

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

May 28, 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:

1.2 Announcement: This meeting is being recorded

2. ADOPTION OF MINUTES:

2.1 Adoption of minutes from the special meeting on May 08, 2024, the special public meeting on May 14, 2024, and the regular meeting on May 14, 2024 **(R)**.

3. DECLARATION OF PECUNIARY INTEREST:

4. REPORTS:

4.1 **PUBLIC WORKS:** Nuisance Beaver Report **(R)**.

4.2 **CLERK:** Draft Consolidated Procedural By-Law **(R)**.

4.3 **CAO/TREASURER:** Procurement By-law (Housekeeping).

COUNCIL MEMBERS:

4.4. Councillor Patterson: AHHC May Report.

5. BUSINESS ARISING:

5.1 Municipal Roads Construction Minimum Standards Policy **(R)**.

6. COMMUNICATION ITEMS:

6.1. Women's Own Resources Centre: Request for Donation **(R)**.

6.2. Muskoka Algonquin Healthcare Invoice on behalf of Muskoka and Area Ontario Health Team: Recruitment Funding 2024 **(R)**.

6.3. General Information

- Agricultural Society Letter to Burk's Falls
- Heritage Festival May 2024 Report
- Pride Flag Almaguin Highlands
- Armour Waste Report May 2024

7. CONFIRMING BY-LAW:

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

8. IMPORTANT DATES:

- June 22, 2024 Community Yard Sale
- June 25, 2024 Regular Council Meeting at 6:00 p.m.

9. ADJOURNMENT:

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: May 28, 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 special meeting on May 8, 2024, the special public meeting on May 14, 2024 and the regular meeting on May 14, 2024 be adopted as circulated.

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

Be it resolved that Ryerson Township Council declare the beaver dam located at 679 James Camp Road a Nuisance Beaver Dam as per the definition under Section 2(c) of the Nuisance Beaver Dam By-law 28-08.

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

Be it resolved that leave be given to introduce a Bill # __-24, being a Procedural By-law 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 28th day of May, 2024.

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

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law to adopt Municipal Road Construction Minimum Standards Policy OPS-2021-01 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 28th day of May 2024.

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

Be it resolved that Ryerson Township Council donate \$ _____ to the Women's Own Resource Centre in 2024.

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

Be it resolved that Ryerson Township Council support the recommendation from the Almaguin Highlands Health Council (AHHHC) and will commit to \$1,000.00 annually for two years, to support the Muskoka and Area Ontario Health Team (MAOHT) Human Resources Task Force for the Human Resources Recruiter initiative.

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

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 28th day of May 2024.

Item # 9 on Agenda Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at _____. The next regular meeting June 25, 2024 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON
SPECIAL COUNCIL MEETING
MINUTES

Wednesday May 08, 2024 9:00a.m.

A special meeting of Council was held Wednesday, May 08, 2024, at 9:00 a.m. for a Closed Meeting, pursuant to the Municipal Act 2001, c. 25, Section 239 (3.1) for educational or training sessions on policy and procedures.

Members of Council were notified of this special meeting by e-mail on May 1, 2024. The public was notified of this meeting by posting of this special meeting agenda May 1, 2024.

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

Staff in attendance: Brayden Robinson and Nancy Field

Mayor Sterling called the meeting to order at 9:00 a.m.

DECLARATION OF PECUNIARY INTEREST: None declared.

A resolution to go into closed session was read by the clerk and council moved to closed session at 9:01 a.m. Resolution is noted below:

SP. R – 04-24 Moved by Councillor Patterson, Seconded by Councillor Robertson, be it resolved that we move to a closed meeting at 9:01 a.m. pursuant to the Municipal Act 2001, c. 25, Section 239 (3.1) for educational or training sessions, if the following conditions are both satisfied: 1. The meeting is held for the purpose of educating or training the members. 2. 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. The general nature of the closed meeting for training and educational purposes for Council procedures. (Carried)

Council discussed the matters it was permitted to under the resolution authorizing the public exclusions and returned to the open meeting at 9:44 a.m.

ADJOURNMENT

SP. R – 05 -24 Moved by Councillor Abbott, seconded by Councillor Miller
Be it resolved that we do now adjourn at 9:59 a.m.

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

SPECIAL COUNCIL MEETING

MINUTES

Tuesday May 14, 2024, 5:30 p.m.

A special public meeting of Council was held Tuesday, May 14, 2024, at 5:30 p.m. regarding amending the Building By-law.

Members of Council were notified of this special public meeting during the regular meeting on March 28, 2024. Council was also notified by receiving the meeting agenda by email on May 9, 2024. The public was notified of this meeting by posting the special public meeting agenda on May 9, 2024 on the website.

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

Staff in attendance: Brayden Robinson, Nancy Field, and Fred Schmeltz.

Public in Attendance: Paul Van Dam and Roman Kaczynski.

Mayor Sterling called the meeting to order at 5:30 p.m.

DECLARATION OF PECUNIARY INTEREST: None declared.

The Township of Ryerson held the special public meeting to allow for public input on the proposed changes to the Building By-law, fees under 7.6 of the Building Code Act.

The Clerk advised that there were no written submissions for or against the proposed changes. There was no one present from the public to comment.

The meeting was adjourned as per the resolution below.

ADJOURNMENT

SP. R – 06 -24 Moved by Councillor Miller, seconded by Councillor Abbott

Be it resolved that we do now adjourn at 5.33 p.m.

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

May 14, 2024 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **May 14, 2024** at 6:00 p.m. This was a hybrid meeting combining in person, electronic meeting via Zoom and phone.

1. CALL TO ORDER

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

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

Council members attending in person or electronically: Mayor Sterling, Councillors: Abbott, Miller, Patterson, and Robertson.

Staff in attendance: Brayden Robinson, Nancy Field, Fred Schmeltz, and Joe Readman

Public attending in person or electronically: Roman Kaczynski.

Notice of this meeting was posted on the website.

2. ADOPTION OF MINUTES

R- 82- 24 Moved by Councillor Miller, Seconded by Councillor Robertson,

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

(Carried)

3. DECLARATION OF PECUNIARY INTEREST: None noted.

4. DELEGATION: None registered

5. REPORTS:

CAO/TREASURER: Provided council with the final draft budget, By-law to set the Tax Ratio, and a By-law to Set and Levy for 2024. Resolutions are noted below.

R-83- 24 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.

(Carried)

R-84- 24 Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 29-24, being a By-law to set tax ratios for 2024 and further; That By-Law # 29-24 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.

(Carried)

R-85- 24 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # 30-24, being a By-law to set and levy the rates of taxation for 2024 and further; That By-Law # 30-24 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.

(Carried)

Brayden provided council with a resolution for support for a grant application for the new firehall. Discussion was had and Brayden is to reach out to John Therriault regarding the land acquisition for the fire hall. A resolution is noted below.

R-86- 24 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 should they be incurred.

(Carried)

CLERK: Provided Council with a report and a copy of the Procedural By-law showing the pending changes. An amended Nuisance Beaver By-law with some housekeeping changes was provided to Council, and a resolution is noted below.

R-87- 24 Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 31-24, being a By-law for prohibiting, regulating and remediating public nuisances caused by uncontrolled beaver dams and further; That By-Law # 31-24 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.

(Carried)

PUBLIC WORKS: Fred provided the Council with a report regarding nuisance beavers within the township. He is asking Council to deem the beaver dam located at 2093 Royston Road a Nuisance Beaver Dam, and he is asking for Councils recommendation for remediation and a penalty fee amount to the landowner for the damages done to our roads due to the burst beaver dam. Questions were asked and answered. Resolutions noted below.

R-88-24 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.

(Carried)

R-89-24 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 (3), on the property. of:

(a), (b), (c), (d).

and to complete this work by the date: July 31, 2024

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, as recorded under section 4(e) of this By-law.

(Carried)

Public Works presented a report to Council for their consideration in adopting a Roads Construction Minimum Standards Policy OPS-2021-01. A resolution is noted below.

R- - 24 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.

(Carried)

6. BUSINESS ARISING/ACTIVITY LOG:

R-91- 24 Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 32-24, being a By-law respecting construction, demolition, change of use, conditional permits, and inspections. and further; That By-Law # 32-24 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.

(Carried)

7. COMMUNICATION ITEMS

R-92-24 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.

(Carried)

General Information Items Received:

- Council received the Joint Building Committee Annual Permit Summary

8. CONFIRMING BY-LAW

R-93-24 Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 33-24, being a By-law to confirm the meetings of Council and further; That By-Law # 33-24 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.

(Carried)

10. ADJOURNMENT:


R-94-24 Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that we do now adjourn at 7:55 p.m. The next regular meeting May 28, 2024 at 6:00 p.m.

(Carried)

MAYOR

CLERK/DEPUTY CLERK

	Staff Report
To:	Ryerson Township Council
From:	Fred Schmeltz Roads Supervisor
Date of Meeting:	
Report Title:	Nuisance Beaver Dam
Report Date:	

Purpose/Background:

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 679 James Camp Road, a Nuisance Beaver Dam. As per the definition under Section 2(c).

At the time of writing this report no previous notice has been sent to the property owner. The Roads department would recommend a letter explaining duties of the landowner, Section 3 of By-Law 28-08, be sent.

On May 08, 2024, a beaver dam failed causing significant water to wash across James's camp road at or near civic # 679. Repair costs are estimated to be \$1081.







PROCEDURAL BY-LAW

____-24

May 28, 2024

**The Corporation of the Township of Ryerson
Council Procedural By-law ____-24**

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**The Corporation of the Township of Ryerson
Council Procedural By-law ____-24**

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW ____-24
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*.
5. **Civic or Public Holiday** means those listed as holidays in the *Interpretation Act, R.S.O. 1990 c 11 Section 29*, as amended from time to time.

**The Corporation of the Township of Ryerson
Council Procedural By-law ____-24**

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.
13. **Deputy Head of Council** means the Deputy Mayor.
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.
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.
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.
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.
18. **Head of Council** means the Mayor or, in the absence of the Mayor, the Deputy Mayor.
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.
20. **Mayor** means the Head of Council of the Corporation of the Township of Ryerson.

