

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

November 14, 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 the Tri-Council, October 23, and Regular Meeting on October 24, 2023 **(R)**

3. DECLARATION OF PECUNIARY INTEREST:

4. REPORTS:

DEPUTY CLERK: Holiday Hours Report **(R)**, Staff/Volunteer Recognition and Bonuses Report **(R)**, Santa Claus Parade Annual Donation Report **(R)** Council Training and Conferences (3-**R**)

CAO/TREASURER: Final Draft of the Reserves Policy **(R)**, Tatham Engineering Inc. Draft Agreement for Consulting Services memo, Appointment of a Clerk **(R)**

COUNCIL MEMBERS:

Mayor Sterling: Eastholme Administrators Report – October 25, 2023

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

Armour Township Resolution appointing the Township of Armour as the lead municipality on the construction of a new library project. **(R)**

6. **COMMUNICATION ITEMS:**

Township of McKellar Amendment to the Legislation Act, 2006 **(R)**

General Correspondence:

District of Parry Sound Social Services Administration Board, DSSAB – October 2023 - CAO Report

Burks Falls & District Historical Society Minutes October 16, 2023

7. **CONFIRMING BY-LAW:**

7.1 Confirm the meetings of Council.

8. **IMPORTANT DATES:**

November 16, 2023 CEMC Emergency Table Top Exercise

November 28, 2023 Regular Council Meeting 6:00 p.m.

December 12, 2023 Regular Council Meeting 6:00 p.m.

9. **ADJOURNMENT:**

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: November 14, 2023 AT 6:00 P.M.

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

Be it resolved that the minutes from the Tri-council meeting October 23, 2023 and regular meeting on October 24, 2023 be adopted as circulated.

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

Be it resolved that Ryerson Township Council set the 2023 Ryerson Township Office Holiday Hours as follows: Closed: December 25, 26, 27, 28, 29, 2023 and January 1, 2024. Office to re-open regular hours on Tuesday January 2, 2024 at 8:30 a.m.

Item # 4.2 on Agenda Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council direct that recognition shall be provided, as outlined in the attached Staff/Volunteer Recognition Report dated November 14, 2023.

Item # 4.3 on Agenda Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council donate \$_____ annually to the Santa Clause Parade Committee.

Item # 4.4 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that the Ryerson Township Council authorize: _____ to attend the Rural Ontario Municipal Association (ROMA) January 21-23, 2024 in Toronto.

Item # 4.4 on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that the Ryerson Township Council authorize: _____ and Public Works Staff Supervisor Fred Schmeltz to attend the Good Roads conference formally known as Ontario Good Roads Conference (OGRA) April 21-24, 2024 in Toronto.

Item # 4.4 on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that the Ryerson Township Council authorize: _____ to attend the Association of Municipalities of Ontario Conference (AMO) August 18 – 21, 2024 in London.

Item #4.5 on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that the Ryerson Township Council adopt the Reserves Policy as attached.

Item # 4.6 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council authorize the CAO/Treasurer to execute an agreement with Tatham Engineering Limited for a two-year term, ending December 31, 2025.

Item # 4.7 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 appoint a Clerk 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 14th day of November 2023.

Item #5.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council approve the appointment of Armour Township as the lead municipality on the construction of a new library project.

Item # 6.1 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that the Ryerson Township Council support the resolution No. 23-671 passed by the McKellar Township Council to amend the Legislation Act, 2006 to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations.

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

Be it resolved that leave be given to introduce a Bill # ___-23, being a By-law to confirm the meetings of Council and further; That By-Law # ___-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of November 2023.

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

Be it resolved that we do now adjourn at _____. The next regular meeting November 28, 2023 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

October 24, 2023 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **October 24, 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 in person, or electronically via Zoom or phone: Mayor Sterling, Councillors: Abbott, Miller, Patterson by zoom, and Robertson.

Staff in attendance: Brayden Robinson, Nancy Field,

Public attending in person, by phone or electronically: Judy Ransome, Nieves Guijarro and Paul Van Dam, Barry Burton, Brian Price,

Notice of this meeting was posted on the website.

2. ADOPTION OF MINUTES

R-157- 23 Moved by Councillor Patterson, Seconded by Councillor Abbott,

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

(Carried)

3. DECLARATION OF PECUNIARY INTEREST: None noted.

4. DELEGATION: None registered

5. TENDERS

Request for Proposals were received for Land Use Planning Services. A resolution adopted as noted below.

R- 158-23 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 with J.L. Richards and Associates Limited.

(Carried)

6. REPORTS:

DEPUTY CLERK:

A report was provided to Council for an update of the Magnetawan Watershed Communications Committee Meeting.

Informational reports were provided to Council for Consent applications, B-030/23 and B-031/23 submitted by R. Christen. A resolution was adopted as noted below.

R-159- 23 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.

(Carried)

TREASURER:

A Joint By-law Services Agreement was presented to Council and a resolution is noted below.

R- 160 - 23 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # 38-23, 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 # 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 24th day of October 2023(Carried)

Reserves and Surplus Management Policies,

Further to discussions from our Special meeting on October 11/ 23 and the Tri Council meeting October 23/23 Council made Commitments to Joint Boards and the following resolutions were adopted.

R- 161- 23 Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council approves in principle the Library Project, to serve the users of Armour, Ryerson, and Burks Falls Union Public Library. (Carried)

R- 162- 23 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. (Carried)

A summary was provided to Council, of the responses to the Housing Affordability Task Force.

7. BUSINESS ARISING/ACTIVITY LOG:

Council discussed the draft budgets that were presented at the Tri Council meeting.

The RTO Agreement was provided to Council and the resolution is noted below.

R-163- 23 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # 39-23, being a By-law to enter into an agreement for provision of RTO services, and further; That By-Law #39-23 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.

(Carried)

8. COMMUNICATION ITEMS

The Almaguin Highlands Health Council request for support of resolution 2023-24. Council resolution as follows.

R- 164-23 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.

(Carried)

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

9. CONFIRMING BY-LAW

R-165-23 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # 40-23, being a By-law to confirm the meetings of Council and further; That By-Law # 40-23 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.

(Carried)

11. CLOSED SESSION:

R-166-23 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.

12. ADJOURNMENT:

Be it resolved that we do now adjourn at 7:14 p.m. The next regular meeting November 14, 2023 at 6:00 p.m.

(Carried)

MAYOR

CLERK/DEPUTY CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

MINUTES

TRI-COUNCIL MEETING OCTOBER 23, 2023

The Tri-Council meeting of the Council of the Township of Armour, Council of the Township of Ryerson and the Council of the Village of Burk's Falls was held on Monday October 23, 2023, at 7:00 p.m. at the Armour, Ryerson, Burk's Falls Memorial Arena, 220 Centre Street, Burk's Falls.

Attendance:

Township of Armour: Mayor Rod Ward, Councillors Rod Blakelock, Wendy Whitwell, Jerry Brandt, and Dorothy Haggart-Davis. Staff: John Theriault, Clerk-Treasurer; Charlene Watt, Deputy Clerk; Amy Tilley, Waste Management Administrator.

Township of Ryerson: Mayor George Sterling, Councillors Beverly Abbott, Glenn Miller, Delynne Patterson, and Dan Robertson. Staff: Brayden Robinson, CAO/Treasurer; Nancy Field, Deputy Clerk, Dave McNay Fire Chief; Ken Stevenson, Deputy Chief and Cam Haffner, Fire Prevention Officer.

Village of Burk's Falls: Mayor Chris Hope, Councillors John Wilson, Ryan Baptiste. Ashley Brandt and Sean Cotton. Staff: Denis Duguay, Clerk Administrator; Tammy Wylie, Treasurer; Graham Smith Arena Manager.

1. The meeting was called to order at 7:00 pm by Mayor Sterling.
2. Adoption of Minutes. (R-3-2023) Moved by Rod Blakelock Seconded by Dorothy Davis Be it resolved that the meeting notes from the Tri Council meeting of August 28, 2023, be accepted as presented. (Carried)
3. New Fire Hall Update Report:

Delynne Patterson provided an update on the progress of the new Fire Hall project. Ryerson Staff have held preliminary discussions with Parry Sound EMS, and they have expressed interest in partnering in the building. EMS expressed their needs; they need a completed building in the next 4 years with an entirely separate space of 1,200 sf for administration and a 3-bay garage. They suggest a 30-year lease agreement with payments over the first 15 years to cover the full cost of the debenture and their portion of the building and over the final 15 years they would pay the proportionate operating costs for the building. Staff have had a similar discussion with the Fire Department to discover their requests. The Powassan Fire Hall design has been identified as the model for this new building, with some minor modifications. Staff have been in contact with the Engineer and Architect to assist and the Engineer will take the lead as the project manager. Estimated total cost is six million dollars.

of which 2.3 million is the EMS portion and 3.7 million is allocated between the Tri-Council area municipalities. Based on the cost sharing formula Armour 's portion of the costs will be \$1,770,080., Burk's Falls \$1, 058,200. and Ryerson \$871,720. Ryerson Staff will aggressively seek grants to offset these costs. A timeline for this project, presented for a desired 2026 occupancy date.

4. Armour Township Resolutions for Library Project:

Rod Ward led a discussion about the library project and the three resolutions that were passed by Armour Township's Council for the approval of the land to build on, a commitment of up to \$500,000. for a new build or change to the existing building, and for Armour to take the lead on the library project.

To take the project to the next level so we can all look at it, more information is necessary, such as the timeline for an expected building date, what the project would encompass and the estimate of cost for the building. Grants for building new libraries are available now, and

this information is vital to write the grant. A grant could help to fund 50 to 90 % of the construction cost.

Since the Library Board does not have the expertise to be the project manager it was suggested that allocating a line item into the library budget to cover the cost of hiring a project manager or an engineer to put the project together would be beneficial to help make an informed decision because right now, we are only guessing. Once we have an idea of the cost the Townships can decide themselves how they will fund this project.

5. 2024 Budgets and Reports

5.1 Burks Falls, Armour, Ryerson Union Public Library

Nieves Guijarro thanked everyone for the discussion about the library and the consideration given to the project. The library presented a video of pictures compiled from the library to share with everyone prior to her presentation of the draft 2024 Library budget.

She highlighted that 3 years ago Ryerson Township Council advised her that she should be putting 1% of her operating budget into reserves and that she has been putting funds into reserves every year since and there is \$80,000. in reserves. She believes that this will cover the cost of hiring a project manager or an engineer without the extra line item being added to her budget.

The library budget is very lean and will increase overall 4% in 2024 based on the anticipated increase in utility costs.

5.2 Armour, Ryerson and Burks Falls Memorial Arena and Community Centre

Graham Smith provided an overview of the activities at the arena for 2023 and they have seen a return to normal operations since Covid -19. Council have resolved staffing and succession planning issues. The ice rental has been great this year and going forward the hope is to see a continued upward trend. Free skating through the Christmas Break will be available to the community and surrounding area. Saturday evening skating might be a monthly option next year. There have been no serious breakdowns in the ice equipment and preventative maintenance continues. A debit machine is an update for the concession booth and there are increased sales.

It has been a busy year, and the Arena is already over the estimated budget for 2023.

Details of the 2024 budget, presented by Graham Smith.

Contracted customers should stay the same this year, but the one-off rentals are hard to predict because in 2023 they doubled. The 2024 budget will stay a bit conservative so as not to over budget and the 2025 budget will be better to project if the numbers stay up this year. Wages have increased, for the concession booth we now have an adequate number of staff and for succession planning we will have a full-time person to shadow Graham Smith in 2024 as part of the training. Health and Safety and other training courses will be available as well.

Insurance rates are high and are increasing by 11%. Hydro rates remain the same but with the increase in patrons the usage is higher. Water and sewage will increase by 2 ½ %.

Cleaning supplies are up with the greater demand for events. Capitol maintenance is the same. The roof assessed every fall and repaired if needed, and it is in decent shape. The oil separators are running well and with continued good maintenance they may not have to be replaced until it is time to replace the compressors. If the TSSA asks us to upgrade the relief pipes and increase the separator stack size, we will have a year to do that. The cracks in the floor, lental and overhead door jams, all are restored to good working order after the facility assessment.

