

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR MEETING AGENDA**

**April 9, 2024 AT 6:00 P.M.**

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

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

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

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

**Meeting will be recorded.**

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

**Note: (R)** denotes resolution

**1. CALL TO ORDER:**

1.1 Attendance:

1.2 Announcement: This meeting is being recorded

**2. ADOPTION OF MINUTES:**

2.1 Adoption of notes from the Special Tri-council meeting on March 25, 2024 and the minutes from the regular meeting on March 26, 2024 **(R)**

**3. DECLARATION OF PECUNIARY INTEREST:**

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

**5. TENDERS/QUOTES/REQUESTS FOR PROPOSALS (RFP):**

5.1 Tender 2024-01 Crushed Granite **(R)**

5.2 Tender 2024-04 Roadside Mowing **(R)**

5.3 Tender 2024-05 Groundskeeping **(R)**

**6. REPORTS:**

6.1 **FIRE CHIEF:** Joe Readman, Introduction.

6.2 **CAO/TREASURER:** Assign Signing Officers **(R)**,

6.3 **PUBLIC WORKS:** Staff report, Roads Updates for March.

6.4 **CLERK:** Introduction to a Draft Trailer Licensing By-law, Introduction to a Draft Property Standards By-law, Introduction to a Draft Trailer Park By-law, Updates to the 2024 Meeting Schedule.

**COUNCIL REPORTS:** If any reports are available.

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

Follow up from the special Tri-council meeting.

7.1 Library Board – Resolution **(R)**

7.2 Tulloch - Estimate for Plan of Survey

7.3 Greystone - Library Project

**8. COMMUNICATION ITEMS:**

8.1 City of Greater Sudbury Resolution 62-24 Re: Amend Occupational Health and Safety Act Definition of “Employer” **(R)**

8.2 AMO Land Use Planning Training **(R)**

General Information:

- Historical Society March 2024 Minutes
- JBC Annual Permit Summary
- ADR Chambers Integrity Commissioner Annual Report
- Township of Armour Resolution Re: Ice Surface Removal – Fall Fair 2024

**9. CONFIRMING BY-LAW:**

9.1 To confirm the meetings of Council **(R)**

**10. IMPORTANT DATES:**

April 30, 2024 Regular Council Meeting 6:00 p.m.

May 14, 2024 JBC Special Meeting 5:30 p.m.

May 14, 2024 Regular Council Meeting 6:00 p.m.

May 25, 2024 HazMat Day 10 a.m. – 2 p.m.

May 27, 2024 Tri-Council 7:00 p.m. Katrine Community Centre

**11. ADJOURNMENT: **(R)****

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**LIST OF PROPOSED RESOLUTIONS**

**FOR COUNCIL MEETING: April 9, 2024 AT 6:00 P.M.**

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

Be it resolved that the minutes from the Special Tri-council meeting on March 25, 2024 and the minutes from the regular meeting on March 26, 2024 be adopted as circulated.

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

Be it resolved that Ryerson Township Council accept Tender 2024-01 to Supply & Apply Crushed Granite approximately 11,950 tonnes of 7/8 inch, applied to approximately 9.5 km. on Starratt and Royston Rd., and 1,000 tonnes delivered to stockpile at the Ryerson Township yard, located at 28 Midlothian Road, from \_\_\_\_\_ in the amount of \_\_\_\_\_ plus HST for a total of \$\_\_\_\_\_.

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

Be it resolved that Ryerson Township Council accept Tender 2024-04 for Roadside Mowing for approximately 116 kms of roads, both sides of the roads as outlined on the map included, with the tender from \_\_\_\_\_ in the amount of \_\_\_\_\_ plus HST for a total of \$\_\_\_\_\_.

**Item # 5.3 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council accept Tender 2024-05 for Groundskeeping services, from \_\_\_\_\_ in the amount of \_\_\_\_\_ plus HST for a total of \$\_\_\_\_\_.

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

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-24, being a By-law to appoint signing officers in the township and further; That By-Law # \_\_\_\_- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 9<sup>th</sup> day of April 2024.

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

Be it resolved that Ryerson Township Council approves our share of the \$50,000. needed to bring the new library project to tender. Ryerson Townships share being \$8,411.25.

**Item # 8.1 on Agenda** Moved by Councillor Abbott, Seconded by Councillor Robertson,  
Be it resolved that Ryerson Township Council support Resolution CC2023-303 passed by the Council of the City of Greater Sudbury on December 5, 2023, regarding the Amendment of the Occupational Health and Safety Act to Clarify the Definition of "Employer", including that the definition of "employer" excludes owners that have contracted with a constructor for a project;

And furthermore, that a copy of this resolution and a copy of the City of Greater Sudbury's resolution be circulated to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, John Yakabuski, MPP for Renfrew-Nipissing-Pembroke, the Association of Municipalities of Ontario, and all Ontario Municipalities.”

**Item # 8.2 on Agenda** Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council authorize:

\_\_\_\_\_ to attend the AMO Foundation in  
Planning Land Use Planning on April 17, 2024 & October 22, 2024 or

\_\_\_\_\_ to attend the AMO Land Use  
Planning – Advanced Land Use Planning - A Deeper Dive Training on April 18, 2024 & October 23, 2024.

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

Be it resolved that leave be given to introduce a Bill # \_\_\_\_-24, being a By-law to confirm the meetings of Council and further; That By-Law # \_\_\_\_-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 9<sup>th</sup> day of April 2024.

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

Be it resolved that we do now adjourn at \_\_\_\_\_. The next regular meeting April 30, 2024 at 6:00 p.m.

**TRI COUNCIL**  
**TOWNSHIP OF RYERSON/ VILLAGE OF BURK'S FALLS / TOWNSHIP OF**  
**ARMOUR /**  
**NOTES OF SPECIAL MEETING**

MARCH 25, 2024

The Tri-Council meeting of the Council of the Township of Ryerson the Council of the Township of Armour, and the Council of the Village of Burk's Falls was held on Monday March 25, 2024, at 7:00 p.m. at the Katrine Community Centre.

Attendance:

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.

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.

Village of Burk's Falls: Mayor Chris Hope, Councillors John Wilson, Ryan Baptiste. Ashley Brandt and Sean Cotton. Staff: Denis Duguay, Clerk Administrator.

The meeting was called to order at 7:00 pm by Mayor Ward.

Adoption of Minutes

Moved by Rod Blakelock, seconded by Dan Robertson;  
That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls approve the notes of the TRI Council meeting held on February 26, 2024, as circulated. Carried

Community & Critical Services Planning for the Township of Armour

The members of the TRI Council discussed the draft paper presented by the Township of Armour on their priorities for the future. Priorities include the construction of a new fire hall, a new health and wellness centre and a library. The document details that the Township of Armour is willing to construct the fire hall and the library, finance them and then rent them back to the Fire Department and the Library Board. This draft paper was presented to TRI Council to advise them on what the Township of Armour's priorities are and what they are willing to do to accomplish their goals.

2024 Fire Department Budget

The 2024 final draft fire budget was discussed by TRI Council members. The Township of Ryerson and the Township of Armour have already approved the draft budget. After some discussion, the Village of Burk's Falls passed a resolution approving the 2024 Fire Department budget.

New Fire Hall Option to Build

The Township of Armour provided a report to the TRI Council members proposing that the Township of Armour build and finance the new fire hall. The Township of Armour would own the building and rent it to the Fire Department for the cost of the construction loan. The Township of Armour would also look into the possibility of acquiring some funding to offset the cost of the building.

TRI Council members discussed the proposal and wondered how this proposal differed from the proposal put forward by the Township of Ryerson. The Township of Armour advised TRI

Council that the proposal was only put forward to ensure that this project would move forward and not take many more years to complete. TRI Council members agreed that the project would move forward, based on the schedule and proposal presented by the Township of Ryerson, to the tendering stage with the money that is presently included in the 2024 Fire Department budget. During the time it takes to move to the tendering stage, the Township of Ryerson will endeavor to find a grant or grants for this project and the three partners will continue discussions on how to fund this project and how the ownership of the building will be shared.

Blue Box Depot Service

The Waste Management Administrator presented a report to the TRI Council concerning the provision of blue box depot service starting in 2025. The financial offers we have received from Circular Materials are a lot less than what was expected, but the report gives details and budget numbers of what we can expect if we accept or reject the offer. Since everything will change again in 2026 and since we do not know what those changes will be, the recommendation is to opt into the program so that our residents are not inconvenienced by the change in regulation. Each municipality passed a resolution opting into the program.

Other Business

The Library Board made a presentation to TRI Council requesting that they be included in the discussions about the new library. TRI Council was advised that, in order to ascertain that the property they wish to build the new library on is feasible, the partners would have to spend approximately \$11,000 in engineering. After some discussion, the Library Board will discuss paying this expense through their reserve fund for the new library. The Township of Armour, which is responsible for this project, will wait for a decision from the Library Board before moving forward with this expenditure.

The Village of Burk's Falls requested that the engineers contact the Village before doing any work on the property.

Next Meeting is May 27, 2024, with the Village of Burk's Falls hosting.

Adjournment

Moved by Geroge Sterling, seconded by Dorothy Haggart-Davis;

The TRI Council of the Township of Ryerson, Township of Armour, and the Village of Burk's Falls adjourn this special TRI Council meeting at 9:45 p.m. until the next regular TRI Council meeting scheduled for May 27, 2024, to be hosted by the Village of Burk's Falls.

Carried

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Mayor

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Clerk/Deputy Clerk

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR COUNCIL MEETING**

**MINUTES**

**March 26, 2024 AT 6:00 P.M.**

The regular meeting of Council of the Corporation of the Township of Ryerson was held **March 26, 2024** 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: Mayor Sterling, Councillors: Abbott, Miller Patterson and Robertson.

Staff in attendance: Brayden Robinson and Nancy Field.

Public attending in person or electronically: Judy Ransome, Nieves Guijarro, Paul Van Dam, Hilda Tota, Josh Lilley, Roman Kacynski, Anthony Marino, Betsy Johnstone Pete Johnstone, Linda Jurincic, Rod Blakelock and Wilma Roberts.

Notice of this meeting was posted on the website.

**2. ADOPTION OF MINUTES**

Before adopting the minutes Mayor Sterling acknowledged Fire Chief, Dave McNay's upcoming retirement, thanking him for 34 years of service to the department, Mayor Sterling presented a token of our appreciation.

**R-49- 24** Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that the minutes from the special meeting on March 6, 2024, and the regular meeting on March 12, 2024 be adopted as circulated.

(Carried)

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

**4. DELEGATION AND PRESENTATION:**

Rod Blakelock and Wilma Roberts from the Agricultural Society attended the meeting to speak with the Council regarding the 2024 fair. It was expressed to Council the Agricultural Societies desire to use the arena ice surface area for the fall fair this year it would be best for the community and the volunteers.

**5. REPORTS:**

**PUBLIC WORKS:** Public Works Supervisor provided Council with a roads report.

**CAO/TREASURER:** Provided council with the Right to Disconnect Policy, a by-law to Appoint a Fire Chief, and enter into a Fire Chief Agreement with McMurrich-Monteith. Resolutions noted below.

**R-50- 24** Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that the Ryerson Township Council adopt a Right to Disconnect Policy.

(Carried)

**R-51- 24** Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 18-24, being a By-law to appoint a Fire Chief and further; That By-Law # 18-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 26<sup>th</sup> day of March, 2024.

(Carried)

**R-52- 24** Moved by Councillor Patterson, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 19-24, being a By-law to enter into an agreement for the services of Fire Chief with McMurrich- Monteith and further; That By-Law # 19-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 26<sup>th</sup> day of March,2024.

(Carried)

**CLERK:** Provided Council with the Spring Freshet report and update on the on the Jeff Bailey land exchange.

### **COUNCIL REPORTS:**

Councillor Patterson provide council with a report on the Indigenous Cultural Competency Training she completed.

### **6. BUSINESS ARISING/ACTIVITY LOG:**

**R-53- 24** Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that the Ryerson Township Council agrees to the proposed meeting date of April 11, 2024 for the Regional Fire Service Committee.

(Carried)

### **7. COMMUNICATION ITEMS**

**R-54-24** Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that the Ryerson Township Council supports the resolution # 2024-52 from the Township of Perry Requesting the Province to Amend Blue Box Regulations for 'Ineligible' Sources.

(Carried)

**R-55- 24** Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that the Ryerson Township Council supports resolution #2024-31 from the Municipality of Calvin for the Federal Government to commit additional funds for provincial firefighting.

