

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

October 14, 2025 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

1.3 Motion to adopt the agenda as presented. **(R)**

2. ADOPTION OF MINUTES:

2.1 Adoption of minutes from the Tri-Council meeting on August 25, 2025, and minutes from the regular meeting on September 9, 2025 **(R)**

3. DECLARATION OF PECUNIARY INTEREST:

4. REPORTS:

4.1 BY-LAW: Q3 By-law Update.

4.2 FIRE CHIEF: 2025 Fire Budget before Tri-Council **(R)**

4.3 ACTING CAO/CLERK: Agreement for By-law Enforcement Services **(R)**,
ROMA Conference **(R)**, Consent B-042/25 & B-043/25 Staresinic **(R)**,
By-law to Appoint Acting CAO **(R)**, Office Closure Request Report. **(R)**

4.4 TREASURER: Q3 Budget Variance, Bartlett Lake Culvert Replacement. **(R)**

5. COUNCILLOR REPORTS

5.1 Councillor Abbott: Library Board Report.

5.2 Councillor Abbott: Harvest Festival website page.

5.3 Councillor Patterson: Tri-Council Sub-Committee.

5.4 Councillor Patterson: AHHC Recruiter Funding.

5.5 Councillor Robertson: Almaguin Community Economic Development: 2-Year Agreement Invitation.

6. BUSINESS ARISING:

6.1 Amended Library Agreement. **(R)**

6.1.1 Township of Armour Resolution: Administrative Amendment to Library Agreement.

6.1.2 Village of Burk's Falls Resolution: Administrative Amendment to Library Agreement.

7. COMMUNICATION ITEMS:

7.1 Annual Halloween Party Donation Request. **(R)**

7.2 Muskoka Almaguin Ontario Health Team (MAOHT) Funding Renewal Request. **(R)**

7.2.1 Township of Joly Resolution: Human Resources Funding Commitment.

7.3 2025 Santa Claus Parade Discussion.

General Communication

7.4 Save the Date: Regional Economic 7th Annual RED Gala.

7.5 Minister of Transportation and Internal Trade letter.

7.6 Draft Library minutes from July.

7.7 Historical Society August 18, 2025, meeting minutes.

7.8 Historical Society September 15, 2025, meeting minutes.

7.9 Draft Joint Building Committee meeting minutes from September 18, 2025.

7.10 2025 Northeast Municipal Council Workshop Cancellation Notice.

7.11 Joint Building Committee 2024 Audited Financial Statements.

7.12 Huntsville and South Muskoka Donor Support Media Release.

7.13 Ontario Provincial Police Cost Recover Model.

7.14 Almaguin Community Economic Development percent to levy resolution.

7.15 Almaguin Community Economic Development two staff model resolution.

7.16 Joint Building Committee permit summary.

7.17 Almaguin Highlands Ontario Provincial Police Detachment Board meeting minutes for June 2025.

8. CONFIRMING BY-LAW:

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

9. IMPORTANT DATES:

-October 27, 2025 – Tri-Council Meeting 7:00 p.m.
-October 28, 2025 – Council Meeting 6:00 p.m.

10. ADJOURNMENT: (R)

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: October 14, 2025 AT 6:00 P.M.

Item # 1.3 on Agenda Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council adopt the October 14, 2025 agenda as circulated.

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

Be it resolved that the minutes from the Tri-Council meeting on August 25, 2025 and the minutes from the regular meeting on September 9, 2025 be adopted as circulated.

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

Be it resolved that Ryerson Township Council approve the 2026 draft Fire Department budget for submission to the Tri-Council meeting scheduled for Monday October 27, 2025.

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

Be it resolved that leave be given to introduce Bill # ____-25, being a By-law to enter into an agreement for the services of a Municipal Law Enforcement Officer and Municipal Law Enforcement Manager and further; That By-law ____-25 be read a First, Second, Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of October, 2025.

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

Be it resolved that Ryerson Township Council authorize:

_____ to attend the Rural Ontario Municipal Association (ROMA) Conference on January 18th – 20th, 2026 at the Sheraton Centre Hotel in, Toronto.

Item # 4.3 on Agenda Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council supports the Consent Applications, B-042/25 and B-043/25 Part of Lot 22, Concession 13. The following conditions will apply:

- The Township requires one copy of the draft reference plan for review prior to registration, two copies of the Final Reference Plan and a digital copy of the Final Reference Plan.

- As a condition of severance approval, the Applicant shall pay to the Municipality in which the land is located or otherwise satisfy the requirement for donation of Parkland set out in Section 51.1 of the Planning Act.
- The easement previously approved on B-018/25 to be registered on title prior to Consent being granted.
- The Township requires the owner to enter into a 51 (26) agreement with the Township and be registered on title to indemnify the Township and all other public bodies of all responsibility for any maintenance of the road and all liability for any use of the road and alleged failure to provide emergency services or any other public services that were not being provided at the time of the creation of the road.
- The Township requires that for any proposed entrance: the Public Works Supervisor will be contacted to inspect the location to determine that a safe location for an entrance can be found. The Planning Board will be advised in writing that this condition has been met before finalization of the consent is given.