The budget per municipality is about \$154,296.

5.3 Tri R Waste Management

Amy Tilley highlighted the 2024 budget. The projected year end may be a bit off on the recycling sales because the bottom has fallen out of plastics, steel, and aluminum. The third

load of cardboard recycling will not take place unless the weather holds out. Year-end could be higher when it comes to our grants, recycling, and operations, which is always hard to budget for because the final grant amounts are unknown until the end of the year and are adjusted once the final number is known. An increase in operating costs of the blue box, is reported in the previous year, and paid in the current.

Salary and benefit costs are higher with the increased cost of living and staffing issues. A staff medical issue, not resolved yet, and it is unknown if there will be a return to modified duties. The 2024 salaries have been pushed to reflect the unknown.

With the loss of revenue in blue box and recycling sales we see an increase in processing because when they lose money on their commodity they charge it back through processing costs to us, their customers. The lower land fill equipment repairs are a result of planned work that was not required. There was a change of plans for the purchase of a new forklift because of a higher than anticipated price and less hours of use due to the change in blue box, and less cardboard to move. Repairs will be done to the existing machine. The capitol from the forklift was allocated to the Quonset hut, to be initiative-taking and repair the older building's rear wall.

5.4 Burks Falls and District Fire Department

Dave McNay presented the 2024 fire department budget and highlighted that prices have increased this year. This is a plain budget with an increase in operating costs of 9.35 percent. The expense because NFPA standard for fire departments dictates that we must change the tires on the tanker every seven years, the 2016 tanker must have new tires installed in 2024. Dave noted that a township will benefit from this. Response wages are up due to the C.O.L.A., cost of living allowance.

SCVA, self-contained breathing apparatus air packs last year when we replaced our whole SCVA system the packs were \$900. and are now \$1,900. The wild land firefighting boots were \$275. Last year and are now \$650.

There was \$300,000. Added to the budget for engineering fees for the new fire hall.

Dave informed the Councils that there are eighteen active fire fighters on the department and four new recruits starting in January 2024. The new fire truck may be stored at Perry Township and the department will not be building the addition on the existing fire hall.


6. **Next meeting** is February 26, 2024, with Township of Armour hosting.

7. Adjournment

Motion to Adjourn. (R-4-2023) Moved by Chris Hope Seconded by Rod Ward Be it resolved that we do now adjourn this October 23, 2023, Tri-Council meeting at 8:45 p.m. The next Tri-Council meeting will be held on February 26th, 2024, hosted by Armour Township, (Carried)

MAYOR

CLERK / DEPUTY CLERK

	<h2>Deputy Clerk's Report</h2>
To:	Ryerson Township Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	November 14, 2023
Report Title:	Office Holiday Hours
Report Date:	October 17, 2023

Recommendation:

Be it resolved that Ryerson Township Council set the 2023 Ryerson Township Office Holiday Hours as follows: Closed: December 25, 26, 27, 28, 29, 2023 and January 1, 2024. Office to re-open regular hours Tuesday January 2, 2024 at 8:30 a.m.

Purpose/Background:


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

Last year the office was closed to the public December 23rd at noon to December 31st 2022, and January 2nd 2023. We returned to work January 3rd, 2023 at 8:30 a.m.

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

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

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

	<h2>Deputy Clerk's Report</h2>
To:	Ryerson Township Council
From:	Deputy Clerk- Nancy Field
Date of Meeting:	November 14, 2023
Report Title:	Staff/Volunteer Recognition Report
Report Date:	November 7, 2023

Recommendation

Council decision required.


Be it resolved that Ryerson Township Council direct that recognition shall be provided, as outlined in the attached Staff/Volunteer Recognition Report dated November 14, 2023.

Background

In past years, employees and volunteers have received recognition from Council with Holiday bonuses.

1. For **11** admin, roads, Fire Chief, FPO, and salaried staff, \$150.00 Holiday bonus.
2. For 2 contractors/part-time employees (By-law, and Fire Training) \$100.00 Holiday bonus.
3. For 2 Library Volunteers \$100.00 Holiday bonus.

For Fire Department Members: \$75.00 each (Continuing on with the normal procedure).

	<h2>Deputy Clerk's Report</h2>
To:	Ryerson Township Council
From:	Deputy Clerk - Nancy Field
Date of Meeting:	November 14, 2023
Report Title:	Santa Claus Parade
Report Date:	November 7, 2023

Recommendation:

Be it resolved that Ryerson Township Council donate \$_____ annually to the Santa Claus Parade Committee.

Purpose/Background:

Attached is a financial report from the Santa Claus Parade Committee regarding a donation to the parade.

In 2022 Ryerson Council committed to an annual donation of \$200.00 to the parade and this item is being brought forward again this year because Council requested to see the Santa Claus Parade Financial Report each year to confirm that this annual donation is still appropriate.

This is also a good time to check with Council and see if there is anyone interested in becoming a volunteer for the Committee.

Next Steps

- Consideration of resolution noted above
- Consideration of any members volunteering to the Parade Committee

Keep in AP's For Annual Donation



CORPORATION OF THE TOWNSHIP OF RYERSON

Council wants their financial reports

Date: December 6th, 2022

Resolution Number: R- 198 - 22 annually

Moved by: Councillor Robertson

Seconded by: Councillor Abbott

Be it resolved that Ryerson Township Council donate \$200.00 annually to the Santa Claus Parade Committee and that these funds be drawn from the parkland reserve.

Carried Defeated

George Sterling (Chair Signature)

Declaration of Pecuniary Interest by: _____

Recorded Vote requested or due to electronic meeting.

Table with columns: RECORDED VOTE, Members of Council, Yes, No, Abstention, Absent. Rows include Beverly Abbott, Glenn Miller, Delynne Patterson, Dan Robertson, and Mayor George Sterling.

From: Danika McCann <danikahammond@hotmail.com>
Sent: Tuesday, October 17, 2023 2:35 PM
To: Nancy Field <deputyclerk@ryersontownship.ca>
Subject: Re: Santa Clause Parade

Good Afternoon Nancy,

Please see the attached financial statement for our current year.
Out of the funds we are to raise this year, our mascot costumes, walkie talkies and signs will need to come out of those funds.

A estimated total cost of items we still need to purchase for this year;
Mascots: \$309.58
Radios: \$327.64
Signs: \$70.00

Thank you,
Danika McCann

Burk's Falls Santa Claus Parade

Opening Balance (December 31, 2022)

1,179.88

INCOME

Donations

Armour

Burks Falls

Ryerson

Entries

Misc. Donations

TOTAL INCOME

1,179.88

EXPENSES

Bank Fees

36.00

Porta Potty

Costumes

Dollarstore Misc.

Float Prize Money

225.00

Lighting Comp. Prize Money

225.00


2022 Lighting Comp Money (cashd late by winners)

200.00

Total Expenses

686.00

Bank Balance as of October 17, 2023**493.88**

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Deputy Clerk Nancy Field
Date of Meeting:	November 14, 2023
Report Title:	Council Training – Conferences/Workshops
Report Date:	November 8, 2023

Recommendation:

Be it resolved that the Ryerson Township Council authorize: _____ to attend the Rural Ontario Municipal Association (ROMA) January 21-23, 2024 in Toronto.

Be it resolved that the Ryerson Township Council authorize: _____ and Public Works Staff Supervisor Fred Schmeltz to attend the Good Roads conference formally known as Ontario Good Roads Conference (OGRA) April 21-24, 2024 in Toronto.

Be it resolved that the Ryerson Township Council authorize: _____ to attend the Association of Municipalities of Ontario Conference (AMO) August 18 – 21, 2024 in London.

Purpose/Background:

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

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

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

Council decision is required for these three at this time.

Additional opportunities include: Federation of Northern Ontario Municipalities (FONOM) held May 6- 8 in Sudbury this year.

Other educational opportunities may become available throughout the year.



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.



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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



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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.



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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.



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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




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		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



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		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:	Brayden Robinson, CAO/Treasurer
Date of Meeting:	November 14, 2023
Report Title:	Engineer of Record Contract
Report Date:	November 8, 2023

Recommendation:

Be it resolved that Ryerson Township Council authorize the CAO/Treasurer to execute an agreement with Tatham Engineering Limited for a two-year term, ending December 31, 2025.

Purpose/Background:

In 2021, Ryerson Township issued an RFP for an Engineer of Record. The contract was awarded to Tatham Engineering for a two-year term, which expires at the end of 2023.

The Procurement By-law provides the following guidance for contract renewals:

Section 8.4- Service Contract Renewal

Prior to the expiration of an existing Contract for service (e.g., consulting, cleaning services), the Department Head shall prepare a report for Council summarizing the performance of the Vendor over the term of the Contract. Upon review of the report, Council may extend the term of the Contract provided that:

- i. the Vendor’s performance in supplying the Goods and/or Services is considered to have met the requirements of the Contract; and*
- ii. Council and the Department Head agree that the exercise of the option is in the best interest of the Township.*

Over this past two-year term, Tatham has performed the 2023 OSIM Inspections and has been assisting with the Fire Hall build project. Historically, they performed the 2020 Road Needs Study and OSIM

Inspections in 2013, 2017, and 2021. Staff have been satisfied with the quality of their engineering work and the professionalism and responsiveness of the team.

Tatham has provided updated rates for this renewal, which is included in the draft agreement as attached to this memo. Note that one of our neighbouring municipalities recently posted an RFP for engineering services, and these rates are in line with the current market.

With Tatham's ongoing involvement in the fire hall project, and our satisfaction with their services, staff are recommending that the contract be renewed for an additional two-year term.

**AGREEMENT
FOR
PROFESSIONAL CONSULTING SERVICES**

Dated the xxth day of November 2023

-BETWEEN-

THE CORPORATION OF THE TOWNSHIP OF RYERSON

Hereinafter called the 'Client'
THE PARTY OF THE FIRST PART

-AND-

TATHAM ENGINEERING INC.

Hereinafter called the 'Consultant'
THE PARTY OF THE SECOND PART

WHEREAS the Client intends

To serve as the Municipal Engineer of Record for a 2-year period from January 1, 2024 to December 31, 2025 and provide professional engineering services on an as needed basis;

hereinafter called the 'Project' and has requested the Consultant to furnish professional services in connection therewith;

NOW THEREFORE WITNESSETH that in consideration of the covenants contained herein, the Client and the Consultant mutually agree as follows:

ARTICLE 1 - GENERAL CONDITIONS

1.01 Retainer

The Client hereby retains the services of the Consultant in connection with the Project and the Consultant hereby agrees to provide the services described herein under the general direction and control of the Client.

In this Agreement the word Consultant shall mean professionals and other specialists engaged by the Client directly and whose names are party to this Agreement.

1.02 Services

The services to be provided by the Consultant and by the Client for the Project are set forth in Article 2 and such services as changed, altered or added to as under Section 1.08 are hereinafter called the 'Services'.

1.03 Compensation

The Client shall pay the Consultant in accordance with the provisions set forth in Article 3, and as per the rates stipulated in Schedule A.

1.04 Staff and Methods

The Consultant shall perform the services under this agreement with that degree of care, skill and diligence normally provided in the performance of such services as contemplated by the agreement at the time such services are rendered and as required by the Professional Engineers Act (RSO 1990, Chapter P. 28) and regulations therein. The Consultant shall employ only competent staff who will be under the supervision of a senior member of the Consultant's staff.

1.05 Drawings and Documents

Subject to Section 3.2.2 of Article 3, drawings and documents or copies thereof required for the Project shall be exchanged between the parties on a reciprocal basis. Documents prepared by the Consultant for the Client, including record drawings, may be used by the Client, for the Project herein described.

1.06 Intellectual Property

All concepts, products or processes produced by or resulting from the Services rendered by the Consultant in connection with the Project, or which are otherwise developed or first reduced to practice by the Consultant in the performance of his Services, and which are patentable, capable of trademark or otherwise, shall be considered as Intellectual Property and remain the property of the Consultant.

