

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

October 24, 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 October 10, and special meeting October 11, 2023 **(R)**

3. DECLARATION OF PECUNIARY INTEREST:

4. TENDERS/QUOTES/REQUESTS FOR PROPOSALS (RFP):

4.1 Request for Proposals - Land Use Planning Services **(R)**

5. REPORTS:

DEPUTY CLERK:

5.1 Report: MNRF Magnetawan Watershed Communications Committee Meeting,

5.2 Consents B-030/23 and B-031/23 Christen (R)

CAO/TREASURER:

5.3 By-law Services agreement (R),

5.4 Reserves and Surplus Management Policies,

5.5 Commitments to Joint Boards (2-R),

5.6 Summary of Responses Housing Affordability Task Force.

COUNCIL MEMBERS:

6. BUSINESS ARISING/ACTIVITY LOG:

6.1 Draft Budgets from the Tri-Council meeting for discussion.

6.2 RTO Agreement (R)

7. COMMUNICATION ITEMS:

7.1 The Almaguin Highlands Health Council (R)

General Correspondence:

- West Lincoln letter to AMO.
- Almaguin Highlands Health Centre Draft Minutes.
- MAOHT Recruiter 9 Month
- Local Share Updates
- Muskoka Algonquin Healthcare- Local Share Financing

8. CONFIRMING BY-LAW:

8.1 By-law: To confirm the meetings of Council (R)

9. CLOSED MEETING

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.

10. IMPORTANT DATES:

October 27, 2023, RED Gala

November 14, 2023, Regular Meeting 6:00 p.m.

11. ADJOURNMENT:

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: October 24, 2023 AT 6:00 P.M.

Item # 2.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that the minutes from the regular meeting on October 10, 2023 and the special meeting October 11, 2023 be adopted as circulated.

Item # 4.1 on Agenda Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that the Ryerson Township Council approves staff to execute an agreement for the provision of Land Use Planning Services.

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

Be it resolved that Ryerson Township Council approve Consent Application

B-030/23 and B-031/23, Concession 13, Part Lot 13 and 14, in Ryerson Township. The following conditions will apply:

- If the reference plan or other evidence discloses that either the severed property or the retained property owned by the Applicant contains a deviation road maintained by the Township as a public road, then the Applicant shall survey and transfer such deviation road to the Township as a condition of severance. The area to be surveyed and transferred shall generally be 66 feet in width and centered upon the centre line of the present traveled road. In situations where this is impractical, the Applicant should discuss how this requirement will be fulfilled with the Municipality before the reference plan is finalized.
- As a condition of severance approval, the Applicant shall pay to the Municipality in which the land is located, or otherwise satisfy the requirement for donation of Parkland set out in Section 51.1 of the Planning Act.
- The Township requires one copy of the draft reference plan, and two copies of the Final Reference Plan and one digital copy of the Final Reference Plan.
- That the Townships Consent Administrative Fee and Deposit be paid by the Applicant 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.
- The Township will require a copy of the approvals for entrances onto the MTO highway 520 before finalization of the consent is given.

Item # 5.3 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 enter into an agreement for provision of Joint By-law Enforcement Services with Armour Township, 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 24th day of October, 2023.

Item # 5.5 on Agenda Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council approves in principle the allocation of \$200,000. to the building of a new library for a 2030 build date, to serve the users of Armour, Ryerson, and Burks Falls Union Public Library.

Item #5.5 on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council is committed to their share of the new Fire Hall build project based on the percentage of the total amount of funds provided for the construction by each municipality, for a 2026 build date.

Item # 6.2 on Agenda Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # __-23, being a By-law to enter into an agreement for provision of RTO services, 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 24th day of October, 2023.

Item # 7.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council support resolution number 2023-24 that was adopted by the Almaguin Highlands Health Council on October 5, 2023, for the Muskoka Algonquin Health Care to resume laboratory services to their regular functions on a regular schedule.

Item # 8.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Robertson

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 24th day of October 2023.

Item # 9.1 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that the Ryerson Township Council 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.

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 November 14, 2023 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

October 10, 2023 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **October 10, 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 attended virtually, Miller, Patterson and Robertson.

Staff in attendance: Brayden Robinson, Nancy Field, Dave McNay and Cameron Haffner.

Public attending by phone or electronically: Nieves Guijarro, Paul Van Dam and Roman Kaczinski.

Notice of this meeting was posted on the website.

2. ADOPTION OF MINUTES

R- 147 - 23 Moved by Councillor Patterson, Seconded by Councillor Patterson, Be it resolved that the minutes from the regular and public meeting September 12, 2023 be adopted as circulated.
(Carried)

3. DECLARATION OF PECUNIARY INTEREST: None noted.

4. PRESENTATIONS:

4.1 Fire Chief Dave McNay presented to Council the 2024 Draft Fire Budget.

It was discussed that the prices of bunker gear and boots has gone up and that rent for the office is expected to increase. The Treasurer added that the Engineer for the new Fire Hall has informed us that if the land is acquired and all the engineering work must happen in 2024 the actual cost will go up \$300,000.00 for next years budget.

The following resolution was adopted.

S- 148 -23 Moved by Councillor Patterson, Seconded by Councillor Abbott, Be it resolved that Ryerson Township Council approve the 2024 draft Fire Department budget, for submission to the Tri-Council meeting scheduled for Monday October 23, 2023.
(Carried)

5. REPORTS:

FIRE CHIEF:

5.1 Fire Chief's Report was received by Council.

TREASURER:

5.2 The Third Quarter Variance report was received by Council.

COUNCIL REPORTS:

5.3 Mayor Sterling provided an Eastholme report.

5.4 Councillor Abbott provided a Hazmat Day report.

5.5 Councillor Abbott provided a Library Board Report

6. BUSINESS ARISING/ACTIVITY LOG:

6.1 Council received Staff Report from the Deputy Clerk and a copy of Armour Township’s resolution to follow up from the Tri-Council meeting discussion regarding the Agricultural Society Annual Donation and adopted the following resolution.

R-149 - 23 Moved by Councillor Patterson, Seconded by Councillor Abbott,
Be it resolved that Ryerson Township Council approve an annual donation with a total value of \$2,500.00 to the Armour, Ryerson & Burk’s Falls Agricultural Society.
(Carried)

7. COMMUNICATION ITEMS:

7.1 Council received information from the Burk’s Falls and District Historical Society for the donation request for the Annual Childrens Halloween Party at the Burk’s Falls Arena put on by Burk’s Falls Lions Club Branch 405 Royal Canadian Legion, and the Burk’s Falls District Historical Society. The following resolution was adopted.

R-150-23 Moved by Councillor Miller, Seconded by Councillor Patterson,
Be it resolved that Ryerson Township Council support the Historical Society with an annual Childrens Halloween Party donation of \$100.00.
(Carried)

7.2 Council received a request from the Village of South River to support their JBC surplus resolution. A recorded vote was called for and the following resolution was defeated.

R-151- 23 Moved by Councillor Miller, Seconded by Councillor Robertson,
Be it resolved that Ryerson Township Council support resolution number 280-2023 that was adopted by the Village of South River on September 25, 2023, for the Joint Building Committee Surplus. Recorded Vote: Councillors Abbott, Miller, Patterson, Robertson, and Mayor Sterling
NAY
(Defeated)

7.3 Information was received by Council for the 5th Annual Regional Economic Development, RED Gala. The following resolution was adopted.

R- 152 -23 Moved by Councillor Robertson, Seconded by Councillor Patterson,
Be it resolved that Ryerson Township Council authorize: Glenn Miller and Dan Robertson to attend the 5th Annual RED Gala Friday October 27, 2023, at 5:30 p.m. at the new Emsdale Community Centre.
(Carried)

General Information Items Received:

- JBC August Permit Summary.
- JBC September Permit Summary.
- JBC Minutes September 21.
- Burk’s Falls, Armour, & Ryerson Union Public Library Minutes, August 23.
- District of Parry Sound Social Services Administration Board, DSSAB-CAO Report September 2023.
- Mag River Nature Hub - Restoration Festival Poster and Registration Form.
- Muskoka Algonquin Healthcare MAHC, Housing for Healthcare Rental Opportunities.
- Historical Society Minutes - September 18.

8. CONFIRMING BY-LAW

8.1 By-law to confirm the meetings of Council.

R- 153 -23 Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 38-23, being a By-law to confirm the meetings of Council and further; That By-Law # 38-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 10th day of October 2023.
(Carried)

9. CLOSED MEETING :

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

R-154-23 Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that we move to a closed meeting at 7:06 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.
(Carried)

10. RETURN TO OPEN MEETING:

10.1 Council returned to open meeting at 7:35p.m. and adopted the following resolution.

R-155-23 Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council supports resolution number 2023 – 031 dated September 21, 2023, from the Joint Building Committee (JBC) recommending a wage increase of \$3.00/hr. for the Building Inspector, effective immediately.
(Carried)

11. ADJOURNMENT:

11.1

R- 156 -23 Moved by Councillor Patterson, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at 7:36p.m. The next regular meeting is scheduled for October 24, 2023, at 6:00 p.m.
(Carried)

MAYOR

CLERK/DEPUTY CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON
SPECIAL COUNCIL MEETING
MINUTES

Wednesday October 11, 2023

A special meeting of Council was held Wednesday October 11, 2023, at 9:30 a.m., for the purpose of discussing Council's goals and priorities.

Members of Council were notified of this special meeting by e-mail on October 6, 2023. The public was notified of this meeting by posting of the special meeting agenda October 6, 2023.

Council in attendance: Mayor Sterling, Councillor Abbott attended virtually, Councillor Miller, Councillor Patterson, and Councillor Robertson.

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

1. CALL TO ORDER:

Mayor Sterling called the meeting to order at 9:30 a.m.

2. DECLARATION OF PECUNIARY INTEREST: None declared.

3. DISCUSSION:

Council received a staff report summarizing goals and priorities which were discussed at a meeting held earlier this year. Priorities were listed under the topics of: Economic Development, Partnerships/Shared Services/Collaborations, Infrastructure/Municipal Services and Community/Recreation/Natural Features.

Council received financial information based on the Asset Management Plan and the fiscal realities of the ability to fund the many large projects under consideration. Projects include the hospital local share, the fire hall and the library in addition to the municipality's operating and capital budgets.

The Treasurer will prepare a summary of proposed financial commitments to be considered further, to develop the Council term work plan.

4. ADJOURNMENT:

The meeting was adjourned at 10:58 a.m.

SP. R - 08 -23 Moved by Councillor Patterson seconded by Councillor Robertson be it resolved that we do now adjourn at 10:58 a.m. (Carried)

MAYOR

CLERK/DEPUTY CLERK

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	October 24, 2023
Report Title:	RFP for External Planning Services
Report Date:	October 16, 2023

Recommendation:

That the contact for external planning services be awarded to JL Richards for a three-year term, beginning on January 1, 2024.

Purpose/Background:

On October 6, 2023, the Township’s RFP for External Planning Services closed. There were three submissions received: from Planscape, Tulloch, and JL Richards.

Staff have reviewed and scored each of the proposals, and the following scores were awarded:

	Tulloch	Planscape	JL Richards
TOTAL POINTS (/100)	61	77	77

All three firms come highly recommended, with qualified staff and a history of providing services to smaller municipalities. Planscape had the most competitive fee structure, and uniquely held their rates constant for the entire three-year contract period. However, given that the majority of fees are passed along to the planning applicants, the fee structure has less weight than in most RFPs. Planscape also holds a distinct advantage as the incumbent planner, with over two decades of work with the Township.

Staff are recommending that the contract be awarded to JL Richards. It is a firm out of Sudbury with a few municipal clients in the Parry Sound District, including McKellar, Callendar, and the Archipelago. In spite of Planscape’s lengthy history in working with the Township, staff believe that this change

will best position us to provide timely and effective planning services to the public.

	<h2>Staff Report</h2>
To:	Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	October 24, 2023
Report Title:	Magnetawan River Water Shed Communications
Report Date:	October 13, 2023

Recommendation:

That Council receive the following information from the October 11, 2023 meeting of the Magnetawan River Water Shed Communications Committee.