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

Be it resolved that leave be given to introduce a Bill # ___-25, being a By-law to appoint an Acting CAO and further: That By-law # ___-25 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 October, 2025.

Item # 4.3 on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council approve the office closure request for October 16, 2025 from 8:30 a.m. to 4:00 p.m. for staff training and that notice of office closure be circulated on the Township website and Facebook page.

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

Be it resolved that Ryerson Township Council direct staff to defer the Bartlett Lake Culvert Replacement until the 2026 budget year.

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

Be it resolved that Ryerson Township Council is in support of the Subcommittee meetings for shared services.

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

Be it resolved that leave be given to introduce a Bill # ___-25, being a By-law to enter into a Library Agreement and further; That By-Law # ___-25 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 October, 2025.

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

Be it resolved that Ryerson Township Council supports the Historical Society donation request for the annual Children Halloween Party with a donation of \$_____.

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

Be it resolved that Ryerson Township Council commits to \$_____ annually for a 3-year time period (2026-2028) for the continued Muskoka Almaguin Ontario Health Team Resources Recruiter.

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

Be it resolved that leave be given to introduce a Bill # ____-25, being a By-law to confirm the meetings of Council and further; That By-Law # ____-25 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 October 2025.

Item # 10 on Agenda Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at _____. The next regular meeting is October 28, 2025 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

TRI COUNCIL NOTES

August 25, 2025

The combined in-person/virtual TRI Council meeting of the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls was held on Monday, August 25, 2025 at 7:00 p.m. at the Katrine Community Centre.

Those in attendance for were:

Township of Ryerson Council present included Mayor George Sterling, Councillors, and Glenn Miller, Beverly Abbott; Staff: Brayden Robinson, CAO/Treasurer, and Joe Readman Fire Chief.

Township of Armour Council present included Mayor Rod Ward; Councillors Jerry Brandt, Wendy Whitwell, Dorothy Haggart-Davis and Rod Blakelock; Staff: Dave Gray, CAO/Deputy-Clerk and Amy Tilley, Waste Management Administrator.

Village of Burk's Falls Council present included Mayor Chris Hope, Councillors Nancy Kyte, and Ashley Brandt; Staff: Denis Duguay, CAO-Clerk.

Guests: Nieves Guijarro, Sarah Cooke, Ruth Fenwick, Joe Vella, Bob Van der Wjst, Diane Brandt, Doreen Monk, Tiffany Monk, Marie Odorizzi, Ana Cultraro, Dino Cultraro, Barry Burton, John Hind, and Alice Hewitt.

WELCOME

The meeting was called to order by Mayor Rod Ward at 7:00 p.m.

Mayor Rod Ward welcomed all of the participants.

VIDEO RECORDING DISCLAIMER:

Participants were informed that the meeting will be recorded to provide a record of discussions and agreements held within the meeting. By staying in the meeting, virtually or in-person, participants consented to being recorded. Participants also agreed to recordings being posted to YouTube or other distribution services.

INDIGENOUS LAND ACKNOWLEDGEMENT:

TRI Council acknowledged the traditional lands of the Anishinaabe and recognized the historical and contemporary contributions of the local First Nations and the peoples of Turtle Island.

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING:

The notes of the regular meeting held on May 26, 2025 were approved as circulated.

DECLARATION OF PECUNIARY INTEREST:

No pecuniary interest and general nature thereof were declared.

CORPORATION OF THE TOWNSHIP OF RYERSON

TRI COUNCIL NOTES

August 25, 2025

DISCUSSION ITEMS:

Informal TRI Council Sub-Committee Update

A verbal update was provided on the monthly Sub-Committee meetings. Since its formation in April, the Sub-Committee has played an effective role in enhancing communication among the TRI Council members, fostering stronger collaboration and alignment on shared priorities. Notable progress includes the successful finalization of the fire agreement, demonstrating the committee's ability to move key initiatives forward. In addition, a draft library agreement is scheduled to be presented later in the meeting, further highlighting the committee's ongoing efforts to address and support intermunicipal services.

Draft Library Agreement

The Sub-Committee presented a new Library Agreement to TRI Council for review and approval. TRI Council discussed the draft agreement. Questions were asked and answered. Based on the discussion, several changes to the draft agreement were requested from the TRI partners. The agreement was presented for approval as amended. A resolution was passed supporting the Library Agreement regarding the Burk's Falls Armour & Ryerson Union Public Library and authorized the Mayor and Clerk of each municipality to sign the said agreement. Councils thanked staff for their efforts.