The Client shall have permanent non-exclusive royalty-free license to use any concept, product or process, which is patentable, capable of trademark or otherwise produced by or resulting from the Services rendered by the Consultant in connection with the Project and for no other purpose or project.

1.07 Records and Audit

(a) In order to provide data for the calculation of fees on a time basis, the Consultant shall keep a detailed record of the hours worked by staff employed for the Project.

- (b) The Client may inspect timesheets and record of expenses and disbursements of the Consultant during regular office hours with respect to any item which the Client is required to pay on a time scale or disbursement basis as a result of this Agreement.
- (c) The Consultant, when requested by the Client, shall provide copies of receipts with respect to any disbursement for which the Consultant claims payment under this Agreement.

1.08 Changes and Alterations and Additional Services

With the consent of the Consultant, the Client may in writing at any time after the execution of the Agreement or the commencement of the Services delete, extend, increase, vary or otherwise alter the Services forming the subject of the Agreement, and if such action by the Client necessitates additional staff or services, the Consultant shall be paid in accordance with Article 3 for such additional staff employed thereon, together with such expenses and disbursements as allowed under Article 3. In the event that the client delays the project then the consultant shall have the right to renegotiate the agreement.

1.09 Suspension or Termination

Either party may at any time by notice in writing to the other party, suspend or terminate the Services or any portion thereof at any stage of the project. Upon receipt of such written notice, the Consultant shall perform no further Services other than those reasonably necessary to close out his Services. In such an event, the Consultant shall be entitled to payment in accordance with Section 3.2. for any of the Consultant's staff employed directly thereon together with such expenses and disbursements allowed under Section 3.2.2.

If the Consultant is practicing as an individual and dies before his or her Services have been completed, this Agreement shall terminate as of the date of his or her death, and the Client shall pay for the Services rendered and disbursements incurred by the Consultant to the date of such termination.

1.10 Indemnification

The Consultant shall indemnify and save harmless the Client from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Client, its employees, officers or agents may suffer, to the extent the Consultant is legally liable as a result of the negligent acts of the Consultant, his employees, officers or agents in the performance of this Agreement.

1.11 Insurance

The Consultant shall, throughout the term of the contract, obtain and maintain in force a General Liability Insurance and/or Professional Liability Insurance coverage of not less than \$5,000,000 per occurrence inclusive, to indemnify and hold harmless the Township against any liability which may arise from the Consultant's activities under this contract. The Consultant must provide a certificate of insurance within 30 days of awarding the contract.

If the Client requests to have the amount of coverage increased or to obtain other special insurance for this Project then the Consultant shall endeavour forthwith to obtain such increased or special insurance at the Client's expense.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way nor cancelled by the Consultant until thirty (30) days after written notice of such change or cancellations has been personally delivered to the Client.

1.12 Contracting for Construction

Neither the Consultant nor any person, firm or corporation associated or affiliated with or subsidiary to the Consultant shall tender for the construction of the Project, or have an interest either directly or indirectly in the construction of the Project.

1.13 Assignment

Neither party may assign this Agreement without the prior consent in writing of the other.

1.14 Previous Agreements

This Agreement supersedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

1.15 Approval by Other Authorities

Unless otherwise provided in this Agreement, where the work of the Consultant is subject to the approval or review of an authority, department of government, or agency other than the Client, such applications for approval or review shall be the responsibility of the Consultant, but shall be submitted through the offices of the Client and unless authorized by the Client in writing, such applications for approval or review shall not be obtained by direct contact by the Consultant with such other authority, department of government or agency.

1.16 Principals and Executives

The use of Principals and Executives on a time basis by the Consultant, will be in accordance with Section 1.23.1 (b).

1.17 Sub-Consultants

The Consultant may engage others as sub-consultants for specialized services provided that prior approval is obtained, in writing, from the Client and may add a mark-up of not more than 5% of the cost of such services to cover office administration costs when claiming reimbursement from the Client plus the cost of the additional insurance incurred by the Consultant for the specialized services.

1.18 Inspection

The client, or persons authorized by the Client, shall have the right, at all reasonable times, to inspect or otherwise review the Services performed, or being performed, under the Project and the premises where they are being performed.

1.19 Publication

The Consultant agrees to obtain the consent in writing of the Client before publishing or issuing any information regarding the Project.

1.20 Confidential Data

The Consultant shall not divulge any specific information identified as confidential, communicated to or acquired by him, or disclosed by the client in the course of carrying out the Services provided for herein. These obligations of confidentiality shall not apply to information which is in the public domain, which is provided to the Consultant by a third party without obligation of confidentiality which is independently developed by the Consultant without access to the Client's information, or which is required to be disclosed by law or by court order. No such information shall be used by the Consultant on any other project without the approval in writing of the client.

1.21 Dispute Resolution

- (a) If requested in writing by either the Client or the Consultant, the Client and the Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of the province having jurisdiction or by an arbitrator appointed by the agreement of the parties.
- (b) No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the Client or the Consultant.
- (c) The award of the arbitrator, including an award for costs if applicable, shall be final and binding upon the parties.
- (d) The provisions of The Arbitration's Act, R.S.O., 1991, Chapter 17, as amended shall apply.

1.22 Time

The Consultant shall perform the Services expeditiously to meet the requirements of the Client and shall complete any portion or portions of the Services in such order as the Client may require.

The Client shall give due consideration to all designs, drawings, plans, specifications, reports, tenders, proposals, and other information submitted by the Consultant, and shall make any decisions which he is required to make in connection therewith within a reasonable time so as not to delay the work of the Consultant.

1.23 Estimates, Schedules, and Staff List

1.23.1 Preparation of Estimate of Fees, Schedule of Progress and Staff List

Schedule A of this Agreement includes the following:

- (a) An estimate of the total fees to be paid for the Services.
- (b) A fees schedule showing the classifications and hourly rate ranges for staff and Principals for which the Consultant will seek payment on a time basis.

1.23.2 Subsequent Changes in the Estimate of Fees, Schedule of Progress and Staff List

The Consultant will require prior written approval, from the Client for any of the following changes:

- (a) Any increase in the estimated fees beyond those approved under Subsection 1.23.1 (a).
- (b) Any change in the number, classification and hourly rate ranges of the staff provided under Subsection 1.23.1 (b).

1.23.3 Monthly Reporting of Progress

When requested by the Client, the Consultant shall provide the Client with a written report showing the portion of the Services completed in the preceding month.

1.24 Term of Agreement

The Term of this Agreement shall be two (2) years, ending on December 31, 2025. The Agreement may be renewed at the end of the Term if the Client and the Consultant are mutually amenable to such a renewal.

1.25 Township of Ryerson Reserved Right to Outside Consultant

The Township of Ryerson reserves the right to submit any engineering work, either within or outside of the services listed in this Contract, to a competitive process. The Consultant shall be permitted to submit a bid for any such external competitive process.

ARTICLE 2 - SERVICES

2.1 Consultant's Services for Engineer of Record.

The Consultant shall provide various professional engineering services on an as-needed basis. The Consultant must be an excellent communicator and possess personal and professional integrity and discretion.

1. The scope of work outlined below is an example of tasks that may be required from the Consultant for the duration of the Project. Not all of the below tasks will be required.
 - a) Road Design & Inspection Traffic Study & Analysis
 - b) Geotechnical, Hydrological Services
 - c) Building Design & Inspection
 - d) Surveying with Ontario Lands Surveyor designation
 - e) Culvert and Bridge design and inspection, including OSIM reporting
 - f) Well water system design and inspection
 - g) Sanitary Sewer collection systems design and inspection
 - h) Environmental Assessment and general environmental studies
 - i) Subdivision and subdivision agreement design and review
 - j) Pit and quarry planning and analysis, including site plan and license application preparation
 - k) Asset management, capital planning for roads, bridges, and buildings
 - l) CAD design and GIS mapping services

2.2 Client's Services for Preliminary Design

The Client shall provide the Consultant with:

1. Access to and the use of existing plans, profiles, utility information, legal documents and correspondence relevant the Work.
2. General direction of the Consultant in the provision of services and approvals from time to time as necessary during the currency of this agreement.

The Consultant shall be entitled to rely upon the information, direction and approvals provided by the Client pursuant to clauses (1) to (2) hereof, inclusive, as being accurate, in the performance of the Consultant's Services under this Agreement.

ARTICLE 3 - FEES AND DISBURSEMENTS

3.1 Definitions

For the purpose of this Agreement, the following definitions shall apply:

(a) Cost of the Work:

- (i) The "Cost of the Work" shall mean the total cost of the Project including all materials, equipment, sales taxes, labour and contractor's overhead and profit, necessary to complete the work for which the Consultant prepares designs, drawings or specifications, for which he is responsible. Where sales taxes are not included in the cost of the work, the fee shall be adjusted upwards by the factor equivalent to the sales taxes. The adjusted fee may be computed to the nearest one-tenth of one percent (1/10%).
- (ii) Wherever the client furnishes labour or other service which is incorporated in the work, the current price of labour or other service when the work was executed shall be used to compute the Cost of the Work.
- (iii) Whenever used materials or equipment is furnished by or on behalf of the Client, the fair market value of such materials or equipment, based on a mutually agreeable pricing source, shall be used to compute the Cost of the Work.
- (iv) In computing the Cost of the Work, no deductions shall be made on account of any penalties or damages claimed by the Client from any contractor or on account of any other sum withheld from any contractor.

(b) Site:

Site includes the actual work site and other locations where the checking of materials, equipment and workmanship is carried out.

3.2 Basis of Payment

3.2.1 Fees Calculated on a Time Basis

The Client shall pay the Consultant a fee, calculated on a time basis, for that part of the Services described in Article 2. Fees on a time basis for all staff shall be hourly rates based on actual hours worked as per Schedule A.

3.2.2.1 Time Expended

All time expended on the assignment, whether in the Consultant's office, at the Client's premises, or elsewhere, and including travel time, shall be chargeable. This also includes, but is not limited to, clerical staff engaged in the preparation of documents such as reports and specifications. Time shall be separated into increments of fifteen (15) minutes.

3.2.2 Fees Calculated on a Flat Fee Basis

The Consultant may, where mutually agreed upon by both parties, charge a flat fee project rate for certain assignments. Project fees shall be based on the rates outlined in Schedule A.

3.2.2 Mileage Rate

Where the Consultant is required to attend the Township on site, unless otherwise incorporated into total Project fees, mileage from their Bracebridge office shall be charged at a rate of \$0.58 per kilometre.

3.3 Payment

3.3.1 All Fees and Mileage Expenses

The Consultant shall submit an invoice to the Client for all Services completed in the immediately preceding month. Payment shall be made by the Client within 30 days after the Client has received the Consultant's invoice.

3.3.2 Payment Method

All invoices submitted to the Client shall be paid by direct deposit. The Consultant must provide the Client with all documentation required to set up this payment method in their accounting systems.

ARTICLE 4- SIGNING

CONSULTANT - TATHAM ENGINEERING INC

The signatory shall have the authority to bind the corporation or company for purposes of this agreement

(Signature)

(Name)

(Title)

THE CORPORATION OF THE TOWNSHIP OF RYERSON

The signatory shall have the authority to bind the municipality or its agency for purposes of this agreement.

(Signature)

Brayden Robinson

(Name)

CAO/Treasurer

(Title)

SCHEDULE A**1. Fee Estimate**

The estimated total fees for the assignment are not set; a quote for each individual assignment will be provided at the project onset. The Total Fee for the assignment will not be exceeded without the approval of the client.

Fees do not include H.S.T.