**The Corporation of the Township of Ryerson
Council Procedural By-law ____-24**

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.
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.
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.
24. **Municipality** means the Municipal Corporation of the Township of Ryerson.
25. **Municipal Act** means the Municipal Act, 2001, S.O. c.25. as amended.
26. **Notice of Motion** means an advance notice to Members on a matter which Council will be asked to take a position.
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.
28. **Order of Business** means the sequence of business to be introduced and considered in a Meeting.
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.
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.
31. **Presentation** means a person or group (including a Member, staff or Public) who provides information to Council or Committee.
32. **Quorum** means a majority of Members of Council or Committee.
33. **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.
34. **Regular Meeting** means a scheduled Council meeting held in accordance with the approved calendar/schedule of meetings.
35. **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.
36. **Resolution** means a motion that is carried or defeated and therefore represents the vote and will of Council.
37. **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;

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- 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 first 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 second (2nd) and fourth (4th) 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.

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;

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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 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 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

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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

- a. The Council of the Township of Ryerson generally meets twice per month, the second and 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 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.

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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;
- 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.

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- 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;

- 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. 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

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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.

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;

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- 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 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.
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.
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.
15. A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn.

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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.
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.
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.
19. Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate.

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.

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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;
 - 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.
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.

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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.
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;

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- 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 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

**The Corporation of the Township of Ryerson
Council Procedural By-law ____-24**

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

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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.
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

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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.
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.

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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.

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.

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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;
- 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.

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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

1. The Clerk of the Township of Ryerson is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
2. This By-law repeals By-law #34-22 and any other By-laws heretofore passed that are in contravention of this By-law.
3. This By-law shall come into effect May 28th, 2024.

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 28th
day of May, 2024.

MAYOR

CLERK

**The Corporation of the Township of Ryerson
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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>
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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

, 24 AT 6:00 P.M.

1. CALL TO ORDER

- 1.1 Attendance, roll call: members and staff
- 1.2 Announcement: This meeting is being recorded
- 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. **CLOSED SESSION** (if required)

12. **IMPORTANT DATES**

13. **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**

	<h2 style="margin: 0;">Councillor Report</h2>
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:

_____24_____ under the following
Agenda heading:

Subject:

And which Notice of Motion reads as follows:

	Staff Report
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	May 28, 2024
Report Title:	Draft Procurement Bylaw
Report Date:	May 22, 2024

Recommendation:

Received for information purposes.

Purpose/Background:

Enclosed please find a draft updated Procurement By-law.

As required under Section 5 of the existing By-law (34-20), staff are responsible for completing a regular review of the Township's procurement policies and recommending changes where appropriate.

Aside from some minor grammatical changes, the primary focus of the proposed update is to modify the dollar value thresholds established for each procurement method. An Informal Quotation process has been proposed for the \$2-10,000 threshold, essentially allowing Department Heads to solicit bids for a product without going through a formal process. The formal Request for Quotation process has been changed to \$10-25,000, with Tenders required for all processes with an estimated value in excess of \$25,000.

These updated values have also been reflected in the Request for Proposal and Emergency Purchase sections.

If the amendments are approved by Council, staff will bring the draft by-law back for adoption at the next regular meeting.

PROCUREMENT POLICY

INDEX

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APPENDIX D	REQUEST FOR PROPOSAL PROCESS
APPENDIX E	MINIMUM STANDARDS & REQUIREMENTS FOR PURCHASING CARD USE

Defined Terms: Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this section. Where any word is ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts. For example, the noun “Disposal” is defined. If it appears in its verb form, “Dispose”, with its initial letter capitalized, the definition applies, with the appropriate amendment understood.

- 1.1. An “**Agreement**” means a legal document that binds the Corporation of the Township of Ryerson and all other parties, subject to the provisions of the Contract.
- 1.2. An “**Agreement to Bond**” is a letter of form issued by a licensed bonding agency advising that, if the Bidder is successful, the bonding agency will issue required Bonds.
- 1.3. The “**Annual Aggregate Value**” means the total amount anticipated to be spent annually by all departments on a particular type of Good and/or Service.
- 1.4. An “**Award**” is the acceptance of a Bid or Proposal in accordance with this policy.
- 1.5. A “**Bid**” is a document (in the form of a Quotation, Tender or Proposal) received by the Township in response to a Request.
- 1.6. A “**Bidder**” is a Person who submits a Bid.
- 1.7. A “**Blanket Purchase Order**” is a type of Contract. It involves the purchase of a Commodity that will be required frequently or repetitively, and where either the exact quantity of the Commodity required is not precisely known, or the time period during which the Commodity is to be provided is not precisely determined, but, in either case, maximums on both the total price of the Commodity and the time period during which the Commodity is to be supplied are specified in the Contract.
- 1.8. “**Bonds**” are Sureties to protect the Township against any financial loss as a result of non-compliance by a Vendor. This shall, but may not be limited to include Performance and Maintenance Bonds and Labour and Material Payment Bonds.
- 1.9. “**CAO**” means the statutorily appointed Chief Administrative Officer for the Corporation of the Township of Ryerson.
- 1.10. “**Call**” is a solicitation from the Township to potential Vendors to submit a Bid or a Formal or Informal Quotation.
- 1.11. “**Change Order**” a written order issued from the Township that changes the scope or specifications of any project.
- 1.12. “**Clerk**” means the statutorily appointed Clerk for the Corporation of the Township of Ryerson.
- 1.13. “**Commodity**” means Goods and/or Services.
- 1.14. “**Competitive**” is an adjective describing that aspect of the Procurement Process in which two or more Persons act independently to try to secure the Township’s business by offering the most favourable terms and conditions.
- 1.15. “**Conflict of Interest**” refers to a situation in which private interest or personal considerations may affect an employee’s judgment in acting in the best interest of the Township of Ryerson. It includes using an employee’s position, confidential information or corporate time, material or facilities for private gain or advancement or the expectation of private gain or advancement.
- 1.16. “**Consultant**” means the provider of a Commodity who, by virtue of professional expertise or service is contracted by the Township to undertake a specific task or

assignment. Examples include: a planner completing a specific study; an architect or engineer drawing plans for a particular building or project; a lawyer representing the Township for a particular legal matter; an appraiser providing an opinion of value on an asset; etc.

- 1.17. “**Contract**” means a formal legal Agreement, usually in writing, between two or more Persons. In the context of this policy, Contracts are entered into for the acquisition of Commodities for money or other consideration.
- 1.18. “**Corporate Signing Authority**” means the Mayor, Deputy Mayor, CAO, Clerk, Treasurer, Deputy Clerk, or other individuals designated by Council or this Policy.
- 1.19. “**Council**” means the elected Council of the Township. A “Councillor” is any member of the Council.
- 1.20. “**Department**” means an administrative unit of the Township.
- 1.21. A “**Designate**” is any Township employee authorized in writing by the Department Head or CAO to act in their stead.
- 1.22. A “**Developer**” is a Person developing a particular project with the Township.
- 1.23. A “**Direct Acquisition**” is the Direct Purchase of Goods and/or Services by the user or user Department subject to the approval levels within this Policy.
- 1.24. A “**Department Head**” is a Township employee with administrative responsibilities for a Township Department.
- 1.25. The “**Disposal**” is the sale, exchange, transfer, destruction or gift of goods owned by the Township which are no longer required for municipal purposes. (In the case of real property, “Disposal” includes a lease with a term of twenty-one years or more.)
- 1.26. An “**Emergency**”, in the context of this Policy, is a situation where the strict application of this Policy will result in danger or damage to Persons or property, or serious delays or non-delivery of services. It may involve, for example, an imminent threat to public health, maintenance of essential services, or a risk or serious financial liability (on the Township’s part) arising from environmental conditions.
- 1.27. An “**Engineer of Record**” is a consulting engineer that has been approved for a period of time to perform engineering tasks for the Township. Approval is granted through a Request for Proposal process and is governed by a Purchase Acknowledgement and/or an Agreement or Contract.
- 1.28. To “**Execute**” means to legally bind the Corporation of the Township of Ryerson to the terms and conditions defined within the Purchase Acknowledgement and/or Agreement.
- 1.29. “**Goods and/or Services**” includes but is not limited to supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
- 1.30. An “**Informal Quotation**” means Quotations obtained in writing via mail, fax, email or hand delivered.
- 1.31. “**Insurance Certificate**” a certified document issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario certifying that the Bidder is insured in accordance with the Township’s requirements.
- 1.32. An “**Irrevocable Letter of Credit**” is an irrevocable document on a financial institution’s standard form requesting that the party to whom it is addressed pay the bearer or a Person named therein money as a result of a failure to perform or to fulfill all

the covenants, undertakings, terms, conditions and agreements contained in the Contract.

- 1.33. The term “**Irregularity**” describes any one of the following occurrences after a Competitive Procurement Process:
- All responsible and responsive Bids, Quotations or Proposals exceed the Budget allocation;
 - Fewer than three (3) Bids, Quotations or Proposals are received;
 - An Award of the Contract to, or the purchase from, the lowest responsible and responsive Bidder is considered inappropriate for any reason;
 - The Commodity sought is available from only a Single or Sole Source; or
 - Either or both of this Policy or any Procedure was not followed.
- 1.34. “**Lead Contact**” means the Township of Ryerson staff member or Department Head who is named Lead Contact in a Tender or RFP document. All inquiries and information related to the Tender or RFP must be directed to the Lead Contact between the time that a Tender or RFP has been released and the date of Tender/RFP acceptance.
- 1.35. The “**Mayor**” is the elected Mayor of the Township or, in his or her absence, the Person appointed by the Council to act in the Mayor’s stead.
- 1.36. “**Negotiation**” means the action or process of conferring with one or more Vendors leading to an Agreement on the acquisition of the required Goods and/or Services under the conditions outlined in this Policy.
- 1.37. “**Opening/Evaluation Committee**” refers to at least three individuals tasked with reviewing Bids. Any combination of the following, Councillor, Clerk, Department Head and Treasurer with at least one member of the department issuing the Tender or RFP to be present.
- 1.38. “**Person**” refers to a person recognized as a legal entity at law. This is an individual or a corporate entity. Partnerships or unincorporated associations are recognized only as groups of Persons.
- 1.39. “**Pre-Qualification**” is a process by which the Township ensures Vendors can meet all technical and financial responsibilities of contracts with the Township. External Vendors of Commodities are pre-approved and earn the right to submit Bids to the Township for specific Commodities. Examples of types of Pre-Qualification criteria include: expertise and experience, previous performance, financial stability, personnel, ability to provide service support, and a proven ability to complete projects within the Township’s budget and on time.
- 1.40. A “**Procurement Process**” is a method of Purchasing a Commodity. There are several types of Procurement Processes referenced in this Policy. All documents required by the Township will be prepared by the Department Head and Treasurer or their Designate. Council will approve the documents when necessary prior to proceeding with the Procurement Process. Methods are:
- a. **Direct Purchase** – where the Vendor of a Commodity is approached and the Commodity is purchased without a formal or Competitive process;
 - b. **Informal Quotation** – where the staff approach several potential Vendors seeking price Quotations (fixed as to the total price or on a unit basis or both) for specific and defined Commodities, to be submitted in writing;
 - c. **Formal Quotation** – where several potential Vendors are approached to provide price Quotations (fixed as to the total price or on a unit basis or both) for specific and defined Commodities, to be submitted by way of sealed Quotations on or before a specified date and time;
 - d. **Tender** – where potential Vendors submit Bids to supply a defined quantity and quality of Commodity, with all of the material terms, conditions and specifications pre-set (with the exception of the price), and a Contract is formed through selection of one of the Bids submitted without any further Negotiation; and