TRI-R Landfill Report: Options and Budget Implications (Blue Box)

TRI Council reviewed a report from the Waste Management Administrator providing options and budget implications to the Blue Box Program effective January 2026. Resolution #206 from the Township of Armour, dated July 8, 2025, was forwarded to Circular Material Ontario in response to their June 27, 2025 Change Notice and stated that the Township of Armour does not accept the proposed reductions. The TRI partners have responded with supporting resolutions. TRI partners were in favor of the Waste Management Administrator continuing to advocate for improvements to the program and the reconsideration of the compensation rate.

The Waste Management Administrator contacted Reverse Logistics Group (RLG), noting that this arrangement was not part of the agreement with CMO and imposed operational inefficiencies. However, Emterra's contract with RLG is at a flat rate, RLG indicated there was no financial impact to CMO and therefore had no incentive to reconsider.

TRI Council reviewed the budget implications with the intent to provide direction to the Waste Management Administrator with regard to negotiations with Circular Materials.

CORPORATION OF THE TOWNSHIP OF RYERSON

TRI COUNCIL NOTES

August 25, 2025

2025 Monthly Contract Price Formula

Contract Price= (a)+ (b) - (c)

(a) Promotion & Education (P&E) Payment

$\$1.00 \times 1,916 \text{ households} + 12 = \159.67 per month

(b) Residential Depot Operation Costs

Fixed amount= \$4,080 per month

(c) Deduction for Non-Eligible Sources

$= 4.40\% \text{ (Non-Eligible Source Deduction)} \times \text{(Monthly Tonnage BB material)} \times (\$200/\text{tonne})$

2025 Operating Revenue Allocation = \$47,000

2026 Monthly Contract Price Formula

Contract Price= (a)+ (b) - (c)

(a) Promotion & Education (P&E) Payment

$\$0.35 \times 1,916 \text{ households} + 12 = \55.88 per month

(b) Residential Depot Operation Costs

Fixed amount= \$1,223 per month

(c) Deduction for Non-Eligible Sources - Regulation amended July 4, 2025

$= 4.40\% \text{ (Non-Eligible Source Deduction)} \times \text{(Monthly Tonnage BB material)} \times (\$200/\text{tonne})$

2026 Operating Revenue Allocation= \$15,000

It was recommended that TRI Council consider the funding and compliance, regulatory compliance, operational considerations, resident expectation and legal risk when reviewing the budgeting implications.

Additional information will be provided at the October 2025 TRI Council meeting.

New Fire Hall Build Update

The Township of Ryerson provided a status update on the progress of the new Firehall build. It was confirmed that all three municipalities—Armour, Burk's Falls, and Ryerson—have now passed formal resolutions supporting the awarding of the construction tender for the project. In addition, each municipality has expressed its full support for the joint application to the Northern Ontario Heritage Fund Corporation (NOHFC) under the Community Enhancement Program, which will assist in funding the new facility. As part of this commitment, all three Councils have agreed to contribute their respective shares toward the overall project cost and have further committed to covering any potential cost overruns that may occur. This coordinated support reflects the ongoing spirit of collaboration among the TRI Council partners and a shared dedication to improving emergency services infrastructure in the region.

CORPORATION OF THE TOWNSHIP OF RYERSON

TRI COUNCIL NOTES

August 25, 2025

The construction is expected to begin by October 31st, 2025.

NEXT MEETING:

The next meeting is scheduled for October 27, 2025 and will be hosted by the Village of Burk's Falls.

ADJOURNMENT:

The TRI Council meeting adjourned at 8:15 p.m.

RESOLUTIONS:

Moved by Beverley Abbott, seconded by Ashley Brandt; That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls approve the notes of the regular meeting held on May 26, 2025. Carried

Moved by Rod Blakelock, seconded by Jerry Brandt; WHEREAS Section 20(1) and 20(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, authorizes a municipality to enter into an agreement with one or more municipalities or local bodies;

AND WHEREAS Section 5(1) of the Public Libraries Act, R.S.O. 1990, Chapter P.44, provides that the councils of two or more municipalities may make an agreement for the establishment of a union public library;

AND WHEREAS the Council of each of The Township of Armour, The Township of Ryerson, and The Village of Burk's Falls deems it appropriate and in the public interest to enter into such an agreement with respect to the Burk's Falls Armour & Ryerson Union Public Library;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour supports entering into a Library Agreement regarding the Burk's Falls Armour & Ryerson Union Public Library;

AND FURTHER THAT the Mayor and the Clerk of each municipality be authorized to sign the said agreement on behalf of their respective municipalities;

AND FURTHER THAT each municipal Council shall bring forward a by-law authorizing the execution of the Library Agreement at their next regularly scheduled Council meeting or as soon as possible thereafter. Carried

Moved by Nancy Kyte, seconded by Ashley Brandt; WHEREAS Section 20(1) and 20(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, authorizes a municipality to enter into an agreement with one or more municipalities or local bodies;