(Carried)

**R-56-24** Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that the Ryerson Township Council supports resolution #4 from the Township of Amaranth to treat all municipalities fairly regarding operational budget funding.

(Carried)



General Information Items Received:

- Council received Armour Townships Waste Management Report for March 2024
- Council received the Almaguin Highlands Health Centre Draft Minutes for March 2024
- Council received the Almaguin Highlands Health Centre progress report for March 2024

Council entered into a discussion regarding what options would be the best use of the twenty percent holdback for Almaguin.

**8. CONFIRMING BY-LAW**

**R-57-24** Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 20-24, being a By-law to confirm the meetings of Council and further; That By-Law # 20-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 26th day of March 2024.

(Carried)

Mayor Sterling allowed Pete Johnstone to speak about concerns he and his neighbors have regarding the property that was razed by fire on Stoney Rd., and what can be done to clean it up.

**9. ADJOURNMENT:**

**R-58-24** Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that we do now adjourn at 7:06 p.m. The next regular meeting April 9, 2024 at 6:00 p.m.

(Carried)

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



**TOWNSHIP OF RYERSON  
2024 TENDER RESULTS**

**2024-01 SUPPLY AND APPLY CRUSHED GRANITE**

| Company             |                | Price/Unit | Total        | HST         | TOTAL        | Notes |
|---------------------|----------------|------------|--------------|-------------|--------------|-------|
| Carr Aggregates     | Midlothian Rd. | \$19.52    | \$153,232.00 | \$19,920.16 | \$173,152.16 |       |
|                     | Starratt Rd.   | \$19.52    | \$80,032.00  | \$10,404.16 | \$90,436.16  |       |
|                     | Stockpile      | \$19.52    | \$19,520.00  | \$2,537.60  | \$22,057.60  |       |
|                     |                |            |              |             | \$285,645.92 |       |
| Robinson Haulage    | Midlothian Rd. | \$22.80    | \$178,980.00 | \$23,267.40 | \$202,247.40 |       |
|                     | Starratt Rd.   | \$22.80    | \$93,480.00  | \$12,152.40 | \$105,632.40 |       |
|                     | Stockpile      | \$22.80    | \$22,800.00  | \$2,964.00  | \$25,764.00  |       |
|                     |                |            |              |             | \$333,643.80 |       |
| Weeks Construction  | Midlothian Rd. | \$18.02    | \$141,457.00 | \$18,389.41 | \$159,846.41 |       |
|                     | Starratt Rd.   | \$18.15    | \$74,415.00  | \$9,673.95  | \$84,088.95  |       |
|                     | Stockpile      | \$17.04    | \$17,040.00  | \$2,215.20  | \$19,255.20  |       |
|                     |                |            |              |             | \$263,190.56 |       |
| Fowler Construction | Midlothian Rd. | \$19.22    | \$150,877.00 | \$19,614.01 | \$170,491.01 |       |
|                     | Starratt Rd.   | \$18.05    | \$74,005.00  | \$9,620.65  | \$83,625.65  |       |
|                     | Stockpile      | \$17.28    | \$17,280.00  | \$2,246.40  | \$19,526.40  |       |
|                     |                |            |              |             | \$273,643.06 |       |

**2024-04 Roadside Mowing**

| Company                        | Total      | HST      | TOTAL      | Notes |
|--------------------------------|------------|----------|------------|-------|
| Calvin Johnson                 | \$5,000.00 | \$650.00 | \$5,650.00 |       |
| TMI Brushing                   | \$5,500.00 | \$715.00 | \$6,215.00 |       |
| Yard Boys                      | \$6,612.00 | \$859.56 | \$7,471.56 |       |
| Derrick Johnstone Construction | \$4,466.00 | \$580.58 | \$5,046.58 |       |

**2024-05 Groundskeeping**

| Company                        | Total       | HST        | TOTAL       | Notes                            |
|--------------------------------|-------------|------------|-------------|----------------------------------|
| Derrick Johnstone Construction | \$69,000.00 | \$8,970.00 | \$77,970.00 |                                  |
| Punter Property Management     | \$45,000.00 | \$5,850.00 | \$50,850.00 |                                  |
| Hamilton & Sons                | \$25,495.00 | \$3,314.35 | \$28,809.35 |                                  |
| Neil Murdy                     | \$16,900.00 | \$2,197.00 | \$19,097.00 | dq- signature pages not provided |
| Claridge Maintenance           | \$8,500.00  | \$1,105.00 | \$9,605.00  |                                  |
| Almaguin Groundskeeping        | \$17,400.00 | \$2,262.00 | \$19,662.00 |                                  |

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # \_\_\_ -24**

**BEING A BY-LAW TO APPOINT SIGNING OFFICERS**

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

AND WHEREAS the Municipality wishes to appoint signing officers;

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

1. Ryerson Township Council appoints the following signing officers:  
Members of Council: George Sterling, Delynne Patterson. Staff members: Nancy Field and Brayden Robinson.
2. For Kawartha Credit Union: signing authority, one of the members of Council either George Sterling or Delynne Patterson **and** one of the members of staff, either Nancy Field or Brayden Robinson.


Read a first, second and third  
Time, signed and the seal of the  
Corporation affixed hereto and  
finally passed in Council  
this 9<sup>th</sup> day of April, 2024.

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Mayor

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Clerk

|   |                                |
|---|--------------------------------|
|  | <h2>Staff Report</h2>          |
| To:   | Ryerson Township Council       |
| From:   | Fred Schmeltz Roads Supervisor |
| Date of Meeting:  | April 09, 2024                 |
| Report Title:   | March Public Works Update      |
| Report Date:  | April 3, 2024                  |

### **Purpose/Background:**


Snow removal equipment was deployed 6 times in March. The continued freeze thaw cycles played havoc, but the roads held up very well and complaints were minimal. Half Load restrictions were implemented on March 11<sup>th</sup> and local contractors are respecting the restrictions.

The department is starting to transition into the spring season. We are currently doing spring maintenance and equipment preparation. Roads staff are rebuilding the old spray bar from the water truck and modifying the spray bar design to increase coverage while in operation.

The excavator was deployed for brushing operations three times this month. During Spring start up it required a solenoid replacement to the transmission, as it would not switch from low to high range. The repairs were minor and it's back in production now.

With the spring weather we have noticed an increase in the beaver dam building activities throughout the township. Dams are pulled regularly, and our rodent control contractor has been notified.

Additionally, we have completed some minor ditching in trouble areas as the snow thawed. Of course, pothole repair is being completed as the weather allows.

|   |                          |
|---|--------------------------|
|  | <h2>Clerk's Report</h2>  |
| To:   | Council                  |
| From:   | Nancy Field, Clerk       |
| Date of Meeting:  | April 9, 2024            |
| Report Title:   | Trailer Licensing By-law |
| Report Date:  | April 3, 2024            |

### **Recommendation**

Receive the draft Trailer Licensing By-law and that Council provide direction to By-law Enforcement Officers.

### **Background**

The Township has an out-dated Trailer By-law 5-08, adopted January 8, 2008. In addition the Zoning By-law 56-14 has section 3.30 (attached) regarding Trailers and Campers. The wording of the two by-laws do not align.

There are 36 registered trailers and two trailer parks. As you are no doubt aware there are numerous trailers in the Township that we are not collecting fees for.

Complaints have been received that By-law Enforcement have not been provided the proper tools to address because of our outdated by-laws.

Staff have a draft by-law ready for Council to discuss at this meeting and possibly adopt at a subsequent meeting.

### **Discussion**

Jason Newman and Bryan Austin, By-law Enforcement Officers, have asked if we would like our trailer policies enforced and to what level of enforcement. They will be available at our meeting for any discussion with Council and to answer questions.

### **3.30 Trailers and Campers**

The use of *tents*, trailers and recreational vehicles for permanent or temporary human habitation is prohibited in all zones except:

(a) in a Rural (RU), Waterfront Residential (WR) or Limited Services Residential (LR) Zone, a *travel trailer* equipped with toilet facilities and an approved sewage holding tank may be used for temporary human habitation during the construction of a *dwelling unit* on a *lot*, provided that such *structure* is located on the same *lot* as the *dwelling unit* under construction and is in compliance with the *setback* provisions for the *zone* in which it is located and provided that:

i) no such *structure* shall be located on the premises until a *building* permit for said construction has been issued and construction commenced;

ii) such *structure* shall cease to be used for human habitation upon completion of the *dwelling unit*;

iii) where not elsewhere permitted in this By-law, such *structure* shall be removed from the premises upon completion of the *dwelling unit*, or in all cases, within 60 days of the discontinuance of construction; and,

iv) A maximum of one trailer is permitted.

(b) For the occasional accommodation of guests in any Rural (RU), Waterfront Residential (WR) or Limited Services Residential (LR) Zone provided that a detached *dwelling* exists on the property.

(c) For the use of *tents* for children's play, picnics, weddings, family reunions, or other similar private functions.

(d) In a Rural (RU), Waterfront Residential (WR) or Limited Services Residential (LR) Zone, a maximum of one *travel trailer* equipped with toilet facilities and an approved sewage holding tank or leaching bed may be used for temporary human habitation on an *existing vacant lot* for a period not to exceed three years from the date of passage of this By-law, provided such *travel trailer* has a current license issued in accordance with the *Township's Trailer Licensing Bylaw*,

or upon issuance of a *building* permit for a permitted residential use on the *lot*. Such *structure* shall cease to be used for human habitation upon expiry of the three year period, unless specifically recognized through the approval of a Temporary Use Zoning By-law passed pursuant to the provisions of the Section 39 of the Planning Act. This provision does not apply to any existing trailer or replacement trailer with a current Township permit that was issued prior to the date of passage of this by-law, provided the permit is in effect and annual fees continue to be paid.

**THE CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW # \_\_\_\_ - 2024**

**BEING A BY-LAW TO LICENSE TRAILERS IN THE TOWNSHIP OR RYERSON**

**WHEREAS** the *Municipal Act*, S.O. 2001 as amended, Section 164 authorizes a municipality to pass By-laws to License Trailers.

**AND WHEREAS** the Township of Ryerson Zoning Bylaw #56-14, known as the Comprehensive Zoning By-law; Section 3.30, The use of tents, Trailers, and recreational vehicles for permanent or temporary human habitation is prohibited in all zones except: Where the temporary use of a Licensed travel Trailer, equipped with toilet facilities, an approved sewage holding tank, and is in compliance with the zone setbacks, for human habitation in the Rural (RU) or Limited Services Residential (LR) Zones:

- (a) for temporary habitation during the permitted construction of a dwelling on a lot,
- (b) on an existing vacant lot, or
- (d) for the occasional accommodation of guests provided that a detached dwelling exists on the property.

A Trailer License authorizes the placement of Trailer on an existing vacant lot for a period not to exceed five years unless an extension is granted. Provided such travel Trailer has a current license issued in accordance with the Township's Trailer Licensing By-law, or upon issuance of a building permit for a permitted residential use on the lot. Such structure shall cease to be used for human habitation upon expiry of the five-year period, unless specifically recognized through the approval of an extension authorized by the Clerk of the Township of Ryerson or by any other applicable legislation.

**NOW THEREFORE** the Council for The Corporation of the Township of Ryerson **REPEALS** By-law # 05-08 and **ENACTS** the following:

**SECTION 1 – TITLE AND APPLICATION**

- 1.1 This By-law shall be cited as the 'Trailer License' By-law.
- 1.2 The Licensing provisions enacted by this By-law do not apply to:
  - a) Assessed Trailers as defined in Section 2.7
  - b) Trailers located in Trailer Camps, Commercial as defined in Section 2.4
  - c) A Trailer as defined in Section 2.6
  - d) A Trailer or Park Model Trailer used during the construction of a dwelling on a lot.
- 1.3 This By-law applies to any Trailer, even if the Trailer was placed on the property prior to date of enactment of this By-law.

