

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA (AS AMENDED)

May 14, 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

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: in person and electronic

1.2 Announcement: This meeting is being recorded

2. ADOPTION OF MINUTES:

2.1 Adoption of minutes from the regular meeting on April 30, 2024 **(R)**

3. DECLARATION OF PECUNIARY INTEREST:

4. DELEGATIONS AND PRESENTATIONS: None registered.

5. REPORTS:

5.1 **CAO/TREASURER:** Staff Report Final Draft Budget, O Reg. 284/09 2024 Budget Report **(R)**, By-law to Set Tax Ratio for 2024 **(R)**, By-Law to Set and Levy Rates of Taxation for 2024 **(R)**. Fire Hall Grant **(R)**

5.2 **CLERK:** Staff Report Procedural By-law Update. Nuisance Beaver By-law (housekeeping) **(R)**

5.3 PUBLIC WORKS:

Nuisance Beaver Report **(R)**, Municipal Roads Construction Standards Policy**(R)**.

COUNCIL MEMBERS:

6. BUSINESS ARISING/ACTIVITY LOG:

6.1 Fire Vehicle Report **(R)**.

6.2 Amendment to the JBC Building By-laws. **(R)**

7. COMMUNICATION ITEMS:

7.1 District of Parry Sound Social Services Administration Board Resolution:
Ontario Works Rates **(R)**.

7.2 Eastholme Tour Invitation **(R)**.

7.3 General Information Items

- Joint Building Committee Annual Permit Summary.

8. CONFIRMING BY-LAW:

8.1 To confirm the meetings of Council **(R)**.

9. IMPORTANT DATES:

May 17 District of Parry Sound Municipal Meeting.

May 25, 2024, Hazmat Day.

May 27, 2024, Tri-Council Meeting 7:00 p.m.

May 28, 2024 Regular Council 6:00 p.m.

10. ADJOURNMENT:

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: May 14, 2024 AT 6:00 P.M.

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

Be it resolved that the minutes from the regular meeting on April 30, 2024 be adopted as circulated.

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

Be it resolved that Ryerson Township Council adopt the 2024 Budget Report, excluding expenses as per Ontario Regulation 284/09.

Item # 5.1 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 set tax ratios for 2024 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 14th day of May 2024.

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

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law to set and levy the rates of taxation for 2024 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 14th day of May 2024.

Item # 5.1 on Agenda Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council supports the application under NOHFC's Community Enhancement Program for the Burk's Falls and District Fire Hall Project;

And Further, that the project is currently estimated to cost \$3,000,000, and if the Township is successful in obtaining a grant in the amount of \$1,000,000, the Township is committed to cover our contributions towards the project in the estimated amount of \$471,200. along with any project cost overruns for the project should they be incurred.

Item # 5.2 on Agenda Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law for prohibiting, regulating and remediating public nuisances caused by uncontrolled beaver dams 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 14th day of May 2024.

Item # 5.3 on Agenda Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council declare the beaver dam located at 2093 Royston Road a Nuisance Beaver Dam as per the definition under Section 2(c) of the Nuisance Beaver Dam By-law 28-08.

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

Whereas the Ryerson Township Council has passed a formal resolution defining that the property located at 2093 Royston Road does contain a Nuisance Beaver Dam.

And Whereas this Nuisance Beaver Dam burst and caused substantial damage to Royston Rd. and to Harrison Lake Rd.

And Whereas the Townships Nuisance Beaver Dam By-law 28-08 provides that the Township Council can direct that further notice be given to the owner by any means including a deadline by which the owner must complete any or all of the requirements of Section 3 of this by-law, or Council will direct remedial action on its own.

And Whereas that the Ryerson Township Council can direct that all or a specified portion of the costs recorded by the Clerk under Section 4(e) of this by-law be billed to the owner(s) of the property on which a Nuisance Beaver Dam is or was located.

And Whereas that the Ryerson Township Council can direct that, in the event of non-payment by the owner of amounts owing and billed to a landowner under (iv) immediately above, that the municipal solicitor be consulted as to the best method of collecting the amount owing which may include:

- adding such amounts to the tax roll and collecting them in the same manner as taxes.
- court action against the landowner.

Now Therefore, be it resolved that the Ryerson Township Council direct staff to send notice to the owner of the property to complete remedial work from section (c), on the property. of:

and to complete this work by the date: _____

And Further, that a bill be sent to the property owner to pay for all or a portion of the repair costs for damage sustained to the Township roads, in the amount of \$ _____

Item # 7.2 on Agenda Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council adopt the Roads Construction Minimum Standards Policy OPS-2021-01.

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

Be it resolved that Ryerson Township Council rescind resolution 70-24 supporting the amendment to the fire department budget to purchase a new SUV, and further that Council approve an amendment to the fire department budget as proposed, to allow for the purchase of a replacement Fire Prevention vehicle.

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

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law respecting construction, demolition, change of use, conditional permits, and inspections. 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 14th day of May 2024.

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

Be it resolved that Ryerson Township Council Support that the District of Parry Sound Social Services Administration Board call upon the Premier and the Minister of Children, Community and Social Services to set Basic Needs and Shelter Rates for Ontario Works according to locally defined market basket of essential goods, including transportation, telephone, average market rents and nutritious food basket, that are adjusted annually according to the consumer price index.

AND THAT a copy of this resolution be sent to the Premier of Ontario, the Minister of Children, Community and Social Services, local Members of Provincial Parliament, member municipalities, the Ontario Municipal Social Services Association, the Northern Ontario Service Deliverers' Association, and the Association of Municipalities of Ontario.

Item # 7.2 on Agenda Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that the following Ryerson Township Council Members:

attend the Eastholme for a tour of their facilities on May 23, 2024 from 7:00 p.m. to 9:00 p.m.

Item # 8.1 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 14th day of May 2024.

Item # 10 on Agenda Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that we do now adjourn at _____. The next regular meeting May 28, 2024 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

DRAFT MINUTES

April 30, 2024 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **April 30, 2024** at 6:00 p.m. This was a hybrid meeting combining in person and 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: Miller, Patterson, and Robertson.

Regrets: Councillor Abbott

Staff in attendance: Brayden Robinson, Nancy Field, Jason Newman, Bryan Austin, and Fred Schmeltz.

Public attending in person or electronically: Judy Ransome, Paul Van Dam, and Roman Kaczynski.

Notice of this meeting was posted on the website.

2. ADOPTION OF MINUTES

R-68-24 Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that the minutes from the regular meeting on April 9, 2024 be adopted as circulated.

(Carried)

3. DECLARATION OF PECUNIARY INTEREST: None noted.

4. DELEGATION: None registered

5. TENDERS

R-69-24 Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council accept Tender 2024-03 for Double Surface Treatment on Peggs Mountain Rd from Madill Rd Southerly to James Camp Rd (1.7km) James Camp Rd Westerly approximately 600 meters with the tender from Duncor Enterprises Inc. in the amount of \$167,497.50 plus HST for a total of \$189,272.18 Subject to the following modifications:

That item 2 of the tender be amended to 2,925 square meters, and work be completed on James Camp Road from Stewart Lane intersection heading east.

(Carried)

6. REPORTS:

CAO/TREASURER: Brayden provided council with a revised draft budget and the fire budget amendment. A letter of support was requested for the new firehall build. Resolution noted below.

R-70-24 Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council approve the amendment to the 2024 Fire Budget as proposed, reallocating the surplus generated from the Fire Chief Shared Services Agreement towards the purchase of a new SUV for the department;

And that this resolution be sent to the Councils of the Township of Armour and the Village of Burks Falls for approval.

(Carried)

CLERK: Nancy brought forward a Delegation of Power and Duties Policy. A Trailer Licencing By-law, Trailer Park By-law, Property Standards By-law, amendment to the Administrative Fees Schedule "A" By-law were received by Council. Jason Newman and Bryan Austin were available to answer questions received by Council. Resolutions noted below.

Nancy provided council with the yard sale poster and a report on the watershed management with information received from the MNRF.

R-70B- 24 Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 23-24, being a By-law to introduce a Delegation of Power and Duties Policy and further; that By-Law # 23- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.

(Carried)

R-71- 24 Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 24-24, being a By-law to Licence Trailers in the township and further; That By-Law # 24- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.

(Carried)

R-72- 24 Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 25-24, being a By-law Licensing, Regulating and Governing Trailer Parks within the township and further; that By-Law # 25- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.

(Carried)

R-73- 24 Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 26-24, being a By-law to prescribe standards for the maintenance and occupancy of buildings and property in the township and further; that By-Law # 26- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April, 2024.

(Carried)

R-74- 24 Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 27-24, being a By-law amending Schedule "A" to provide for administrative fees charged by the Township of Ryerson and further; That By-Law # 27-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.
(Carried)

PUBLIC WORKS: Public Works Supervisor provided council with a roads report update for April. No questions were asked.

COUNCIL REPORTS:

Councillor Abbott provided Council with the library board report. Resolution noted below.

R-75- 24 Moved by Councillor Robertson, 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 \$12,500.

(Carried)

7. COMMUNICATION ITEMS

R-76- 24 Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council support The Town of Goderich's letter to Minister Lisa Thompson requesting that the province not proceed with the recommended phase-out of free private well testing in Ontario;

And Further That the Minister of Environment Conservation and Parks, the Minister of Health and Long-Term Care, other Source Protection Committees, and local health units be forwarded the letter and asked for their support.

(Carried)

R-77-24 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that the Ryerson Township Council support the Township of Horton's request to the Province of Ontario to commit to an undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

And Further That a copy of this motion is sent to the Premier of Ontario, Doug Ford; the MPP, John Yakabuski.

(Carried)

R-78-24 Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that the Ryerson Township Council Support Resolution 06-24 passed by the Public Health Sudbury & District regarding household food insecurity;

AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Children, Community and Social Services, Michael Parsaco; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; Deputy Premier and Minister of Health, Sylvia Jones; the Association of Municipalities of Ontario (AMO) and our local Member of Provincial Parliament (MPP).

(Carried)

R-79-24 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council authorize:
Mayor Sterling, Councillors Miller, Patterson, Robertson, and Abbott to attend the District of Parry Sound Municipal Association (DPSMA) Spring Meeting on Friday, May 17, 2024.

(Carried)

General Information Items Received:

- Council received the meeting minutes for April from the Historical Society.
- Council received the Almaguin Community Economic Development, Director of Economics Development (ACED-DoED) Report.
- Council received the Almaguin Community Economic Development (ACED) meeting minutes.
- Council received the District of Parry Sound Municipal Association (DPSMA) Spring meeting invitation for May 17, 2024.
- Council received the District of Parry Sound Municipal Association (DPSMA) meeting agenda.
- Council received the District of Parry Sound Social Services Administration Board (DSSAB) CAO-April minutes.
- Council received the Joint Building Committee meeting minutes for April.

8. CONFIRMING BY-LAW

R- 80-24 Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 28-24, being a By-law to confirm the meetings of Council and further; That By-Law # 28-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.

(Carried)

10. ADJOURNMENT:


R-81-24 Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at 7:24pm. The next regular meeting May 14, 2024 at 6:00 p.m.

(Carried)

MAYOR

CLERK/DEPUTY CLERK

| | |
|---|--------------------------------|
|  | <h2>Staff Report</h2> |
| To: | Ryerson Township Council |
| From: | CAO/Treasurer Brayden Robinson |
| Date of Meeting: | May 14, 2024 |
| Report Title: | 2024 Municipal Budget |
| Report Date: | May 6, 2024 |

Recommendation:

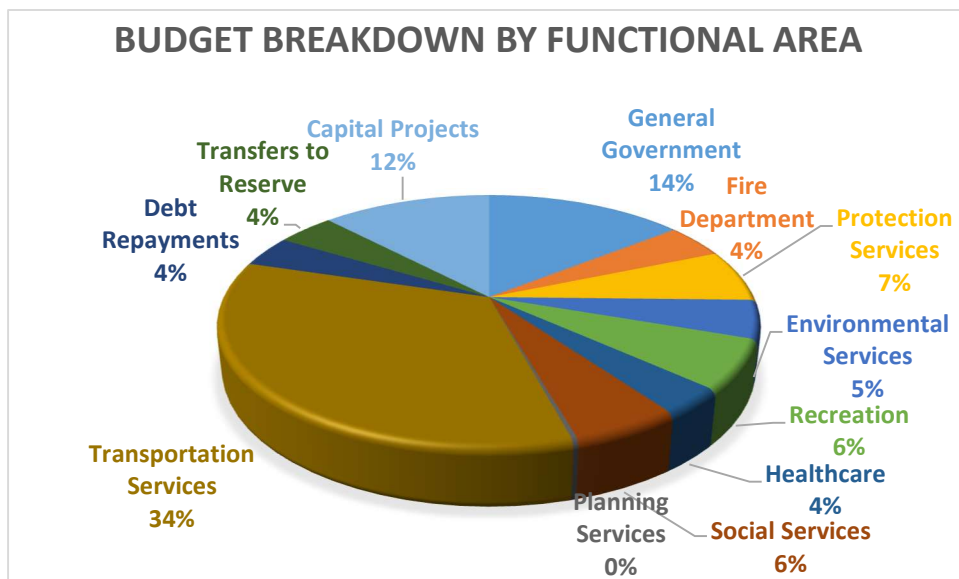
Received for information purposes.

Purpose/Background:

Enclosed please find a copy of the final 2024 budget.

As discussed at the previous meeting, this budget reflects a 5.1% increase in the overall tax rate. With respect to the average single-family dwelling in the Township, this corresponds to an increase of approximately \$120.00 per year, or \$10.00 per month, with the average tax bill totalling \$2,490.68.

The following chart illustrates, by percentage, the proportion by which municipal tax dollars are allocated between service areas:



The following is a brief overview of the major changes in each functional area.

General Government

Total general government expenditures have decreased \$69,330 from the prior-year budget. This is predominantly driven by administrative wages, which is budgeted at \$62,900 less than the previous year. Other changes of note are a \$5,000 decrease in Human Resources Fees, due to the completion of the Township's succession plan, offset by a \$4,300 increase in insurance costs.

Protection Services

This category consists predominantly of policing and by-law enforcement services, and has increased approximately \$7,300 from the prior year. This is almost entirely driven by changes in our by-law services agreement, now offered through the Township of Armour, representing an increase of \$7,200 from 2023.

Environmental Services

Environmental services have increased by \$11,050 from 2023, due to increases in the landfill budget (\$11,300) and partially offset by a small decrease in the ARI levy from the HAZMAT days (\$250).

Health Services

The Health Services category has decreased by \$7,228 compared to the prior year. One-time costs related to the Almaguin Highlands Health Centre have come off the budget in 2024, representing a savings slightly in excess of \$10,000. This is, in turn, offset by moderate increases to the Health Unit (\$621) and Land Ambulance (\$2,905) levies.

Social and Family Services

Consisting entirely of external levies, this category has increased by \$5,827 from 2023 due to increases in the DSSAB (\$3,911) and Eastholme (\$1,916) levies.

Recreation and Cultural Services

This service area, consisting of the Museum, Library, Parks, and Arena costs, has increased \$41,240 from the previous year. The Arena budget itself increased slightly less than \$30,000 from 2023, primarily due to a number of needed capital upgrades; note these costs are partially offset by the use of Parkland deferred revenues. The Library costs have also increased by \$14,250 from the prior year, primarily due to the allocation of \$12,500 towards the preliminary build project work.

Planning Services

The Township's change to a fixed annual contribution of \$5,000 for ACED has eliminated \$11,265 from this budget category; there has also been a modest increase of \$500 relating to Township-own charges from its contracted planner. Overall, this category is down \$10,765 from 2023.

Transportation Services

Representing by far the largest allocation of tax dollars, slightly in excess of one-third of the Township's own tax revenues, the Transportation service area budget has fallen \$55,750 from the prior year. The major changes in this area are as follows:

- A decrease in the Fuel budget of \$5,500, representing savings from a change in suppliers.
- Gravel materials has decreased \$22,500, due to the stabilization of aggregate prices and a decrease in the expected own use of gravel.
- Overhead Materials have fallen \$13,150, due to a change in the insurance allocation towards the Recreation budget line as well as the elimination of other one-time costs experienced in 2023.
- For similar reasons as the Gravel account, Winter Sand/Salt has been reduced by \$7,100 from the prior year.
- A total of \$4,500 was eliminated from the Bridge Appraisal line as this is an off-cycle year.

Overall, the Township's Operating Budget increased by \$27,711 from the previous year. Note that this figure also includes reserve transfers to begin saving towards the Fire Hall and Library build projects, alone requiring \$79,250 in new tax dollars. The Township's overall status with respect to reserves and reserve funds will be discussed in more detail in a future report.

Capital Projects

As noted in a previous report, the Township had a substantial increase in its capital program in 2024. Approximately 12.2% of tax dollars are allocated to capital projects, nearly double that from the previous year. Major projects of note are as follows:

- Granite Resurfacing (\$219,700): a total of 9.3km to be resurfaced, comprised of 6.3km of Starratt Road and 3.3km of Royston Road.
- Peggs Mountain Road (\$170,500): double surface coating the 2.3km of roadway that was previously pulverized in 2022.
- New Equipment (\$30,000): a blower unit for the grader.
- Operational Plans (\$29,800): work towards revising the Township's Official Plan and Zoning Bylaw.
- Shared Services (\$200,083): includes Ryerson's share of both the new fire hall design (\$11,780), and a new pumper truck (\$157,711).

Reserves and Reserve Funds

In 2023, Ryerson adopted a Reserves and Reserve Funds policy. The purpose of this policy was to establish the framework by which reserves and reserve funds would be managed and administered. An updated report will follow the completion of the 2023 audit, as required per the Policy, however the table below provides a basic overview of projected changes in each reserve or reserve fund in 2024.

| Name | Opening | Changes | Ending |
|-----------------------|--------------------|------------------|--------------------|
| Hospital R/F | \$60,000 | \$20,000 | \$80,000 |
| Library R/F | \$2,000 | \$26,000 | \$28,000 |
| Arena | \$44,540 | \$8,848 | \$53,388 |
| Capital Funds | \$288,897 | - | \$288,897 |
| Cemetery | \$4,676 | (\$500) | \$4,176 |
| Election | \$3,500 | \$3,500 | \$7,000 |
| Fire Dept | \$144,468 | (\$61,089) | \$83,379 |
| JBC | \$15,181 | \$7,488 | \$22,669 |
| Landfill Capital | \$11,681 | \$12,734 | \$24,415 |
| Landfill Closure | \$139,000 | - | \$139,000 |
| Operating Contingency | \$274,000 | \$105,194 | \$379,194 |
| Roads Capital | \$644,686 | \$147,025 | \$791,711 |
| Working Capital | \$663,120 | - | \$663,120 |
| TOTAL | \$2,295,749 | \$269,200 | \$2,564,949 |

Overall Allocations

On a final note, often staff and Councillors are asked questions regarding how municipal tax dollars are allocated. As noted above, the average tax bill for a single-family home in Ryerson is \$2,490.68. A breakdown of how the funds in an average tax bill are distributed is as follows:

| | |
|------------------------------|-------------------|
| School Board | \$264.69 |
| General Government | \$318.91 |
| Fire Department | \$97.41 |
| Policing and By-law Services | \$148.03 |
| Landfill/Environmental | \$109.54 |
| Recreation and Culture | \$141.85 |
| Healthcare | \$75.95 |
| Social Services | \$122.29 |
| Planning Services | \$6.22 |
| Transportation Services | \$753.56 |
| Debt Repayments | \$88.61 |
| Transfers to Reserve | \$92.75 |
| Capital Projects | \$270.86 |
| TOTAL | \$2,490.68 |

Page 15 of 114
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|----|--------------------------------------|------------------------------------|----------------|----------------|----------------|------------------|-------------------|-------|
| | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 1 | | | | | | | | |
| 2 | RYERSON-ADMINISTERED SERVICES | | | | | | | |
| 3 | Fire Department | | | | | | | |
| 4 | Revenue | | | | | | | |
| 5 | 15-321 | Fire Revenue - MVC | 2,930 | 3,364 | 2,700 | 7,950 | 4,700 | |
| 6 | 15-321-01 | Fire Rev - Inspections | 649 | 630 | 400 | 470 | 500 | |
| 7 | 15-321-02 | Fire Rev - Donations | 50 | 555 | 100 | 500 | 100 | |
| 8 | 15-321-03 | Fire Rev - Miscellaneous | 14,363 | 41,014 | 1,900 | 8,516 | 3,500 | |
| 9 | 15-321-04 | Fire Rev - Air Station | - | - | - | - | - | |
| 12 | 15-328 | Proceeds on Sale of Capital Assets | - | - | - | - | 10,000 | |
| 14 | 15-621 A | Fire Rev - Armour | 199,585 | 328,674 | 268,999 | 212,756 | 589,905 | |
| 15 | 15-621 B | Fire Rev - Burk's Falls | 119,317 | 196,490 | 160,815 | 127,191 | 352,660 | |
| 16 | Subtotal - Fire Revenue | | 336,894 | 570,727 | 434,914 | 357,383 | 961,365 | |
| 17 | Expenditures | | | | | | | |
| 18 | 16-202 | Fire - Vehicle Expense | 19,589 | 29,198 | 22,000 | 16,275 | 28,800 | |
| 19 | 16-203 | Fire - Equip/Comm Repair | 12,802 | 11,280 | 12,850 | 11,358 | 12,800 | |
| 20 | 16-204 | Fire - Utilities | 5,002 | 7,325 | - | - | - | |
| 21 | 16-205 | Fire - Phone | 5,460 | 6,849 | - | - | - | |
| 22 | 16-206 | Fire - FPO Supplies | 3,072 | 3,065 | 4,000 | 3,319 | 5,100 | |
| 23 | 16-208 | Fire - Outside Training | 30,050 | 35,414 | 14,000 | 8,902 | 13,400 | |
| 24 | 16-209 | Fire - WSIB | 7,765 | 6,869 | 7,500 | 6,479 | 9,400 | |
| 25 | 16-210 | Fire - Response Wages | 46,177 | 41,857 | 99,500 | 82,088 | 95,000 | |
| 26 | 16-211 | Wages & Empl Related Costs | 174,928 | 183,458 | 190,800 | 195,353 | 217,900 | |
| 27 | 16-211 3 | Accrued Sick Leave | 1,586 | 1,756 | - | 412 | - | |
| 28 | 16-212 | Fire - Insurance | 24,003 | 30,084 | 31,500 | 33,788 | 36,400 | |
| 29 | 16-212-1 | Fire Loan Interest | 6,076 | 5,318 | 4,537 | 4,537 | 3,733 | |
| 30 | 79-117 | Fire Loan Principal | 24,992 | 25,740 | 26,510 | 26,510 | 27,303 | |
| 31 | 16-213 | Fire - Bldg Repair/Maintenance | 8,640 | 2,621 | 6,800 | 2,576 | 4,000 | |
| 32 | 16-214 | Fire - Office Expense | 3,178 | 4,358 | 17,500 | 17,378 | 18,600 | |
| 33 | 16-215 | Fire - Air Stn Fill/Maintenance | 861 | 1,350 | 1,000 | 765 | 1,000 | |
| 34 | 16-216 | Fire- PPE | 1,499 | 5,237 | 500 | 465 | - | |
| 35 | 16-217 | Fire - New Equipment/Gear | 48,610 | 42,791 | 34,400 | 22,178 | 43,500 | |
| 36 | 16-218 | Fire - Miscellaneous | 840 | 3,474 | 1,000 | 811 | 1,000 | |
| 37 | 16-219 | Snow Removal | 1,599 | 1,803 | 2,100 | 1,931 | 2,100 | |
| 38 | 16-221 | Capital Purchase | - | 273,286 | 78,700 | 8,805 | 719,400 | |