Overall summer precipitation was higher than normal with frequent high volume rain events. For this reason, most of the south and north branch of the Magnetawan watershed saw higher than normal water levels throughout June, July and August, some as high as 170% of their normal average for this period of the year.

Fall draw-down water levels are put in place and generally maintained until mid-March when the water levels will be drawn down again just prior to the spring melt. The water levels are monitored daily with frequent dam operations through the fall season.

Fall draw-down is now underway and the water levels are generally lower now than the summer levels. We may be starting to receive complaints about the low water levels this time of year. Some lakes on the watershed undergo this draw down to limit impacts on lake trout spawn during winter draw-down. Other lakes will maintain levels from late fall to late winter.

No one can predict if there will be a flood during the spring freshet, but the MNRF technicians do monitor snow-pack and weather forecasts, the tools for risk assessment.

We can continue to communicate with waterfront landowners about actions to mitigate the impacts. They should be flood proofing, storing movable items away from the water etc., and to continue to watch the flood and watershed bulletins.

Preparing for high water does makes sense.

	<h2>Staff Report</h2>
To:	Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	October 24, 2023
Report Title:	Consent B-030/23 B-031/23 Christen
Report Date:	October 14, 2023

Recommendation: I would recommend that Council support the application for consents, B-030/23 and B-031/23 for Roger Christens' property located at Part Lot 13&14, Concession 13, 1937 Highway 520 in Ryerson Township.

Purpose/Background: The applicant has applied to the Planning Board to sever 2 new Rural(R) building lots and retain the lot with the existing home. As it is mentioned in the planning report, the subject lands are less than 40ha and although it is noted that this would be believed to fall within the regulation section (ii) or (iii) from our Official Plan - development for rural lands, there was no evidence to support this.

Township Planner, Rick Hunter commented on this point (shown in italics):

The property has 28.5 hectares (70.48 acres), and as such is slightly deficient in the required lot area (by 1.5 hectares or 4.5 acres +/-), so would not technically meet the criteria under clause (i). However, the plan goes on in clause (iii) to recognize where smaller parcels may be considered, and I believe that the proposal as outlined by Mr. Christen for a total of three lots, would meet the intent of clause (iii), for the following reasons:

- Proposed severed lot 1 will front on Lakeview Drive East and will not change the existing frontage that exists on the road. It is also consistent with the frontages on the north side of Lakeview Drive East;*
- The retained lot and proposed severed lot 2 will front on Highway 520, and will split the existing frontage more or less in half, well in excess of the average of any lots along the south side of the highway frontage.*

I would remind the applicant that he also requires MTO approval for the development since, it will create a new lot and a new access on to Highway 520.

From a review of available material, there are no natural constraints that would preclude consideration of the approval of the severances.

One of the conditions that the Township imposes on the applicant is that we can approve a safe entrance and this application will also include a condition that we require proof of MTO approval of any entrances onto the highway before consent obtained.

There is known aggregate pits on and around the property and a search through our records turned up Tunnock Consulting report P-3061 where they looked into aggregate on the adjacent property and found there are no licenses for the pits or quarries near the subject lands and that the existing residential development, directly adjacent to the proposal, has effectively precluded the potential extraction of aggregates within the subject lands, area.

Appendix/Related Documents: Lanny Dennis Planning Report, Application for Consents

B-030/23

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

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

Submission of the Application

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

For Help

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

Severed # 1

1. Applicant Information

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

Name of Owner(s) Roger Christen	Home Telephone No. 705-783-1456	Business Telephone No. 705-783-1456
Address 937 Hwy 500 RR#3 Buck's Falls Ont POA-1C0	Postal Code POA-1C0	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 rckw16@gmail.com	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

Partly Sound	Municipality/Unorganized Township Ryerson	Former Township
Concession Number(s) Conc 13	Lot Number(s) Part lots 13+14	Registered Plan No. (Subd.) 42R-5989
Reference Plan No. 42R-5989	Part Number(s) Part #3	Parcel No. 10839 PSSS
Street No. 1937	Name of Street/Road Hwy 500/Lakeview Dr	
Section or Mining Location No.		

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

3. Purpose of this Application

▶ 3.1 Type and purpose of proposed transaction (check appropriate box)

Creation of a new lot Addition to a lot A Right-of-way An easement
 A charge A lease A correction of title Other purpose

▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.

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.)	475 meters	455 meters
	Depth (m.)	477m	310 m
	Area (ha. or m ²)	28.7 ^{11.61 hectares (approx)} acres	8 hectares (approx) 20 acres approx.
▶ 4.2 Use of property (i.e. vacant, industrial, commercial, residential, etc.)	Existing Use(s)	Vacant	residential
	Proposed Use(s)	Residential	same
▶ 4.3 Buildings or Structures (include date of construction, type and size of building)	Existing	none	house 26x44 feet
	Proposed	unknown	same
▶ 4.4 Access (check appropriate space)	Provincial Highway	High # 520	High # 520
	Public Road		
	Name of Authority maintaining road	MTO	MTO
	Common name of road	High # 520	High # 520
	Private Road (describe in Section 4.8)		
	Right of way (describe in Section 4.8)		
	Period of Maintenance: Seasonal		
	Year Round	✓	✓
▶ 4.5 Water Supply (check appropriate space)	Water Access (Describe in Section 4.9)		
	Publicly owned and operated piped water system	none	
	Name of Authority operating and maintaining services		
	Privately owned and operated communal well (Describe in Section 9.1)		
	Privately owned and operated individual well	✓	✓
Lake or other water body			
Other means (Describe in Section 9.1)			
▶ 4.6 Sewage Disposal (check appropriate space)	Publicly owned and operated sanitary sewage system	none	
	Name of Authority operating and maintaining service		
	Privately owned and operated communal septic system (Describe in section 9.1)		
	Privately owned and operated individual septic tank	✓	✓
	Privy		
Other means (Describe in section 9.1)			

		Severed	Retained
4.7 Other Services (check if the service is available)	Electricity	no available	yes
	School Bussing	yes	yes
	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	N/A	
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.

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

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

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

7. Concurrent Applications

- ▶ 7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment?
 Yes No Unknown If Yes and if known, provide details and status of the application.

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

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

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

9. Other Information

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

10. Affidavit or Sworn Declaration of Applicant(s)

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

I/we, Roger Christie of the Village of Brook's Falls
 in the District of Parry Sound make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me
 at the Township of Perry
 in the District of Parry Sound
 this 23rd day of August, 2023

Roger Christie
 Applicant

 Applicant

Bond
 Commissioner of PERRYBORTON

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

Roger Christen
_____ Signature of Owner

Aug. 23, 2023
_____ Date

_____ 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 Pary 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
@ Main Street, P.O. Box 310
Kearney, ON P0A 1M0

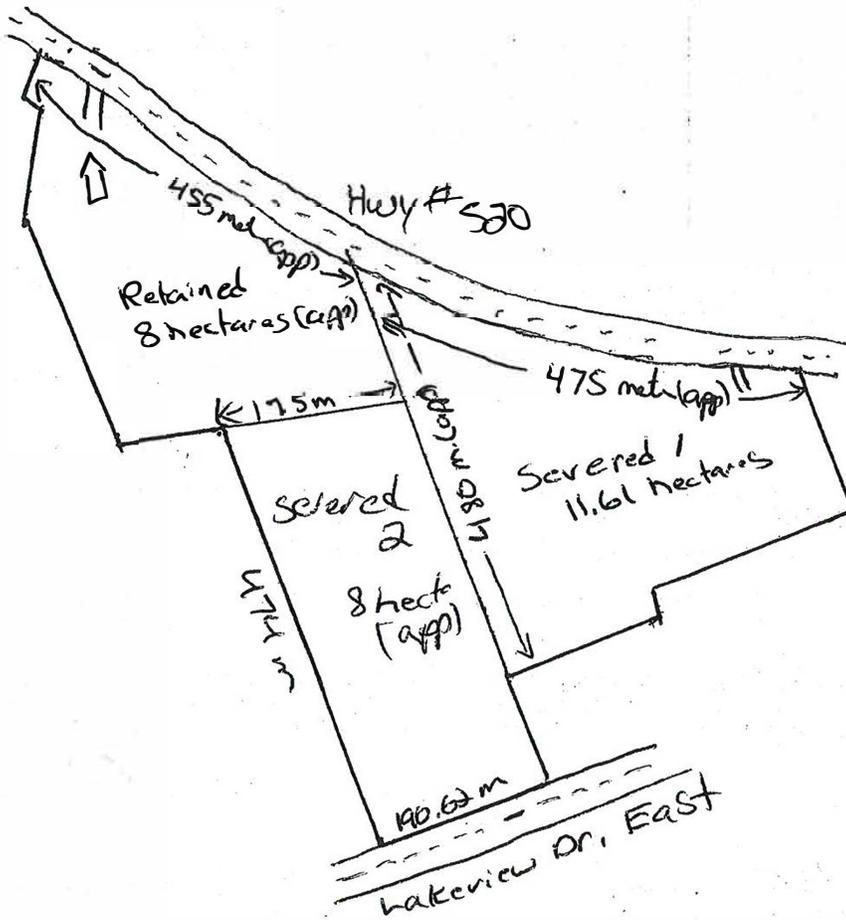
Sketch Sheet

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

Key Plan



Part lots 13 & 14
Con. 13
Township of Ryerson



B-031/23

**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) 636-7888 787-5070

Severed #2

1. Applicant Information

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

Name of Owner(s) Peter Christen	Home Telephone No. 705-783-1456	Business Telephone No. 705-783-1456
Address 1937 Hwy 500 Park's Falls Ont P9A-1C0	Postal Code P9A-1C0	Fax No. rchview16@gmail.com

▶ 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		Municipal/Regional Township Ryerson	Former Township
Concession Number(s) Conc 13	Lot Number(s) Part lots 13 & 14	Registered Plan No. (Subd.) 42R-5989 ^{R.C.}	Lot(s)/Block(s)
Reference Plan No. 42R-5989	Part Number(s) Part #3	Parcel No. 10839 P555	Name of Street/Road Hwy 500 / Lakeview Dr
Street No. 1937	Section or Mining Location No.		

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

3. Purpose of this Application

- ▶ 3.1 Type and purpose of proposed transaction (check appropriate box)
 Creation of a new lot Addition to a lot A Right-of-way An easement
 A charge A lease A correction of title Other purpose
- ▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.
- ▶ 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.)		190.62 meters	455 meters
Depth (m.)		474 m (approx)	310 m
Area (ha. or m ²)		8 hectares (approx) 20 acres (approx)	8 hectares (approx) 20 acres (approx)
4.2 Use of property (i.e. vacant, industrial, commercial, residential, etc.)	Existing Use(s)	vacant	residential
	Proposed Use(s)	residential	same
4.3 Buildings or Structures (include date of construction, type and size of building)	Existing	none	house 20 x 4 feet
	Proposed	unknown	same
4.4 Access (check appropriate space)	Provincial Highway		Highway # 520
	Public Road	Jalavier Drive East	
	Name of Authority maintaining road	township	
	Common name of road	Jalavier Dr East	Highway # 520
	Private Road (describe in Section 4.8)		
	Right of way (describe in Section 4.8)		
	Period of Maintenance: Seasonal :Year Round		✓
4.5 Water Supply (check appropriate space)	Water Access (Describe in Section 4.9)		
	Publicly owned and operated piped water system	none	
	Name of Authority operating and maintaining services		
	Privately owned and operated communal well (Describe in Section 9.1)		
	Privately owned and operated individual well	✓	✓
Lake or other water body			
Other means (Describe in Section 9.1)			
4.6 Sewage Disposal (check appropriate space)	Publicly owned and operated sanitary sewage system	none	
	Name of Authority operating and maintaining service		
	Privately owned and operated communal septic system (Describe in Section 9.1)		
	Privately owned and operated individual septic tank	✓	✓
	Privy		
Other means (Describe in section 9.1)			

		Severed	Retained
4.7 Other Services (check if the service is available)	Electricity	no available	yes
	School Bussing	yes	yes
	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	N/A	
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.

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 traveled 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.