**SECTION 2 – DEFINITIONS**

- 2.1 **TOWNSHIP** – means The Corporation of The Township of Ryerson and shall be defined as the lands and premises within the corporate limits.
- 2.2 **TRAILER** – means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn, is propelled by the motor vehicle or is a Self-Propelled Camping Unit and is capable of being used for the living, sleeping, or eating accommodation of any persons. Without limiting the generality of the foregoing includes, a Park Model Trailer, a tent Trailer, a camper Trailer, a recreational Trailer, a fifth wheel, a bus converted into a motor home, a motor home, a truck camper but does not include a mobile home or accessory building or structure for use as defined in the Township or Ryerson Comprehensive Zoning By-law.
- 2.3 **TRAILER, PARK MODEL** – means a manufactured building under the Ontario Building Code O. Reg. 332/12 Section 9.38 "Park Model Trailers" which has been designed and constructed in conformance with the standards of CSA- Z241 "Park Model Trailers", and which is used as a recreational vehicle or building that meets the following criteria:
  - a) Built on a single chassis mounted on wheels; and
  - b) Designed to facilitate relocation from time to time; and

- c) Designed as living quarters for seasonal camping which may be connected to utilities necessary for the operation of installed fixtures and appliances; and
  - d) Built with a gross floor area, including lofts, not exceeding 50 square metres (538 sq. ft.) when in the set-up mode; and
  - e) Built with a width greater than 2.6 metres (8.5 feet) in transit mode.
- 2.4 TRAILER CAMP, COMMERCIAL – means any land in or upon which any Trailer or tent is used or intended to be used for human occupation on a temporary or seasonal basis and shall not include mobile homes or Park Model Trailers.
- 2.5 SELF-PROPELLED CAMPING UNIT – means a motor vehicle designed, equipped and used for overnight sleeping accommodation and that includes built-in facilities for sleeping, cooking and refrigeration.
- 2.6 STORED TRAILER – means any MTO plated Trailer located on a property for the purpose of storing such Trailer.
- 2.7 ASSESSED TRAILER – means any Trailer legally located on a property and that is assessed under the *Assessment Act*.
- 2.8 PERMANENT BASIS – means either year-round occupancy or occupancy by persons who do not maintain elsewhere a usual or normal place of residence.
- 2.9 OCCASIONAL USE – means used for temporary accommodation not to exceed 3 weeks within one year.

### **SECTION 3 – LICENSE AND REGULATIONS**

- 3.1 No person shall use or permit to be used a Trailer, on lands that are not permitted under the current Comprehensive Zoning By-law for the Township, unless such Trailer is Licensed under this By-law. For clarity, pursuant to Section 1.3 of this By-law, Trailers which were located on property prior to the date of passage of this By-law are required to obtain a Trailer License.
- 3.2 A License issued pursuant to this By-law authorizes the use and maintenance of a Trailer for temporary accommodation, only for a period of five (5) years on the same property. The issuance of a License does not grant the Licensee the authority to occupy the Trailer on a Permanent Basis. In furtherance of the foregoing, no person shall occupy or permit to be occupied a Trailer during the period commencing December 1st of a calendar year and ending April 30th of the following calendar year.
- 3.3 Notwithstanding article 3.2, upon request, the Clerk of the Township of Ryerson May extend the 5-year period as long as the increased License fee as per the Township of Ryerson Fees by-law, is paid to the Township, the taxes on the property are in good standing and there are no outstanding contraventions for the property.
- 3.4 The issuance of a License is not intended and shall not be construed as permission or consent by the Township for the holder of the License to contravene or to fail to observe or comply with any law of Canada, Ontario, or any By-law of the Township.
- 3.5 A maximum of one (1) Trailer Licensed under this By-law is permitted on a single vacant parcel of land.
- 3.6 The owner of the property upon which the Trailer is to be located shall consent to its placement on the property in writing.
- 3.7 Structures may be added to or adjacent to a Trailer if constructed in compliance with the Ontario Building Code Act and either under the authority of a building permit issued by the municipality or has been inspected and approved by the chief building official of the municipality.
- 3.8 Heat sources and appliances must be compliant with appropriate standards. Including but not limited to the ESA, WETT and TSSA.
- 3.9 No Trailer shall be licensed unless it is connected to or served by a sewage system that is constructed, operated, and maintained as per part 8 of the Ontario Building Code and enforced by North Bay Mattawa Conservation Authority, unless the Trailer contains an integral holding tank to be emptied at a facility licensed by the Ministry of the Environment



**SECTION 4 – LICENSE APPLICATION AND FEES**

- 4.1 All applications for such License shall be made to the Township of Ryerson upon the prescribed form and shall include the submissions referenced therein, including payment of the License fee required, as per the Townships current ‘Fees and Charges’ By-law.
- 4.2 No License shall be issued, unless:
  - a) The Trailer for which such License is issued is located in compliance with the setback requirements for a dwelling unit as prescribed by the Township ‘Zoning’ By-law, for the zone in which it is located.
- 4.3 The Township may issue the following class of Licenses:
  - a) Annual License – this License authorizes the placement of the Trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1st and November 30th in the calendar year;
  - b) Monthly License – This License authorizes the placement of the Trailer upon the property for a minimum of one month up to a maximum of three months.
- 4.4 Licenses shall be displayed in or upon the Trailer in a place that can be seen easily from the outside of the Trailer.
- 4.5 All annual Licenses expire on December 31st and all monthly Licenses expire on the date specified in the License.

**SECTION 5 – ADMINISTRATION AND ENFORCEMENT**

- 5.1 The administration and enforcement of this By-law is delegated to the Clerk, Treasurer, the Chief Building Official, the By-law Officer, Fire Chief or designate for the Township of Ryerson. The Clerk or designate shall have the authority to issue permits under this By-law; notwithstanding the foregoing, the Clerk, in his/her discretion, may refer applications to Council.
- 5.2 Any Person who contravenes any provision(s) of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.
- 5.3 Each day that a contravention of this By-law continues may constitute a separate offence.
- 5.4 Every person who provides false information in any application for a License under this By-law or in an application for a renewal of License is guilty of an offence.
- 5.5 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided, the court in which the conviction was entered, and any court of competent jurisdiction, thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 5.6 If the Township is satisfied that a contravention of this By-law has occurred, the By-law Officer may make an order requiring the person who contravened this By-law or who caused or permitted the contravention or the owner or occupier of the Trailer to discontinue and or remove the contravening activity.
- 5.7 Any person who fails to comply with an order made under subsection 5.6 is guilty of an offence.
- 5.8 Every contravention of this By-law may be restrained by application at the instance of a taxpayer or of the Municipality in accordance with the provisions of the *Municipal Act*, 2001.
- 5.9 A Township employee, Staff person, agent or contractor hired by the Township, accompanied by any person under his or her direction, may enter onto any land that is used or believed to be used in contravention of this By-law for the purposes set out in subsection 436 (1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436 (2) of the Act.
- 5.10 Any Trailers used, maintained, or located in contravention of this By-law shall be removed from the lot, at the expense of the owner of the lot. Failure to remove any Trailers from a lot within the time prescribed by the By-law Officer may result in the removal of said Trailer by the Township, at the expense of the owner of the lot.

**SECTION 6 – REPEAL, VALIDITY AND EFFECTIVE DATE**

- 6.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 6.2 The Clerk of the Township of Ryerson is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
- 6.3 This By-law repeals By-law #05-08 and any other by-laws that are in contravention of this by-law.
- 6.4 This By-law shall come into effect, July 01, 2024.

Read in its entirety, approved, signed  
and the seal of the Corporation affixed  
thereto and finally passed in open  
Council this \_\_\_day of \_\_\_\_\_, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**SCHEDULE A to BY-LAW # - 24**

**APPLICATION FOR TRAILER LICENSE**

(Complete and attach all information prior to submitting)

(Information noted with an asterisk is optional subject to “Notes” set out below)

**1. Applicant Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

\*Email: \_\_\_\_\_

**Note:** If Applicant is not the registered owner of the property, the Applicant must have the owner’s consent to apply for such License.

**Note:** A Phone number may be a permanent “land line” or cellular number.

**2. Property Information**

Property Owner: \_\_\_\_\_

Civic Address: \_\_\_\_\_

\*Roll Number: \_\_\_\_\_

\*Proof of Ownership: Attach copy of parcel register or deed.

**Note:** If no civic address has been assigned for this property, one must be applied for prior to submitting this application.

**Note:** If a new entranceway or where substantial changes to an existing entranceway are required or proposed, an ‘Entrance Permit’ must be applied for and approved, prior to submitting this application.

**Note:** Either the MPAC Roll Number must be included, or Proof of Ownership must be attached.

**3. Trailer Information**

Make & Model: \_\_\_\_\_

Serial Number or VIN: \_\_\_\_\_

Please attach four pictures of Trailer if already located on the property (One of each side of Trailer).

**4. License Requested**

Annual

Monthly

**Services Information**

Will the Trailer be connected to a sewage disposal system that exists on the property?

Yes

No

If yes, please provide the following:

Sewage System Building Permit or Certificate of Approval which indicates that connection of Trailer to such system has been approved.

Will a grey water pit be utilized?

Yes

No

Will the site be serviced with an outhouse?

Yes

No

If the property is not serviced by a holding tank, an onsite sewage disposal system, or is not serviced by a grey water pit and outhouse, the applicant may be required to provide dumping receipts from an accredited dumping facility or receipts from a septic tank cleaning company, if requested.

Will the Trailer be directly connected to electrical services?

Yes

No

If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the Trailer will have a direct connection to the electricity distribution system (i.e. not an extension cord plugged into an outlet.)

**5. Required Submissions**

Site Plan – a drawing showing the location or proposed location of the Trailer in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall be scaled or, where the property is large, measurements shall be included indicating the distance of the Trailer from property boundaries, existing buildings, wells, and watercourses/waterbodies.

**Required Documents:**

- Completed Application
- Proof of Property Ownership
- Civic Address
- Entrance Permit
- Pictures
- Sewage System Permit
- Electrical Safety Authority Approval
- Sketched Site Plan
- Application Fee

**6. Applicable Fee (as per “Fee and Charges By-law”):**

**7. Methods of payment (Canadian funds only):**

Cheque or cash only for in-person applications submitted. If you are applying by mail, a cheque for the exact amount, payable to The Municipal Corporation of the Township of Ryerson.

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Applicant Signature and Date

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Property Owner Signature and Date

If property owner and applicant are the same, please sign in both locations.

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF RYERSON  
BY-LAW # \_\_\_ - 24**

**PROPERTY STANDARDS BY-LAW**

**BEING A BY-LAW TO PRESCRIBE STANDARDS FOR THE MAINTENANCE AND  
OCCUPANCY OF BUILDINGS AND PROPERTY.**

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**WHEREAS** Section 15.1 (3) of the Building Code Act, R.S.O. 1990, c. 23, provides that the Council of a Municipality may pass a By-law to do the following things:

- A. Prescribing standards for the maintenance and occupancy of the property within any defined areas and for prohibiting the occupancy or use of such property that does not conform with the standards;
- B. Requiring property that does not conform with the standards to be repaired and maintained to conform with the standards or for the site to be cleared of all buildings, structures, debris or refuse and left in graded and neat condition;

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

**1. GENERAL**

**1.1. Short Title**

This By-law may be cited as the “Property Standards By-law”.

**1.2. Defined Area**

The standards for maintenance and occupancy of any property prescribed in this By-law apply to all properties in the Township of Ryerson.

**1.3. Scope**

No property shall be used and no building or structure or part thereof, shall be erected, altered, enlarged, maintained, used, or occupied for any purpose within the Township of Ryerson, except in conformity with the provisions of this By-law.

**1.4. Validity**

If any provision of this By-law is declared invalid for any reason, the remaining provisions shall remain in effect.

1.5. **Effective Date**

This By-law shall come into full force and effect as of the date of passing.

2. **DEFINITIONS**

- 2.1. **“Accessory Buildings”** A separate building or structure, which is incidental, subordinate, exclusively devoted to and located on the same principal lot as the principal use, building or structure but not including a building or structure which is used as the principal use, building or structure but not including a building or structure which is used as a dwelling unless specifically permitted.
- 2.2. **“Agricultural Use”** Any agricultural use or uses, structures or buildings accessory thereto, including field crops, animal husbandry, tree nurseries and any other use customarily carried on in the field of general agricultural and which are not obnoxious, including the sale on the premises of producing grown or raised on the premises.
- 2.3. **“Basement”** One or more storey(s) of a building located below the first storey.
- 2.4. **“Bathroom”** A room containing at least one toilet, one hand basin or lavatory and one bathtub or shower.
- 2.5. **“Building”** Any structure having a roof, supported by columns or walls, and used for the shelter or accommodation of persons, animals, goods, or materials, whether occupied continuously or periodically and without limiting the generality of the foregoing, includes a deck, dock, or boat house.
- 2.6. **“Committee”** The Property Standards Committee as established in accordance with section 15 of the Building Code Act, 1992, S.O. 1992, c. 23.
- 2.7. **“Derelict Vehicle”** A motor vehicle that is inoperable for any reason, including age, appearance, condition, or lack of current licence plate and/or sticker.
- 2.8. **“Dwelling”** Any building, or part thereof, occupied, or capable of being occupied, for the purposes of permanent or periodic human habitation, and usually containing cooking, eating, living, sleeping and sanitary facilities, and have a private entrance from outside the building, or from a common highway or stairway inside the building, but does not include a tent, trailer, or room, or suite of rooms, in a hotel, motel or bed and breakfast.
- 2.9. **“Dwelling Unit”** A room or group of rooms in a building used, or capable of being used, for periodic or permanent human habitation, and usually containing cooking, eating, living, sleeping and sanitary facilities, and have a separate entrance from outside the building, or from a common hallway or stairway inside the building, but does not

include a tent, trailer, or room, or suite of rooms, in a hotel, motel or bed and breakfast business.