Page 16 of 114
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|-----|---|--|----------------|----------------|----------------|------------------|-------------------|--------------------------|
| | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 1 | | | | | | | | |
| 39 | 16-222 | Fire - Recharge Fire Extinguishers | 614 | 359 | 500 | 379 | 500 | |
| 40 | 16-223 | Fire - Radio Licence | 1,514 | 1,565 | 1,650 | 1,672 | 1,750 | |
| 41 | 16-224 | Fire - Answering Service | 1,261 | 1,286 | 1,300 | 1,286 | 1,350 | |
| 42 | 16-225 | Fire - Legal | - | - | 1,000 | 6,594 | 1,000 | |
| 43 | 16-226 | Office Space Rental | 3,242 | 3,242 | 3,242 | 3,242 | 3,242 | |
| 46 | 16-229 | Fire - Audit & Accounting | 2,554 | 3,911 | 4,000 | 4,818 | 4,100 | |
| 47 | 16-247 | Smoke/CO Alarms | 26 | 449 | - | - | - | |
| 48 | 16-248 | Defib. / Medical Supplies | 829 | 403 | 500 | 651 | 500 | |
| 51 | 79-107 | To Be Recovered - Fire Sick Leave | (1,586) | (1,756) | - | (412) | - | |
| 52 | Subtotal - Fire Expenditures | | 435,184 | 732,591 | 567,389 | 462,160 | 1,251,878 | |
| 53 | Net Fire Cost to Ryerson | | 98,291 | 161,864 | 132,475 | 104,777 | 290,513 | Per approved 2024 budget |
| 54 | | | | | | | | |
| 55 | Regional Fire Training | | | | | | | |
| 56 | 15-630 | RTO Rev Armour | 7,980 | 7,980 | 7,980 | 7,980 | 8,220 | |
| 57 | 15-631 | RTO Rev Burk's Falls | 4,771 | 4,771 | 4,771 | 4,771 | 4,914 | |
| 58 | 15-632 | RTO Rev Kearney | 16,682 | 16,682 | 16,682 | 16,682 | 17,182 | |
| 59 | 15-633 | RTO Rev Magnetawan | 16,682 | 16,682 | 16,682 | 16,682 | 17,182 | |
| 60 | 15-634 | RTO Rev Perry | 16,682 | 16,682 | 16,682 | 16,682 | 17,182 | |
| 61 | 15-635 | RTO Rev McM/Monteith | 16,682 | 16,682 | 16,682 | 16,682 | 17,182 | |
| 62 | Subtotal - RFC Revenue | | 79,478 | 79,478 | 79,478 | 79,478 | 81,862 | |
| 63 | RFC Expenditures | | | | | | | |
| 64 | 16-285 | Regional Training Officer - Materials | 83,408 | 83,408 | 83,408 | 83,408 | 85,908 | |
| 65 | Net RTO Cost to Ryerson | | 3,930 | 3,930 | 3,930 | 3,930 | 4,046 | Per approved 2024 budget |
| 66 | | | | | | | | |
| 92 | Net Expenditures - Ryerson-administered Joint Services | | 102,221 | 165,794 | 136,405 | 108,707 | 294,559 | |
| 93 | OPERATIONS | | | | | | | |
| 94 | 14-110 | General Levy | 2,143,399 | 2,219,664 | 2,307,690 | 2,368,669 | 2,489,194 | 5.08% |
| 95 | 14-210 | General Tax - Educ - English - Public | 282,368 | 285,322 | 282,554 | 290,354 | 289,361 | |
| 96 | 14-310 | General Tax - Educ - English - Separate | 8,655 | 8,223 | 9,287 | 9,287 | 8,836 | |
| 97 | 14-410 | General Tax - Educ - French - Public | 568 | 387 | 321 | 321 | 374 | |
| 98 | 14-510 | General Tax - Educ - French - Separate | 1,435 | 961 | 709 | 709 | 841 | |
| 99 | 15-230 | Payment in Lieu of Taxes - Provincial | 1,706 | 1,745 | 1,821 | 1,821 | 1,925 | |
| 100 | 18-911 | Transfer to School Bd - English Public | (282,368) | (285,322) | (282,554) | (290,354) | (289,361) | |
| 101 | 18-912 | Transfer to School Bd - English Separate | (8,655) | (8,223) | (9,287) | (9,287) | (8,836) | |

Page 17 of 114
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|-----|--------------------------------|---|------------------|------------------|------------------|------------------|-------------------|---|
| | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 1 | | | | | | | | |
| 102 | 18-913 | Transfer to School Bd - French Public | (568) | (387) | (321) | (321) | (374) | |
| 103 | 18-914 | Transfer to School Bd - French Separate | (1,435) | (961) | (709) | (709) | (841) | |
| 104 | Net Taxation | | 2,145,105 | 2,221,409 | 2,309,511 | 2,370,489 | 2,491,119 | |
| 105 | | | | | | | | |
| 106 | 15-310 | General Government - Misc. Rev | 5,765 | 9,699 | 50 | 45 | 50 | Admin fee for livestock, by-law infractions |
| 107 | 15-371 | Tax Sales Admin Fee | 3,000 | 5,800 | 3,200 | 2,600 | 3,100 | |
| 108 | 15-381 | Planning Zoning Severances | 8,700 | 14,650 | 8,300 | 3,750 | 8,100 | 3-year average |
| 109 | 15-402 | Misc Government Grants | 48,733 | 30,346 | 12,400 | 8,286 | 5,000 | accessibility grant |
| 110 | 15-502 | Prov Grant Wildlife Compensation | - | - | 800 | - | 800 | =Expense account 16-256 |
| 111 | 15-503 | Prov. Aggregate Resources Rev | 11,671 | 7,058 | 10,100 | 9,329 | 9,300 | 3-year average |
| 113 | 15-510 | Provincial Government - OMPF | 345,500 | 350,600 | 348,600 | 348,600 | 344,800 | Per notification |
| 114 | 15-511 | Provincial Offences | 2,957 | 2,501 | 1,900 | 2,414 | 2,600 | 3-year average |
| 115 | 15-512 | Prisoner Transportation Credit | 794 | 723 | 541 | 535 | 521 | Per notification |
| 116 | 15-513 | Policing Detachment Revenue | 492 | 222 | 300 | 1,246 | 500 | Per notification |
| 117 | 15-531 | Road Revenue - Misc (Operating Rev) | 600 | 5,004 | 600 | 592 | 600 | 3-year avg entrance permits- 2022 incl culvert sales |
| 120 | 15-623 | Rockwynn Docks | - | - | 250 | - | 250 | Ryerson maintaining for 2023-2024 |
| 121 | 15-720 | Licenses & Permits | 23,829 | 22,770 | 22,800 | 23,125 | 23,200 | 3-year average |
| 123 | 15-750 | Current Penalties & Interest | 30,944 | 36,511 | 34,500 | 39,151 | 41,700 | Assuming 17.2% of tax arrears collected in penalties and interest (2021-2023 average) |
| 124 | 15-760 | Investment Income | 33,250 | 79,284 | 54,500 | 152,882 | 84,000 | |
| 125 | 15-770 | Sales, Photocopies, etc. | 146 | 360 | 100 | 223 | 200 | Landfill cards, records search, other misc charges |
| 126 | 15-771 | Township Book | 76 | 267 | 100 | 352 | 100 | |
| 127 | 15-773 | Cemetery Revenue | 253 | 558 | 850 | 1,657 | 900 | Interest on trust account |
| 129 | 15-775 | Transfer From Parkland | 9,471 | 10,440 | 28,950 | 22,312 | 36,650 | Re: cost of arena capital repairs in 16-734 |
| 130 | 15-790 | Transfer from Election Reserve | - | 7,401 | - | - | - | |
| 132 | 15-790 | Transfer from Reserve - Cemetery | 500 | 500 | 500 | 500 | 500 | \$500.00 to cover maintenance costs. |
| 133 | 15-790 | Transfer from Reserve - Roads | 1,850 | - | 2,200 | 2,200 | - | |
| 134 | 15-791 | Transfer from Strongco Reserve | 401 | - | - | - | - | reserve depleted as of 2021 |
| 135 | Subtotal Other Revenue | | 528,931 | 584,692 | 531,541 | 619,801 | 562,871 | |
| 136 | Total Operating Revenue | | 2,674,036 | 2,806,101 | 2,841,052 | 2,990,290 | 3,053,990 | |
| 137 | | | | | | | | |
| 138 | 16-111 | Council - Wages/Benefits | 33,452 | 32,506 | 49,600 | 49,595 | 53,350 | |
| 139 | 16-112 | Council - Insurance | 1,388 | 1,388 | 1,388 | 1,388 | 1,388 | actual allocation |
| 140 | 16-114 | Council - Expense | 3,923 | 12,475 | 19,100 | 13,860 | 8,300 | training, conference fees, courses |

Page 18 of 114
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|-----|---|--------------------------------------|----------------|----------------|----------------|------------------|-------------------|--|
| 1 | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 141 | 16-121 | Gen Govt Wages/Benefits | 373,501 | 435,167 | 395,300 | 371,453 | 332,400 | |
| 142 | 16-122 | Gen Govt - Insurance | 20,075 | 18,906 | 21,614 | 21,614 | 25,911 | actual allocation |
| 143 | 16-123 | CGIS/Blue Sky | 7,396 | 7,582 | 8,100 | 8,030 | 8,300 | Current fee plus anticipated Q4 CPI increase |
| 144 | 16-124 | Gen Govt - Materials | 30,414 | 44,943 | 41,900 | 38,235 | 40,300 | staff training, office supplies, other misc |
| 145 | 16-125 | Gen Govt - Cont Serv | 2,388 | 3,531 | 4,000 | 5,128 | 5,900 | cleaning, mat rentals, garbage pickup |
| 146 | 16-126 | Health & Safety | 3,013 | 363 | 500 | 258 | - | |
| 147 | 16-127 | Accessibility | - | 1,211 | 5,100 | 327 | 5,000 | balance of accessibility grant |
| 148 | 16-132 | Memorial Donations | 300 | 102 | 750 | 416 | 500 | |
| 149 | 16-128 | Donations | 2,998 | 3,833 | 5,250 | 3,331 | 5,500 | |
| 151 | 16-130 | HR Services | 15,586 | 36,080 | 10,000 | 1,494 | 5,000 | miscellaneous HR support |
| 152 | 16-131 | Audit, Accounting & Clerk Assistance | 14,623 | 17,107 | 19,200 | 23,434 | 23,700 | Audit fees \$21,300; accounting fees \$2,000 + HST |
| 153 | 16-133 | Election Expense | 154 | 12,899 | 200 | 144 | 200 | joint audit compliance committee |
| 154 | 16-134 | Transfer to Election Reserve | 2,400 | - | 3,500 | 3,500 | 3,500 | |
| 155 | 16-135 | Legal | 26,517 | 12,922 | 20,000 | 3,311 | 17,500 | \$7,500 for general legal advice plus \$2,000 per member of council for integrity commissioner |
| 156 | 16-136 | Tax W/O and Adjustments | 12,967 | 5,681 | - | 24,962 | - | |
| 157 | 16-138 | Assessment Services | 29,488 | 29,223 | 28,999 | 28,999 | 29,572 | Per levy notification. |
| 158 | 16-139 A | Building Maintenance | 3,983 | 3,461 | 4,000 | 1,450 | 4,000 | Misc building repair, not capitalized |
| 159 | 16-142 | Information Technology | - | - | 5,500 | 3,938 | 5,100 | |
| 161 | 16-150 | Ontario Aggregate Resources Fee | 2,420 | 1,727 | 2,100 | 908 | 1,350 | Royalty on own-source aggregates |
| 162 | 16-156 | Bank Errors & Charges | 1,567 | 1,458 | 1,600 | 1,565 | 1,600 | AFT charges, maintenance fees, NSF cheque fees |
| 163 | 79-102 | To Be Recovered Employee Benefits | (4,115) | (2,036) | - | 9,419 | - | |
| 164 | Subtotal - General Government Operating Expenditures | | 584,440 | 680,528 | 647,701 | 616,758 | 578,371 | |
| 165 | | | | | | | | |
| 166 | 16-231 | By-Law Enforcement Officer - Wages | 7,934 | 11,988 | 12,200 | 12,738 | 19,400 | |
| 167 | 16-234 | By-Law Enforcement - Materials | 1,182 | 1,681 | 2,500 | 1,663 | 2,500 | mileage and supplies |
| 168 | 16-245 | MNR Crown Land Protection | 4,457 | 4,619 | 4,814 | - | 4,978 | Per levy notification |
| 169 | 16-246 | Transfer to Fire Reserve | - | - | - | - | 53,250 | Savings towards new fire hall (\$53,250) |
| 170 | 16-249 | Policing | 167,640 | 160,836 | 161,616 | 161,616 | 160,794 | Per levy notification |
| 173 | 16-254 | Animal Control - Materials | 328 | 438 | 430 | 426 | 500 | Incl dog tags (230), East Parry Sound vet annual fee (250) |
| 174 | 16-255 | Animal Control - Contracted Services | 1,542 | 1,622 | 1,720 | 1,720 | 2,550 | Contract with Ontario SPCA. |
| 175 | 16-256 | Prov Wildlife Predation | - | - | 800 | - | 800 | = revenue account 15-502. |
| 176 | 16-258 | Transfer to JBC Reserve | 6,145 | 4,236 | 4,800 | 4,800 | 7,488 | |

Page 19 of 114
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|-----|---|--|----------------|----------------|----------------|------------------|-------------------|--|
| | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 1 | | | | | | | | |
| 177 | 16-262 | CodeRED Alert system | 743 | 765 | 800 | 799 | 912 | shared 50/50 with Burks Falls |
| 180 | 16-265 | Emergency Measures - Contract Service | - | - | 500 | 281 | 500 | Wages and training for CEMC |
| 181 | 16-266 | 911 - Civic Addressing | 2,032 | 1,563 | 1,800 | 1,185 | 1,600 | CERB contract, 911 signs |
| 183 | Subtotal other Protection Operating Expenditures | | 192,004 | 187,748 | 191,980 | 185,228 | 255,272 | |
| 184 | | | | | | | | |
| 185 | 16-451 | Hazardous Waste Expense | 4,726 | 3,892 | 3,800 | 3,756 | 3,550 | ARI fees per draft budget + HWIN levy |
| 186 | 16-460 | Landfill/Recycling | 81,526 | 94,239 | 125,800 | 112,287 | 137,100 | Per 2024 budget, includes estimate of user fees |
| 187 | Subtotal Environmental Operating Expenditures | | 86,251 | 98,132 | 129,600 | 116,042 | 140,650 | |
| 188 | | | | | | | | |
| 189 | 16-511 | Almaguin Highlands Health Centre | 3,800 | 3,753 | 15,123 | 16,298 | 5,000 | |
| 190 | 16-518 | Health Unit | 19,756 | 20,405 | 20,687 | 20,687 | 21,308 | Per levy notification. |
| 191 | 16-520 | Land Ambulance | 56,707 | 59,874 | 63,008 | 63,008 | 65,913 | Per levy notification. |
| 193 | 16-554 | Cemeteries - Materials | 4,459 | 11,102 | 1,500 | 1,066 | 1,500 | |
| 194 | 16-555 | Cemeteries - Contracted Services | 5,821 | 5,821 | 5,821 | 5,821 | 5,190 | Contract to be renewed |
| 195 | Subtotal Health Services Operating Expenditures | | 90,543 | 100,954 | 106,139 | 106,881 | 98,911 | |
| 196 | | | | | | | | |
| 197 | 16-618 | Social and Family Services | 81,439 | 82,023 | 84,941 | 84,941 | 88,852 | Per levy notification. |
| 198 | 16-628 | Eastholme - Operating | 65,669 | 63,914 | 66,254 | 66,254 | 68,170 | Per levy notification. |
| 199 | Subtotal Social&Family Services Operating Expenditures | | 147,108 | 145,937 | 151,195 | 151,195 | 157,022 | |
| 200 | | | | | | | | |
| 202 | 16-714 | Recreation - Parks - Materials | 108 | 356 | 1,000 | 955 | 4,200 | includes insurance allocation |
| 203 | 16-715 | Recreation - Parks - Contracted Services | 3,881 | 3,881 | 3,881 | 3,881 | 3,460 | Contract to be renewed |
| 204 | 16-716 | Rockwynn Docks | 184 | 1,250 | 750 | - | 750 | 2023/2024 Ryerson responsible. 50% of hydro, contingency for repairs |
| 206 | 16-722 | Recreation Committee Materials | - | - | 5,000 | - | - | |
| 207 | 16-726 | Recreation - Programs Materials | - | 1,320 | 2,850 | 4,168 | 3,100 | Enhanced fireworks show |
| 209 | 16-734 | Recreation - Arena | 71,850 | 114,514 | 128,559 | 123,014 | 158,120 | Per approved 2024 budget |
| 211 | 16-754 | Culture - Museum - Materials | 2,568 | 5,972 | 4,250 | 3,849 | 3,650 | Hydro, PCO, empty septic, insurance |
| 216 | 16-790 | Transfer to Library Reserve | - | - | 2,000 | 2,000 | 26,000 | |
| 217 | 16-795 | Library | 32,112 | 34,740 | 39,911 | 39,911 | 54,161 | Per approved 2024 budget; additional 12,500 re: build |
| 218 | Subtotal Recreation&Cultural Services Operating | | 110,703 | 162,147 | 188,201 | 177,897 | 253,441 | |
| 219 | | | | | | | | |
| 220 | 16-816 | External Planning Support | 2,040 | 2,566 | 2,500 | 2,992 | 3,000 | |

Page 20 of 114
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|-----|---|--|---------------|---------------|---------------|------------------|-------------------|---------------------------------|
| 1 | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 223 | 16-858 | Economic Development | 10,000 | 10,000 | 16,265 | 16,265 | 5,000 | Fixed annual contribution |
| 225 | Subtotal Planning Operating Expenditures | | 12,040 | 12,566 | 18,765 | 19,257 | 8,000 | |
| 226 | | | | | | | | |
| 266 | 17-002 | Contra Road Wages | (444,348) | (397,191) | - | (449,111) | - | |
| 267 | 17-001 | Total road wages | 444,348 | 397,191 | 478,300 | 449,111 | 478,600 | per calculation |
| 269 | 17-022 | Installation of Culverts | 8,883 | 8,136 | 13,650 | 6,216 | 11,800 | |
| 270 | 17-032 | Install & Maintain Culverts Materials | - | 78 | 2,000 | 968 | 2,000 | |
| 271 | 17-615 | Bridge Appraisals | 4,058 | - | 4,500 | 5,585 | - | not required in 2024 |
| 272 | 17-052 | Grass Mowing Materials | 4,038 | 4,981 | 4,600 | 4,579 | 4,550 | |
| 273 | 17-062 | Brushing Maintenance Materials | 118 | 121 | 500 | 84 | 250 | |
| 276 | 17-092 | Beavers Materials | 1,000 | 2,050 | 2,500 | 3,399 | 3,000 | |
| 277 | 17-102 | Debris and Litter Pickup Materials | - | 19 | 100 | - | 100 | |
| 278 | 17-152 | Hardtop Patching Materials | 2,238 | 1,968 | 3,200 | 2,010 | 3,400 | 3 loads of cold mix |
| 279 | 17-162 | Sweeping Materials | 1,969 | 2,289 | 2,400 | 1,991 | 2,200 | |
| 281 | 17-212 | Grading & Scarifying Materials | 3,799 | 1,352 | 4,200 | 5,534 | 2,500 | set of summer blades |
| 282 | 17-222 | Dust Layer - Purchase | 58,078 | 57,338 | 67,950 | 69,765 | 72,200 | |
| 283 | 17-232 | Dust Layer - Application Materials | 104 | - | 250 | 67 | 200 | |
| 284 | 17-242 | Gravel - Contract | 49,895 | 52,571 | 70,800 | 15,749 | 48,600 | 1,500t granite; 1,500t A |
| 286 | 17-302 | Snow Plowing & Removal Materials | 2,923 | 6,292 | 5,500 | 7,015 | 5,500 | |
| 287 | 17-312 | Purchase of Sand/Salt | 26,952 | 39,379 | 55,700 | 49,695 | 48,600 | 101/T x 60T for salt |
| 288 | 17-322 | Sanding & Salting Materials | 918 | 458 | 3,000 | 458 | 1,000 | |
| 289 | 17-332 | Culvert Thaw Materials | 20 | 1,096 | 200 | - | 200 | |
| 291 | 17-349 | Winter Lighting for Vehicles Materials | 248 | 431 | 500 | 565 | 750 | |
| 292 | 17-350 | Truck and Equipment Chains | - | 2,028 | 2,500 | 1,294 | 2,500 | |
| 294 | 17-382 | Signs Materials | 4,194 | 4,931 | 6,500 | 5,363 | 4,000 | |
| 295 | 17-392 | Training Materials | 1,110 | 1,295 | 6,800 | 5,386 | 6,400 | |
| 296 | 17-393 | Safety Equipment / Clothing | 1,236 | 765 | 2,500 | 1,816 | 2,500 | |
| 297 | 17-432 | Overhead Materials | 52,023 | 73,038 | 81,150 | 72,502 | 68,000 | |
| 298 | 17-433 | Overhead Professional Fees | 15,741 | - | 2,000 | - | 2,000 | |
| 299 | 17-902 | Purchase New/Replace Worn Tools | 1,157 | 4,234 | 4,500 | 4,569 | 4,500 | |
| 302 | 17-462 | 13 Western Star Materials | 14,502 | 12,915 | 14,200 | 23,150 | 13,800 | realigned in 2023 |
| 304 | 17-472 | 22 Pickup Materials | 1,282 | 2,499 | 3,100 | 3,334 | 5,300 | front end maintenance |
| 306 | 17-475 | 19 Ford Pickup Parts and Repair | 3,692 | 6,804 | 5,900 | 9,112 | 6,200 | 2023 included collision repairs |
| 308 | 17-482 | 07 Freightliner Materials | 15,086 | 12,771 | 18,900 | 7,550 | 5,900 | |

TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|-----|--|-----------------------------------|------------------|------------------|------------------|------------------|-------------------|---|
| | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 1 | | | | | | | | |
| 310 | 17-492 | 22 Freightliner Materials | 14,361 | 8,826 | 12,100 | 4,605 | 6,800 | |
| 314 | 17-504 | 2013 Grader Materials | 19,230 | 46,704 | 23,900 | 20,329 | 34,600 | 10 new tires |
| 318 | 17-522 | 2019 Backhoe/JCB Materials | 605 | 8,624 | 4,400 | 2,095 | 8,800 | off warranty in 2024; some DEF issues |
| 321 | 17-532 | 2015 Excavator Materials | 11,120 | 9,915 | 10,400 | 10,883 | 12,600 | |
| 322 | 17-542 | Float Materials | 408 | 472 | 2,000 | 513 | 1,000 | |
| 323 | 17-552 | Small Equipment Materials | 192 | 1,448 | 2,000 | 560 | 2,000 | |
| 325 | 17-562 | 2014 Loader Materials | 3,752 | 3,256 | 5,000 | 2,965 | 5,100 | |
| 326 | 16-349 | Fuel to be distributed | 69,706 | 100,502 | 105,500 | 87,730 | 100,000 | |
| 327 | Subtotal Transportation Operating Expenditures | | 834,509 | 867,026 | 1,033,200 | 884,927 | 977,450 | |
| 328 | | | | | | | | |
| 329 | DEBT REPAYMENT | | | | | | | |
| 331 | 17-968 | Grader/Loader Interest | 2,904 | 2,120 | 1,337 | 1,337 | 556 | |
| 332 | 17-970 | Road Construction Interest | 2,090 | 1,692 | 1,294 | 1,294 | 898 | |
| 333 | 17-972 | 2021 Plow Interest | 719 | 3,922 | 3,090 | 3,090 | 2,243 | |
| 336 | 79-113 | Grader/Loader Principal | 39,550 | 39,550 | 39,550 | 39,550 | 39,550 | |
| 337 | 79-115 | Road Construction Principal | 17,540 | 17,540 | 17,540 | 17,540 | 17,540 | |
| 338 | 79-116 | 2021 Plow Principal | - | 51,314 | 52,143 | 52,143 | 52,986 | |
| 340 | Total Debt Repayment | | 62,802 | 116,138 | 114,954 | 114,954 | 113,773 | |
| 341 | | | | | | | | |
| 342 | Ryerson Operating Expenses | | 2,120,401 | 2,371,175 | 2,581,735 | 2,373,141 | 2,582,890 | |
| | Net Ryerson Total Expenditures re Ryerson-administered | | | | | | | |
| 343 | Joint Services | | 102,221 | 165,794 | 136,405 | 108,707 | 294,559 | |
| | Adjustment re Shared Services capital and one-time operating expenses | | | | 68,485 | | 200,083 | |
| 344 | NET OPERATING REVENUE - FUNDING AVAILABLE FOR CAPITAL | | 451,414 | 269,132 | 191,397 | 508,442 | 376,624 | |
| 345 | | | | | | | | |
| 346 | | | | | | | | |
| 347 | CAPITAL ACTIVITIES | | | | | | | |
| 348 | CAPITAL REVENUE, TRANSFERS FROM RESERVES AND LOAN PROCEEDS | | | | | | | |
| 349 | 15-792 | Prior Year Surplus | 619,892 | 671,113 | 343,075 | 343,075 | 146,421 | |
| 350 | 15-315 | Insurance Proceeds | 40,135 | (2,104) | - | - | - | |
| 351 | 15-402B | Misc Government Grants | 89,112 | - | - | - | - | |
| 352 | 15-501 | Ont Community Infrastructure Fund | 161,959 | 84,454 | 100,000 | 103,420 | 143,950 | Funding for Starratt granite application; equivalent placed into Roads Capital reserve (17-952) |
| 353 | 15-509 | Modernization Grant Funding | 39,178 | - | 6,000 | 5,199 | | |

