tank	yes	yes
	Privy	no	no
	Other means (Describe in section 9.1)	no	no



4.7 Other Services (check if the service is available)	Electricity	hydro 1km away	using solar power
	School Busing		
	Garbage Collection	no	no

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

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

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

5.1 What is the existing official plan designation(s), if any, of the subject land?

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

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

Use or feature	On the Subject Land	Within 500 metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard	no	no
A landfill	no	no
A sewage treatment plant or waste stabilization plant	no	no
A provincially significant wetland (Class 1, 2 or 3 wetland)	no	no
A provincially significant wetland within 120 metres of the subject land	NA	no
Flood plain	no	no
A rehabilitated mine site	no	no
A non-operating mine site within 1 kilometre of the subject land	no	no
An active mine site	no	no
An industrial or commercial use, and specify the use(s)	no	no
An active railway line	no	no
A municipal or federal airport	no	no

**6. History of the Subject Land**

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

severed parcel for B-046-21

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

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

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

### 7. Concurrent Applications

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

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

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

### 9. Other Information

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

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

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

I/we, Joshua Wahl + Renee Wahl of the Town of Bracebridge  
 in the District of Muskoka make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me  
 at the Township of Perry  
 in the District of Perry Sound  
 this 5th day of June, 2023

Renee Wahl  
 Applicant

Erica Cole  
 Applicant

Erica Cole

ERICA COLE  
 COMMISSIONER OF OATHS

TOWNSHIP OF PERRY

### 11. Authorizations of Owner(s)

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

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

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

\_\_\_\_\_  
Date

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

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

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

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

I/we \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for a consent and for the purpose of the Freedom of Information and Protection of Privacy Act, I/we authorize \_\_\_\_\_ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or will be collected during the processing of the application.

\_\_\_\_\_  
Date

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

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

### 12. Consent of Owner(s)

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

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

I/we Josh + Renee Wahl, am/are the owner(s) of the land that is the subject of this consent application and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

03/01/2023  
Date

Renee Wahl  
Signature of Owner

Josh Wahl  
Signature of Owner

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

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

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

Submit completed application and fee to:

**SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD**  
P.O. Box 310 Kearney, ON  
POA 1 M0



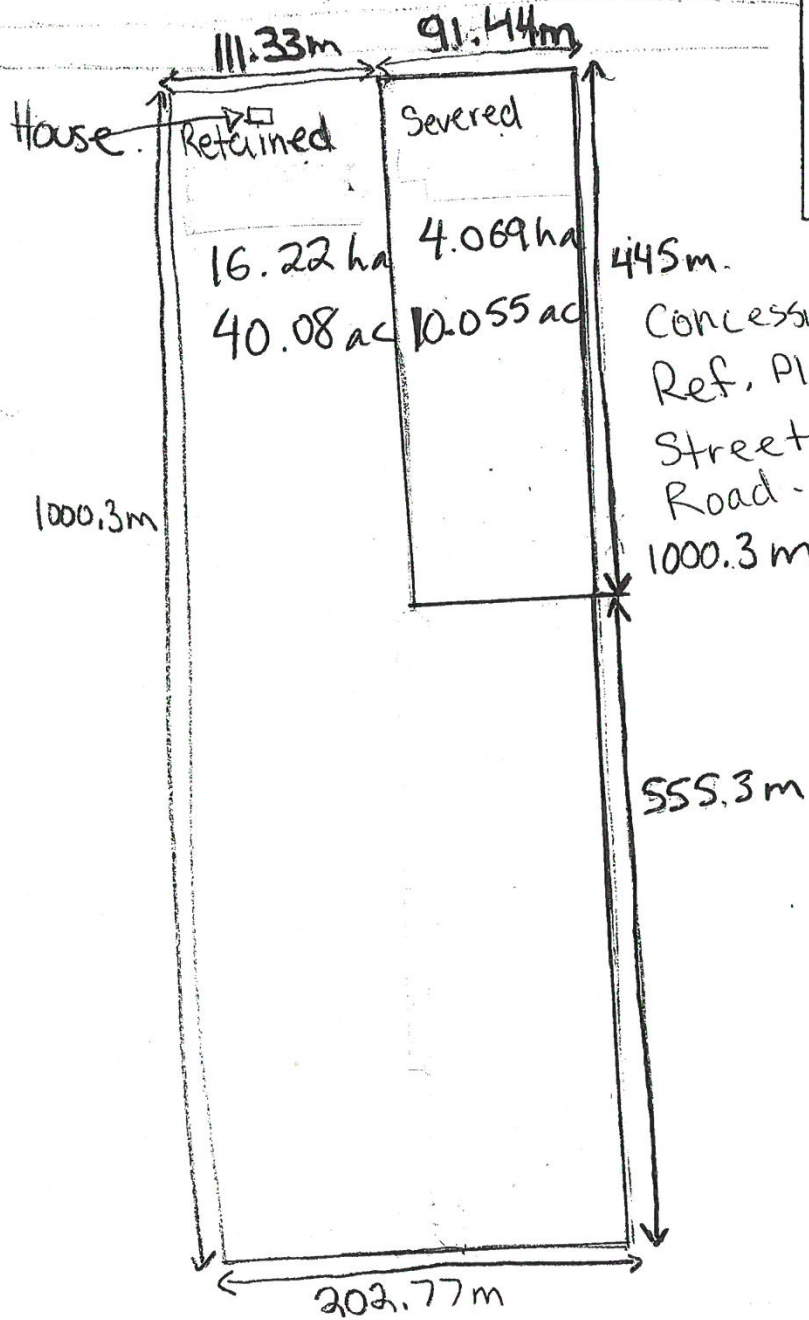
Sketch Sheet

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


Key Plan



South Horn Lake Rd



445m.  
Concession 14 Lot 12 Part 3  
Ref. Plan no. 42R-6633  
Street # 21416  
Road - South Horn Lake Rd.  
1000.3m

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Nancy Field Deputy Clerk
Date of Meeting:	September 12, 2023
Report Title:	2024 Proposed Meeting Schedule
Report Date:	August 24, 2023

**Recommendation:** The purpose of this report is to provide Council a proposed meeting schedule for 2024. Staff has gathered the conference dates for the upcoming year to anticipate any conflicts and are providing our recommendation to you for a meeting schedule.

- January: 16<sup>th</sup> (ROMA January 21-23, 2024)
- February: 13<sup>th</sup>, 27<sup>th</sup> (plus special meeting(s) in February or March for budget)
- March: 12<sup>th</sup>, 26<sup>th</sup>
- April: 9<sup>th</sup>, 30<sup>th</sup> (OGRA April 21-24, 2024)
- May: 14<sup>th</sup>, 28<sup>th</sup> (FONOM May 6-8, 2024)
- June: 11<sup>th</sup>, 25<sup>th</sup> (Yard Sale Saturday June 22<sup>nd</sup>)
- July: 9<sup>th</sup>
- August: 13<sup>th</sup> (AMO August 18-21, 2024)
- September: 10<sup>th</sup>
- October: 8<sup>th</sup>, 22<sup>nd</sup>
- November: 12<sup>th</sup>, 26<sup>th</sup>
- December: 10<sup>th</sup>

Special and closed meetings will be scheduled as required.

Roma - Jan. 21-23, Sheraton Hotel, Toronto

AMO - Aug. 18-21, Ottawa

OGRA - April 21-24, Toronto

FONOM - ~~May 14-16~~ Sudbury, Holiday Inn, Regent St.  
May 6-8<sup>th</sup> ~~New Date~~



# 2024

## Canada

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
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July						
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August						
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September						
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October						
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27	28	29	30	31		

November						
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December						
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22	23	24	25	26	27	28
29	30	31				

### 2024 Holidays for Canada

Jan 1 New Year's Day  
 Feb 2 Groundhog Day  
 Feb 14 Valentine's Day  
 Mar 17 St. Patrick's Day  
 Mar 29 Good Friday  
 Mar 31 Easter Sunday

May 12 Mother's Day  
 May 20 Victoria Day  
 Jun 16 Father's Day  
 Jul 1 Canada Day  
 Aug 5 Civic Holiday  
 Sep 2 Labour Day

Sep 30 National Day for Truth and Reconciliation  
 Oct 14 Thanksgiving  
 Oct 31 Halloween  
 Nov 11 Remembrance Day  
 Dec 25 Christmas Day  
 Dec 26 Boxing Day

## 2024 ROMA Conference

### Event Date

January 21, 2024 - 8:00 AM (EST) to January 23, 2024 - 3:00 PM (EST)



Good Roads

<https://goodroads.ca> › conference

### Conference - Good Roads

130th Edition of the. Good Roads Conference April 21 - 24, **2024**. Make connections that drive success. Ideas. Inspirations. Contacts. Every year, the Good ...

## *The 2024 Annual FONOM Conference*

will be held in Greater Sudbury, Ontario

at the Holiday Inn and Suites (1696 Regent Street) (705-522-3000)

**May 6th – May 8th, 2024 (\*NEW DATE\*)**



Muniscope

<https://www.muniscope.ca> › events › node=AMO\_2024

### Association of Municipalities of Ontario 2024 Annual ...

Sunday, August 18, **2024** - Wednesday, August 21, **2024**. Ottawa, Ontario Information:  
Association of Municipalities of Ontario (**AMO**)



## District of Parry Sound Municipal Association

c/o Township of McKellar, 701 Hwy 124 McKellar, ON P0G 1C0

**President:** Lynda Carleton    **Secretary-Treasurer:** Karlee Britton

### **Fall 2023 Agenda – 167<sup>th</sup> Meeting – Friday, September 29, 2023 Hosted by the Municipality of Whitestone Dunchurch Community Centre, 2199 Hwy 124, Ontario**

- 8:15-9:00** Registration / Coffee sponsored by **Aird & Berlis, LLP**
- 9:00-10:00** Opening Remarks by Mayor George Comrie, Municipality of Whitestone  
Introduction of the Head Table  
Greetings from the Office of Scott Aitchison, MP Parry Sound-Muskoka  
Appointment of Vice-President {Res}  
Adoption of Minutes from Spring 2023 and Treasurer's Report {Res}  
Lynda Carleton, FONOM Update  
Greetings from the Office of Graydon Smith, MPP Parry Sound-Muskoka
- 10:00-10:15** Meeting Accessibility Standards by 2025 under the *AODA* presented by the Ministry for Seniors and Accessibility
- 10:15-10:30** Accelerated High-Speed Internet Program (AHSIP) presented by Luke Barker, Director of Commercial Projects, Infrastructure Ontario
- 10:30-10:45** Coffee break sponsored by **Tulloch**
- 10:45-11:15** North Bay Parry Sound District Health Unit Updates presented by Dr. Carole Zimbalatti, Acting Medical Officer of Health
- 11:15-11:30** Almaguin Community Hatchery Program presented by Jerry Brandt, Vice President
- 11:30-12:00** Bluebox Transition Presentation and Q&A presented by Mike Birett, Birett & Associates
- 12:00-1:00** Lunch – 3 course plated and served Roast Beef dinner by **Tanners Inn & Dining**, with salad, mixed veg, Yorkshire pudding, mashed potatoes, gravy and pie for dessert
- 1:00-2:00** Short Term Rentals presented by Jamie Robinson and Kathy Suggitt of MHBC Planning Ltd.
- 2:00** Resolutions / Business Meeting  
Draw for Mystery Door Prize: Must be present to claim  
Host and Date of Next Meeting: East Side host and date to be determined  
Adjournment





**District of Parry Sound Municipal Association**

c/o Township of McKellar

701 Hwy 124, McKellar, ON P0G 1C0

**President:** Lynda Carleton | **Secretary-Treasurer:** Karlee Britton

**2023 Fall Meeting**

The Fall Meeting of the District of Parry Sound Municipal Association will be held on **Friday, September 29, 2023** hosted by the Municipality of Whitestone. The location of the meeting is at the **Dunchurch Community Centre**, 2199 Hwy 124, Dunchurch, Ontario P0A 1G0.

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

The cost is **\$50.00** per person and includes lunch and refreshment breaks.

Please make cheques payable to the 'District of Parry Sound Municipal Association' and forward c/o The Township of McKellar, P.O. Box 69, McKellar, ON P0G 1C0.

\_\_\_\_\_ will be sending (Name of Municipality/Organization)

\_\_\_\_\_ delegates @ \$50.00 each, for a total of \_\_\_\_\_.

The following delegates will be attending:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please confirm attendance on or by Monday, September 11, 2023, so that catering arrangements can be finalized.

Registration can be made by fax to 705-389-1244, by phone at 705-389-2842 x5 or by e-mail to [deputyclerk@mckellar.ca](mailto:deputyclerk@mckellar.ca), with payment to follow by mail. **Payment is expected for all delegates registered, regardless if they attend, as meal payment is based on the registration.**


Please email **questions for the Short Term Rental presentation** to Karlee Britton [deputyclerk@mckellar.ca](mailto:deputyclerk@mckellar.ca) no later than September 26<sup>th</sup> so a list can be compiled and forwarded to the presenter to allow for time.



# DPSMA FALL MEETING 2023

SEPTEMBER 29, 2023

8:15AM - 2:30PM

 DUNCHURCH COMMUNITY CENTER

## SHORT TERM RENTALS

Presented by MHBC

### THE SPEAKERS



**Jamie Robinson**  
MHBC Planning Ltd.



**Dr. C. Zimbalotti**  
NBPSD Health Unit



**Almaguin Hatchery**  
Jerry Brandt, VP



**Mike Birett**  
Birett & Associates

## DISCUSSIONS AND INSIGHTS



### BLUEBOX TRANSITION

Mike Birett is extremely knowledgeable in Bluebox Legislation having 12 years experience as the Managing Director at the Continuous Improvement Fund



### AODA COMPLIANCE 2025

The Ministry for Seniors and Accessibility will provide updates to the legislation where all Municipal facilities will need to be in compliance by 2025



### HIGH SPEED INTERNET PROGRAM

Infrastructure Ontario will provide an update on the Accelerated High Speed Internet Program (AHSIP)

### DUNCHURCH COMM CENTER

2199 HWY 124, DUNCHURCH POA 1G0

Made with PosterMyWall.com

**REGISTRATION**  **EMAIL:** [deputyclerk@mckellar.ca](mailto:deputyclerk@mckellar.ca)

Please email questions for the STR Presentation before September 26th

**THE CORPORATION OF THE TOWNSHIP OF RYERSON  
BY-LAW\_\_ - 23**

**Being a By-law to Appoint a Building Inspector**

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

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

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

1. That Yves Savage be and the same is hereby appointed as Building Inspector for the Township of Ryerson
2. That the appointment shall be effective September 12, 2023.
3. That the Building Inspector shall be paid such a salary, wage or remuneration as set out in the Offer of Employment.
4. That By-law 18-23(as amended) to Appoint Brad Shadlock as DCBO is repealed.