- 2.10. **“Foundation”** A structure of a building through which the loads from the building are transferred to supporting soil or rock such as a footing, pile, or pier.
- 2.11. **“Garbage”** Animal or vegetable waste related to waste products resulting from handling, preparation, cooking, and consumption of food and drinks, as well as other solid waste material and goods resulting from residential, commercial, institutional and industrial operations.
- 2.12. **“Habitable Room”** Any room in a dwelling or a dwelling used or intended to be used for living, eating, sleeping, or cooking purposes.
- 2.13. **“Hazardous Waste”** Any waste defined as a hazardous waste by the Ontario Regulation 347, R.R.O 1990 enacted under the Environmental Protection Act, R.S.O 1990, c E. 19, as amended.
- 2.14. **“Maintain”** The preservation and keeping in good repair. Maintenance and maintained shall have the same meaning.
- 2.15. **“Means of Egress”** A continuous unobstructed path of travel provided by a doorway, hallway, corridor, exterior passageway, balcony, lobby, stair, ramp or exit facility used for the escape of persons from any point within a building, a floor area, a room or a contained open space to a public thoroughfare or safe area if refuge usually located outside the building.
- 2.16. **“Multiple Dwelling”** A dwelling containing two or more dwelling units.
- 2.17. **“Non-habitable Room”** Any room in a dwelling unit other than a habitable room and includes a bathroom, water closet room, laundry room, corridor, stairway, closet, unfinished basement, boiler room, or space for service and maintenance of the dwelling.
- 2.18. **“Non-Residential Property”** A building or structure which is not occupied, or capable of being occupied, in whole or in part, for the purpose of human habitation, including the lands and premises appurtenant thereto, as well as all accessory buildings, out-buildings, fences, structures or erection on or in such property.
- 2.19. **“Occupancy”** The use, or intended use, of a building for shelter or enclosure of persons, animals, or property.
- 2.20. **“Occupant”** Any person or persons over the age of eighteen years in ownership or possession of the property.
- 2.21. **“Owner”** Includes the person for the time being managing or receiving the rent of or paying the municipal taxes on the land or premises in connection with which the word is used whether on his own account or as agent or trustee of any person or who would so receive the rent if such land and premises were let. The term shall also include a lessee



or occupant of the property who, under the terms of a lease, is required to repair or maintain the property in accordance with the standards for the maintenance and occupancy of property.

- 2.22. **“Person”** Any human being, associated, firm, partnership, incorporated company, corporation, agent, trustee, and the heirs, executors, or other legal representatives.
- 2.23. **“Property”** A building or structure, or part thereof, including the lands and premises appurtenant thereto and all yards, steps, walkways, driveways, parking spaces, accessory buildings, mobile homes, mobile structures, trailers, out-buildings, fences, and erections, and includes vacant land.
- 2.24. **“Property Standards Officer or By-law Enforcement Officer”** An individual who has been appointed by the Municipality and has been assigned the responsibility of administering and enforcing this by-law pursuant to subsection 3(2) and section 15 of the *Building Code Act*, 1992, S.O 1992, c. 23, as amended.
- 2.25. **“Repair”** Taking such steps as may be required to ensure that a property conforms to the prescribed standards of the By-law.
- 2.26. **“Sewage”** Any liquid waste containing animal, vegetable or mineral matter in suspension or solution, but does not include roof drainage or storm water.
- 2.27. **“Sewage System”** Properly maintained and functioning private sewage system.
- 2.28. **“Standards”** The standards of physical conditions of occupancy prescribed for property in this by-law.
- 2.29. **“Storey”** That portion of a building, other than the attic or basement, included between the surface of any floor, and the surface of the floor, roof deck, or deck ridge, next above it.
- 2.30. **“Structurally Sound”** Construction capable of withstanding the forces placed upon the building under normal use.
- 2.31. **“Structure”** Anything constructed or erected, the use of which requires location on or in the ground or attached to something located on or in the ground.
- 2.32. **“Waste or Waste Material”** Any articles or thing that have been cast aside, discarded, abandoned, or is deemed to be worthless, useless, or of no practical value, or is deemed to be used up in whole or in part or expected or worn out and shall include but is not limited to:
- (a) accumulations or deposits of litter, rubbish, garbage, trash;
  - (b) refrigerators, freezers, or other appliances or parts thereof;
  - (c) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;

- (d) inoperative motor vehicles;
- (e) paper, cartons, fabric, or carpets;
- (f) furniture
- (g) pipping, tubing conduits, cable and fittings or other accessories, or adjuncts to the piping, tubing, conduits, or cables;
- (h) containers or pallets of any size, type, or composition;
- (i) material resulting from, or as part of, construction of projects;
- (j) rubble, inert fill except for loose soil, sand, or gravel.

2.33. **“Yard”** The land around the appurtenant to the whole or any part of a building or structure and used or intended to be used in connection with the building or structure, other than publicly owned land.

### **3. PROPERTY MAINTENANCE AND OCCUPANCY STANDARDS**

#### **3.1 General**

3.1.1. Every property shall be kept clean and free from:

- (a) Garbage, waste, rubbish, debris or other objects or conditions that create, or may create a health, fire, or accident hazard;
- (b) Derelict vehicles, wrecked, dismantled, discarded, or abandoned machinery, and trailers or boats, unless it is necessary for the operation of businesses lawfully situated on the property;
- (c) Dilapidated, collapsed, or partially constructed structures which are not currently under construction pursuant to a valid building permit;
- (d) Dilapidated growth of grass, brush, noxious weeds and dead, decayed, or damaged trees or other natural growth;
- (e) Harmful insects, rodents, or other pests.

3.1.2. No vehicle including a trailer, or any part of such vehicle or trailer, which is in a wrecked, discarded, dismantled, inoperative or abandoned condition shall be parked, stored, or left outdoors on any property in the Township of Ryerson with the following exceptions:

- (a) Where a vehicle or trailer is being repaired by the owner for his or her own use;
- (b) Where a vehicle or trailer is operable and designated for off road use only by the manufacturer or MTO, this includes any farm equipment used for agricultural purposes;

(c) Where a vehicle or trailer is normally licenced for only part of the year.

3.1.3. Surface conditions of yards should be maintained so as to:

- (a) Prevent pooling or ponding of storm or surface water;
- (b) Prevent instability of erosion of soil;
- (c) Prevent storm or surface water run-off from entering basements;
- (d) Be kept free of deep ruts, holes, excavating;
- (e) Provide for safe passage under normal use and weather conditions, day, or night; and
- (f) Not create a nuisance to other property.

3.1.4. All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete, or compacted stone and gravel, and shall be kept in good repair.

3.1.5. Steps, walks, driveways, parking spaces and other similar area shall be maintained so as to afford safe passage under normal use and weather conditions day or night.

3.1.6. A building shall be kept reasonably free of rodents, vermin, and insects at all times and methods used for exterminating rodents or insects or both shall be in accordance with the provisions of the current Provincial Pesticides Act and all regulations passed pursuant thereto. Any continuous openings in a dwelling shall be screened with wire mesh or other such materials in order to exclude vermin, insects, and rodents.

3.1.7. All wells shall be capped with a structurally secure material and such caps shall be maintained in good repair in accordance with applicable standards.

## 3.2. **Water**

3.2.1. Every dwelling shall be provided with an adequate supply of potable water adequate for normal household use from a source that can be approved by the Medical Officer of Health and/or Ministry of Environment and Energy.

3.2.2. If for good and valid reasons, a non-potable source of water supply exists, it must be signed accordingly and be specifically labeled as unsafe for consumption.

3.2.3. All plumbing, including drains, water supply pipes, water closets, and other plumbing fixtures shall be maintained in good working conditions free of leaks and defects and water pipes and appurtenances thereto shall be protected from freezing.

**3.3. Temperature Standards**

Every dwelling shall be provided with a heating system capable of maintaining a habitable room temperature of 21 degrees Celsius.

**3.4. Heating System**

Heating systems shall be maintained in good repair, in accordance with applicable standards, to be capable of heating the building safely.

**3.5. Electrical Service**

Where a building is supplied with electrical services, existing wiring and electrical equipment shall be in good, serviceable, and safe conditions, as required by applicable electrical codes.

**3.6. Light**

Every habitable room, except for the kitchen and bathroom, shall have a window or windows, skylights or translucent panels that face directly to the outside. The glass area of a sash door may be considered as a portion of the required window area.

**3.7. Ventilation**

3.7.1. Every habitable room shall have an opening or openings for natural ventilations located in the exterior walls or through openable parts of skylights. However, an opening for natural ventilation may be omitted if ventilation is provided.

3.7.2. Bathroom Ventilation

Every bathroom shall be provided with an opening or openings for natural ventilation located in an exterior wall or through an openable part of a skylight. However, an opening for natural ventilation can be omitted where a system of mechanical ventilation has been provided.

3.7.3. Ventilation of Attic, Crawlspace Etc.:

Every attic and unheated crawlspace shall be adequately vented to the outside air.

**3.8. Kitchen**

3.8.1. Every dwelling shall contain a kitchen area equipped with a sink, serviced with potable water and an approved drainage system, and include storage facilities, a countertop work area, and space for a stove and refrigerator.

3.8.2. Cooking Capabilities

Every kitchen shall have an adequate and approved gas, electrical, or other fuel supply for cooking purposes.

**3.9. Egress**

Every dwelling shall have a direct means of egress to provide a safe continuous and unobstructed exit from the interior of the building to the street or grade level.

**3.10. Fire Escapes, Alarms and Detectors**

3.10.1. A listed fire alarm and a fire detection system approved by the Canadian Standards Association or Underwriters Laboratories of Canada, shall be provided by the owners of buildings of residential occupancies where sleeping accommodations are provided for more than ten (10) persons, except that such systems need not be provided where a public corridor or exit serves not more than four (4) dwelling units of individual leased sleeping rooms.

3.10.2. In addition to the provisions of Section 3.10.1 hereof, in every dwelling unit in a building a listed smoke alarm approved by the Canadian Standards Association or Underwriters Laboratories of Canada, or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed by the occupant between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The products of combustion detector referred shall be:

- (a) Equipped with visual or audio indication that they are in operating condition and
- (b) Mounted on the ceiling to wall between 150 and 300mm (6 to 12 inches) below the ceiling.

3.10.3. Buildings using a fire escape as a secondary mean of egress shall have the escape in good condition, free from obstructions and easily reached through an openable window or door.

**4. DRAINAGE AND SEWAGE**

4.1. Sewage or organic waste shall be discharged into a sewage system where such system exists. Where a sewage system does not exist, sewage or organic waste shall be disposed of in accordance with the polices of the Environmental Protection Act.

4.2. Strom water shall be drained from the property to prevent excessive ponding, the entrance of water into a building or in such manner so as to not affect adjacent properties.

4.3. Exterior property areas shall be graded and maintained to prevent ponding of water creating an unsafe condition. Catch basins and swales shall be installed and maintained where necessary to facilitate drainage and so as not to impede natural flow of water.

4.4. Where eaves-trough are provided, every eaves-trough, roof gutter and down spout shall be maintained and in good repair. Repairs include the repairing, replacing, or restoring

of defective or missing parts or components. Where down spouts are not connected to a sewer, provisions shall be made to direct water drainage away from foundations to prevent soil erosion.

## **5. STRUCTURAL STANDARDS**

### **5.1. Standards**

#### **5.1.1. Basements:**

Every basement and crawlspace in a dwelling shall be adequately drained and ventilated to the outside air.

#### **5.1.2. Foundations:**

The foundation walls shall be maintained in good repair and structurally sound.