Page 22 of 114
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|-----|---|---------------------------------------|------------------|------------------|----------------|------------------|-------------------|---|
| | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 1 | | | | | | | | |
| 354 | 15-790 P | Transfer from Reserve- COVID-19 Grant | 1,152 | 30,239 | 8,700 | 8,737 | - | reserve depleted in 2023 |
| 355 | 15-790 C | Transfer from Reserve - Capital Funds | - | - | 314,900 | - | - | |
| 356 | 15-790 L | Transfer from Reserve -Landfill | - | - | - | - | - | |
| 357 | 15-790 A | Transfer from Reserve- Arena | - | - | 7,081 | 7,081 | - | |
| 358 | 15-790 F | Transfer from Reserve- Fire | - | 56,994 | - | - | 144,400 | Re: purchase of pumper truck |
| 359 | 15-541 | Loan Proceeds | 265,000 | - | - | - | - | |
| 360 | 15-780 | AMO Gas Tax Revenue | 50,864 | 66,532 | 43,300 | - | 86,200 | balance of Peggs Mountain Road; Royston granite |
| 361 | 15-785 | NORDS Grant Revenue | - | 91,689 | 126,400 | 56,359 | 142,100 | Re: Peggs Mountain Road |
| 362 | 15-531 | Miscellaneous Roads Revenue | 10,401 | 13,855 | 15,000 | 16,231 | - | |
| 365 | Total Sources of Funding - Capital | | 1,277,691 | 1,012,772 | 964,456 | 540,101 | 663,071 | |
| 366 | | | | | | | | |
| 367 | CAPITAL PROJECTS | | | | | | | |
| 382 | 16-157 | Land purchase | - | - | - | - | - | |
| 383 | 16-139 B | Building Maintenance | 80,014 | 1,821 | - | - | - | |
| 384 | 16-139-1 | Building Maintenance- Insurance Claim | 131,513 | 15,213 | - | - | - | |
| 385 | 16-140 | Office Equipment | 19,211 | 5,569 | 27,050 | 23,422 | 15,750 | Purchase of new computers (\$4,600), teleconferencing system (\$3,300), photocopier (\$7,850) |
| 386 | 16-145 | Website | 10,583 | - | - | - | - | |
| 387 | 16-180 | Operational Plans | 39,178 | - | 27,100 | 562 | 29,800 | Official Plan (~\$24,700); Zoning By-Law housekeeping (~\$5,100) |
| 388 | | | | | | | | |
| 389 | Road Projects | | | | | | | |
| 393 | 17-632 | Midlothian Swing Bridge Materials | - | 189 | - | - | - | |
| 396 | 17-642 | Culvert Replacement Materials | - | - | - | - | 14,000 | Bartlett Lake shared culvert engineering |
| 397 | 17-652 | Granite Materials | - | 84,454 | 143,300 | 103,420 | 219,700 | 6.3km Starratt Rd; 3.3km Royston |
| 398 | 17-662 | Gravel Lift - Material | 50,864 | 66,532 | - | - | - | |
| 401 | 17-682 | Road Construction Materials | - | - | 18,700 | 2,336 | - | |
| 405 | 17-702 | Midlothian RAP | 270,080 | - | - | - | - | |
| 406 | 17-732 | Peggs Mountain Road | - | 91,689 | 130,000 | 56,359 | 170,500 | double surface coat 2.3km |
| 407 | 17-890 | Building Repair | 2,499 | 379 | 16,700 | 133 | 36,000 | building drainage, concrete work |
| 411 | 17-924 | Purchase New Equipment | - | 324,406 | 314,900 | 306,271 | 30,000 | blower unit for grader |
| 412 | 17-942 | Storage Facility Materials | 3,362 | - | - | - | - | |
| 413 | 17-945 | Midlothian Road Guiderail | - | - | - | - | - | |
| 414 | 17-947 | Road Needs Study | - | - | - | - | - | |

Page 23 of 114
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

| | A | B | O | Q | R | S | T | U |
|-----|----------------|--------------------------------------|-----------------|----------------|----------------|------------------|-------------------|--|
| | Account # | ACCOUNT NAME | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 YTD (12/31) | 2024 DRAFT BUDGET | NOTES |
| 1 | | | | | | | | |
| 415 | | Capital portion of Joint Services | - | - | 68,485 | - | 200,083 | |
| 416 | | | | | | | | |
| 417 | | Total Capital Projects | 607,303 | 590,252 | 746,235 | 492,504 | 715,833 | |
| 418 | | | | | | | | |
| 419 | | NET RESERVE TRANSFERS | | | | | | |
| 420 | 16-137 | Transfer to Capital Reserve | 214,857 | 175,996 | 241,558 | 241,558 | 105,194 | Budget balancing figure- allocate to operating contingency reserve |
| 421 | 16-246 | Transfer to Fire Reserve | 23,794 | 28,286 | 37,443 | 37,443 | 30,061 | 2023 surplus (\$27,698) plus 2% op exp |
| 422 | 16-465 | Transfer to Landfill Reserve | 4,294 | 21,722 | 7,953 | 7,953 | 12,734 | 2023 surplus (\$9,476) plus 2% op exp |
| 423 | 16-470 | Transfer to Landfill Closure Reserve | - | - | - | - | - | calculation TBD |
| 424 | 16-535 | Transfer to Hospital Reserve | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | |
| 425 | 16-737 | Transfer to Arena Reserve | 11,894 | 10,073 | 2,664 | 2,664 | 8,848 | 2023 surplus (5,545) plus 2% op exp |
| 426 | 17-952 | Transfer to Roads Capital Reserve | 201,959 | 92,500 | 100,000 | 100,000 | 147,025 | |
| 427 | | Total Reserve Transfers | 476,798 | 348,577 | 409,618 | 409,618 | 323,862 | |
| 428 | | NET CAPITAL EXPENDITURES | -193,590 | -73,943 | 191,397 | 362,021 | 376,624 | |
| 429 | | | | | | | | |
| 430 | BALANCE | | 645,004 | 343,075 | (0) | 146,421 | 0 | |
| 431 | | | | | | | | |
| 432 | | Total Municipal Expenditures | | 4,126,004 | 4,319,900 | 3,820,831 | 4,760,288 | |
| 433 | | Total Education Expenditures | | 294,892 | 292,871 | 300,671 | 299,412 | |
| 434 | | Total Expenditures | | 4,420,895 | 4,612,771 | 4,121,501 | 5,059,700 | |
| 435 | | | | | | | | |
| 436 | | Revenue Municipal | | 2,247,669 | 2,010,389 | 1,596,762 | 2,269,169 | |
| 437 | | Taxation General | | 2,219,664 | 2,307,690 | 2,368,669 | 2,489,194 | |
| 438 | | Taxation Education | | 294,892 | 292,871 | 300,671 | 299,412 | |
| 439 | | Payment in Lieu | | 1,745 | 1,821 | 1,821 | 1,925 | |
| 440 | | Total Revenue | | 4,763,970 | 4,612,771 | 4,267,923 | 5,059,700 | |
| 441 | | Balance Check | | 343,075 | -0 | 146,421 | 0 | |
| 442 | | | | | | | | |

**The Corporation of the Township of Ryerson
Municipal Act, 2001 Ontario Regulation 284/09
2024 Budget**

Commencing in 2009, significant changes were made to Public Sector Accounting Board ("PSAB") rules that govern the preparation of municipal financial statements. Although municipalities were required to adopt these rules for financial statement purposes, *for a transition period*, they have been allowed to follow their historical "modified accrual accounting" procedures for budget purposes. The most significant differences between the two accounting methods relate to the treatment of tangible capital assets, the treatment of debt and other long-term liabilities and accounting for reserves/reserve funds.

Under a modified accrual accounting method of budgeting, tangible capital asset purchases are recorded as expenditures for which revenue must be raised in the year of purchase; under a PSAB-based method of budgeting, the budgeted expense would equal the annual amortization of all existing tangible capital assets (purchase price divided by the number of years an asset is expected to be useful). Under modified accrual accounting budgeting, increases in debt and transfers from reserves are recorded as revenue for budgeting purposes (and conversely, debt repayment and transfers to reserves are recorded as expenditures). Under PSAB accounting, debt and reserve transactions would not be recorded as revenue or expense in the budget.

In light of the new PSAB standards, the Municipal Act, 2001 was amended and a regulation passed to address the changes. Ontario Regulation 284/09 states that a municipality may currently (during the transition period, the length of which has not been publicized) exclude amortization expenses, post-employment benefit expenses and solid waste landfill closure and post-closure expenses from the budgeted amounts for which revenue must be raised. However if excluded, the regulation requires councils to adopt annual reports that show the impact of not fully covering these estimated expenses.

The anticipated effect of the 2024 budget of the Township and its joint services on the overall accumulated surplus is shown below. This illustrates the difference between setting a balanced budget on a modified accrual basis and one set on a PSAB accounting rule basis.

1. Expenses Excluded from the Budget: Estimated Impact on the Accumulated Surplus

Per PSAB accounting rules, the following estimated expenses will be recorded in 2024. These expenses have been excluded from the 2024 budget:

| Description | Estimated Expense | Basis of Estimate |
|--|-------------------|---|
| Amortization expense | 422,910 | 2024 amortization of existing assets plus 1/2 year amortization of budgeted asset additions |
| Solid waste landfill closure and post-closure expenses | 7,458 | Anticipated increase in post-closure and closure liability assuming 5% inflation and no change in other underlying assumptions for current year |
| Post-employment benefits | 5,342 | Anticipated increase based on customized calculations for each shared service |
| Total excluded expenses | 435,710 | |

It is estimated that the actual surplus recorded for PSAB accounting purposes will be reduced by \$435,710 as a result of amortization, landfill closure, and employee post-employment benefits expenses.

2. Other Budget Deviations from PSAB Accounting

Offsetting the excluded expenses noted above, the following additional non-PSAB revenue and expense items have been included in the 2024 budget. These will not be recorded as revenue/expense for PSAB reporting purposes.

| Description | Estimated Impact on Surplus | Comments |
|--|-----------------------------|--|
| Surplus carried forward from prior year - Ryerson | (146,421) | Elimination of prior-year budgeted Ryerson surplus |
| Surplus carried forward from prior year - Library | (1,783) | Elimination of prior-year budgeted Library surplus |
| Capital acquisitions | 585,761 | Excludes items not likely to be capitalized in the year. Includes Ryerson's proportionate share of joint services assets |
| Transfers to reserves | 363,520 | Total budgeted transfers to reserve for operating and capital purposes |
| Transfers from reserves | (144,900) | Budgeted transfers from reserves in the year. Transfers from parkland and gas tax obligatory reserves are revenue under PSAB accounting rules so are not included here |
| Net long-term debt transactions | 116,509 | New loan proceeds net of loan and tangible capital lease repayments |
| Total non-PSAB net expenditures included in the 2024 budget | 772,686 | |

3. Net Effect of Budget Deviations from PSAB Accounting - Impact on Surplus and Future Tangible Capital Asset Funding

The following table provides a summary of the effect of the items outlined in sections 1 and 2 above on the Township's surplus:

| Surplus Component Description | Anticipated Increase (Decrease) in Year | Comments |
|--|---|--|
| Regular budget surplus | (148,204) | Elimination of prior-year budgeted operating surplus |
| Net book value of tangible capital assets | 162,851 | Capital acquisitions in excess of amortization expense |
| Reserves | 218,620 | Transfers to reserves in excess of transfers from reserves |
| Unfunded landfill closure and post-closure costs | (7,458) | Anticipated increase in liability for the year |
| Unfunded municipal debt | 116,509 | Anticipated decrease for the year |
| Overall anticipated change in surplus | 336,976 | |

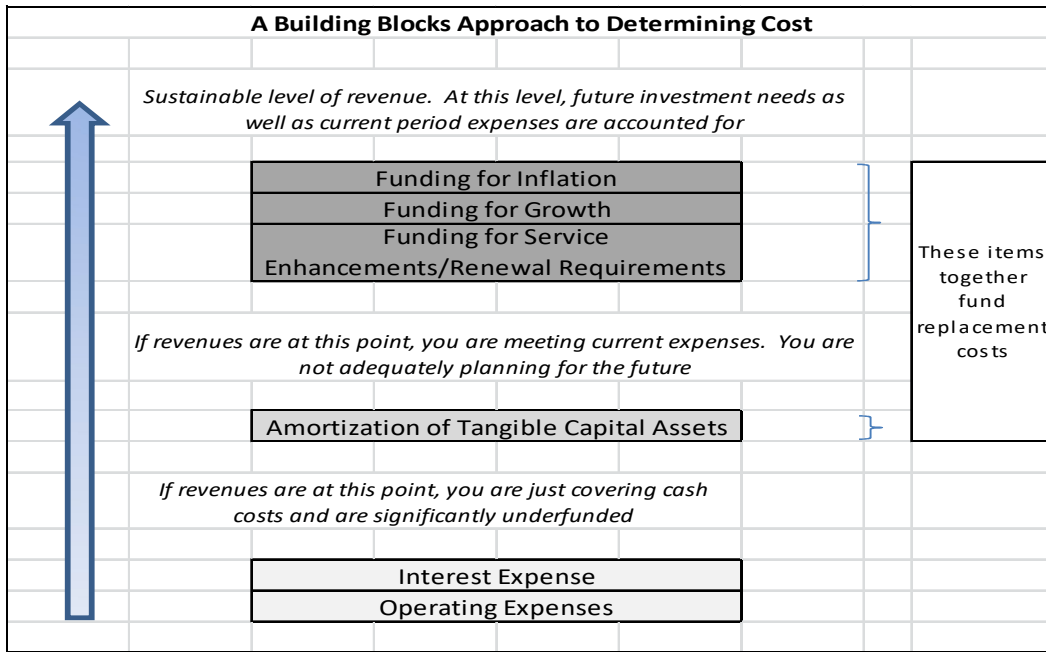
The above analysis shows that in 2024 the Township should anticipate an increase in its overall surplus of approximately:
337,000

Funds Available to Finance Past, Present and Future Capital Expenditures

The annual amortization of the Township's assets is a conservative estimate of a sustainable level of capital asset funding. The weaknesses of using amortization as an indicator of appropriate capital funding include:

- a) Assets that are fully amortized are excluded from the calculation.
- b) Amortization is based on the historical cost of tangible capital assets and not replacement costs, which in most cases would be significantly higher due to inflation.

This idea is depicted in the following funding level summary, adapted from the Province's Building Together Guide. In a more comprehensive view of sustainability, a municipality's funding levels would be sufficient to cover not only current amortization, but also, would take price increases and service level changes into account.



The Township's estimated 2024 amortization expense is \$422,910 (which excludes approximately \$152,772 amortization of roads that are already fully amortized). This can be compared to the Township's current level of permanent/predictable annual funding for capital asset purchases of \$523,474, as detailed below:

| | |
|--|---------|
| a) net operating income generated by the 2024 budget | 376,624 |
| b) approximate annual gas tax funding | 46,850 |
| c) approximate annual OCIF funding | 100,000 |
| | 523,474 |

There is sufficient permanent, predictable funding to cover the current amortization of historical costs. However, it continues to be significantly below the amortization of all assets in use, adjusted for fully amortized assets. This indicates that if the Township is to move towards sustainable investment in tangible capital assets, through the taxation policies adopted in the annual budgets, a sustained effort to increase funds available to finance capital expenditures must be made.

TOWNSHIP OF RYERSON

BY-LAW # -24

Being a By-Law to set Tax Ratios for Municipal Purposes for the year 2024.

WHEREAS it is necessary for the Council of the Township of Ryerson, pursuant to the Municipal Act, 2001, S. O. 2001, c.25, section 308, to establish the tax ratios for 2024 for the Township of Ryerson;

AND WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class;

AND WHEREAS the property classes have been prescribed by the Minister of Finance under the Assessment Act and Regulations thereto;

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

1. For the taxation year 2024, the tax ratio for property in:
 - (a) the residential/farm property class is 1.0000
 - (b) the New Multi-residential property class is 1.0000
 - (b) the commercial occupied property class is 1.1000
 - (d) the industrial occupied property class is 1.2733
 - (e) the industrial excess land property class is 0.8276
 - (f) the farmlands property class is 0.2500
 - (g) the managed forest property class is 0.2500

2. For the purpose of this By-Law:
 - (a) the commercial property class includes all commercial office property, shopping centre property and parking lot property;

 - (b) the industrial property class includes all large industrial property.

3. This By-Law shall come into force and take effect immediately following third reading.

Read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in open Council this 14th day of May 2024.

MAYOR

CLERK

BY-LAW - 24

A By-Law to Set and Levy the Rates of Taxation in the Township of Ryerson for the year 2024.

WHEREAS it is necessary for the Council of the Township of Ryerson, pursuant to the Municipal Act to raise certain sums for the 2024 taxation year;

AND WHEREAS all property assessment rolls on which the 2024 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act subject to appeals at present before the District Court and the Ontario Municipal Board;

AND WHEREAS "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial Assessment", "Farmland Assessment" and "Managed Forest Assessment", as defined in the Assessment Act as amended by the Fair Municipal Finance Act, 1997 and further amended by Regulations thereto, have been determined on the basis of the aforementioned property assessment rolls;

AND WHEREAS the tax ratios on the aforementioned property for the 2024 taxation year have been set out in By-Law #____-24 of the Township of Ryerson;

AND WHEREAS the tax rates on the aforementioned property classes and property sub-classes have been calculated pursuant to the provisions of the Municipal Act and the manner set out herein.

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

1. (a) That the 2024 municipal budget be adopted in the following amounts:

Expenditures

| | |
|---------------------------|----------------|
| Municipal | 4,760,288 |
| Public/Separate Education | <u>299,412</u> |
| Total Expenditures | 5,059,700 |

Revenue

| | |
|----------------------------|--------------|
| Municipal | 2,269,169 |
| Taxation (General Portion) | 2,489,194 |
| Taxation (School Portion) | 299,412 |
| Payment In Lieu | <u>1,925</u> |
| Total Revenue | 5,059,700 |

- (b) For the year 2024, the Township of Ryerson shall levy upon the current phased-in assessment value the following rates of taxation:

| Class | 2024 Municipal Tax Rates | 2023 Education Tax Rates | Total Rates |
|------------------------|---|---|------------------------|
| Residential/Farm | 0.01286702 | 0.00153000 | 0.01439702 |
| Multi-Residential | 0.01286702 | 0.00153000 | 0.01439702 |
| Commercial Occupied | 0.01415372 | 0.00692152 | 0.02107524 |
| Commercial Excess Land | 0.00990761 | 0.00692152 | 0.01682913 |
| Commercial Vacant Land | 0.00990761 | 0.00692152 | 0.01682913 |
| Industrial Occupied | 0.01638358 | 0.00880000 | 0.02518358 |
| Industrial Excess Land | 0.01064932 | 0.00880000 | 0.01944932 |
| Industrial Vacant Land | 0.01064932 | 0.00880000 | 0.01944932 |
| Farmland | 0.00321676 | 0.00038250 | 0.00359926 |
| Managed Forest | 0.00321676 | 0.00038250 | 0.00359926 |

(c) The Current Taxes shall be due in two installments:

First Installment August 16, 2024
 Second Installment September 20, 2024

A 1.25% penalty charge shall be imposed for non payment of taxes on the first day of default being the 1st day of the month following the due date and every month the default continues.

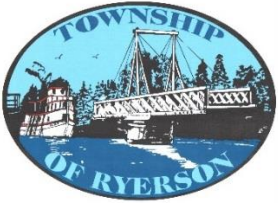
2. For payments in lieu of taxes due to the Township of Ryerson under the Municipal Act, the actual amount due to the Township of Ryerson will be based on the assessment rolls and the municipal rates of taxation for the year 2024.

3. This By-Law shall come into force and take effect immediately following third reading.

Read a First, Second and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in open Council this 14th day of May 2024.

MAYOR

CLERK

| | |
|---|------------------------------|
|  | <h2>Clerk's Report</h2> |
| To: | Council |
| From: | Nancy Field, Clerk |
| Date of Meeting: | May 14, 2024 Special Meeting |
| Report Title: | Procedural By-law Review |
| Report Date: | May 2, 2024 |

Recommendation

That Council review the Procedural By-law and provide their input to staff.

Background

Every municipality in Ontario has a Procedural By-law that governs how Council and Committee members carry out the business of the municipality. Ryerson Township's Procedural By-law was created in 2022 and has been amended periodically. However, the By-law should be reviewed every term of Council, and we are looking for your input on key issues.

Through this review, we hope to:

- Improve the meeting experience for all attendees, including public, delegates and Council Members
- Ensure decision making is efficient
- Account for changes in technology

The Procedural By-law is a set structure that guides processes for Council and Committee meetings. The By-law outlines: how Council members cast their votes, how late Council meetings can run, conduct for Council, how and when residents can speak at meetings and interact with Council, and how public meetings are communicated to residents.

The Procedural By-law is important because it:

1. Ensures fairness and consistency in the decision-making process.

2. Fosters respectful conduct and collaborative approaches to decision making.
3. Supports an open, accountable, transparent governance process so that the public, Council and staff understand how decisions are made and what to expect at the meetings.

A copy of the Procedural By-law is included with this report showing the suggested changes in red.