CORPORATION OF THE TOWNSHIP OF RYERSON

TRI COUNCIL NOTES

August 25, 2025

AND WHEREAS Section 5(1) of the Public Libraries Act, R.S.O. 1990, Chapter P.44, provides that the councils of two or more municipalities may make an agreement for the establishment of a union public library;

AND WHEREAS the Council of each of The Township of Armour, The Township of Ryerson, and The Village of Burk's Falls deems it appropriate and in the public interest to enter into such an agreement with respect to the Burk's Falls Armour & Ryerson Union Public Library;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Village of Burk's Falls supports entering into a Library Agreement regarding the Burk's Falls Armour & Ryerson Union Public Library;

AND FURTHER THAT the Mayor and the Clerk of each municipality be authorized to sign the said agreement on behalf of their respective municipalities;

AND FURTHER THAT each municipal Council shall bring forward a by-law authorizing the execution of the Library Agreement at their next regularly scheduled Council meeting or as soon as possible thereafter. Carried

Moved by Glenn Miller, seconded by Beverly Abbott; WHEREAS Section 20(1) and 20(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, authorizes a municipality to enter into an agreement with one or more municipalities or local bodies;

AND WHEREAS Section 5(1) of the Public Libraries Act, R.S.O. 1990, Chapter P.44, provides that the councils of two or more municipalities may make an agreement for the establishment of a union public library;

AND WHEREAS the Council of each of The Township of Armour, The Township of Ryerson, and The Village of Burk's Falls deems it appropriate and in the public interest to enter into such an agreement with respect to the Burk's Falls Armour & Ryerson Union Public Library;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ryerson supports entering into a Library Agreement regarding the Burk's Falls Armour & Ryerson Union Public Library;

AND FURTHER THAT the Mayor and the Clerk of each municipality be authorized to sign the said agreement on behalf of their respective municipalities;

AND FURTHER THAT each municipal Council shall bring forward a by-law authorizing the execution of the Library Agreement at their next regularly scheduled Council meeting or as soon as possible thereafter. Carried

CORPORATION OF THE TOWNSHIP OF RYERSON

TRI COUNCIL NOTES

August 25, 2025

Moved by Dorothy Haggart-Davis, seconded by Glenn Miller; That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls adjourn this regular TRI Council meeting at 8:15 p.m. until the next regular TRI Council meeting scheduled for October 27, 2025 to be hosted by the Village of Burk's Falls. Carried

Mayor

Clerk

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

September 9, 2025 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **September 9, 2025** 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, and Kelly Morissette.

Public attending in person or electronically: Nieves Guijarro, Tara Ratcliff, and Tiffany Cecchetto.

Notice of this meeting was posted on the website.

2. ADOPTION OF AGENDA

R- 119 - 25 Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council adopt the September 9, 2025 agenda as circulated.

(Carried)

3. ADOPTION OF MINUTES

R- 120 - 24 Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that the minutes from the public meeting and the regular meeting on August 12, 2025 be adopted as circulated.

(Carried)

4. DECLARATION OF PECUNIARY INTEREST: None noted.

5. DELEGATION:

5.1 Tiffany Cecchetto from KPMG presented the 2024 financial statements to Council. Questions were asked and answered. Resolution noted below.

R- 121 -25 Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that the Council of the Corporation of the Township of Ryerson accept the Township of Ryerson Consolidated Financial Statements for 2024 and the 2024 Burk's Falls and District Fire Department Financial Statements.

(Carried)

6. REPORTS:

6.1 PUBLIC WORKS: Fred provided an August roads report no questions were asked.

6.2 CLERK: Nancy provided the amended Animal Control By-law and provided the District of Parry Sound Association Fall Meeting agenda. Questions were asked and answered. Resolutions noted below.

R- 122 - 25 Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill #25-25, being a By-law to amend the Animal Control By-law and further; that By-law #25-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 9th day of September 2025.

(Carried)

R- 123 - 25 Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council authorizes: Councillor Abbot, Miller, Patterson, Robertson and Mayor Sterling to attend the District of Parry Sound Municipal Association Fall meeting on September 26, 2025, hosted by the Township of Seguin.

(Carried)

CAO/TREASURER: Brayden provided Council with the By-law to enter into a Library Agreement. Discussions were had and council decided to table the resolution to a later date. Resolution noted below.

R- 124 - 25 Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that the Council of the Township of Ryerson will table the motion to adopt the Library Shared Service Agreement until corrections are made to it.

(Carried)

7. COMMUNICATION ITEMS

R- 125 -25 Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council support resolution #248 from the Township of Armour urging the province to implement a standard and mandatory governance model for the boards of Family Health Teams Across the province.

(Carried)

R- 126 - 25 Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council supports the City of North Bay's letter requesting the province make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

And further be it resolved that a copy of the resolution be forwarded to the Minister of Northern Development, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, Nipissing MPP Victor Fedeli, Association of Municipalities (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Northwestern Ontario Municipal Association (NOMA), and the Rural Ontario Municipal Association (ROMA)

(Carried)

General Information Items Received:

- Council received the appreciation letter from the Foodbank.
- Council received the Joint Building Committee permit summary for July.
- Council received the Joint Building Committee July permit summary for Ryerson.
- Council received resolutions for the DSSAB Area 4 nominations from Kearney, Perry and Armour.
- Council received the Tri-Council subcommittee meeting minutes.
- Council received that Joint Building Committee permit summary for August.