#### **5.1.3. Cleanliness:**

Where a public corridor or exit serves more than one dwelling unit, it shall be kept free of rubbish, debris, or conditions which constitute a fire, accident, or health hazard.

#### **5.1.4. Occupancy Standards:**

No person shall use or permit the use of a non-habitable room in a building for a habitable purpose.

### **5.2. Structural Capabilities**

5.2.1. Every building and every structural member of building shall be maintained in a structurally sound condition to be capable of sustaining safely its own weight and any additional weight that may be out on it through normal use. Material which has been damaged or shows evidence of rot, or other deterioration shall be repaired or replaced.

5.2.2. Every exterior wall, roof, porch, chimney, or exterior portion of a building or structure shall be maintained in a manner to prevent a collapse and to provide adequate protection against weather, and to prevent conditions which do, or may, pose a risk of injury to the occupants of the dwelling or to the public in general.

5.2.3. Every stair, porch, balcony, or landing shall be maintained in good repair and be free of any defects which constitutes possible accident hazards.

5.2.4. Windows, roofs, exterior doors, and basement hatchways shall be maintained in good repair to prevent the entrance of outside weather elements into the building.

5.2.5. The exterior walls and their components shall be maintained to prevent their deterioration due to weather and shall be maintained by painting, restoring, or repairing the walls.

5.2.6. A guard shall be installed and maintained in good repair on the open side of any stairway or ramp containing three (3) or more risers including the landing or a height of 600 mm (24 inches) between adjacent levels. A handrail shall be installed and maintained in good repair for all stairwells. Guardrails shall be installed and maintained in good repair around all landings, porches, and balconies. Guardrails, balustrades, and handrails shall be constructed and maintained in a rigid nature, as defined in The Ontario Building Code.

5.2.7. Accessory buildings, fences, and other structures appurtenant to the property shall be maintained in a structurally sound condition, in good repair, and free from fire, health and safety concerns.

## **6. RENTAL PROPERTIES**

6.1. All rental properties shall be maintained according to the requirements set forth in the Tenant Protection Act and amendments thereto and in accordance with the provisions of this By-law.

## **7. VACANT LANDS AND BUILDINGS**

7.1. Vacated lands and buildings shall be maintained to the standards described in the By-law.

## **8. ADMINISTRATIVE AND ENFORCEMENT**

### **8.1. Property Standards Committee**

A Property Standards Committee shall be established to receive complaints made under this By-law and to forward valid complaints to the appropriate official of the Township of Ryerson. The Committee shall be comprised of all members of Council. The Chief Building Official and By-law Enforcement Officer shall be considered ex-officio members of the Committee.

8.1.1. All complaints must be submitted in writing, signed by the complainant, and submitted to the Secretary of the Property Standards Committee.

8.1.2. The Secretary shall, within a predetermined period of time, call a meeting of the Property Standards Committee.

### **8.2. Non-Compliance**

The owner of the property does not conform to the standards set out in this By-law they shall repair and/or maintain said property to comply with the standards or the property

shall be cleared of the non-conforming buildings, structure, debris or refuse and leave it in a neat and graded condition.

**8.3. Notice of Violation**

The notice shall be sent to the last known address of the owner and shall state the following:

- 8.3.1. That the property does not comply with the standards prescribed by this By-law and shall specify the standards with which the property does not comply.
- 8.3.2. That after a certain date specified in the notice of non-compliance by the Officer, the property will be subject to a reinspection at which time the Office may issue an order.
- 8.3.3. That the Office may be contacted for the purpose of requesting information and advice or reporting what action is being or will be taken to effect compliance with this By-law.

**8.4. Appeal of Notice**

The following process shall be followed on all appeals:

- 8.4.1. When an owner or occupant upon whom an order has been served in accordance with the *Building Code Act*, 1992, S.O. 1992, c. 23., is not satisfied with the terms or conditions of the Order, he may appeal, by registered mail, to the Secretary of the Property Standards Committee within fourteen (14) days after service of the Order and, in the event that no appeal is taken, the order shall be deemed to have been confirmed.
- 8.4.2. The Secretary of the Property Standards Committee, in receipt of the notice of appeal shall:
  - (1) Determine the date, place, and time of the hearing of appeal, which shall take place not less than seven (7) days and not more than thirty (30) days from the date of receipt of the aforesaid notice, and;
  - (2) Give notice in writing of the date, place and time of the hearing referred to in paragraph 8.4.2, to both the appellant and the Office who issued the order.
- 8.4.3. The Secretary of the Property Standards Committee shall hold the hearing at the date, place and time set out in the notice.
- 8.4.4. The Property Standards Committee may
  - (1) Confirm the order;
  - (2) Modify or quash the order, or;



- (3) Extend the time for complying with the order provided that the general intent and purpose of this By-law is maintained.

8.4.5. The Property Standards Committee shall give its decision in writing.

## **9. ENFORCEMENT**

This By-law shall be enforced on a complaint basis and pursuant to the provisions of Section 15 of the Ontario Building Code Act, as amended.

## **10. PENALTIES**

Any person who fails to comply with an order issued pursuant to this By-law is guilty of an offence and, upon conviction, is subject to a penalty provided by the Building Code Act and/or the Provincial Offences Act.

## **11. POWER OF MUNICIPALITY TO REPAIR OR DEMOLISH**

Where an owner or occupant of the property fails to take such steps as may be necessary to bring a property into compliance with this By-law, the Municipality, or person acting on its behalf, shall:

- (a) Have the right to enter upon the property to affect such repairs, clean-up, demolition or other remedial steps as may be required to bring the property into compliance with the standards herein and neither the Municipality, nor anyone acting on its behalf shall be liable to compensate the owner, occupant or any other person by reason of anything done by or on behalf of the Municipality in the reasonable exercise of these powers; and
- (b) Shall have a lien on the property for the amount spent by, or on behalf of the Municipality in accordance with this By-law, together an administrative fee of 10% of the amount spent, and the total shall have priority lien status as described in Section 1 of the *Municipal Act*, 2011, S.O. 2001, c. 25.

## **12. CERTIFICATE OF COMPLIANCE**

### **12.1. Issuance**

Following the inspection of a property, the Officer may, or on the request of an owner, shall, issue to the owner a certificate of compliance if, in his opinion, the property is in compliance with the standards of this By-law.

12.2. **Fees**

Where a certificate of compliance referred to in Section 15 of the Ontario Building Code Act is issued at the request of the owner, the owner shall be required to pay the fee to the Municipal Corporation of the Township of Ryerson.

13. **OTHER REMEDIES PROTECTED**

The imposition of a penalty under this By-law shall not be a bar to further prosecution under this By-law and shall not preclude any other proceeding or remedy against a person or a building which does not conform to the standards of this by-law.

14. **OTHER BY-LAWS**

If a provision of this By-law conflicts with a provision of another By-law of the Corporation, the provisions which established the higher standard to protect the health, safety, and welfare of the occupants and of the general public shall prevail.

15. **ENACTMENT**

That this By-law shall come into force and take effect upon its passing.

Read a first, second and third time,  
Signed and the seal of the  
Corporation affixed thereto and  
finally passed in open Council this  
\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**BY-LAW \_\_\_-24**

**BEING A BY-LAW FOR LICENSING, REGULATING, AND GOVERNING TRAILER PARKS WITHIN THE MUNICIPALITY**

**WHEREAS** Section 8, 9, 10, 150, 151, and 164 of the Municipal Act, 2001, authorized the Council of the Municipality to pass By-laws for the prohibiting or licensing of trailer camps;

**AND WHEREAS** the Council of the Corporation of the Township of Ryerson deems it expedient to pass a By-law for the purpose of licensing, regulating, governing and in certain cases prohibiting the location of Trailers Parks within the Municipality.

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

**1. SHORT TITLE:**

This By-law shall be known as “THE TRAILER PARK BY-LAW”

**2. DEFINITIONS:**

In this By-law the following words have the following meanings:

2.1. “**COUNCIL**” means the Council of the Corporation of the Township of Ryerson.

2.2. “**LOT**” means any parcel of land owned by a person or persons (including corporations) which is capable of being transferred separately from any adjoining parcel of land without subdivision consent under the provisions of the Planning Act of Ontario.

2.3. “**MUNICIPALITY**” means the Municipality Corporation of the Township of Ryerson.

2.4. “**MUNICIPALITY BY-LAW ENFORCEMENT OFFICERS**” means any officer or employee of the Municipality charged with the duty of enforcing this By-law and appointed for such purpose by Council.

2.5. “**TRAILER PARK**” means any Lot on which more than one trailer is or has been placed, located, kept, or maintained.

**3. MULTIPLE TRAILERS ON A LOT – TRAILER PARK**

3.1. No person shall locate more than one trailer on a Lot without a Trailer Camp license issued by the Municipality permitting them to do so under the provisions of this By-law. This provision shall apply to the continuing location or keeping of a trailer on a Lot even if that trailer or another trailer was located on the Lot prior to the date on which this By-law comes into force.

3.2. Trailer Parks shall be divided into Lots, each to be made available for occupancy of one trailer.

- 3.3. The maximum number of trailers permitted under a Trailer Park license shall be the lesser of:
  - a. The number obtained by dividing 1350 into the number of square feet contained in the site area of such Trailer Park; or
  - b. Fifty (50)
- 3.4. There shall be not less the fifteen (15) feet between the sides of any two (2) parked trailers.
- 3.5. There shall be not less than ten (10) feet between the ends of any two (2) trailers.
- 3.6. Except as expressly altered therein, the setback and other requirements of any zoning By-law of the Municipality which apply to a Lot shall continue to apply.
- 3.7. No Trailer Park license shall be issued for a Lot which is located within one (1) kilometer of a Lot where another Trailer Park license has been issued  
PROVIDED THAT where a Trailer Park exists on the date of this By-law on lands composed of two (2) or more Lots as defined in this By-law, one (1) Trailer Park license permitting no more than fifty (50) trailers may be issued jointly to the owner(s) of those Lots.

#### **4. REQUIREMENTS FOR THE ISSUE OF LICENSES**

- 4.1. The Clerk of the Municipality or other officer designated by the Clerk shall issue a “Trailer Park License” to an applicant provided the following requirements are met:
  - a. The prescribed fee has been paid;
  - b. The location of the trailers, on the Lot is not prohibited by any township zoning By-law or other By-law or any Act of the Legislature of Ontario or regulations made thereunder;
  - c. In the case of a Trailer Park license, the land is zoned Commercial or Tourist Commercial or the Trailer Park is pre-existing non-conforming use of such land;
  - d. Any structure added to or adjacent to the trailer has been constructed in compliance with the Ontario Building Code Act and either under the authority of a building permit issued by the Municipality or has been inspected and approved by the chief building official of the Municipality;
  - e. Any additional requirements set out in this By-law have been complied with.

#### **5. PLUMBING, WATER, SEWAGE, WASTE, AND ELECTRICAL**

- 5.1. No water closet, bath, shower, hand basin or sink installed in a trailer shall be used while such trailer is placed, standing, parked or located in a Trailer Park, or elsewhere, unless each such plumbing fixture is connected a sewage disposal system approved by the Ontario Ministry of Environment or its designated agent

(now North Bay Mattawa Conservation Authority) or such fixture is connected to an approved holding tank system within the trailer.

- 5.2. Potable water supplies shall be clearly marked as such. Any system which delivers water to more than one trailer shall be constructed and operated in accordance with all Provincial regulations.
- 5.3. If the water supply requires boiling or other forms of purification before human consumption, the owner, operator, or person acting on behalf of the owner, operator shall be responsible for notifying each trailer site of the required procedure.
- 5.4. Trailer Parks that have more than two (2) trailers located on a Lot, are required to have at least one (1) water closet or toilet, one (1) bath or shower, and one (1) wash basin shall be provided for each sex on a Lot, if the number of trailers on the Lot exceed eight (8) than one (1) of each facility for each sex shall be provided for each eight (8) trailers on the Lot. The use of holding tanks is not permitted in any Trailer Park where trailers are permitted to remain on the premises for more than thirty (30) consecutive days. No holding tank shall be emptied or discharged on a Lot unless it is discharged into a facility approved by the Ministry of the Environment for such discharge.
- 5.5. Every Trailer Park having more than two (2) trailers shall provide adequate facilities for laundry, waste disposal, and parking of vehicles on the Lot or within one hundred (100) meters of the boundaries of the Lot.