The Corporation of the Township of Ryerson
Council Procedural By-law 34-22



PROCEDURAL BY-LAW

34-22

July 12, 2022

Page 1 of 34

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

Contents

BY-LAW 34-22 5

PART 1 - DEFINITIONS..... 5

PART 2 – GENERAL PROVISIONS 8

2.1 Protocol..... 8

2.2 Robert’s Rules of Order 8

PART 3 - MEETINGS - GENERAL 8

3.1 Inaugural Meeting 8

3.2 Regular Council Meetings - Time, Date, Location..... 8

3.3 Regular Council Meetings – Election Year..... 8

3.4 Regular Council Meetings - Amended by Clerk 9

3.5 Electronic Council Meetings..... 9

3.6 Electronic Public Meetings..... 9

PART 4 - SPECIAL MEETING OF COUNCIL..... 10

4.1 Special Meeting of Council – Summoned by Mayor (Head of Council)..... 10

4.2 Special Meeting of Council - Summoned by Majority Petition 10

4.3 Special Meeting of Council – Notice to Members..... 10

4.4 Special Meeting of Council – Any Other Matter 10

4.5 Special Meeting of Council – Open/Closed..... 10

4.6 Committee of the Whole Meetings 10

PART 5 - CLOSED MEETINGS OF COUNCIL..... 11

5.1 Meetings - Open to the Public..... 11

5.2 Closed Meeting - Agenda and Reports 11

5.3 Permissive Closed Meetings..... 11

5.4 Mandatory - Closed Meetings 12

5.5 Closed Meetings – Further Conditions..... 12

PART 6 – EMERGENCY MEETINGS OF COUNCIL..... 12

6.1 Emergency Meetings 12

6.2 Cancellation of Meetings..... 12

6.3 Cancellation of Meetings, Inclement Weather/Event..... 13

PART 7 – GENERAL MEETING RULES 13

7.1 Rules – to be observed at all times 13

7.2 Mayor 13

7.3 Absence of the Mayor 13

7.4 Absence of Deputy Mayor..... 13

7.5 Meeting Location..... 13

7.6 Location – Building Capacity 13

7.7 Clerk 13

7.8 Quorum 14

7.9 Minutes 14

7.10 Arriving Late/Leaving Early 14

7.11 Staff Attendance 14

7.12 Declarations of Conflicts of Interest 14

7.13 Rules of Debate 14

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

| | |
|---|-----------|
| 7.14 Questions During Debate..... | 16 |
| 7.15 Conduct | 16 |
| 7.16 Recording Equipment/Electronic Devices | 16 |
| 7.17 Points of Procedure | 17 |
| 7.18 Voting - General..... | 17 |
| 7.19 Notice of Motion | 18 |
| 7.20 Motion to Suspend Notice Requirements..... | 18 |
| 7.21 Motion to Withdraw | 18 |
| 7.22 Corrections..... | 18 |
| 7.23 Motion to Amend..... | 18 |
| 7.24 Voting – Reconsideration..... | 18 |
| PART 8 – ROLES AND RESPONSIBILITIES | 19 |
| 8.1 Head of Council. (Municipal Act, s.225) | 19 |
| 8.2 Chair | 19 |
| 8.3 Deputy Head of Council. (Municipal Act s.242)..... | 20 |
| 8.4 Council. (Municipal Act, s. 224)..... | 20 |
| 8.5 Clerk. (Municipal Act, s. 228) | 20 |
| 8.6 Staff. (Municipal Act, s. 227) | 20 |
| 8.7 Chief Administrative Office. (Municipal Act, s. 229) | 20 |
| 8.8 Members of the Public. (Municipal Act, s. 227) | 21 |
| PART 9 – NOTICE OF MEETINGS | 21 |
| 9.1 Annual Schedule of Meetings | 21 |
| 9.2 Notice of Meetings - In Form of an Agenda | 21 |
| PART 10 – AGENDA | 21 |
| 10.1 Agenda - General..... | 21 |
| PART 11 – BY-LAWS | 22 |
| 11.1 By-laws - Agenda..... | 22 |
| 11.2 Enactment of By-laws | 22 |
| 11.3 Confirmatory By-law..... | 23 |
| PART 12– ABSENCE OF A MEMBER | 23 |
| 12.1 Absent from Meeting/Leaves of Absence | 23 |
| 12.2 Absent from meeting/Member Prenatal /Pregnancy Leave..... | 23 |
| PART 13 – ADJOURN | 23 |
| 13.1 Curfew – All Meetings | 23 |
| 13.2 Adjournment..... | 23 |
| PART 14 – DELEGATIONS/PRESENTATIONS In person or electronic meetings | 23 |
| 14.1 Delegation – Limit per Meeting | 23 |
| 14.2 Delegation – Time Limit for Speaking | 24 |
| 14.3 Delegation – Request for Delegation | 24 |
| 14.4 Delegation – Special Provisions..... | 24 |
| 14.5 Delegation – Petitions..... | 24 |
| 14.6 Delegation – Anonymous Communications | 24 |
| 14.7 Delegation – Decision to Place on the Agenda | 24 |
| 14.8 Delegation – Refusal of Delegation..... | 24 |

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

14.9 Delegation – Conduct 25
14.10 Delegation – Consideration by Council 25
14.11 Delegation – Minutes of Delegation 25
PART 15 – ENACTMENT 25
PART 16– SCHEDULES TO THE BY-LAW 26
16.1 Schedules - A to G 26
“Schedule A” 27
Conflict of Interest 27
“Schedule B” 28
Agenda Template 28
“Schedule C” 30
Staff Reports 30
“Schedule D” 31
Council Additional Matters to the Agenda Form 31
“Schedule E” 32
Form for Individuals or Bodies to put Matters on the Agenda 32
“Schedule F” 33
Council Reports 33
“Schedule G” 34
Notice of Motion 34

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

THE CORPORATION OF THE TOWNSHIP OF RYERSON

**BY-LAW 34-22
PROCEDURAL BY-LAW**

BEING a By-Law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law.”

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

AND WHEREAS Council, pursuant to section 238 of the Municipal Act, 2001, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

AND WHEREAS Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

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

Preamble

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Code of Conduct By-Law
- Municipal Elections Act
- Municipal Freedom of Information and Protection of Privacy Act
- Accessibility for Ontarians with Disabilities Act
- Occupational Health and Safety Act
- Workplace Harassment/Workplace Violence Policy
- Staff Council Relations Policy
- Planning Act
- Accountability and Transparency By-Law
- Travel Expenses Policy
- Remuneration of Council Members By-Law

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

PART 1 - DEFINITIONS

1. **Agenda** means the written Order of Business to be conducted at a meeting.
2. **Business Arising** means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.
3. **Chair** means the presiding officer at a Council or Committee meeting.
4. **Chief Administrative Officer CAO** means the person appointed by the Municipality pursuant to *Section 229* of the *Municipal Act*.

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

5. **Civic or Public Holiday** means those listed as holidays in the *Interpretation Act, R.S.O. 1990 c l 11 Section 29*, as amended from time to time.
6. **Clerk** means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.
7. **Closed Meeting** means a Council or Committee meeting or portion thereof, which is closed to the public pursuant to *section 239 of the Municipal Act, 2001 or other legislation*.
8. **Communications** includes but is not limited to the following: Letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, newspaper/magazine article, etc.
9. **Consent Agenda** May be used for the purpose of convenience and for expediting meetings, and for matters of business that are for information only or matters not expected to require Council direction. Such matters are included in the Consent Agenda, and all matters of business contained in the Consent Agenda are voted on collectively. A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any Councillor. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively.
10. **Council** means the elected Members of the Municipal Council.
11. **Council Package** means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.
12. **Delegation** means a person/group making a presentation to Council or Committee.
- 42-13. **Deputy Head of Council** means the Deputy Mayor.
- 43-14. **Deputy Mayor** means a Member of council appointed to act in the place of the head of council when the head of council is absent or refuses to act or the office is vacant.
- 44-15. **Electronic Meeting** means a meeting called and held in full or in part via electronic means, including but not limited to: audio teleconference, video teleconference, or via means of the Internet, and with or without in person attendance.
- 45-16. **Emergency Meeting/Urgent** means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter that is occurring or imminent confronting the Municipality and if not brought forward immediately, could result in or cause:
 - a. Danger to life, health or safety of individuals;
 - b. Damage to property;
 - c. An interruption of essential service provided by the Municipality;
 - d. Immediate and significant loss of revenue by the Municipality;
 - e. Legal issue and/or;
 - f. Prejudice to the Municipality.
- 46-17. **Ex Officio** means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.
- 47-18. **Head of Council** means the Mayor or, in the absence of the Mayor, the Deputy Mayor.

Formatted: List Paragraph, Left, Right: 0 cm, No bullets or numbering

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

~~48-19.~~ **Local Board** means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.

~~49-20.~~ **Mayor** means the Head of Council of the Corporation of the Township of Ryerson.

~~20-21.~~ **Meeting** means any regular, special, committee or other meeting of Council, Committee or local board or of a committee of either of them, where,

- a) A quorum of Members is present, and
- b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

~~24-22.~~ **Member** means a Member of Council or a Committee, a person duly elected or appointed to serve on Council or a Committee for the Corporation of the Township of Ryerson.

~~22-23.~~ **Motion** means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

~~23-24.~~ **Municipality** means the Municipal Corporation of the Township of Ryerson.

~~24-25.~~ **Municipal Act** means the Municipal Act, 2001, S.O. c.25. as amended.

~~25-26.~~ **Notice of Motion** means an advance notice to Members on a matter which Council will be asked to take a position.

~~26-27.~~ **Officers** means a person, such as the Clerk, Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

~~27-28.~~ **Order of Business** means the sequence of business to be introduced and considered in a Meeting.

~~28-29.~~ **Pecuniary Interest** means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50*, as amended.

~~29-30.~~ **Point of Procedure** means a matter that a Member considers to be departure from or contravention of the rules, procedures or generally accepted practices of the Council. It is a verbal statement made by a member to the Chair when the member believes there has been a contravention of the rules laid out in the Procedural By-Law.

~~30-31.~~ **Presentation** means a person or group (including a Member, staff or Public) who provides information to Council or Committee.

~~34-32.~~ **Quorum** means a majority of Members of Council or Committee.

~~32.~~

Recorded Vote means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.

33. **Regular Meeting** means a scheduled Council meeting held in accordance with the approved calendar/schedule of meetings.

R

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Indent: Left: 1 cm, No bullets or numbering

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

- 34. **Report** means a written or other Report from the Chief Administrative Officer, Clerk, Department Heads, Staff, Member of Council or Committee/Board which is approved by the Chief Administrative Officer or Clerk.
- 35. **Resolution** means a motion that is carried or defeated and therefore represents the vote and will of Council.
- 36. **Special Meeting** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings for a specific purpose to deal with an important matter that has arisen between Regular Meeting

PART 2 – GENERAL PROVISIONS

2.1 Protocol

- 1. The rules and procedures contained in this by-law shall apply to all meetings of Council and Committees, unless otherwise prescribed;
 - a. Notwithstanding Section 2.1, these rules and procedures may be relaxed in a Committee meeting, if the subject matter so permits.
 - b. Unless a contrary intention appears in this By-law, words in the singular include the plural.
- 2. The Mayor shall be addressed as: 'MAYOR (surname inserted)'.
- 3. The Councillors shall be addressed as 'Councillor (surname inserted)'.

2.2 Robert's Rules of Order

For purposes of interpreting this By-law or determining a proper course of action for matters that may arise that are not specifically contemplated by this by-law, the most recent edition of *Robert's Rules of Order* in existence at the time shall be used as a reference.

PART 3 - MEETINGS - GENERAL

3.1 Inaugural Meeting

- 1. The first meeting of the newly elected or acclaimed Council after a regular or by-election shall be held on the first Tuesday after the commencement of the term or an alternate date to be set within 31 days of its term commencing.
- 2. At the first meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members.
- 3. No business shall be conducted at the ~~f~~First ~~m~~Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members.

3.2 Regular Council Meetings - Time, Date, Location

- 1. Regular meetings of Council shall be scheduled on the first (~~2nd~~^{4th}) and third (~~4th~~^{3rd}) Tuesday of each month, at 6:00 p.m. With the possible exception for the months of July, August, and December with only one meeting planned per month.
- 2. At the first regular meeting after an election Council shall choose a Deputy Mayor from amongst its members by a majority vote by Council to act as the Mayor, in the absence of the Head of Council.

3.3 Regular Council Meetings – Election Year

Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

Formatted: Normal, Space After: 0.95 pt, Line spacing: Multiple 1.08 li

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

3.4 Regular Council Meetings - Amended by Clerk

The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

3.5 Electronic Council Meetings

1. Pursuant to Section 238 (3.3) of the *Municipal Act, 2001* (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;
2. Members participating electronically may participate in meetings that are closed to the public. Confidentiality must be maintained;
3. When a Member is participating electronically, they may be counted in determining whether or not a quorum of Members is present at any time during the meeting;
4. Any Member wishing to attend a meeting electronically is encouraged to notify the Clerk as soon as possible in advance of the meeting in question so that proper arrangements with respect to logistics may be made;
5. The Head of Council or delegate may chair a meeting electronically;
6. The Clerk may clerk the meeting electronically;
7. Meetings may proceed even though any or all Members and/or the Clerk are participating electronically.

3.6 Electronic Public Meetings

1. Pursuant to Section 236(1) of the *Municipal Act, 2001* (as may be amended from time to time), Council may hold its meetings at any convenient location within or outside the municipality. Therefore, Council may hold meetings that are only open to the public by live-streaming those meetings on an appropriate internet-based platform that is generally available to members of the public ("Electronic Meetings"). Should internet services not exist, Electronic Meetings may be held by telephone conference or other available electronic means;
2. In deciding to hold an Electronic Meeting, Council shall consider, among other factors, whether health and safety issues dictate that members of the public should not gather together in Council chambers including, but not limited to, cases of epidemic or pandemic. When Council makes this decision, the reasons for the decision not to permit physical attendance of the public shall be recorded in the minutes. Council shall have regard to recommendations and advice from the applicable authority including but not limited to the Provincial Government or Public Health officials;
3. If Council decides to hold an Electronic Meeting, the web link, or phone number or other electronic connection data to access the meetings will be provided to Council and members of the public. Should circumstances exist that the Municipality's website is not available, notice shall be provided in a manner that will provide access to the largest number of ratepayers possible in the circumstances.
4. Council members and/or presenters or delegations attending electronically, will be signaled visually, to identify their turn to speak.
5. If Council holds an Electronic Meeting (open or closed), the meeting will be recorded. The inability to record any meeting due to technical difficulties with recording equipment will not prohibit the meeting from commencing or continuing.

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

The audio and video recording of meetings shall be made so that a complete record of the meeting is stored and available, helping to ensure that meetings are conducted in a safe environment. The recording of the open session of the meeting may be posted on the ~~Municipality's~~ Municipality's website as soon as practical.

PART 4 - SPECIAL MEETING OF COUNCIL

A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

4.1 Special Meeting of Council – Summoned by Mayor (Head of Council)

The Head of Council may, at any time, summon a Special Meeting by providing notice of the meeting to the Clerk who will make a reasonable effort to prepare and post the agenda, providing Members with a Notice of Meeting at least twenty-four (24) hours before the Special Meeting.

4.2 Special Meeting of Council - Summoned by Majority Petition

Upon receipt of a petition from the majority of Council the Clerk may summon a Special Meeting and will make a reasonable effort providing Members a Notice of Meeting at least twenty-four (24) hours before the Special Meeting.

4.3 Special Meeting of Council – Notice to Members

Upon receipt of a petition from the Majority of Council or request from the Head of Council, the Clerk may summon a Special Meeting and will make a reasonable effort to provide a Notice of Meeting, specifying the date, time, place and nature of, twenty-four (24) hours before the Special Meeting. Due to the nature of the special meeting, a 24 hour notice period shall apply, but will not restrict the conduct of municipal operations under an emergency.

4.4 Special Meeting of Council – Any Other Matter

The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

4.5 Special Meeting of Council – Open/Closed

Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

4.6 Committee of the Whole Meetings

Committee of the Whole (the Committee) facilitates the decision-making process of Council. The Committee is comprised of all members of Council who fully participate in debate and forward recommendations to Council for final decisions. The Committee is an important forum for policy debate and public input on issues within Council's area of responsibility.

Committee of the Whole Meeting: is a less formal, discussion-oriented meeting with the same members of Council. Generally, matters are discussed at the Committee of the Whole level first, then given final approval at the subsequent Council meeting.

Decorum: means behaviour that, in the opinion of the Presiding Officer, promotes an atmosphere of respect in Council Chambers.

Improper Conduct: means disruptive or unethical conduct and includes engaging in a course of vexatious comments or conduct against another person that is known or ought reasonably to be known to be unwelcome. It includes behaviour that in any way obstructs the deliberations and actions of the Committee of the Whole.

4.6.1

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

- a. The Council of the Township of Ryerson generally meets twice per month, the ~~first~~ ~~second~~ and ~~third-fourth~~ Tuesday.
- b. It is the intention of Council to meet as Committee of the Whole at the first meeting of the month with the regular meeting to follow the ~~third-fourth~~ Tuesday of the month.
- c. Committee of the Whole meetings provides the opportunity for all members of Council to participate in discussion. These meetings are considered less formal than Council meetings and are chaired on a rotational basis by members of Council.
- d. Any decisions and recommendations presented at Committee of the Whole meetings are formally approved at Council meetings.
- e. Correspondence, delegations, and speakers at Committee of the Whole and Council meetings form part of the public record in the agenda and/or the minutes.
- f. Committee of the Whole meetings are recorded.
- g. Anyone who wishes to keep personal information out of the public record should mark it confidential, refrain from disclosing it in public and keep it separate from other comments submitted to Council. For example, you may wish to write a letter with comments for Council and provide your contact information so staff can contact you about the meeting. In this case, include a covering letter with your personal contact information and attach a separate letter with your comments to Council. This way your contact information like phone number, email address or mailing address is not included in the agenda.
- h. Derogatory or inappropriate remarks and improper conduct are not tolerated at Committee of the Whole and Council meetings. Applause, booing or other audible demonstrations of support or opposition are also strongly discouraged in the Council Chambers. The Township of Ryerson asks delegations and all members of the public to display the same decorum and respect to others as they would expect to receive for themselves.

PART 5 - CLOSED MEETINGS OF COUNCIL

5.1 Meetings - Open to the Public

Except as provided in this section, all meetings shall be open to the public.

5.2 Closed Meeting - Agenda and Reports

In the event the Clerk receives items for a Closed Meeting, they shall be placed on the Closed Meeting Agenda and will be distributed to Council in a manner that ensures confidentiality, the usual manner is to distribute at the closed meeting.

5.3 Permissive Closed Meetings

Council or a Committee may, by resolution, close a meeting or part of a meeting to the public as contemplated in section 239(2) of the *Municipal Act, 2001*, if the subject matter to be considered is:

- a. The security of the property of the municipality or local board;
- b. Personal matters about an identifiable individual, including municipal or local board employees;
- c. A proposed or pending acquisition or disposition of land by the municipality or local board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

- g. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h. Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

5.4 Mandatory - Closed Meetings

Council or a Committee may, by resolution, close a meeting, or part of a meeting to the public in accordance with s. 239 of the *Municipal Act, 2001*, if the subject matter to be considered is:

- a. A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- b. An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman and/or Meetings Investigator;

5.5 Closed Meetings – Further Conditions

A Meeting of a Council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- a. The meeting is held for the purpose of educating or training the Members.
- b. At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the council, local board or committee.

PART 6 – EMERGENCY MEETINGS OF COUNCIL

6.1 Emergency Meetings

1. An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.
2. The Chief Administrative Officer/Clerk will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public ensuring that it goes on social media unless there are extenuating circumstances.
3. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.
4. Quorum is still required at an Emergency Meeting.
5. These provisions shall apply, with necessary modifications, to Committees and Local Boards.

6.2 Cancellation of Meetings

The Clerk, in consultation with the Head of Council, may cancel any meeting, in the following instances;

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

- a. Quorum cannot be achieved;
- b. By Council Resolution;
- c. In the event of an unforeseen, significant event;
- d. The Meeting is no longer required.

The Clerk will make a reasonable effort to contact the members and attempt to advertise publicly to provide notification of the cancelled meeting.

6.3 Cancellation of Meetings, Inclement Weather/Event

For the purpose of section 6.2 (c), an unforeseen, significant event includes, but is not limited to, the following:

- a. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. ~~snow storms~~ snowstorm, closing of the highway);
- b. Loss of heat/electricity or water;
- c. Clerk/deputy clerk’s inability to attend;
- d. A state of emergency;
- e. The inability of a required participant to attend; and/or
- f. The Meeting becomes redundant.

PART 7 – GENERAL MEETING RULES

7.1 Rules – to be observed at all times

The rules contained in this By-Law shall be observed in all Meetings of Council and may be relaxed during Committee Meetings.

7.2 Mayor

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate their authority to Chair any Meeting.

7.3 Absence of the Mayor

In the absence of the Mayor, if they refuse to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor’s duties and shall have all the rights, powers and authority of the Head of Council.

7.4 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order, and conduct the meeting to allow Council to appoint an Acting Mayor.

7.5 Meeting Location

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Municipal Township Office, located at 28 Midlothian Road, Burks Falls.

7.6 Location – Building Capacity

Space in the current Ryerson Township Council Chamber may be limited because of a pandemic or for fire safety reasons. The capacity limit of the room has been determined by the Fire Prevention Officer to be twenty-one (21) people: eight (8) at the table and an additional thirteen (13) seats in the room. Seats will be reserved as required for Township Staff, Professional delegations (Lawyer, Planner etc.), registered delegations and presenters. Any remaining seats will be available to the public. Once the room capacity has been met, no further people will be permitted in the Council Chamber.

7.7 Clerk

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council.

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

7.8 Quorum

1. Quorum must be present at all Meetings.
2. If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting
3. The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting.
4. If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting.

7.9 Minutes

Minutes of all Meetings will be recorded without note or comment.

A copy of the draft minutes will be posted on the website. After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies.

7.10 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave before the end of the Meeting.

7.11 Staff Attendance

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the Chief Administrative Officer or Clerk.

7.12 Declarations of Conflicts of Interest

1. Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will;
 - a. Provide a written statement of the interest and its general nature to the Clerk in accordance with Schedule A;
 - b. Will leave the Council Meeting while the issue is considered; and,
 - c. Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed.
2. If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting.
3. Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*.

7.13 Rules of Debate

1. The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions.
2. Agenda items to be discussed are to proceed by Motion.
3. Each Motion requires a moving Member and a seconding Member. If no Member agrees to

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

move or second the Motion, the item will be struck from the Agenda and will not be subject to debate.

4. The Clerk/Deputy Clerk will read the Motion or question.
5. The mover has the first right of speaking on that Motion, after the Chair.
6. The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken.
7. After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion.
8. After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter.
9. A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:
 - a. With permission of Council;
 - b. If questioned by another Member;
 - c. To explain comments which the Member believes have been misunderstood; or,
 - d. In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.
10. No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than three (3) minutes.
11. Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder.
12. A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present.
- ~~12-13.~~ A Friendly Amendment to a motion may be made by a council member during the course of debate without a formal motion to amend, provided no member objects.
- ~~13-14.~~ When a matter is being debated, no other Motion shall be entertained other than a Motion;
 - a. to refer the matter to a certain body;
 - b. to amend the Motion;
 - c. to defer the Motion;
 - d. to adjourn the Meeting;
 - e. that the vote be taken.
- ~~14-15.~~ A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn.
- ~~15-16.~~ A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable.
- ~~16-17.~~ A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable.
- ~~17-18.~~ A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once.
- ~~18-19.~~ Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate.

Formatted: Character scale: 100%, Not Expanded by / Condensed by

Formatted: Font: Font color: Auto

Formatted: Left, Indent: Left: 1.25 cm, Hanging: 0.02 cm, Right: 1.54 cm, Space Before: 0 pt, After: 0.2 pt, Line spacing: Multiple 1.04 li, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

7.14 Questions During Debate

1. A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks.
2. A Member may, through the Chair, ask questions during the discussion on any item on the Agenda, and ask questions on the item to any staff of the Municipality in attendance at the Meeting.
3. Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair or Clerk/Deputy Clerk. A Member may only make such a request once and may not interrupt another Member while they are speaking.

7.15 Conduct

1. Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall;

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff or any member of the public;
 - b. Engage in private conversation during a council meeting, in such manner as to interrupt the proceedings of council;
 - c. Speak on any subject other than the subject in debate;
 - d. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
 - e. Interrupt a Member who is speaking by speaking out, or making a noise/gesture or disturbance, except to raise a procedural question; and,
 - f. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.
2. At a Meeting, no person shall:
 - a. Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
 - b. Use offensive words;
 - c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
 - d. Leave his or her seat while a vote is being taken and until the results of the vote are declared;
 - e. Make any disruptive noise or disturbance;
 - f. Enter the Meeting while a vote is being taken;
 - g. Walk between a Member who is speaking and the Chair; and,
 - h. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate.
 3. No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair.
 4. No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair.
 5. All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate.
 6. Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair.

7.16 Recording Equipment/Electronic Devices

1. Electronic devices of the public must not disrupt a Meeting.
2. The following are prohibited unless authorized in advance by the Mayor or Committee Chair as the case may be;
 - a. Cameras;
 - b. electrical lighting equipment;

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

c. television cameras.

7.17 Points of Procedure

1. When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can only be raised during the Meeting.
2. Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure.
3. Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure.
4. Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final.
5. Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected.
6. Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal.
7. If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands.
8. No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council.
9. Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room.
10. If the person engaging in misconduct is a Member and the Member apologizes, the member may, by vote of the majority of Council, be permitted to retake his or her seat.

7.18 Voting - General

1. Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken.
2. Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested, and/or during electronic meetings.
3. A Member may request a Recorded Vote on any Motion. Such request may be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in random order and request and record their vote on the Motion. Notwithstanding the random calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result.
4. If a member present at a meeting fails to or refuses to vote, their vote will be counted as a vote against the motion.
5. The Chair shall announce the results of the vote once the vote is completed, excluding recorded votes.
6. If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken.

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

7. If there is a tie vote, the Motion will be defeated.
8. When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate.

7.19 Notice of Motion

1. Notice of all new motions shall be given in writing and delivered to the Clerk by 12 p.m. noon on the Monday the week prior to the Council meeting at which the matter is to be considered. Such notices shall be included in the Agenda for that meeting under the item "Notice of Motion".
2. A notice of motion, in writing, may also be received by the Clerk prior to the closing of the meeting and in this event, the Chair or the Clerk shall read the notice of motion and it shall be duly recorded in the minutes without debate, and shall form part of the Agenda for the subsequent meeting under the item "Notice of Motion".
3. The presentation of a notice of motion does not require a mover or seconder until it comes before a meeting for debate.
4. A motion for which notice was given in accordance with this by-law must be moved and seconded at the meeting on which it appears on the Agenda for debate. A notice of motion must be presented in the appropriate motion format on a "Notice of Motion Form" schedule "G" of the Procedural By-law. Forms are available at the municipal office or may be emailed upon request.