10. Affidavit or Sworn Declaration of Applicant(s)

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

I/we, Roger Christie of the Village of Bul's Falls
 in the District of Parry Sound make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me
 at the Township of Perry
 in the District of Parry Sound
 this 23rd day of August, 2023
[Signature]
 Commissioner of Oaths

[Signature]
 Applicant

 Applicant

11. Authorizations of Owner(s)

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

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

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

Roger Christen
Signature of Owner

Aug. 23, 2023
Date

Signature of Owner

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

- 1 Completed application form including sketch
- Current parcel abstract (land title)
- Current reference plan of survey or registered plan (if available)
- Prescribed application fee, either as a certified cheque or money order, payable to the Southeast Parry Sound District Planning Board. The Planning Board will assign a File Number for complete applications and this should be used in all communications.

Submit completed application and fee to:

SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

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

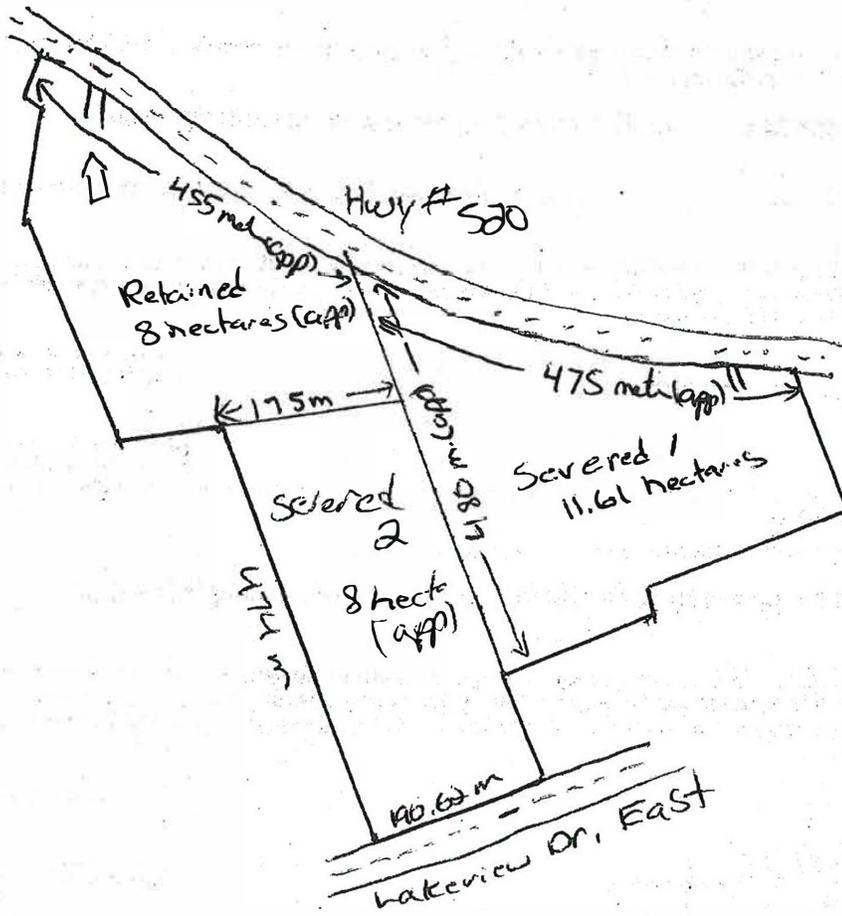
Sketch Sheet

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

Key Plan



Part lots 13 & 14
Con. 13
Township of Ryerson



October 11, 2023

Planning Review – Christen – Consents – B-030/23 and B-031/23

Southeast Parry Sound District Planning Board

Application

Application for two consents has been made to the Planning Board for two new “rural” residential building lots and retaining one residential building lot.

Location

The subject lands are in Part Lots 13 and 14, Concession 13, in the Township of Ryerson. The lands are generally located fronting on the south side of Highway No. 520, as shown on the key plan on the notice of application. It is municipally known as 1937 Highway No. 520.

Background

Application for two new rural residential building lots was received and assigned Planning Board file numbers B-030 and 031/23 and retaining one rural residential lot.

Overall, the subject lands consist of about 1,120.62m (3676.57 feet) on Highway No. 520 and Lakeview Drive East and about 27.61ha (68.22 acres) of lot area. The land presently has a house.

Proposed severed lot 1 B-030/23 will consist of about 475m (1,558.4 feet) frontage on Highway No. 520 and about 11.61ha (28.7 acres) of lot area. It is presently vacant.

Proposed severed lot 2 B-031/23 will consist of about 190.62m (625.39 feet) frontage on Lakeview Drive East and about 8ha (19.77 acres) of lot area. It is presently vacant.

The proposed retained lot will have about 455m (1,492.78 feet) frontage on Highway No. 520 and will consist of about 8ha (19.77 acres). It presently has a house on it.

Northern Ontario Growth Plan

No concerns.

Provincial Policy Statement (PPS) 2020

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

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

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

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

The subject lands are less than 40ha so it would appear to fall under section ii) of the above noted policy, although it could fall under section iii), but I have not seen any evidence to support this policy.

The proposal is for two new lots and a retained lot that are intended to have a minimum of 190.62m frontage, with the average of 373m well more than the average required of 100m/lot under the Township's official plan. The minimum lot size is 8ha and the average lot size under this proposal is 9.2ha, which is marginally under the minimum requirement of 10ha of lot area.

While the proposed lots are marginally deficient in lot area under section ii) above, the policy states in "general" which allows some flexibility and is not prohibitive. The proposed lots are very large and they more than meet the minimum lot frontage requirements, Frontage establishes density. As such these same three lots could be created if there was only 100m each. In essence by having large frontages, it spreads out the development so there will be less visual impact than following the minimum frontage requirements. The proposal would conform to the intent of the official plan.

Section 6.9 Lot Creation states "**The preferred method of land division in the Township will be by means of consent.**" The proposal for two new lots by severance is following the direction of the plan as the primary form of development. In fact, by creating new lots, it will assist the tax base in paying for municipal maintenance that is already occurring along Lakeview Drive and Highway No. 520.

This policy section also indicates that new lots must have frontage on a year-round publicly maintained road and proper site lines. The lots front and has access, from Lakeview Drive and Highway No. 520, which are year-round maintained roads. A condition can be imposed on the severance decision requiring that a suitable entrance be approved by the Township and MTO.

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" land use designations and "B-2" natural features of the Township's official plan. There are no known natural heritage features identified except for several water courses and there will be limited disturbance to the lots. These watercourses are not protected with an Environmental Protection (EP) zone leading me to conclude that they are likely nothing more than a drainage ditch. It would appear there is no significant natural heritage value to these otherwise an EP would have been applied. Further, anyone building on these lots would practically speaking avoid these features.

There is no floodplain or wetland feature identified on the subject lands. There was an area of potential mineral aggregate coerving the subject lands and a known aggregate deposit. I am unaware of the status of the known aggregate. With respect to the potential aggregate it seems to blanket many properties and there are many homes in the area, so operating/expanding in the area would not be compatible with the surrounding area.

Except for the known area of aggregate, which should be investigated, 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;**

The proposed lots large and can quite comfortably accommodate the watercourses, while allowing residential development to proceed.

- 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;

There are no known natural heritage features.

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

The lots consisting of about on average 22.74 acres should have ample area for a septic system.

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

This can be addressed by imposing a condition that the Township's Public Works and the Ministry of Transportation 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 2 new houses, one along Lakeview Drive and the other along Highway No. 520. This spreads out the visual impact considerably when looking from the respective roadways. The lots being a minimum of 19 acres and large frontages would be considered limited density.

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

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

This is an application for two new residential lots. There is no need for a plan of subdivision.

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

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

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

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

The lots are generally well shaped, evenly proportioned and dimensioned, given the existing lot pattern on the perimeter of the parent lot. There should be no issue with respect to the provision of being capable of supporting a septic system.

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

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

- 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 **“i) 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 two new dwellings, septic and driveway has limited disturbance on the lots.

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

It would appear, the subject lands are located in proximity to known aggregate.

I have reviewed the Township of Ryerson official plan and except for the known aggregate, I conclude that proposal conforms.

Zoning By-Law

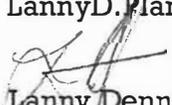
The existing zoning is Rural (Ru).

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 severed and retained lots comply with the existing Ru zoning for frontage and area. Therefore, a rezoning is not required.

Recommendation

Having reviewed the Township's official plan and zoning by-law and the 2020 PPS, save and except for additional information regarding the known aggregate, which should be made a condition of provisional approval, I recommend consent application B-030 and 031/23 be approved with standard conditions including confirmation from the Township's Public Works Foreman and the Ministry of Transportation that there is a satisfactory entrance, amongst others.

Respectfully submitted.
Lanny D. Planning


Lanny Dennis, President
MCIP, RPP

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW #__-2023

Being a by-law to enter into an agreement for the services
of a By-Law Enforcement Officers

WHEREAS Section 20 (1) of the Municipal Act, 2001, Chapter 25, as amended, allows a municipality to enter into an agreement regarding a joint undertaking, which might include a By-Law Enforcement Officer;

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

1. That the Agreement attached hereto as Appendix "A" between The Municipal Corporation of the Township of Armour and the Township of Ryerson be entered into by the Municipality.
2. That the Mayor and the Clerk be authorized to execute all documentation necessary to fulfil the Agreement.
3. That the Agreement entered into between The Municipal Corporation of the Township of Armour and the Township of Ryerson is hereby ratified and confirmed, when signed by all parties.

Read in its entirety, approved,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council
this __ day of _____, 2023.

Mayor

Clerk

Appendix "A"
By-Law # -2023 – Page 1 of 7

SERVICE AGREEMENT

BETWEEN

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

AND

THE TOWNSHIP OF RYERSON

WHEREAS the Township of Armour has hired By-Law Enforcement Officers to provide services as described in the job descriptions attached as Schedule "A" to this by-law;

AND WHEREAS the Township of Armour agrees to share the services of its By-Law Enforcement Officers with the Township of Ryerson;

AND WHEREAS the Township of Armour and the Township of Ryerson agree that the By-Law Enforcement Officers shall be employees of the Township of Armour;

AND WHEREAS the Township of Ryerson agrees to pay the Township of Armour for the costs involved in retaining the services of By-Law Enforcement Officers, as per the terms of this agreement;

NOW THEREFORE the Township of Armour and the Township of Ryerson agree as follows:

1. THAT the Township of Ryerson shall use the By-Law Enforcement Officers for 7 hours per week during the term of this agreement. Every effort shall be made to ensure the availability of the By-Law Enforcement Officers, but it is recognized that the hours must remain flexible and that some hours may be required during weekends. The By-Law Enforcement Officers shall not perform any contract work which may place him/her in conflict.
2. THAT the Township of Ryerson shall pay the Township of Armour the current average rate at which the Township of Armour is remunerating their By-Law Enforcement Officers for each hour worked for their municipality, plus a 40% premium to cover the cost of benefits and vacation time, plus HST.
3. THAT the Township of Ryerson shall pay for any mileage incurred by the By-Law Enforcement Officers while working for their municipality, at a rate listed in Schedule B of this agreement. Mileage billed shall be based on the daily log of the By-Law Enforcement Officers. Mileage shall be applicable from the By-Law Enforcement Officer's departure from the Township of Armour's municipal office at 56 Ontario Street, Burk's Falls, Ontario.
4. THAT the Township of Ryerson agrees to share any other costs which may be generated by the By-Law Enforcement Officer positions on the same percentage basis as the number of hours the By-Law Enforcement Officers do for the Township of Ryerson.
5. THAT the Township of Armour shall invoice the Township of Ryerson a minimum of 7 hours per week on a monthly basis for the period completed.
6. THAT the Township of Ryerson agrees to provide whatever administrative assistance is required in their respective office and will be responsible to provide office supplies required by the By-Law Enforcement Officers while working on their behalf.
7. THAT in the event of prosecution by or against a By-Law Enforcement Officer in the territorial jurisdiction of the each of the parties, each party shall be responsible for any costs arising from such legal proceedings, as well as legal representation of their own choosing.
8. THAT the Township of Ryerson agrees to maintain an insurance policy to and covering the By-Law Enforcement Officer and his/her related performance or non-performance of services, within its jurisdiction, for the entire term of this agreement. Proof of such insurance policy must be forwarded to the Township of Armour.