- e. **Request for Proposals** – where potential Vendors are invited to propose solutions or methods for particular projects where creative solutions are sought by the Township, for evaluation on criteria other than price, and Negotiation for an eventual Contract occurs as a result of the submission of Bids.
- 1.41. **“Purchase”** means the act of acquiring a Commodity.
- 1.42. A **“Purchase Acknowledgement”** is a Contract in a standardized form, utilized by the Township, and can be in the form of a purchase order. Through a Purchase Acknowledgement, the Township commits to a Vendor that it will Purchase a Commodity at an agreed upon price (and other terms and conditions).
- 1.43. **“Purchasing Card”** means a charge card approved by the Township that can be used by authorized employees of the Township to Purchase in accordance with this Policy.
- 1.44. **“Qualified Vendor Roster”** means a list of potential Vendors that have been pre-qualified to perform discrete work assignments involving the delivery of a particular type of Good and/or Service.
- 1.45. **“Quotation”** means an offer, both Formal and Informal, from a potential Vendor to buy or sell Goods and/or Services to the Township with regard to specific terms as set by the Township.
- 1.46. **“Request for Information”** is a process by which information (such as specifications or availability) is sought from potential Vendors about a Commodity.
- 1.47. **“Request for Proposals”** is a type of Procurement Process involving a written offer received from a Bidder in response to an invitation to provide Goods and/or Services based on an approved format of the Township containing terms and conditions; the acceptance of which may be subject to further Negotiation (see Appendix D for Full details).
- 1.48. **“Single Source”** means there is more than one source in the open market but for reasons of function or service, one Vendor is recommended for consideration of the particular Commodity. This denotes a Purchase which is not Competitive.
- 1.49. **“Sole Source”** means there is only one known source of supply of a particular Commodity. This Commodity could be copyrighted or trademarked, or simply not available for general Purchase.
- 1.50. **“Standing Orders”** are contracts for Goods and/or Services used on a regular basis in the day-to-day operations of the Township.
- 1.51. A **“Surety”** means a specified dollar amount in the form of cash, certified cheque, Bid Bond, Performance Bond, Labour and Material Payment Bond, letter of credit, or any other form as deemed necessary and stated in Bid documents issued by the Township.
- 1.52. **“Tender”** is a type of Procurement Process involving a written offer, in a specified form, received from a Bidder in response to a public invitation to provide Goods and/or Services based on an approved format of the Township containing Terms and Conditions (see Appendix C for full details).
- 1.53. **“Township”** means The Corporation of the Township of Ryerson.
- 1.54. **“Treasurer”** means the statutorily appointed Treasurer of the Township of Ryerson.
- 1.55. **“Vendor”** is a Person from whom the Township makes Purchases of Commodities.

SECTION 2 PURPOSE

- 2.1 This Policy establishes the authority and sets out the methods by which Goods and/or Services will be purchased, and the process of how to dispose of Surplus Goods for the Township.

SECTION 3 APPLICATION AND SCOPE

- 3.1 This By-law shall apply to staff in all departments of the Township and may be adopted in principle, and at their own discretion, by affiliate agencies, boards, and commissions for which the Township has jurisdiction.
- 3.2 This By-law applies to the procurement of all Goods and/or Services except for those items set out in Appendix 'A'. This By-law also applies to the disposal of the Township's personal property.
- 3.3 In addition to the items set out in Appendix 'A', this By-law does not apply to the acquisition or disposal of real property.

SECTION 4 CONTRACT SPLITTING

- 4.1 Subdividing, splitting, or otherwise structuring procurement requirements or contracts in order to reduce the procurement value or in any way circumvent the requirements or intent of this By-law is not permissible.

SECTION 5 PROCUREMENT PRINCIPLES AND GOALS

The procurement principles of the Corporation of the Township of Ryerson are as follows:

- 5.1. To procure by purchase, rental, or lease the required quality and quantity of Goods and/or Services, in an efficient, timely, and cost effective manner;
- 5.2. To encourage open and fair Competitive Bidding for the Purchase and Disposal of Goods and/or Services where practicable;
- 5.3. To ensure ethical practices by all participants in the Procurement Process – including Township Staff, Council, and Vendors.
- 5.4. To exercise professional Purchasing practices which obtain the most competitive offers from the most Responsible and Responsive Vendors;
- 5.5. To encourage the Procurement of Goods and/or Services with due regard to the preservation of the natural environment and the promotion of waste reduction and recycling of waste materials;
- 5.6. To encourage innovation and the use of technology which meet Township specifications and industry standards in order to ensure the utilization of the most efficient and effective processes and practices; and
- 5.7. To have regard to the accessibility for persons with disabilities to the Goods and/or Services Purchased by the Township of Ryerson, as well as to the Procurement Process itself.

This Policy will be reviewed on an ongoing basis by Township Staff to evaluate its effectiveness, to ensure that dollar values are current, and to recommend changes.

SECTION 6 GENERAL CONDITIONS & POLICY OBJECTIVES, PROCEDURES & INSTRUCTIONS

- 6.1. **Accessibility:** When Purchasing Goods and/or Services, the Township will incorporate accessibility design, criteria, and features. Where applicable, Procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the

evaluation of Bids in respect of those criteria. Where it is impractical for the Township to incorporate accessibility criteria and features when Purchasing specific Goods and/or Services, a written explanation will be supplied upon request.

- 6.2. **Confidentiality:** The Township will make every reasonable effort to protect the privacy of those involved in a Procurement Process as per the Municipal Freedom of Information and Protection of Privacy Act.
- 6.3. **Applicability & Exceptions:** All Commodities required by the Township shall be Purchased in accordance with this Policy, unless:
- The Council directs by resolution that any particular Purchase or Disposal of a Commodity shall be carried out in some other manner;
 - An Exemption to this Policy applies (Appendix A); or
 - Any applicable law requires that the Purchase of a Commodity be carried out in some other manner.
- 6.4. **Where Exceptions Apply:** Where the circumstance mentioned in subsection 6.3 occurs, the Purchase of those Commodities shall be carried out in accordance with any applicable resolution passed by Council or the applicable law, as the case may be, and the provisions of this Policy shall in all other regards continue to apply to the Purchase with all necessary modifications.
- 6.5. **Local Preference:** In accordance with the Discriminatory Business Practices Act, there will be no local preference for Purchases.
- 6.6. **Co-operative Purchasing:** The Department Head may participate and shall encourage participation with other governments or Public Agencies in co-operative ventures or Contracts where the best interests of the Township would be served.
- 6.7. **Environmental Purchasing:** All departments shall encourage, wherever possible, specifications which provide for expanded use of durable, reusable Commodities, and Commodities which contain the maximum post-consumer waste and/or recyclable content, without significantly affecting the intended use of the Commodity.
- 6.8. **Privilege Clause:** When using the privilege clause which reads in part “the lowest or any Bid may not necessarily be accepted”, the specific reasons must be stated why a Bid may not be accepted. Vendors, Bidders, and Township Staff must still comply with all sections of this Policy.
- 6.9. **Fairness:** Councillors and Staff must not:
- Acquire any Goods and/or Services for personal use in representation of the Township;
 - Purchase or offer to Purchase, on behalf of the Township, any Goods and/or Services, except in accordance with this Policy;
 - Knowingly cause, permit, or omit anything to be done or communicated to anyone which is likely to cause any potential Vendor to have an unfair advantage or disadvantage in obtaining a Contract for the supply of a Commodity to the Township, or any other municipality, Public Agency or public body involved in the Purchase of Commodities either jointly or in cooperation with the Township;
 - Knowingly cause, permit, or omit anything to be done which will jeopardize the legal validity or fairness of any Purchase of a Commodity under this Policy, or which might subject the Township to any claim, demand, action or proceeding as a result.
- 6.10. **Use of Policy:** No employee shall Purchase or agree to Purchase a Commodity unless:
- The Commodity is legitimately required for the purposes of the Township; and
 - The funds for the Purchase of the Commodity are available within the Budget or the request to Purchase is expressly made subject to funding approval of the Council.

- 6.11. **Municipal Promotion:** The Township shall not promote or advertise any Vendor or Commodity in any manner that may be construed as the Township endorsing the Vendor or Commodity.
- 6.12. **Personal Purchases:** The Township will not make Purchases for the personal use of Councillors or employees, or members of staff of Public Agencies, except through programs which may, from time to time, be expressly and specifically approved by Council.

SECTION 7 REQUIREMENT FOR APPROVED FUNDS

- 7.1. Net Departmental expenditures are authorized by Council each year as part of the Annual Budget process. Upon Council's approval of proposed budgetary estimates, this Policy shall govern the levels of authority for approvals required for the expenditures. Capital Purchases approved for specific projects and values shall be considered as approved by Council and further Council approval will be required only in the event of an Irregularity or Bids received over the allocated budgeted figure. Prior to budgetary estimates receiving Council approval, regular operational expenses shall be considered authorized, and capital Purchases shall require a resolution of Council prior to Purchase.
- 7.2. The exercise of authority to award a Contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved budget. Budgets may from time to time be altered by Council resolution. It shall be the responsibility of the Department Head to ensure sufficient funds remain prior to commencement of the Procurement Process. This shall include verifying of budgeted funds to those already committed to ensure available funds with the Treasurer.
- 7.3. Where Goods and/or Services are routinely Purchased or leased on a multi-year basis, the exercise of authority to Award a Contract is subject to:
- The identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates; and
 - The requirement for the Goods and/or Services will continue to exist in subsequent years, and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available.
- 7.4. The Treasurer will co-ordinate all leasing requirements. The Treasurer will ensure that all lease commitments comply with Municipal Act 2001, as amended, and regulations made thereunder.