READ A FIRST, SECOND TIME ,  
AND A THIRD TIME AND FINALLY  
PASSED THIS 12 DAY OF SEPTEMBER, 2023

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**Mayor**

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**CAO/Clerk-Treasurer**

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	September 12, 2023
Report Title:	Record Retention By-law
Report Date:	September 4, 2023

**Recommendation:**

That Council approve the updated Record Retention By-law as attached.

**Purpose/Background:**

Ryerson Township's existing Record Retention By-law was adopted in 1989, and governs the maintenance and destruction of all records under the Township's control. The existing policy is significantly out of date, and does not adequately take into account all of the legislative requirements regarding retention periods for certain categories of records.

Enclosed in this agenda is a copy of the draft updated Records Retention By-law. This was developed largely in accordance with TOMRMS (The Ontario Municipal Records Management System), and adopts retention periods on a much more granular level than is currently in place. Accompanying this, but not enclosed in the agenda package, is a document that outlines the specific legislation from which each of these retention periods are derived.

On a final note, the internal Township records system matches the structure as outlined in the schedules herein, helping simplify the record retention process for staff.

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # \_\_\_-23**

Being a by-law to establish schedules of retention and disposition for all records maintained by the Township of Ryerson.

**WHEREAS** Section 254 of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection;

**AND WHEREAS** Section 255 (2) of the *Municipal Act*, S.O. 2001, as amended, provides that a record of a municipality or local board may be destroyed in a retention period has been established and the retention period has expired or the record is a copy of the original record;

**AND WHEREAS** Section 255 (3) of the *Municipal Act*, S.O. 2001, as amended, provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

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

**1. DEFINITIONS**

**“Auditor”** means the person or firm appointed by the Council of the Township of Ryerson from time to time to perform the annual audit of the records of the Township of Ryerson;

**“Clerk”** means the person appointed by Council, or their delegate, to perform the duties of the Clerk;

**“Destroy”** means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists;

**“Disposition”** means the stage where records and information have been identified as having reached the end of their retention period and may be transferred to archival storage, destroyed, or returned to the control of the originating third party in an authorized manner;

**“Files”** has the same meaning as “records” and may be used inter-changeably;

**“FOI Designation”** means the designation of a record in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

**“Official Records”** means recorded information in any format or medium that documents the Township’s business activities, rights, obligations or responsibilities or recorded information that was created, received, distributed or maintained by the company in compliance with a legal obligation;

**“Open Access”** means records for which there are no restrictions on access as imposed under the *Municipal Freedom of Information and Protection of Privacy Act*.

**“Records”** means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, architectural drawings, photographs, film, email, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”;

**“Retention Period”** means the period of time during which records must be kept by the Township before they may be disposed of;

**“Retention Schedule”** means a control document that describes the Township’s records at a series level, and indicates the length of time that each series shall be

retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on a continuing basis the destruction of the remaining records after the lapse of a specified retention period or the occurrence of specified actions or events. Records retention schedules serve as the legal authorization for the disposal of the Township's records;

**“Review Access”** means records for which there may be restrictions on access as imposed under the *Municipal Freedom of Information and Protection of Privacy Act*. Additional review is required before access can be granted.

**“Superseded”** means a record that is kept for an indefinite period until it is replaced by an updated record.

**“Township”** means The Municipal Corporation of the Township of Ryerson;

**“Transitory Records”** means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:

- a) Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
- b) Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
- c) Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
- d) Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
- e) Voice-mail messages;
- f) Records that do not relate to Township business;
- g) Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
- h) Duplicate stocks of obsolete publications, pamphlets or blank forms; and
- i) Unsolicited advertising materials, including brochures, company profiles and price lists.

## 2. INTERPRETATION RULES

- a. For the purposes of this by-law and Schedule “A” attached hereto, “year” shall mean a full calendar year commencing January 1<sup>st</sup> and terminating December 31<sup>st</sup>, and the retention period commences on the later of the date the document has been created or authorized.
- b. That the Clerk of the Township shall have the authority to approve destruction of all records, provided they have been retained until the expiration of the retention period of this by-law.

## 3. RETENTION SCHEDULE

- a. The records retention schedule attached hereto as Schedule “A”, forms part of this by-law.
- b. The Clerk shall administer this by-law and shall ensure that the retention periods set out in Schedule “A” attached hereto comply with all relevant legal requirements for records retention.

**4. EMPLOYEE RESPONSIBILITIES**

- a. All Township employees who create, work with or manage records, shall:
  - a) Comply with the retention periods as specified in Schedule “A” attached hereto;
  - b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage;
  - c) Ensure the transitory records in their custody or control are destroyed when they are no longer needed for short-term reference; and
  - d) Ensure that Schedule “A” attached hereto is followed.

**5. CLERK RESPONSIBILITIES**

- a. To develop and administer policies and establish and administer procedures for managing records;
- b. Periodically review and make recommendations with respect to this by-law;
- c. Ensure that records are preserved and disposed of in accordance with the retention schedule; and
- d. To ensure that a record is kept of all records that are destroyed, with the exception of transitory records.

**6. DISPOSITION OF RECORDS**

The following principles shall govern the destruction of records:

- a. When there are no further business or legal reasons for retaining records, they shall be destroyed or expunged as appropriate;
- b. Records pertaining to pending or actual investigation or litigation shall not be destroyed;
- c. Records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain; and
- d. Copies of records may be destroyed at any time if the original records are being retained in accordance with Schedule “A”, attached hereto and forming part of this by-law.

**7. IMPLEMENTATION**

- a. This by-law rescinds By-law 11-89.
- b. This by-law shall come into force and effect on the date of passing.

Read a First, Second and Third time, signed and the seal of the Corporation affixed thereto, and Finally passed in Council this 12<sup>th</sup> day of September, 2023.

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF RYERSON SCHEDULE "A" TO BY-LAW NUMBER XX-23  
RECORDS RETENTION SCHEDULE**

**ADMINISTRATION - A**

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A00	<p><b>ADMINISTRATION- GENERAL</b> Includes administrative records which cannot be classified elsewhere. Use only if no other heading is available. Specifically includes general photos, logos, contact information, and fax covers.</p>	6 years	Review Access
A01	<p><b>ACCESS CONTROL AND PASSWORDS</b> Includes records relating to login information for software, websites, databases, and all other tools used by Township employees.</p>	Superseded	Review Access
A02	<p><b>ACCESSIBILITY</b> Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons.</p>	10 years	Review Access
A03	<p><b>ANNEXATION AND AMALGAMATION</b> Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities.</p>	Permanent	Review Access
A04	<p><b>ASSOCIATIONS AND ORGANIZATIONS</b> Includes correspondence, minutes, agendas, notices, and reports regarding organizations and associations to which staff belong or with which they communicate in the course of their duties such as AMCTO, Good Roads, etc.</p> <p>Excludes: Membership Fees- see F01</p>	1 year	Review Access
A05	<p><b>BUILDING AND PROPERTY MAINTENANCE</b> Includes records regarding the maintenance of the municipality's buildings and properties, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, groundskeeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning.</p> <p>Excludes: Parks Management - see R06 Recreational Facilities - see R07</p>	6 years	Review Access



CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A06	<p><b>COMPUTER SYSTEMS AND SOFTWARE</b> Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades.</p> <p>Excludes: Acquisitions and Tenders- see F16</p>	Superseded	Review Access
A07	<p><b>FACILITIES BOOKINGS</b> Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.</p>	1 year	Review Access
A08	<p><b>FACILITIES CONSTRUCTION AND RENOVATIONS</b> Includes records for the planning and construction of municipal facilities such as fire stations, pools, community centres, and office buildings. Includes site meetings, consultant's reports and cost reports. Also includes architectural and engineering drawings.</p>	Permanent	Review Access
A09	<p><b>FREEDOM OF INFORMATION</b> Includes documents regarding the municipality's responsibilities under the Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act.</p>	10 years	Review Access
A10	<p><b>INFORMATION SYSTEMS</b> Includes records relating to computer system operations and backup tapes. Includes activity logs, system changes, and server access data.</p>	6 years	Review Access
A11	<p><b>INTERGOVERNMENTAL RELATIONS</b> Includes general records relating to the relationship between the Township and all other levels of government, including contact information.</p>	5 years	Review Access
A12	<p><b>MPAC- OWNERSHIP/TITLE CHANGES</b> Includes email or Excel spreadsheet correspondence to MPAC regarding mailing address revisions, civic address updates, property sale notifications, etc.</p>	1 year	Review Access
A13	<p><b>OFFICE EQUIPMENT AND FURNITURE</b> Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, etc.</p> <p>Excludes: Computer Systems and Software- see A06 Service Agreements- see L04</p>	Superseded	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A14	<b>OFFICE SERVICES</b> Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding internal printing and shredding services.	1 year	Open Access
A15	<b>POLICIES</b> Includes policy and procedure manuals, guidelines and directives.	Superseded	Open Access
A16	<b>RECORDS DISPOSITION</b> Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	Permanent	Review Access
A17	<b>RECORDS MANAGEMENT</b> Includes records detailing proper management for Township records, regardless of medium.  Excludes: Retention By-Law- see C02 Policies and Procedures- see A15 Records Disposition- see A16	Superseded	Review Access
A18	<b>SECURITY</b> Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as control of keys.  Excludes: Vandalism Reports - see P09 Computer Security - see A01	5 years	Review Access
A19	<b>STANDARD OPERATING PROCEDURES</b> Includes guides for operating procedures and employee best practices. Also includes task lists and general information regarding annual reporting requirements and timelines,	Superseded	Review Access
A20	<b>STAFF COMMITTEES &amp; MEETINGS</b> Includes records regarding the activities of staff meetings. Includes agendas and staff activity reports.	6 years	Review Access
A21	<b>TELECOMMUNICATION SYSTEMS</b> Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems.  Excludes: Licenses- see P11 Assets- see F04 Agreements- see L04	Superseded	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
A22	<p><b>TRAINING AND CONFERENCES</b> Includes records regarding employee attendance at training events and major conferences. Also includes conference itineraries, registration forms, presentation documents, and requests for delegation. Includes skill development workshops and guidance documents.</p> <p>Excludes: Training and conference expenses- see F01 Employee training certificates- see H05</p>	1 year	Review Access
A23	<p><b>TRAVEL AND ACCOMODATION</b> Includes records related to travel arrangements, itineraries, maps, authorizations, reservations, and rented vehicles.</p> <p>Excludes: Employee and Council expenses- see F01</p>	1 year	Open Access
A24	<p><b>VENDORS AND SUPPLIERS</b> Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidder's information sheets.</p> <p>Excludes: Purchase Orders and Requisitions - see F15 Quotations and Tenders- see F16 Office Equipment - see A13 Fleet Management - see V01</p>	2 years	Open Access

**COUNCIL, BOARDS AND BY-LAWS - C**

<b>CLASSIFICATION CODE</b>	<b>SECONDARY HEADING &amp; DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>FOI DESIGNATION</b>
C00	<b>COUNCIL, BOARDS AND BY-LAWS - GENERAL</b> Includes records regarding Council, Boards and by-laws which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
C01	<b>APPOINTMENTS TO BOARDS AND COMMITTEES</b> Includes records regarding appointments by Council of staff and council members.	Permanent	Review Access
C02	<b>BY-LAWS- TOWNSHIP OF RYERSON</b> Includes signed final versions of the Township's by-laws, along with all amendments and attachments that are legally part of the by-laws.  Excludes: Background information - file by subject	Permanent	Open Access
C03	<b>BY-LAWS- OTHER MUNICIPALITIES</b> Includes final versions of by-laws passed by other municipalities which are of interest to the Township.	Superseded	Open Access
C04	<b>CLOSED MEETINGS</b> Includes notes from Closed Council sessions and meeting minutes.	Permanent	Review Access
C05	<b>CONFLICT OF INTEREST</b> Includes the conflict of interest register, declaration of pecuniary interest forms, and other documents regarding real or perceived conflicts of interest.	Permanent	Review Access
C06	<b>COUNCIL AGENDA</b> Includes agenda of Council meetings as well as working notes used in agenda preparation.	6 years	Open Access
C07	<b>COUNCIL MEETINGS</b> Includes notices of meetings, correspondence registers, action lists, attendance sheets, and delegation forms.	Permanent	Open Access
C08	<b>COUNCIL MINUTES</b> Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes. Encompasses minutes for regular, special, public, and tri-council meetings.  Excludes: Closed meetings –see C04	Permanent; rough notes 6 years	Review Access
C09	<b>COUNCIL COMMITTEE AGENDA &amp; MINUTES</b> Includes notices of meetings and agenda for committees of Council as well as working notes used in agenda preparation. Includes minutes of the committees of Council and copies of Local Board Minutes that members of Council belong to.	6 years	Review Access
C10	<b>ELECTIONS</b> Includes returned notices, lists of officials, voters' list, nominations, election results, and preliminary votes lists. Also includes advertising.	As per Elections Act	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
C11	<b>ELECTIONS - COUNCILLORS &amp; CANDIDATES</b> Includes financial forms, nomination records, and oaths taken by council members.	Permanent	Review Access
C12	<b>RECORDINGS OF COUNCIL MEETINGS</b> Includes audio and/or visual recordings of meetings of Council.	Term of Council + 1 year	Open Access
C13	<b>REPORTS TO COUNCIL</b> Includes all reports to Council.	Permanent	Review Access
C14	<b>RESOLUTIONS AND MOTIONS- TOWNSHIP OF RYERSON</b> Includes final signed versions and rough notes of motions and resolutions of Council.	Permanent	Review Access
C15	<b>RESOLUTIONS- OTHER MUNICIPALITIES AND BOARDS</b> Includes final signed versions of resolution passed by other municipalities which are of interest to the Township. Also includes resolutions passed by joint boards administered outside of the municipality.	Superseded	Open Access
C16	<b>TRAINING AND ORIENTATION</b> Includes records relating to the orientation and training of members of Council.	6 years	Review Access