Appendix "A"
By-Law # -2023 - Page 2 of 7

9. THAT the Township of Ryerson agrees on behalf of themselves, their successors and assigns, to indemnify and save harmless the Township of Armour, its servants and agents from and against any actions, causes of actions, damages, suits, claims and demands whatsoever which may arise, either directly or indirectly, out of the performance or non-performance of the services provided herein and in connection with the carrying out of the provisions of the agreement.

10. THAT any dispute arising from the administration of this agreement shall be resolved by the Clerk of the Township of Armour. If the decision of the Clerk is not satisfactory to one of the parties, the matter can be referred to the Council of the Township of Armour.

11. THAT this agreement shall be in place from January 1st, 2024 to December 31st, 2024. Thereafter, it may be renewed by the parties on whatever mutually acceptable basis is determined.

12. Any party may cancel their participation in this agreement by serving the other parties, written notice of their intention, ninety (90) days in advance of the date of termination.

13. This agreement constitutes the entire agreement between the parties.

IN WITNESS THEREOF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Township of Armour

MAYOR

this ____ day of _____, 2023

CLERK

IN WITNESS THEREOF THE TOWNSHIP OF RYERSON HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Township of Ryerson

MAYOR

this ____ day of _____, 2023

CLERK

Appendix "A"
By-Law # -2023 – Page 3 of 7

Schedule "A" – By-law Enforcement Officers Agreement – Page 1 of 4



POSITION DESCRIPTION
SENIOR BY-LAW ENFORCEMENT
OFFICER
October 2023

REPORTS TO:

Clerk

POSITION PURPOSE:

The Senior By-Law Enforcement Officer is responsible for enforcing municipal by-laws and providing public information to ensure the protection of residents, property and employees. Coordinates staff and acts as a catalyst to achieve goals on a daily basis. This position shall be based on a flexible schedule and the incumbent shall work within the total hours allocated within a month.

MAJOR DUTIES & RESPONSIBILITIES:

1. To provide a variety of inspection, advisory and enforcement services pertaining to legislation and to the by-laws of the municipality.
2. Designated as the Provincial Offences Officer under legislation for legal action on by-laws.
3. Respond to complaints regarding alleged violations, conducts investigations into allegations, urging self-compliance where possible through persuasive discussion and written correspondence to violators.
4. Provides information on by-laws and enforcement conditions.
5. Enforces by-laws through court action when necessary, including preparation of a proper crown brief, notification of witnesses and the issuance of a subpoena to ensure their presence in court.
6. Be prepared to do weekend or evening patrol to observe, make notes and be prepared to charge and give testimony in Provincial Offences Court.
7. Responsible for animal control in the municipality and to pick up dogs without tags and transport them to an animal shelter designated by the municipality.
8. Must have a system in place to receive complaints 24 hours a day as complaints shall be forwarded directly to the By-Law Enforcement Officer.
9. Communicates with all By-law Enforcement staff to ensure fair and equitable sharing of tasks and responsibilities and promote by-law enforcement efficiency.
10. Acts as point of contact in the Clerk's absence.
11. Performs such other related duties as may reasonably be required by the Clerk.
12. Attends Council meetings as required.

EDUCATION / EXPERIENCE / SKILLS:

1. Requires post-secondary plus completion of By-law course. Equivalent to High School plus one year.
2. Successful completion of By-Law Compliance Enforcement and Investigative Skills Level 1 or equivalent.

Appendix "A"
By-Law # -2023 – Page 4 of 7

Schedule "A" – By-law Enforcement Officers Agreement – Page 2 of 4

3. Minimum 4 years related experience or field investigative experience.
4. Must have excellent verbal and written communication skills and ability to relate to elected officials, peers, and the public in a professional manner.
5. Must have a good understanding of regulatory by-laws legislation and rules.
6. Must have a good knowledge of investigation, note taking and evidence gathering techniques.
7. Must have a good knowledge of court processes and procedures and emergency response techniques.
8. Must have a valid G driver's license and access to a vehicle.

Independence of Action

This position requires the application of established guidelines, methods or procedures and includes a choice of methods.

Mental Effort

Variety of duties with frequent interruptions. Mental, visual and/or aural concentration required when, investigating, making notes or going to court.

Physical Effort

Work may involve physically draining and exhausting activities which may include providing assistance in emergency response situations and be involved in physically dangerous and confrontational situations.

Dexterity

The coordination of fine motor skills is required when operating office equipment, vehicles, taking notes, writing reports, etc.

Accountability

Actions could result in a significant loss of time or resources and could affect the work of others.

Safety of Others

Some degree of care is required when in charge of by-law enforcement.

Supervision

This position requires the incumbent to periodically assume some supervisory responsibilities over others.

Contacts

Has frequent contacts for investigations, discussions, often of a sensitive and confidential nature and needs to be able to influence and persuade a person or persons to co-operate and follow the legislation.

Working Conditions

Work is performed mostly outside with the unavoidable externally imposed conditions. Work involves dealing with difficult individuals and includes exposure to physically dangerous and confrontational situations.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Appendix "A"
By-Law # -2023 – Page 5 of 7

Schedule "A" – By-law Enforcement Officers Agreement – Page 3 of 4



POSITION DESCRIPTION
BY-LAW ENFORCEMENT OFFICER
October 2018

REPORTS TO:

Clerk

POSITION PURPOSE:

The By-Law Enforcement Officer is responsible for enforcing municipal by-laws and providing public information to ensure the protection of residents, property and employees. This position shall be based on a flexible schedule and the incumbent shall work within the total hours allocated within a month.

MAJOR DUTIES & RESPONSIBILITIES:

1. To provide a variety of inspection, advisory and enforcement services pertaining to legislation and to the by-laws of the municipality.
2. Designated as the Provincial Offences Officer under legislation for legal action on by-laws.
3. Respond to complaints regarding alleged violations, conducts investigations into allegations, urging self-compliance where possible through persuasive discussion and written correspondence to violators.
4. Provides information on by-laws and enforcement conditions.
5. Enforces by-laws through court action when necessary, including preparation of a proper crown brief, notification of witnesses and the issuance of a subpoena to ensure their presence in court.
6. Be prepared to do weekend or evening patrol to observe, make notes and be prepared to charge and give testimony in Provincial Offences Court.
7. Responsible for animal control in the municipality and to pick up dogs without tags and transport them to an animal shelter designated by the municipality.
8. Must have a system in place to receive complaints 24 hours a day as complaints shall be forwarded directly to the By-Law Enforcement Officer.
9. Performs such other related duties as may reasonably be required by the Treasurer/Deputy-Clerk.
10. Attends Council meetings as required.

EDUCATION / EXPERIENCE / SKILLS:

1. Requires post-secondary plus completion of By-law course. Equivalent to High School plus one year.
2. Successful completion of By-Law Compliance Enforcement and Investigative Skills Level 1 or equivalent.
3. Minimum 4 years related experience or field investigative experience.
4. Must have excellent verbal and written communication skills and ability to relate to elected officials, peers, and the public in a professional manner.
5. Must have a good understanding of regulatory by-laws legislation and rules.
6. Must have a good knowledge of investigation, note taking and evidence gathering techniques.

Appendix "A"
By-Law # -2023 – Page 6 of 7

Schedule "A" – By-law Enforcement Officers Agreement – Page 4 of 4

7. Must have a good knowledge of court processes and procedures and emergency response techniques.
8. Must have a valid G driver's license and access to a vehicle.

Independence of Action

This position requires the application of established guidelines, methods or procedures and includes a choice of methods.

Mental Effort

Variety of duties with frequent interruptions. Mental, visual and/or aural concentration required when, investigating, making notes or going to court.

Physical Effort

Work may involve physically draining and exhausting activities which may include providing assistance in emergency response situations and be involved in physically dangerous and confrontational situations.

Dexterity

The coordination of fine motor skills is required when operating office equipment, vehicles, taking notes, writing reports, etc.

Accountability

Actions could result in a minor loss of time or resources and could affect the work of others.

Safety of Others

A requirement of the position is to ensure the safety of residents, peers and employees.

Supervision

Supervisory responsibility is not normally part of the job requirement but there may be a requirement to show others how to perform tasks or duties.

Contacts

Has frequent contacts for investigations, discussions, often of a sensitive and confidential nature and needs to be able to influence and persuade a person or persons to co-operate and follow the legislation.

Working Conditions

Work is performed mostly outside with the unavoidable externally imposed conditions. Work involves dealing with difficult individuals and includes exposure to physically dangerous and confrontational situations.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Appendix "A"
By-Law # -2023 – Page 7 of 7

Schedule "B" – By-law Enforcement Officer Agreement – Page 1 of 1

MILEAGE RATE POLICY

The rate of reimbursement of mileage expenses shall be as follows:

1. The base rate for reimbursement of mileage, as of the date of approval of this policy, shall be \$0.54 per kilometre and shall be for the price of gasoline ranging from \$0.00 to \$1.39 per litre.
2. For the purpose of this policy, the price of gasoline per litre shall be the rate at the Shell Station located in Burk's Falls, and shall be used on the first day of each and every month.
3. Increases from the \$0.54 base rate shall be based on a \$0.02 increase in the rate per kilometre for each \$0.10 increments that gasoline prices increase, as per the schedule below. The minimum rate shall not be below the rate of \$0.54 per kilometre unless approved by resolution by Council.

Examples:

PRICE OF GASOLINE PER LITRE	RATE PER KILOMETRE
From \$0.00 to \$1.39	\$0.54
From \$1.40 to \$1.49	\$0.56
From \$1.50 to \$1.59	\$0.58
From \$1.60 to \$1.69	\$0.60
From \$1.70 to \$1.79	\$0.62
From \$1.80 to \$1.89	\$0.64
From \$1.90 to \$1.99	\$0.66
From \$2.00 to \$2.09	\$0.68
From \$2.10 to \$2.19	\$0.70
From \$2.20 to \$2.29	\$0.72
From \$2.30 to \$2.39	\$0.74
From \$2.40 to \$2.49	\$0.76
From \$2.50 to \$2.59	\$0.78
From \$2.60 to \$2.69	\$0.80
From \$2.70 to \$2.79	\$0.82
From \$2.80 to \$2.89	\$0.84
From \$2.90 to \$2.99	\$0.86
From \$3.00 to \$3.09	\$0.88

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	October 24, 2023
Report Title:	Reserve and Reserve Funds Policy
Report Date:	October 16, 2023

Recommendation:

Received for information and discussion. Staff to prepare a final draft for the November 14, 2023 regular meeting.

Background and Analysis:

With a number of substantial capital projects on the horizon, the concept of a reserve and reserve funds policy was introduced to help ensure that the Township's short- and long-term financing needs are appropriately balanced.

Reserves and reserve funds are established to assist with long-term financial stability and financial planning for the Township. They are an integral part of the Township's financial plan; by maintaining reserves, the Township can accumulate funds for future needs or contingent liabilities, as well as ensure adequate cash flows exist to reduce or eliminate the reliance on short-term borrowing. Reserves and reserve funds provide stability in times of unexpected shifts in revenues and expenditures, and provide funding for one-time or cyclically recurring expenditures.

The Province tracks reserve levels as part of its Financial Information Return, an excerpt of which from December 31, 2021 is below. As shown, Ryerson's reserve ratio was 63.0% in 2021, having risen steadily since 2018. This is just slightly below the Provincial benchmark of 68.3%.

Indicator	Ranges		Actuals	North - Population <= 1000		Level of Risk
				Median	Average	
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2017	33.5%	42.2%	47.3%	LOW
		2018	32.7%	43.2%	50.3%	LOW
		2019	37.9%	50.9%	59.4%	LOW
		2020	47.1%	62.1%	68.1%	LOW
		2021	63.0%	63.0%	68.3%	LOW

While the Township has generally performed well in its reserve management practices, it would benefit from a more technical approach in this regard. The policy as presented will be a first step in that direction, by establishing targets for our existing reserves and beginning the process of saving towards these targets.

The schedules of the Reserve and Reserve funds policy illustrate how the target figures were calculated, and how each of the reserves will be funded. The specific reserves included therein are as currently exist, with the exception of two newly created reserves: the Operating Contingency and Landfill Closure reserves. The Operating Contingency Reserve exists as a place from which substantial unexpected operating expenditures can be drawn from, and the Landfill Closure Reserve serves to fund the future cost of remediating the Tri-R Landfill site.