2. Billing Rates

Billing rates for personnel assigned to the project, based on their job description/classification are provided in the following table:

Position	Low	High
Principal		\$270.00
Senior Professional Engineer	\$150.00	\$230.00
Engineer	\$100.00	\$150.00
Engineering Intern	\$90.00	\$130.00
Senior Technologist/Technician	\$130.00	\$180.00
Technologist/Technician	\$80.00	\$120.00
Engineering Students	\$60.00	\$70.00
Senior Inspector	\$100.00	\$170.00
Inspector	\$80.00	\$100.00
Surveyor	\$60.00	\$100.00
IT Support		\$90.00
Clerical	\$60.00	\$100.00
Electrical Engineering Design		\$200.00
Professional Geoscientist	\$170.00	\$200.00
Vehicle		\$0.58/km
Disbursements	At Cost	

Note: Prices effective January to December each year.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ___ - 23

BEING A BY-LAW TO APPOINT A CLERK

FOR THE TOWNSHIP OF RYERSON

WHEREAS the Municipal Act 2001, c. 25, Section 228 (1) states that a municipality shall appoint a Clerk;

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

1. That Nancy Field is hereby appointed as Clerk of the Township of Ryerson.
2. The appointment is effective November 15, 2023.
3. By-law # 28-23 to be repealed effective November 15, 2023

Read a first, second and third time
Signed and the Corporation affixed
There to and finally passed in Council

This 14th day of November, 2023

MAYOR

CLERK

Administrator's Report – October 25, 2023

Operational Items

Funding announcements/updates 2023

- Diagnostic Equipment and Training Fund application due November 8 2023
- Local Priorities Fund – new tranche – application was submitted

Systems and program changes/Network

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

Staffing, Recruitment & Retention, Temporary Foreign Workers

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

Community Support Services Program

- Funding application submitted – Canadore New Horizons Seed Grant – proposed for distribution of refrigerator magnets promoting CSSP services and contact info.
- MSAA reporting- SRI (Self Reporting Initiative) Quarter 2 report due November 7th
- Lease renewal -April 1/24-Mar 31/29 \$2,400/mo (Year 1&2) and \$2,500 (Years 3,4&5)
- Ontario Health (OH) Standard Operating Guidelines for all CSSP programs; work continuing.
- Investigating options for Van replacement.

Building Maintenance and Capital Work

Building Maintenance & Capital Work

- Quote for additional main floor (same dye lot) for admin area work estimated for November.
- Insurance work –Smoke detector tie to fire panel& fix hot spots in electrical panel outstanding.
- Interlocking repairs expected after ICIP construction project (at back of building behind chapel) outstanding (a few other minor deficiencies).

Construction Project (ICIP)

- Network project- continuing migration activities underway.
- BAS – Siemens – commissioning underway.
- Change order 17&18 – cancelled, scope of work limited to minimal repairs to link wall work changed to time and material only (link repair)
- Change order 19 – Split AC units for serveries \$26,229.78
- Building Committee minutes from October 12th circulated.

Contracts, Compliance and Policy Updates

Ministry of Long-Term Care Inspections

- Onsite August 14th to August 18th (investigating 4 CIS and 1 program evaluation) – investigation report has been received and delivered.

Critical Incidents (CIS)

- CIS report – M517-0000040-23 to M517-0000041-23.

Fixing Long-Term Care Act 2021 –Updates

Program Evaluations and other changes

- Continuous Quality Improvement Meeting held October 5th
- Emergency Preparedness Meeting October 5th (debrief) September 28th (evacuation drill)
- AODA meeting held October 5th – compliance report due by December 31st 2023
- IPAC meeting October 17th
- Professional Advisory Committee & Medication Management Meetings scheduled – Nov 7th

Emergency Preparedness Plans -Policy Updates & Testing

- Evacuation procedures – tested September 28th with fire department onsite as part of Municipality of Powassan emergency planning meeting.

Occupational Health & Safety updates

- WSIB Excellence Program
 - All topics completed submitted to WSIB for review and approval
 - i. Leadership & Commitment
 - ii. First Aid
 - iii. Health and Safety Participation
 - iv. Health and Safety Communication
 - v. Health and Safety Responsibilities

Other Policy Updates

- none

Contracts and Agreements

- StaffStat agreement – on hold.
- Life Labs – (June 2023 - June 2026) – Under review.
- Point Click Care – Secure Conversations im-under review.
- CSS – New lease agreement – April 1, 2024- March 31, 2029
- NOAH – Released two units (2 bedroom & 1 bedroom).
- Elevator 1 – LULA – under review.
- Siemens (BAS) – Under review.

Odelia Callery, CPA, CA
Administrator

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

1-Sep-23	MSCOL-092301	ROBSON COMMUNICATIONS INC.	682.79
12-Sep-23	MSCOL-092302	RECEIVER GENERAL FULL TIME	63,896.61
12-Sep-23	MSCOL-092303	RECEIVER GENERAL PART TIME	39,974.18
19-Sep-23	MSCOL-092304	ENBRIDGE UNION GAS	2,350.93
19-Sep-23	MSCOL-092305	MITCHELL JENSEN ARCHITECTS	4,152.75
19-Sep-23	MSCOL-092306	BELL INTERNET	131.54
19-Sep-23	MSCOL-092307	DIVERSEY CANADA	1,878.38
19-Sep-23	MSCOL-092308	DR. NG	3,532.00
19-Sep-23	MSCOL-092309	DR. KING	1,687.00
19-Sep-23	MSCOL-092310	MILLER WASTE SYSTEMS INC.	7,473.53
19-Sep-23	MSCOL-092311	ADT SECURITY SERVICES CANADA INC.	64.79
19-Sep-23	MSCOL-092312	TELIZON	476.01
19-Sep-23	MSCOL-092313	TELUS HEALTH (CANADA) LTD.	686.76
19-Sep-23	MSCOL-092314	CHRIS RAYMOND	2,161.25
19-Sep-23	MSCOL-092315	IAN PARKER	2,115.74
20-Sep-23	MSCOL-092316	CLAIM SECURE	1,356.02
21-Sep-23	MSCOL-092317	RECEIVER GENERAL FULL TIME	67,524.77
21-Sep-23	MSCOL-092318	RECEIVER GENERAL PART TIME	45,560.95
22-Sep-23	MSCOL-092319	GORDON FOOD SERVICE	20,420.95
22-Sep-23	MSCOL-092320	SYSO	48,433.26
22-Sep-23	MSCOL-092321	MEDLINE CANADA, CORPORATION	14,100.43
25-Sep-23	MSCOL-092322	HYDRO ONE NETWORKS INC.	17,690.87
25-Sep-23	MSCOL-092323	HYDRO ONE NETWORKS INC.	76.67
26-Sep-23	MSCOL-092324	HYDRO ONE NETWORKS INC.	172.11
26-Sep-23	MSCOL-092325	HYDRO ONE NETWORKS INC.	66.95
26-Sep-23	MSCOL-092326	HYDRO ONE NETWORKS INC.	135.01
26-Sep-23	MSCOL-092327	BELL TV	1,826.08
26-Sep-23	MSCOL-092328	HICKS MORLEY HAMILTON STEWART STORIE	1,968.46
26-Sep-23	MSCOL-092329	DISTRICT OF PARRY SOUND SOCIAL SERVI	5,600.00
26-Sep-23	MSCOL-092330	2170640 ONTARIO LIMITED-EVAN HUGHES	5,100.00
27-Sep-23	MSCOL-092331	WSIB	26,866.29
27-Sep-23	MSCOL-092332	MINISTER OF FINANCE EHT	15,229.44
27-Sep-23	MSCOL-092333	OMERS	124,540.36
28-Sep-23	MSCOL-092334	CLAIM SECURE	1,020.08
28-Sep-23	MSCOL-092335	DESJARDINS INSURANCE	30,337.59
30-Sep-23	MSCOL-092336	RBC VISA	9,518.08
1-Sep-23	636 SSC622844	AINSWORTH INC.	3,328.98
1-Sep-23	637 SSC622845	GFL ENVIRONMENTAL INC.	265.55
1-Sep-23	638 SSC622846	GNXCOR	186.97
1-Sep-23	639 SSC622847	HOSS	3,955.01
1-Sep-23	640 SSC622848	JEY'S BUSINESS RECORD STORAGE & MOBILE SHREDD	292.22
1-Sep-23	641 SSC622849	NEDCO	447.21
1-Sep-23	642 SSC622850	NORTHERN COMMUNICATIONS	67.62
1-Sep-23	643 SSC622851	ONTERA	37.23
1-Sep-23	644 SSC622852	STERICYCLE ULC	678.42
1-Sep-23	645 SSC622853	VALIN PARTNERS, LLP	581.61
1-Sep-23	646 SSC622854	WOOD WYANT	4,239.70

15-Sep-23	647	SSC622855	BOARD MEMBERS RENUMERATION-PETTYCASH	1,858.00
15-Sep-23	648	SSC622856	EASTHOLME PETTY CASH	144.05
15-Sep-23	649	SSC622857	MUNICIPALITY OF POWASSAN	28,842.36
20-Sep-23	650	SSC622858	ABELL PEST CONTROL INC.	257.53
20-Sep-23	651	SSC622859	CANADA BREAD-ONTARIO T6249	1,408.30
20-Sep-23	652	SSC622860	EXPRESS PARCEL	48.82
20-Sep-23	653	SSC622861	GLOBESTAR SYSTEMS INC.	6,836.50
20-Sep-23	654	SSC622862	JIM'S LOCKSMITHING	141.25
20-Sep-23	655	SSC622863	KATE DEWHIRST HEALTH LAW	1,356.00
20-Sep-23	656	SSC622864	2075781 ONTARIO INC TAG CONSTRUCTION	12,600.63
20-Sep-23	657	SSC622865	LIFELABS	415.00
20-Sep-23	658	SSC622866	NORTHERN MELCARM GROUP INC.	1,874.60
20-Sep-23	659	SSC622867	OTIS CANADA INC.	226.00
20-Sep-23	660	SSC622868	STAFFSTAT INC.	1,005.65
20-Sep-23	661	SSC622869	TIM DUROCHER OTREGONT	953.00
20-Sep-23	662	SSC622870	AGILIS NETWORKS	372.31
20-Sep-23	663	SSC622871	BEATTY PRINTING	451.74
20-Sep-23	664	SSC622872	CARE FOR YOUR CHAIR	20.34
20-Sep-23	665	SSC622873	MEDE-CARE HEALTH CARE SOLUTIONS INC.	2,655.50
20-Sep-23	666	SSC622874	ONTERA	37.60
20-Sep-23	667	SSC622875	POINTCLICKCARE	1,787.36
20-Sep-23	668	SSC622876	POWASSAN DRUG MART	19.78
20-Sep-23	669	SSC622877	PUROLATOR	14.66
20-Sep-23	670	SSC622878	ROMANIK, JEFFREY	840.98
20-Sep-23	671	SSC622879	SOMMERS GENERATOR SYSTEMS	4,435.25
20-Sep-23	672	SSC622880	STERICYCLE ULC	226.42
20-Sep-23	673	SSC622881	THERMO COUSTICS LIMITED	2,163.95
20-Sep-23	674	SSC622882	VAUGHAN PAPER	169.91
28-Sep-23	675	SSC622883	CUPE LOCAL 1339	10,128.78
28-Sep-23	676	SSC622884	DR. SCOTT HOUGHTON	30.00
28-Sep-23	677	SSC622885	HUNT, STACEY	400.72
28-Sep-23	678	SSC622886	NORTHERN MELCARM GROUP INC.	60.87
28-Sep-23	679	SSC622887	NOVO HEALTHNET LIMITED	7,416.80
28-Sep-23	680	SSC622888	OFFICE CENTRAL	1,070.36
28-Sep-23	681	SSC622889	TRANSCANADA SAFETY	168.37
28-Sep-23	682	SSC622890	WOOD WYANT	2,886.26
29-Sep-23			Bank Charges	214.50
29-Sep-23			Cheques September 2023	676,429.30

Payroll September 2023

2-Sep-23	Pay #18	260,070.52
16-Sep-23	Pay #19	275,520.72
		<u>535,591.24</u>



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: October 24, 2023

Motion # 261a

That the Council of the Township of Armour approve the appointment of the Township of Armour as the lead municipality on the construction of a new library project.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated W

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities



Chief Administrative Officer's Report

October 2023

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

Human Resources Update

This month we are celebrating the retirement of three long-standing DSSAB employees:

- Childcare Supervisor - Fairview ELCCC; 28 years of service
- Counsellor - Esprit Place; 30 years of service
- Supervisor - Income Support; 38 years of service

We wish all three the very best in retirement and thank them for their dedicated service to the DSSAB.