**DEVELOPMENT AND PLANNING - D**

<b>CLASSIFICATION CODE</b>	<b>SECONDARY HEADING &amp; DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>FOI DESIGNATION</b>
D00	<b>DEVELOPMENT AND PLANNING - GENERAL</b> Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
D01	<b>AGRICULTURE DEVELOPMENT</b> Includes all records regarding agricultural growth and development.	Permanent	Review Access
D02	<b>COMMUNITY IMPROVEMENT PROJECTS</b> Includes records, studies, statistics, and any other required background information with respect to community improvement projects. Includes applications and related records.	Permanent	Review Access
D03	<b>DEMOGRAPHIC STUDIES</b> Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc.  Excludes: Vital Statistics - see L13	10 years	Open Access
D04	<b>DIGITAL MAPPING - CGIS</b> Includes all records used to produce maps and updates in a digital format.	Superseded	Open Access
D05	<b>EASEMENTS</b> Includes all records on Rights of Way and Easements concerning municipal ownership of private lands.  Excludes: Original Agreements - see L05	Permanent	Review Access
D06	<b>ECONOMIC DEVELOPMENT/COMMUNITY DEVELOPMENT OFFICER</b> Includes records regarding the growth of the economy. Includes studies, statistics, projections, community development programs. Examples include neighbourhood improvement programs, BIA, etc.  Excludes: Demographic Studies - see D03 Residential Development - see D17 Tourism Development - see D22 Industrial/Commercial Development - see D10	10 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
D07	<p><b>ENCROACHMENTS</b> Includes all records regarding private properties encroaching on municipal lands, including encroachment permits, surveys, and any other related documentation.</p> <p>Excludes: Original Agreements - see L04 Original Encroachment By-laws - see C02</p>	Permanent	Review Access
D08	<p><b>ENVIRONMENT PLANNING</b> Includes records regarding general types of environmental studies with a long range planning emphasis, such as flood control planning, parks and open spaces planning and waste management planning.</p>	Permanent	Review Access
D09	<p><b>HAZARD LANDS</b> Includes records regarding flood plains, slope stability, quick clay and karst.</p>	Permanent	Review Access
D10	<p><b>INDUSTRIAL/COMMERCIAL DEVELOPMENT</b> Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc.</p>	Permanent	Review Access
D11	<p><b>MINOR VARIANCES</b> Includes records related to the granting of minor variance to the zoning by-law by the committee of adjustment.</p>	Permanent	Review Access
D12	<p><b>MUNICIPAL ADDRESSING / CIVIC NUMBERS</b> Includes records regarding requests for and assignment of new subdivision, road dedications, and other street names and numbers. May include correspondence, reports, drawing and copies of related by-laws.</p>	Permanent	Open Access
D13	<p><b>NATURAL RESOURCES</b> Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information. Also includes aggregate reports for Township quarries.</p>	Permanent	Review Access
D14	<p><b>OFFICIAL PLANS</b> Includes the official plan and amendments to the official plan, background reports, notes and research. Also includes secondary plans and amendments, containing detailing objectives and policies concerning the planning, development and specific redevelopment.</p>	Permanent	Open Access
D15	<p><b>OFFICIAL PLAN AMENDMENT APPLICATIONS</b> Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.</p> <p>Excludes: OMB hearings and decisions- see L01</p>	Permanent	Review Access
D16	<p><b>REFERENCE PLANS</b> Includes Registered Deposit Plans (RP), site plans, and property survey plans as received from Registry Office. May include correspondence.</p>	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
D17	<b>RESIDENTIAL DEVELOPMENT</b> Includes records regarding the availability of housing, general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	Permanent	Review Access
D18	<b>SEVERANCES</b> Includes records regarding the granting of severances to parcels of land, including applications for severance.	Permanent	Review Access
D19	<b>SHORE ROAD/ROAD ALLOWANCES</b> Includes all records regarding the sale or granting of municipal shore road or road allowances.	Permanent	Review Access
D20	<b>SITE PLAN APPROVAL/CONTROL</b> Includes records relating to the provision of services to individual land sites, including site plan agreements, water, sewage, utility approvals, comments, and correspondence.	Permanent	Review Access
D21	<b>SUBDIVISION AND CONDOMINIUM PLANS</b> Includes records regarding the approval of plans of subdivisions and condominiums. Includes drawings, technical reports, correspondence, written comments, working notes background information and applications.	Permanent	Review Access
D22	<b>TOURISM DEVELOPMENT</b> Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	Permanent	Review Access
D23	<b>ZONING BY-LAW</b> Includes records and standards regarding the designation of zones for land use planning purposes.	Permanent	Open Access
D24	<b>ZONING BY-LAW AMENDMENT APPLICATIONS</b> Includes records regarding the granting of amendments to the zoning by-law.	Permanent	Review Access



**EMERGENCY SERVICES AND FIRE - E**

<b>CLASSIFICATION CODE</b>	<b>SECONDARY HEADING &amp; DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>FOI DESIGNATION</b>
E00	<b>EMERGENCY SERVICES - GENERAL</b> Includes all general correspondence and records regarding emergency services which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
E01	<b>FIRE CALLS</b> Includes all records relating to fire calls, including OEFM incident reports, call records, structure fire damage summary reports, and termination reports.	Permanent	Review Access
E02	<b>FIRE DEPARTMENT REVIEW</b> Includes records regarding OFMEM reviews of the fire department operations.	Permanent	Review Access
E03	<b>MOTOR VEHICLE COLLISIONS</b> Includes records regarding MTO claim forms, damage estimates, collision reports, and payment remittance receipts.	Permanent	Review Access
E04	<b>MNRF AGREEMENT</b> Includes records relating to the Forest Fire Management agreement with MNRF.	Superseded + 1 year	Review Access
E05	<b>NOTICES</b> Includes records regarding internal and external notices, including public safety orders, fire rating signs and explanations, carbon monoxide warnings, and burning rules.	7 years	Open Access
E06	<b>OCCUPATIONAL HEALTH AND SAFETY</b> Includes records relating to the health and safety of fire department employees, including the PTSD prevention plan, aerial inspections, safety plans, and MTO inspection requirements.	Superseded	Review Access
E07	<b>REGIONAL FIRE COMMITTEE</b> Includes records relating to the Almaguin Highlands joint fire committee, including expressions of interest, training records, OFM correspondence, finalized agreements, and department models.	Duration of Agreement + 5 years	Review Access

## FINANCE AND ACCOUNTING - F

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
F00	<b>FINANCE AND ACCOUNTING - GENERAL</b> Includes all general correspondence and records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	7 years	Review Access
F01	<b>ACCOUNTS PAYABLE</b> Includes records documenting funds payable by the municipality, such as paid invoices, cheque stubs, rebates, levies payable, payment register reports, online banking payments and EFT payments. Includes all employee and Council expenses including travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. Also includes credit card information.  Excludes: Cancelled Cheques - see F05	7 years	Review Access
F02	<b>ACCOUNTS RECEIVABLE</b> Includes records documenting funds owing to the municipality, such as invoices and billing listings.  Excludes: Write-offs - see F26 Tax Assessments, Rolls and Tax Arrears - see F23 Tax Collection- see F22	7 years	Review Access
F03	<b>ASSESSMENT REVIEW BOARD</b> Includes records relating to Requests for Reconsideration, Tax Credit Records, Assessment Review Board decisions, etc.	Permanent	Review Access
F04	<b>AUDITS</b> Includes records regarding internal and external financial audits of accounts, and the municipal asset registers.  Excludes: Audited Financial Statements - see F08	Permanent	Review Access
F05	<b>BANKING &amp; CHEQUES</b> Includes records regarding banking transactions and relationships with banks. Includes bank statements, reconciliations, and deposit records. Includes all cancelled cheques issued and NSF cheques.	10 years	Review Access
F06	<b>BUDGETS AND ESTIMATES</b> Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes budget variance reports and control files.	7 years	Review Access
F07	<b>CORRESPONDENCE</b> Includes miscellaneous correspondence applicable to the Treasury Department.	7 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
F08	<b>FINANCIAL STATEMENTS</b> Includes the Balance Sheet, Income Statement, Annual Financial Reports, and Statement of Source and Application of Funds. Also includes audited financial statements and FIRs.  Excludes: All working notes, calculations and background documentation - see F25	Permanent	Review Access
F09	<b>GENERAL LEDGERS AND JOURNALS</b> Includes all records in the Books of Original Entry.	Permanent	Review Access
F10	<b>GRANTS AND LOANS</b> Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans, and subsidies. Also includes submissions, acknowledgements, and reports.	7 years	Review Access
F11	<b>HST REBATES</b> Includes quarterly HST rebate applications and supporting documentation.	7 years	Review Access
F12	<b>INVESTMENTS</b> Includes records regarding the Township's investments, term deposits, and promissory notes.	6 years	Review Access
F13	<b>JOURNAL VOUCHERS</b> Includes completed journal voucher forms, input forms and all background documentation used to substantiate journal entries.	Permanent	Review Access
F14	<b>PSAB</b> Includes records relating to the implementation of PSAB standards and guidelines.	Permanent	Review Access
F15	<b>PURCHASE ORDERS AND REQUISITIONS</b> Includes purchase order and requisition forms and all supporting documentation.	7 years	Review Access
F16	<b>QUOTATIONS AND TENDERS</b> Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, and all documentation regarding the selection process.	7 years	Review Access
F17	<b>RECEIPTS</b> Includes General and Tax Receipts issued for payment of items.	7 years	Review Access
F18	<b>RESERVE FUNDS</b> Includes records documenting obligatory and or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects and information systems.	7 years	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
F19	<b>REVENUES</b> Includes records regarding the generation of revenues other than taxes such as development charges.	10 years	Review Access
F20	<b>SCHOOL BOARD LEVIES</b> Includes files on annual school board and education levies paid by the Township of Ryerson.	6 years	Review Access
F21	<b>SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS</b> Includes all subsidiary ledgers, registers, cash books and Receipt Journals, Tax Logs, Payroll Journals, Cheque Registers and Debenture Registers.  Excludes: Documents and vouchers used to support entries - see F13	Permanent	Review Access
F22	<b>TAX BILLINGS</b> Includes records relating to the billing of property taxes, including assessment downloads from MPAC, supplemental, interim and final billings, property assessment data files and MuniSoft or software documentation.	10 years	Review Access
F23	<b>TAX ROLLS AND RECORDS</b> Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards, tax ledger cards, MPAC correspondence, property owner correspondence, and tax collector's rolls.	Permanent	Review Access
F24	<b>TRUST FUNDS</b> Includes records regarding funds established by the municipality for money held in trust.	Permanent	Review Access
F25	<b>WORKING PAPERS</b> Includes all working notes, calculations and background documentation used to calculate financial statements.	7 years	Review Access
F26	<b>WRITE-OFFS</b> Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies.	7 years	Review Access

**HUMAN RESOURCES - H**

<b>CLASSIFICATION CODE</b>	<b>SECONDARY HEADING &amp; DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>FOI DESIGNATION</b>
H00	<b>HUMAN RESOURCES - GENERAL</b> Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
H01	<b>ATTENDANCE AND SCHEDULING</b> Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work, sick leave, etc.  Excludes: Individual Time Sheets - see H10	5 years	Review Access
H02	<b>BENEFITS</b> Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information.	Superseded	Review Access
H03	<b>CLAIMS</b> Includes records regarding claims to WSIB or Insurance carriers for lost time incidents, accidents, or LTD.	Permanent	Review Access
H04	<b>DISABILITY MANAGEMENT - AODA</b> Includes all records related to AODA, accessibility standards, complying with standards, municipal accessibility and Human Rights Code.	Permanent	Review Access
H05	<b>EMPLOYEE RECORDS</b> Includes records regarding the employment history of municipal employees. Includes initiation resumes and applications, criminal background checks, oaths of office, performance evaluations, drivers' abstracts, correspondence with the employee, training and professional development, return to work plans, and employee assistance. Includes full time, part-time, student employees and volunteers.	Permanent	Review Access
H06	<b>GRIEVANCES / HARASSMENT / VIOLENCE</b> Includes records detailing with grievance, harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the complaint, investigation, reports and final resolution.	Permanent	Review Access
H07	<b>HEALTH AND SAFETY</b> Includes records regarding the occupational health and safety of staff. Includes accident reports, WSIB reports, first aid training, and information on health and safety programs for staff.	Permanent	Review Access
H08	<b>JOB DESCRIPTIONS</b> Includes job descriptions and specifications as well as background information used in their preparation or amendment.	Superseded	Open Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
H09	<b>ORGANIZATION</b> Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts.	Permanent	Review Access
H10	<b>PAYROLL</b> Includes all records of payments of salary, wages and deductions to employees. Includes time sheets, pay lists, OMERS, EHT, source deductions, T4 Slips, payroll registers, remuneration records and Statistics Canada reports. Includes annual earning summaries for municipal employees. Also includes honoraria and fees to Council.	Permanent; time sheets 7 years	Review Access
H11	<b>PENSION RECORDS - OMERS</b> Includes records detailing obligations to individuals under OMERS. Includes pension information of retired personnel, including registration and records.  Excludes: Deductions for pensions - see H10 Payments made to OMERS - see H10	Permanent	Review Access
H12	<b>RECRUITMENT</b> Includes records regarding the recruitment of staff. Includes internal and external job postings, copies of advertisements, resumes received, interview records, orientation documents, rejection letters, etc.  Excludes: Applications for hired staff- see H05	1 year	Review Access
H13	<b>RECOGNITION AND LONG SERVICE AWARDS</b> Includes records regarding employee recognition programs, including long service awards, appreciation dinners, and service time reports.	7 years	Review Access
H14	<b>RECORD OF EARNINGS</b> Includes annual earning summaries for municipal employees.	Permanent	Review Access
H15	<b>SALARY PLANNING</b> Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, salary grids, salary surveys, and schedules. Also includes any reference material retained regarding issues related to pay equity.	Permanent	Review Access

## LEGAL AFFAIRS - L

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
L00	<b>LEGAL AFFAIRS - GENERAL</b> Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	Permanent	Review Access
L01	<b>APPEALS AND HEARINGS</b> Includes all transcripts and related documentation regarding appeals, hearings, and legal proceedings. Includes final judgments. Includes zoning appeals, official plan appeals, and Committee of Adjustment appeals. Also includes orders issued by Ontario Municipal Board (OMB), regulatory bodies and boards.  Excludes: Litigation - see L02 or L03	Permanent	Review Access
L02	<b>CLAIMS AGAINST THE MUNICIPALITY</b> Includes all litigation made by other parties against the municipality.	Permanent	Review Access
L03	<b>CLAIMS BY THE MUNICIPALITY</b> Includes all litigation made against other parties by the municipality. Includes insurance claims and by-law enforcement and prosecutions.	Permanent	Review Access
L04	<b>CONTRACTS AND AGREEMENTS - SIMPLE</b> Includes contracts and agreements which do not require by-law approval, such as equipment rental/service contracts and vehicle lease/purchase agreements.	Expiration + 2 years	Review Access
L05	<b>CONTRACTS AND AGREEMENTS - UNDER BY-LAW</b> Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, original agreements, collective agreements, writs, and third party agreements. Also includes agreements regarding easements, encroachments, area way, laneways and municipal property rentals.  Excludes: Office Equipment Maintenance Agreements - see L04 Contracts regarding Land Sales - see L08 Fire Agreement with MNR- see E04 Tenders - see F16 Insurance Policies - see L07	Permanent	Review Access
L06	<b>FEDERAL LEGISLATION</b> Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which impacts or of interest to the municipality.	Superseded	Open Access



CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
L07	<p><b>INSURANCE APPRAISALS AND POLICIES</b> Includes appraisals of municipal property for insurance purposes. Also includes municipal insurance policy documents, such as vehicle, liability, theft, and fire insurance.</p> <p>Excludes: Employee Group Insurance - see H02 Third Party Contracts - see L05</p>	15 years after expiry	Review Access
L08	<p><b>LAND ACQUISITION AND SALE</b> Includes records regarding real estate transactions and conveyance of land whether through voluntary transactions or expropriation. Includes leases, deeds and expropriation plans, purchase letters and appraisals.</p>	Permanent or Superseded +10 Years	Review Access
L09	<p><b>MOE LICENCES &amp; PERMITS</b> All licences and permits issued by the Ministry of Environment and the Ministry of Natural Resources, including HWIN and manifests.</p>	Permanent	Review Access
L10	<p><b>OPINIONS AND BRIEFS</b> Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.</p>	Permanent or Superseded	Review Access
L11	<p><b>PRECEDENTS</b> Includes records regarding judgments and decisions which may impact the municipality's position in actual or potential legal matters.</p>	Superseded	Review Access
L12	<p><b>PROVINCIAL LEGISLATION</b> Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which impacts or are of interest to the municipality.</p>	Superseded	Open Access
L13	<p><b>VITAL STATISTICS</b> Includes registers of births, deaths and marriages within the municipality.</p>	Permanent	Review Access

**MEDIA AND PUBLIC RELATIONS - M**

<b>CLASSIFICATION CODE</b>	<b>SECONDARY HEADING &amp; DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>FOI DESIGNATION</b>
M00	<b>MEDIA AND PUBLIC RELATIONS - GENERAL</b> Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
M01	<b>ADVERTISING / NEWS RELEASES</b> Includes records regarding public advertising in magazines, newspapers, radio, television and transit.  Excludes: Recruitment - see H12 Elections - see C10	6 years	Open Access
M02	<b>COMPLAINTS, COMMENDATIONS &amp; PETITIONS</b> Includes records regarding commendations, requests for information, petitions and very general types of inquiries and general complaints. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters.  Excludes: Accessibility of Records (FOI) - see A09	6 years	Review Access
M03	<b>NEWS CLIPPINGS</b> Includes clippings from newspapers, information from journals and other printed media.	1 year	Open Access
M04	<b>PUBLICATIONS</b> Includes typed manuscripts, artwork, history books, newsletters, trade shows, current events, business directories, maps, etc.	Superseded	Open Access
M05	<b>SPEECHES AND PRESENTATIONS</b> Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	3 years	Open Access
M06	<b>WEBSITE AND SOCIAL MEDIA CONTENT</b> Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	Superseded	Open Access

## PROTECTION AND ENFORCEMENT SERVICES - P

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
P00	<b>PROTECTION AND ENFORCEMENT SERVICES - GENERAL</b> Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	6 years	Review Access
P01	<b>BUILDING AND STRUCTURAL INSPECTIONS</b> Includes inspection reports such as building, plumbing, fire prevention and other structural inspections.  Excludes: By-law Enforcement - see P03 Playground Equipment - see R07	Permanent	Review Access
P02	<b>BUILDING PERMITS</b> Includes permits issued to builders, contractors and residents giving them permission to build, renovate or demolish. Original permits to be filed with the tax roll file. Plans/Drawings may be filed separately with Code P02.	Permanent	Review Access
P03	<b>BY-LAW ENFORCEMENT</b> Includes records of municipal efforts to enforce by-laws such as orders to comply, stop work orders, working notes, correspondence, exhibits, photographs, etc. Also includes animal control orders such as dogs running at large and barking dogs.  Excludes: Prosecution and claims by the municipality - see L03	6 years	Review Access
P04	<b>CBO</b> Includes CBO agreements, compliance letters, inspection reports, and other documents relating to duties performed by the Chief Building Official.	6 years	Review Access
P05	<b>EMERGENCY PLANNING</b> Includes records regarding the planning and rehearsal of emergency measures. Includes emergency plans, mutual aid plans, training records, CEMC records, business contingency planning, and subject correspondence.	6 years	Review Access
P06	<b>EMS INCIDENT, ACCIDENT, STATISTICS REPORTS</b> Records associated with EMS incidents, accidents and statistical reporting.	6 years	Review Access
P07	<b>HAZARDOUS MATERIALS</b> Includes information and reports on chemical and substances that pose fire hazards. Also includes records dealing with toxic substances control, transportation and effects. May include HAZMAT information.  Excludes: Staff Safety Training - see H07	Permanent	Review Access

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
P08	<p><b>HEALTH AND SAFETY INSPECTIONS</b> Includes health inspection reports conducted or performed by Health &amp; Safety Committee on private, public and commercial properties and Fire Marshall's inspections.</p>	Superseded Minimum 1 year	Review Access
P09	<p><b>INCIDENT/ACCIDENT REPORTS</b> Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties.</p> <p>Excludes: Security - see A18 Accidents of Staff - see H03 Vehicle Accidents - see L02 or L03</p>	5 years	Review Access
P10	<p><b>INVESTIGATIONS</b> Includes records and reports of investigation pertaining to law enforcement (OPP), traffic accidents, ambulance, and firefighting activities.</p>	Permanent	Review Access
P11	<p><b>LICENCES AND PERMITS</b> Includes records regarding licences administered by or required by the municipality or required by the province, such as licensing for dog kennels, dog tags, businesses, lotteries, and trailers. Also includes applications and copies of other permits administered by or required by the municipality, including special event permits, entrance permits, etc. Includes customer lists and records regarding landfill passes.</p> <p>Excludes: Burial permits- see S01 Building permits- see P02</p>	7 years	Review Access
P12	<p><b>WILDLIFE DAMAGE COMPENSATION PROGRAM</b> Includes records regarding claims made by residents under the WDCP, including application forms, supporting documentation, photographs, program guidelines, T4002 forms, and government correspondence.</p>	Permanent	Review Access

**RECREATION AND CULTURE - R**

<b>CLASSIFICATION CODE</b>	<b>SECONDARY HEADING &amp; DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>FOI DESIGNATION</b>
R00	<b>RECREATION AND CULTURE - GENERAL</b> Includes records regarding recreation and cultural services, which cannot be classified elsewhere. Use only if no other heading is available.	5 years	Review Access
R01	<b>CEREMONIES AND EVENTS</b> Includes records regarding participation in special events, openings and anniversaries such as Remembrance Day, Winterfest, Yard Sales and Fall Fairs. Also includes records regarding the set up and running of special events.	5 years	Review Access
R02	<b>HERITAGE PRESERVATION</b> Includes records regarding the preservation and management of heritage and historical resources. Includes photographs and designations of buildings, districts, and cemeteries.	Permanent	Open Access
R03	<b>HISTORICAL SOCIETY</b> Includes records regarding the Burks Falls and District Historical Society, including business plans, building records, contribution estimates, and student recruitment efforts.	5 years	Review Access
R04	<b>LIBRARY SERVICES</b> Includes records regarding the operation of libraries.	5 years	Review Access
R05	<b>MUSEUM AND ARCHIVAL SERVICES</b> Includes museum programming, activity reports, archival operations, conservation information and related records.	5 years	Review Access
R06	<b>PARKS MANAGEMENT</b> Includes correspondence, description, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. May include maps and plans.	5 years	Review Access
R07	<b>RECREATIONAL FACILITIES</b> Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres.	5 years	Review Access
R08	<b>RECREATIONAL PROGRAMMING</b> Includes applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	5 years	Review Access

**SOCIAL AND HEALTHCARE SERVICES - S**

<b>CLASSIFICATION CODE</b>	<b>SECONDARY HEADING &amp; DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>FOI DESIGNATION</b>
S00	<b>SOCIAL AND HEALTH CARE SERVICES - GENERAL</b> Includes records regarding social and health care services which cannot be classified elsewhere. Use only if no other heading is available.	5 years	Review Access
S01	<b>CEMETERY RECORDS</b> Includes burial permits, maps, plot ownership records, interment registers, indexes, cemetery board documentation and related records to the property.	Permanent	Review Access
S02	<b>EASTHOLME (HOMES FOR THE AGED)</b> Includes records regarding individual residents of homes for the aged.	20 years	Review Access
S03	<b>HEALTH UNIT</b> Includes correspondence, applications, general information, reports, and related records to the local healthcare facility. Also includes public health stickers and water testing results.	5 years	Review Access
S04	<b>SOCIAL ASSISTANCE PROGRAMS</b> Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing.	10 years	Open Access

## TRANSPORTATION SERVICES - T


CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
T00	<b>TRANSPORTATION SERVICES - GENERAL</b> Includes records regarding transportation which cannot be classified elsewhere. Use only if no other heading is available.	7 years	Review Access
T01	<b>BRIDGES</b> Includes estimates, studies and other records regarding projects specifically for bridge construction, repairs, maintenance and replacement.	Permanent	Review Access
T02	<b>CVOR (Ministry of Transportation)</b> Includes records and documentation regarding commercial vehicle operators' registration. Includes level 1 (Public) and Level 2 (Carrier).	10 years	Review Access
T03	<b>DRIVER'S LOG BOOKS</b> Includes driver's log books and related documentation.	7 years	Review Access
T04	<b>PATROL RECORDS</b> Includes records and documentation relating to road patrols within the Township of Ryerson.	7 years	Review Access
T05	<b>PITS AND QUARRIES</b> Includes records relating to the pits and quarries operated by or in the Township. Also includes documentation related to the Aggregate Resources Act, including licensing and extraction records.  Excludes: Aggregate Reports- see D13	Permanent	Review Access
T06	<b>ROAD COMPLAINTS</b> Includes records and reports regarding road complaints and public works incident reports.	7 years	Review Access
T07	<b>ROAD CONSTRUCTION</b> Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, permanent closures, road studies, etc.  Excludes: Design and Planning - see T08 Minor improvements, road maintenance - see T09	Permanent	Review Access
T08	<b>ROAD DESIGN AND PLANNING</b> Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs, sidewalks, cycle ways, footpaths, etc. Includes MTO and Highway 11 expansion records.	Permanent	Review Access



CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATIO
T09	<b>ROAD MAINTENANCE</b> Includes records and studies regarding the inspection and maintenance of roads. Includes the installation of culverts, minor repairs to road surfaces, road need studies, calcium application, curbs and sidewalks, cycle ways, footpaths, etc. Also includes grading, plowing and sanding of roads and snow removal and cleaning.	7 years	Review Access
T10	<b>SIGNS AND SIGNALS</b> Includes records and studies regarding the manufacture, installation, and maintenance of signs and signals.	Permanent	Review Access
T11	<b>TRAFFIC</b> Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, traffic counts, accident statistics and related records. Also includes temporary road closure and load restriction notices.	7 years	Review Access
T12	<b>UTILITY LOCATES</b> Includes records and documentation regarding utility locate requests.	7 years	Review Access
T13	<b>WEATHER REPORTS</b> Radar returns and internet based weather reports for road maintenance purposes. Also includes MNR water level advisories.	7 years	Review Access

## VEHICLES AND EQUIPMENT - V

CLASSIFICATION CODE	SECONDARY HEADING & DESCRIPTION	RETENTION PERIOD	FOI DESIGNATION
V00	<b>VEHICLES AND EQUIPMENT - GENERAL</b> Includes records regarding vehicle and equipment which cannot be classified elsewhere. Use only if no other heading is available.	7 years	Review Access
V01	<b>FLEET MANAGEMENT</b> Includes records of all vehicles currently leased or owned, operated and maintained by the municipality. This includes vehicle history files, registration and disposal. Also includes fuel summary reports.  Excludes: Insurance policies - see L07 Accident claims - see L02, L03 Leases/Contracts - see L04	Termination of lease/disposition of vehicle + 1 year	Review Access
V02	<b>MOBILE EQUIPMENT</b> Includes records regarding mobile equipment used in conjunction with vehicles. Also includes maintenance and history files on equipment such as generators, pumps, steamers, snow blowers, sanders, etc.	Disposition of equipment + 1 year	Review Access
V03	<b>PROTECTIVE EQUIPMENT</b> Includes records regarding protective equipment used by the municipality. Also includes maintenance and history files on equipment such as safety goggles, welding masks, safety boots, etc.	Disposition of equipment + 1 year	Review Access
V04	<b>TRANSPORTABLE EQUIPMENT</b> Includes records regarding equipment such as lawnmowers, hoses, weed-eaters, drills, and other small shop tools.	Disposition of equipment + 1 year	Review Access
V05	<b>TRUCK HIRE REPORTS</b> Includes records and related correspondence regarding the hiring of trucks and contractors to assist the Roads Department.	7 years	Review Access
V06	<b>TRUCK INSPECTION REPORTS- NO WORK ORDER</b> Includes all records regarding truck inspection reports where there is no work order.	6 months	Review Access
V07	<b>TRUCK INSPECTION REPORTS- WORK ORDERS</b> Includes all records regarding truck inspection reports which resulted in a work order.	Disposition of equipment + 1 year	Review Access

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	September 12, 2023
Report Title:	Tax Collection Policy
Report Date:	September 4, 2023

**Recommendation:**

That Council approve the updated Tax Collection Policy as attached.

**Purpose/Background:**

In 2019, Ryerson Township Council adopted a Tax Collection Policy. The purpose of this policy is to outline all procedures regarding the levy and collection of property taxes.

Since this policy was approved, there have been a few changes in our collection policies, most notably regarding the timing of reminder notices and issuance of supplemental and omitted tax bills.

The updated policy as attached herein makes those changes, and better outlines the process to be followed in the event a property is in distress. The rewrite is more comprehensive and easier to follow, and provides staff with better guidance when addressing property tax matters with the public.

# **Township of Ryerson**

## **Tax Collection Policy**

DRAFT- To be Adopted by Council

2023

# **Township of Ryerson**

## **Tax Collection Policy**

### **1. Policy Statement**

This policy was developed to provide guidance to staff and taxpayers on procedures pertaining to the billing and collection of property taxes. It is designed to be implemented in accordance with the governing legislation.