To better illustrate the target reserve levels, the following table depicts our closing balances as of December 31, 2022 against the targets as set forth in the draft policy:

Reserve Name	Target Balance	2022 Balance	% Thereof
Arena Reserve	\$141,500	\$48,957	34.6%
Capital Funds Reserve	\$136,000	\$562,897	413.9%
Cemetery Reserve	\$8,000	\$5,176	64.7%
Election Reserve	\$14,000	\$0	0.00%
Fire Reserve	\$161,000	\$107,025	66.5%
JBC Reserve	\$43,000	\$10,381	24.1%
Landfill Capital Reserve	\$80,000	\$142,728	178.4%
Landfill Closure Reserve	\$139,000	\$0	0.00%
Operating Contingency Reserve	\$254,000	\$0	0.00%
Roads Capital Reserve	\$1,286,000	\$546,886	42.5%
Working Capital Reserve	\$634,000	\$421,562	66.5%
Total	\$2,896,500	\$1,845,612	63.7%

As part of the approval of this policy, the Township should reallocate funding from accounts which are substantially overfunded, such as the Capital Funds Reserve, to those areas of greater need.

With the effective implementation of this policy, the Township can begin to build reserve levels closer to its target over the next several years while balancing its immediate levels of service needs.



Policy & Procedure Manual

POLICY: Reserve and Reserve Funds Policy	RESOLUTION NUMBER:	DATE PASSED:
EFFECTIVE DATE:	REVIEW DATE:	AUTHORITY:

1. Policy Statement

The Township of Ryerson is committed to long-term financial sustainability and sound financial stewardship. Reserves and reserve funds are an essential element of long-term financial planning, and a necessary tool for balancing lasting fiscal stability with current level of service demands.

2. Purpose and Objectives

The purpose of this Policy is to establish the framework by which reserves and reserve funds will be managed and administered.

Through this Policy, the Township aims to:

- Adhere to all applicable statutory requirements.
- Promote long-term financial stability and flexibility.
- Plan for the budget impact and financing of major capital projects.
- Smooth tax rate increases over time.
- Provide flexibility to address unusual or unanticipated deviations from budget.
- Ensure liquidity to meet annual cash flow requirements.
- Reduce reliance on long-term debt.

3. Definitions

Discretionary Reserve Fund: Monies set aside for a specific purpose by Council and legislated by municipal By-law. If Council should decide to spend the money for purposes other than what it was originally intended for, then a new By-law must be passed under section 417(4) of the Municipal Act.

Obligatory Reserve Fund: Monies set aside and legally restricted by provincial legislation, a municipal By-law, or agreement. The funds are raised for a specific purpose and cannot be used for any other purpose.

Reserve: An appropriation from net revenue and/or cost savings at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does



Policy & Procedure Manual

not require the physical segregation of money or assets as in the case of a reserve fund. Reserves do not generally receive an annual interest allocation.

Reserve Fund: Monies set aside for a specific purpose as required by provincial legislation, a municipal By-law, or agreement. Reserve Funds receive an interest allocation on a monthly basis, determined by the average daily closing fund balance. Reserve Funds are comprised of both Discretionary and Obligatory Reserve Funds.

4. Establishment and Modification

Discretionary Reserve Funds must be established by Council through By-law.

Reserves can be established through the following processes:

1. Inclusion in the annual operating or capital budget which is approved by Council.
2. Through resolution of Council, detailing the purpose of the reserve, source of funding, method of investment, and future disbursement for the funds allocated.
3. By direction of the Municipal Treasurer.

If the Treasurer exercises the delegated authority to establish a reserve, they must report to Council, as soon as reasonably practicable, the following:

- a) The identified need for the reserve being created.
- b) The target funding level, including a minimum and maximum reserve balance.
- c) Contribution sources and projected future disbursements.

5. Investment

Reserves and reserve funds may be invested for a term that will not exceed its expected date of need. Applicable funds shall be invested in accordance with the Municipality's Investment Policy. Interest earned on reserve funds shall be recognized as an increased in the balance of each specific reserve fund.

6. Contributions to/Withdrawals from Reserves and Reserve Funds

Contributions to/withdrawals from reserves and reserve funds shall be approved by Council as part of the annual budget process, or specifically by resolution, with the following exceptions:

- a) Direct contributions to Obligatory Reserve Funds.
- b) Transfers that are the result of the Surplus Management Policy, or all other Council-approved By-laws or resolutions.
- c) Transfers between reserves or reserve funds, based upon adequacy analyses or other related information at the discretion of the Treasurer.
- d) Transfers to establish a reserve that has been created by directive of the Treasurer and/or Council.



Policy & Procedure Manual

7. Temporary Borrowing

Temporary borrowing of reserve funds shall be permitted to temporarily finance capital and/or operating cash flow deficiencies to avoid external borrowing costs, provided that the following conditions are met:

- a) Borrowing must not adversely affect the intended purpose of the reserve fund.
- b) A repayment plan must be established and documented to replenish the borrowed funds within a reasonable timeframe.
- c) Interest will be applied to any outstanding amounts borrowed, at the interest rate posted on the Municipality's general operating account.
- d) Any legislative requirements are adhered to.

Interest on any internal borrowing will be calculated and applied annually, based on the interest rate as of December 31 and the average monthly outstanding balance.

It is the responsibility of the Treasurer to determine the need for temporary borrowing of reserve funds, and to establish the terms for repayment. If the repayment period is anticipated to be longer than two (2) years, this will require Council approval by By-law.

Borrowing from obligatory reserve funds is prohibited.

8. Closure of Reserves and Reserve Funds

A reserve or discretionary reserve fund shall be closed where the purpose(s) for which it was created have been accomplished, or if, in the determination of the Treasurer, the reserve or discretionary reserve fund is no longer necessary.

Any reserve or discretionary reserve fund identified for closure shall be reported to Council for review and approval. A resolution shall be required, and in the case of a discretionary reserve fund, the establishing By-law shall be repealed. The report to Council shall include, at a minimum, recommendations regarding the timing of closure and allocation of any remaining funds.

9. Target Balances

Methodologies for calculating targets are specific to each reserve or reserve fund, however consideration will be given to the following:

- a) Purpose of fund (i.e. operating or capital)
- b) Certainty of end needs (i.e. for contingent liability or long-term asset replacement)
- c) Economic factors (inflation, interest rates, cyclical pressures)
- d) Industry/Government/Accounting standards
- e) Multi-year forecast of contribution and projected usage



Policy & Procedure Manual

The target for each reserve and reserve fund is identified in Appendix I of this Policy. The Treasurer will review the targets annually and propose changes to the target levels as required.

10. Responsibilities and Standard of Care

The Treasurer shall:

- a) Have the overall authority for all reserves and reserve funds managed by the Municipality.
- b) Develop and update this policy as necessary and present changes to Council.
- c) Ensure that the principles and requirements contained in this policy are applied consistently across all departments.
- d) Perform the transfers to and from reserves and reserve funds.
- e) Establish targets for reserve and reserve fund levels and recommend strategies to maintain the adequacy of reserve levels.
- f) Report to Council the reserve balances and forecast as part of the annual budget approval process.

Municipal Council shall:

- a) In accordance with Section 224 of the *Municipal Act 2001*, develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place, and maintain the financial integrity of the municipality.
- b) Approve transactions to and from reserves and reserve funds through the budget process or by specific resolutions and by-laws.

11. Reporting Requirements

The Municipal Treasurer, or designate, shall prepare the following reports:

- a) Annual Audited Financial Statements- shall include a statement of financial position, financial activities, and changes in fund balances for reserves and reserve funds.
- b) Reserve and Reserve Funds Report- an annual report comparing existing fund balances to target objectives, forecasting fund balances and transfers over the capital planning period, evaluating the adequacy of target balances, and considering the establishment of new, and/or modification or closure of existing reserves and reserve funds.
- c) Annual Budget Report- annual contributions to, or appropriations from, reserves shall be identified as part of the annual budget approval process.
- d) Annual or other periodic reporting for obligatory reserve funds as required.



Policy & Procedure Manual

12. Review

This Policy shall be presented to Council for review and update, if applicable, every four years, in the first year of each elected Council, or as deemed necessary by Council or the Treasurer.



Policy & Procedure Manual

APPENDIX I – RESERVES AND RESERVE FUNDS

Reserve Name	Purpose	Source(s) of Funding	Target Calculation	Target Balance
Obligatory Reserve Funds				
Gas Tax Reserve Fund	Revenues received from the Federal Gas Tax Fund to support local capital infrastructure priorities.	Funding as provided by agreement with the Government of Canada and AMO. Interest earned on bank balances.	n/a	n/a
OCIF Reserve Fund	Revenues received from the Ontario Community Infrastructure Fund to support local capital infrastructure priorities.	Funding as provided by agreement with the Province of Ontario. Interest earned on bank balances.	n/a	n/a
Discretionary Reserve Funds				
Hospital Reserve Fund	To provide funding for the Almaguin Hospital Local Share and the Huntsville/Bracebridge hospital builds.	Annual transfer from the operating budget of no less than \$20,000.	Expected future value of Council's committed annual budget allocation.	\$350,000
Library Reserve Fund	To fund the construction of a new Armour, Burks Falls, and Ryerson Union Public Library.	Annual transfer from the operating budget of \$26,000.	Expected future value of Council's committed annual budget allocation.	\$200,000
Reserves				
Arena Reserve	To provide funds for the replacement and rehabilitation of Arena infrastructure.	Year-end surplus allocation. Annual transfer from the operating budget calculated as 2% of Ryerson's share of the	Average of the five-year forward-looking planned capital expenditures.	\$141,500



Policy & Procedure Manual

		Arena's net operating expenditures		
Capital Funds Reserve	To provide funds for the replacement and rehabilitation of general Municipal infrastructure.	Annual transfer from the operating budget, calculated by dividing the purchase price of all assets financed through the reserve by half of their amortization period until the balance is repaid. Year-end surplus allocation.	One year of annual capital requirement based on current replacement costs as per the Asset Management Plan.	\$136,000
Cemetery Reserve	To offset the cost of maintaining municipal cemeteries.	Annual transfer from the operating budget of no more than \$500.	Total capitalized cost of cemetery infrastructure.	\$8,000
Election Reserve	To amortize the cost of a municipal election over four years.	Annual transfer from the operating budget equal to 25% of the target balance.	Inflated cost of previous election.	\$14,000
Fire Reserve	To provide funds for the replacement and rehabilitation of Fire Department infrastructure.	Year-end surplus allocation. Annual transfer from the operating budget calculated as 2% of Ryerson's share of the Fire Department net operating expenditures.	Average of the five-year forward-looking planned capital expenditures.	\$161,000
JBC Reserve	To manage the operating budget impact of a levy from the JBC in years of unusually low permit volume.	Annual transfer from the operating budget, calculated as 10% of Ryerson's share of the gross operating expenditures.	One year of Ryerson's share of the gross operating expenditures.	\$43,000
Landfill Capital Reserve	To provide funds for the replacement and rehabilitation of landfill infrastructure.	Annual transfer from the operating budget calculated as 2% of Ryerson's share of the	Average of the five-year forward-looking	\$80,000



Policy & Procedure Manual

		Fire Department net operating expenditures. Year-end surplus allocation.	planned capital expenditures.	
Landfill Closure Reserve	To manage the liabilities associated with the remediation of contaminated lands.	Annual transfer from the operating budget equal to the change in liability during the previous fiscal year.	Discounted present value of future closure and post-closure cash flows.	\$139,000
Operating Contingency Reserve	To provide sufficient liquidity to offset extraordinary and unforeseen corporate expenditures and mitigate fluctuations arising from one-time operating budget impacts.	Annual transfer from the operating budget and year-end surplus allocation.	10% of annual gross operating expenditures.	\$254,000
Roads Capital Reserve	To provide funds for the replacement and rehabilitation of Municipal public works infrastructure	Annual transfer from the operating budget, calculated by dividing the purchase price of all assets financed through the reserve by half of their amortization period until the balance is repaid. Year-end surplus allocation; proceeds from sale of surplus assets.	One year of annual capital requirement based on current replacement costs as per the Asset Management Plan.	\$1,286,000
Working Capital Reserve	To provide cash flow and sufficient liquidity to fund general operations without generating a need to use short-term borrowing.	Annual transfer from the operating budget and year-end surplus allocation.	25% of annual gross operating expenditures.	\$634,000

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	October 24, 2023
Report Title:	Resolution on Shared Service Commitments
Report Date:	October 18, 2023

Recommendation:

That Council commit to its share of the Fire Hall build project, currently estimated at a total municipal cost of \$3,700,000, with a targeted completion date of Fall 2026; and further that Council agrees to establish a reserve fund for the Library build and commit up to \$200,000 for the project, with a targeted completion date of 2030.