SECTION 8 EXCEPTIONS & EXEMPTIONS TO METHODS OF ACQUISITION

8.1. Volatile Market Conditions

Notwithstanding the provisions of this policy, where market conditions are such that long term price protection cannot be obtained for Goods and/or Services, such as in the case of a fluctuating Canadian Dollar, the Department Head will obtain competitive prices for short term commitments until such time as reasonable price protection and firm market pricing is restored.

8.2. Sole Source Procurement

Purchase by Negotiation may be adopted, if in the judgment of the Treasurer and in consultation with the requisitioning Department Head any of the following conditions apply:

- a. Goods and/or Services are in short supply due to market conditions;
- b. The sources of supply are restricted to the extent that there is not effective price Competition, or consideration of substitutes is precluded due to any of the following:
 - components or replacement parts for which there is no substitute.
 - there is only one Vendor who can provide the Commodity by the specified date required.
 - specific standards are adopted by Council.

- c. Work is required where a Vendor has already been secured through a Tender process, with established unit prices by another party, and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the Township;
- d. After the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for Quotations/Proposals;
- e. When only one Bid is received through the Procurement Process and it is impractical to recall the requirements of the call for Bids; and
- f. There is documented evidence that the extension or reinstatement of an existing Contract would prove most cost effective or beneficial.

8.3. Single Source

When there is more than one source in the open market, but for reasons of standardization, function, or service one Vendor is recommended for consideration of the particular Commodity, such as:

- Compatibility with an existing product, facility or service is required; and
- The Vendor for function or service has skills related to and existing knowledge of the nature of the service,

The Department Head requesting Sole or Single Source must obtain written approval by the Treasurer before making a purchase. Upon approval by the Treasurer, further approval shall be required by Council for purchases over \$10,000.

8.4. Service Contract Renewal

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

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

8.5. Emergency Procurement

Notwithstanding the provisions of this policy, the following shall only apply in case of an Emergency, when an event occurs that is determined by a Department Head or the CAO to be a threat to:

- the public health;
- the welfare of persons or of public property; or
- the security of the Township's interests and the occurrence requires the immediate delivery of Goods and/or Services and time does not permit for competitive Bids.

The above criteria are to be applied on the basis of:

- i) **Procurement under \$10,000:**
Wherever feasible, the Department Head shall secure by the most open market procedure at the lowest obtainable price, any Goods and/or Services required.
- ii) **Procurement over \$10,000:**
The Department Head shall obtain the prior approval of the CAO. An information report shall be submitted to Council explaining the actions taken and the reason(s) therefore.

SECTION 9 METHODS OF PROCUREMENT

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Appendix "A" do not fall under the guidelines of this Procurement Policy and shall be subject to applicable Policies and Procedures established from time to time.

9.1. Procurement of Goods and/or Services

Where the required Goods and/or Services can be specified, (and such Goods and/or Services are not covered by a Standing Order), they shall be acquired by Purchase Acknowledgement.

Where it is estimated that the value of the Goods and/or Services, inclusive of all delivery charges but prior to taxes, will cost:

a. Non-Competitive and Low-Value Purchasing: \$0 to \$2,000.00

- Goods and/or Services to be procured with an estimated value of \$2,000.00 or less will follow the guidelines that are described in the non-competitive and low value purchasing process.
- The goal of the non-competitive and low-value purchasing process is for the Township to procure budgeted Goods and/or Services which are not of great monetary value but are essential to the daily operation of the Township.
- Only the Department Head, or designate in the absence of the Department Head, may make purchases in accordance with the non-competitive and low-value purchasing process.

b. Information Quotation: \$2,000.01 to \$10,000.00

- An Informal Quotation is an informal request for the prices of Goods and/or Services for the Township from potential suppliers, for budgeted purchases over \$2,000.00 but less than \$10,000.01. A bid deposit and/or performance bond is not required under this process.
- Informal Quotations are not required to be advertised publicly. Department Heads may solicit Quotations directly from potential Vendors.
- Where possible and practicable, three (3) quotations are required for every purchase made under the Informal Quotation process. Quotations are required to be made in writing.
- Procurement that occurs through the Informal Quotation process must be part of either the operational or capital budget for that year.

c. Request for Quotations: \$10,000.01 to \$25,000.00

- A Request for Quotation is a publicly advertised request for the prices of Goods and/or Services for the Township from potential suppliers, for budgeted purchases over \$10,000.00 but less than \$25,000.01. A bid deposit and/or performance bond is not required under this process.
- The goal of the Request for Quotation process is for the Township to best procure a Good and/or Service, of which the specifications have been pre-determined by Council, the CAO, Treasurer, and/or a Department Head, and procurement is to occur in an expedient and cost-efficient fashion.
- Where possible and practicable, three (3) quotations are required for every purchase made under the Request for Quotation process. Quotations are required to be made in writing.
- Procurement that occurs through the Request for Quotation process must be part of either the operational or capital budget for that year.

d. Request for Tenders: \$25,000.01 and over

- A Request for Tender is a formal process whereby the Township distributes a detailed description of exactly what Good and/or Service they require, to potential bidders or tenderers.
- The goal of the Request for Tender process is for the Township to best procure a Good and/or Service of which the specifications have been pre-determined by Council, the CAO, Treasurer, and/or a Department Head.
- Further guidelines regarding the Request for Tender process are located in Appendix 'C', attached to and forming part of this By-law.

9.2. Requests for Proposals

This method of acquisition shall only be used for the solicitation of Bids when the requirements for Goods and/or Services cannot be definitely specified, the requirements

of the Township are best described in a general performance specification, and innovative solutions are sought. Depending on its terms, the Process may involve Negotiations subsequent to the submission of Bids on any or all of the specifications, contract terms, and prices.

The goal of the Request for Proposal process is for the Township to best procure a Good and/or Service, of which the specifications are partially or entirely unknown, and are to be partially or entirely proposed by the bidder or tenderer.

Guidelines regarding the Request for Proposal process can be found in Appendix ‘D’, attached to and forming part of this By-law.

METHODS OF PROCUREMENT – SUMMARY TEMPLATE

The following is a summary of authorized procedures for the Procurement of Goods and/or Services.

COST OF PROCUREMENT	PROCUREMENT METHOD	METHOD/ADVERTISING	AUTHORITY	PURCHASE CONTRACT
1. GOODS AND SERVICES				
Up to \$2,000.00	Low Value Purchase	<ul style="list-style-type: none">• Must demonstrate good value for the Township• Public advertising not required	Department Head	<ul style="list-style-type: none">• Petty cash• Purchasing Card• Supplier Account
\$2,000.01 to \$10,000.00	Informal Quotation	<ul style="list-style-type: none">• Competitive quotes directly obtained at the discretion of the Department Head• Must demonstrate good value for the Township• Public advertising not required	Department Head Treasurer	<ul style="list-style-type: none">• Purchasing Card• Supplier Account
\$10,000.01 to \$25,000.00	Request for Quotation	<ul style="list-style-type: none">• Minimum of three written quotes, where possible• Treasurer/CAO may directly obtain quotations• Public advertising at the discretion of the Department Head	Department Head CAO Treasurer	<ul style="list-style-type: none">• Purchasing Card• Supplier Account
\$25,000.01 and up	Request for Tender	<ul style="list-style-type: none">• Public advertising required through the Township website at a minimum• Bid request administered by the Treasurer• Minimum of two written proposals obtained	Council	<ul style="list-style-type: none">• Supplier Account• Purchase Acknowledgement
2. SALE OF SURPLUS GOODS				
Sale of Surplus Goods		<ul style="list-style-type: none">• Report to Council over \$3,000.00	Treasurer &/or Council	
3. REQUESTS FOR PROPOSALS				
Under \$25,000.00	RFP	<ul style="list-style-type: none">• Public advertising required through the Township website at a minimum• Bid request administered by the Treasurer• Minimum of two written proposals obtained	Department Head CAO/Clerk Treasurer	<ul style="list-style-type: none">• Supplier Account• Purchase Acknowledgement
Over \$25,000.00	RFP	<ul style="list-style-type: none">• Public advertising required through the Township website at a minimum	Council	<ul style="list-style-type: none">• Supplier Account• Purchase Acknowledgement

		<ul style="list-style-type: none">• Bid request administered by the Treasurer• Minimum of two written proposals obtained		
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SECTION 10 REPORTING

GOODS AND/OR SERVICES and PROFESSIONAL AND CONSULTING SERVICES

10.1. Where the:

- a. value of the Goods and/or Services is less than \$25,000.00; **and**
- b. procedures defined by this Policy have been followed; **and**
- c. Purchase is within the approved Department net budget amount; **and**
- d. lowest responsive Bid is being recommended; **then**

no report to Council is required and the Department Head shall execute a Purchase Acknowledgement or arrange for a Contract to be signed by the Department Head or Corporate Signing Officer(s).

10.2. Council approval is required where the:

- a. value of the Goods and/or Services is over \$25,000.00; **or**
- b. the Procurement Policy is being waived; **or**
- c. Purchase exceeds the approved capital budget; **or**
- d. lowest responsive Bid is not being recommended; **or**
- e. there was no provision in the budget for the item, **or**
- f. the Clerk requests that a report be presented for Council consideration and approval.

Based on the above criteria, a Purchase Acknowledgement shall be issued and/or Contract executed by the Mayor and the Clerk or Treasurer in accordance with the reporting guidelines in this Policy.

10.3. All Contracts will be held by the Treasurer with copies being sent to the issuing Department. The Department shall be responsible for ensuring executed Contracts are forwarded to the Vendor.

SECTION 11 DISPOSAL OF SURPLUS GOODS

11.1. The Department Head shall notify the Treasurer once any item has been deemed as a surplus asset for Disposal. If the value is greater than \$3,000.00, the Treasurer shall obtain the approval of Council prior to Disposal.

11.2. Revenue generated from the Disposal of assets may be credited to the appropriate equipment replacement reserve for future Purchase of Goods and/or Services.

SECTION 12 CONFLICT OF INTEREST

12.1. All employees and Councillors shall disclose as soon as they become aware of (and as circumstances change) any business or personal relationship they might have which might create a potential, perceived, or real conflict of interest relative to the Procurement of Goods and/or Services for the Township.

12.2. All employees authorized to Purchase on behalf of the Township shall be required to declare any known or perceived Conflict of Interest to the Township.