### **2. Definitions**

For the purposes of this policy:

- (a) **“Cancellation Price”** shall mean an amount equal to all tax arrears, current taxes, interest and penalties thereon, and all reasonable costs incurred by the Municipality after the registration of a tax arrears certificate.
- (b) **“Council”** shall mean the elected Mayor and Council of the Corporation of the Township of Ryerson.
- (c) **“Extension Agreement”** shall mean a contract between the Municipality and the property owner(s) to establish a fixed repayment schedule by which the Cancellation Price will be paid, which shall be entered into after the registration of a Tax Arrears Certificate and prior to one (1) year following the registration date.
- (d) **“MPAC”** shall mean the Municipal Property Assessment Corporation.
- (e) **“Municipality”** shall mean the Corporation of the Township of Ryerson.
- (f) **“Tax Arrears”** shall mean any portion of property taxes that remain unpaid after the date on which they are due.
- (g) **“Tax Arrears Certificate”** shall mean a document which is registered on title, indicating that the described property will be forced into a municipal tax sale if all property taxes are not paid to the Municipality within the period stipulated.
- (h) **“Treasurer”** is the person appointed by the Municipality who is responsible for handling all of the financial affairs of the Municipality on behalf of, and in the manner directed by, Council.

### **3. Purpose**

The purpose of this policy is to establish efficient and effective procedures and processes for property tax billing and collection for the Municipality, and to ensure municipal tax revenues are collected in a timely and effective manner.

#### **4. Scope**

This policy covers all aspects related to the billing and collection of property taxes and any amounts added to the roll for collection, up to and including the initiation of tax sale proceedings.

#### **5. Legislative Authority**

This policy is written in compliance with the Municipal Act, S.O. 2001 (The Act), Parts VIII, IX, X, and XI in particular, related Ontario Regulations made under *The Act*, the Planning Act, the Assessment Act, and any applicable Municipal by-laws, as amended. Should there be any incongruences between the policy and the governing legislation, the provisions of the governing legislation will prevail.

#### **6. Objectives**

The objectives of this policy are as follows:

- (a) Establish procedures for the billing of property taxes;
- (b) Ensure the timely collection of property taxes;
- (c) Establish processes to collect property taxes; and
- (d) Establish processes to collect property tax arrears.

#### **7. Governing Principles**

- 7.1 The procedure of collecting property taxes should be applied universally, uniformly, and consistently.
- 7.2 The Treasurer or designate may exercise discretion in furthering the objectives of this policy.
- 7.3 The Treasurer or designate may take all means necessary provided within the *Municipal Act, 2001, as amended*, to balance taxpayer's interests with those of the Municipality. In doing so, the Treasurer or designate will strive to keep to a minimum the administrative and legal cost.
- 7.4 At all times, the Municipality should take reasonable care to respect and protect the interests of the taxpayer as well as those of the Municipality, including rights to privacy and confidentiality.

#### **8. Accountability**

- 8.1 The Treasurer is responsible for ensuring that property tax collection processes are performed in accordance with this policy and all applicable legislation.
- 8.2 The Treasurer or designate is responsible for:
  - 8.2.1 Ensuring this policy remains consistent with current legislation;
  - 8.2.2 Ensuring applicable staff are aware of, and trained on, this policy;
  - 8.2.3 Communicating any policy revisions to applicable staff; and

- 8.2.4 Assessing overdue property tax accounts to ensure tax collection processes are performed in accordance with this policy.

## **9. Billing Procedures**

- 9.1 Billing will be in two (2) stages – Interim and Final Billing. A by-law passed in advance by the Municipality is a requirement to bring into effect both the Interim and Final Tax Billings.
- 9.2 The Tax Bill will contain the required information as set out in Section 343(2) of the *Municipal Act, 2001, as amended*, as well as any other information that is deemed necessary by the Treasurer or designate.
- 9.3 The Tax Billing may contain local improvement charges, area charges, business improvement area charges, and any special charges levied by the Municipality or provincial government.
- 9.4 **Interim Tax Billing:**
- 9.4.1 Interim Tax Bills are based on the returned assessment roll from MPAC. As authorized under Section 317 of *The Act*, the Municipality will bill a property under this category based on no more than 50% of the previous year's annualized taxes billed.
- 9.4.2 Interim Tax Bills are produced in March of every year.
- 9.4.3 The Treasurer or designate shall send a tax bill to every taxpayer at least twenty-one (21) days before any taxes shown on the tax bill are due.
- 9.5 **Final Tax Billing:**
- 9.5.1 Final Tax Bills are based on the tax rates established according to the Municipal budget by-law and the Ontario Ministry of Finance, which sets the education tax rate.
- 9.5.2 Final Tax Bills are produced in July of each year.
- 9.5.3 The Treasurer or designate shall send a tax bill to every taxpayer at least twenty-one (21) days before any taxes shown on the tax bill are due.
- 9.5.4 Final Tax Bills are based on the sum of the current value assessment of the property multiplied by the appropriate tax rates, plus all local improvement charges, business improvement charges, and any special charges levied by provincial legislation.
- 9.5.5 The Final Tax Bill payable will be the sum of the Interim Tax Bill deducted from the final tax amount.



**9.6 Supplementary Tax Billing:**

9.6.1 MPAC usually provides additional assessment information on properties that necessitates a supplemental bill. The Municipality will bill for these supplementary assessments as soon as it received the data from MPAC, or at the time of final billing for the current year.

9.6.2 Supplementary taxes are due on the date identified on the Supplementary Tax Bill.

9.6.3 The *Assessment Act* provides two grounds when supplementary tax billing can be applied:

**9.6.3.1 Omissions**

- (a) The Assessment Act, Section 33, provides grounds for the taxation of real property liable for taxation if that property was omitted in the tax roll of that current year at the time of assessment.
- (b) The taxable period allowed is the current year and the preceding two (2) years.
- (c) The supplementary tax billing should be treated as part of the full tax for the current year.
- (d) The Supplementary Tax Bill will be post-marked and mailed not later than twenty-one (21) days from the date of the first installment due date.

**9.6.3.2 Additions**

- (a) The *Assessment Act*, Section 34, provides grounds for taxation of assessment of real property that has increased in value or has been added after the return of the last revised roll. The real property could have increased in value through the erection, alteration, enlargement, or improvement of any building, structure, machinery, equipment, or fixture or any portion thereof that commences to be used for any purpose.
- (b) The supplementary tax billing should be treated as part of the full tax for the current year.
- (c) The Supplementary Tax Bill will be post-marked and mailed not later than twenty-one (21) days from the date of the first installment due date.
- (d) The taxes apply to the current year only.

## 9.7 Apportionment Tax Billing

- 9.7.1 Section 356 of *The Municipal Act, 2001, as amended*, provides grounds for apportioning property taxes to present owners for lands previously assessed as one block but subsequently severed or otherwise subdivided into two or more distinct parcels.
- 9.7.2 The apportionment should reflect the revised configurations and the levied and unpaid property taxes.
- 9.7.3 The apportionment should be treated as part of the full tax for the current year, and the payment period should not exceed time allowable as per *The Act*.

## 9.8 Due Dates

Notwithstanding fluctuations as a result of budget approval or other unforeseeable delays, due dates for the payment of property taxes are as follows:

### 9.8.1 Interim Tax Bill:

- (a) The first installment of the interim billing is due and payable by the third Friday in April of each year.
- (b) The second installment of the final billing is due and payable by the third Friday in May of each year.

### 9.8.2 Final Tax Bill:

- (a) The first installment of the final billing is due and payable by the last business day in August of each year.
- (b) The second installment of the final billing is due and payable by the last business day in September of each year.

### 9.8.3 Supplementary Tax Bill:

- (a) Supplementary taxes shall be billed in two installments. The first installment shall be due no less than twenty-one (21) days from the billing date, and the second installment shall be due no less than twenty-eight (28) days thereafter.
- (b) Notwithstanding the above, when supplementary taxes are billed with the Final Tax Billing, the installment due dates shall be as per Section 9.8.2 of this policy.

## 10. Mailing of Bills

- 10.1 Any notices of property taxes or letters sent by ordinary mail are considered delivered to, and received by, the addressee unless the notice or letter is returned by the Post Office or an error in the mailing address is proven. Failure to notify the Municipality of an address change is not deemed an error.

- 10.2 Section 343 of the *Municipal Act, 2001, as amended*, provides that tax bills shall be sent to the taxpayer's residence or place of business or the premises where the taxes are payable for, unless the taxpayer directs the municipality otherwise. Further, Section 343(8) of the *Municipal Act, 2001, as amended*, directs a municipality to continue to deliver tax bills to the address in its records until it is revoked in writing by the taxpayer.
- 10.3 Where allowed by legislation, and where available, the provision of tax bills, arrears notices, and other related correspondence may be provided electronically.

## **11. Payment of Bills**

- 11.1 Tax billings are payable to the Corporation of the Township of Ryerson, 28 Midlothian Road, Burks Falls ON P0A 1C0. The following payment methods are accepted for property taxes:
- (a) Cash payments may be received in person at the front desk of the Municipal Office.
  - (b) Telephone or internet banking through most Canadian financial institutions.
  - (c) Cheques may be delivered in person, dropped in the after-hours dropbox at the front door of the Municipal Office, or mailed. The date the payment is received must be no later than the installment due date in order to avoid penalties and interest.
  - (d) Payments may be made by a mortgage company or other financial institution on behalf of a taxpayer.
- 11.2 "Third Party" cheques will not be accepted. A cheque payable to the property owner is considered to be a third-party cheque and is not an acceptable form of payment.
- 11.3 In accordance with Section 347 of *The Act*, payments shall be applied as follows:
- (a) First, to penalties and interest charges owing;
  - (b) Then, to taxes in reverse chronological order; and
  - (c) Finally, to any other charges added to the roll.
- 11.4 Change will not be returned for non-cash payments accepted in excess of the amount due on the tax account. Should a credit appear on the tax account as a result of a payment, it will be applied to subsequent installments not yet due in the current or future years. However, upon the written request of the property owner, a refund may be processed provided that a minimum of fifteen (15) business days have passed since the payment was received and the amount being requested for return is no less than \$50.00.

- 11.5 If a taxpayer submits two (2) NSF cheques for tax payment within one (1) calendar year, personal cheques will no longer be accepted unless they are certified. A fee will be charged on all NSF cheques as per the current fees by-law.
- 11.6 Should a payment be tendered in U.S. funds, it will be accepted at the exchange rate established by the financial institution holding the accounts of the Municipality on the day it is posted.

## **12. Collection Procedures**

### **12.1 General**

- 12.1.1 Property taxes which remain unpaid after the Interim and Final Billing due dates are considered in arrears. Past due notices shall be sent bi-annually to all taxpayers with an arrears balance greater than \$10.00. The first notice shall be mailed in June, and the second notice shall be mailed in October.
- 12.1.2 In addition to notices, personal contact may be made by the Treasurer or designate where deemed necessary and appropriate by way of telephone, personal interviews, or email.

### **12.2 Late Payment Charges**

- 12.2.1 Penalty at a rate of 1.25% on the amount of property taxes due and unpaid may be imposed as a penalty for the non-payment of property taxes on the first day of default.
- 12.2.2 Interest charges at a rate of 1.25% will be applied on the first day of each month on the amount of property taxes due and unpaid. Interest will accrue only after the first day of default of the installment due date.
- 12.2.3 Where the rate of 1.25% per month is the maximum allowable under the *Municipal Act, 2001, as amended*, Council may adjust or alter the rate for penalty and interest by adopting an alternate rate by by-law.
- 12.2.4 Late payment charges will not be waived or reduced under any circumstances, unless they have arisen as a result of an error on the part of the Municipality or where otherwise deemed appropriate in the sole discretion of the Treasurer.

### **12.3 Properties in Distress**

- 12.3.1 If any part of tax arrears are due with respect to any land on the first (1<sup>st</sup>) day of January in the second (2<sup>nd</sup>) year following that in which the property taxes become owing, that property shall be considered in distress.
- 12.3.2 For tax accounts which will be considered in distress as of January of the following calendar year, a collection letter is to be sent in November of the current year to the property owner(s) advising of the current delinquency and tax arrears situation and asking for payment in full or satisfactory payment arrangements to be made by a given date. Letters and correspondence should encourage payment.

- 12.3.3 If acceptable arrangements are made, the account is monitored for compliance and follow-up made be made in writing or by telephone as required.
- 12.3.4 If no reply is received, a second letter is to be sent in December stating that failure to reply will result in further actions being taken to collect the outstanding taxes, which will result in additional costs to the property owner.
- 12.3.5 If no response is received with respect to the second letter, and/or the property owner and Municipality are not able to negotiate a mutually beneficial repayment arrangement, a final notice will be sent in January providing a date by which a Tax Arrears Certificate will be registered on title should satisfactory arrangements not be made.
- 12.3.6 If no response is received, or payment arrangements satisfactory to the Municipality in its sole discretion are not made, the Treasurer or designate will commence an action as set out in Section 13 of this policy to enforce collection.

### **13. Collection Procedures on Tax Arrears**

As outlined under Section 349 of the *Municipal Act, 2001, as amended*, taxes are a special lien on the land in priority to every claim, privilege, lien or encumbrances of every person except the Crown, and the lien and its priority are not listed or impaired by any neglect, omission or error of the Municipality or its agents or through taking no action to register a Certificate of Tax Arrears. Section 349 of *The Act* provides that taxes may be recovered with costs as a debt due to the municipality from the taxpayer originally assessed from them and from any subsequent owner of the assessed land or any part of it.

There are four methods set out by legislation that the Municipality may use to collect any unpaid taxes:

- (a) **Bailiff Action:** Section 349 of *The Act* provides that taxes may be recovered with costs as a debt due to the municipality from the taxpayer originally assessed for them, and from any subsequent owner of the assessed land or any part of it.
- (b) **Collection Agency:** Section 304 of *The Act* provides that, if a municipality uses a registered collection agency in good standing under the Collection Agencies Act to recover a debt, including taxes, payable to the Municipality, the collection agency may recover its costs as long as those costs do not exceed the amount approved by the Municipality.
- (c) **Rent Attornment:** Under Section 350 of *The Act*, where taxes are owed in respect of any land occupied by a tenant, the Municipality may seize the rents of an income producing rental property upon giving proper notice.
- (d) **Tax Registration/Tax Sale:** Section 373 of *The Act* provides that, where any part of tax arrears is owing with respect to land in a municipality on January 1<sup>st</sup> in the second (2<sup>nd</sup>) year following that in which the real property taxes become owing,

the Treasurer of the municipality or designate may prepare and register a tax arrears certificate against the title to that land.