Purpose/Background:

On October 11, 2023, a Special Meeting of Council was held to discuss strategic planning and a Council term plan. During that meeting, there was discussion surrounding making monetary commitments to the Library and Fire Hall build projects.

With respect to the Fire Hall project, based on estimates from our Engineer it is anticipated that the total build cost will be in the range of \$6,000,000, of which \$2,300,000 is allocated to Parry Sound EMS and the remainder of \$3,700,000 is to be divided between the Tri-area municipalities. Ryerson's share of the build cost would be approximately \$872,000 under the existing cost-sharing formula.

With a 25-year debenture, at current interest rates the total loan payment for the municipal portion would be approximately \$270,000 per year, with Ryerson's share totalling approximately \$63,000. We are targeting a fall 2026 opening, subject to the successful acquisition of land and commitment from our municipal partners.

It was further discussed that the Library build be targeted for a 2030 opening date, with Ryerson establishing a reserve fund and allocating approximately \$26,000 per year to the fund. With allocated interest, it is anticipated that our reserve fund will have a balance of \$200,000 by the

build date, which should be adequate to cover our share of the project under the assumption of 80% grant funding.

As noted in the meeting, a tax rate increase of 7.5% will be required to fund these, and the hospital, projects. This will come back to Council during the presentation of the 2024 Draft Budget, which is currently under development.

A resolution has been included on this agenda to make firm commitments to the Library and Fire Hall build projects.

Attachment: Top Five Housing Affordability Task Force (HATF) Recommendations for Response

Please identify the top 5 HATF recommendations that you support, and rationale / comments	
1.	6) Permit “as of right” multi-tenant housing (renting rooms within a dwelling) province-wide.
2.	50) Fund the adoption of consistent municipal e-permitting systems and encourage the federal government to match funding. Fund the development of a common data architecture standard, supported by an external expert committee, across municipalities and provincial agencies/ministries and require municipalities to provide their zoning bylaws with open data standards. Set an implementation goal of 2025 and make funding conditional on established targets.
3.	5) Permit “as of right” secondary suites, garden suites, and laneway houses province-wide.*
4.	40) Call on the Federal Government to implement an Urban, Rural and Northern Indigenous Housing Strategy
5.	B-2) Develop and legislate a clear, province-wide definition of “affordable housing” to create certainty and predictability.

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	October 24, 2023
Report Title:	RTO Agreement
Report Date:	October 14, 2023

Recommendation:

That Council approve the RTO Agreement as attached.

Purpose/Background:

Over this past summer, the shared service agreement for Regional Fire Training (RTO) services was circulated between the seven member municipalities. It has now been authorized by all parties to the agreement.

With this completed, Ryerson as the administering municipality must enter into an agreement with Gary Courtice directly to provide RTO services. There are no changes to the terms of the agreement since the last renewal, with the exception that the term will be for four (4) years to mirror the length of the shared service agreement.

A By-law to this effect has been included in the agenda package.

CORPORATION OF THE TOWNSHIP OF RYERSON

By-law # __ -23

**Being a by-law to enter into an Agreement for
Provision of Regional Fire Training Officer Services
January 1, 2024 – December 31, 2027.**

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

AND WHEREAS the municipality wishes to enter into an agreement for the provision of Regional Fire Training Services with James Gary Courtice;

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

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

Read a first, second and third time, signed and the seal of the Corporation affixed hereto and finally passed in Council this 24th day of October, 2023.

Mayor _____

Clerk

SCHEDULE 'A' TO BY-LAW # ____-23

AGREEMENT WITH SELF-EMPLOYED CONTRACTOR FOR FIREFIGHTER TRAINING SERVICES

THIS AGREEMENT MADE THIS 24th DAY OF OCTOBER, 2023

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON

(Hereinafter called "Ryerson")

OF THE FIRST PART

AND

JAMES GARY COURTICE

(Hereinafter called "Courtice")

OF THE SECOND PART

The Parties hereto covenant and agree as follows:

1. In this agreement the following words and phrases have the meaning assigned to them below:

"Municipal Agreement" means an agreement dated November 16, 2015, between the Seven Municipalities which establishes the Regional Fire Training Program and the Regional Fire Training Committee. Updated by new agreements dated October 2017, May 2021, and August 2023.

"Participating Fire Departments" means the Burks Falls & District Fire Department; the Kearney Fire Department; the Magnetawan Fire Department; the Perry Fire Department, and the McMurrich/Monteith Fire Department.

"Regional Fire Training Program" means the program described in Schedule 1 to this agreement.

"Regional Fire Training Committee" means the group of five persons created in the Municipal Agreement and consisting of either the Chief or another person appointed to represent each of the Participating Fire Departments.

"Seven Municipalities" means the municipalities who are Parties to the Municipal Agreement and for whom Ryerson acts as agent for purposes of the Regional Fire Training Program. The Seven Municipalities are: The Corporation of the Township of Ryerson, The Corporation of the Township of Armour, The Corporation of the Village of Burks Falls, The Corporation of the Municipality of Magnetawan, The Corporation of the Town of Kearney, The Corporation of the Township of Perry and the Corporation of the Township of McMurrich/Monteith.

2. TERM: The maximum term of this agreement is a period of four (4) years, commencing on the 1st day of January 2024 to the 31st day of December 2027, or such shorter period as may result from an earlier termination of

this agreement in accordance with its terms. In the event that the four-year term expires and the Parties by a course of conduct continue the relationship created herein, such continuation shall be deemed to be on a month-to-month contract on the same basis as this one with either Party having the right to terminate such continuation on 30 days written notice delivered to the other.

3. INTENT OF THE PARTIES: The Parties to this agreement intend to create the relationship of an independent, self-employed contractor and service provider (Courtice) and purchasers (the Seven Municipalities) of such contractor's services, and not that of employer and employee.

4. COURTICE AGREES to provide Fire Training Services to the members of the Participating Fire Departments in a diligent, competent and professional manner in accordance with the terms of this agreement and Schedule 1 attached to and forming part of this agreement.

5. RYERSON AGREES to pay Courtice the sum of \$90,400.00 including HST (the "Contract Price") per year in twelve equal monthly installments of \$7,533.33, subject to any withholding provisions set out below. Such installments shall be paid on or around the fifteenth day of each month and constitute a pre-payment for contract services to be provided by Courtice during that calendar month. In the event that the Fire Training Program is suspended or terminated for any part of a calendar month then Courtice shall be entitled to a pro-rated portion of the monthly amount. Any excess paid to Courtice shall be returned to Ryerson or deducted from the following month's amount. In addition to the Contract Price, Ryerson agrees to reimburse Courtice up to \$2,500.00 per year for supplies purchased in the execution of the Regional Fire Training Program. Such reimbursement is to be paid within thirty (30) days of receiving an invoice that has been authorized by signature of at least one Fire Chief from a Participating Fire Department.

6. REPRESENTATIONS OF COURTICE: Courtice states that each and every of the following are true; acknowledges that they induced Ryerson to enter into this contract; and shall provide cause for termination of this contract if found to be untrue:

(a) Courtice is a certified Fire Training Officer under National Fire Protection Association (NFPA) standards and has the right to provide NFPA certified training and to issue certificates to trainees who successfully complete his training programs.

(b) Courtice has no criminal record and has provided a criminal record check to Ryerson.

(c) Courtice continues to satisfy the requirements of Canada Revenue Agency ("CRA") in the operation of the Regional Fire Training Program to qualify as an independent self-employed contractor rather than an employee.

(d) Courtice has the skill and ability required by a teacher to motivate participants in the training sessions.

7. FURTHER RESPONSIBILITIES OF COURTICE: Courtice agrees that in delivering the Regional Fire Training Program outlined in Schedule 1 he will:

(a) Provide, as part of the contract price herein and subject to the provisions of Clause 5 as above, all expenses of Courtice to deliver the

training sessions including printed matter, digital media and other training materials necessary to carry out each training session except those specific items or facilities listed below to be provided by the Participating Fire Departments whose members are taking part in a particular training session and listed below:

- the free use of a building or other location where the training will take place owned or otherwise available without charge to and within one of the Seven Municipalities;
- the free use of equipment owned by such Participating Fire Department(s) and required for the training session;
- copies of training materials to be retained by individual members of such Participating Fire Department(s);
- the assistance of officers of such Participating Fire Department(s) with the training.

(b) Design the training program in consultation with the Chief of each Participating Fire Department to meet its needs and in general consultation with the Regional Fire Training Committee established under the Municipal Agreement.

(c) Schedule training sessions to meet the availability and convenience of participants, most of whom will be volunteers released from their regular employment for emergencies, but not necessarily for training. In so far as possible to see that each participating fire department receives its fair share of training sessions and none falls significantly behind others in terms of sessions provided to it.

8. SUSPENSION OF PROGRAM: Ryerson may in its own absolute discretion suspend the operation of the Regional Training Program and this contract at any time when it determines that the training cannot be adequately delivered by Courtice due to:

(a) The absence of Courtice for illness or for any other reason other than for two weeks of planned vacation each year;

(b) A failure by Courtice to schedule or deliver the required number of training sessions to each Participating Fire Department in accordance with Schedule 1 to this agreement;

(c) The use or substitution of a person other than Courtice to deliver any part of the training program without the written approval of Ryerson; or

(d) The persistent refusal of the majority of volunteer members of more than one Participating Fire Department to take part in training sessions organized by Courtice which shall be deemed to constitute a failure of the Regional Fire Training Program.

During any period of suspension Ryerson may also suspend payment of the Contract Price to Courtice on a pro-rata basis.

9. EARLY TERMINATION: The Parties agree that notwithstanding the Term of four years as set out above, either Courtice or Ryerson shall have the option to terminate this agreement earlier than the expiry of the four years.

(a) when the Regional Fire Training program has been suspended for a period of more than 30 consecutive days under paragraph eight of this agreement;

(b) by delivering a written notice of intention to terminate to the other not less than 30 days prior to the date of termination specified therein; and unless such notice is withdrawn this agreement shall terminate on that date and all obligations of either Party hereto shall cease as of that date.

10. ASSIGNMENT: Neither Party to this agreement shall assign its rights and obligations under this agreement to anyone without the written consent of the other Party; provided that Courtice may assign his rights and responsibilities to a corporation of which he is the majority shareholder so long as Courtice will continue to provide the actual training.

11. This Agreement may be amended at any time by the mutual consent of all Parties.

12. This agreement shall endure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

IN WITNESS WHEREOF the Parties have hereunto affixed their hands and seals, the corporate party under the hand of its duly authorized signing officers.

THE CORPORATION OF THE
TOWNSHIP OF RYERSON

Per:

George Sterling, Mayor

Per:

Nancy Field, Deputy Clerk

James Gary Courtice

SCHEDULE 1

Description of the Regional Fire Training Program

The Service Provider will deliver a comprehensive Regional Firefighter Training Program that will bring the member fire departments up to the current provincial and federal standards and help to implement best practices in firefighting.

The Service Provider will deal with the Administrator for administrative purposes and will deal directly with the Regional Fire Training Committee or its members for training organization, content scheduling and evaluation. The Service Provider will attend any meetings of the Regional Fire Training Committee and Council meetings of the member municipalities as requested.

For each training session, the Service Provider will provide the host Fire Chief with a master copy of the lesson plan / safety plan. The Fire Chief will provide the necessary facilities, equipment and training supplies, including pens, paper, books and copies of the lesson plan / safety plan for the firefighters in attendance. The host fire department will also be responsible for keeping general order during meetings and for disciplining firefighters if necessary.