8. **CLOSED MEETING:**

R- 127 -25 Moved by Councillor Robertson, Seconded by Councillor Patterson,

(Carried)

Be it resolved that we moved to a closed meeting at 6:59 p.m. pursuant to the Municipal Act 2001, c25 Section 239 (f) as the subject matter being considered is regarding subject to solicitor-client privilege including communications necessary for that purpose; the general nature of the closed meeting is to discuss legal matters.

(Carried)

9. **CONFIRMING BY-LAW**

R- 128 -25 Moved by Councillor Patterson, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill #26-25, being a By-law to confirm the meetings of Council and further; That By-law #26-25 be read a First, Secon, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 9th day of September 2025.

(Carried)

10. **ADJOURNMENT:**

R- 129 -25 Moved by Councillor Patterson, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at 7:09 p.m. The next regular meeting is scheduled for October 14, 2025, at 6:00 p.m.

(Carried)

MAYOR

CLERK



28 Midlothian Road, R.R. No. 1. BURK'S FALLS, ONTARIO P0A 1C0
705-382-3232 • Fax 705-382-3286 • www.ryersontownship.ca

STAFF REPORT

DATE: October __, 2025
RE: THIRD QUARTER REPORTING
FROM: BY-LAW ENFORCEMENT

Recommendation: THAT Council receives and approves this report for information only.

Introduction:

We would like to continue to highlight our appreciation of the staff, management and Council in the Township of Ryerson for their ongoing supports and confidence. Our professional and personal relationships continue to grow as does By-Law Services.

Background:

Current reporting will be effective from July 1, 2025 to October 1, 2025.

Across the district we have noted a significant increase of calls for the month of September. Ryerson has also experienced some significant service calls, which are and will continue to require increased efforts and process for the conclusion of 2025.

A large scale demolition is likely occurring in a mutual effort with the Joint Building Committee. This is hoped to proceed this fall, however may require completion in the spring of 2026.

Training:

Training opportunities will continue to be evaluated to ensure relevance and maximum benefit for the Municipalities we serve.

There is no training planned for the conclusion of 2025.

By-Laws Updates:

It remains the goal to bring Ryerson up to date with current legislation and Administrative Monetary Penalties. (AMPS)

AMPS has become common practice in several of our communities and the benefits are in cost and process reduction.

Calls to Date:

Animal – 8

Noise – 2

Other – 5

Parking – 2

Property Standards – 4

Trailer – 6

Total = 27

Conclusion:

Thank you for your investment and confidence in sharing By-Law services with us. We remain open and available to address your communities needs and priorities.

Respectfully Submitted,

Jason Newman & Bryan Austin
By-law Enforcement Officers

	A	B	W	Y	Z	AA	AB	AC
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2026 DRAFT BUDGET							
3	October 8, 2025							
4	Account #	Description	2023 Actual	2024 Actual	2025 Budget	2025 YTD (09/30)	2026 DRAFT BUDGET	Comments
6	OPERATING ACTIVITIES							
7	OPERATING REVENUE							
8	15-321	MVC	7,950	9,713	6,100	4,818	6,800	3-year average
9	15-321-01	Inspections	470	620	500	470	500	
10	15-321-03	Miscellaneous Revenue	8,516	2,910	3,500	9,157	6,900	Fines, burn permits
12	15-321-05	Fire Chief Shared Services	-	38,761	52,700	32,152	-	Agreement terminated in 2025
14	TOTAL OPERATING REVENUE		16,936	52,004	62,800	46,598	14,200	
15								
16	OPERATING EXPENDITURES							
17	16-202	Vehicle Expense	16,275	27,634	32,000	17,451	27,500	
18	16-203	Equipment/Comm Repair	11,358	15,520	11,600	5,946	14,700	
21	16-206	Fire Prevention Supplies	3,319	4,445	5,600	1,775	4,700	
23	16-208	Training	8,902	8,473	14,600	5,402	16,800	
25	16-209	WSIB	6,479	9,234	10,900	5,965	11,500	
26	16-210	Response Wages	82,088	102,121	97,000	-	94,000	
27	16-211	Wages & Empl Related Costs	195,353	229,022	225,600	166,519	227,400	
28	16-212	Insurance	33,788	37,291	37,900	37,211	40,700	
29	16-213	Building Repair/Maintenance	2,576	5,061	4,000	897	4,000	
30	16-214	Office Expense	17,378	18,455	17,400	14,186	18,300	
34	16-215	Air Station Fill and Maintenance	765	808	1,000	268	1,400	
35	16-216	PPE	465	217	-	-	-	
36	16-217	New Equipment/Gear	22,178	36,381	46,200	31,871	58,600	Portable radios, bunker gear, helmets, boots, station wear
37	16-218	Miscellaneous	811	3,210	1,000	14	1,000	
38	16-219	Snow Removal	1,931	1,510	2,100	1,944	2,100	
39	16-222	Recharge Fire Extinguishers	379	136	500	-	500	
40	16-223	Radio License	1,672	1,745	2,400	1,792	1,850	Increase in fees
41	16-224	Answering Service	1,286	1,286	1,350	-	1,350	
42	16-225	Legal	6,594	2,089	1,000	2,180	2,000	