We also welcomed ten new employees to the organization throughout the last quarter.

After receiving feedback from employees that the current program was not meeting their needs, we are making a change to our Employee Assistance Program (EAP). The EAP is a voluntary and confidential service, to help employees and their family members (dependents), who have personal concerns that affect their personal well-being and/or work performance.

The new EAP offers the following resources that our staff have been looking for:

- Online and in-person counselling sessions
- An industry-leading mobile app that allows staff to book their appointments and connect with a counsellor in a timely fashion
- The app also has additional resources such as a newsfeed, well-being content and self-directed programs
- 24/7 crisis support
- Management support such as support for managing employees (depression, bullying, sexual harassment), employee performance, manager personal growth, and workplace safety

The EAP is one of many ways the DSSAB supports the well-being of our employees.

Facebook Pages



A friendly reminder to follow our Facebook pages!

- ♦ [District of Parry Sound Social Services Administration Board](#)
- ♦ [Esprit Place Family Resource Centre](#)
- ♦ [EarlyON Child and Family Centres in the District of Parry Sound](#)
- ♦ [The Meadow View](#)

Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	MAR 2023	APR 2023	MAY 2023	JUNE 2023	AUG 2023	SEPT 2023
Total Page Followers	462	471	474	478	490	500
Post Reach this Period (# of people who saw post)	7,891	4,460	3,789	4,010	2,249	4,112
Post Engagement this Period (# of reactions, comments, shares)	757	505	241	692	234	428

Esprit Place Family Resource Centre	MAR 2023	APR 2023	MAY 2023	JUNE 2023	AUG 2023	SEPT 2023
Total Page Followers	132	131	131	131	132	133
Post Reach this Period (# of people who saw post)	124	116	29	203	62	55
Post Engagement this Period (# of reactions, comments, shares)	7	71	1	2	1	2

DSSAB Twitter Stats https://twitter.com/psdssab	MAR 2023	APR 2023	MAY 2023	JUNE 2023	AUG 2023	SEPT 2023
Total Tweets	13	8	8	10	N/A	19
Total Impressions	300	300	291	301	56	229
Total Profile Visits	217	130	137	128	N/A	135
Total Followers	28	27	27	30	31	32

DSSAB LinkedIn Stats https://bit.ly/2YyFHIE	MAR 2023	APR 2023	MAY 2023	JUNE 2023	AUG 2023	SEPT 2023
Total Followers	399	410	416	434	437	441
Search Appearances (in last 7 days)	308	245	228	281	185	115
Total Page Views	31	30	41	56	33	22
Post Impressions	929	697	546	786	182	558
Total Unique Visitors	17	11	19	25	19	14

DSSAB in the Community

On September 29th, our Communications Officer and I attended the District of Parry Sound Municipal Association meeting in Dunchurch, where we set up a table showcasing information about all DSSAB programs and services. There were approximately 100 people in attendance, primarily elected officials, Ministries, Agencies and municipal staff from all municipalities in the District of Parry Sound.

Municipal Presentations

This month, myself and our Communications Officer, continued our road trip with presentations to several municipalities where we outlined the DSSAB’s programs and services and explaining to members of each Council how we can help members of their community. All Councils expressed their appreciation for the work done by DSSAB staff. These presentations were part of a series of Municipal presentations taking place over the next year.

Municipalities receiving presentations in September included:

- McKellar – September 19, 2023
- South River – September 20, 2023
- Tri-Council of Sundridge, Strong & Joly – September 25, 2023



Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District August 2023

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	0	0	3	1	20	24
Toddler (18-30M)	15	8	9	12	25	69
Preschool (30M-4Y)	18	15	16	42	43	134
# of Active Children	33	23	28	55	88	227

All four Early Learning and Child Care Centres were operating at or slightly below the Ministry of Education licensed capacity for each program so that staff were able to take summer vacations and to help mitigate the challenges of securing casual staff to cover the regulated program ratios. Many preschool children prepared to make the transition to school in September and the older toddlers were moved to the preschool rooms. The Ministry of Education Licensing Advisor has been out to the centre-based programs to complete the licensing process for the 2023/2024 year, and we have received positive results showing we are in full compliance with the *Child Care and Early Years Act*. Some programs brought in community partners over the summer months and introduced more cultural diversity through visual displays and introducing a variety of materials for the children to explore.

The Home Child Care Program has 19 active providers across the district and has 2 potential homes going through the approval process.

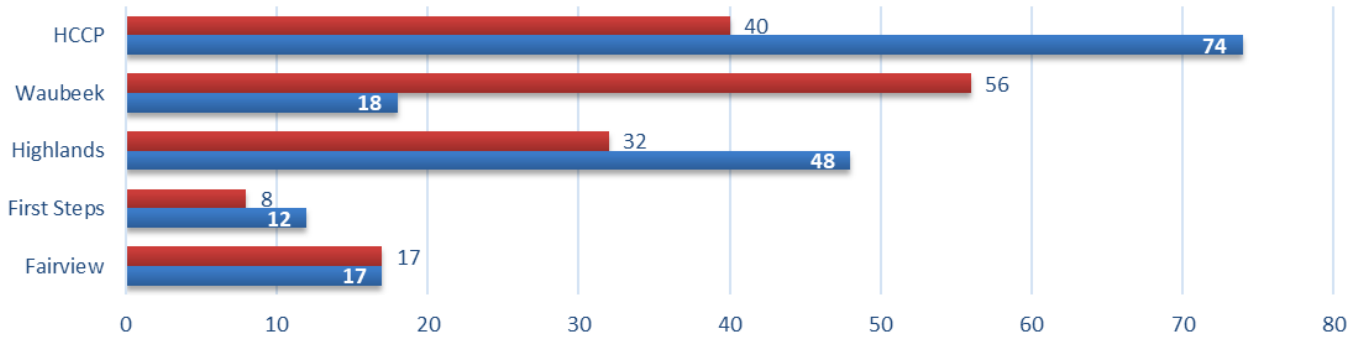
School Age Programs

August 2023

Location	Enrollment	Primary	Secondary
Mapleridge After School	N/A		
Mapleridge Before School	N/A		
Mapleridge Summer Program	13		
St. Gregory's After School	N/A		
Sundridge Centennial After School	N/A		
Land of Lakes After School	N/A		
Home Child Care	46	19	1
# of Active Children	59	19	1

The Mapleridge Summer Program was very successful this year remaining at capacity. The children enjoyed exploring the Powassan community and engaging in interactive play-based activities based on their interests and outdoor environment. The staff included creative opportunities where a variety of art mediums were explored, science experiments designed, and excursions were taken.

**Directly Operated Child Care Waitlist by Program
August 2023**



As shown in the above chart, the blue bar reflects families that are currently seeking care and space is unavailable while the red bar indicates families that have requested a space after December 31, 2023. Many families are calling reporting that they are newly expecting and wanting to be added to the waitlists for 2025. Requests for infant spaces continue to be on the rise. Many preschoolers have moved on to school and toddlers will be moving to the preschool classrooms which will open spaces in the toddler rooms for new intakes to come from the current waitlists. Waubeek has had the largest transition to school cohort of 27 children moving on and has been moving toddlers into the vacated spaces this past month. Even with this large transition, there is still a waitlist for infant and toddler spaces in all the directly operated programs.

**Inclusion Support Services
August 2023**

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	0	0	0
Toddler (18-30M)	1	9	10	16	0	0	0
Preschool (30M-4Y)	6	35	41	54	1	1	1
School Age (4Y+)	4	26	30	39	1	0	1
Monthly Total	11	70	81	-	2	1	2
YTD Total	12	78	-	108	30	22	10

Statistics for the ISS Program have remained unchanged for the month of August. The Resource Consultants worked with all the child care programs across the district and summer recreational programs to assist with ensuring every child had the opportunity to participate to their fullest potential in the summer activities.

EarlyON Child and Family Programs August 2023

Activity	August	YTD
Number of Children Attending	2,756	7,654
Number of New Children Attending	153	419
Number of Adults Attending	1,575	4,683
Number of Virtual Programming Events	5	32
Number of Engagements through Social Media	3,431	5,843
Number of Views through Social Media	27,920	76,786

The EarlyON team assembled “Getting Ready for Kindergarten” bags, 25 of which were distributed to families across the district and another 25 bags were provided to the ISS Resource Consultants to give to families on the caseload that were attending Kindergarten in the fall.

This summer, the EarlyON team was able to provide summer pop-up programs in Callander, Emsdale, Foley, Trout Creek, Magnetawan, and Powassan with a total of 79 adults and 137 children attending. We reconnected with returning families as well as new families who have recently moved to the area.

The Moms-to-Moms group continues to be a supportive program at the Parry Sound Community Hub for the new moms in the community. Over the summer we had 39 moms and 62 children in attendance.

EarlyON Facilitators prepared for the fall reopening of programs in Humphrey, Emsdale, Orrville, Magnetawan, Carling, Powassan, Foley, Sundridge, Rosseau, Callander, Trout Creek, and Port Loring.

Funding Sources for District Wide Childcare Spaces August 2023

Active	# of Children	# of Families	Funding Source - New	# of Children	# of Families
CWELCC*	108	105	CWELCC	1	1
CWELCC Full Fee	178	177	Extended Day Fee Subsidy	1	1
Extended Day Fee Subsidy	11	11	Fee Subsidy	6	5
Fee Subsidy	101	78	Full Fee	1	1
Full Fee	12	10	Ontario Works	1	1
Ontario Works	14	12	Total	9	8
Total	424	393			

* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - Exits	# of Children	# of Families
CWELCC	5	5
Extended Day Fee Subsidy	2	2
Fee Subsidy	31	22
Total	38	29

Child Care Service Management Update

As the Government of Canada identified child care as a national priority to enhance early learning and childhood development, support workforce participation and contribute to economic recovery, funding under the Canada-Wide Early Learning and Child Care Agreement (CWELCC) is being used to build upon and leverage the success of Ontario's existing early learning and child care system. The Child Care Service Management team is thoughtfully creating strategies to increase quality, accessibility, affordability, and inclusivity in the early learning and child care sector. Listed below are some identified priorities and achievements:

- Revenue replacement funding is being allocated to licensed child care operators in the District of Parry Sound; striving to achieve an average base fee of \$10 a day by 2025-26 for licensed child care spaces accommodating children ages 0-6;
- Priority areas have been determined within our Directed Growth Plan to support expansion of licensed child care for community and school based spaces;
- Start-up grant processes and applications are being created to support expansion;
- Establish an updated early years network to better understand pressures, overcome challenges, prioritizing community needs while creating specific action plans.

Quality Assurance Update

Throughout the months of July through to September, 12 Recreational and Skill building programs were visited. During those visits a Quest 2 assessment was completed on each program by the Quality Assurance Supervisor. The Quest 2 quality assurance assessment tool must be conducted by a High 5 trained trainer and is designed to measure program effectiveness and performance. It provides an evaluation and feedback to programs and administrators to assist in maintaining the highest quality programming at both the individual and organizational level. Upon completion of each assessment a copy of the assessment along with any recommendations was sent to each program. All programs supported by the DSSAB successfully passed their evaluation and did not require any follow-up.

One of the best ways to contribute to the quality of programming is to invest in our educators. Therefore, additional professional development training opportunities through the Early Childhood Community Development Centre (ECCDC) have been offered to educators for the fall of 2023 through the continued support of the workforce funding. The training offered will assist in providing educators with continued early learning seminars that support the importance of families in childcare, along with sessions that support high quality and engaging learning environments.



Additional funds have been used to send the Inclusion Support staff to Reaching IN... Reaching OUT (RIRO) training. This 12-hour evidence-based program, is a resiliency training that provides service providers working with early learning, child care, community/ mental health and other settings the knowledge and skills they need to model and teach resilience approaches to children 0-8 years of age. The skills learned in this training will help enhance self-regulation skills and promote a “resilient” perspective and flexible approach to handling stress, serious problems and everyday challenges for children and families. Along with the RIRO training the ISS staff have been funded to take a Self-regulation certificate program to assist in teaching new ways for educators to understand and respond to challenges in behaviour, temperament and learning. Following the training sessions the staff will share their new knowledge with the team of educators working with children in the centres.