General Service Provider Responsibilities

- Develop / provide all lesson and safety plans to current NFPA / MTO standards and to ensure that departments are in compliance with all relevant legislation
- Schedule and coordinate all training sessions with the in-house training officers and Fire Chiefs
- Maintain and keep all records, stored electronically and in hardcopy. Electronic backups of department records will be provided monthly to each fire department, with a full copy of all records provided monthly to the Administrator. Monthly hardcopies of firefighter records will also be provided to the relevant fire department.
- Conduct regular assessments / evaluations for each firefighter and follow up with progress reports to both the individual and the Fire Chief. Organize assessments and provide statistics by individual firefighter, by department and by region.
- Service Provider must, at a minimum, maintain and stay current with its own and any employee's training certifications held at the time of proposal
- All required lesson topics shall be completed within a period of 18 months or as per the new NFPA requirements and begin again to ensure skills remain consistent with NFPA standards and to the needs of the departments and municipalities
- Develop / improve departmental and regional training policies as required and in collaboration with the Regional Fire Training Committee
- Provide its own Personal Protective Equipment (PPE) for each training module
- Protect the health and safety of the Service Provider's workers and the firefighters at all times as per the Occupational Health and Safety Act

Regular Training Meetings

- A minimum of one nightly training session to be held every other week at each fire department, for a minimum two hours each or time as required to complete each session
- A firefighter from any department can attend any of the sessions
- Following the specific training plan as laid out, the Service Provider will, at each session, either act as lead instructor or will assist the in-house trainer/facilitator as per the Fire Chief's judgement
- Training sessions should be geared to the season (i.e. portable pump training for grass fires in spring)

Specialty Training Modules

- A minimum of FOUR (4) specialty training modules will be offered per year
- Specialty modules to be delivered on either weeknights or weekends, so long as they do not conflict with regular training nights

- Class size will be maximum of 20 firefighters
- Specialty module topics should include but not be limited to
 - Firefighter Recruitment module in early part of the year (approximately 80-100 hrs)
 - Drivers D and Z and evaluations (to MTO standards)
 - Pump Operations
 - Water Ice Rescue
 - Auto Extrication
 - Winter Driving
 - Class A Fire Suppression
 - Company Officer
- Modules offered to be reviewed by the Regional Fire Training Committee after 18 month period

Officer Meetings

- One meeting per month, training the officers in supervisory and leadership skills, location to be decided.

THE ALMAGUIN HIGHLANDS HEALTH COUNCIL

Resolution No: 2023-24
Date: October 5, 2023

Moved By: FRASER
Seconded By: DEKANE

Whereas Muskoka Algonquin Health Care operates physiotherapy, E.C.G, Imaging, and Laboratory services at the Almaguin Highland Health Centre; and

Whereas the laboratory has seen a significant number of closures over the summer due to staffing resources; and

Whereas Almaguin residents who rely on this vital service are impacted by closures resulting in redundant trips, rescheduling, or traveling to seek alternative service; and

Whereas healthcare professionals are impacted as they rely on this service to support their patients' healthcare needs;

Therefore be it resolved that the Almaguin Highlands Health Council requests a commitment from Muskoka Algonquin Health Care to resume laboratory services to their regular functions on a regular schedule;

AND FURTHER THAT this resolution be shared with Almaguin Highland Health Council Member municipalities for support.

Pecuniary Interest Declared:
Chairman: Rod Ward 



318 Canborough St. P.O. Box 400
Smithville, ON L0R 2A0
T: 905-957-3346
F: 905-957-3219
www.westlincoln.ca

Oct 5, 2023

Association of Municipalities of Ontario (AMO)
200 University Ave #801
Toronto, ON
M5H 3C6

Dear AMO Members:

Re: Challenges Faced by Smaller Developers in Ontario Communities

This is to confirm that at the Sept 25, 2023 Council Meeting the following resolution was adopted with respect to the above noted matter:

That, a letter be drafted for signature by the Mayor and that the letter be forwarded to the Minister of Municipal Affairs, Association of Municipalities of Ontario (AMO) and its member municipalities, outlining the issues and constraints brought to the Township Council's attention with respect to holding back development applications of new homes within the community.

The Township of West Lincoln is writing to bring to your attention a significant matter that has recently come to our attention at the Township of West Lincoln. This issue pertains to the challenges faced by small developers in communities like ours, across the province of Ontario. These challenges are currently making it difficult for communities like West Lincoln to meet the housing goals of the province.

We recently received a request from a developer regarding their development project in Smithville, Ontario which was first draft approved approximately in 2015. The developer has presented a compelling case for an extension to the draft plan of condo approval, citing several noteworthy factors that have emerged since their initial application and which are delaying the start of development. Initially Council wanted to refuse extension approval to force the development but it was clear that would not be possible. The challenges are a symptom of broader issues felt by the Municipality on numerous planning issues, and some of these challenges as outlined to us by the developer, are noted below.

A significant challenge is the current state of the market, characterized by severe material supply chain constraints. These constraints have made it exceedingly difficult for the developer to secure pricing for essential construction materials, introducing financial uncertainty. An extension is deemed necessary to ensure the viability of the project, which aligns with our community's need for diverse housing options.

Furthermore, the recent and unexpected increase in interest rates by the Bank of

Canada has created volatility in the marketplace for pre-sale condo townhomes. These rate hikes have affected both the developer's financing costs and potential buyer's ability to secure financing. An extension would provide the developer with the opportunity to adapt their financial strategies in response to this rapidly changing environment.

Additionally, the challenging market conditions in the Niagara Region, as indicated by the Niagara Association of Realtors, have led to declining home values and shifting market dynamics. These changes necessitate a reassessment of the project timelines, for dwelling types and sizes, to ensure its long-term viability and success. Granting an extension will allow the developer to adapt to these current market dynamics and make informed decisions.

Importantly, extending the draft plan of condo approval would help conserve our Township's valuable resources. Re-submitting the entire approval package and undergoing the approval process again would be resource-intensive for both the developer and our local government. We believe that an extension at this time is a pragmatic solution that aligns with efficient resource utilization.

In light of these challenges, our commitment to supporting responsible and sustainable development in our community, and a desire to help address the identified housing shortfall, we kindly request that AMO and the Provincial government consider the current issues faced by developers in communities across Ontario. The challenges outlined by this developer reflect a broader trend that warrants attention and will severely hamper the ability to achieve increased housing starts if not addressed.

We recommend that the decision-making process for future planning applications be allowed to be guided by a balanced approach that takes into account market conditions, historical precedence, and resource conservation. This approach should ultimately contribute to provide much-needed housing supply to communities like West Lincoln, albeit at slower rates than first contemplated.

We appreciate your attention to this matter and believe that addressing these challenges will help promote equitable development opportunities across the province. Please do not hesitate to reach out if you require any additional information or clarification on this issue.

We look forward to collaborating with AMO and the Provincial government to find solutions that support the growth and vitality of our community and others like it.

Sincerely,



Mayor Cheryl Ganann
cc.. Minister Paul Calandra
All AMO member municipalities



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

Minutes: October 5, 2023, 10:00 am via Zoom and at the Almaguin Highlands Health Centre, Bruce Campell Boardroom

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Brad Kneller, Chris Hope, Fraser Williamson (Vice Chair), Vicky Roeder-Martin, Camille Barr (Secretary)

Regrets: Jim Ronholm, Cheryl Philip

Guests: Isabel Pereira, Rebecca Paul (BFFHT), Susan Keast (MAOHT), Courtney Metcalf (ACED)

Called to order at 10:00 am by Chair R. Ward

1. 2023-23 Moved by V. Roeder-Martin - Seconded by F. Williamson
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of September 7, 2023 as circulated. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:** Susan Keast, Human Health Recruiter for the Muskoka and Area Ontario Health Team provided Council with nine month recruiting update. She has spent time attending job fairs and connecting with NOSM to build relationships. Additionally, she has made connections with ROMP which represents the other 5 schools. Current efforts are aimed at marketing the area with a logo, a website which went live in September, and promotional materials. Health council asked about efforts for recruitment for Almaguin vs Muskoka. S. Keast says this has been a bit of a challenge due to confidentiality and not having the access to the contacts. The group expressed that Almaguin must be recognized as more than "other". S. Keast will meet with R. Paul, ED of the Burk's Falls Family Health Team to see what connections can be made. She provided the presentation which was shared with Council.
4. **RESOLUTIONS PASSED:**
2023-24 Moved by F. Williamson - Seconded by D. Patterson
Whereas Muskoka Algonquin Health care operates physiotherapy, E.C.G, Imaging, and Laboratory services at the Almaguin Highlands Health Centre; and

Whereas the laboratory has seen a significant number of closures over the summer due to staffing resources; and

Whereas Almaguin residents who rely on this vital service are impacted by closures resulting in redundant trips, rescheduling, or traveling to seek alternative service; and

Whereas healthcare professionals are impacted as they rely on this service to support their patients' healthcare needs;

THEREFORE BE IT RESOLVED that the Almaguin Highlands Health Council requests a commitment from Muskoka Algonquin Health Care to resume laboratory services to their regular functions on a regular schedule;

AND FURTHER THAT this resolution be shared with Almaguin Highland Health Council Member municipalities for support.
Carried.

5. ITEMS FOR DISCUSSION:

a) Update 'Local Share'

R. Ward updated the Council on 'Local Share' by way of a presentation. 9 of the 12 Almaguin municipalities have responded to the commitment ask. Joly will have their response shortly. It was interesting to note the formulas used to determine the Almaguin share was very close. A summary of commitments was provided and a kudos to the group for their efforts.

b) Lab Services at the Almaguin Highlands Health Centre

R. Ward had the opportunity to speak with Diane George, Vice President of Integrated Care at MAHC regarding the frequent lab closures in Burk's Falls over the summer months. He has been assured that the lab is not closing and what is occurring is due to staffing resources being short. When there is a need for staffing in acute care, staff are redirected from the Burk's Falls location. They have hired a second person for the lab which will alleviate this pressure. R. Ward will ask for this in writing from MAHC.

c) Progress Report: Not provided this meeting

d) Other Business

C. Barr updated Council that the dental office in the Medical Building in Burk's Falls is aiming to open the end of October. They experienced some delays in the renovation process however it is now moving forward.

Last month the Sundridge Medical Centre hosted an open house and ribbon cutting to celebrate the grand opening of their newly renovated space. A great turnout and a beautiful space.

R. Paul shared that there has been no update regarding the proposals submitted by the BFFHT or Sundridge & District Medical Centre for primary care expansion. She will update as able. She also shared that without consultation the Ministry of Health changed the allotment of doctors for the BFFHT from 5 - 4.5. This is not a problem now however could be should a doctor leave. They are dealing with the matter. She also shared there are still 700 people on the waitlist.

R. Ward will speak to Dan of Graydon Smith's office regarding this and the issue of McMurrich - Monteith and Kearney still being left out of the BFFHT catchment area.

Armour has developed an informational flyer that can be shared to social media and individualized for municipalities. If a municipality would like one, connect with R. Ward.

2023-25 Moved by C. Hope - Seconded by D. Patterson

THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:15 am to meet again on November 2, 2023, at 10:00 am at the Town of Kearney Municipal Office. Carried.



**Muskoka
& Area** ONTARIO
HEALTH TEAM

Recruiting 9-month update

October 5, 2023



Successes

- Completed an environmental scan and in-person visits of the MAOHT community where Primary Care recruiting will occur
- Integrated fully with CASPR (Canadian Society of Primary Recruiters) to learn recruiting. (what has worked what has not) along with extensive discussions with Recruiters near by Muskoka (Orillia, Midland, Barrie etc.) Established best practises from these engagements
- A robust relationship with NOSM (Northern Ontario School of Medicine) including an onsite visit ***in June 2023***
- Development of initial Recruiting Communication Products (Job Fairs, Inquiries)
- Development of Work plan and Budget
- Identified recruiting challenges in our community (Housing, Daycare, Spousal Employment) & established relationships to address
- Attended numerous job fairs establishing a network of over 150 primary care contacts
- Identified the *low hanging fruit* in our community (Locums, Learners (Residences/Electives) and began building relationships with them (Welcome Baskets etc., personal visits) learning more about their wants and needs



Successes

- Community Communication through Public Speaking engagements at Service Clubs which lead to some partnerships (Rotary Bracebridge Muskoka Lakes)
- Active member of Communication Working Team (MAOHT Website development)
- Developed a very prosperous relationship with the Municipal Economic Development Officers working collaboratively in areas of welcomes baskets, in-person events and community information etc.
- Romp (Rural Ontario Medical Program) U of T student's June visit week in the community garnering media attention from Metroland and CBC
- Full engagement with Huntsville Recruiting Team and development of the same for the other areas with Dr. Keith Cross taking the lead
- Community partnerships supporting Welcome Baskets and NOSM, ROMP learners in our community with free products/services



Going forward..