## **6. TRAILER PARKK OPERATOR'S RESPONSIBILITY**

- 6.1. The licensed operator of every Trailer Park shall at all times maintain the whole site area including trailer spaces in a sanitary and safe condition to the satisfaction of the Medical Health Officer or Municipal By-law Enforcement Officers. The Medical Health Officer or the By-law Officer may direct the licensed operator of any Trailer Parks to rectify any unsatisfactory sanitary condition and any person refusing or neglecting to carry out the orders of the Medical Health Officer or By-law Officer in this regard shall be guilty of a contravention of this By-law.
- 6.2. The licensed operator of every Trailer Park on providing parking space for any trailer shall enter in a register book kept for such purpose alone, the following information shall be available to Police and By-law Enforcement Officers at all times.
  - a. The license number of every automobile and trailer;
  - b. The names and permanent address of every occupant of a trailer;
  - c. The date or arrival of every such occupant;
  - d. The date of departure of every such occupant.
- 6.3. Whenever there are any concerns for a young person unaccompanied by a parent or guardian that is a guest in the Trailer Park the licensed operator shall notify the Police immediately.

- 6.4. Once in every twenty-four (24) hours, the licensed operator shall satisfy that every guest in the Trailer Park is alive and able to call for medical aid if required. He shall immediately report any case of infectious or contagious disease to the Medical Health Officer.

## **7. FEES APPLICABLE**

- 7.1. Trailer licenses and Trailer Park licenses shall be issued for a period of one calendar year or any remaining portion thereof and shall expire on the 31<sup>st</sup> day of December of that year. Every owner of a Trailer Park shall pay an annual license fee for each year, or the remaining part thereof as set in By-law 12-23 Schedule A.
- 7.2. Every person who held a Trailer Park license for a particular Lot during the previous calendar year shall be allowed a grace period until April 30<sup>th</sup> of the current year in which to obtain a current or renewal license. Every person who did not hold a license for the location of one or more trailers on a given Lot during the previous calendar year shall be issued a written warning by the Municipality giving them a grace period in the warning in which to obtain such license before any further enforcement proceedings are undertaken by the Municipality. Such warning may be delivered to the owner or an apparently adult person on the Lot where the trailer is located or mailed to the owner of the Lot at the address shown on the assessment roll of the Municipality and if mailed shall be deemed to have been received five days thereafter.

## **8. OFFENCES**

- 8.1. Every person who locates or permits the location of one or more trailers on a property owned by that person without a Trailer Park license is in contravention of this By-law is guilty of an offense punishable on summary conviction under the Provincial Offenses Act.
- 8.2. Every person who operates a Trailer Park in which permits the location of one or more trailers, or more than the maximum permitted by a Trailer Park license issued to such person is guilty of an offense punishable on summary conviction under the Provincial Offenses Act.
- 8.3. Every person who knowingly uses a Trailer Park for living, sleeping, or eating for which a license is required under this By-law and for which no current license is in effect is guilty of an offense punishable on summary conviction under the Provincial Offenses Act.
- 8.4. Every person who is a director or officer of a corporation and who knowingly concurs or acts in the contravention of Sections 8.1, 8.2, or 8.3 above is guilty of an offense punishable on summary conviction under the Provincial Offenses Act.
- 8.5. Upon conviction of an offence under sections 8.1, 8.2, 8.3 or 8.4 the minimum fine shall be \$500 and the maximum fine shall be \$5,000.00.
- 8.6. Offences under Sections 8.1, 8.2, 8.3 and 8.4 are hereby designated as “Continuing Offenses”, that is each day or part of a day shall be a separate offense for which the minimum and maximum fine set out in section 9.5 shall apply; provided that no person shall prosecute an offense under this By-law as a

“Continuing Offense” without the consent of Council expressed in a resolution certified by the Clerk under the seal of the Municipality.

**9. REPEAL OF EXISTING BY-LAWS, SEVERABILITY**

This By-law repeals By-law 05-08 and any other By-law heretofore passed that are in contravention of this By-law.

Any provisions of this By-law may be served from any other provision(s) if they are found in a particular case to be unenforceable.

Read a First, Second, and Third  
Time, Signed, and Seal of the  
Corporation affixed thereto  
this \_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk

|   |                              |
|---|------------------------------|
|  | <h2>Clerk's Report</h2>      |
| <p>To:</p>  | <p>Council</p>               |
| <p>From:</p>  | <p>Nancy Field, Clerk</p>    |
| <p>Date of Meeting:</p>   | <p>April 9, 2024</p>         |
| <p>Report Title:</p>  | <p>Meeting Schedule 2024</p> |
| <p>Report Date:</p>   | <p>April 3, 2024</p>         |

**Recommendation**

Receive the amended meeting schedule.

**Background**

Staff has had to amend the meeting schedule because the Cao/Treasurer and the Clerk will both be at the AMCTO Conference and not able to attend the June 11<sup>th</sup>, 2024 meeting so we have to cancel that date. I have looked at the calendar and it does not make sense to reschedule because the meetings would only be one week apart.

**Discussion**

Ryerson has had the Township Yard Sale for many years in June. This year we would be having it on June 22<sup>nd</sup> if Council wants us to order the food and do the planning for this date. Staff has a pretty busy June but can have this arranged for the Council.

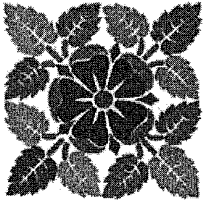




**Township of Ryerson**  
**2024 Regular Council Meetings Schedule**  
**Special Meetings may be called as Needed**

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

Special and closed meetings will be scheduled as required



**BURK'S FALLS, ARMOUR & RYERSON UNION PUBLIC LIBRARY**

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Box 620, 39 Copeland Street, Burk's Falls, Ontario POA 1C0  
Phone/Fax 705-382-3327

Whereas Armour Township has determined that the cost of bringing the new library to Tender is \$50,000;

And, To secure the *Burks Falls, Armour and Ryerson Union Public Library Board* as a full and informed partner in the process of bringing the project to Tender;

The *Burks Falls, Armour and Ryerson Union Public Library Board* has approved and submitted to Armour, as the administrator of this process, 25% (\$12,500) of the estimated Tender cost as our share of the Tender expense.

The *Burks Falls, Armour and Ryerson Union Public Library Board* authorizes Armour Township to proceed with these funds, to undertake an engineering study of our selected site on the south west corner of the Burks Falls Health Centre grounds in co-operation with the Village of Burk's Falls.

The purpose of this study is to refine our site selection within the south west corner of the property, and location and shape of the footplate of the proposed building to coexist with the existing sewage pipe running under the property.

Approved unanimously by

The Burk's Falls, Armour & Ryerson Union Public Library Board

And given authority to

The Library CEO to circulate the above resolution.

A handwritten signature in dark ink, appearing to read "Diana [unclear]". The signature is fluid and cursive, written over a horizontal line.

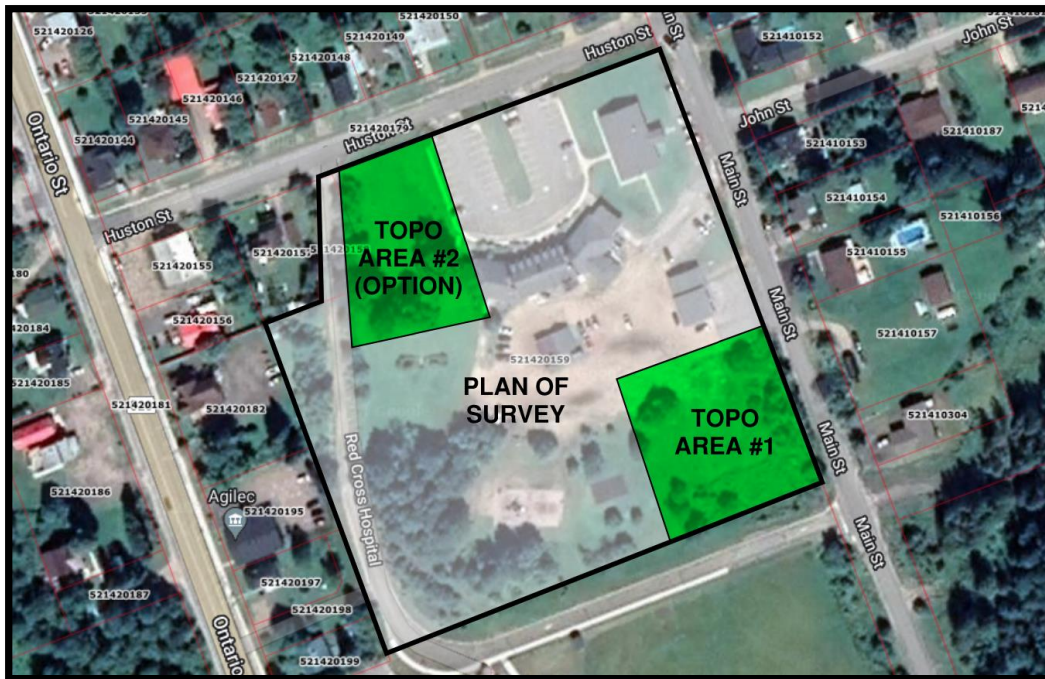
March 18, 2024  
P24520-170

**Jon Morton**  
Greystone Construction  
jon@greystoneconstruction.ca  
(705) 788-5911

**Re: Plan of Survey Illustrating Topographic Information**  
Part of Lot 4, Lots 5-10, Registered Plan 45 and Part of Lot 13, R.C.P. 315  
150 Huston St., Burk's Falls (PIN 52142-0159)

Dear Jon,

Thank you for the opportunity to provide you with this estimate to complete a plan of survey illustrating topographic information for the above-mentioned property. This is a legal survey which will illustrate the positions of existing site improvements in relation to the parcel boundaries as well as topographic information including contours, spot elevations for specific features, and breaklines. We understand the Township of Armour is looking to explore multiple options of sites for new facilities, and this survey will help in determining which sites are appropriate.



## SCOPE OF SERVICES

The tasks required to complete your project are as follows:

- Completion of a Title Search of the Land Registry Office to confirm the extent of title and documented survey evidence in accordance with Provincial Regulations.
- Completion of a search of private records held by other offices to ensure all documented evidence is considered.
- Field crew site attendance and investigation to locate and verify existing survey evidence required to establish property limits, setting new monuments, and replacing any monuments found to be disturbed or missing.
- Placement of 2"x2"x4' wooden stakes beside each survey monument marking a property corner.
- Investigation and measurement of site improvements, including (where applicable) buildings, decks, docks, walkways, driveways, visible above-ground utilities, water limit and other visible features.
- Measurement of field locates conducted by an external party (to be organized by your team unless otherwise requested).
- Measurement of topographic features (including spot elevations, breaklines, drainage features, etc.) in the specified topo areas #1 and #2 (optional).
- Topographic measurement of all catch basin and manhole inverts which are safely accessible to our crews.
- Topographic measurement of the slope which runs along the south end of the property.
- Field data processing and office computations to check and verify field results.
- Ontario Land Surveyor review of all field and office components undertaken throughout the project.
- Ontario Land Surveyor preparation of final survey and corresponding written report.

## ASSUMPTIONS

This agreement assumes the following:

- Topographic information will not be required for any areas outside Topo Area #1, Topo Area #2, the slope on the south side of the property, or the catch basin and manhole inverts requested.

## DELIVERABLES

1. Electronic and paper copies of the completed survey.
2. Simplified AutoCAD .DWG of the completed survey.
3. A written report signed by an Ontario Land Surveyor in letter form, indicating our findings and any issues uncovered by the survey.

## TIMING

The project will progress in three (3) phases:

1. Office research.
2. Field investigation.
3. Office calculations, drafting, checking, and reporting.

We can commence the field investigation within three (3) weeks of receiving your instruction to proceed. The final survey will be prepared within a further four (4) weeks from the finalization of field work.

## FEES

The estimated cost to complete the plan of survey with topographic information collected at 'Topo Area #1' is **\$10,750.00+HST**.

The estimated cost to complete the plan of survey with topographic information collected at 'Topo Area #1' and 'Topo Area #2' is **\$11,450.00+HST**.

Should you have any questions about this estimate, please contact our coordination team at [muskokarequests@tulloch.ca](mailto:muskokarequests@tulloch.ca), or (705) 746-8404, ext. 410.