7.20 Motion to Suspend Notice Requirements

1. A motion may be introduced without notice, if Council, without debate, dispenses with notice, on the affirmative vote of two-thirds of the Members present and voting.

7.21 Motion to Withdraw

1. Once the motion is proposed and seconded, but before the Chair (or Clerk) states the motion, it belongs to the proposer, the motion may be withdrawn or modified without the permission of Council.
2. Once a motion is stated, it shall be deemed to be in the possession of Council, but at any time, the Member who moved the motion may request to withdraw the motion before a decision or an amendment. If there is no objection, the motion is withdrawn with general consent. If there is an objection, anyone may second the motion to withdraw and the Chair takes the vote.

7.22 Corrections

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initialed by the mover and seconder.

7.23 Motion to Amend

Only one amendment at a time can be presented to a main motion, and only one amendment to an amendment can be presented. A motion to amend shall: be made only to a previous question or to amend an amendment to the question; be relevant to the motion; be moved and seconded; be put to a vote in the reverse order to that which is moved; not be in order if, in essence, it constitutes a rejection of the main question.

7.24 Voting – Reconsideration

1. When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the "Motion to Reconsider". Members who were not in the majority cannot move for a Motion to Reconsider.

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

2. Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council's approval.
3. The process whereby a Motion to Reconsider is added to the Agenda is set out below:
 - a. A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
 - b. The Chair shall ask the Member to affirm that they voted with the majority;
 - c. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
 - d. When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to Reconsider to the Agenda;
 - e. Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, a 2/3 majority must agree to add the Motion to Reconsider to the Agenda;
 - f. Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions;
 - g. Council may not Reconsider a decision for a period of six (6) months following the decision;
 - h. A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter;
 - i. Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion;
 - j. No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

PART 8 – ROLES AND RESPONSIBILITIES

8.1 Head of Council. (Municipal Act, s.225)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer ("CEO") of the Municipality;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- d. Provide leadership to Council;
- e. Provide information and recommendations to Council with respect to the role of Council;
- f. Represent the Municipality at official functions;
- g. Uphold and promote the purposes of the Municipality;
- h. Promote public involvement in the Municipality's activities;
- i. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k. Carry out duties prescribed by the *Municipal Act*,

8.2 Chair

It is the role of the Chair to:

- a. Open Meetings by calling the Meeting to order;
- b. Address the business listed on the Agenda;
- c. Receive and have read to Council all Motions presented by Members;
- d. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- e. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g. When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;

- h. Provide information to Members on any matter relating to the business of the Municipality;
- i. Authenticate by signature all By-Laws, Resolutions and Minutes;
- j. Rule on any points of order raised by Members;
- k. Call a 5-minute rest period when deemed appropriate.
- l. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- m. Call for the adjournment of the Meeting when business is concluded.

8.3 Deputy Head of Council. (Municipal Act s.242)

It is the role of the Deputy Head of Council to:

- 1. In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in their absence and shall have all the rights, powers, and authority as the Head of Council.
- 2. If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting.

8.4 Council. (Municipal Act, s. 224)

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the Municipality;
- b. Develop and evaluate the policies and programs of the Municipality;
- c. Determine which services the Municipality provides;
- d. Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f. Maintain the financial integrity of the Municipality; and,
- g. Carry out duties of council prescribed by the *Municipal Act*.

8.5 Clerk. (Municipal Act, s. 228)

It is the duty of the Clerk to:

- a. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all Minutes of the proceedings of Council;
- d. Perform other duties required under the *Municipal Act* or any other *Act*; and
- e. Prepare and circulate Council Packages to all Members;
- f. Perform any other duties as assigned by the Municipality;
- g. The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

8.6 Staff. (Municipal Act, s. 227)

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- c. Carry out other duties required under the *Act* and other duties assigned by the Municipality.

8.7 Chief Administrative Office. (Municipal Act, s. 229)

It is the duty of the Chief Administrative Officer to:

- a. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

- b. Perform such other duties as are assigned by the Municipality.

8.8 Members of the Public. (Municipal Act, s. 227)

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.)

PART 9 – NOTICE OF MEETINGS

9.1 Annual Schedule of Meetings

The Clerk shall, by January 31st of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council. The Schedule of upcoming meetings for the calendar year will be posted on the Municipal website.

9.2 Notice of Meetings - In Form of an Agenda

1. A meeting notice shall be in the form of an Agenda, which shall first make mention of the date, time, place for the meeting. Staff will endeavour to have the agenda out to Council by 4 p.m. on the Wednesday prior to the scheduled meeting and will endeavour to post the agenda package on the municipal website for the public on the Monday prior to the scheduled meeting (Holiday Mondays are excepted, all dates will move ahead by one business day) and unless extenuating circumstances arise.
2. The Clerk may post, on the municipal website, on the front door of the office, on phone voice recording, the notice of all upcoming meetings. This posting will constitute notice to the public of the Meeting.
3. The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.
4. Where a meeting is a special meeting called pursuant to this By-law, and it is not possible to provide the aforementioned notice, the Clerk shall make reasonable efforts to provide notice to those concerned and the notice shall be posted as soon as possible after the meeting has been scheduled.
5. Where a statute or the Notice By-Law requires, notice will be published in accordance with the Statute or By-Law. The notice will also be posted on the municipal website.
6. Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
7. Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

PART 10 – AGENDA

10.1 Agenda - General

1. It shall be the duty of the Clerk/Deputy Clerk to prepare the Agenda of all Meetings in consultation with the Mayor. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

2. All Council Agendas shall be prepared by the Clerk/Deputy Clerk in writing and shall be in accordance with the attached Schedule 'B' Template.
3. Agendas shall generally follow the format in Schedule 'B' Template, but modifications to the matters to be included in the Agenda maybe effected without requiring amendment to this by-law.
4. Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under 'Business Arising from Previous Meeting' and/or 'Consent Agenda' unless set to a subsequent meeting by the Members present.
5. Communication Items: An item of general correspondence/information will be provided to Council separate from the agenda package by e-mail (with hard copies available upon request). This information may include, but not limited to items from other levels of government, Crown Corporations, agencies, boards, or provincial/federal associations engaged in municipal matters etc.
6. Communication items for action/resolutions shall be included in the agenda package and noted on the agenda.
7. A schedule of in-year contract renewals will be provided to Council at the beginning of each year. Contract renewals will be provided to Council in a timely fashion before renewal dates.
8. Council Members are strongly encouraged to contact the municipal office prior to a meeting to raise questions or clarify issues relevant to the matter and secure additional information as may be required.
9. All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than 12 p.m., noon on the Monday a week prior to the scheduled meeting of Council. Reports for a meeting will be finalized and filed with the Clerk no later than 12 p.m., noon on the Monday the week prior to the scheduled meeting. Holiday Mondays are excepted, all dates will move ahead by one business day.
10. Reports to Council may be in the standard forms:
 - a. Staff Report in standard format. Schedule 'C'
 - b. Council Report in standard format Schedule 'F'
11. Members wishing to have a matter placed on the Agenda may submit in writing to the Clerk by email or completed form provided hereto at 'Schedule D Template' by 12 p.m. noon on the Monday the week prior to the scheduled meeting. Holiday Mondays excepted -all dates will move ahead by one business day.
12. Staff will endeavor to have the agenda out to Council by 4 p.m. on the Wednesday prior to the scheduled meeting unless extenuating circumstances arise.
13. The whole agenda package will be posted to the public on our website on the Monday (Holiday Mondays excepted) prior to the scheduled meeting unless extenuating circumstances arise.

PART 11 – BY-LAWS

11.1 By-laws - Agenda

The proposed by-law title and reference shall be listed on the Council Agenda, and a copy of the By-law may be included in the Agenda.

11.2 Enactment of By-laws

Every By-law:

1. Shall have three readings prior to being passed.

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

2. All readings of the by-laws may be introduced in the same motion, duly moved and seconded, specifying the number and title of the by-law, giving them a First Reading. The by-law may be debated and amended before Second and Third Reading. After the second and third reading of the motion the by-law shall be decided.
3. Which has been enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Chair and the Clerk and shall be deposited by the Clerk for safe-keeping.
4. A draft by-law may be provided to Council for consideration if required prior to its passing at a Council meeting.

11.3 Confirmatory By-law

The proceedings of previous meetings shall be confirmed by By-law at Regular meetings so that every decision of the Council from previous meetings and every Resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted.

PART 12– ABSENCE OF A MEMBER

12.1 Absent from Meeting/Leaves of Absence

The office of a Member of a Council or Committee will become vacant if the Member is absent from the meetings of Council or Committee for three (3) consecutive months unless the leave of absence is authorized by a resolution of Council.

12.2 Absent from meeting/Member Prenatal /Pregnancy Leave

Section (12.1) does not apply to vacate the office of a Member of Council who is absent for twenty (20) consecutive weeks or less if the absence is a result of the Members' pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with subsection 259 of the *Municipal Act, 2001*, Member Pregnancy and/or Parental Leave Policy (signed February 19, 2019) A resolution of Council is not required to authorize such a leave of absence. The Member shall provide the Clerk with written notice of the leave of absence for twenty (20) consecutive weeks or less.

PART 13 – ADJOURN

13.1 Curfew – All Meetings

All meetings shall be automatically adjourned after 3 hours unless otherwise determined by Resolution for one (1) hour longer, passed by a majority of the Members present.

13.2 Adjournment

1. A Motion to adjourn does not need a seconding Member.
2. A motion to adjourn a meeting will be considered at any time except the following:
 - a. When another Member has been recognized by the Chair and is speaking on a matter, or;
 - b. During the taking of a vote.
3. If a motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.
4. Members and Public in attendance must vacate Council Chambers expeditiously upon adjournment of the meeting, and the door shall be locked.

PART 14 – DELEGATIONS/PRESENTATIONS In person or electronic meetings

14.1 Delegation – Limit per Meeting

Maximum number of delegations at any meeting shall be three (3), except at a public meeting especially called to receive public presentations.

Delegations may attend meetings either in-person or by electronic attendance.

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

14.2 Delegation – Time Limit for Speaking

No oral presentation by a delegation may exceed ten (10) minutes in length. The Presiding Officer will advise when ten (10) minutes have elapsed.

Time limits for Presentations may be extended depending on subject matter.

14.3 Delegation – Request for Delegation

Persons wishing to make a Delegation to Council, must register with the Clerk, in writing. A written brief outlining the subject matter of the presentation shall be provided to the Clerk at the time of the request to appear and shall clearly state the nature of the business to be discussed. Submissions must be received by the Clerk before Noon on the Monday the week prior to the scheduled meeting of Council. Holiday Mondays excepted -all dates will move ahead by one business day. The written request may be made on a form available (Schedule 'E' Template) from the municipal office or by email, fax or other written note.

14.4 Delegation – Special Provisions

Delegations appearing before Council who have previously appeared before Council on the same subject shall be limited to providing only new information in their second or subsequent appearances.

14.5 Delegation – Petitions

Petitions must include the legible names of those signing and their location within the Township of Ryerson (or other municipality), indicating their street address (civic address) and/or Lot and Concession.

14.6 Delegation – Anonymous Communications

Anonymous communications will not be included on an agenda. Communication items for Council shall be legible and shall be identified and dated and signed by the author(s) or if received by email the author must be clearly identified. The return mailing address or e-mail address must be noted thereon. The Clerk shall not include any correspondence that does not meet the above requirements.

14.7 Delegation – Decision to Place on the Agenda

The Clerk, in consultation with the Chair, shall decide which delegations shall be heard orally at any given meeting in-person or electronically, and may defer or decline to place any delegation on the agenda having regard to the time available and;

- a. The express desire of any member or members of Council that a particular delegation be heard;
- b. The desirability that different points of view on any issue be heard;
- c. The desirability that persons who support a particular position be encouraged to combine to make a joint oral presentation usually through a single spokesperson. To avoid repetition of the same or similar information or opinions, supporters of a given position already presented orally will be encouraged to make a written submission to be distributed to members of Council;
- d. The desirability that new issues not on the subject of previous delegations should be heard.

In the eventuality of an unforeseen emergency, delegation to be submitted in writing only.

14.8 Delegation – Refusal of Delegation

The Mayor or Clerk/Deputy Clerk may decline to add items from a delegation to an Agenda.

Reasons to decline include, but are not limited to the following:

- a. More time is required to prepare Staff Reports for Council;
- b. The Delegation Request Form was not submitted by the deadline;
- c. The Delegation Request Form is incomplete;
- d. The subject matter of the Delegation is outside of the jurisdiction of Council;
- e. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f. The Meeting Agenda is already too lengthy;
- g. The subject matter is set to be discussed on another Agenda;

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

- h. The issue is frivolous or vexatious;
- i. The issue has been or is to be considered by the Committee of Adjustment;
- j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k. Council previously indicated that it will not hear further from this Delegation; or
- l. The issue should be referred to the Administrative Department for action.

14.9 Delegation – Conduct

- 1. No Delegate shall: speak disrespectfully of any person; use offensive words/gestures; speak on any subject other than the subject for which approval to address was received; disobey the rules of order or a decision of the Chair.
- 2. The Chair may curtail any delegate, any question of a delegate or debate during a presentation, for disorder or for any other breach of this Procedural By-law and, should the Chair rule that a presentation is concluded, the delegate shall withdraw immediately.

14.10 Delegation – Consideration by Council

- 1. Public presentations made at the beginning of the meeting shall be considered by Council at the end of the Agenda of that meeting.
- 2. After the Delegate has completed their presentation, Members shall each have the opportunity to ask questions for clarification purposes only and without debate.

14.11 Delegation – Minutes of Delegation

Minutes of the Delegation will record no detail but include a very limited, brief explanation of the topic and/or request.

PART 15 – ENACTMENT

15.1 Repeals

Any other by-laws or resolutions that are inconsistent with the provision of this by-law are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this by-law.

15.2 Enactment

This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a First, Second, and Third time,
Signed and the Seal of the Corporation
affixed thereto and finally passed this 12th
day of July, 2022.

Original Signed by Geroge Sterling

MAYOR

Original Signed by Nancy Field

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

CLERK/DEPUTY CLERK

PART 16– SCHEDULES TO THE BY-LAW

16.1 Schedules - A to G

- Schedule A – Conflict of Interest Form
- Schedule B – Agenda and Consent Agenda
- Schedule C – Staff Reports
- Schedule D – Member Request for Item to be added to the Agenda (Standard Forms)
- Schedule E – Form for Individuals of Bodies to put Matters on the Agenda
- Schedule F – Councillor Report
- Schedule G – Notice of Motion

**“Schedule A”
Conflict of Interest**

| | |
|---|--|
|  | <p>Municipal Conflict of Interest Act DECLARATION OF PECUNIARY INTEREST</p> |
|---|--|

Meeting Date:

Name:

Title:

I, _____ declare pecuniary interest
with

respect to:

(Agenda Item)

The general nature of the pecuniary interest is:

(Signature)

**“Schedule B”
Agenda Template**

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

, 20 AT 6:00 P.M.

1. CALL TO ORDER

1.1 Attendance, roll call: ~~in person and electronic, late attendees~~ members and staff
1.2 Announcement: This meeting is being recorded
~~1.2.3~~ 1.3 Motion to adopt the agenda as presented

**2. DECLARATION OF PECUNIARY INTEREST (And General Nature
Thereof)**

3. DELEGATION AND PRESENTATIONS

4. CONSENT AGENDA (Discretionary)

Items listed under the Consent Agenda are considered routine, and enacted in one motion. However, any Council member may request one or more items to be removed from the Consent Agenda for separate discussion and/or action. Each and every matter of business contained in the Consent Agenda is recorded separately in the minutes of the meeting.

- a) Council Meeting Minutes
- b) Housekeeping
- c) Reports Received
- d) Information
- e) Correspondence

5. DISCUSSION OF CONSENT AGENDA ITEM

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

7. **REPORTS**

FIRE DEPARTMENT:

BY-LAW:

PUBLIC WORKS:

DEPUTY CLERK:

TREASURER:

CLERK:

COUNCIL MEMBERS:

8. **BUSINESS ARISING/ACTIVITY LOG**

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

10. **COMMUNICATION ITEMS**


11. **BY-LAWS**

12. **CLOSED SESSION** (if required)

13. **IMPORTANT DATES**

14. **ADJOURNMENT**

**“Schedule C”
Staff Reports**

| | |
|---|---------------------|
|  | Staff Report |
| To: | Council |
| From: | |
| Date of Meeting: | |
| Report Title: | |
| Report Date: | |

Recommendation:

Purpose/Background:

Analysis/Financial:

Reference/ Documents:

Rationale Analysis:

Alternatives for Consideration:

Next Steps:

Appendix/Related Documents:

**“Schedule D”
Council Additional Matters to the Agenda Form**

TOWNSHIP OF RYERSON

COUNCIL ADDITIONAL MATTERS TO THE AGENDA FORM

NAME: _____

COUNCIL MEETING DATE: _____

GENERAL NATURE OF ADDITION: _____

SIGNATURE: _____ DATE: _____

**“Schedule E”
Form for Individuals or Bodies to put Matters on the Agenda**

**TOWNSHIP OF RYERSON
28 MIDLOTHIAN ROAD
R. R. # 1
BURKS FALLS, ONTARIO P0A 1C0**

Phone 705 382-3232 Fax 705 382-3286

email: clerk@ryersontownship.ca

DELEGATION FORM

NAME: _____

MAILING ADDRESS: _____


PHONE NUMBER: _____

COUNCIL MEETING DATE: _____

WRITTEN PRESENTATION TO BE PROVIDED TO THE CLERK:

GENERAL NATURE OF DELEGATION: _____

**“Schedule F”
Council Reports**

| | |
|---|--------------------------|
|  | Councillor Report |
| Name | |
| Event | |
| Date of Event | |
| Date of Presentation | |
| Brief summary as it relates to the Township of Ryerson | |

**“Schedule G”
Notice of Motion**

Notice of Motion of the Township Ryerson,

Member of Council _____ (please print)

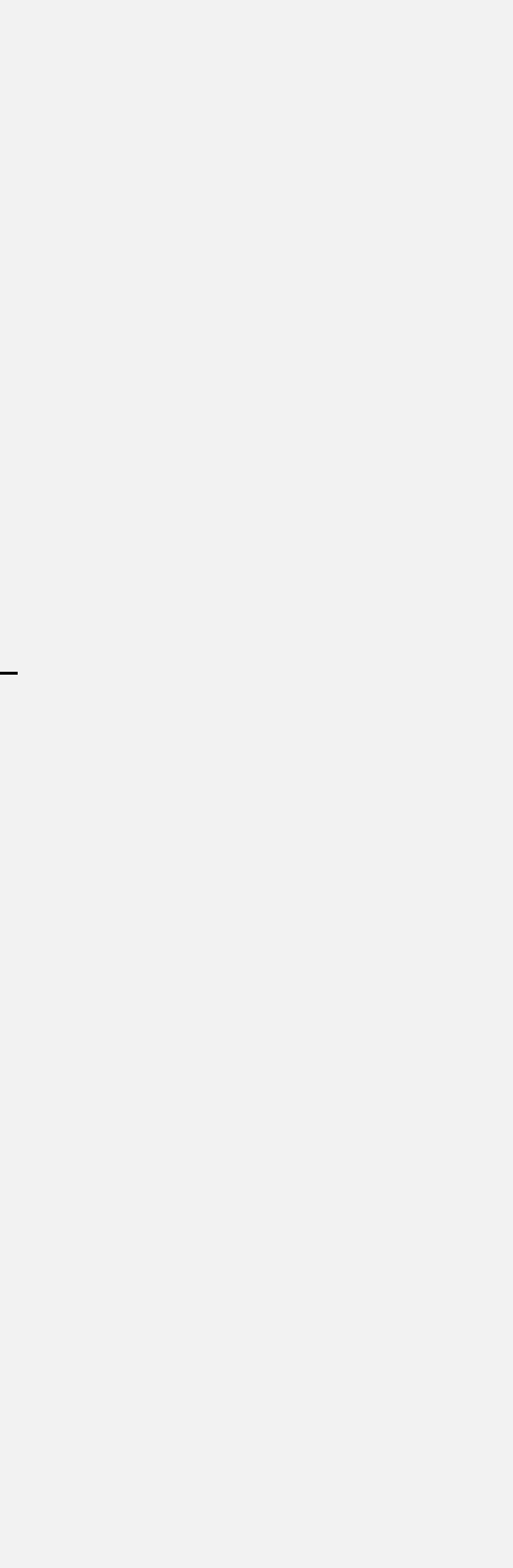
Hereby files a Notice of Motion to be included on the Agenda for the Regular meeting of Council, which is scheduled to be held on:

_____ 20_____ under the following

Agenda heading:

Subject:

And which Notice of Motion reads as follows:



THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW NO. ____-24

BEING A BY-LAW FOR PROHIBITING, REGULATING AND REMEDIATING PUBLIC NUISANCES CAUSED BY UNCONTROLLED BEAVER DAMS

WHEREAS it is the responsibility of the Municipality to keep in repair public roads within the Township to permit the safe movement of persons and materials under Section 44 of the Municipal Act;

AND WHEREAS the Municipality has broad authority to enact by-laws to protect public safety and property by enacting by-laws in the sphere of jurisdiction of drainage and flood control under Sections 9, 11, 96 and 97 of the Municipal Act;

AND WHEREAS Council has authority to define, prohibit and regulate public nuisances and situations which could become a public nuisance under Section 128 of the Municipal Act, and the opinion of Council, if arrived at in good faith, is not subject to review by any court;

AND WHEREAS where the Municipality has authority to direct or require by by-law or otherwise that a thing be done, the Municipality may also direct under Section 427 of the Municipal Act that, in default of it being done by the person directed or required to do it, such matter or thing shall be done at the person's expense; that the municipality may enter onto the person's land to do it; and may recover its costs of doing it by, *inter alia*, adding the cost to the tax roll and collecting them in the same manner as taxes.

AND WHEREAS the existence of nuisance beaver dams on private property cause danger to members of the public using public roads and substantial costs to general ratepayers of the Township of Ryerson;

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 "**NUISANCE BEAVER CONTROL BY-LAW**".

2. **DEFINITIONS:**

In this By-Law the following words and phrases have the following meanings:

"**COUNCIL**" means the Council of the Corporation of the Township of Ryerson.

"**MUNICIPALITY**" means The Municipal Corporation of the Township of Ryerson.

"**NUISANCE BEAVER**" means any animal that has built or is maintaining a Nuisance Beaver Dam.

"**NUISANCE BEAVER DAM**" means a blockage of any permanent or intermittent stream or natural drainage constructed by an animal of any combination of natural features, branches and earth to which one or more of the following apply:

- (a) The dam impounds sufficient water behind it to cover the traveled surface of a Public Road located up stream of the dam with water; OR
- (b) The dam impounds sufficient water to undermine the bed or earth under a Public Road located up stream of the dam by causing it to become waterlogged to the extent that the roadbed sinks or damage is caused to the road bed or its traveled surface; OR

- (c) The dam impounds sufficient water upstream of a Public Road to create a danger that in the event the dam suddenly bursts water will cover the traveled surface of a Public Road or do damage to the surface or bed of a Public Road; OR
- (d) The dam has been identified in a resolution of the Council of the Municipality as a Nuisance Beaver Dam; OR
- (e) The dam is located at approximately the same location where a previous dam to which any of (a), (b), (c) or (d) above applied.

“**PUBLIC ROAD**” has the meaning assigned to that term in the Municipal Act and includes any road which is maintained on a seasonal or year-round basis by the Municipality whether located on a municipally owned road allowance or not.

3. PUBLIC NUISANCE: DUTIES OF LANDOWNER

A Nuisance Beaver Dam is hereby declared by Council to be a Public Nuisance within the meaning of the Municipal Act. Every owner of land is hereby directed and required to control, destroy and prevent the creation of Nuisance Beaver Dams on his/her property by the following means:

- (a) Trapping or otherwise removing the animals which build or maintain Nuisance Beaver Dams, or entering into an agreement with a licensed trapper to do so on a regular basis.
- (b) Breaking or destroying any Nuisance Beaver Dam located on the property.
- (c) Installing culverts or other drainage mechanisms to control the amount of water that can be impounded behind a dam to prevent it from becoming a Nuisance Beaver Dam.
- (d) Regularly inspecting the property after the existence of a Nuisance Beaver Dam is called to the attention of the landowner by the Municipality to ensure that the problem does not recur.