	A	B	W	Y	Z	AA	AB	AC
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2026 DRAFT BUDGET							
3	October 8, 2025							
4	Account #	Description	2023 Actual	2024 Actual	2025 Budget	2025 YTD (09/30)	2026 DRAFT BUDGET	Comments
43	16-226	Office Space Rental	3,242	3,242	3,242	2,431	3,242	
44	16-229	Audit/Accounting	4,818	4,384	4,200	13,095	4,500	Audit fees \$4,000 per contract + \$500 for external accounting
46	16-248	Defib/Medical Supplies	651	1,376	4,000	-	1,000	
47		TOTAL OPERATING EXPENDITURES	422,308	513,639	523,592	308,949	537,142	
48								
49		NET OPERATING EXPENDITURES	405,373	461,636	460,792	262,351	522,942	
50								
52	CAPITAL TRANSACTIONS							
53		CAPITAL REVENUE						
54	15-321-02	Donations	500	2,000	100	-	100	
55	15-323	Transfer to Unfunded Capital	-	-	1,476,200	-	-	Re: construction cost of new fire hall
56	15-328	Proceeds on sale of Capital Assets	-	10,000	-	-	-	
58	15-3XX	Loan Proceeds	-	-	-	-	3,700,000	
60		TOTAL CAPITAL REVENUE	500	12,000	1,476,300	0	3,700,100	
61								
62		CAPITAL EXPENDITURES						
63	16-221	Capital Purchase	8,805	761,517	1,508,700	36,247	3,704,000	
68		Debt Repayment						
69	16-212-1	Tanker Loan - interest	4,537	3,733	2,905	3,494	2,052	
70	16-212-2	Tanker Loan - principal	26,510	27,303	28,120	27,913	28,961	
71	16-212-3	Fire Hall Construction Loan - interest	-	-	18,305	-	60,900	Interest on construction financing
72	16-212-4	Fire Hall Loan - interest					28,588	
73	16-212-5	Fire Hall Loan - principal	-	-	18,305	-	13,134	Assuming debentured out by October 2026
74								
75		TOTAL CAPITAL EXPENDITURES	39,852	792,553	1,576,335	67,653	3,837,635	
76								
77		NET CAPITAL EXPENDITURES	39,352	780,553	100,035	67,653	137,535	
78								
79	NET EXPENDITURES		444,724	1,242,188	560,827	330,004	660,477	

	A	B	W	Y	Z	AA	AB	AC
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2026 DRAFT BUDGET							
3	October 8, 2025							
4	Account #	Description	2023 Actual	2024 Actual	2025 Budget	2025 YTD (09/30)	2026 DRAFT BUDGET	Comments
80								
81	MUNICIPAL CONTRIBUTIONS							
82	15-621 A	Armour (47.84%)	212,756	594,263	268,300	157,874	315,972	
83	15-621 B	Burk's Falls (28.6%)	127,191	355,266	160,397	94,381	188,896	
84		Ryerson (23.56%)	104,777	292,660	132,131	77,749	155,608	
85			444,724	1,242,188	560,827	330,004	660,477	

BREAKDOWN OF DRAFT 2026 FIRE BUDGET				
2025-10-08				
Account #	Heading	Item Description	Cost	Total
16-202	Vehicle Expense	Safety Inspection	\$6,000	
		Undercoating	\$1,000	
		Fuel	\$15,000	
		ATV Tracks on & Tires Off	\$1,500	
		Miscellaneous (batteries, tires, lights, etc)	\$4,000	
				\$27,500
16-203	Equip/Comm Repair	Pump and ladder testing	\$3,200	
		Bunker gear cleaning	\$2,500	
		Annual flow testing	\$1,900	
		Annual Fit testing	\$1,000	
		Maintenance on comm tower	\$300	
		FirePro annual license	\$2,800	
		Miscellaneous (radio batteries, etc)	\$3,000	
				\$14,700
16-208	Training			
		Training props	\$2,000	
		Professional memberships (O AFC, FPO)	\$800	
		Conferences registration (Chiefs and FPO)	\$8,000	
		2 FFs to water rescue course at an RTC	\$6,000	
				\$16,800
16-210	Volunteer Fire Wages	COLA adjustment to 2025 firefighter pay grid	\$97,000	
				\$97,000
16-213	Building Maintenance	Cleaning supplies	\$500	
		Contracted cleaning services	\$500	
		Unanticipated building repairs	\$3,000	
				\$4,000
16-214	Office Expenses	Office cleaning	\$2,500	
		Printer	\$1,000	
		Phone and internet	\$7,900	
		Utilities	\$5,300	
		Supplies including FPO	\$1,600	
				\$18,300