Jeffrey Pengelly, B.Sc., OLS, OLIP  
Project Manager

**Tulloch Geomatics Inc.**

## STANDARD TERMS & CONDITIONS

### Changes in Project Circumstances or Requirements:

This quotation is based on our understanding of the circumstances and requirements of your project. Should this change, our staff will be in contact as soon as possible to discuss what impact that may have on project scope, timelines, and budget.

### Site Attendance:

Clients will provide Tulloch with authority for site access. Where site access has been arranged but cannot occur, staff deployment will be charged as additional fees at Tulloch standard rates. Unless we specifically request it, we respectfully ask that clients not be present on site with our crew as they complete their work. Client presence can have a negative impact on crew efficiency and may lead to health and safety hazards we have not planned for.

### Changes to Scope:

Our field staff are not authorized to make any changes to the scope of services while on-site. If additional services are required, please contact our project coordinator, who will update the terms of the agreement.

### Invoicing:

Ongoing work will be invoiced each month. Payment terms are net 30 days. Overdue amounts are subject to 1.5% interest per month. The client acknowledges and agrees that TULLOCH GEOMATICS INC. may hold back issuance of final reports, plans and certification of completion letters until payment has been received.

### Review of Drafts:

The client agrees to review and respond to draft deliverables within 30 calendar days of receipt. Any delay in review of draft deliverables may require changes to the schedule and/or fees including instances in which rework is required due to delay.

### Limitation of Liability:

Any and all claims the client may have or claims any other party might have through the client in respect of services provided, whether in contract or in tort, will be limited to claims brought within 1 year of the date of delivery, termination, or suspension of services. Any and all claims similarly will be limited to the lesser amount of: either Tulloch's total fees for services rendered for the project, or \$50,000.00. The client expressly agrees that Tulloch employees, principals and officers shall have no personal liability to the client in respect of a claim and that the client will bring no proceedings in any court of law against Tulloch employees, principals, or officers in their personal capacity.

### Deliverables:

Unless otherwise agreed, all plans, drawings, reports, surveys, data files or other materials prepared by Tulloch in respect of the services provided are the property of TULLOCH GEOMATICS INC. Tulloch reserves copyright in all such deliverables and, upon receipt of payment in full for services, grants the client a non-exclusive right to use the deliverables relating to the services provided for the project, during the life of the project and solely for the project.

**AUTHORIZATION TO PROCEED**

This estimate is valid for 60 days. Should you wish to proceed with the scope of services and estimated fees identified above, please sign below to indicate that you have read and accept all of the terms indicated in this estimate and return a copy of this letter to our project coordination staff at ([muskokarequests@tulloch.ca](mailto:muskokarequests@tulloch.ca)).

---

|           |                     |                   |
|-----------|---------------------|-------------------|
| Signature | Name (Please Print) | Date (DD/MM/YYYY) |
|-----------|---------------------|-------------------|

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|                 |       |
|-----------------|-------|
| Mailing Address | Phone |
|-----------------|-------|

**From:** Jon Morton <jon@greystoneconstruction.ca>

**Sent:** Wednesday, April 3, 2024 10:44 AM

**To:** John Theriault (Clerk-Treasurer Administrator) <clerk@armourtownship.ca>

**Subject:** RE: TULLOCH P24520-170 - Survey Estimate for 150 Huston Street, Burk's Falls

Hi John,

The survey by Tulloch will provide the information necessary to make an informed decision about the Library on this site. The decision on whether to build here will likely involve a number of factors relating to the potential site constraints. The impact of any of these constraints will be evident once we have the survey data – without this data, we are only making educated guesses.

Using the survey data, we will be able to confirm what area is available for a building – further, from this information we will be able to review various options:

- if a building can fit in the remaining area, would this building shape be conducive to a library building and efficient operations, including related access and parking? i.e. does the remaining space allow for a library building that suits your needs?
- If a building cannot reasonably fit within the remaining area, what are the primary constraints and how could they be dealt with, and could this be addressed at a reasonable cost?

The survey itself doesn't directly answer these questions – but the data will help answer these questions with more certainty and clarity than is available now.

Hope this helps. I will talk to Tulloch about starting the work and will keep you updated on timing. I am going to suggest that they invoice for this work directly to the Township, if that works for you.

Any questions let me know.

Jon

**Jon Morton, P.Eng., MBA, PMP**

Chief Operating Officer

**GREYSTONE**  
BUILDING MUSKOKA FOR OVER 25 YEARS

8 Crescent Road Unit A-1, Huntsville, Ontario, P1H 0B3  
p. 705-789-1418 ext.103 | m. 705.788.5911 | f. 705-789-8543

[jon@greystoneconstruction.ca](mailto:jon@greystoneconstruction.ca)

<http://www.greystoneconstruction.ca/>





Council Resolution Form

Date: 21 Mar 2024 No: Resolution No.62-24  
 Moved By: Councillor Tripp Disposition: CARRIED.  
Seconded by Councillor Popkie  
 Item No: 12.2

Description: Occupational Health and Safety Act Definition of "Employer"

**RESOLUTION:**

That Council support Resolution CC2023-303 passed by the Council of the City of Greater Sudbury on December 5, 2023 regarding the Amendment of the Occupational Health and Safety Act to Clarify the Definition of "Employer", including that the definition of "employer" excludes owners that have contracted with a constructor for a project;

And furthermore that a copy of this resolution and a copy of the City of Greater Sudbury's resolution be circulated to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, John Yakabuski, MPP for Renfrew-Nipissing-Pembroke, the Association of Municipalities of Ontario and all Ontario Municipalities.

|                             |       |       |
|-----------------------------|-------|-------|
| Recorded Vote Requested by: |       |       |
| .....n/a.....               |       |       |
|                             | Yea   | Nay   |
| J. Levesque                 | _____ | _____ |
| T. Popkie                   | _____ | _____ |
| L. Thomson                  | _____ | _____ |
| R. Tripp                    | _____ | _____ |
| R. Weir                     | _____ | _____ |

  
 \_\_\_\_\_  
**MAYOR**

|   |
|---|
| Declaration of Pecuniary Interest:<br>.....n/a.....<br>Disclosed his/her/their interest(s), vacated he/her/their seat(s),<br>abstained from discussion and did not vote |
|---|

City of Greater Sudbury  
Ville du Grand Sudbury



December 12, 2023

**\*Sent Via Email\***

Municipalities of Ontario

Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

The following resolution was passed by Council of the City of Greater Sudbury on December 5, 2023:

PO BOX 5000 STN A  
200 BRADY STREET  
SUDBURY ON P3A 5P3

CP 5000 SUCCA  
200, RUE BRADY  
SUDBURY ON P3A 5P3

705.671.2489

[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

*CC2023-303: WHEREAS in 2015 the City of Greater Sudbury (the "City") entered into a contract with a contractor experienced in road construction projects to complete a project on Elgin Street in the City's downtown core;*

*AND WHEREAS the contract provided that the contractor would be the constructor for the project as that term is defined in the Occupational Health and Safety Act (the "Act");*

*AND WHEREAS an employee of the constructor operating a grader on the project struck and killed a pedestrian;*

*AND WHEREAS the City was charged with offences under the Act as the constructor and the employer;*

*AND WHEREAS after being acquitted at trial and on appeal, the Ontario Court of Appeal, in a decision issued on April 23, 2021, found the City to be liable for contraventions of the Construction Regulations as an employer as it employed quality control inspectors to monitor the quality of work on the project from time-to-time;*

*AND WHEREAS the Supreme Court of Canada, in a decision issued on November 10, 2023, was evenly divided 4-4 on the issue resulting in dismissal of the City's appeal;*

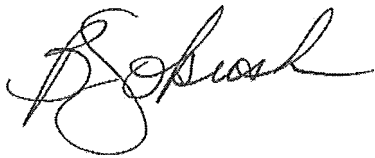
*AND WHEREAS the consequence of this decision is that municipalities in Ontario, as well as all other owners of property in the province, who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to project sites for which they have no control and have, in accordance with the Act, contracted with an entity to assume plenary oversight and authority over the work on such site as the constructor; AND WHEREAS the potential of an owner being charged as an employer as that term is defined in the Act in circumstances where it has engaged a constructor disregards and renders meaningless the owner-constructor provisions contained in the Act and presents an unacceptable level of increased risk and confusion for owners and contractors throughout the province;*

*AND WHEREAS the City believes that the safety of workers is paramount however the safety of workers on construction projects in Ontario is not increased by placing liability on parties that do not have control of and are not responsible for the conduct of the work on such sites;*

*NOW THEREFORE BE IT RESOLVED THAT the Council for the City of Greater Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project;*

*AND BE IT FURTHER RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, France Gelin, MPP for Nickel Belt, Jamie West, MPP for Sudbury, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.*

Yours truly,

A handwritten signature in black ink, appearing to read 'Brigitte Sobush', written in a cursive style.

Brigitte Sobush  
Manager of Clerk's Services/Deputy City Clerk

- c. Members of City Council  
Eric Labelle, City Solicitor and Clerk



## AMO Land Use Planning Training for Elected Officials

Local planning is dynamic and challenging. As an elected official you will often find yourself dealing with uncertainty and *complexity*.

As you have settled into your role as a municipal councillor, your understanding has grown on what is expected of you.

AMO's planning training supports its members in two important ways. Our ***Foundations in Planning*** builds foundational knowledge and insight into planning legislation and municipal requirements and roles.

Our ***Advanced Land Use Planning- A Deeper Dive*** training puts your foundational knowledge to test as you work through case studies and lessons learned to build your strategic management and decision making on local planning issues. This training is specifically designed to support Ontario's elected officials in strategic decision making and management of the many facets of land use planning.

AMO is encouraging its members to take advantage of this training to support in developing your understanding and skills as you explore the complexities of local land use planning.

For a full description, and to register visit [AMO Education](#).

### Registration Information:

#### ***Foundations in Planning***

**Dates: April 17, 2024 & October 22, 2024**

**Fee: \$325 + HST\*\***

Limited to 30 participants (first come, first served)

\*\*A cancellation fee of \$75 applies.\*\*

***Advanced Land Use Planning- A Deeper Dive***

**Dates: April 18, 2024 & October 23, 2024**

**Fee: \$375 + HST\*\***

Limited to 30 participants (first come, first served)

\*\*A cancellation fee of \$75 applies.\*\*

For questions, please reach out to [events@amo.on.ca](mailto:events@amo.on.ca)



P.O. Box 463, Burk's Falls, Ontario P0A 1C0  
Phone: 705-571-3308  
Email: info@burksfallsdistricthistoricalsociety.com  
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Watt Century Farm House  
827 Chetwynd Road  
Armour Township

Wiseman's Corner Schoolhouse  
112 Midlothian Road  
Ryerson Township

**MINUTES**  
**ANNUAL GENERAL MEETING & REGULAR MEETING**  
**Burk's Falls & District Historical Society**  
**Fell Homes, Burk's Falls**  
**Monday, March 18, 2024**

Members Present: Diane Brandt – President  
Nieves Guijarro – Vice President  
Charlene Watt – Deputy Treasurer/Secretary  
Krista Trulsen  
Kirk Du Guid  
George Sterling  
Jarv Osborne  
Barry Burton

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 Jenny Hall, Peter Hall and Ryan Baptiste.

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

Acceptance of minutes as amended and adoption of the February 12, 2024 Meeting Minutes as circulated: **Moved by Krista Trulsen, Seconded by George Sterling. Carried**

**Treasurer's Report:**

Treasurer's / Financial Report presented by Diane Brandt. Main bank account balance was \$10,856.89 on February 29, 2024 with expenses for Net Spectrum, website renewal, Chamber of Commerce advertising and office supplies in the month of February. There were no deposits in February. Account balance to date is \$9,013.98. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Barry Burton, Seconded by Kirk Du Guid. Carried**



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### **Audit of 2023 Financial Statements:**

Jarv Osborne reported that the audit of the 2023 Financial Statements were completed. Jarv Osborne and Jenny Hall, as bona fide Members of the Burk's Falls and District Historical Society, have reviewed the revenues and expenses recorded for 2023 to 2024 which comprised of the statement of financial position as of March 31, 2024, the statement of cash flows for the year and notes to the financial statement and records of activity. The financial reviews were considered sufficient and appropriate to provide the opinion that the records and banks statements are true and accurate. It was recommended that the description of revenues could be strengthened by two Members to document receipt of monies wherever possible.