12.3. All Vendors shall disclose any perceived, potential, or real conflict of interest to the Township in the Bid documents. If such a conflict of interest does exist, the Township, as directed by the Department Head, may, at its discretion, temporarily halt the Purchase from the Vendor until the matter is resolved. Furthermore, if during the conduct of a Township assignment, a Vendor becomes aware of a potential, perceived, or real conflict of interest, then the Vendor shall so inform the Township immediately.

APPENDIX “A” – GOODS AND/OR SERVICES “EXEMPT”

Petty Cash Items

Training and Education

- Conferences/courses
- Conventions/Seminars
- Memberships
- Periodicals/magazine subscriptions
- Staff training/development/workshops

Employee Expenses

- Advances
- Meal allowances
- Travel & Hotel accommodation
- Entertainment
- Miscellaneous – Non-Travel

Employer’s General Expenses

- Payroll deduction remittances
- Licenses (vehicles, radios, etc.)
- Debenture payments
- Grants to agencies
- Insurance Claim Payments
- Real Estate Costs
- Courier and freight
- Licenses
- Payments of damages
- Tax remittances
- Charges to/from other Government or Crown Corporations
- Employee income
- Employee benefit payments and premiums
- Petty Cash Replenishments
- Sinking Fund Payments
- Building Lease Payments
- General IT manufacturer’s warranty agreements
- Charges to and from Area Municipalities in association with legal agreements

Professional and Special Services

- Committee fees
- Temporary Help
- Banking and Underwriting Services where covered by Agreements
- Workers Compensation Payments
- Legal Services or Settlements
- Audit Services
- Planning Services
- Benefit Agent
- Honoraria
- Donations
- Arbitrators

Utilities

- Postage
- Telephone/Cable Services
- Water and sewer charges
- Hydro
- Natural Gas
- Fuel for vehicles

APPENDIX “B” – BID IRREGULARITY

BID IRREGULARITY

A Bid Irregularity or Irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a Bid request and the information provided in a Bid response.

For the purpose of this policy, Irregularities are further classified as “Major Irregularities” or “Minor Irregularities”.

A “**Major Irregularity**” is a deviation from the Bid request that affects the price, quality, quantity, or delivery, and is material to the Award. If the deviation is permitted, the Bidder could gain an unfair advantage over competitors. The Department Head must reject any Bid which contains a Major Irregularity. The Bidder will be notified of the rejection due to the Major Irregularity.

A “**Minor Irregularity**” is a deviation from the Bid request which affects form rather than substance. The effect on the price, quality, quantity, or delivery is not material to the Award. If the deviation is permitted or corrected, the Bidder would not gain an unfair advantage over competitors. The Department Head may permit the Bidder to correct a Minor Irregularity.

MATHEMATICAL ERRORS – RECTIFIED BY STAFF

The Department Head will correct errors in mathematical extensions and/or taxes, and the unit price will govern. If, based on the corrected total the required Bid deposit is insufficient, the Bidder shall be notified and will be given 24 hours to rectify the issue or the Bid will be automatically rejected.

ACTION TAKEN:

The Department Head and Treasurer will be responsible for all action taken in dealing with Irregularities, and will act in accordance with the nature of the Irregularity:

- Major Irregularity (automatic rejection)
- Minor Irregularity (bidder may rectify)
- Mathematical error (additions or extensions) as above

In the event that the Bidder withdraws their Bid due to the identification of a Major Irregularity, the Township may disqualify such Bidder from participating in Township Quotations/Tenders/Requests for Proposals for a period of up to one year.

APPENDIX “C” – TENDER PROCESS

Where the quantity and quality of a Commodity has been defined, Tenders will be called for all Commodities with a value exceeding \$25,000.00 by way of public advertising or invitational Bid.

Advertising

The Department Head and/or Treasurer will advertise and distribute Tenders:

- All public Tenders are advertised on the Township of Ryerson Website.
- As a procurement best practice, the Township shall maintain a Qualified Vendor Roster. Participants of the Qualified Vendor Roster who have expertise in the Commodity being procured may be sent the Tender directly.
- At the discretion of the Department Head, Tenders may be advertised in a local, regional and/or construction newspaper and/or on procurement websites.
- Advertisements must include the following information (if applicable): title, Tender number, brief description of the Commodity being Tendered, site meeting time/date/location, contact names for Purchasing inquiries, document fee, and location for pick up and drop off of Bid documents.
- In some instances, the Tender may be issued to help develop and/or refresh the Qualified Vendor Roster. During this process, potential Vendors will be screened using such factors as financial capability, reputation, qualified staff and equipment management, ability to support, and product quality.
- The Township reserves the right to limit the submission of Bids to those Vendors on the Qualified Vendor Roster.

Where possible, at least fifteen days’ notice shall be given between the date of the advertisement/notice and the closing time of the Tender. However, a Tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the Commodity being Tendered.

A Bidder may be disqualified for contacting or questioning Township Staff or Council regarding details of the Tender unless that person is the Township’s Lead Contact.

All Bids must be addressed to the Lead Contact, Township of Ryerson, on documents provided and returned in the envelope if provided with the Tender package.

Release of Tender Documents

- (a) **Privilege Clause:** All Tender documents shall contain the following statement: “The lowest or any Bid will not necessarily be accepted and the Township reserves the right to award any portion of this Tender”, or words to that effect.
- (b) **Bond Agreement:** Where a Performance and/or Maintenance Bond and/or Labour and Material Payment Bond is required, the Tender document must contain an “Agreement to Bond”, to be executed by the Bidder and returned with the Bid.
- (c) **Bid Surety Requirements:** Bid deposits and Bid Bonds are guarantees that a Bidder will enter into a Contract with the Township.

Where deemed necessary by the Department Head, or where labour (or services) and material are involved, a Bid deposit or Bid Bond is required in an amount equal to ten (10%) per cent of the Bid price.

Bid deposits must be cash, certified cheque, bank draft, money order, irrevocable letter of credit, or Bid Bond.

Any Bid received without the required Bid deposit or Bid Bond shall be disqualified.

- (d) Performance and Maintenance Bonds: Performance Bonds guarantee performance of the terms of the Contract. This Bond protects the Township from financial loss should the Vendor fail to perform the Contract in accordance with its terms and conditions. Maintenance Bonds provide upkeep of a project for a specified period of time after the project is completed. This Bond guarantees against defective workmanship or materials.

Where deemed necessary by the Department Head, or where the Township could experience significant financial loss should a Vendor's failure to perform the Contract within the terms and conditions of the Contract, a Performance Bond is required.

Where deemed necessary by the Department Head, or where the Township could experience significant financial loss or other harm as a result of defective workmanship or materials, a Maintenance Bond is required.

Performance and/or Maintenance Bonds must be in the amount of fifty (50%) per cent of the Contract price for Contracts up to One Hundred Thousand (\$100,000.00) Dollars. Where the Contract price exceeds One Hundred Thousand (\$100,000.00) Dollars, the Performance and/or Maintenance Bonds must be in the amount of one hundred (100%) per cent of the Contract price.

- (e) Labour and Material Payment Bonds: Labour and Material Payment Bonds are guarantees that the Vendor will make payment for obligations under the Contract for subcontractors, labourers, and materials suppliers associated with the project.

Where deemed necessary by the Department Head, or where the Township could experience significant financial loss should a Vendor fail to pay its obligations under the Contract for subcontractors, labourers, and materials suppliers associated with the Contract, a Labour and Material Payment Bond shall be required.

Labour and Material Payment Bonds shall be in the amount of fifty (50%) percent of the Total Award Price, up to One Hundred Thousand (\$100,000.00) Dollars, and one hundred (100%) percent of the Total Award Price over One Hundred Thousand (\$100,000.00) Dollars.

- (f) Insurance: Where deemed necessary by the Department Head, or where the Township could experience significant financial loss, the Tender shall require that an insurance certificate be provided. The insurance coverage must be a minimum of Five Million (\$5,000,000.00) Dollars for liability, bodily injury and property, unless alternatively stated in the Tender document. The insurance policy will require that the Township be added as an additional named insured (for the project in question) and that the Township be notified in advance in the event that the insurance policy is cancelled or changed in any manner.
- (g) Occupational Health and Safety: All Tender document forms and Contracts shall require that the Occupational Health and Safety Act be complied with.
- (h) Workplace Safety and Insurance Board Certificate (WSIB): All Tender document forms and Contracts involving a labour component shall require a WSIB Certificate of Clearance from the Vendor.
- (i) Penalty Clause: All Tender documents shall include a penalty clause, whereby a pre-tax daily charge is imposed on a contractor who fails to complete the

assigned duties to a standard that meets the approval of the Township, in its sole discretion, by the date(s) established in the Tender document.

Receipt and Opening of Bid Documents

The Township will refuse to accept any Bid that is:

- Not sealed
- Received after the closing deadline
- Submitted after a Tender has been cancelled.

Requests for withdrawal of a Bid shall be allowed if the request is made before the closing time for the Tender to which it applies. Requests must be directed to the Lead Contact by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a Bid does not disqualify a Bidder from submitting another Bid on the same Tender, subject to the provisions of Appendix B.

- (a) Timed and Dated: When Bids are received they shall be time and date stamped. Bid envelopes shall be dated, timed and initialed by the person receiving the Bid, and placed in a secure location until the Tender opening.
- (b) Number of Bids and Bidder Name not to be Divulged: The number of Bids received and the names of Bidders are confidential and shall not be divulged prior to the Tender opening.
- (c) Bid envelopes: Bids shall be received in an envelope clearly marked as to contents, including:
 - Tender Number and Title
 - Name and Address of Bidding Firm
- (d) Bids Received After Closing Time and Date: Bids received after the closing time shall be noted and returned unopened to the Bidder, as soon as possible. If a late Bid is received without a return address on the envelope it shall be opened, the address obtained, and then returned. The covering letter will advise why the envelope could not be returned unopened.
- (e) Alternative Bids: Unsolicited alternative Bids shall not be considered. If a Bidder wishes to extend alternative bids under the same Tender, they must obtain permission to do so, in writing, from the Lead Contact. Permission will only be granted based on the specific nature of the Commodity being Procured. All required Bonds and Deposits must be provided based on the dollar value of the highest Bid.
- (f) Two Bids for Same Tender - Same Envelope: If two Bids for the same Tender are received in the same envelope, the Bids must be contained in separate envelopes within the exterior envelope and must be marked as Bid A and/or Bid B. If the two Bids are not contained in separate envelopes within the exterior envelope, the lowest Bid in the envelope shall be considered the intended Bid.
- (g) Two Bids Same Tender – Different Envelopes: If two Bids for the same Tender are received in different envelopes the envelope with the latest date and time received shall be considered the intended Bid.
- (h) Bids Received By: Bids shall be received by the Municipal Office Staff.
- (i) Tender Opening: Bids shall be opened in public by Township Staff, preferably in the presence of the Department Head. The names of those individuals in attendance, the time and date of the opening, the names of the firms submitting

a Bid, the completeness of each Bid received, and the total Bid price of each Bid shall be recorded at the opening.