16-215	Air Station Fill & Maint	Service contract on air station (1/4 share) Hydro	\$1,400	
				\$1,400
16-217	New Equipment/Gear	Bunker gear- 4 sets/helmets	\$14,000	
		Structural/auto-x gloves, balaclavas	\$3,000	
		Hats, t-shirts, and station wear, Tunic for DC	\$4,500	
		Hoses and nozzles	\$15,000	
		Hand tools	\$2,500	
		SCBA cylinders	\$8,000	
		Foam	\$1,700	
		Smoke alarms and CO2 detectors	\$1,000	
		Radios	\$5,400	
		Other miscellaneous	\$3,500	
				\$58,600
16-221	Capital Purchases	Fire hall build project	\$3,700,000	
		FirePro Software Phase 2	\$4,000	
				\$3,704,000

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # -25

Being a by-law to enter into an agreement for the services
of a Municipal Law Enforcement Officer and
Municipal Law Enforcement Manager

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

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

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

Read in its entirety, approved,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council
this day of , 2025.

Mayor

CAO/Clerk

Appendix "A"
By-Law # -2025

SERVICE AGREEMENT

BETWEEN

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

AND

THE TOWNSHIP OF RYERSON

WHEREAS the Township of Armour has hired a Municipal Law Enforcement Officer and Municipal Law Enforcement Manager to provide services as described in the job descriptions attached as Schedule "A" to this by-law;

AND WHEREAS the Township of Armour agrees to share the services of the Municipal Law Enforcement Officer/Manager with the Township of Ryerson;

AND WHEREAS the Township of Armour and the Township of Ryerson agree that the Municipal Law Enforcement Officer/Manager shall be an employee of the Township of Armour;

AND WHEREAS the Township of Ryerson agrees to pay the Township of Armour for the costs involved in retaining the services of a Municipal Law Enforcement Officer/Manager, as per the terms of this agreement;

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

1. THAT the Township of Ryerson shall use the Municipal Law Enforcement Officer/Manager for 7 hours per week during the term of this agreement. Every effort shall be made to ensure the availability of the Municipal Law Enforcement Officer/Manager, but it is recognized that the hours must remain flexible and that some hours may be required during weekends. The Municipal Law Enforcement Officer/Manager shall not perform any contract work which may place him/her in conflict. The roles and responsibilities of the Municipal Law Enforcement Officer and the Manager of Municipal Law Enforcement are set out in Schedule A to this Agreement. These job descriptions were reviewed and approved by the Council of the Township of Armour on August 26, 2025, and reflect the revised scope of duties associated with the delivery of By-law Enforcement Services under this Agreement. The revisions to the job descriptions account for expanded responsibilities, increased risk exposure, and the enhanced competencies required to effectively perform the services contemplated herein.
2. THAT the Township of Ryerson shall pay the Township of Armour the current average rate at which the Township of Armour is remunerating the Municipal Law Enforcement Officer/Manager for each hour worked for their municipality, plus a 40% premium to cover the cost of benefits and vacation time, plus HST.
3. THAT the Township of Ryerson shall pay for any mileage incurred by the Municipal Law Enforcement Officer/Manager while working for their municipality, at a rate listed in Schedule B of this agreement. Mileage billed shall be based on the daily log of the Municipal Law Enforcement Officer/Manager. Mileage shall be applicable from the Municipal Law Enforcement Officer/Manager's departure from the Township of Armour's municipal office at 56 Ontario Street, Burk's Falls, Ontario.
4. THAT the Township of Ryerson agrees to share any other costs which may be generated by the Municipal Law Enforcement Officer/Manager position on the same percentage basis as the number of hours the Municipal Law Enforcement Officer/Manager does for the Township of Ryerson.
5. THAT the Township of Armour shall invoice the Township of Ryerson a minimum of 7 hours per week on a monthly basis for the period completed.
6. THAT the Township of Ryerson agrees to provide whatever administrative assistance is required in their respective office and will be responsible to provide office supplies required by the Municipal Law Enforcement Officer/Manager while working on their behalf.