#### **14. Tax Registration/Tax Sale Process**

- 14.1 Properties that are in arrears on January 1 of the second (2<sup>nd</sup>) year in which the property taxes are due are eligible for tax registration under Section 373 of *The Act*. The Treasurer or designate will work with the property owner to negotiate an adequate payment arrangement of all outstanding taxes, penalties, and interest.
- 14.2 If the property owner is unresponsive to any communications from the Municipality, adequate payment arrangements have not been made, and/or where it is deemed by the Treasurer or designate to be in the best interests of the Municipality, a tax arrears certificate shall be registered against the property.
- 14.3 The property owner(s) or other interested party has one (1) year from the date of registration in which to redeem the property for all taxes, interest, and penalties outstanding, as well as any associated costs incurred by the Municipality.
- 14.4 If a Tax Arrears Certificate has been registered against the property, no partial payments can be accepted by the Municipality unless the property owner(s) have entered into an Extension Agreement with the Municipality. As outlined under Section 378 of *The Act*, the Treasurer or designate may, at their discretion, enter into such an Extension Agreement with or without Council review and consideration.
- 14.5 The Treasurer or designate may make every effort to assist the property owner(s) to remit the cancellation price within one (1) year of certificate registration. Payment of the cancellation price will include any and all fees incurred by the Municipality in during the collection process, as well as any administrative charges imposed by the Municipality's fees by-law.
- 14.6 The Municipality will use a third-party to carry out the tax sale process as outlined in the Municipal Tax Sale rules.
- 14.7 The Treasurer or designate may proceed with registration following the procedures as outlined in *The Act*, up to a realization of the tax arrears or possession and sale of the property.
- 14.8 All costs associated with the Tax Sale will be added to the tax roll and interest charged thereon, to be fully recovered by the Tax Sale.

#### **15. Vesting**

- 15.1 Where there is no successful purchaser in a Tax Sale, a Notice of Vesting may be issued and the Treasurer or other agent shall register a declaration to that effect at the local land registry office. Council has two (2) years to decide whether to vest a property.
- 15.2 Council may elect to re-advertise for another tender or auction within two (2) years without writing off the tax arrears. If Council elects not to vest, Council

may choose to write off the taxes and issue a tax cancellation certificate. Council may also decide to write off all or part of the taxes with the purpose of re-registration of the tax arrears and repeating the tax sale process from the beginning.

- 15.3 If Council decides to vest the property, the tax arrears will be written off and the property may be declared surplus and advertised for sale.

## 16. Write-offs

- 16.1 From time to time, adjustments may be made to a tax roll which reduce the total amount of property taxes owing. The following are potential sources of credit-generating adjustments:
- (a) **Request for Reconsideration:** a property owner may be eligible to have their property reassessed if they feel that there are discrepancies in the original assessment.
  - (b) **Section 357/358/359 Application:** A property owner may be eligible to have their property assessment adjusted by MPAC if any one or more reasons apply under Section 357/358/359 of *The Act*. The current owner may revert back up to three (3) years, if applicable.
  - (c) **Vacancy Rebates:** A property owner may be eligible for a vacancy rebate on their commercial or industrial taxes if the building has not been used for any purposes for a minimum of ninety (90) days.
- 16.2 Upon receipt of MPAC-approved assessment adjustments, the Treasurer or designate will have the authority to apply said adjustments to the property tax roll and apply any credits to the tax account.
- 16.3 A property owner seeking a vacancy rebate must submit a completed and signed Commercial/Industrial Vacancy Rebate application to the Municipal office by February 28<sup>th</sup> of the year following the vacancy.
- 16.4 By default, any credits posted to a tax account will be used to offset future tax levies. However, the owner may request, in writing, a refund of the credit balance on their tax account. Any refunds issued will be in the name of all registered owners on the account.

# Eastholme

## Administrator's Report – August 23, 2023

### Operational Items

#### Funding announcements/updates 2023

- Containment Funding – Received in respect to Jan – March \$156,000 received in July.

#### Systems and program changes/Network

- Scheduling – Comvida software –time bank accrual and communication tools.
- General Ledger (Goldcare)–Resident AR (not started), AP Sub configuration underway.
- Cameras sourced – installation partially complete, pointing/configuration work underway. Policy under development.

#### Staffing, Recruitment & Retention, Temporary Foreign Workers

- Recruitment strategies continue. Hours of Care target: 3: 42 minutes by March 2024.

#### Community Support Services Program

- Ontario Health (OH) developing Standard Operating Guidelines for all CSSP programs; work underway.
- Investigating options for Van replacement

### Building Maintenance and Capital Work

#### Building Maintenance & Capital Work

- New floor installation from main door to link is complete. The remaining material onsite is sufficient for a small room and will be used for the small conference room.
- Insurance work – Loading dock, dry sprinkler system installed, waiting on wiring (Rochefort) and tie into the main fire panel.
- Wiring of smoke detectors for South Side generator room (Rochefort) expected in the fall.
- A thermographic scan revealed the requirement for additional work. Encompass back onsite in July to complete the work, however a complete shutdown will be required. Planning work is in progress.

#### Construction Project (ICIP)

- Network project- continuing migration activities underway.
- BAS – Siemens – commissioning of BAS began June 19<sup>th</sup>.
- HVAC – HRVs being connected and 3 units with minor issues being repaired.
- Windows – some adjustment required and with manufacturer for solution.
- Roofing underway (north side). Additional leaks on N3.
- In receipt of progress draw # 13 in the amount of \$364,642.81 due August 21<sup>st</sup>.
- In receipt of progress draw # 14 in the amount of \$302,536.20 due September 14<sup>th</sup>.
- Building Committee minutes for Aug 17<sup>th</sup>, August 3<sup>rd</sup>, July 21<sup>st</sup>, June 22<sup>nd</sup>.



## Contracts, Compliance and Policy Updates

### Ministry of Long-Term Care Inspections

- Onsite August 14<sup>th</sup> to August 18<sup>th</sup> (investigating 4 CIS and 1 program evaluation)

### Fixing Long-Term Care Act 2021 –Updates

#### Program Evaluations and other changes

- Continuous Quality Improvement Meeting held July 20<sup>th</sup> (FLTCA, OREG246/22 s165 to s169).
- Emergency Preparedness Meeting July 20<sup>th</sup> (FLTCA, OREG 246/22 s268 to s273).
- Update of annual screening attestations updated - (FLTCA, OREG 246/22 s252 to s256)
- IPAC meeting July 18<sup>th</sup> (FLTCA – OREG 246/22 sec 101)

### Emergency Preparedness Plans -Policy Updates & Testing

- Gas leak policy updated.
- Code Brown training completed. *ON GOING*
- Natural Disaster – tornado warning partial evacuation (live event).
- Flood Policy updated.
- Communication plan – updated. *ON GOING*
- Evacuation procedures (part of code red) – rolling staff training. *STAFF TRAINING ON GOING*
- Code Black policy updated.

### Critical Incidents (CIS)

- CIS report – M517-0000027-23 to M517-0000036-23.

### Occupational Health & Safety updates

- WSIB Excellence Program
  - 2 topics submitted for review:
    - i. Leadership & Commitment
    - ii. First Aid
  - Policy update Internal Responsibility and Commitment to Health and Safety
  - 3 Additional topics started:
    - i. Health and Safety Participation
    - ii. Health and Safety Communication
    - iii. Health and Safety Responsibilities
- Ministry of Labour – Proactive Inspection re Musculoskeletal – August10, 2023
  - Orders:
    - i. Traffic Management Plan around loading dock
    - ii. Weight on Shelving units in Kitchen
  - Recommendations:
    - i. Bariatric Plan – safely deliver care for bariatric residents
    - ii. Identify capacity on carts and flat beds to prevent overexertion injury
    - iii. Ladder Storage and management plan

### Other Policy Updates

- Furniture – Resident Rooms
- If a Resident Falls (new)

### Contracts and Agreements

- StaffStat agreement – on hold.
  - Medline – supply and service agreement (Aug 1, 2023 – July 31, 2023)
  - Speech Language Pathologist – Melissa McCabe (July 24, 2023 – July 23, 2025)
  - Life Labs – (June 2023 - June 2026 – Under review
  - Point Click Care – Secure Conversations im-under review
- 

Odelia Callery, CPA, CA  
Administrator

- Care Conferences (FLTCA, OREG 246/22 s30)
- IPAC update (FLTCA – OREG 246/22 sec 101)
- Palliative Care update (FLTCA-OREG 246/22 s61)
- Falls Prevention & Management program update
- Skin and Wound Care program update
- Continence Care and Bowel Management program update
- Pain Management program update
- Restorative Care, Therapy Services, Social Services (FLTCA, OREG 246/22 s64 to s70)
- Recreational Services (FLTCA s71 to s73)
- BSO – Behaviours and altercations (FLTCA-OREG 246/22 s60)
- Air Conditioning/Cooling Requirements (FLTCA, OREG s23 to s24)
- Training and Orientation Program (FLTCA, OREG 257 to 263)

Eastholme General Operating Expenditures for June 2023  
Bank Account 45-10

1-Jun-23		MSCOL-062301	MINISTER OF FINANCE EHT	14,920.44
1-Jun-23		MSCOL-062302	WSIB	26,154.45
1-Jun-23		MSCOL-062303	OMERS	120,196.16
1-Jun-23		MSCOL-062304	DR. NG	3,624.00
1-Jun-23		MSCOL-062305	DR. KING	1,636.00
2-Jun-23		MSCOL-062306	DIVERSEY CANADA	1,064.82
2-Jun-23		MSCOL-062307	AGE INC.	379.93
2-Jun-23		MSCOL-062308	BELL TV	1,779.97
2-Jun-23		MSCOL-062309	ENBRIDGE UNION GAS	7,819.11
2-Jun-23		MSCOL-062310	HYDRO ONE NETWORKS INC.	194.41
2-Jun-23		MSCOL-062311	HYDRO ONE NETWORKS INC.	87.03
2-Jun-23		MSCOL-062312	HYDRO ONE NETWORKS INC.	48.70
2-Jun-23		MSCOL-062313	HYDRO ONE NETWORKS INC.	89.83
2-Jun-23		MSCOL-062314	MARTEL & MITCHELL PHYSIOTHERAPY	7,948.00
2-Jun-23		MSCOL-062315	NEDCO	609.64
2-Jun-23		MSCOL-062316	PLAN A NIPISSING/SIMCOE	1,094.79
2-Jun-23		MSCOL-062317	ROBSON COMMUNICATIONS INC.	619.36
2-Jun-23		MSCOL-062318	ADT SECURITY SERVICES CANADA INC.	64.79
2-Jun-23		MSCOL-062319	RECEIVER GENERAL FULL TIME	89,276.61
2-Jun-23		MSCOL-062320	RECEIVER GENERAL PART TIME	49,094.92
6-Jun-23		MSCOL-062321	SYSCO	50,346.52
6-Jun-23		MSCOL-062322	GORDON FOOD SERVICE	19,705.28
7-Jun-23		MSCOL-062323	MEDLINE CANADA, CORPORATION	28,049.19
9-Jun-23		MSCOL-062324	MILLER WASTE SYSTEMS INC.	14,477.62
9-Jun-23		MSCOL-062325	HICKS MORLEY HAMILTON STEWART STOR	2,910.88
9-Jun-23		MSCOL-062326	OFFICE CENTRAL	700.88
12-Jun-23		MSCOL-062327	MITCHELL JENSEN ARCHITECTS	4,152.75
14-Jun-23		MSCOL-062328	RBC VISA	10,781.87
15-Jun-23		MSCOL-062329	RECEIVER GENERAL FULL TIME	67,124.88
15-Jun-23		MSCOL-062330	RECEIVER GENERAL PART TIME	40,900.58
26-Jun-23		MSCOL-062331	2170640 ONTARIO LIMITED-EVAN HUGHES	5,100.00
26-Jun-23		MSCOL-062332	DISTRICT OF PARRY SOUND SOCIAL SERVI	5,600.00
27-Jun-23		MSCOL-062333	ADT SECURITY SERVICES CANADA INC.	64.79
27-Jun-23		MSCOL-062334	TELIZON	478.77
27-Jun-23		MSCOL-062335	ENBRIDGE UNION GAS	6,388.85
27-Jun-23		MSCOL-062336	COMVIDA CORPORATION	3,175.30
27-Jun-23		MSCOL-062337	BELL CONFERENCING	56.50
27-Jun-23		MSCOL-062338	BELL TV	1,826.08
27-Jun-23		MSCOL-062339	BELL INTERNET	131.54
27-Jun-23		MSCOL-062340	IAN PARKER	6,623.78
27-Jun-23		MSCOL-062341	DIVERSEY CANADA	3,560.70
30-Jun-23		MSCOL-062342	RECEIVER GENERAL FULL TIME	67,590.51
30-Jun-23		MSCOL-062343	RECEIVER GENERAL PART TIME	43,696.80
30-Jun-23		MSCOL-062344	WSIB	42,040.15
30-Jun-23		MSCOL-062345	MINISTER OF FINANCE EHT	23,911.48
30-Jun-23		MSCOL-062346	LIFEWORKS (CANADA) LTD.	686.76
30-Jun-23		MSCOL-062347	CLAIM SECURE	760.96
30-Jun-23		MSCOL-062348	CLAIM SECURE	1,039.58
30-Jun-23		MSCOL-062349	DESJARDINS INSURANCE	29,017.10
6-Jun-23	510	SSC622718	ABELL PEST CONTROL INC.	257.53
6-Jun-23	511	SSC622719	ALOEROT WEB SERVICES	21.19
6-Jun-23	512	SSC622720	BERNARD ROCHEFORT LTD.	296.63
6-Jun-23	513	SSC622721	CANADA BREAD-ONTARIO T6249	1,527.80
6-Jun-23	514	SSC622722	C.U.P.E. LOCAL 1339	9,870.99
6-Jun-23	515	SSC622723	GATEWAY DOOR SYSTEM	3,020.49
6-Jun-23	516	SSC622724	GLOBESTAR SYSTEMS INC.	528.84
6-Jun-23	517	SSC622725	GNXCOR	186.97