- Potential Muskoka Medical Retreat (Summer 2024)
- MAOHT Website with a robust recruiting section to attract Primary Care
- Branding Exercise with EDO's and Explorers Edge
- Create synergies between Primary Care Recruiting with the Muskoka Area Health Care recruiting
- Develop a coalition with area recruiters in order to reduce costs for events (Orillia, Midland, Halliburton)
- Continue to build the 150+ network of Primary Care Providers
- Continuing to work closely with the Economic Development Officers from each municipality on branding, website recruiting page, research, work-plan and a potential retreat (2024) and Dr./NP visits to our community
- Very optimistic on the uniqueness and attractiveness of Muskoka and Area to Primary Care potentials... Inquiries have significantly increased in the last 9 months!



Muskoka
& Area ONTARIO
HEALTH TEAM



Update from Almaguin Highlands Health Council

26-Sep-2023

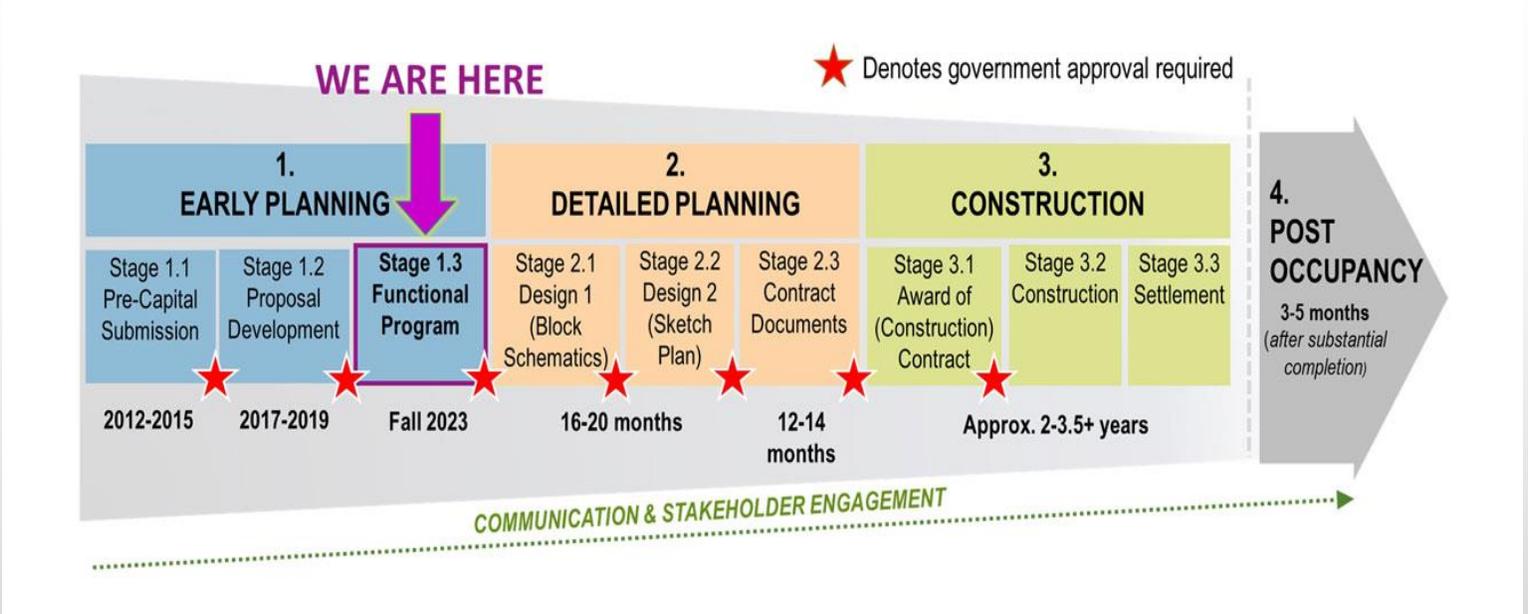
MAHC Hospital Build “Local Share” Updates

Rod Ward – Chair, AHHC



Preliminary: For Discussion Purposes Only

Muskoka Algonquin Health Care (MAHC) Hospital Builds (Huntsville / Bracebridge) – Impact of Local Share



- ❖ Local Share costs are mandated by provincial legislation
- ❖ Local community is required to cover 10% of capital building costs + 100% equipment costs
- ❖ Local Share was estimated to be \$129-m at project outset in 2019
- ❖ Projected Local Share at project completion is now estimated to be \$225-m
- ❖ Two hospital foundations, MAHC and municipalities are part of local share discussion

Original “formula” proposed by AHHC...presented in February 2023 to Local Share Committee

- Fund-raising efforts will focus on enhancing healthcare services in the Almaguin Highlands
- An Almaguin-wide approach will demonstrate a significant contribution to healthcare
- Healthcare is the largest (sector) employer in the region
- There are groups lobbying for changes to the Local Share – ‘urban versus rural’ realities
- We have an extended period to raise funds
- Any funds raised will directly benefit healthcare in the Almaguin Highlands
- **For all of us, it represents a commitment to healthcare in our region**

Overall Local Share = \$225-million

Funder	Projected Total	Percentage
Hospital Foundations	\$67.5-m	30%
MAHC	\$45-m	20%
Municipal Share	\$112.5-m	50%
Almaguin Highlands Share **	\$9.5-m	4.22%



**Based on 12-year fund-raising target; \$9.5-m to Local Share; \$2.5-m to Almaguin healthcare directly

“Finalized” commitments as of September 2023

- Fund-raising efforts will focus on enhancing healthcare services in the Almaguin Highlands
- An Almaguin-wide approach will demonstrate a significant contribution to healthcare
- Healthcare is the largest (sector) employer in the region
- There are groups lobbying for changes to the Local Share – ‘urban versus rural’ realities
- We have an extended period to raise funds
- Any funds raised will directly benefit healthcare in the Almaguin Highlands
- **For all of us, it represents a commitment to healthcare in our region**

Overall Local Share Committed = \$216-million*

Funder	Projected Total	Percentage (of total \$225-m)
Hospital Foundations	\$70-m	31.1%
MAHC	\$38.2-m	17.0%
Municipal Share	\$107.8-m	47.9%
* Shortfall (as of Sept 2023)	\$9.0-m	4.0%
Almaguin Highlands Share ** (included in Municipal Share)	\$9.5-m	4.2%



* MAHC Board has signed off on risk in only having 96% of the \$225-m Local Share committed thus far

**Based on 12-year fund-raising target; \$9.5-m to Local Share; \$2.5-m to Almaguin healthcare directly

Status To-
Date: As at
01-Sep-2023

Municipality	Comments	MAHC Build Commitment	Almaguin Share Commitment	TOTAL per municipality
Armour	12-year commitment	1.14-m *	285-k *	1,425,000
Burk's Falls	2023 commitment	225-k **	56-k **	281,000
Joly				
Kearney	12-year commitment	1.044-m *	261k *	1,305,000
Machar				
Magnetawan	2023 commitment	960-k **	240-k **	1,200,000
McMurrich / Monteith	12-year commitment	639-k *	159-k *	798,000
Perry	2023 commitment	480-k **	120-k **	600,000
Ryerson	2023 commitment	160-k **	80-k **	240,000
South River				
Strong	12-year commitment	144-k *	36-k *	180,000
Sundridge	2023 commitment	67.2-k	16.8-k	84,000
TOTALS (12-year projected)		<u>4,859,200</u>	<u>1,253,800</u>	<u>6,113,000</u>

* Committed via resolution over 12 years ** Forecast over 12 years – only 1 year commitment as of 2023
Total forecast as of September 1, 2023 \$6.113-m (Local Share + Almaguin portion)



JOINT NEWS RELEASE

Local Share Financing Plan Achieved for Hospital Redevelopment

Collaborative Commitment to Our Communities' \$225 Million Local Share

(Monday, October 16, 2023, Muskoka, ON) – Muskoka Algonquin Healthcare is pleased to announce that together with our hospital foundations and municipal partners in Muskoka and the Almaguin Highlands, a plan to finance the community's share of the future redevelopment of our local hospitals has been reached following several months of collaborative and positive discussion.

The financing plan demonstrates the community's collective intent to contribute the required \$225 million local share cost of a near billion-dollar redevelopment project to build new hospitals in Bracebridge and Huntsville, with construction scheduled to begin as early as 2029. The local share plan is one of the significant components Muskoka Algonquin Healthcare must complete for the Ministry of Health's Stage 1.3 capital redevelopment submission, aimed for early 2024.

Achieving the multi-million dollar financing plan is the shared accomplishment of the Local Share Committee comprised of representatives of the Muskoka Algonquin Healthcare Board of Directors, Huntsville Hospital Foundation and South Muskoka Hospital Foundation Board of Directors, the Mayors of every municipality in Muskoka, the Chair of the District Municipality of Muskoka, and the Chair of the Almaguin Highlands Health Council (representing 10 municipal councils in the Almaguin Highlands).

Moreen Miller, Chair of the Local Share Committee and Muskoka Algonquin Healthcare Board of Directors, says the financial commitments made by all parties demonstrate the shared responsibility to the common goal to build a regionally unique, multi-site healthcare infrastructure and a strong local partnership to invest in and build a Made-in-Muskoka Healthcare system.

"Muskoka Algonquin Healthcare is delighted to reach this milestone in our work to design a made-in-Muskoka healthcare system that will serve our 4,000 square kilometre catchment in Muskoka and surrounding areas with safe, reliable access to high-quality healthcare for future generations," says Miller. "Together, we have demonstrated that the regions of Muskoka and East Parry Sound are united in one objective to invest in and build a system infrastructure that matches our unique region, the changing population, and the communities around us from Severn Bridge to Almaguin, anchored by two new, state-of-the-art acute care hospitals."

The financing plan includes the following financial commitments to achieve greater than 95% of the \$225 million local share:

- \$77.3 from the District of Muskoka
- \$38.2 from Muskoka Algonquin Healthcare
- \$35 million from the Huntsville Hospital Foundation
- \$35 million from the South Muskoka Hospital Foundation
- \$10 million from the Town of Bracebridge
- \$10 million from the Town of Huntsville
- \$9.5 million from the municipalities of Almaguin Highlands (East Parry Sound)
- \$1 million from the Town of Gravenhurst

The Local Share Committee has further committed to address the means for raising the remaining gap, including interest related to timing difference, within three years.

“With the Ministry of Health funding the majority of the build, we are fortunate to be leveraging an entire province’s tax base to build a regionally unique, multi-site healthcare infrastructure,” says Miller. “For every dollar we invest locally, we get at least three dollars from the province for our new hospitals.”

Miller praised the hard work by the partners and their individual agencies to come together with a solution to the required local share financing plan.

“Every contribution to this project is respected and appreciated,” says Miller. “The value of our collective investment is profound. There are undeniable economic benefits to attracting new healthcare professionals to our communities – not just to Bracebridge or Huntsville – but to Sundridge and to Gravenhurst and areas in between. When we set out to reach the local share goal, it was only a matter of how we would get there, not if. We are thrilled with this incredible progress and momentum that shows the Ministry that Muskoka Algonquin Healthcare is positioned for its new hospitals.”

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Muskoka Algonquin Healthcare (MAHC) is a multi-site health care organization accredited with exemplary standing that provides acute care services at the Huntsville District Memorial Hospital and South Muskoka Memorial Hospital in Bracebridge. Find out more about Muskoka Algonquin Healthcare by visiting www.mahc.ca. Connect with us on [Twitter](#), [Facebook](#) and [Instagram](#).

For more information or to arrange an interview, please contact:

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