- (j) Bid Irregularity: All Tenders shall be inspected for the presence of any Bid Irregularities. Such Irregularities shall be dealt with in accordance with Appendix 'B', attached to and forming part of this By-law.
- (k) One Tender Received: If only one Bid is received, the Township has the option of not opening the Bid and closing the call for Tender.

Action when all Bids Received are Over Budget

At such time that a Tender closes, the competition is over. If all Bids are over budget, Council shall review the submissions and may elect to cancel the Tender. The scope of the project must be reviewed prior to re-Tender. If complete re-Tender is not financially viable or the project is required immediately, as determined by the Council and/or the Opening/Evaluation Committee, two procedures are acceptable:

- a) Negotiate with the lowest Bidder(s); or
- b) Re-Tender via post-Tender addendum to the lowest three Bidders, provided that there are tangible changes in the scope of the work, and with a view to bringing the cost of the project within the budget.

Return of Deposit Cheques

- (a) Immediately following the Tender opening, all Bid deposit cheques (other than those of the two lowest Bidders) shall be returned to the applicable Bidders by regular mail, or pick-up by the Bidder. In the case of a pick-up, the person picking up the Bid deposit shall execute a receipt.

Upon receipt of the executed Contract and all other required documents in a format acceptable to the Township, the deposit cheque of the second low Bidder shall be returned by regular mail or pick-up by the Bidder. In the case of a pick-up, the person picking up the Bid deposit shall execute a receipt. The Bid deposit of the successful Bidder will be held as performance Surety until completion of the project.

- (b) The Bid deposit cheque of the successful Bidder shall be cashed, and the funds returned with payment of the final invoice upon successful completion of the tender.

Action When Successful Bidder Does Not Finalize Contract

After Tender opening, if the successful Bidder should fail to sign the Contract or fail to provide any required documents (e.g., Bonds) within the specified time, the Department Head may grant additional time to fulfill the necessary requirements or may recommend that either:

- a) The Tender be Awarded to the next highest Bidder; or
- b) The Tender is cancelled.

In either case, the deposit of the originally Awarded Bidder is forfeited to the Township.

Execution of Contract

After the Tender opening, a report to Council is required which describes the bids received and provides a written recommendation.

Council is responsible for approving a Vendor. Upon Council's approval, the Department Head shall ensure that a Contract is executed by the Mayor and Clerk or Treasurer, or a Purchase Acknowledgement is issued.

APPENDIX “D” – REQUEST FOR PROPOSAL PROCESS

REQUESTS FOR PROPOSALS (RFPs) may be called by way of public advertising or invitational Bid, as outlined in the Township’s Procurement Policy. In the event that there is an applicable Standing Order for the Commodity, that Standing Order shall be used to a limit of \$5,000.00 as set out herein:

- When the Commodity cannot be definitely specified, or
- When the Commodity is non-standard or specialized in nature, or
- The cost is only a minor component making up the Award.

Advertising

The Department Head will advertise and distribute RFPs:

- All public RFPs are advertised on the Township of Ryerson Website.
- As a procurement best practice, the Township shall maintain a Qualified Vendor Roster. Participants of the Qualified Vendor Roster who have expertise in the Commodity being procured may be sent the RFP directly.
- At the discretion of the Department Head, RFPs may be advertised in a local, regional and/or construction newspaper and/or on procurement websites.
- Advertisements must include the following information (if applicable): title, RFP number, site meeting time/date/location, contact names for Purchasing inquiries, document fee, and location for pick up and drop off of Bid documents.
- In some instances, the RFP may be issued to help develop and/or refresh the Qualified Vendor Roster. During this process, potential Vendors will be screened using such factors as financial capability, reputation, qualified staff and equipment management, ability to support, and product quality.
- The Township reserves the right to limit the submission of Bids to those Vendors on the Qualified Vendor Roster.

The closing date is usually a minimum of 30 calendar days after the date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Bids must be addressed to the Lead Contact, Township of Ryerson. The Office Staff will receive all sealed submissions and will date and time stamp and initial all submissions.

The Township of Ryerson will refuse to accept any submission that is:

- Not sealed
- Received after the closing deadline
- Submitted after an RFP has been cancelled.

Requests for withdrawal of a Bid shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the Lead Contact by letter or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a Bid does not disqualify a Bidder from submitting another Bid, subject to the provisions of Appendix ‘B’.

A Bidder may be disqualified for contacting or questioning Township Staff or Council regarding details of the RFP unless that person is the Lead Contact.

Bids received shall be evaluated on the basis of quantitative and qualitative criteria by an Evaluation Committee. Each Evaluation Committee member shall evaluate the Bids separately. The recommended Bid is the one that achieves the highest average overall score based on the combined evaluations of all Evaluation Committee Members.

RFP results, if requested, may be made public by the Department Head.

Request for Proposals are not formally opened in public, nor is it required to disclose prices or terms at the time of submission. If only one Bid is received, the Department Head has the option of not opening the Bid and closing the Request for Proposal.

Where the required Goods and/or Services cannot be specified, and it is estimated that the value of the Goods and/or Services (excluding all taxes) cost:

a. **\$25,000.00 or less**

- A written Bid must be acquired by the initiating Department.
- No report to Council is required.
- A Purchase Acknowledgement must be issued.

b. **Over \$25,000.00**

- Proposal guideline documents shall be processed through the Department and shall be advertised on the Township website, at a minimum.
- Bids will be evaluated on the basis of quantitative and qualitative criteria, established and rated by the Evaluation Team.
- A report to Council is required from the Issuing Department for Council consideration and approval.
- Upon Council's approval, a Contract must be executed by the Mayor and the Clerk or Treasurer.

APPENDIX “E” – MINIMUM STANDARDS & REQUIREMENTS FOR PURCHASING CARD USE

The following are the minimum standards or requirements to govern the use of Purchasing Cards in accordance with this Policy. Other Procedures may be developed in accordance with this Policy.

1.0 Authority

- 1.1 The Mayor, members of Council, CAO, Clerk, Treasurer, and Township Department Heads are authorized to use a Township Purchasing Card.
- 1.2 Department Heads are empowered to authorize employees within their department to use a Township Purchasing Card in keeping with this Policy and procedures.

2.0 Purchasing Card Coordination

- 2.1 The Treasurer shall be the Purchasing Card Coordinator.
- 2.2 The Purchasing Card Coordinator is responsible for the Purchasing Card co-ordination function within the Township of Ryerson.

3.0 Purchasing Card Use

- 3.1 Purchasing Cards must not be used:
 - a) When the total Purchase price exceeds the credit limit on the card (in accordance with the Procurement Policy, purchases shall not be split to avoid the approval levels required);
 - b) When the cost of the Goods and/or Services would be significantly increased as a result of using the Purchasing Card and an alternative method of payment is available (e.g., a sizeable discount is provided by the Vendor as a result of not using the Purchasing Card);
 - c) When the Goods and/or Services are available under an existing Blanket Purchase Order or Contract;
 - d) For personal Purchases; and
 - e) To obtain cash advances;
- 3.2 No cardholder may accept cash or a cheque from a Vendor who is making a refund pertaining to a transaction previously charged to a Purchasing Card account. The Vendor in all cases must issue a credit voucher.
- 3.3 Cardholders will be held accountable for any misuse or willful disregard of policies or operating procedures, which result in a loss of money, fraud or collusion.
- 3.4 The Township of Ryerson reserves the right to withdraw Purchasing Card privileges from any employee who has used the Purchasing Card in a manner which contravenes the Purchasing Card Policy and Procedures. It is the responsibility of the Treasurer to collect the Purchasing Card from employees who have had their privileges revoked and on termination of employment of any employee with the Township of Ryerson.

4.0 Responsibilities

- 4.1 Governance Responsibility
 - a) Council is responsible for establishing the credit limit for all card holders and reviewing the same on an ongoing basis;

- b) A Council signing officer is responsible for reviewing and approving, on a monthly basis, the Purchasing Card Monthly Statements for all Purchases charged by all card holders.

4.2 Treasurer's Responsibility

The Treasurer is responsible for:

- a) Ensuring that all employees adhere to this Policy and its procedures;
- b) Ongoing monitoring and controlling the use of Purchasing Cards by the Township;
- c) Establishing the credit limit, in consultation with the Mayor, for all cardholders and reviewing the same on an ongoing basis;
- d) Reviewing and approving, on a monthly basis, the Purchasing Card Monthly Statements for all Purchases charged.

4.3 Cardholder Responsibility

The Cardholder is responsible for providing supporting documentation (e.g. sales slips, cash register and credit receipts, refund credits, sales tax information) related to all Purchases made with the Purchasing Card for reconciliation, account verification, payment, and audit purposes.

5.0 Purchasing Card Limits

5.1 Purchasing Card limits shall be established as follows:

- a) CAO: \$6,000.00
- b) Department Heads: \$2,500.00
- c) Members of Council: \$2,000.00
- d) Other Assigned Employees: \$1,000.00

5.2 Any deviations from the Purchasing Card limits outlined above, which are in force at the time this By-law is passed, shall be deemed not to be in contravention with this clause.



Councilor Report

To:	Ryerson Township Council
From:	Councillor Patterson
Date of Event:	May 02, 2024
Topic:	AHHC update
Report Date:	May 29, 2024

Importance to the Township of Ryerson:

Many discussions have occurred regarding our healthcare options in Almaguin. The AHHC is planning to have a study completed to find out what services are available, where they are, and what services are still needed. This information will help develop future healthcare in Almaguin. Each Municipality that is part of the AHHC will be asked to contribute to this study. Funds could be taken from our Almaguin Local Share. The process is expected to be completed by the fall.

The MAHC hospital foundation will begin their fundraising efforts for the x-ray equipment in Almaguin and expects it will take 2-3 years to raise the necessary funds.

Sign up for **MAHC builds and local share updates**. We must continue to be a strong voice for "One hospital, two sites." Please learn all that you can and talk to everyone about the importance of this project going forward.