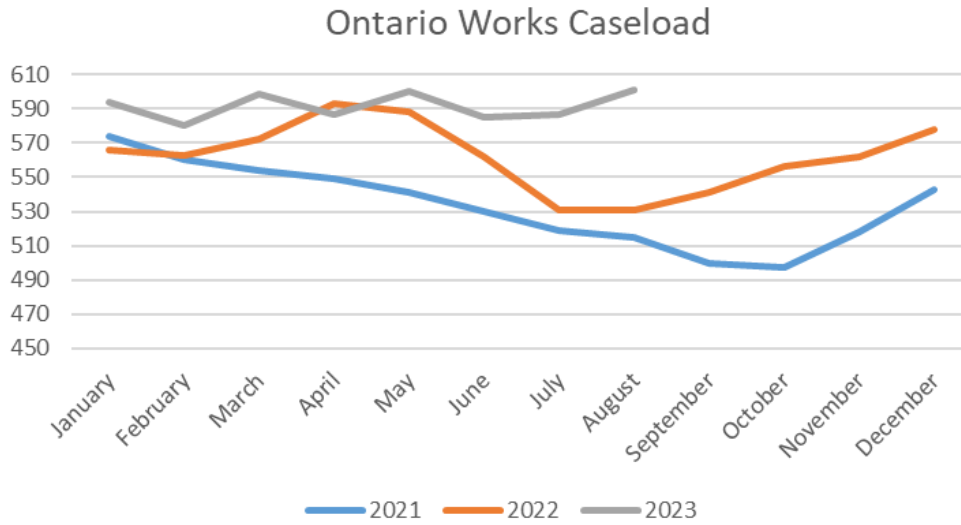
Income Support & Stability Update

Beginning with the November meeting, the Director of Income Support and Stability will be co-chairing the Health & Social Services Network (HSSN) along with the Chief Nursing Officer at the WPSHC. The HSSN is a collaborative group of Health Care, Mental Health and Social Service Agencies in West Parry Sound that meets monthly and provides a platform to discuss issues that impact the community that intersect the Health Care and Social Services lenses and strategizes ways to address these problems in an integrated way. This group has also been supporting the WPSHC’s Ontario Health Team application. This is a very exciting evolution in our partnership with the Health Centre.

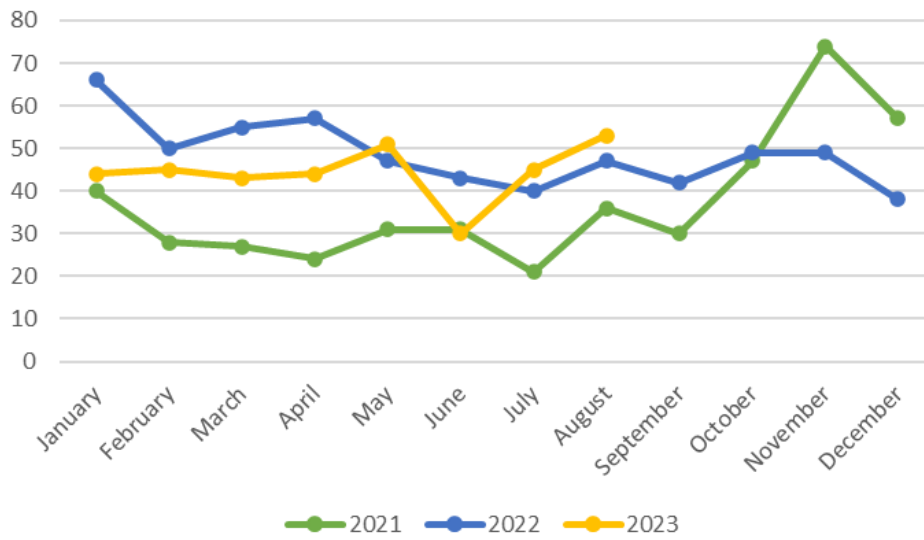
The Director of Income Support and Stability also attended a follow-up Geriatric Pathway session hosted by Ontario Health at the Best Western in Parry Sound.

This past summer saw the beginning of weekly meetings between Ontario Works, Housing Stability and Esprit, with the goal of enhancing the support for visitors to the shelter and supporting a safe and successful transition. Income Support and Stability Team members continue to meet clients where they are at in offering supports. Recently we have partnered with Esprit Place and one staff member is based out of the shelter each morning. We use creative methods in connecting with clients, sometimes meeting at a local park, business or in their home. This contributes to the success of supporting a client with life stabilization.

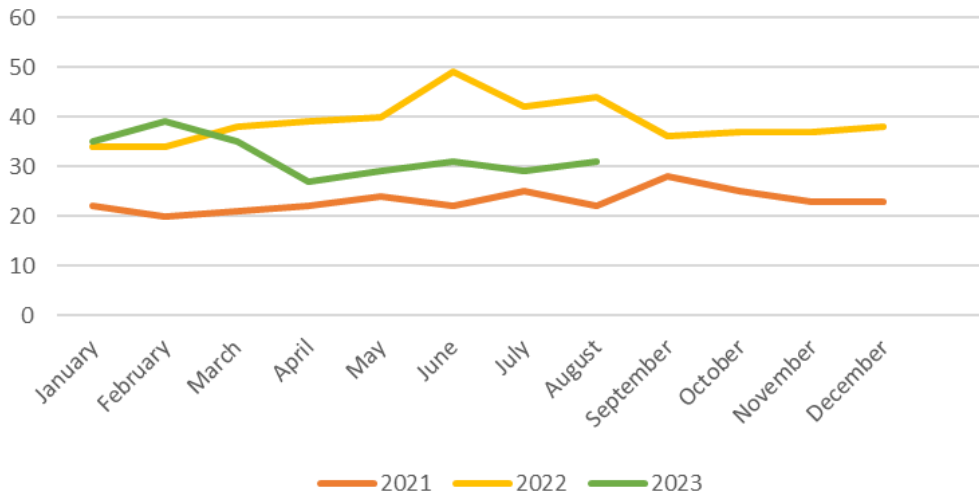
In September, several staff from Ontario Works and Housing Stability attended a 2-day ASIST Training at Employment North in South River. Staff continued to enhance their knowledge by attending training on the BNL Prioritization, Matching and Referrals, and they continue to complete training provided by OAITH.



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received



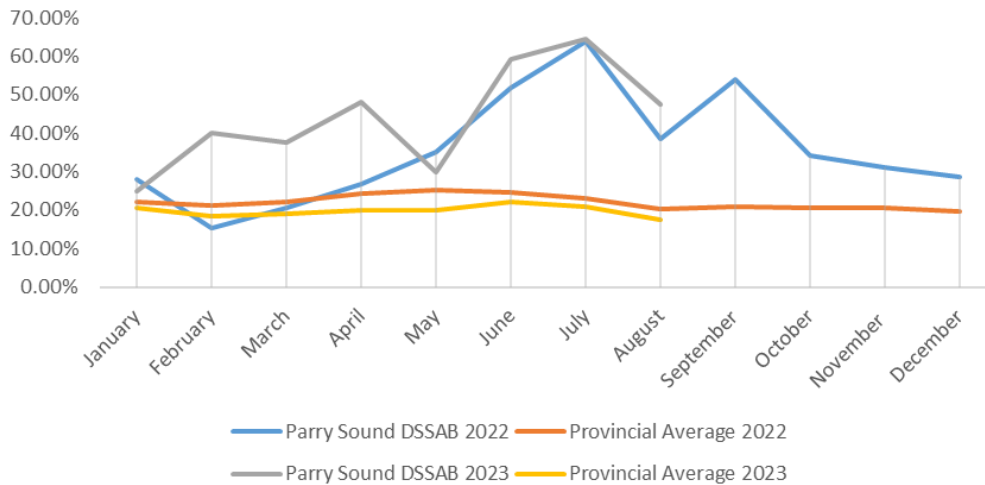
ODSP Participants in Ontario Works Employment Assistance



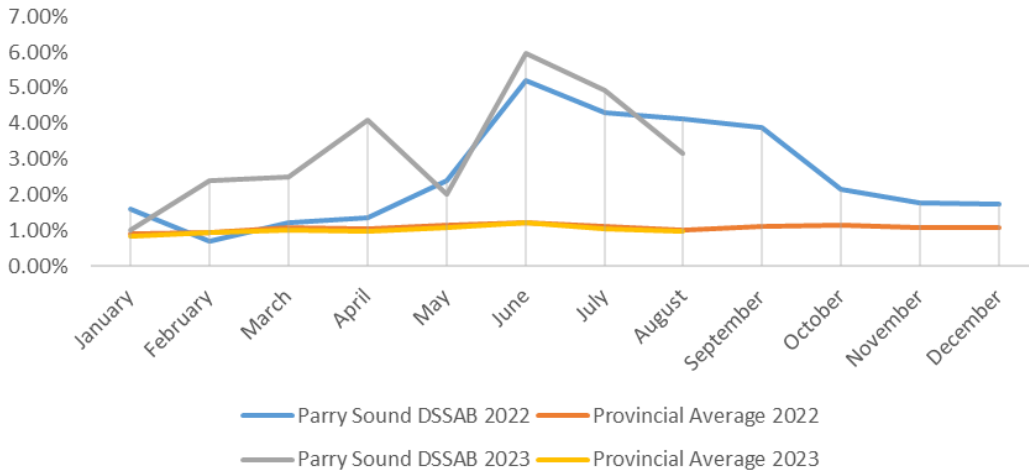
The OW Caseload as of the end of August has crept up to **601** (there are 963 beneficiaries in total). We are supporting **31** ODSP participants in our Employment Assistance program. We also have **57** Temporary Care Assistance cases. Intake also remains steady. We had **53** Ontario Works Applications and **29** applications for Emergency Assistance in August which is trending higher than historical norms.

Employment Assistance & Performance Outcomes

% of Closures Exiting to Employment

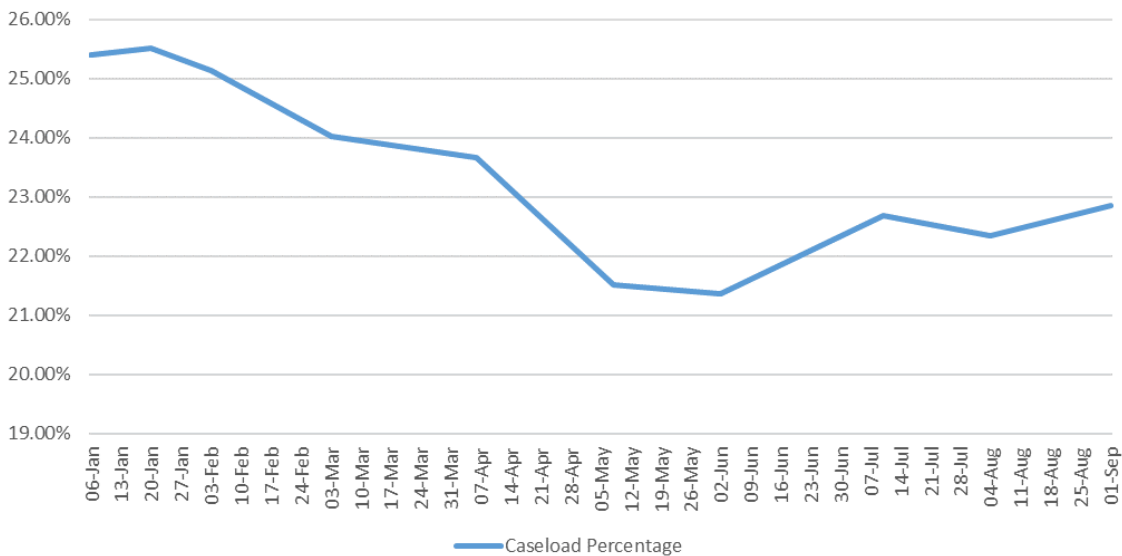


% of Caseload Exiting to Employment



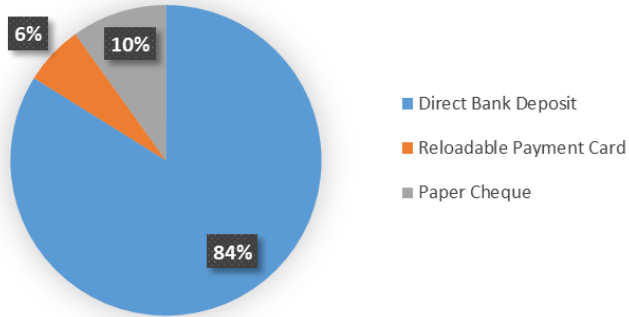
Our Employment Outcomes performance in August remains strong. We ranked #1 and #2 respectively in each area among our Northeast counterparts. We also exited 6.7% of the caseload for any reason in August. This is also very strong considering the continued reduction in job postings reported by the Labour Market Group, which saw a nearly 22% drop in postings in July (-36 total).