6-Jun-23	518	SSC622726	JOERNS HEALTHCARE CANADA	1,820.50
6-Jun-23	519	SSC622727	KELLY, AMBERLEIGH	192.78
6-Jun-23	520	SSC622728	NORTHERN COMMUNICATIONS	70.16
6-Jun-23	521	SSC622729	ODELIA CALLERY	641.20
6-Jun-23	522	SSC622730	POINTCLICKCARE	1,787.36
6-Jun-23	523	SSC622731	RICH, JOANNE	62.14
6-Jun-23	524	SSC622732	SMITH, GREG	260.80
6-Jun-23	525	SSC622733	SPECTRUM TELECOM GROUP LTD.	1,054.29
6-Jun-23	526	SSC622734	STAFFSTAT INC.	1,470.89
6-Jun-23	527	SSC622735	SURGE LEARNING	1,093.47
6-Jun-23	528	SSC622736	THERMO COUSTICS LIMITED	33,900.00
6-Jun-23	529	SSC622737	THERMOPATCH INC.	803.58
6-Jun-23	530	SSC622738	TRANSCANADA STORE AND RESTAURANT	404.95
6-Jun-23	531	SSC622739	VALIN PARTNERS, LLP	1,005.02
12-Jun-23	532	SSC622740	AINSWORTH INC.	495.67
12-Jun-23	533	SSC622741	BOARD MEMBERS RENUMERATION-PETTYC	1,137.00
12-Jun-23	534	SSC622742	CROSTOWN COURIER	73.83
12-Jun-23	535	SSC622743	EASTHOLME PETTY CASH	3.55
12-Jun-23	536	SSC622744	EXPRESS PARCEL	117.99
12-Jun-23	537	SSC622745	GFL ENVIRONMENTAL INC.	265.55
12-Jun-23	538	SSC622746	JEY'S BUSINESS RECORD STORAGE & MOB	200.18
12-Jun-23	539	SSC622747	LAMBTON COLLEGE	288.15
12-Jun-23	540	SSC622748	LIFELABS	530.00
12-Jun-23	541	SSC622749	LIFEWORKS (CANADA) LTD.	1,582.00
12-Jun-23	542	SSC622750	STEEL COMMUNICATIONS	3,569.11
12-Jun-23	543	SSC622751	STERICYCLE ULC	395.92
12-Jun-23	544	SSC622752	THOMSON REUTERS CANADA	121.80
12-Jun-23	545	SSC622753	WOOD WYANT	485.09
15-Jun-23	546	SSC622754	EDI-CORD PROCESSING SYSTEM LTD.	1,441.65
15-Jun-23	547	SSC622755	MUNICIPALITY OF POWASSAN	29,019.84
15-Jun-23	548	SSC622756	VOID	0.00
29-Jun-23	549	SSC622757	ABELL PEST CONTROL INC.	257.53
29-Jun-23	550	SSC622758	AGILIS NETWORKS	367.25
29-Jun-23	551	SSC622759	AINSWORTH INC.	1,792.92
29-Jun-23	552	SSC622760	ARJO CANADA INC.	1,540.99
29-Jun-23	553	SSC622761	EKOTEK GLOBAL INC.	2,476.96
29-Jun-23	554	SSC622762	GNXCOR	186.97
29-Jun-23	555	SSC622763	JIM'S LOCKSMITHING	201.13
29-Jun-23	556	SSC622764	KATE DEWHIRST HEALTH LAW	791.00
29-Jun-23	557	SSC622765	NORTHERN BUSINESS SOLUTIONS	2,838.24
29-Jun-23	558	SSC622766	ONTERA	37.23
29-Jun-23	559	SSC622767	STAFFSTAT INC.	1,819.89
29-Jun-23	560	SSC622768	TIM DUROCHER OTREGONT	953.00
29-Jun-23	561	SSC622769	TRANSCANADA STORE AND RESTAURANT	631.92
29-Jun-23	562	SSC622770	VAUGHAN PAPER	359.62
30-Jun-23			Scotia Gov't Tax Fee	35.00
30-Jun-23			Scotia Direct Payment	162.00
30-Jun-23			Scotia Connect	17.50
30-Jun-23			Cheques June 2023	922,077.12
Payroll June 2023				
2-Jun-23		Pay #11		298,669.33
16-Jun-23		Pay #12		260,255.26
30-Jun-23		Pay #13		266,669.17
				<u>825,593.76</u>





<u>RESIDENT STATISTICS</u>			
RESIDENT REPORT for the month of July 2023			
As at June 30, 2023		Residents: Long Stay 128	
New Admissions:	Michael Rota	Susan Campbell	Germaine Madsen
Deaths:	Roger Hamelin	Lorraine Hickey	Wendy Lachance
Discharges:			
As at July 31, 2023		Residents: Long Stay 128	
<u>Occupancy Statistics</u> 128 Beds			
		<u>Long Stay</u>	
YTD Actual Days		26,951	99.32%
YTD Max. Allowable Days		27,136	
<u>Year to Date Long Stay Admissions &amp; Discharges</u>			
Admissions = 16 Discharges = 14			
<u>Waiting List</u>		As at August 16, 2023	
	Long Stay		
Male	105		
Female	146		
Private Dwelling	128	Hospital	55
Other LTC Home	7	Retirement Home/Assisted Living	61

Shelley Reichstein, Secretary Board of Management

F:\WORD\ADMIN\FORMS\Resident Statistics.wpd

**Note 1**  
 Budgeted amounts did not include the April 1st LOC increases as they were not known at the time of budget  
 LOC increase at April 1, 2023 was 2.4%.

**Note 2**  
 Budget includes estimate of resident fees at 98% of capacity based on experience.  
 Actual is lower due to special considerations during admissions where co-payment was waived, or  
 resident was able to pay basic fees in private accommodation to expedite admission from hospital.  
 Some revenue recovered under High Intensity Funding, and also under Preferred Accommodation Supplement (see Note 4)

**Note 3**  
 Containment funding ended March 31  
 Budget estimate was for 3 months (Jan-Mar/23) - not spread throughout the year, as expenses were (hence Excess not being \$0)  
 Containment funding received to cover over-spend up to March 31, 2023 \$ 393,033.00

**Note 4**  
 One-time subsidy includes the following:  
 - Revenue inclusion for ICP claim for expenses below in **Note 7**

PWE, NP, IPAC Personnel & Education lead	\$	1,995,066.12
Minor Capital	\$	405,808.70
MST, Resident Health, & other	\$	79,999.06
Preferred Accommodation and Preferred Rate Supplement	\$	34,538.72
	\$	19,378.00
	\$	2,534,790.60

**Note 5**  
 Higher bank balances & higher interest rates

**Note 6**  
 Nursing Wage lines approx 400K > budgeted due to Hours of Care required increases  
 Corresponding Revenue is in Ministry Operating Funding (see **Note 1**)

**Note 7**  
 Includes the following capital items:

ICP (Architect and Prime Contractor)	\$	1,995,066.12
Cameras (Hardware only)	\$	47,288.05
Comprehensive Minor Capital Program	\$	46,073.45
	\$	2,088,427.62

**Eastholme  
East District of Parry Sound  
Home for the Aged  
Operating Budget 2023**

	Budget 2023		Actual		Under (Over)
	Budget 2023	Level of Care Funding	Budget January to July 2023	Actual January to July 2023	
<b>Revenue</b>					
Ministry operating funding	\$ 7,399,100		\$ 4,316,142	\$ 5,108,014	\$ (791,872) OVER
Resident revenue basic fees	\$ 2,889,400		\$ 1,685,483	\$ 1,608,034	\$ 77,449
<b>TOTAL</b>	\$ <b>10,288,500</b>		\$ <b>6,001,625</b>	\$ <b>6,716,047</b>	\$ (714,422)
Resident revenue private accommodation fees	\$ 554,300		\$ 323,342	\$ 287,753	\$ 35,589
Resident revenue semi-private accommodation fees	\$ 56,200		\$ 32,783	\$ 31,646	\$ 1,137
Subsidy for Covid19 - containment funding	\$ 112,200		\$ 65,450	\$ 393,033	\$ (327,583) UNDER
Subsidy - One time	\$ 780,600		\$ 455,350	\$ 2,534,791	\$ (2,079,441) OVER
Interest	\$ 50,000		\$ 29,167	\$ 80,738	\$ (53,571)
<b>Sub-Total</b>	\$ <b>11,841,800</b>		\$ <b>6,907,717</b>	\$ <b>10,044,007</b>	\$ (3,136,291)
Municipal Levy (3.5%) 1,480,900 x 1.035	\$ 1,532,700		\$ 894,075	\$ 894,075	\$ -
Transfer from reserve	\$ 345,100		\$ 201,308	\$ -	\$ 201,308
<b>Total Revenue</b>	\$ <b>13,719,600</b>		\$ <b>8,003,100</b>	\$ <b>10,938,082</b>	\$ 201,308
<b>Expenses</b>					
Program and Support Services	\$ 588,400	\$ 579,600	\$ 343,233	\$ 349,166	\$ (5,933)
BSO phase 1 and 2	\$ 63,400	\$ 63,400	\$ 36,983	\$ 35,983	\$ -
Raw Food	\$ 648,800	\$ 513,900	\$ 378,467	\$ 394,948	\$ (16,481)
Nursing and Personal Care	\$ 7,207,900	\$ 6,346,800	\$ 4,204,608	\$ 4,689,950	\$ (485,341) OVER
Accommodation (OA*)	\$ 5,211,100	\$ 2,784,800	\$ 3,039,808	\$ 5,045,727	\$ (2,005,918) OVER
<b>Total Expenses</b>	\$ <b>13,719,600</b>	\$ <b>10,288,500</b>	\$ <b>8,003,100</b>	\$ <b>10,516,774</b>	\$ (2,513,673)
<b>Excess of Revenue over Expenses</b>			\$ -	\$ 421,308	\$ (421,309)

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



—  
Colin Love | @colinpllove

On Aug 20, 2023, at 8:32 PM, Colin Love <[colinpllove@gmail.com](mailto:colinpllove@gmail.com)> wrote:

Hi Diane,

Thanks for the chat earlier in the week. As discussed please find a brief overview of a collaboration proposal I was hoping the Burk's Falls and District Heritage Society might consider at your meeting tomorrow if possible.

Mag River Nature Hub is a local non-profit that hosts Restoration Festival every year, which brings together arts and culture along with ecological restoration. Mag River Nature Hub has been collaborating with an Indigenous Knowledge Keeper from the Wasauksing First Nation in Parry Sound. We've discussed an idea to build a teepee lodge and welcome people in the area to a fire ceremony on Sunday, October 15, 2023 as part of the festival. The focus would be on healing and sharing traditional teachings, led by the Indigenous Knowledge Keeper. To complement the history being shared at the Wiseman's Corner Schoolhouse, we're wondering if the structure could be setup in an open area somewhere on this site. The structure would not need to be permanent, but could be used for additional Indigenous education opportunities in case visitors to the site are interested. A photo of a similar teepee structure is attached. Staff at the Township of Ryerson will also be contacted about this opportunity with any required processes followed (e.g. a certificate of insurance) as they have been in previous years for nearby Restoration Festival activities. We can share more information at the September 18 Heritage Society Meeting if there is interest. We're hoping to have the support of the Heritage Society to move forward with the planning process. If there are any questions or concerns that anyone would like to raise, please let me know so that I could address them on September 18 if appropriate. Thanks for your consideration.

With Gratitude.

Colin

**From:** Charlene Watt (Deputy Clerk) <deputyclerk@armourtownship.ca>  
**Sent:** Wednesday, August 23, 2023 10:38 AM  
**To:** Colin Love <colinpllove@gmail.com>  
**Cc:** minibs2010@hotmail.com; Colin Love <magriver.naturehub@gmail.com>; Nancy Field <deputyclerk@ryersontownship.ca>  
**Subject:** RE: Indigenous collaboration opportunity at Wiseman's Schoolhouse?

Good morning, Colin,

Your request was discussed at the Historical Society's meeting and members were very supportive of the request. I've quoted the resolution that was passed below.

At this time, we are awaiting confirmation from the Township of Ryerson that they are also supportive of the use of the property. Your request is to be discussed at the next Ryerson meeting. I suspect that Nancy will be in touch with you after the meeting. Ryerson's next meeting is September 12, 2023.

**Motion to support the initiative from Colin Love from the Magnetawan River Nature Hub to host a Restoration Festival on October 14 - 15, 2023 at the Wiseman's Corner Schoolhouse property, subject to the naming of the Burk's Falls and District Historical Society as an additional insured and that the Magnetawan River Nature Hub receives approval from the Township of Ryerson for the use of the property. In addition, that a copy of this Resolution be forwarded to the Township of Ryerson. Moved by Mike Quinton, Seconded by Ryan Baptiste. Carried**

Cheers,

*Charlene Watt*

Deputy Clerk, Dipl.M.M.  
Township of Armour  
PO Box 533, 56 Ontario Street  
Burk's Falls, Ontario P0A 1C0  
Telephone: 705-382-3332  
Fax: 705-382-2068

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

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## TRI COUNCIL WASTE MANAGEMENT REPORT

August 8, 2023

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### BUDGET & FINANCIAL

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- Compaction Bin ordered – Refurbished bins cannot be located, ones located were valued at \$10,000. A new bin is valued at \$18,500. Demo bin secured for \$12,000. Waiting to hear if Metro Compactor will purchase the bin being replaced.
- First cardboard/boxboard load revenue received at \$90/Metric Ton.
  - 25.26mt = \$2,273.49
- Mixed Container revenue not as high as last two years but still there.
  - July 2023 - 58.99mt = \$2,818.92 vs July 2022 - 64.27mt = \$21,011.01

### NEW BUSINESS

---

- Ministry of Labour, Immigration, Training and Skills Development (MLITSD) is currently engaged in the Material Handling Campaign to raise awareness of the hazards of material handling faced by workers in industrial establishments. MLITSD data from 2022 shows that there were 44 fatalities in the industrial program, an increase of 11 from 2021. Over 40% were due to crushing injuries (25%) or as a result of being struck by something (16%). Their goal is to raise awareness of key health and safety hazards in material handling and increase compliance with the OHSA and its regulations to prevent injuries and illnesses that could arise from unsafe work practices.
  - The inspector toured the facility and found no faults in our work practices, however there were concerns with the traffic flow and people walking in front of vehicles to get to other diversion areas. It should be noted that a resident that is injured on site may still be a reportable incident/accident.
  - The inspector was also concerned with the operation of a worker filling the water tank and suggested a guard rail to restrict a worker from an accidental fall. This project is already complete.

### ONGOING BUSINESS

---

- Electronic Products Recycling Association (EPRA) reaching out to discuss expanding collection and diversion. EPRA currently manages our electronics and battery recycling, and would like to discuss options for bulbs and tubes, as well as paint. Meeting with EPRA Executive Director to review the expanded program on August 15<sup>th</sup>.
  - We currently pay Aevitas for shipping, recycling and disposal of the materials contained in the bulbs and tubes. Current landfill license does not allow for the collection/storage of paint products.



## TRI COUNCIL WASTE MANAGEMENT REPORT

August 8, 2023

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### BAG TALLY – GATE INFORMATION 2023

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BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January - July 2023	10,333	1,542	1,001	6,035	202	19,133
<b>2023 % OF TOTAL</b>	62.130%		5.237%	32.632%		100%
January – July 2022	10,776	1,361	1,083	6,215	110	19,545
<b>2022 % OF TOTAL</b>	62.098%		5.541%	32.361%		100%
January - July 2021	12,049	1,454	747	5,993	109	20,352
<b>2021 % OF TOTAL</b>	66.347%		3.670%	29.982%		100%



P.O. Box 463, Burk's Falls, Ontario P0A 1C0  
Phone: 705-571-3308  
Email: [info@burksfallsdistricthistoricalsociety.com](mailto:info@burksfallsdistricthistoricalsociety.com)  
[www.burksfallsdistricthistoricalsociety.com](http://www.burksfallsdistricthistoricalsociety.com)  
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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, July 17, 2023**

Members Present: Diane Brandt – President  
Nieves Guijarro – Vice-President  
Charlene Watt – Secretary  
Ryan Baptiste  
Kirk Du Guid  
Judy Ransome  
Jenny Hall  
Peter Hall  
Mike Quinton  
Krista Trulsen  
Kristoffer Trulsen-Hunt

The Members present constituted a quorum.