[Made-In-Muskoka Healthcare | Imagining the future of Made-In-Muskoka Healthcare \(madeinmuskokahealthcare.ca\)](#)

And email Muskoka Algonquin Healthcare info@mahc.ca to get weekly updates

We continue to support all efforts in having Kearney and McMurrich Monteith in our catchment area. This would increase the number of medical staff the government funds for this area.

The lab continues to be closed due to staffing shortages. This creates issues for other staff working in the building as the people are obviously frustrated and upset. AHHC members discussed how we could let people know that the lab is closed due to staffing shortages before they left home.

Good morning AHHC members,

As discussed at our May meeting of the AHHC, I reached out to the lab regarding closures and how we might assist in getting the message shared broader. Going forward as I receive notices I will share with you to be shared with your municipality.

MAHC also shared the following:

"We have restructured the service at the Collection Centre and are in the process of implementing some improvements. One staff will be permanently in the location and both staff are able to perform the venipuncture. We hope this will help with patient flow and workload."

Once we have been notified of a lab closure, can we get it up on our Facebook page and website immediately?

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 28th day of May, 2024.

Mayor

Clerk



Policy OPS – 2021-01

Municipal Road Construction Minimum Standards

Implemented: May 28, 2024

Revision Date: May 28, 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 subgrade 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

Women's Own Resource Centre

The Township of Ryerson

May 1st, 2024

Dear Mayor and Council,

I am writing to you on behalf of the Women's Own Resource Centre (WORC), which is a non-profit, registered charitable organization. We provide information, referral and support to women, girls and families of the Almaguin Highlands to assist them in working toward their economic goals. Our Rural Outreach Program Endeavour (ROPE) provides workshops in self-employment, networking, mentoring and life skills.

The Women's Own Resource Centre was established in 2000, is centrally located in the Almaguin Highlands district and has been successfully helping women and their families for over twenty years. We serve a rural population of approximately 30,000 permanent residents that include many working poor families that are unable to qualify for current forms of government assistance and services. WORC serves northern, low-income, rural women who may have experienced violence or abuse in their lives. Many of these women have poor self esteem, few assets and limited family support. These women face numerous barriers which are worsened by their isolation and increased financial cost of basic social inclusion. The support of WORC is essential in working with them on a plan for recovery and growth.

The Rural Outreach Program Endeavor encompasses workshops which are offered free of charge with financial support being available for transportation and childcare costs to increase accessibility and remove as many barriers as possible. In addition to supporting women in creating sustainable livelihoods through achieving economic independence, WORC provides business services, business plan assistance, one to one consultations, information sharing, support, referrals, resources and hosts a large donation network.

From April 1st, 2023 to March 31st, 2024, our Centre recorded 3,167 drop-ins, 853 phone calls, 2,802 emails and 81 one to one consultations for business development, personal and crisis calls throughout the year. Our Entrepreneurial Skills Training workshop supported 16 women in 2023/24 through the process of starting a small business with 11 of these women launching businesses throughout the Almaguin Highlands and an additional 2 hoping to launch within the next year. Our Life Skills Training workshop supported 19 women in 2023/24 and 234 individual women participated in local Resource & Business Network Luncheons. WORC responded to 10 crisis calls which includes 7 in regards to violence against women. 1,211 clients accessed our donation network this past year – the Donation Network continues to be a growing resource in the Almaguin Highlands for those struggling to afford the basic necessities of life. We keep a dedicated room at our office for donated items which includes clothing, linens, household items, shoes, boots, winter jackets, hygiene products and more which anyone can access at anytime with no requirement to prove eligibility.

In addition to core programming, WORC partnered with local organizations including ACED, AHCC, NECO, The Labour Market Group and others to organize and host the RED Gala in October of 2023. WORC also organized and hosted our second annual International Women's Day Celebration on Friday March 8th, 2024 bringing in Internationally known speaker, comedian and best selling author, Kate Davis, to speak on the 2024 theme of Inspire Inclusion, women's mental health and the importance of being kind to each other and surviving life's tough times with humor. The event was sold out with 125 women attending from across Almaguin. In 2023, WORC launched a new program to support children in Almaguin in going back to school – we

105 Ottawa Ave., Box 155, South River, ON P0A 1X0

Phone: (705) 386-9672 Toll Free: 1-888-640-8668

Fax: (705) 386-7111 Email: info@womensownresource.org

www.womensownresource.org

Women's Own Resource Centre

were able to sponsor 60 local children with backpacks, lunch kits, running shoes and school supplies to help foster a successful start to the new school year. WORC was also able to support 16 families from across the region for our annual Christmas Sponsorship Program with grocery gift cards and toys for children. These sponsorships were made possible through fundraising initiatives at our office along with support from individuals in the community.

In 2023, WORC received a grant from the Ontario Trillium Foundation to launch a Travelling Community Kitchen Program in response to the increasing struggle we are seeing across the region with food insecurity due to the increase in the price of living. The program has focused on creating affordable homemade meals, budgeting, kitchen skills and reducing social isolation by helping participants to foster connections in their communities. This program has been hugely successful with 236 people participating in four workshop weeks (encompasses three full days of community kitchens) which has covered North, Central and South Almaguin – every round has had full registration with a waiting list. Two special sessions were also held in partnership with Almaguin Highlands Secondary School to bring these essential skills to Almaguin youth. The program funding is for a two-year program with WORC providing these Community Kitchens until February of 2025.

WORC's services continue to be needed in our region, as indicated by engagement numbers, to foster growth and ensure that the most vulnerable are not left without the supports they need to build sustainable livelihoods. As always, we will continue to be there for the residents of the Almaguin Highlands and are continually striving to address needs and create programming that helps to build the resiliency of women and their families in the Almaguin Highlands. These free workshops and programs are helping to create valuable community connections and ease some of the social isolation we have all experienced these last couple of years, felt heavily in rural regions such as the Almaguin Highlands.

In order to continue to offer these free programs and supports, the Women's Own Resource Centre is dependent upon funding from several sources. Donations help to ensure that we can continue to make important services and supports available to the women and families of the Almaguin Highlands. Donations also help us to provide outreach to those clients who are made increasingly vulnerable by their severe isolation due to the sheer size of our region.

We are asking for support from each municipality in the amount of .50 cents per capita to support new and continuing initiatives in 2024/25. We thank those who have supported us in the past and look forward to new working relationships and opportunities. Should you wish WORC to make a presentation to your council to discuss upcoming projects, or if you have any questions, please call 705-386-9672 or email jessica@womensownresource.org

We thank you for your time and consideration in this matter and we look forward to continuing our efforts to help women in the Almaguin Highlands thrive.



Jessica Busch
Program Manager

105 Ottawa Ave., Box 155, South River, ON P0A 1X0
Phone: (705) 386-9672 Toll Free: 1-888-640-8668
Fax: (705) 386-7111 Email: info@womensownresource.org
www.womensownresource.org



MUSKOKA ALGONQUIN
HEALTHCARE

on behalf of MAOHT

South Muskoka Memorial Hospital Site
75 Ann St., Bracebridge, ON P1L 2E4
705-645-4400 Ext 3212 Fax 705-645-4594

INVOICE

Customer

Name Township of Ryerson
Address 28 Midlothian Rd
Address Burk's Falls ON P0A 1C0

Date 1/Jan/2024
Invoice #2024-25

Qty	Description	Unit Price	TOTAL
	MAOHT- Recruitment Funding 2024		\$1,000.00
SubTotal			\$1,000.00
TOTAL			\$1,000.00

Prepared by:
Liza Bain
Financial Analyst



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: December 20, 2022

Resolution Number: R- 209 - 22

Moved by: Councillor Patterson

Seconded by: Councillor Miller

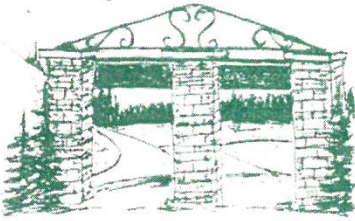
Be it resolved that Ryerson Township Council support the recommendation from the Almaguin Highlands Health Council (AHHC) and will commit up to \$1,000.00 annually for three years, to support the Muskoka and Area Ontario Health Team (MAOHT) Human Resources Task Force for the Human Resources Recruiter initiative.

Carried ☒ **Defeated** ☐


(Chair Signature)

Declaration of Pecuniary Interest by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yea	Nay	Abstention	Absent
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				



1881 - 1981

Armour, Ryerson and Burk's Falls Agricultural Society

P.O. Box 219, BURK'S FALLS, ONTARIO P0A 1C0

To: The Village of Burks Falls Council

From: The Armour, Ryerson and Burks Falls Agricultural Society

Date: May 14, 2024

Subject: Ice Removal from the ARBF Arena for the Annual Fair

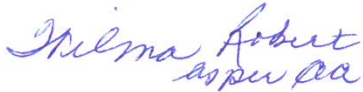
On April 18, 2024 the Armour, Ryerson and Burks Falls Agricultural Society had their monthly meeting. The minutes of the meeting between Councilors Ryan Baptiste and Sean Cotton, CAO Denis Duguay and recorder Camilla Barr were presented to the directors. The Directors of the ARBFAS were not pleased with the results of this meeting and would not pass the use of the tents for the 2024 Fair. As stated in our motion 01-23, hand delivered to your offices on October 23, 2023, the tents were used on a trial basis only and were deemed less than desirable. The tents were not erected in a timely manner and as the weather was excruciatingly hot, were very sauna like. Unfortunately, we did not hear back from you regarding said motion.

We would therefore ask that the whole council revisit the decision to refuse to remove the ice for the approximate 17 day period required for removal, the actual fair and then the time required to put the ice surface back. We, the ARBFAS, would request that the Burks Falls Council take into account the fact that this is a community arena shared by Ryerson, Armour and Burk's Falls. We respect the administration of the arena by Burk's Falls and the arena staff but feel there is a lack of understanding as to the importance of the fair to the community and the amount of work by the Agricultural Society to make it happen. As the fair is a 3 day event this year, which will bring revenue to the village, having the ice surface removed would allow our vendors to have a secure place to leave their

products. Also, due to the addition of certain events, our gate should also increase accordingly. The ARBFAS would very much appreciate your cooperation in this endeavour.

We look forward to hearing from you within 2 weeks of receiving this request.

Yours sincerely,

A handwritten signature in blue ink that reads "Wilma Robert" with "as per aa" written below it.

Wilma Robert,

President , ARBFAgricultural Society

And the directors of said Society.