MyBenefits Enrollment 2023



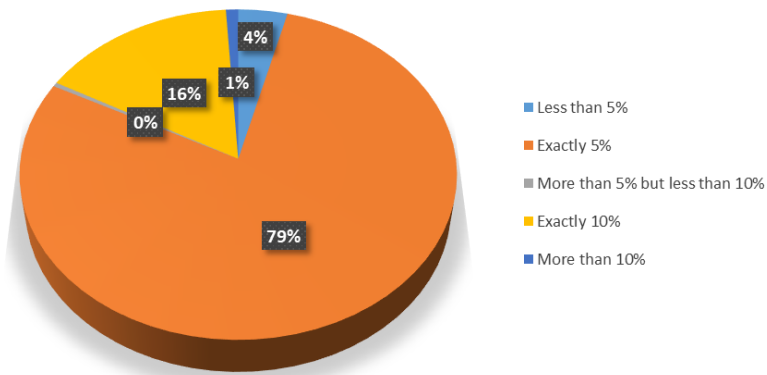
DBD Enrollment

Payment Receipt Method August 2023



Overpayment Recovery Rate

August 2023



Ontario Works Update

The Supervisor of Income Support in Parry Sound met with the new Team Leader at YMCA to talk about our work together, initiatives and to organize a schedule where YMCA staff visit our Beechwood office once per month and for OW staff to visit the YMCA office once per month to visit and meet with mutual clients. This is beginning this month.

In September the Supervisor of Income Support in South River attended the Almaguin Highlands Community Partners meeting, which we hosted at our Toronto Avenue location. These meetings, that take place quarterly, are a valuable platform for information sharing on new programs, initiatives and networking.

Regarding Employment Services Transformation, as we await the selection of our Service System Manager in our District as well as the rest of the Northeast, the Income Support and Stability Management Team attended an information session hosted by College Boreal in North Bay. The goal of this session was to provide an update on where things are with the planned submission as well as gather feedback from stakeholders.

MCCSS has reinforced its commitment to Centralized Intake. They are working with a select group of municipalities to further increase the role and responsibilities of the Centralized Intake team (IBAU). Legislative amendments passed by the legislature in June 2021, have identified the Ministry as a Delivery Agent to support these changes. These changes include the Ministry taking responsibility for formal decision making for applications, notification to the client and Internal Reviews for all low and medium risk applications. This will continue to be trialed in the 3 municipalities before larger implementation across the province.

In the past few months, our Ontario Works Case Workers have been focused on improving our outreach efforts to help support our most complex clients, while fostering crucial relationships with community partners. These relationships have allowed us to tap into additional resources that we would not have known about otherwise, while relying on others with more expertise and ability to provide comprehensive stability supports. With our client centered approach, our Case Workers have made significant strides in improving the lives of our most vulnerable community members.

We have had recent success with an Ontario Works client completing our Employment Placement Initiative and reaching the 3rd Milestone in our program with Employment North and has since become self-sufficient and exited Ontario Works. We have a new client entering the placement program and have just hit Milestone #1.

Ontario Works Case Workers have been accessing all resources and rent supplements available through the province, the district and CMHA to continue to support our clients and keep them housed. These have been extremely beneficial in assisting clients with the gap between their shelter portion and actual rent costs. Case Workers have been working with clients to make sure they get access to foodbanks and attending local foodbanks with clients that are vulnerable and have food insecurity.

Our van, utilized in our South River office, has been crucial to supporting our clients with transportation barriers to access community supports, workshops, foodbanks, community kitchens, medical appointments and more. This contributes to improving the overall well-being and health outcomes for our community members.

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Stability Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Stability Program, periodically within the month, not requiring intense case management.

August 2023 Income Source

	East	West
Senior	6	16
ODSP	10	28
Ontario Works	4	13
Low Income	18	33

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

August 2023 Income Source

	East	West
Senior	13	22
ODSP	9	14
Ontario Works	8	15
Low Income	9	44

Contact/Referrals

August 2023	East	West	YTD
Homeless	2	9	42
At Risk	7	5	64
Esprit Outreach Homeless	0	1	6
Esprit Outreach at Risk	0	0	10
Esprit in Shelter	4		11
Program Total	133		

Short Term Housing Allowance

	Active	YTD
July 2023	10	37

Housing Stability: Household Income Sources and Issuance from HPP:

August 2023 Income Source	Total	HPP
Senior	5	\$2,119.26
ODSP	15	\$7,660.04
Ontario Works	8	\$3,928.38
Low Income	2	\$1,553.74

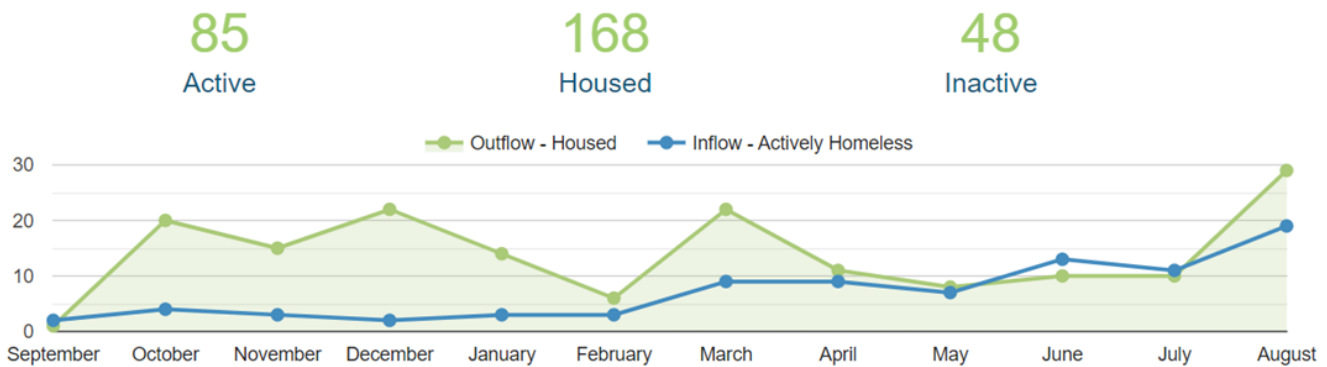
August 2023 Reason for Issue	Total
Rental Arrears	\$275.00
Utilities/Firewood	\$1,384.25
Food/Household/Misc	\$12,290.95
Emergency Housing	\$1,311.22
Total	\$15,261.42

Ontario Works: Household Income Sources and Issuance from HPP

August 2023 Income Source	Total	HPP
Senior	1	\$1,000.00
ODSP	3	\$2,200.00
Ontario Works	17	\$12,571.12

August 2023 Reason for Issue	Total
Rental Arrears	\$4,182.00
Utilities/Firewood	\$3,259.44
Food/Household/Misc.	\$8,329.68
Total	\$15,771.12

**By-Name List Data
September 2021– August 2023**



Housing Stability Update

This August, in preparation for beginning our own transitional housing program, we visited our colleagues at Nipissing DSSAB, to tour their Northern Pines Transitional Housing program. We are grateful for their hospitality. Processes and policies are under development for the Transitional Unit that is scheduled to open early 2024.

By-Name List (BNL) Community of Practice sessions hosted by the Canadian Alliance for Ending Homelessness (CAEH), continue to be hosted monthly and are attended by various team members. Topics include Winter Response, Prioritization, Matching & Referrals, Analyzing BNL Data and Continuous Improvement. Our Supervisor of Housing Stability continues to work with our CAEH BNL coach to support our BNL work.

The Director of Income Support and Stability attended the DPSVAW Coordinating Committee meeting on September 20, 2023.

The Housing Stability Team are in the final stages of organizing an ID and Tax clinic for both our local offices on a regular basis. Clients without proper ID face numerous challenges and by hosting these clinics our goal is to remove any related barriers.

Caseloads remain steady for Housing Stability, however, the complexity of the client’s needs are raising. We are learning to shift, adapt and advocate with and for the client to get adequate support in place.

Housing Programs

Social Housing Centralized Waitlist Report August 2023

	East Parry Sound	West Parry Sound	Total
Seniors	47	113	160
Families	126	409	535
Individuals	507	192	699
Total	680	714	1,394
Total Waitlist Unduplicated			450

Social Housing Centralized Waitlist (CWL) 2022 - 2023 Comparison Applications and Households Housing from the CWL

Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5			1		Jan	5	1	13		
Feb	9	1	2			Feb	5	1	10		
Mar	12		5	2	1	Mar	6		35		
Apr	12	1	1			Apr	11		17	6	
May	11	1		3		May	13	2	9	2	
June	15		3	2		June	9	1	2	1	
July	13	2	10	1		July	5	1	5	1	
Aug	5		17	2	1	Aug	14	1	3	1	
Sept	16		10	1	1	Sept					
Oct	14		12	6		Oct					
Nov	12	1	8	3		Nov					
Dec	1			5		Dec					
Total	125	6	68	26	3	Total	68	7	94	11	0

SPP = Special Priority Applicant

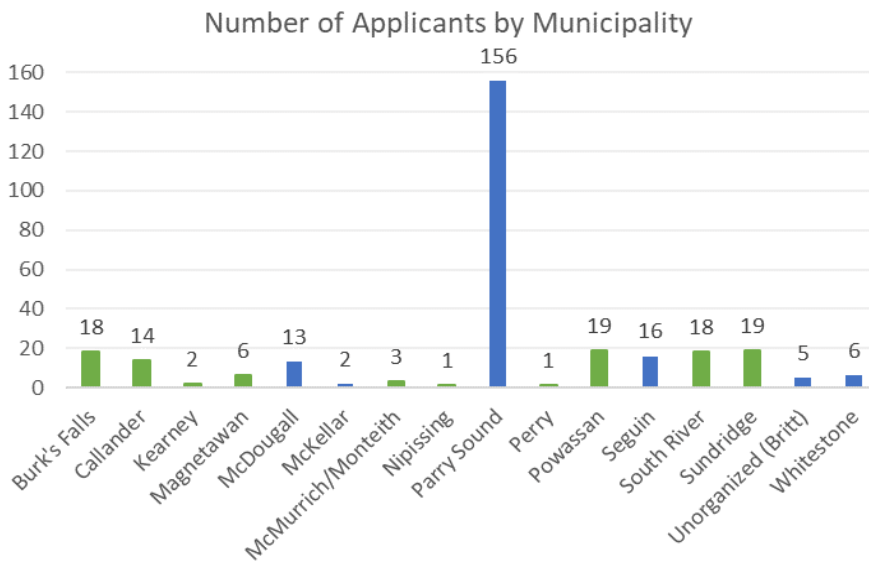
Housing Programs Update

Housing Programs was able to start sending in COHB applications (Canada-Ontario Housing Benefit) beginning April 1st of this year. These applications were for the 2023-2024 benefit year. We began submitting applications immediately and received notification in early July that we had spent all our allocated funds. This was the fastest we have used this funding since the program began in 2020. We were able to assist just under 30 new households throughout the District of Parry Sound. Our team continues to receive calls and emails daily from other departments, community partners and clients inquiring about availability of COHB funding, which highlights the significant need for affordable housing in our district. Applications for the 2024-2025 year are not able to be submitted until April 1st, 2024.