4. RESPONSIBILITIES OF MUNICIPAL STAFF

- (a) The Road Superintendent of the Municipality is responsible for locating and calling to the attention of Council and the Clerk Nuisance Beaver Dams.
- (b) The Municipal Clerk shall send to the person or persons shown as the assessed owner on the Municipal Tax Roll of any property on which a Nuisance Beaver Dam is located a notice, substantially in the form of Schedule A annexed hereto and forming part of this by-law, together with a copy of this by-law. A copy and record of such notice shall be kept in the property file of the Municipality for that land.
- (c) If the Nuisance Beaver Dam has already interfered with a Public Road as set out in subsections (a) or (b) of the definition of “Nuisance Beaver Dam” in Section 2 above, or if the Road Superintendent forms the opinion a dam poses an imminent danger under (a), (b) or (c) of the same definition, the Road Superintendent shall call the situation to the attention of the Mayor and Council as soon as possible.
- (d) The Road Superintendent and other Municipal staff shall carry out the directions of Council as set out in any resolution under Sections 5 and 6 of this by-law.
- (e) The Clerk shall keep a record of the location of any lands on which a Nuisance Beaver Dam has been identified by the Road Superintendent or resolution of Council and any costs incurred by the municipality for

-Remedial action directed by Council under Section 6 of this by-law

- Repairing damage to a Public Road resulting from any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above
- Closing a Public Road for the protection of the public resulting from any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above.
- Such costs shall include, but not be limited to, the time of municipal staff including supervisors at their hourly rate; materials at their cost price; and payments to contractors.

5. ACTIONS BY COUNCIL

- (a) Upon being advised of the existence of a Nuisance Beaver Dam by the Road Superintendent, and if satisfied that the Nuisance Beaver Dam has resulted in any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above OR poses and imminent danger of the same, Council may pass a formal resolution defining a particular dam at a particular location as a Nuisance Beaver Dam. A copy of the resolution of Council together with a notice substantially in the form of that set out in Schedule B annexed to and forming part of this by-law shall be mailed forthwith to each assessed owner of the property at the address appearing on the Municipal Tax roll.
- (b) Once a particular dam on a particular property has been identified by resolution of Council as a Nuisance Beaver Dam, Council MAY, in the same or a subsequent resolution direct any of the following:
 - (i) Direct that further notice be given to the owner by any means including a deadline by which the owner must complete any or all of the requirements of Section 3 of this by-law, or Council will direct remedial action on its own.
 - (ii) Direct that municipal staff and/or contractors in the employ of the Municipality shall take remedial action in accordance with Section 6 of this by-law, with or without giving any further notice or deadline under (a) immediately above.
 - (iii) Where Council has directed that a notice with a deadline under (a) be given, remedial work by or on behalf of the municipality shall not commence until the deadline has expired, PROVIDED THAT if Council determines that the due to a change in circumstances a Public Road must be closed or users of a Public Road are endangered, it may direct that remedial work commence immediately and prior to the expiry of the deadline.
 - (iv) Direct that all or a specified portion of the costs recorded by the Clerk under Section 4(e) of this by-law be billed to the owner(s) of the property on which a Nuisance Beaver Dam is or was located. Where the landowner(s) have entered into an agreement pursuant to Section 7 of this by-law, the amounts charged shall be limited to those set out in the municipality's Fees By-law and shall not include any costs of inspection or road repair.
 - (v) Direct that, in the event of non-payment by the owner of amounts owing and billed to a landowner under (iv) immediately above, that the municipal solicitor be consulted as to the best method of collecting the amount owing which may include:

- adding such amounts to the tax roll and collecting them in the same manner as taxes.

- court action against the landowner.

6. REMEDIAL ACTION

Where Council has identified a particular dam on a particular property as a Nuisance Beaver Dam by resolution under Section 5 of this by-law, it may direct the following remedial actions be taken to reduce or remove the public nuisance resulting from the Nuisance Beaver Dam pursuant to Section 427 of the Municipal Act:

- (a) Authorize municipal staff or a contractor employed by the Municipality to enter onto the lands on which the Nuisance Beaver Dam is or was previously located for purposes of inspecting the lands and taking other remedial action permitted under this Section of the by-law. The notices provided under Sections 4(b) and 5(a) of this by-law shall constitute the notices required by Section 431 of the Municipal Act; and the destruction of a Nuisance Beaver Dam shall be “restoration of the land to its original condition” as required by that section.
- (b) Taking any action which the landowner is required or directed to do by Section 3 of this by-law, viz
 - (i) Trapping or otherwise removing the animals which build or maintain Nuisance Beaver Dams or entering into an agreement with a licensed trapper to do so.
 - (ii) Breaking or destroying any Nuisance Beaver Dam located on the property.
 - (iii) Installing culverts or other drainage mechanisms to control the amount of water that can be impounded behind a dam to prevent it from becoming a Nuisance Beaver Dam.
 - (iv) Regularly inspecting the property after the existence of a Nuisance Beaver Dam is called to the attention of the landowner by the Municipality to ensure that the problem does not recur

7. CONTRACTUAL MANAGEMENT AGREEMENTS

Council may enter into agreements with the owners of lands on which Nuisance Beaver Dams have been located in the past or are presently located for the management and control of Nuisance Beaver Dams on their property. Such agreements shall be substantially in the form set out in Schedule C to this bylaw and provide, *inter alia*,

- (a) That the Municipality, its staff, contractors and agents may enter the property at reasonable times for purposes of the agreement.
- (b) That the Municipality will inspect and monitor potential Nuisance Beaver Dams on the property and the owner(s) will be relieved of that duty under the by-law. No fee will be charged for this service.
- (c) That the Municipality may contract with a licensed trapper or hunter to remove beaver engaged in the building or maintenance of a Nuisance Beaver Dam. The landowner will agree to pay a fixed fee per beaver removed for this service as set out in the Municipality’s fee by-law.
- (d) That Municipal Staff or contractors in the employ of the Municipality may enter onto the lands and break or remove a Nuisance Beaver Dam when the Road Superintendent deems that necessary to protect a Public Road. The landowner will agree to pay a fixed fee per entry for this service as set out in the Municipality’s fees by-law.
- (e) That during the term of the agreement. The landowner shall not be liable for any other costs as set out in Section 4(e) of this by-law.
- (f) That any party may terminate the agreement at any time by notice in writing.

READ A FIRST, SECOND, AND THIRD
TIME AND FINALLY PASSED
THIS 14 DAY OF MAY, 2024

MAYOR

CLERK

SCHEDULE A TO BY-LAW NO. _____

NOTICE

Township of Ryerson

Nuisance Beaver By-law

TAKE NOTICE that municipal staff have identified the presence of one or more Nuisance Beaver Dams on your property at

LOT: _____ CONCESSION: _____

This Notice is given pursuant to Section 4 of the Township's Nuisance Beaver By-law, a copy of which is attached. A Nuisance Beaver Dam is one, which is or potentially may close or damage a public road maintained by Ryerson by either:

- Washing out or flooding the road should it suddenly let go in a heavy storm; or
- Flood or undermine the roadbed of a road located upstream of the dam.

Each year the Township spends precious road budget dollars of you and your neighbours dealing with the damage nuisance beavers do to our roads. When a road floods it also endangers users of the road and could create potential legal liability for the landowner who permits a nuisance to escape from his/her property and cause danger to others.

The enclosed by-law makes it the responsibility of the landowner(s) where a Nuisance Beaver Dam is located to resolve the problem. If the landowner(s) fail to do so, the Township may enter onto your lands itself; remove nuisance beaver and break their dams; **and charge you the cost of doing so as well as the cost of repairing any damage caused to a public road by a Nuisance Beaver Dam.** Nuisance Beaver also tend to be a recurring problem at certain locations. Regular inspection is necessary to ensure the problem does not return.

Please feel free to consult with Township staff about strategies to deal with Nuisance Beaver. The Township also offers a program under which you can contract to allow it to deal with nuisance beaver. Under this program, suitable for non-resident owners and others who find it difficult to personally inspect and fix the problem,

- Periodic Inspections of your property are free
- Removal of nuisance beavers and dams will be done for fixed fees (although these fees can be reviewed and changed); and
- The Township agrees not to hold you responsible for damage done to its roads by a Nuisance Beaver Dam on your property.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

SCHEDULE B TO BY-LAW NO. _____

FINAL NOTICE Township of Ryerson

Nuisance Beaver By-law

TAKE NOTICE that the MUNICIPAL COUNCIL has passed a resolution declaring the presence of one or more Nuisance Beaver Dams on your property at

LOT: _____ CONCESSION: _____

This Notice is given pursuant to Section 5 of the Township’s Nuisance Beaver By-law, a copy of which is attached. A Nuisance Beaver Dam is one, which is or potentially may close or damage a public road maintained by Ryerson by either:

- Washing out or flooding the road should it suddenly let go in a heavy storm; or
- Flood or undermine the roadbed of a road located upstream of the dam.

Each year the Township spends precious road budget dollars of you and your neighbours dealing with the damage nuisance beavers do to our roads. When a road floods it also endangers users of the road and could create potential legal liability for the landowner who permits a nuisance to escape from his/her property and cause danger to others.

The enclosed by-law makes it the responsibility of the landowner(s) where a Nuisance Beaver Dam is located to resolve the problem. If the landowner(s) fail to do so, the Township may enter onto your lands itself; remove nuisance beaver and break their dams; **and charge you the cost of doing so as well as the cost of repairing any damage caused to a public road by a Nuisance Beaver Dam.** Council’s resolution provides that its representatives may now take action either: (check one or both)

- Without further notice if the Road Superintendent deems it necessary; OR
- At any time after _____.(Time given to landowner to act)

Please feel free to consult with Township staff about strategies to deal with Nuisance Beaver. The Township also offers a program under which you can contract to allow it to deal with nuisance beaver.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

SCHEDULE C TO BY-LAW No. _____

AGREEMENT PURSUANT TO THE TOWNSHIP OF RYERSON
NUISANCE BEAVER CONTROL BY-LAW NO. _____

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON
(Hereinafter called "The Municipality")

-and-

(Hereinafter called "The Landowner(s)")

WHEREAS The Municipality has identified one or more Nuisance Beaver Dams located on the property of The Landowners at: (short legal description including Lot & Concession)

being Assessment Roll No. (if available) _____
(Hereinafter called "The Property"); and The Landowners and The Municipality have agreed to enter into this agreement as a means of fulfilling the responsibility of The Landowners to control nuisance beaver on The Property;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants set out herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. That the Municipality, its staff, contractors and agents may enter the property at reasonable times for purposes of the agreement.
2. That The Municipality will inspect and monitor potential Nuisance Beaver Dams on The Property (but not any other property of The Landowner(s) within The Municipality). The Landowner(s) will be relieved of that duty under the Nuisance Beaver Control By-Law. No fee will be charged to The Landowner(s) for this service.
3. That the Municipality may use its own staff, or contract with a licensed trapper or hunter to remove beaver engaged in the building or maintenance of any beaver dam on The Property. The Landowner(s) consent to the trapping or shooting of beaver on The Property and to the killing of any other animal that may be unintentionally destroyed on The Property. The Landowner(s) agree to pay a fixed fee per beaver removed for this service as set out from time to time in the Municipality's Fees By-law and acknowledge that if such fee is not paid when billed it may be added to the municipal tax roll for The Property and collected in the same manner as taxes.
4. That Municipal Staff or contractors in the employ of the Municipality may enter onto The Property and break or remove any beaver dam when the Road Superintendent deems that necessary to protect a Public Road. The opinion of the Road Superintendent shall be conclusive as to whether or not a particular beaver dam needs to be broken or removed. The Landowner(s) agree to pay a fixed fee per dam broken and for each occasion on which a dam is broken for this service as set out from time to time in the Municipality's Fees By-law and acknowledge that if such fee is not paid when billed it may be added to the municipal tax roll for The Property and collected in the same manner as taxes. The Municipality agrees that it will endeavour to carry

out the purpose of this agreement---to protect public roads from flooding or the danger of flooding---by the least expensive method and will give preference to the removal of beaver under the previous paragraph, when possible. The Landowner(s) recognize that it will not always be possible to avoid breaking an existing dam.

5. The Municipality agrees that it will not charge The Landowner(s) any amount during the currency of this agreement except those fixed fees mentioned in paragraphs 3 and 4 of this agreement and prescribed in The Municipality’s Fees By-law at the time the service was provided. For greater certainty, The Municipality will not claim any amount for maintenance or repair of roads as a result of any damage that occurs during the currency of this agreement resulting from a Nuisance Beaver Dam on The Property.

6. Any Party to this agreement may terminate it at any time by notice in writing effective as of the date of delivery of same. Notice by The Municipality may be sent by ordinary mail to the address shown for The Property on the municipal tax roll at the time and shall be deemed to have been delivered on the seventh day after mailing. Notice by The Landowner(s) may be mailed to The Municipality at RR#1, Burks Falls, Ontario P0A 1C0 and shall be deemed to have been delivered on the seventh day after mailing. Notice delivered by one Landowner shall be deemed to be notice from all Landowners. The Landowner(s) acknowledge that The Municipality may retain the right to enter onto The Property under provisions of the Municipal Act of Ontario and The Municipality’s Nuisance Beaver Control By-law after termination.

7. Where a person signing below as a “Landowner” is not the sole registered or beneficial owner of The Property, he/she represents and warrants that he/she is the authorized representative of all Landowner(s) of The Property with the authority to bind them to the terms of this agreement. Each person signing below represents that he/she has received a copy of this agreement at the time it was signed either personally or by an authorized representative.

IN WITNESS WHEREOF the Parties have hereunder set their hands by the signatures of their duly authorized signing officers in that regard.

THE CORPORATION OF THE TOWNSHIP OF RYERSON
Per:


Clerk or other authorized representative

(Landowner)

(Landowner)

(Landowner)

(Landowner)

| | |
|---|--------------------------------|
|  | <h2>Staff Report</h2> |
| To: | Ryerson Township Council |
| From: | Fred Schmeltz Roads Supervisor |
| Date of Meeting: | May 14, 2024 |
| Report Title: | Nuisance Beaver By-law 28-08 |
| Report Date: | April 29, 2024 |

Recommendation:

The Roads Department would ask council, under By-Law 28-08 Section 5 (a) to pass a resolution declaring the dam located on the property at 2093 Royston Road, a Nuisance Beaver Dam. As per the definition under Section 2(c).

Purpose/Background:

On April 15th heavy rains caused a beaver dam, located at 2093 Royston Road, to burst. This breakage caused significant water to pass through and over Royston Road, washing out the culvert and taking the top layer of gravel off forty meters of roadway. The water continued to travel through the bush along the water course washing the roadway surface and base away and exposing three culverts as it flowed over Harrison Lake Road North. The Roads Department closed the road to allow the water to subside and complete repairs. It took approximately two days to repair all this damage and nineteen tandem dump truck loads of gravel and one load of 10-inch Rip Rap.

The landowner received a registered letter from the Township in 2008 explaining the potential for damage if the dam were to break. In 2022 the landowner received a second letter requesting the high-water levels cause by the build up from the beaver dam be lowered. Additionally, in 2022, the Road Supervisor had a conversation with the landowner to explain the hazards of the dam and to offer the townships contract trappers information so the owner could arrange assistance for this potential problem.

The costs, to repair the damage mentioned in this report, estimated at \$15,160.63. These costs include twenty truck loads of material, equipment, and operator hours. A portion or all these costs are recoverable at Council’s discretion under Section 5 (b)(iv) and referring to Section 4 (e) of the Nuisance Beaver By-law.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW NO. 28-08

BEING A BY-LAW FOR PROHIBITING, REGULATING AND REMEDIATING PUBLIC NUISANCES CAUSED BY UNCONTROLLED BEAVER DAMS

WHEREAS it is the responsibility of the Municipality to keep in repair public roads within the Township to permit the safe movement of persons and materials under Section 44 of the Municipal Act;

AND WHEREAS the Municipality has broad authority to enact by-laws to protect public safety and property by enacting by-laws in the sphere of jurisdiction of drainage and flood control under Sections 9, 11, 96 and 97 of the Municipal Act;

AND WHEREAS Council has authority to define, prohibit and regulate public nuisances and situations which could become a public nuisance under Section 128 of the Municipal Act, and the opinion of Council, if arrived at in good faith, is not subject to review by any court;

AND WHEREAS where the Municipality has authority to direct or require by by-law or otherwise that a thing be done, the Municipality may also direct under Section 427 of the Municipal Act that, in default of it being done by the person directed or required to do it, such matter or thing shall be done at the person's expense; that the municipality may enter onto the person's land to do it; and may recover its costs of doing it by, *inter alia*, adding the cost to the tax roll and collecting them in the same manner as taxes.

AND WHEREAS the existence of nuisance beaver dams on private property cause danger to members of the public using public roads and substantial costs to general ratepayers of the Township of Ryerson;

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 "**NUISANCE BEAVER CONTROL BY-LAW**".

2. DEFINITIONS:

In this By-Law the following words and phrases have the following meanings:

"COUNCIL" means the Council of the Corporation of the Township of Ryerson.

"MUNICIPALITY" means The Municipal Corporation of the Township of Ryerson.

"NUISANCE BEAVER" means any animal that has built or is maintaining a Nuisance Beaver Dam.

"NUISANCE BEAVER DAM" means a blockage of any permanent or intermittent stream or natural drainage constructed by an animal of any combination of natural features, branches and earth to which one or more of the following apply:

- (a) The dam impounds sufficient water behind it to cover the traveled surface of a Public Road located up stream of the dam with water; OR
- (b) The dam impounds sufficient water to undermine the bed or earth under a Public Road located up stream of the dam by causing it to become waterlogged to the extent that the road bed sinks or damage is caused to the road bed or its traveled surface; OR

- (c) The dam impounds sufficient water upstream of a Public Road to create a danger that in the event the dam suddenly bursts water will cover the traveled surface of a Public Road or do damage to the surface or bed of a Public Road; OR
- (d) The dam has been identified in a resolution of the Council of the Municipality as a Nuisance Beaver Dam; OR
- (e) The dam is located at approximately the same location where a previous dam to which any of (a), (b), (c) or (d) above applied.

“**PUBLIC ROAD**” has the meaning assigned to that term in the Municipal Act and includes any road which is maintained on a seasonal or year-round basis by the Municipality whether located on a municipally owned road allowance or not.

3. PUBLIC NUISANCE: DUTIES OF LANDOWNER

A Nuisance Beaver Dam is hereby declared by Council to be a Public Nuisance within the meaning of the Municipal Act. Every owner of land is hereby directed and required to control, destroy and prevent the creation of Nuisance Beaver Dams on his/her property by the following means:

- (a) Trapping or otherwise removing the animals which build or maintain Nuisance Beaver Dams, or entering into an agreement with a licensed trapper to do so on a regular basis.
- (b) Breaking or destroying any Nuisance Beaver Dam located on the property.
- (c) Installing culverts or other drainage mechanisms to control the amount of water that can be impounded behind a dam to prevent it from becoming a Nuisance Beaver Dam.
- (d) Regularly inspecting the property after the existence of a Nuisance Beaver Dam is called to the attention of the landowner by the Municipality to ensure that the problem does not recur.

4. RESPONSIBILITIES OF MUNICIPAL STAFF

- (a) The Road Superintendent of the Municipality is responsible for locating and calling to the attention of Council and the Clerk Nuisance Beaver Dams.
- (b) The Municipal Clerk shall send to the person or persons shown as the assessed owner on the Municipal Tax Roll of any property on which a Nuisance Beaver Dam is located a notice, substantially in the form of Schedule A annexed hereto and forming part of this by-law, together with a copy of this by-law. A copy and record of such notice shall be kept in the property file of the Municipality for that land.
- (c) If the Nuisance Beaver Dam has already interfered with a Public Road as set out in subsections (a) or (b) of the definition of “Nuisance Beaver Dam” in Section 2 above, or if the Road Superintendent forms the opinion a dam poses an imminent danger under (a), (b) or (c) of the same definition, the Road Superintendent shall call the situation to the attention of the Reeve and Council as soon as possible.
- (d) The Road Superintendent and other Municipal staff shall carry out the directions of Council as set out in any resolution under Sections 5 and 6 of this by-law.
- (e) The Clerk shall keep a record of the location of any lands on which a Nuisance Beaver Dam has been identified by the Road Superintendent or resolution of Council and any costs incurred by the municipality for

-Remedial action directed by Council under Section 6 of this by-law

- Repairing damage to a Public Road resulting from any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above
- Closing a Public Road for the protection of the public resulting from any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above.
- Such costs shall include, but not be limited to, the time of municipal staff including supervisors at their hourly rate; materials at their cost price; and payments to contractors.

5. ACTIONS BY COUNCIL

- (a) Upon being advised of the existence of a Nuisance Beaver Dam by the Road Superintendent, and if satisfied that the Nuisance Beaver Dam has resulted in any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above OR poses and imminent danger of the same, Council may pass a formal resolution defining a particular dam at a particular location as a Nuisance Beaver Dam. A copy of the resolution of Council together with a notice substantially in the form of that set out in Schedule B annexed to and forming part of this by-law shall be mailed forthwith to each assessed owner of the property at the address appearing on the Municipal Tax roll.
- (b) Once a particular dam on a particular property has been identified by resolution of Council as a Nuisance Beaver Dam, Council MAY, in the same or a subsequent resolution direct any of the following:
 - (i) Direct that further notice be given to the owner by any means including a deadline by which the owner must complete any or all of the requirements of Section 3 of this by-law, or Council will direct remedial action on its own.
 - (ii) Direct that municipal staff and/or contractors in the employ of the Municipality shall take remedial action in accordance with Section 6 of this by-law, with or without giving any further notice or deadline under (a) immediately above.
 - (iii) Where Council has directed that a notice with a deadline under (a) be given, remedial work by or on behalf of the municipality shall not commence until the deadline has expired, PROVIDED THAT if Council determines that the due to a change in circumstances a Public Road must be closed or users of a Public Road are endangered, it may direct that remedial work commence immediately and prior to the expiry of the deadline.
 - (iv) Direct that all or a specified portion of the costs recorded by the Clerk under Section 4(e) of this by-law be billed to the owner(s) of the property on which a Nuisance Beaver Dam is or was located. Where the landowner(s) have entered into an agreement pursuant to Section 7 of this by-law, the amounts charged shall be limited to those set out in the municipality's Fees By-law and shall not include any costs of inspection or road repair.
 - (v) Direct that, in the event of non-payment by the owner of amounts owing and billed to a landowner under (iv) immediately above, that the municipal solicitor be consulted as to the best method of collecting the amount owing which may include:
 - adding such amounts to the tax roll and collecting them in the same manner as taxes.
 - court action against the landowner.

6. REMEDIAL ACTION

Where Council has identified a particular dam on a particular property as a Nuisance Beaver Dam by resolution under Section 5 of this by-law, it may direct the following remedial actions be taken to reduce or remove the public nuisance resulting from the Nuisance Beaver Dam pursuant to Section 427 of the Municipal Act:

- (a) Authorize municipal staff or a contractor employed by the Municipality to enter onto the lands on which the Nuisance Beaver Dam is or was previously located for purposes of inspecting the lands and taking other remedial action permitted under this Section of the by-law. The notices provided under Sections 4(b) and 5(a) of this by-law shall constitute the notices required by Section 431 of the Municipal Act; and the destruction of a Nuisance Beaver Dam shall be “restoration of the land to its original condition” as required by that section.
- (b) Taking any action which the landowner is required or directed to do by Section 3 of this by-law, viz
 - (i) Trapping or otherwise removing the animals which build or maintain Nuisance Beaver Dams, or entering into an agreement with a licensed trapper to do so.
 - (ii) Breaking or destroying any Nuisance Beaver Dam located on the property.
 - (iii) Installing culverts or other drainage mechanisms to control the amount of water that can be impounded behind a dam to prevent it from becoming a Nuisance Beaver Dam.
 - (iv) Regularly inspecting the property after the existence of a Nuisance Beaver Dam is called to the attention of the landowner by the Municipality to ensure that the problem does not recur

7. CONTRACTUAL MANAGEMENT AGREEMENTS

Council may enter into agreements with the owners of lands on which Nuisance Beaver Dams have been located in the past or are presently located for the management and control of Nuisance Beaver Dams on their property. Such agreements shall be substantially in the form set out in Schedule C to this bylaw and provide, *inter alia*,

- (a) That the Municipality, its staff, contractors and agents may enter the property at reasonable times for purposes of the agreement.
- (b) That the Municipality will inspect and monitor potential Nuisance Beaver Dams on the property and the owner(s) will be relieved of that duty under the by-law. No fee will be charged for this service.
- (c) That the Municipality may contract with a licensed trapper or hunter to remove beaver engaged in the building or maintenance of a Nuisance Beaver Dam. The landowner will agree to pay a fixed fee per beaver removed for this service as set out in the Municipality’s fee by-law.
- (d) That Municipal Staff or contractors in the employ of the Municipality may enter onto the lands and break or remove a Nuisance Beaver Dam when the Road Superintendent deems that necessary to protect a Public Road. The landowner will agree to pay a fixed fee per entry for this service as set out in the Municipality’s fees by-law.
- (e) That during the term of the agreement. The landowner shall not be liable for any other costs as set out in Section 4(e) of this by-law.
- (f) That any party may terminate the agreement at any time by notice in writing.