**Motion to accept the 2023 Report on the Audit of Financial Statement and Records of the Burk's Falls and District Historical Society and the recommendation in the Report: Moved by Barry Burton, Seconded by George Sterling. Carried**

### **Committee Reports:**

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

Diane Brandt advise Members that she is no longer able to spring clean the heritage centre. Quotes for spring cleaning of the schoolhouse will be obtained for Members to review. Diane also reported that the retractable screen door does not have a handle and is difficult to use which is causing a safety concern. She advised that a replacement door with a handle is available at Costco at a cost of \$230 + HST. The existing door would be removed and could be used as a back up. **Motion to purchase a replacement retractable screen door from Costco at a cost of \$230 + HST: Moved by Jarv Osborne, Seconded by Krista Trulsen. Carried**

Members discussed the purchase of an air purifier for the facility. Krista Trulsen offered to investigate air purifiers/dehumidifiers and will report back to Members.

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

Diane Brandt advised Members that donations of a cash register and weigh scale are to be accepted from the Donation & Thrift Store located beneath the Emporium in Burk's Falls. The cash register is original to the building and believed to be owned by Don Stevenson who built the building.

Members inquired about the provincial grant that was received for the red building replacement at the Watt Farm House property. Diane provided details from a recent media release statement from MPP Graydon Smith for Parry Sound/Muskoka. The Watt Century Farm House Heritage Centre received \$160,380 for the accessory structure to enhance and expand exhibit spaces and to install amenities.



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### Membership Renewals:

Lorne Main, Founding Member renewed his membership for 2024.

### Correspondence:

Members were advised of correspondence for a \$100 in memoriam donation for Norm Mason. Diane has receipted and issued a letter of gratitude.

Members reviewed an email from Temiskaming Speaker & Printing offering the Historical Society an opportunity to advertise in an Ontario Parks Guide for tourists. The publication was for the Restoule/Mikisew and Temagami provincial parks. Members inquired about advertising in a publication that supported the Muskoka/Parry Sound District provincial parks. Charlene Watt will respond to the email with the inquiry. **Motion to approve and authorize a half page advertisement, in a price range of \$425 to \$750 + HST, with Ontario Parks, upon the condition that the publication will be distributed to an area that is applicable to our District. Moved by Barry Burton, Seconded by George Sterling. Carried**

### Nomination and Election of Officers:

Nominations for the 2024/2025 Officers were made and discussed by Members:

Diane Brandt was nominated as President by Barry Burton and seconded by George Sterling. Diane Brandt accepted the nomination.

Krista Trulsen was nominated as Vice-President by Nieves Guijarro and seconded by George Sterling. Krista Trulsen accepted the nomination.

The nomination for the position of Treasurer was deferred per Diane Brandt's request until the April 2024 meeting as Jenny Hall was not present. Members agreed to defer.

Charlene Watt was nominated as Deputy Treasurer/Secretary by George Sterling and seconded by Barry Burton. Charlene Watt accepted the nomination.

### General Business:

#### Heritage Festival 2024:

Members reviewed the Heritage Festival March 2024 Report. Krista Trulsen will take the lead in the organization of volunteers for the Historical Society's children's games and the mystery box display. The games will be set up on the open grass area by the Quonset hut and hill. Award ribbons and participation ribbons will be handed out. Charlene Watt will order the ribbons for the Historical Society.





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Additional duties were agreed upon:

Crowd Favourite Ballot Box Counting: Charlene Watt, Kaiyla Hoffmann & Diane Brandt

Selection of Heritage Festival Car Show Award: George Sterling, Barry Burton & Eugene

Order Popcorn & Small Bags from the Village of Burk's Falls: Nieves Guijarro

Dunk Tank Co-ordinator: Mike Quinton

Donation Jars/Cash Boxes: Diane Brandt will bring the cash box for the dunk tank and two donation jars (one for the Historical Society tent, one for the Car Show Judging Station).

Event Programme: Diane Brandt and Charlene Watt to discuss. There is a historical tractor that is registered at the event which could be showcased, the firefighter's list of challenges, list of sponsors and schedule of events were recommended.

Event Poster: Diane Brandt

Diane Brandt will look into purchasing a 10' x 20' canopy tent for the Historical Society on centre field. The two 10' x 10' canopy tents will be used at the popcorn booth and the children's game area.

Website Update: Charlene Watt informed Members that the website is being redesigned with a Heritage Festival tab and is expected to go live in the next week. Client First Canada created the additional page at no cost.

Sponsorships: Charlene Watt informed Members that a sponsorship package is being created for 2025 in response to the March Heritage Festival team meeting. To help offset costs and to develop a process for recognizing sponsors, it was recommended that a program be implemented. A draft sponsorship package will be presented to Members at a future meeting.

The Commanda Museum has asked to join us on Heritage Festival to promote their heritage centre. This year, they will be recognizing the 150<sup>th</sup> year of the Rosseau-Nipissing Colonization Road and would like to attend the event to promote their programs and to fundraise. Members welcomed their participation and recommended that they be set up in Vendors Market to ensure that plenty of traffic is sent their way.

### **New Business:**

Diane Brandt inquired about a microfiche reader. Charlene Watt advised that there was one at the Armour Township municipal office and is pending disposal. Nieves Guijarro will attend the office to determine if the equipment is appropriate for the Historical Society's needs.

Members reviewed a request from the Council of the Township of Armour to visit a potential historical building donation located at 291 Doe Lake Road. Background information on the property was discussed. Barry Burton, Diane Brandt, and Krista Trulsen volunteered to attend



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the site visit. It was recommended that Ken Stevenson, Deputy Fire Chief (and a neighbour to the dwelling) be invited to attend as well. Charlene Watt will relay the response to the Clerk at the Township office to make arrangements.

**Adjournment:**

The next meeting will be held on Monday, April 15, 2024 at Fell Homes. There being no further business, **George Sterling moved to adjourn the meeting at 8:41 p.m.**

---

Recorded by  
Charlene Watt, Deputy-Treasurer/Secretary

---

Approved by  
Diane Brandt, President

**JOINT BUILDING COMMITTEE  
ANNUAL PERMIT SUMMARY  
2024**

| Month         | No. of Permits | Permit Fees        | Project Values        | Size (sq.m)                  |
|---------------|----------------|--------------------|-----------------------|------------------------------|
| January       | 3              | \$23,130.00        | \$1,522,000.00        | 308                          |
| February      | 10             | \$23,330.00        | \$1,306,000.00        | 764                          |
| March         | 1              | \$7,600.00         | \$500,000.00          | 173                          |
| April         | 0              | \$0.00             | \$0.00                | 0                            |
| May           | 0              | \$0.00             | \$0.00                | 0                            |
| June          | 0              | \$0.00             | \$0.00                | 0                            |
| July          | 0              | \$0.00             | \$0.00                | 0                            |
| August        | 0              | \$0.00             | \$0.00                | 0                            |
| September     | 0              | \$0.00             | \$0.00                | 0                            |
| October       | 0              | \$0.00             | \$0.00                | 0                            |
| November      | 0              | \$0.00             | \$0.00                | 0                            |
| December      | 0              | \$0.00             | \$0.00                | 0                            |
| <b>TOTALS</b> | <b>14</b>      | <b>\$54,060.00</b> | <b>\$3,328,000.00</b> | <b>New Construction 1245</b> |
|               |                |                    |                       | <b>Demolitions 0</b>         |

**JOINT BUILDING COMMITTEE  
ANNUAL PERMIT SUMMARY  
2024**

| Month   | No. of Permits | Permit Fees        | Project Values        | SFD'S, Seasonal Dwellings and Multi-Unit Dwellings |          |
|---|----------------|--------------------|-----------------------|--|----------|
|   |                |                    |                       | 2023   | 2024     |
| Burks Falls                                     | 0              | \$0.00             | \$0.00                | 0  | 0        |
| Joly  | 1              | \$370.00           | \$18,000.00           | 0  | 0        |
| South River                                     | 0              | \$0.00             | \$0.00                | 0  | 0        |
| Machar  | 4              | \$8,575.00         | \$525,000.00          | 0  | 1        |
| Strong  | 3              | \$10,780.00        | \$536,000.00          | 0  | 1        |
| Ryerson   | 3              | \$3,975.00         | \$245,000.00          | 0  | 1        |
| Sundridge                                       | 3              | \$30,360.00        | \$2,004,000.00        | 0  | 2        |
| <b>TOTALS</b>                                   | <b>14</b>      | <b>\$54,060.00</b> | <b>\$3,328,000.00</b> |  | <b>5</b> |
| <b>Permit activity at end of March 31, 2024</b> |                |                    |                       |  |          |
| <b>TOTALS</b>                                   | <b>9</b>       | <b>\$11,385.00</b> | <b>\$729,000.00</b>   | <b>0</b>   |          |
| <b>Permit activity at end of March 31, 2023</b> |                |                    |                       |  |          |
| <b>TOTALS</b>                                   | <b>5</b>       | <b>\$42,675.00</b> | <b>\$2,599,000.00</b> |  | <b>5</b> |
| <b>Difference from previous year</b>            |                |                    |                       |  |          |



Integrity Commissioner Office  
for Township of Ryerson

**MICHAEL MAYNARD**  
**Integrity Commissioner**  
Township of Ryerson  
E-mail: [integrity@adr.ca](mailto:integrity@adr.ca)

March 28, 2024

**Sent by e-mail to:**

**Ms. Nancy Field**  
**Clerk**  
28 Midlothian Road  
Burks Falls, Ontario P0A 1C0  
[clerk@ryersontownship.ca](mailto:clerk@ryersontownship.ca)

**Re: File No.: IC-30143-0324: Township of Ryerson Integrity Commissioner Annual Report  
for the operating period of December 19, 2022 to December 18, 2023**

---

Dear Mr. Robinson:

Thank you for the opportunity to act as the Integrity Commissioner (or “IC”) for the Township of Ryerson (the “Township”) over the past year. In accordance with the terms of the agreement with the Town, and pursuant to section 223.6(1) of the *Municipal Act, 2001*, we are providing our annual report for the operating period of December 19, 2022 to December 18, 2023.

As you know, the IC’s role is to help Members of Council (“Members”) ensure that they are performing their functions in accordance with the Township’s Code of Conduct (the “Code”) and the *Municipal Conflict of Interest Act* (the “MCIA”). The Integrity Commissioner is available to educate and provide advice to Members on matters governing their ethical behaviour and compliance with the Code and the MCIA.

The Integrity Commissioner is also responsible for receiving, assessing, and investigating appropriate complaints respecting alleged breaches of the Code or the MCIA.

**Requests for Advice**

During this operating period, there were no requests for advice.

**Code of Conduct Complaints**

During this operating period, one Code of Conduct complaint was received. We requested further details from the complainant which were deemed necessary to initiate an investigation. While some additional information was provided, the submissions were still insufficient to initiate an investigation. Ultimately, the complainant did not provide the necessary information. No investigation was carried out and the matter was closed

**Billing**

A summary of billing for the operating period is included in this report as Appendix 1.

**Final Comments**

We look forward to assisting the Township and its Members of Council in contending with the issues that may arise in connection with the administration of its Code of Conduct in the coming year.

Yours truly,



Michael Maynard,  
Office of the Integrity Commissioner for the Township of Ryerson

**APPENDIX 1**  
**Summary of Billing**

Billing for this operating period has totaled **\$1,728.90**, as detailed below.

| <b>Invoice Number</b> | <b>Date</b> | <b>Fees</b>       | <b>HST</b>      | <b>Total</b>      |
|-----------------------|-------------|-------------------|-----------------|-------------------|
| <b>8574</b>           | 03/09/2023  | \$300.00          | \$39.00         | \$339.00          |
| <b>8766</b>           | 08/09/2023  | \$880.00          | \$114.40        | \$994.40          |
| <b>8798</b>           | 09/08/2023  | \$350.00          | \$45.50         | \$395.50          |
| <b>TOTAL</b>          |             | <b>\$1,530.00</b> | <b>\$198.90</b> | <b>\$1,728.90</b> |



# CORPORATION OF THE TOWNSHIP OF ARMOUR

## RESOLUTION

**Date:** **March 26, 2024**

**Motion #** 84

That the Council of the Township of Armour supports the Armour, Ryerson and Burk's Falls Agricultural Society in their request to use the ice surface at the Armour, Ryerson & Burk's Falls Memorial Arena for their annual Fall Fair and furthermore, urges the Council for the Village of Burk's Falls to respond in writing to the Agricultural Society's letter dated October 23, 2023, which was received by the Village on the same date, regarding their request to use the ice surface at the Arena annually for their Fall Fair.

**Moved by:**

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

Carried / Defeated 

**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"/> |