Housing Programs has also seen an increase in requests for Ontario Renovates Accessibility grants. This program allows eligible homeowners to apply for a grant to assist with accessibility related repairs. This allows people to safely remain in their homes longer than they may have been able to without the repairs/renovations. We have been able to assist with a variety of requests including accessible bathtubs/showers, ramps, porch lifts, grab bars and widened doorways.

Housing Programs launched their second landlord survey mid-September. We saw several responses from area landlords come in within just a few days. The data we hope to collect from the responses will allow us to get a better understanding of the private housing stock within our district, as well as the current rents being charged. It also allows us to make connections with landlords for future working relationships.

We continue to collect waitlist data each month which allows us to gather real-time information on our applicants. The table below reflects the current location that applicants live in the District of Parry Sound. This table is slightly different than what was shown in the last report as it breaks down applicants by municipality rather than east or west. In the month of August, we saw 14 new applications, which is an increase from previous months. We have also seen an increase in special priority applications for priority placement on the centralized waitlist. There were several approved applications over this quarter.



This table shows the current location of CWL applicants that live in the District of Parry Sound. Blue represents West side municipalities and green represents East side municipalities. This shows that many of our waitlist applicants live in the Town of Parry Sound.

Parry Sound District Housing Corporation
August 2023

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	2	26
Move in	4	22
L1/L2 forms	0	5
N4 - notice of eviction for non payment of rent	0	4
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	2	10
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	6	55
No Trespass Order	1	1
Tenant Home Visits	25	136
Mediation/Negotiation/Referrals	21	88
Tenant Engagements/Education	2	86

Tenant Services Update

Over the summer months, Tenant Services has been working hard to get to ALL LHC/DSSAB tenants with a brand new and improved lease document. This involved having a lawyer review, writing out all leases for each tenant with custom rent calculation information in each one, and delivering them in person to workshop sessions we had planned in order to go through a generic template together as a group, answer any questions, and have signing completed on-site. All apartment buildings have been visited for this purpose now, and what's left to do are the family units. The new lease is much easier to follow, referencing updated relevant Legal Acts and removing some of the legal jargon and wordiness. Many tenants expressed appreciation for the time spent explaining and having conversations about tenancies. The signed return rate is likely about half, so some are preferring to stay on the old, original lease.

In September, we hosted a fire prevention workshop at our Callander building in partnership with the Callander fire department, and the Fire Chief came to present information to tenants. The tenants in attendance expressed having really enjoyed it and learned a lot of very valuable information from the event. We hope to expand this education to all buildings and as many tenants as possible in the future.

This fall we have been working hard to get all rental increase notices and letters out to all LHC/DSSAB and NOAH tenants before October 1st, in line with the Provincial guideline of a 2.5% increase.

Tenant Services sends out quarterly newsletters to tenants in order to share pertinent information or reminders, as well as new changes to contact people, or events that have taken place, or will. We also share recipes and word searches or colouring competitions – first person from each building to get them into the drop box with the most answers gets a gift card. This winter we plan to do a puzzle contest among the buildings, as many tenants enjoy using the common room to complete puzzles together.

Here are some snippets from the fall edition:

Living in a multiple unit dwelling may be challenging at times. Please be mindful of your actions so that they don't interfere with the reasonable enjoyment of others.

Tenants are responsible to work out their differences and if not resolved, a complaint form needs to be filled out in order for the complaint to be addressed.

We are asking all tenants who are permitted to smoke in their units, not to smoke during inspections or staff presence, unless you go outside. We appreciate your co-operation.

Please Review the Following Steps for Tenant Issues

- (1) Collect as much information as you can about the problem. Date & Time.
- (2) **You are expected to be involved in the mediation and work together to come to a conclusion before contacting Tenant Services.**
- (3) If the problem persists complete the purple complaint form found in your building common room or laundry room and leave in the drop box.
- (4) If it is an emergency call Housing Office as soon as possible. If you ever feel your life is in danger call the police.
- (5) You may not be aware/informed of the actions we are taking to resolve the matter.

Property Maintenance August 2023

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 28 units have been treated
Vacant Units	13	one-bedroom (8); multiple bedroom (5) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	6	one-bedroom market units available
After Hours Calls	8	Smoke detector beeping, sink overflow causing flooding, OPP requested for video footage 4 staff participate in the on-call phone tree system
Work Orders	150	Created for maintenance work, and related materials for the month of August
Fire Inspections		Will provide in next month's report

Capital Projects August 2023

- The roof at 16 Toronto Ave. has been replaced
- The contract for the roof replacement at 66 Waubeek has been signed
- Consultant recommendations and architectural drawings for the 5-story building window replacement has been received, and currently reviewing for the 2024 budget
- The Queen St. and Broadway duplexes have undergone roof replacements, and the interior rough framing has been completed; the electrical and mechanical work is currently underway
- The kick-off meeting between engineers, architects, and consultants took place in September for a redesign of a tenant parking area for a west side building
- HVAC systems at 66 Waubeek St. have been replaced
- Dangerous trees have been removed from the Waubeek and Church Street properties
- Furnaces at some west side family unit properties have been replaced
- Extensive repairs within a unit after fire damage has finally been completed, and a new tenant has moved in

Annual Inspections

In August, we completed annual inspections for five units, and all buildings on the east side of the district had their annual fire inspections completed and passed. The purpose of these annual inspections is to document maintenance issues, update smoke detectors approaching expiry, change out batteries, and make sure fire extinguishers are in working order.

Esprit Place Family Resource Centre August 2023

Emergency Shelter Services	August 2023	YTD
Number of women who stayed in shelter this month	19	77
Number of children who stayed in the shelter this month	7	29
Number of hours of direct service to women (shelter and counselling)	231	1,147
Number of days at capacity	0	73
Number of days over capacity	5	36
Overall capacity %	80%	77%
Resident bed nights (women & children)	248	1,610
Phone interactions (crisis/support)	44	195

Transitional Support	August 2023	YTD
Number of women served this month	16	65
Number of NEW women registered in the program	8	13
Number of public ed/groups offered	0	3

Child Witness Program	August 2023	YTD
Number of children/women served this month	22	104
Number of NEW clients (mothers and children) registered in the program	11	31
Number of public ed/groups offered	1	6

Esprit Place Family Resource Centre Update

Women's Services was thrilled to welcome our new Esprit Place Supervisor in August. She brings a wealth of knowledge and experience to our team. Her experience in OW and HSP will be highly valuable as we continue to create a comprehensive service delivery model for clients accessing Esprit services.

Esprit Place continues to be very busy supporting women and children fleeing violence, as well as women experiencing homelessness from across the District of Parry Sound. We have had several days at or over capacity during the summer months and only anticipate that this need will grow as the weather changes. Our focus continues to be "housing first" and as such, we are working to strengthen partnerships with our DSSAB programs, as well as with other community partners to ensure access to safe affordable housing for our clients.

For the last several months CMHA has supported an Addictions Counsellor to be present at the shelter a half day a week. This partnership has increased access to timely addiction and mental health support for our clients and has strengthened the relationship with this important community partner. The Director of Women's Services also had the pleasure of meeting with the Restorative Relationships Manager from the Parry Sound Friendship Centre. They had a productive discussion about potential areas of collaboration, and agreed to work together to ensure that Esprit Place services are culturally safe for Indigenous women and children. We look forward to welcoming the Friendship Centre into Esprit Place to provide input and suggestions and to deliver cultural programming.

The District of Parry Sound Violence Against Women Coordinating Committee has begun rebuilding its membership and is now meeting regularly. The Director of Women's Services will be co-chairing this committee with the Restorative Relationships Manager from the PSFC. We have drafted a workplan for the 23/24 fiscal year that focuses on strengthening membership and delivering violence prevention and healthy relationship programming to the community.



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Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

MINUTES
Burk's Falls & District Historical Society
Fell Homes, Burk's Falls
Monday, October 16, 2023

Members Present: Diane Brandt – President
Nieves Guijarro – Vice-President
Charlene Watt – Secretary (via teleconference)
Krista Trulsen
Barry Burton
Kirk Du Guid
George Sterling
Ryan Baptiste

The Members present constituted a quorum.

Call to Order:

The meeting was called to order at 6:58 p.m.
Diane Brandt in the Chair.

Welcome:

Diane welcomed Members. Regrets from Jarv Osborne and Jenny Hall.

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance and adoption of the September 18, 2023 Meeting Minutes as circulated: **Moved by Krista Trulsen, Seconded by Nieves Guijarro. Carried**

Treasurer's Report:

A Treasurer's Report will be available at the next meeting.

Correspondence:

Members were informed that Net Spectrum sent an email advising that they are enhancing their billing system and customer portal.



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Committee Reports:

Wiseman's Corner Schoolhouse Update:

Members were updated by Diane on the Sunday, October 15, 2023 Restoration Festival event that was held at the schoolhouse. The heritage centre was opened from 11:00 a.m. to 3:00 p.m. with over 20 visitors.

Watt Farm House Update:

Diane provided a verbal update to Members to advise that she has been working at the farm house at least once a week. A Remembrance Day display will be set up by October 27, 2023 and the heritage centre will be open on October 28, 2023 and November 4 – 5, 2023 from 11:00 a.m. to 3:00 p.m. The stairlift is to be inspected in November. The new steel building is still in the early construction phase and walls are expected in the coming weeks.

General Business:

Halloween:

Charlene Watt and Ryan Baptiste updated Members on the Halloween Party with the Burk's Falls Lions Club. The party will be held on Halloween night at the arena from 6:00 p.m. to 8:00 p.m. Barry and Lorraine Burton will be dressed in authentic medieval clothing and host a Knighting Ceremony for children. Nieves Guijarro and Krista Trulsen volunteered to help with certificate and candy handouts. A bowling game will be set up by the Historical Society. Ryan Baptiste will assign duties to Charlene Watt, Logan Watt, Kaiyla Hoffmann, Mayor Rod Ward, Councillor Rob Blakelock, Danette Blakelock, Mayor George Sterling, Diane Brandt and Makayla Ludlow upon arrival. Volunteers are to arrive in costume no later than 5:30 p.m. Collins' Valu-Mart has agreed to donate bottled water and Diane will create a sign acknowledging their contribution. Charlene will bring the bottled water to the arena. The Lions Club will begin decorating in the late afternoon and the medieval display will be set up around 5:00 p.m. Volunteers that can stay for clean up would be appreciated.

New Business:

Donations:

Diane Brandt updated Members on donations from the last month. Steve Napper donated an anchor, winch, and scale. Paul Fowler and Marilyn MacKay have donated trapper equipment, snowshoes, an Indigenous deer hide jacket, hunting magazines, a mannequin and much more. Paul Fowler also donated Marj Fowler's family Christening Gown. Members were thankful for the donations and the donating families are appreciative that the Historical Society will continue to preserve the family heirlooms.



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Poppy Fund:

Members discussed the annual donation to the Burk's Falls Legion's Poppy Fund. **Motion that the Burk's Falls and District Historical Society approve a donation to the Burk's Falls Royal Canadian Legion Poppy Fund in the amount of \$100.00: Moved by Ryan Baptiste, Seconded by Barry Burton. Carried**

Santa Claus Parade:

Members reviewed a letter from the Santa Claus Parade Committee asking for a donation to support the costs associated with the parade and inviting the Historical Society to enter a float. Members agreed to donate and suggested that the request for participation in the parade be discussed at the next meeting. **Motion that the Burk's Falls and District Historical Society approve a donation to the Burk's Falls Santa Claus Parade Committee in the amount of \$100.00: Moved by Barry Burton, Seconded by Kirk Du Guid. Carried**

Adjournment:

The next meeting will be held on Monday, November 20, 2023 at Fell Homes. There being no further business, **Krista Trulsen moved to adjourn the meeting at 7:31 p.m.**

Recorded by
Charlene Watt, Secretary &
Deputy Treasurer

Approved by
Diane Brandt, President