Coral Mason, Rod Blakelock, Dawn Corless, Jim Creasor, Dianne Mulligan, Emily Keown, Matt Orr, Madison Burgess, Angela Friesen, Rob Thorne, Corine Thorne

WR/aa

Heritage Festival 2024

May 2024 Report

Vendors Market Registrations to date (last year we had 55)	93
Food Vendor Registrations to date (in addition to above vendors)	10
Car Show Registrations to date	46
NEW Tractor Display Registrations to date	7

What's new this Month:

- Legion to host live music (Tragically Hip Tribute) from 8 – 11 pm on Heritage Festival.
- History of Phil's tractor on display – one of the first sold in Burk's Falls
- Roads Dept. to roll the fairgrounds in May
- Popcorn & Bags ordered by Nieves - April 16, 2024
- Release of Heritage Festival promo video on Social Media – May 2024
- Carl Martin quote \$370 + HST to cut fairgrounds accepted – April 19, 2024
- Draft Schedule of Events submitted to Historical Society
- \$800 powder coating car show award donation – King Koatings
- Site visit planned for May 10 at 2:00 p.m. to assess fairgrounds and attraction locations
- Draft Sponsorship plan pending review by Car Show Organizers and H/S Members
- Fire Dept to set up two first-aid stations – EMS dispatch involved in emergency plan
- Bus shuttle route confirmed with Wilson Transportation (Legacy Centre, Armour Office, Burk's Falls Municipal Parking Lot, Library)
- Thunder Ridge Farm Horse Drawn Wagon Rides – confirmed April 24, 2024
- Dylan Hamilton to bring dump trailer - landfill run after the event (Jason to help)
- Obtaining quotes for tractor ribbons

Booked:

Reptile Adventure Camp – booked January 24, 2024

Allways Antique Photo – booked January 24, 2024

Ken the Balloon Guy – booked January 25, 2024

Cathy Still – to sing O'Canada

Food Services to Date: Agricultural Society, Sugar Nuts Mini Donuts, Big Squeeze

Lemonade/Smoothie stand, The Banger, Robby Steed's Food Truck, J & G's Food Wagon,

Grand North Bison, Muskoka Vending (prepackaged snacks), Johnny's Treats

Live Entertainment – Tina Turley & New Boots and Christina Hutt

Portable Washrooms – 5 regular / 1 wheelchair accessible – booked January 26, 2024

Inflatables – 52' obstacle course, bounce combo, generators, dunk tank & two 20 x 20 tents
(all inflatables **fully staffed**) – booked January 26, 2024

Face Painter – Olivia Richard-Ranta – booked January 26, 2024

In-town Shuttle Service – Wilson Transportation – booked January 29, 2024 (funding NOHFC)

Horse Drawn Wagon Rides – Armstrong's Thunder Ridge Farm – booked February 1, 2024

Commanda Museum participation – Vendors Market – celebrating 150 anniversary of Nipissing Colonization Road

Completed:

Permission to use Fairgrounds

Proof of Insurance provided to Village of Burk's Falls & Agricultural Society

Agricultural Society confirmed handout of free bottled water

Welcome Banner for stage received from Vista Print
Event registered on Eventbrite.ca
Roadside Bag Signs – received February 9, 2024
Historical Society's website updated to include a Heritage Festival webpage – streamlining communication

Pending:

Application to NOHFC for funding – Dave Gray assisting – deadline is 16 weeks before event (March 22) – submitted February 5, 2024 – Council resolution included
Jim Percy promoting car show – requesting prize donations
Bottled water – Quote received from Valu-Mart – to order a skid of water 2 weeks before
Poster creations of participating attractions – to promote starting in May
Kiddie Pool for bottled water
Vista Print for flyers (pending NOHFC funding)
Additional Portable Washrooms (pending NOHFC funding)

Historical Society Members: (confirmed March 2024)

Crowd Favourite Ballot Box Counting (Charlene, Kaiyla, Diane)
Select Heritage Festival Car Show Winner: Barry, George, Eugene
Sack Races/Egg Race/Tug of War Games for kids – **prize ribbons ordered March 19, 2024**
Volunteers to run games: Krista Trulsen to organize (**at least 2 – 3 for all games**)
Games set up by the Quonset hut with 10 x 10 tent
Purchase new 10 x 20 tent – Diane Brandt
Man the dunk tank cash box and game – Mike Quinton
Cash Float for Dunk Tank – Diane Brandt (\$200)
Donation Jars – one has HS Tent, the other at Car Show Judges Tent,
Second cash box at entrance for donations – Diane Brandt
Create programme
Mystery Box of artifacts? Promote local heritage – Krista Trulsen
Ordered popcorn and bags from Village – Nieve Guijarro (April 16)
Determine where want to be placed on the grounds – Centre Field
Design event poster & Firefighter Challenge poster - Diane

Roads Dept:

Level Fairgrounds
Stop Signs/Pilons
Place bag signs
Set up Bleachers
Water field in advance if required

Firefighter Challenge:

Co-ordinator: Paul Schaefer
Coin to recognize Retiring Fire Chief Dave McNay – design by his grandchildren
First Aid Station
Misting Fan / Sprinkler
Coin presentation: Dave McNay's grand-daughters?

Car Show:

Co-ordinator: Jim Percy & Tim Barkwell

Dash plates & trophies ordered – January 29, 2024 – received March 1, 2024
Participation Certificates – to be printed
PA System for announcements – Tim Barkwell

Car Show Donations to date:

Hallmark Tattoos – 1.5 hour tattoo session (\$150 gift certificate)
MacLang's – to follow up in June
Armour Township – 10 x \$25 Canadian Tire Gift Cards (points from KCU Account)
Home Hardware – Bread Maker, Car Cleaning Products, Smart Light
Northern Nerds – Painting, Camera Bag, T-shirt, Screen Protector, USB Port Hub
Capstone – 2 x \$50 Petro Canada Gas Cards
Bear Chair Co. – large fire pit (\$350 value)
Armour Township - Charcoal BBQ (bonus for purchasing bleachers from Uline)
Armour Township – Water Bottle
Bray Motors – Golf Shirt / Baseball Hat / Beer Cozy
Bray Motors – Jacket / Water Bottle / Calendar
Historical Society – Emergency Radio
King Koatings - \$800 powder coating gift certificate

Tractor Display:

Co-ordinators: Phil Cumming & Jim Percy
Tractors to be displayed by the poultry barn field on the fairgrounds

Vendors Market:

New co-ordinator for 2024 – Danette Blakelock
Preliminary Design – set up around the fairground track (facing outward – vehicles to be parked behind display or on other side along the track)
Marshall Lumber Mill – donating 200 wooden stakes for site marking

Volunteers Needed for the Event:

Dunk Tank Politicians / Staff – completed March 2024
Fairgrounds – Waste/Recycling/Portable washroom monitoring
Car Show Registration booth
Set up
Clean up
Landfill run at end of event
Front gates
Games – Historical Society Members
Agricultural Society Food Booth

Dunk Tank:

Dan Robertson – Ryerson Twp Councillor
Rod Ward – Armour Twp Mayor
Dorothy Haggart-Davis – Armour Twp Councillor
Chris Hope – Burk's Falls Mayor
Jon Hind – Magnetawan Councillor
Kaiyla Hoffmann – Building Administrator
Bryan Austin – By-law Officer



May 13, 2024

Dear Ryerson council,

I am writing you on behalf of Almaguin Pride to request that **Ryerson Township** raise the Pride Flag for the month of June.

Almaguin Pride's mission is to support the representation, acceptance and growth of community between LGBTQ+ peoples and their allies. An excellent step towards community support is the flag raising.

In 2016 then Prime Minister, Justin Trudeau and his parliament raised the Pride flag on Parliament Hill for the first time to celebrate the start of Pride month in June. The flag has been raised on the hill at the start of June ever since.

Pride is typically celebrated in the summer months to commemorate the Stonewall Riots which took place in New York City in June 1969. Queer community members and activists came together to fight back against police raids on the popular Greenwich Village bar, resulting in a defeat for the police. The first pride parades in 1970 were marches commemorating those actions.

Canada's Stonewall took place in 1981 when 3000 citizens took to the streets in protest of police raids of queer spaces. The Queer community has seen advancement since then, with the consecration of our rights in the 1985 Charter as well as the 2004 law which allowed for same-sex marriage in Canada. Legislation passed in 2017 enshrined the protection of gender diverse individuals and in 2021 Canada banned conversion therapies.

Pride Month is an entire month dedicated to the uplifting of LGBTQ voices, celebration of LGBTQ culture and the support of LGBTQ rights.

We hope that Ryerson Township will join communities across Canada in celebrating Pride month this year.

Please let us know and we will ensure a representative from Almaguin Pride is at the ceremony.

Thank you,
Claire Burns
Co-Founder Almaguin Pride



WASTE MANAGEMENT REPORT – MAY 14, 2024

ONGOING BUSINESS

- 1st load of cardboard shipped to market
- Landfill compacting has resumed, to be maintained weekly at a minimum.
- Storage container for mattresses arrived and ready to fill.
- Still awaiting “offer of compensation” from Circular Materials.
- Circular Materials lobbies Provincial Government to amend/revise regulation as their budget has exceeded expectations and there are still 187 municipalities to transition.
- Circular Materials hosted an in-person session to review and discuss the transition to date. Two-hour meeting at the Toronto Airport Attendance was low as no on-line platform offered.

BAG TALLY – GATE INFORMATION 2024

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January 2024	1,013	171	107	701	30	2,022
February 2024	1,032	117	116	617	19	1,901
March 2024	1,196	173	212	738	20	2,339
April 2024	1,331	150	145	855	27	2,508
TOTAL 2024	5,183		580	3,007		8,770
2024 % OF TOTAL	59.099%		6.613%	34.287%		100%
January 2023	956	178	130	631	34	1,929
February 2023	960	155	95	578	10	1,798
March 2023	1,185	116	100	681	17	2,099
April 2023	1,395	150	190	922	23	2,680
TOTAL 2023	5,095		515	2,896		8,506
2023 % OF TOTAL	59.899%		6.055%	34.047%		100%
January 2022	1,189	172	124	679	37	2,201
February 2022	983	78	180	569	6	1,816
March 2022	1,262	141	159	716	4	2,282
April 2022	1,353	117	146	789	1	2,406
TOTAL 2022	4,787		609	2,801		8,705
2022 % OF TOTAL	60.827%		6.996%	32.177%		100%