READ A FIRST, SECOND, AND THIRD
TIME AND FINALLY PASSED
THIS 21 DAY OF October, 2008

(SEAL)

Original signed by Glenn Miller

REEVE

Original signed by Judy Kosowan

CLERK

SCHEDULE A TO BY-LAW NO. _____

NOTICE

Township of Ryerson

Nuisance Beaver By-law

TAKE NOTICE that municipal staff have identified the presence of one or more Nuisance Beaver Dams on your property at

LOT: _____ CONCESSION: _____

This Notice is given pursuant to Section 4 of the Township's Nuisance Beaver By-law, a copy of which is attached. A Nuisance Beaver Dam is one, which is or potentially may close or damage a public road maintained by Ryerson by either:

- Washing out or flooding the road should it suddenly let go in a heavy storm; or
- Flood or undermine the roadbed of a road located upstream of the dam.

Each year the Township spends precious road budget dollars of you and your neighbours dealing with the damage nuisance beavers do to our roads. When a road floods it also endangers users of the road and could create potential legal liability for the landowner who permits a nuisance to escape from his/her property and cause danger to others.

The enclosed by-law makes it the responsibility of the landowner(s) where a Nuisance Beaver Dam is located to resolve the problem. If the landowner(s) fail to do so, the Township may enter onto your lands itself; remove nuisance beaver and break their dams; **and charge you the cost of doing so as well as the cost of repairing any damage caused to a public road by a Nuisance Beaver Dam.** Nuisance Beaver also tend to be a recurring problem at certain locations. Regular inspection is necessary to ensure the problem does not return.

Please feel free to consult with Township staff about strategies to deal with Nuisance Beaver. The Township also offers a program under which you can contract to allow it to deal with nuisance beaver. Under this program, suitable for non-resident owners and others who find it difficult to personally inspect and fix the problem,

- Periodic Inspections of your property are free
- Removal of nuisance beavers and dams will be done for fixed fees (although these fees can be reviewed and changed); and
- The Township agrees not to hold you responsible for damage done to its roads by a Nuisance Beaver Dam on your property.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

SCHEDULE B TO BY-LAW NO. _____

FINAL NOTICE Township of Ryerson

Nuisance Beaver By-law

TAKE NOTICE that the MUNICIPAL COUNCIL has passed a resolution declaring the presence of one or more Nuisance Beaver Dams on your property at

LOT: _____ CONCESSION: _____

This Notice is given pursuant to Section 5 of the Township’s Nuisance Beaver By-law, a copy of which is attached. A Nuisance Beaver Dam is one, which is or potentially may close or damage a public road maintained by Ryerson by either:

- Washing out or flooding the road should it suddenly let go in a heavy storm; or
- Flood or undermine the roadbed of a road located upstream of the dam.

Each year the Township spends precious road budget dollars of you and your neighbours dealing with the damage nuisance beavers do to our roads. When a road floods it also endangers users of the road and could create potential legal liability for the landowner who permits a nuisance to escape from his/her property and cause danger to others.

The enclosed by-law makes it the responsibility of the landowner(s) where a Nuisance Beaver Dam is located to resolve the problem. If the landowner(s) fail to do so, the Township may enter onto your lands itself; remove nuisance beaver and break their dams; **and charge you the cost of doing so as well as the cost of repairing any damage caused to a public road by a Nuisance Beaver Dam.** Council’s resolution provides that its representatives may now take action either: (check one or both)

- Without further notice if the Road Superintendent deems it necessary; OR
- At any time after _____.(Time given to landowner to act)

Please feel free to consult with Township staff about strategies to deal with Nuisance Beaver. The Township also offers a program under which you can contract to allow it to deal with nuisance beaver.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

SCHEDULE C TO BY-LAW No. _____

AGREEMENT PURSUANT TO THE TOWNSHIP OF RYERSON
NUISANCE BEAVER CONTROL BY-LAW NO. _____

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON
(Hereinafter called "The Municipality")

-and-

(Hereinafter called "The Landowner(s)")

WHEREAS The Municipality has identified one or more Nuisance Beaver Dams located on the property of The Landowners at: (short legal description including Lot & Concession)

being Assessment Roll No. (if available) _____
(Hereinafter called "The Property"); and The Landowners and The Municipality have agreed to enter into this agreement as a means of fulfilling the responsibility of The Landowners to control nuisance beaver on The Property;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants set out herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. That the Municipality, its staff, contractors and agents may enter the property at reasonable times for purposes of the agreement.
2. That The Municipality will inspect and monitor potential Nuisance Beaver Dams on The Property (but not any other property of The Landowner(s) within The Municipality). The Landowner(s) will be relieved of that duty under the Nuisance Beaver Control By-Law. No fee will be charged to The Landowner(s) for this service.
3. That the Municipality may use its own staff, or contract with a licensed trapper or hunter to remove beaver engaged in the building or maintenance of any beaver dam on The Property. The Landowner(s) consent to the trapping or shooting of beaver on The Property and to the killing of any other animal that may be unintentionally destroyed on The Property. The Landowner(s) agree to pay a fixed fee per beaver removed for this service as set out from time to time in the Municipality's Fees By-law and acknowledge that if such fee is not paid when billed it may be added to the municipal tax roll for The Property and collected in the same manner as taxes.
4. That Municipal Staff or contractors in the employ of the Municipality may enter onto The Property and break or remove any beaver dam when the Road Superintendent deems that necessary to protect a Public Road. The opinion of the Road Superintendent shall be conclusive as to whether or not a particular beaver dam needs to be broken or removed. The Landowner(s) agree to pay a fixed fee per dam broken and for each occasion on which a dam is broken for this service as set out from time to time in the Municipality's Fees By-law and acknowledge that if such fee is not paid when billed it may be added to the municipal tax roll for The Property and collected in the same manner as taxes. The Municipality agrees that it will endeavour to carry

out the purpose of this agreement---to protect public roads from flooding or the danger of flooding---by the least expensive method and will give preference to the removal of beaver under the previous paragraph, when possible. The Landowner(s) recognize that it will not always be possible to avoid breaking an existing dam.

5. The Municipality agrees that it will not charge The Landowner(s) any amount during the currency of this agreement except those fixed fees mentioned in paragraphs 3 and 4 of this agreement and prescribed in The Municipality’s Fees By-law at the time the service was provided. For greater certainty, The Municipality will not claim any amount for maintenance or repair of roads as a result of any damage that occurs during the currency of this agreement resulting from a Nuisance Beaver Dam on The Property.

6. Any Party to this agreement may terminate it at any time by notice in writing effective as of the date of delivery of same. Notice by The Municipality may be sent by ordinary mail to the address shown for The Property on the municipal tax roll at the time and shall be deemed to have been delivered on the seventh day after mailing. Notice by The Landowner(s) may be mailed to The Municipality at RR#1, Burks Falls, Ontario P0A 1C0 and shall be deemed to have been delivered on the seventh day after mailing. Notice delivered by one Landowner shall be deemed to be notice from all Landowners. The Landowner(s) acknowledge that The Municipality may retain the right to enter onto The Property under provisions of the Municipal Act of Ontario and The Municipality’s Nuisance Beaver Control By-law after termination.

7. Where a person signing below as a “Landowner” is not the sole registered or beneficial owner of The Property, he/she represents and warrants that he/she is the authorized representative of all Landowner(s) of The Property with the authority to bind them to the terms of this agreement. Each person signing below represents that he/she has received a copy of this agreement at the time it was signed either personally or by an authorized representative.

IN WITNESS WHEREOF the Parties have hereunder set their hands by the signatures of their duly authorized signing officers in that regard.

THE CORPORATION OF THE TOWNSHIP OF RYERSON
Per:

Clerk or other authorized representative

(Landowner)


(Landowner)

(Landowner)

(Landowner)





| | |
|---|---|
|  | <h2>Staff Report</h2> |
| <p>To:</p> | <p>Ryerson Township Council</p> |
| <p>From:</p> | <p>Fred Schmeltz Roads Supervisor</p> |
| <p>Date of Meeting:</p> | <p>May 14, 2024</p> |
| <p>Report Title:</p> | <p>Road Construction Minimum Standards Policy</p> |
| <p>Report Date:</p> | <p>May 06, 2024</p> |

Purpose/Background:

The Roads Department would ask Council to consider the adoption of the Road Construction Minimum Standards Policy OPS – 2021-01.

It is the aim of the Ryerson Roads Department to standardize future road construction within the township. This policy will set a uniform standard that developers can refer to and help simplify enquiries about road assumption by the Township.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ____-24

Being a By-law to adopt Municipal Road Construction Minimum Standards Policy – OPS-2021-01.

Whereas Section 5 (3) of the *Municipal Act*, S.O. 2001, c.25, as amended requires that a municipal power shall be exercised by By-law; and

Whereas Section 11 (1) of the *Municipal Act*, S.O. 2001, c.25, as amended authorizes municipalities to pass By-laws regarding public assets, including highways and transportation systems; and

Whereas O. Reg. 239/02 of the *Municipal Act*, S.O. 2001, c.25, establishes Minimum Maintenance Standards for municipal highways; and

Whereas Council of the Township of Ryerson deems it to be necessary and expedient, to Municipal Road Construction Minimum Standards Policy – OPS-2021-01, to establish minimum construction standards for all municipal roads, and Seasonal Roads within the Township.

Now Therefore, the Council of the Township of Ryerson enacts the following:

1. That Policy OPS-2021-01– Municipal Road Construction Minimum Standards, attached hereto as Schedule “A,” is hereby adopted.
2. That the Clerk and CAO are hereby authorized to make administrative amendments to the Municipal Road Construction Minimum Standards policy, as they may arise.
3. This By-law shall come into full force and effect upon the final passing thereof.

Read a first, second and third time, and finally passed on ____ day of _____, 2024.

Mayor

Clerk



Policy OPS – 2021-01 Municipal Road Construction Minimum Standards

Implemented: _____, 2024
Revision Date: _____, 2024

Policy Statement

It is the intent and policy of the Township of Ryerson:

- To provide minimum construction standards for all municipal roads, and Seasonal Roads within the Township;
- To provide standard guidelines for all Private/Cottage Roads within the Township;
- To consistently apply the minimum standard to ensure the quality of new road construction and the upgrading/ reconstructing of existing roads to municipal road;
- To ensure that all Proponents are held to the same standard of quality. The proponent shall refer to the Ontario Provincial Standard Drawings and Specifications (OPSD)
- To maintain ownership and control of unopened road allowances except in specific circumstances as outlined in the following guidelines;
- To not assume responsibility for, or maintenance of, any private/cottage road except as outlined below. Should Council deem it necessary to assume such a road; it must first be brought up to Township standards as detailed in Appendix “A”;
- To not assume on a year-round basis any seasonal road. Should Council deem it necessary to assume, on a year-round basis, such a road, it must first be brought up to Township standards as detailed in Appendix “A”.

Purpose and Scope

This policy establishes minimum standards for the construction of a new Township Road and/or the upgrading/reconstructing of an existing municipal road(s) within the Township of Ryerson; and sets guidelines for the use of unopened road allowances, Seasonal Roads, and Private/Cottage Roads.

Definitions

Township Roads

Roads and streets that have been assumed by the Township and are maintained year- round by the Township.

Seasonal Roads

Roads and streets that have been assumed by the Township and are maintained only during the summer months (May to mid-November) usually for cottage/camp access.

Private/Cottage Roads

Roads and streets that have not been assumed by the Township, which provide access by means of a registered right-of-way to private property; the use and maintenance of which are the responsibility of the abutting landowners.

Proponents

Developers, residents, or ratepayer or other associations who are building a new road or street under a subdivision agreement, or land severance or are upgrading or requesting the Township to upgrade an existing seasonal or private road to a municipal highway.

Policy Requirements

Township Road Allowance

It is the Township's preference to not allow improvements to municipal road allowances that are not maintained unless the following occurs:

- the road is brought up to the Township's standard and assumed by the Township for maintenance purposes; or
- the Proponents of the road allowance improvements enter into legal agreement with the Township that includes provisions for indemnification of liability, signage, and liability insurance;
- that a professional engineer's report be submitted to the Township confirming that the remedial work proposed would not adversely affect adjacent land or cause environmental concerns; and specifically;
- that any wetland crossings are the subject of an assessment by a qualified biologist to demonstrate that there are no adverse environmental impacts;
- The above also applies to any crossing of a Township Road allowance.

Township Road Standards

The Township shall only assume and maintain new roads or existing private roads following a petition of Council and the road first brought up to the standards of the Township as outlined below;

- The Township must be convinced that the assumption of a new road or an upgraded road is in the best interest of the public before it commits to the assumption of the road;
- The Township may consider waterfront development on a private road where it may be demonstrated that a publicly assumed and maintained road is not necessary for the appropriate development of the Township as per the zoning by-law and the Official Plan;
- The Township may consider imposing seasonal and private/cottage road standards where it is deemed appropriate for development designed for seasonal or private/cottage use only;
- Year-round road service will not be provided on Seasonal Roads or Private/Cottage Roads until formally assumed by Council and until such roads are upgraded to the Township's typical road cross section standards at the expense of the benefiting property owners.
- For general road and servicing construction, the report should consider depth of services and identify likely areas where dewatering will be required, the rate of dewatering, requirements for dewatering, permits, and the strategy to achieve the required groundwater levels. If dewatering is necessary, the report should contain sufficient data on groundwater quality and temperature of the receiving watercourse.

Private/Cottage Roads

Council may only assume Private/Cottage Roads if they are upgraded to the appropriate standard as detailed in this policy, if the proponent provides, at their own cost, an accurate and current legal survey, and if Council deems it in the best interest of the public.

Scope

This road construction minimum standard policy applies to all streets/roads within the Township of Ryerson, that are Municipal highways under the Municipal Act, 2001, S.O. 2001, c. 25 as amended, section (26) (31). The policy further applies to all new subdivisions and/or Private/Cottage Roads, all existing Seasonal Roads, and all unopened road allowance.

All subdivision agreements will include conditions that will ensure new roads meet the construction minimum standard and conditions of the Official Plan. The Ontario Provincial Standard Drawings & Specifications shall apply.

This policy also applies to the upgrading/reconstruction of seasonally maintained municipal roads and/or private roads to municipal road minimum standard.

Rational

The Township of Ryerson roadway network contains roads built to a Rural standard, additionally the Township has road segments that are seasonal and/or private roads and has received inquiries/demands for the Township to upgrade and/or assume these roads.

The focus of this policy is to provide a construction minimum standards policy that will establish how the Township will control road construction standards as well as determine who will be responsible for the costs associated with achieving these standards. The basis of the municipal road construction minimum standard involves the following three official sources:

- Ministry of Transportation Geometrical Design Standard Manual;
- Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads; and
- Minimum Maintenance Standards for Municipal Highways (Regulation 239/02 of the Municipal Act).

It is the intent of the Council of the Township of Ryerson to protect the Township and its residents from incurring tax increases to finance road construction and upgrades/reconstruction that are the responsibility of developers, and in some cases residents whose properties are abutting and/or accessed by seasonal and private roads.

Road Classification

The class of road will be determined by the MTO standards for Highway Maintenance Priority Class Categories by using a traffic volume count and applicable speed limits. The assumed speed limit for all rural municipal roads is 60 km per hour unless otherwise posted.

Based on the average annual daily traffic (AADT) count, to date, all highways/roads within the Township receive, on a yearly average, more than 0 and less than 999 vehicles per day and are therefore categorized as within a class 4, class 5, or class 6 roadways.

Approval from all Agencies

Before commencement of any work, the Township shall be provided/obtain all necessary permits and approvals as required. Construction or installation of services shall not take place until all necessary permits and approvals from approval agencies have been complied with.

Minimum Standards for Year-Round Municipal Roads and Streets

Right of Way

The road right of way is to be properly surveyed and dedicated to, or owned by the Township of Ryerson, and is to be a continuous minimum width of 20.0 metres (66 ft.).

Platform Width

The overall width of the road is the sum of the surface width and twice the shoulder width. The platform width of the road is 6.5 metres (21 ft.) plus 2 – 0.5 metre (1.5 ft.) shoulders, or 7.5 metres (24 ft.) total.

Surface Width

The surface width is considered the driven portion of the road which does not include the width of the shoulder. The surface width shall be 6.5 m (21 ft). The surface is to be covered by a minimum depth of 150 mm (6 in) after compaction of granular “A” crushed gravel or Crushed Granite measured at all points on the roadway.

Shoulder Width

Each of the two shoulders shall be a minimum width of 0.5 metre (1.5 ft.). These shoulders shall be covered by a minimum depth of 150 mm (6 in) after compaction of granular “A” crushed gravel measured at all points on the shoulder.

Depth of Granular Base

The depth of granular base material, which is the material below the surface course of crushed gravel, shall be placed to a minimum depth of 300 mm (12 in) after compaction of granular “B”, depending on the sub-grade material which is the original ground in its natural state. The Township reserves the right to increase the depth of granular base after consideration of the sub-grade material in the proposed road construction site.

Drainage

All drainage and grading work necessary for the road project in the opinion of the Township or any agent for the Township to provide for proper drainage of all lands included in the work plan. A drainage study may be required depending on the length of road in question, soil conditions and the topography of the land. Requirement for a drainage study is at the discretion of the Township or their designate.

Ditches

The minimum width between the centers of the ditches shall be 9 metres (30 ft.). All ditches are to be carried to a sufficient outlet. The depth of the ditch may be required to be greater than 0.75 metres to carry the drainage to a sufficient outlet. A drainage easement will be required for all drainage ditches that outlet across private property regardless of whether a natural drain exists.

Entrances and Culverts

Entrances and Culverts as per the Entrance Policy.

Horizontal and Vertical Alignment

The horizontal and vertical alignment as per the Ontario Provincial Standard Drawings & Specification.

Guardrails

Guardrails will be installed where the distance from the bottom of the ditch or drop-off immediately adjacent to the shoulder of the roadway exceeds 3 metres (10 ft.). The length of the guardrail will be determined at the discretion of the Road Superintendent or his designate. Shoulder width will be increased by 0.5m where guiderail is required.

Turn-arounds

All roads are to be extended to the limit of the subdivision boundary and shall terminate at a turning "T" or cul-de-sac (at discretion of the Township) when not connecting to an existing road. Must comply with OPSD 500.010.

Surface Type

All roads with a classification of 5 or 6 (less than 400 vehicles per day) will be gravel surface.

All roads with classification of 4 or better (400 or more vehicles per day) will be hard surfaced with low-cost bituminous surface or Asphalt surface.

Roadway Surface Maintenance and Rehabilitation

As per the typical road cross sections, Asphalt surface is required.

For the surface maintenance and rehabilitation of rural roadways, and only where approved by the Township, single or double surface treatment as well as cold in-place recycling with expanded asphalt may be permitted.

Surface treatment is to be completed in accordance with OPSS 304, 1006, and 1103.

Cold in-place recycling with expanded asphalt is to be completed in accordance with OPSS 335.

At the discretion of the Township, surficial cracking of an asphalt roadway may be temporarily sealed through traditional route and seal methods. Other methods may be recommended by a Geotechnical Engineer.

Crossings made on an existing roadway should be reinstated with non-shrinkable fill up to sub-grade followed by the existing adjacent pavement structure. The existing asphalt should be milled to allow the new asphalt to be lapped at least 0.3m with a tack coat.

Where non-shrinkable fill is not used and the backfill materials vary greatly from the existing subgrade soils, frost tapers should be employed as directed by the Geotechnical Engineer.

Supporting Documentation

Appendix A – Road Standards




Road Standards

(Appendix A to Policy OPS – 2021-01)

Adoption of Rural Roads

| <u>Design Criteria</u> | <u>Minimum Standard</u> |
|------------------------------|---|
| Right of Way Width | 20.0 m |
| Design Speed | 60 km/hour |
| Horizontal Radius | 80.0 m |
| Maximum Grade | 6.00% |
| Min Stopping Sight Distance | 65.0 m |
| Min Number of Lanes | 2 |
| Lane Width | 3.25 m |
| Shoulder Width | 0.5 m |
| Horizontal Clearance | 3.0 m |
| Vertical Clearance | 5.25 m |
| Turn Arounds | OPSD 500.01 or equivalent |
| Pavement Structure (GBE) | 450 mm |
| Surface Type (ADT < 400 VPD) | Gravel |
| Surface Type (ADT > 400 VPD) | Double Surface Treatment |
| Signage | As specified in the Ontario Traffic Manual |
| Drainage | Ditches must outlet to an adequate receiving watercourse or Municipal Drain |

| | |
|---|--------------------------------|
|  | <h2>Staff Report</h2> |
| To: | Ryerson Township Council |
| From: | CAO/Treasurer Brayden Robinson |
| Date of Meeting: | May 14, 2024 |
| Report Title: | Fire Truck Purchase |
| Report Date: | May 8, 2024 |

Recommendation:

That resolution 70-24, supporting the amendment to the fire department budget to purchase a new SUV be rescinded; and further that Council approve an amendment to the fire department budget as proposed, to allow for the purchase of a replacement Fire Prevention vehicle.

Purpose/Background:

At the meeting of April 30, 2024, Council received a staff report regarding the purchase of a new SUV for the fire department. It was recommended that the savings from entering into a Fire Chief Shared Services Agreement be reallocated to that purchase; which Council endorsed by resolution 70-24.

Subsequent to that decision, the Fire Prevention vehicle was taken in for servicing due to a coolant leak and it was discovered that many of the engine components had rotted through. The baseline cost to repair would be in excess of \$5,000, however it was anticipated that this cost would escalate significantly with the compounding of other issues once repairs commenced. Due to these concerns, and with the truck overdue for replacement, the vehicle has been scrapped.

Staff have obtained a quote for a replacement unit, which is a demonstrator model shown recently at a fire conference in Toronto. Other, new units are available as well, at a quoted price of \$89,000 plus taxes and fees; however, this unit, quoted at \$68,500, represents the best value for the fire department. Because it is a demonstrator mode, a purchase order will need to be placed immediately to secure ownership.

Staff are recommending that the initial request for an SUV be postponed to a future year, and that the purchase of this vehicle be approved. As with the SUV purchase, this will be funded partially through the reallocation of

surplus from the Shared Services agreement. Staff also anticipate that the bulk of the \$50,000 allocated in the budget to the fire hall build project will not be spent in 2024, which would allow this purchase to be funded within the constraints of the existing fire department budget.