**Call to Order:**

The meeting was called to order at 7:08 p.m.  
Diane Brandt in the Chair.

**Welcome:**

Diane welcomed Members.

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

Acceptance and adoption of the June 19, 2023 Meeting Minutes as circulated: **Moved by Ryan Baptiste, Seconded by Jenny Hall. Carried**

**Treasurer's Report:**

Treasurer's / Financial Report presented by Diane Brandt. Main bank account balance was \$9,098.78 on June 30, 2023. The lottery account balance remains at \$65.00 but will have donations from the popcorn booth at Heritage Festival deposited to the account. Heritage Festival donations also included: \$2,258.60 from the front gate and \$491.10 from the Dunk-A-Politician dunk tank. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Nieves Guijarro, Seconded by Ryan Baptiste. Carried**



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Ryerson Township

## **Committee Reports:**

### **Heritage Festival Update:**

Charlene thanked and congratulated Members on a successful event. The venue change increased attendance and has impacted local businesses positively. Responses were received from visitors/participants on the event's success with appreciation of offering free admission and providing everyone an opportunity to participate. The event continues to promote a strong sense of community. Historical Society and Armour were supported by Agricultural Society, Village of Burk's Falls, Legion and businesses all over Almaguin in hosting the event. Largest contributors to the event outside of the Township were Jim Percy (car show), Sabina Hooper (705.Blackfly) Reg Garnett (Asylum Hotrods) and Karen Fraser (vendors market). The Southeast Almaguin Firefighters continued to host the annual Firefighter Challenge and to bring in a large crowd, provide EMS at the event, set up the music stage and provide attractions/cooling station for the crowd.

Estimated Attendance: 2,000 +.

Car Show: Registered 80 vehicles with over 120 in attendance on event day.

Vendors Market: 29 in 2022, 54 on the field plus 9 food vendors = 63 in 2023.

Firefighter Challenge: Kearney won 2023 Challenge.

Social Media: April – July event promoting reached approx. 39,093 people.

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

Diane advised that the Heritage Centre has been cleaned and small display changes are being made. A display on Screaming Heads will be recreated. Mike Quinton will investigate Almaguin News archives and attempt to locate the August 27, 2008 Screaming Heads newspaper article that will need to be reprinted for the exhibit. Nieves will contact the Township of Ryerson to request a replacement Canadian flag at the schoolhouse. Members discussed volunteering at the Heritage Centre. Krista will volunteer on July 20, 22, 23, 27 and 29. Kirk will volunteer on August 19 and 26. The Centre will be open by chance on August 5 and 12. Mike will volunteer on September 2. Opening hours are 1:00 p.m. to 3:00 p.m. on Thursdays and 11:00 a.m. to 3:00 p.m. on Saturdays.

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

The summer student, Kristoffer, has been working on relabelling artifacts and to update accession records. The Knight Brothers display is nearly complete and will soon be on full display for the season. Betty Caldwell attended the Heritage Centre and was the first person to try out the new stairlift. Betty was able to view the bedroom that was dedicated to her on her 90<sup>th</sup> birthday in 2022.



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Heritage Centres  
Watt Century Farm House  
827 Chetwynd Road  
Armour Township  

---

Wiseman's Corner Schoolhouse  
112 Midlothian Road  
Ryerson Township

### **Correspondence:**

Members were informed of correspondence that was received after a visit by Jenny Watt-Dawson and ElleAura Watt. Jenny is Pearl's granddaughter. ElleAura is Pearl's great-granddaughter. ElleAura is the daughter of Trevor Watt. Jenny sent a package of receipts, tax bills, duplicate deed, telegram message, etc. The items date back to 1914.

### **General Business:**

#### **Amendment to the Historical Society's Constitution:**

A follow up motion was discussed by Members. Effective July 17, 2023, the Constitution will be amended to reflect:

#### **1) ARTICLE 9 - SECRETARY**

The exact wording to read as follows:

"A Deputy Treasurer will temporarily assume the Treasurer's duties when the latter is unable to perform them, continuing until the Treasurer is able to resume his/her duties or until a new Treasurer has been appointed. The Deputy Treasurer is not a member of Council."

#### **2) ARTICLE 10 – TREASURER**

The exact wording to read as follows:

"He/she shall take charge of all accounts against "THE BURK'S FALLS AND DISTRICT HISTORICAL SOCIETY" and see that the accounts are duly paid when the same have been passed for payment by the Committee. All cheques must be signed by at least any two (2) signatures which can be either the President, Vice-President, or Treasurer or Deputy Treasurer in any combination thereof. It is his or her responsibility to have proper accounts drawn up in a financial institution in Canada, named by the committee and that all monies, with the exception of petty cash, be deposited therein. All accounts exceeding twenty dollars (\$20.00) must be paid by cheque."

"The Treasurer has the authority of the committee to have access to any Accounts, Vouchers, Petty Cash and stock on hand or any records pertaining to the finances of the society at any time."

"He or she shall advice the committee of the monthly finances on the operation of the Society."





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Email: [info@burksfallsdistricthistoricalsociety.com](mailto:info@burksfallsdistricthistoricalsociety.com)  
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"He or she shall also submit a detailed written financial statement for the fiscal year ended the last day of February. This statement to show revenues, expenditures and current bank balance, and shall be presented at the following meeting in March."

**Moved by Peter Hall, Seconded by Krista Trulsen. Carried**

Charlene Watt will hold the Officer positions of Secretary and Deputy Treasurer for 2023/2024.

**New Business:**

Members thanked Kirk Du Guid for donating two books he authored.

Kristoffer Trulsen-Hunt offered to demonstrate his metal detector to Members on the Watt Farm House property. Members were interested in the offer. Diane and Kristoffer will determine a date and time and bring back the topic at a future meeting.

**Adjournment:**

The next meeting will be held on Monday, August 21, 2023 at Fell Homes. There being no further business, **Jenny Hall moved to adjourn the meeting at 7:59 p.m.**

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Recorded by  
Charlene Watt, Secretary &  
Deputy Treasurer

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Approved by  
Diane Brandt, President



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## MINUTES

### Burk's Falls & District Historical Society

### Fell Homes, Burk's Falls

### Monday, August 21, 2023

Members Present: Diane Brandt – President  
Nieves Guijarro – Vice-President  
Charlene Watt – Secretary  
Ryan Baptiste  
Kirk Du Guid  
Jarv Osborne  
Mike Quinton  
George Sterling  
Krista Trulsen

New Member: Barry Burton

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 Jenny Hall and Peter Hall.  
New member, Barry Burton arrived at 7:09 p.m. Introductions were made.

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

Acceptance and adoption of the July 17, 2023 Meeting Minutes as circulated: **Moved by Krista Trulsen, Seconded by Mike Quinton. Carried**

#### **Treasurer's Report:**

Treasurer's / Financial Report presented by Diane Brandt. Main bank account balance was \$11,336.12 on July 31, 2023. The lottery account balance remains at \$65.00. Donations from the popcorn booth at Heritage Festival could not be deposited to the account based on the rules for a lottery account. Heritage Festival donations totalling \$2,953.70, \$40.00 in memberships and \$78.00 for the popcorn donations were deposited.

Members discussed the status of the lottery account and agreed to close the account. A lottery has not been held by the Historical Society since Canada 150 (2017).



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**Motion to close the lottery account with a balance of \$65.00 and transfer the funds to the general account. Moved by Mike Quinton, Seconded by Jarv Osborne. Carried**

**Motion to accept the Treasurer's report and pay the monthly invoices: Moved by George Sterling, Seconded by Ryan Baptiste. Carried**

### **Correspondence:**

Members reviewed correspondence that was sent to Dundurn Press Limited Royalties Team from Carol Chuhay, the estate executor for Astrid Taim. Ms. Taim's two books are the Almaguin Chronicles: Memories of the Past and Almaguin: A Highland History. Royalty payments for Astrid TAIM's two books commencing January 2015 are to be directed to the Burk's Falls and District Historical Society. It was noted that the royalty balances under \$500 will be carried forward until the next royalty period.

### **Committee Reports:**

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

Members reported that there have been visitors to the schoolhouse and the season has been steady. Kirk advised Members that he will volunteer at the Schoolhouse on August 26 from 11:00 a.m. to 3:00 p.m. Harvest Festival will be held on September 15 – 18, 2023 and if any Members are interested in opening the schoolhouse during this time, please contact Diane. Traffic passes the Heritage Centre but Members were unsure if people would stop on the way to or from the event.

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

Members were updated on the visitor status of the Farm House's season to date. A reminder was provided of the metal detecting demonstrations that will be held on Sunday, August 27, 2023 from 10:30 a.m. to 3:00 p.m. The Schoolhouse will be closed on August 27, 2023. The summer student, Kristoffer has been researching artifacts and is in the process of organizing a fall fair display. The Knight Bros. displays are on exhibit and a new exhibit is being investigated for 2024. Consideration of opening the Farm House during the winter by appointment only was discussed.

#### **Heritage Festival Update:**

Charlene provided a final written report to Members on the July 8, 2023 event. The report included comments from the public, recommendations for improvements and budget adjustments for the Council of the Township of Armour to consider. Members agreed to extending the hours of the event but the exact times will be considered in early 2024.



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### **General Business:**

Summer Student: Diane advised Members that Kristoffer Trulsen-Hunt, our summer student, will complete his employment on Thursday, August 31, 2023. Members wished Kristoffer success in his future ventures.

Fall Fair: The Fall Fair will be held on Monday, September 4, 2023. Display items for the table at the fair will include the mystery box game of artifacts, newsletters and membership forms. The donation jar and large banner poster will be picked up from the Farm House before the event. Volunteers consist of Diane Brandt, Kirk Du Guid and Krista Trulsen. Krista will be available after noon. Diane will obtain information from the event co-ordinator regarding setup instructions.

### **New Business:**

Indigenous Collaboration Opportunity: Members reviewed a proposal from the Magnetawan River Nature Hub to host an event at the Wiseman Corner Schoolhouse. The Restoration Festival is to be held on October 14 and 15, 2023 and the Nature Hub has an idea related to the Wiseman's Schoolhouse property involving a local Indigenous Knowledge Keeper that they have partnered with. The proposed structure is a birch teepee and would not need to be permanent, but could be used for additional Indigenous education opportunities in case visitors to the site are interested. Members were very supportive of the request and asked that the Historical Society also be named as additional insured by the Nature Hub. Mayor George Sterling advised Members that the request will be discussed at the Township of Ryerson's next Council Meeting. **Motion to support the initiative from Colin Love from the Magnetawan River Nature Hub to host a Restoration Festival on October 14 - 15, 2023 at the Wiseman's Corner Schoolhouse property, subject to the naming of the Burk's Falls and District Historical Society as an additional insured and that the Magnetawan River Nature Hub receives approval from the Township of Ryerson for the use of the property. In addition, that a copy of this Resolution be forwarded to the Township of Ryerson. Moved by Mike Quinton, Seconded by Ryan Baptiste. Carried**

Yearbooks: The Sundridge Strong Union Public Library has a post on social media offering Almaguin Highlands Secondary School yearbooks for sale from the years of 1984 – 2014 at a fee of \$10.00 per book. Members agreed to purchase the books. Nieves will reach out to the librarian to determine if a discount could be received for the Historical Society. Mike Quinton offered to pick up the books. **Motion to purchase 25 years of the Almaguin Highlands Secondary School yearbooks, from the years of 1984 to 2014, at a cost of \$10.00 each**



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**from the Sundridge Strong Union Public Library. Moved by George Sterling, Seconded by Krista Trulsen.**

Halloween Event: Members discussed hosting a Halloween event for 2023. Due to limited space at the Farm House and the construction of the new red building, it was suggested that the Historical Society request to participate in the Lions Club's Halloween Party that they host annually on Halloween night at the Arena. Ryan Baptiste will inquire with the Lions Club and advise. Charlene offered to volunteer and Diane would pre-package 300 treat bags.

**Adjournment:**

The next meeting will be held on Monday, September 18, 2023 at Fell Homes. There being no further business, **Jarv Osborne moved to adjourn the meeting at 8:13 p.m.**

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Recorded by  
Charlene Watt, Secretary &  
Deputy Treasurer

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Approved by  
Diane Brandt, President



Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia (ON) L3V 7V3

777, ave Memorial  
Orillia ON L3V 7V3

Tel: 705 329-6200  
Fax: 705 330-4191

Tél.: 705 329-6200  
Télééc.: 705 330-4191

File number/Référence: 620

August 22, 2023

**The Corporation of the Township of the Ryerson**  
**R. R. # 1**  
**BURK'S FALLS, ONTARIO**  
**P0A 1C0**

Re: **Agreement for the Provision of 9-1-1 Primary PSAP Services between the Ontario Provincial Police (OPP) and The Corporation of the Township of the Ryerson**

Dear Sir/Madam:

The Next Generation (NG) 9-1-1 is a new emergency communications system that will improve public safety by enabling voice, text messages and data to flow seamlessly from the public to 9-1-1 communication centers when emergency assistance is required. The OPP is currently adopting this new communication system for which the official rollout is planned for later this year. Concurrently, the OPP Municipal Policing Bureau is working on the revised agreement for the provision of NG 9-1-1 Primary Public Safety Answering Point (P-PSAP) services between The Corporation of the Township of the Ryerson and the OPP.

Until further notice, 9-1-1 answering services from the OPP for The Corporation of the Township of the Ryerson will continue without any changes and regardless of the status of your latest OPP P-PSAP agreement. Related to any currently expired agreements, or agreements that will be expiring in 2023, Municipal Policing Bureau will be reaching out to you in the near future to initiate the renewal process.

In the meantime, please contact us to provide the preferred email address for continued communication with respect to these agreements. Should you have any questions, OPP Municipal Policing Bureau Specialist Simon Looker, is the contact for this matter and can be reached at 705-329-6226 or at [Simon.Looker@opp.ca](mailto:Simon.Looker@opp.ca).

The OPP values its relationship with The Corporation of the Township of the Ryerson and thank you for your continued support as we work together in our commitment to public safety.

Kind Regards,

A handwritten signature in black ink, appearing to read "Phil Whitton", with a long horizontal flourish extending to the right.

Phil Whitton Superintendent  
Commander,  
Municipal Policing Bureau

cc OPP Provincial Commander Mary Silverthorn  
Chief Superintendent Karen Meyer, Communications and Technology Services Bureau  
Commander

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