The reallocation of line items within the fire department budget remains as previously illustrated, or as follows:

| Account | Approved | Proposed |
|--------------------------------|----------|-----------|
| 15-321-05 Fire Chief Agreement | 0 | 38,500 |
| 16-211 Fire Wages | 217,900 | 216,600 |
| 16-221 Capital Purchase | 969,400 | 1,009,200 |

RYERSON TWP FIRE

2022 FORD F150

Q-240256

May 6, 2024

DESCRIPTION

QTY PRICE TOTAL

* **TRUCK**

LARIAT TRIM 502A PKG
 2.7 L ENGINE
 14,600 KM
 CREW CAB / 5.5 BOX
 LEATHER HEATED & COOLED SEATS
 HEATED STEERING WHEEL
 FULL GLASS ROOF

* **EQUIPMENT**

WHELEN DUO CENATOR LIGHTBAR WITH WHITE OVERRIDE
 WHELEN LIGHT & SIREN CONTROLLER
 PRO-GARD PUSHBAR WITH 4 LIGHTS & SIREN SPEAKER
 WHELEN MINI T-ION FRONT FENDER
 WHELEN ION / RUNNING BOARDS
 ARI CONTRACTOR CAP WITH BARN DOORS, SIDE CABINETS
 WHELEN M6 SCENE / CAP SIDES
 WHELEN M6 WARNING / CAP SIDES
 WHELEN STRIPLITES / REAR BUMPER
 WHELEN LINZ6 / REAR OF CAP
 WHELEN 8 DOMINATOR WARNING STICK / REAR OF CAP
 3M CHEVRONS REAR OF CAP
 3M 3" BLACK REFLECTIVE STRIPE / LOWER BODY
 COMMAND WHITE BOARD ON REAR BARN DOOR

* **SLIDE OUT EQUIPMENT TRAY**

5.5 100% EXTENTION
 FULL MODULAR DIVIDER WALL SYSTEM
 SHELF ON PASS SIDE TRAY
 WHELEN MINI T-ION SIDE WARNING LIGHTS
 TECNIQ GROUND LIGHT UNDER TRAY

ADMIN FEE EXTRA

SHIPPING EXTRA

TAXES EXTRA

TOTAL \$68,500.00

STERLMAR EQUIPMENT www.sterlmar.ca

122 PARKS DR.
 BELLEVILLE, ON K8N 4Z5
 PHONE: 613-966-1600
 FAX: 613-966-1650
 sales @ sterlmar.ca

RYERSON TWP FIRE

2022 FORD F150

Q-240256

May 6, 2024

DESCRIPTION

QTY

PRICE

TOTAL

ALL QUOTED PRICES ARE GOOD FOR 30 DAYS.

PUBLIC MEETING

TAKE NOTICE that the Ontario Building Code Division C Part 1 Section 1.9.1.2 (1b) requires that the public be given a minimum of 21 days notice that the following Councils will hold a public meeting on the dates, times and addresses as shown in order to consider a proposed change in Building By-law Fees under Section 7.6 of the Building Code Act.

| | | |
|------------------------|----------------------|----------------------------------|
| Village of Burks Falls | May 21, 2024 6:00 pm | 136 Yonge St., Burk's Falls |
| Township of Joly | May 14 2024 5:30 pm | 871 Forest Lake Rd., Sundridge |
| Township of Machar | May 13, 2024 6:30 pm | 73 Municipal Rd. N., South River |
| Township of Ryerson | May 14, 2024 5:30 pm | 28 Midlothian Rd, Burk's Falls |
| Village of South River | May 14, 2024 2:00 pm | 63 Marie St., South River |
| Township of Strong | May 14 2024 7:00 pm | 28 Municipal Ln. Sundridge |
| Village of Sundridge | May 8, 2024 6:00 pm | 110 Main St., Sundridge |

PURPOSE AND EFFECT the municipalities are proposing to amend a Building By-law following a review of the building fees under section 7 of the Building Code Act. The effect will be to add a permit maintenance fee, amend cost guidelines and general housekeeping items. Information will be provided at the meetings on the costs of enforcing and administering the Building Code and Act, the amount of the proposed fees and the rationale for changing such fees.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed fees.

ADDITIONAL INFORMATION related to the proposed fees is available during regular office hours at the municipal offices.

DATED this 28th day of March, 2024

Township of Strong Administrators
on behalf of the Joint Building Committee
P.O. Box 1120, Sundridge, ON P0A 1Z0
Telephone: 705-384-5819 Ext. 202

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW NUMBER ___-24

**Being a by-law respecting construction, demolition, change of use,
conditional permits and inspections**

WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, conditional permits and inspections of same,

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

1. SHORT TITLE

This by-law may be cited as the “Building By-law”

2. DEFINITIONS

2.1 In this By-law,

2.1.1. “Act” means the Building Code Act 1992, as amended, including amendments thereto.

2.1.2. “As Constructed Plans” means as constructed plans as defined in the building code.

2.1.3. “Building” means a building as defined in Section 1(1) of the Act.

2.1.4 “Building Area” means the greatest horizontal area of a building within the outside surface of the exterior walls.

2.1.5 “Building Code” means the regulations made under Section 34 of the Act.

2.1.6 “Chief Building Official” means the Chief Building Official appointed by the by-law of the corporation of the Township of Ryerson for the purposes of the enforcement of the Act.

2.1.7 “Construct” means construct as defined in Section 1(1) of the Act.

2.1.8 “Construction Revision” means revised drawings required as a result of inspection revealing construction that has not been carried out in accordance with the permit drawings.

2.1.9 “Corporation” means the Corporation of the Township of Ryerson.

2.1.10 “Demolish” means demolish as defined in Section 1(1) of the Act.

2.1.11 “Farm Building” means a farm building as defined in the Building Code.

2.1.12 “Building Inspector” means an inspector appointed by by-law of the corporation of the Township of Ryerson for the purposes of the enforcement of the Act.

2.1.13 “Owner” means the registered owner of the property and includes a lessee, mortgagee in possession, and the authorized agent in lawful control of the property.

2.1.14 “Permit” means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act.

2.1.15 “Permit Holder” means the owner whom a permit has been issued or where a permit has been transferred, the new owner to whom the permit has been transferred.

2.1.16 “Plumbing” means plumbing as defined in Section 1(1) of the Act.

2.1.17 “Re-inspection” means an inspection that is required due to the work subject to inspection not being completed at the time of the original request for inspection.

2.1.18 “Word – term not defined” meaning any word or term not defined in this By-law, that is defined in the Act or Building Code shall have the meaning ascribed to it in the Act or the Building Code.

3. CLASSES OF PERMITS

Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedules A and B to By-Law ____-24, as amended.

4. REQUIREMENTS FOR APPLICATIONS

4.1 THE APPLICATION

To obtain a permit, the owner or an authorized agent by the owner shall file an application in writing by completing a prescribed form available at the municipal office or at the office of the Chief Building official or from the Building Code website www.obc.mah.gov.on.ca.

4.2 Where application is made for a building permit under Subsection 8(1) of the Act, the application shall:

4.2.1 Identify and describe in detail the work and the occupancy to be covered by the permit for which application is made.

4.2.2 Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot.

4.2.3 Include a minimum of two sets of complete plans and specifications for the work to be covered by the permit and show the occupancy of all parts of the building.

4.2.4 State the valuation of the proposed work including materials and labour and be accompanied by the required fee.

4.2.5 State the names, addresses and telephone numbers of the owner and of the architect or engineer, where applicable, or other designer or contractor.

4.2.6 Be accompanied by a written acknowledgement of the owner that he has retained an architect or professional engineer to carry out the field review of the construction where required by the Building Code and,

4.2.7 Be assigned by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

4.3 Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall,

4.3.1 Contain the information required by clauses 4.1 to 4.2 and

4.3.2 May be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services.

4.4 Where application is made for a conditional permit under Subsection 8(3) of the Act, the application shall,

4.4.1 Contain the information required by clauses 4.2. to 4.2.7,

4.4.2 Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require,

- 4.4.3 State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted.
- 4.4.4 State the necessary approvals, which must be obtained in respect of the proposed building and the time line in which such approvals will be obtained.
- 4.4.5 State the time line in which plans and specifications of the complete building will be filed with the Chief Building Official.
- 4.4.6 Review and sign a Conditional Permit Agreement as prescribed by the Chief Building Official.

4.5 Where application is made for a transfer of a permit under clause 7(h) of the Act because of change of ownership of the property, the owner shall file the following information,

- 4.5.1 The form prescribed by the Chief Building Official.
- 4.5.2 The names and addresses of the former and new owner.
- 4.5.3 The date that the property was transferred; and
- 4.5.4 The confirmation of the continuation of or the particulars of any change in the arrangements for general review of the construction in accordance with Section 2.3., Design and General Review, of the Building Code.

4.6 **CHANGE IN USE PERMITS**

- 4.6.1 Every applicant for a change of use permit issued under Subsection 10(1) of the Act shall be submitted to the Chief Building Official and shall,
- 4.6.2 Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building.
- 4.6.3 Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
- 4.6.4 Include plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, ceiling and roof assemblies, identified required fire resistance ratings and load bearing capacities,
- 4.6.5 Be accompanied by the required fees,
- 4.6.6 State the name, address and telephone number of the owner, and
- 4.6.7 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

4.7 **PLANS AND INSPECTIONS**

- 4.7.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law.
- 4.7.2 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which is not to be made without his or her written authorization.

- 4.7.3 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this by-law.
- 4.7.4 Plans shall be drawn to scale on paper, cloth or other durable material shall be legible and without limiting the generality of the foregoing, shall include such works as set out in Schedule “C” to this by-law, unless otherwise specified by the Chief Building Official
- 4.7.5 Site plans shall be accurately drawn to scale, and when required by the Chief Building Official to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site plans shall show:
 - 4.7.5.1.1 Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings,
 - 4.7.5.2 Existing and finished ground levels or grades,
 - 4.7.5.2.1 Existing right-of-ways, easements and municipal services were applicable.
- 4.7.6 Verification by an Ontario Land Surveyor of by-law compliance may be required before proceeding past foundation state, if required by the Chief Building Official.

5. PAYMENT OF FEES

Fees for a required permit shall be as set out in Schedule “B” to By-law ____-24 and are due and payable upon submission of an application for a permit.

Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.

The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed the applicant shall pay the fee under protest and, within six (6) months of completion of the project, shall submit an audited statement of the actual costs and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund.

6. PERMIT MAINTENANCE FEES

- 6.1 Where the Chief Building Official confirms that a Building Permit(s) remain open after two (2) years, the municipality shall send to current property owner, an invoice for the Permit Maintenance Fee as set out in Schedule “B” of this by-law;
- 6.2 Annual invoicing shall continue until such time as the permit(s) is revoked, closed or cancelled.

7. REFUNDS

- 7.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule “D” attached to and forming part of this by-law.

8. PRESCRIBED NOTICES AND INSPECTIONS

8.1 The owner or an authorized agent shall notify the Chief building Official at least two (2) business days which does not include the day the notice was given to each stage of construction for which notice in advance is required under the Building Code. In addition to prescribed notice contained in 1.2.5.1. Div C of the Building Code, notice of any solid fueled appliance rough-in 1.3.5.2.(1)(c) is also required. Notice of completion is also required in accordance with subsection 11(2) of the Building Code Act.

8.2 Notice may be given in one of the following ways:

1. **Phone message at (705) 384-9444 Ext. 1 or 2**
2. **Fax at (705) 384-9445**
3. **In person at the Joint Building Committee Office in Strong Township**

9. EQUIVALENTS

ALTERNATIVE SOLUTIONS

The person proposing an alternative solution shall provide the documentation required by Section 2.1 Div C of the Ontario Building Code.

10. AS CONSTRUCTED PLANS

- a. The Chief Building Official may require that a set of plans of a building or any class of building as constructed be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

11. THE PENALTY CLAUSE

- a. Under Clause 36(1) of the Act, contravention of a by-law passed under the Act constitutes an offence, and subsections 36(3)-(5) of the Act provides penalties for this offence.

12. REPEAL CLAUSE

- a. By-Law # ____ -24 of the Corporation of the Township of Ryerson is hereby repealed, effective ____th day of _____, 2024.

13. DATE AND EFFECT

- a. This Building By-Law will come into effect on ____Day of _____, 2024.

SCHEDULES ATTACHED

Schedules attached hereto are:

- Schedule A – Classes of Permits
- Schedule B – Permit Fees
- Schedule C – Application requirements
- Schedule D – Refund of fees
- Schedule E – Transfer Permit Application

READ A FIRST & SECOND TIME

THIS ____ DAY OF _____.

READ A THIRD TIME AND FINALLY

PASSED THIS ____ DAY OF _____.

Mayor

Clerk

**THE CORPORATION OF THE TOWNSHIP OF RYERSON
BY-LAW ____ - 24 ; Building By-Law**

SCHEDULE “A” – CLASSES OF PERMITS

1. Building Permits To be for the purpose of allowing the construction of a building, includes erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit moved from elsewhere.
2. Demolition Permit For the demolition of all or part of a building.
3. Conditional Permit Pertains to construction only and may be issued only in accordance with Section 8.(3) of the Building Code Act.
4. Stage of Construction For the purpose of allowing the commencement of construction of a building or part thereof and completion to a certain stage as permitted by such Permit and includes but is not limited to solid fuel burning appliances, heating, ventilation systems and air conditioning systems, or any part thereof.
5. Designated Structure To be for the purpose of constructing a Permit designated structure as defined in the Ontario Building Code.
6. Transfer Permit To be issued to a new owner where ownership changes occur during or prior to the closing of any previously issued permit.
7. Occupancy Permit To allow occupancy of an unfinished building in accordance with the Building Code.
8. Change of Use Permit To comply with the requirements of Part 10 of the Building Code.

**THE CORPORATION OF THE TOWNSHIP OF RYERSON
BY-LAW ____ - 24; Building By-Law**

SCHEDULE “B” – PERMIT FEE SCHEDULE

Cost Guidelines

| | |
|---------------------|---|
| \$100.00 | + \$15.00 per Thousand |
| \$100.00 | Change of Use Permit – Inspection fee only with no Building Permit Issued |
| \$100.00 | Transfer Permit |
| \$100.00 | + \$15.00 per thousand of project value for Conditional Permit |
| \$100.00 | Searching of records (Building and Zoning compliance letters) |
| \$100.00 | Re-inspection fee |
| \$100.00 | Pre-site inspection fee |
| \$50.00 | per page for review of revised plans or plans submitted with application and no permit issued |
| \$50.00 | Letter of compliance on issued orders |
| \$200.00 | Application fee for Alternative Solution Design |
| \$1,000.00 | minimum fee for any major alteration to a dwelling |
| | Permit Maintenance Fee (applied two years after permit issuance if still open) |
| \$300.00 (per year) | Annual Fee - Commercial |
| \$250.00 (per year) | Annual Fee - Dwellings and additions |
| \$200.00 (per year) | Annual Fee – Accessory structures |

BUILDING WITHOUT A PERMIT – CONSTRUCTION STARTED WITHOUT OBTAINING A PERMIT FEES ARE DOUBLED

CONSTRUCTION COST GUIDELINES – cost per square foot of floor area

Residential Unit:

| | |
|--|----------------------------------|
| Single Storey House | \$200.00 minimum per square foot |
| Two Storey House (1 st floor) | \$200.00 minimum per square foot |
| Each Additional Storey | \$100.00 minimum per square foot |
| Attached Garage | \$55.00 minimum per square foot |

Cottage / Recreational Dwelling:

| | |
|--------------------------------|----------------------------------|
| Dwelling with Basement | \$200.00 minimum per square foot |
| Dwelling on Piers / Frost Wall | \$175.00 minimum per square foot |
| Dwellings on Slab | \$175.00 minimum per square foot |
| Each Additional Storey | \$100.00 minimum per square foot |

Garage / Farm Buildings:

| | |
|---|---------------------------------|
| Garage / Shed on Slab | \$40.00 minimum per square foot |
| Garage / Shed no floor | \$30.00 minimum per square foot |
| Barns / Outbuildings located on Assessed Farm Lands | \$25.00 minimum per square foot |

Commercial – Industrial:

| | |
|----------------------------|---------------------------------|
| Based on cost price.....or | \$95.00 minimum per square foot |
|----------------------------|---------------------------------|

Renovations:

Based on cost price estimates

Decks / Porches / Additions:

\$50.00 minimum per square foot or based on cost price estimates

Demolition Permits:

\$5.00 minimum per square foot

The cost construction guidelines are only a guideline. The Chief Building Official may place a valuation on the cost of the proposed work as per section 5. of this building by-law.

No permit is required for re-shingling a roof.

No permit is required for a shed intended for storage purposes only and is ancillary (accessory) to a principal building on the lot provided that,

1. It is not more than 15 square meters (161 square feet).
2. It is not more than one storey in building height.
3. It is not attached to a building or any other structure, and
4. It does not contain any plumbing.

To obtain a Building Permit, it is necessary to first apply and receive the following:

1. A septic permit for a class 4 Sewage system from the North Bay Mattawa Conservation Authority in all areas not serviced by Municipal Sewers and for Buildings that require plumbing facilities.
2. An Entrance Permit or Culvert Permit from the Municipality if necessary.
3. An Entrance Permit or Building Permit from the Ministry of Transportation if the property fronts onto a Provincial Highway or Secondary Highway or is within 1000 feet of a highway Intersection or is in the Vicinity of the New 4 Laning of Highway #11.
4. A legal Survey may be required if the survey stakes are not clearly visible to the Chief Building Official.

**THE CORPORATION OF THE TOWNSHIP OF RYERSON
BY-LAW # -24; Building By-Law**

SCHEDULE “C” – REQUIRED PERMIT DRAWINGS

1. The Site Plan
2. Floor Plans
3. Foundation Plans
4. Framing Plans
5. Roof Plans
6. Sections and Details
7. Building Elevations
8. Heating, Ventilation and Air Conditioning Drawings
9. Plumbing Drawings
10. Electrical Drawings

Note: The above-mentioned list of drawings should be used as a guide when preparing drawings for submission for a building permit, for a project designed under Part Nine of the Ontario Building Code that does not require professional design. Any project that requires design by an Architect and/ or a Professional Engineer (Part Three Buildings, such as an assembly, institutional or large buildings over 600 square metres and multiple dwellings), will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Chief Building Official may specify that not all of the above-mentioned plans are required to accompany all applications for permits. Check with the Chief Building Official for those required.

THE CORPORATION OF THE TOWNSHIP OF RYERSON
BY-LAW _____ - 24; Building By-Law

SCHEDULE “D” – REFUNDS

| <u>Refund</u> | <u>Status of Permit Application</u> | <u>Percentage of Fee Eligible for</u> |
|---------------|---|---------------------------------------|
| 1. | Application filed, No processing of review of plans submitted | 75% maximum |
| 2. | Application filed, Plans reviewed and permit issued | 50% maximum |

NOTE:

- 1. No refunds after any building inspections are carried out.**
- 2. No refund shall be less than \$50.00 by the Township of Ryerson.**
- 3. No refund will be given when application for refund is not made within twelve (12) months of the issuance of permits.**
- 4. No refund of the “costs” portion of any permit will be made.**

**THE CORPORATION OF THE TOWNSHIP OF RYERSON
BY-LAW ____ -24 ; Building By-Law**

SCHEDULE "E"

APPLICATION TO TRANSFER A BUILDING PERMIT

Building Permit No. _____

Original Applicant Name _____

Address _____

Permit Transferred To:

(Name)

(Address)

Phone No. (Home) _____

Work No. _____

I, the undersigned, understand that the transfer of a Permit shall not be deemed to be a waiver of any of the provisions of any by-laws or requirements under the Building Code Act, or Regulations made thereunder, notwithstanding anything included in or omitted from the plans or other materials filed in support of or in connection with the Building Permit.

I acknowledge that in the event that the permit is transferred, any changes to plans or specifications filed for the Building Permit, is prohibited, unless first authorized by the Chief Building Official, and such changes could result in an Order to Comply, and/or a charge being preferred and a summons issued by the Provincial Court.

I acknowledge that in the event that the Chief Building Official seeks to enforce the provisions of the Building Code, its Regulations, or this by-law, with respect to the work to be done pursuant to the permit, I shall be responsible for compliance.

Date

Signature (Original Applicant)

Date

Signature (Current Owner)

Date

Chief Building Official



Resolution No. 24 04 02


Date: April 11, 2024

Moved By: Joel Constable Seconded By: Jerry Brandt

Carried: X Defeated:

THAT the District of Parry Sound Social Services Administration Board calls upon the Premier and the Minister of Children, Community and Social Services to set Basic Needs and Shelter Rates for Ontario Works according to a locally defined market basket of essential goods, including transportation, telephone, average market rents and a nutritious food basket, that are adjusted annually according to the Consumer Price Index;

AND THAT a copy of this resolution be sent to the Premier of Ontario, the Minister of Children, Community and Social Services, local Members of Provincial Parliament, member municipalities, the Ontario Municipal Social Services Association, the Northern Ontario Service Deliverers' Association, and the Association of Municipalities of Ontario.


Rick Zanussi, Board Chair

| | <u>FOR</u> | <u>AGAINST</u> | | <u>FOR</u> | <u>AGAINST</u> |
|----------------|------------|----------------|----------------|------------|----------------|
| Ryan Baptiste | _____ | _____ | Teresa Hunt | _____ | _____ |
| Jerry Brandt | _____ | _____ | Ted Knight | _____ | _____ |
| Teri Brandt | _____ | _____ | Tom Lundy | _____ | _____ |
| Janice Bray | _____ | _____ | Jamie McGarvey | _____ | _____ |
| Ted Collins | _____ | _____ | Peter McIsaac | _____ | _____ |
| Joel Constable | _____ | _____ | Sharon Smith | _____ | _____ |
| Mike Dell | _____ | _____ | Rick Zanussi | _____ | _____ |
| Gail Finsson | _____ | _____ | | | |

Report #: 8.1
Subject: Ontario Works Rates
To: Board Members
Presented By: Tammy MacKenzie, CAO
Prepared By: Jeff Degagne, Director of Income Support & Stability
Date: April 11, 2024

Resolution:

THAT the District of Parry Sound Social Services Administration Board calls upon the Premier and the Minister of Children, Community and Social Services to set Basic Needs and Shelter Rates for Ontario Works according to locally defined market basket of essential goods, including transportation, telephone, average market rents and a nutritious food basket, that are adjusted annually according to the Consumer Price Index;

AND THAT a copy of this resolution be sent to the Premier of Ontario, the Minister of Children, Community and Social Services, local Members of Provincial Parliament, member municipalities, the Ontario Municipal Social Services Association, the Northern Ontario Service Deliverers' Association, and the Association of Municipalities of Ontario.

Report:

Ontario Works (OW) rates for Basic Needs and Shelter have not been increased since 2018. Since that time, the cost of a fixed basket of consumer products has risen 18.67% between 2018 and December 2023, according to the Bank of Canada.

Additionally, the housing market, since COVID-19, has seen a greater demand for rental units, resulting in escalating rental rates. Social Assistance shelter rates are well below average market rent in Ontario. This creates additional challenges and pressures for individuals on Ontario Works to access safe and stable housing. In our district, 85% of the caseload rents from the private market.

Locally, 68% of the OW caseload in 2023 were single people, of which the maximum assistance they can receive from Ontario Works is \$733. This leads to intense pressures for individuals to maintain housing, food security, and transportation (needed to support employment).

From a Housing Stability and Homelessness perspective, 35% of individuals on our By Name List for homelessness in the district are on Ontario Works. 5% of the caseload self-identify that Housing Stability is their biggest barrier to employment and self-sustainability. In 2023, 191 OW participants accessed Homelessness Prevention Program funding due to either being homeless or were at risk of homelessness, which equals 33% of all program requests.

**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 | 10 | \$17,785.00 | \$1,119,000.00 | 780 |
| 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 |
| TOTALS | 24 | \$71,845.00 | \$4,447,000.00 | New Construction 2025 |
| | | | | Demolitions 0 |

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2024**

**SFD'S, Seasonal Dwellings
and Multi-Unit Dwellings**

| Month | No. of Permits | Permit Fees | Project Values | 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 | 8 | \$15,845.00 | \$983,000.00 | 1 | 2 |
| Strong | 6 | \$14,830.00 | \$786,000.00 | 1 | 2 |
| Ryerson | 4 | \$5,575.00 | \$345,000.00 | 0 | 1 |
| Sundridge | 5 | \$35,225.00 | \$2,315,000.00 | 0 | 3 |
| TOTALS | 24 | \$71,845.00 | \$4,447,000.00 | | 8 |
| Permit activity at end of April 30, 2024 | | | | | |
| TOTALS | 19 | \$22,690.50 | \$1,393,945.00 | 2 | |
| Permit activity at end of April 30, 2023 | | | | | |
| TOTALS | 5 | \$49,154.50 | \$1,848,000.00 | | 6 |
| Difference from previous year | | | | | |



EASTHOLME

East District of Parry Sound Home for The Aged

Attention: All Municipal Council Members

Eastholme Administration would like to extend an invitation to tour our facility and learn more about our operations. We are no longer in outbreak and the flu season is considered over so we would like to offer this tour on the evening of May 23rd from 7p.m. until 9 p.m. If you could let us know by May 20th the total of people from your municipal office that would like to attend, it would be appreciated. You can contact Shelley Reichstein at 705-724-2005 x 379, or sreichstein@eastholme.ca. We look forward to seeing many of you there.