- 7. THAT in the event of prosecution by or against the Municipal Law Enforcement Officer/Manager in the territorial jurisdiction of the each of the parties, each party shall be responsible for any costs arising from such legal proceedings, as well as legal representation of their own choosing.
- 8. THAT the Township of Ryerson agrees to maintain an insurance policy to and covering the Municipal Law Enforcement Officer/Manager and his/her related performance or non-performance of services, within its jurisdiction, for the entire term of this agreement. Proof of such insurance policy must be forwarded to the Township of Armour.
- 9. THAT the Township of Ryerson agrees on behalf of themselves, their successors and assigns, to indemnify and save harmless the Township of Armour, its servants and agents from and against any actions, causes of actions, damages, suits, claims and demands whatsoever which may arise, either directly or indirectly, out of the performance or non-performance of the services provided herein and in connection with the carrying out of the provisions of the agreement.
- 10. THAT any dispute arising from the administration of this agreement shall be resolved by the Clerk of the Township of Armour. If the decision of the Clerk is not satisfactory to one of the parties, the matter can be referred to the Council of the Township of Armour.
- 11. THAT this agreement shall be in place from January 1, 2026 to December 31, 2028. Thereafter, it may be renewed by the parties on whatever mutually acceptable basis is determined.
- 12. Any party may cancel their participation in this agreement by serving the other parties, written notice of their intention, ninety (90) days in advance of the date of termination.
- 13. This agreement constitutes the entire agreement between the parties.

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

Dated at the Township of Armour

MAYOR

This ____ day of _____, 2025

CLERK

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

Dated at the
Township of Ryerson

MAYOR

This ____ day of _____, 2025

CLERK

Appendix “A”
By-Law # -2025

Schedule “A”



POSITION DESCRIPTION
Municipal Law Enforcement Officer
August 26, 2025

REPORTS TO:

Manager of Municipal Law Enforcement

POSITION PURPOSE:

The Municipal Law Enforcement Officer is responsible for enforcing municipal by-laws and other applicable legislation, while promoting public awareness and education to ensure the safety and protection of residents, property, and municipal employees. The position requires a flexible schedule to accommodate the varying needs of the community and enforcement activities.

This role also includes providing enforcement services to other municipalities, as outlined in agreements with the Township of Armour. The Officer will work collaboratively with the public, internal departments, and external partners to identify and address underlying factors affecting compliance and public safety, supporting a proactive and coordinated approach to municipal law enforcement.

MAJOR DUTIES & RESPONSIBILITIES:

1. Conducts a variety of inspections and enforces municipal by-laws and applicable legislation through both proactive patrols and response to complaints.
2. Designated as the Provincial Offences Officer under applicable legislation to initiate legal action on by-laws and issue administrative monetary penalties and compliance notices.
3. Promotes voluntary compliance through persuasive communication, written correspondence, and on-site education.
4. Works collaboratively with property owners, contractors, and residents to resolve non-compliance issues.
5. Investigates by-law violations and prepares detailed documentation including evidence gathering, witness interviews, registered correspondence, and court briefs. Initiates legal proceedings as required, including issuing summonses and preparing materials for prosecution.
6. Maintains thorough and accurate records of enforcement activity in compliance with municipal policy and legal standards.
7. Responds to public inquiries, complaints, and enforcement requests with professionalism and a strong customer service focus.
8. Coordinates enforcement services and shares information with internal departments, partner agencies and other municipalities through shared services agreements.
9. Attends Council meetings, community meetings and public events as required.
10. Provides after-hours field support for complex investigations and urgent public safety concerns.
11. Maintains a system to receive complaints 24/7; triages service requests and coordinates appropriate agency call-outs when safety risks are identified.

12. Assists with animal control and transports animals to an animal shelter designated by the municipality. May be required to administer medications as prescribed to sedate aggressive animals. May be exposed to emotionally distressing situations involving animal cruelty and euthanasia.
13. Keeps informed of by-law enforcement-related matters, including legislation, regulations, practices, and procedures, and attend seminars, workshops, conferences and training courses as required.
14. Maintains effective and cooperative liaison with staff, staff, other municipalities, government agencies, external organizations, and the public to promote a high standard of customer service and public relations at all times.
15. Wears and maintains required personal protective equipment (PPE), including body armour and biohazard protections, during field activities.
16. Works in compliance with the Township of Armour policies, and the Occupational Health and Safety Act and its regulations. Understands and adheres to established procedures of each municipality served.
17. Uses service area equipment and fleet vehicles responsibly. Reports fleet issues to the CAO.
18. Performs additional duties and special projects as assigned by the Clerks of the respective municipalities.

EDUCATION / EXPERIENCE / SKILLS:

1. Minimum two (2) year college diploma in law enforcement or a related field.
2. Minimum one-two (1-2) years experience in municipal enforcement or investigative fieldwork.
3. Certification from, or willingness to obtain certification from, the Municipal Law Enforcement Officers Association of Ontario and the Ontario Association of Property Standards Officers.
4. Excellent verbal and written communication skills; able to interact professionally with elected officials, colleagues, and the public.
5. Strong public relations skills and the ability to foster voluntary compliance through effective communication.
6. Must be able to work frequently with vulnerable sectors including youth, seniors, individuals experiencing homelessness, and those affected by mental health or addiction issues.
7. Strong working knowledge of municipal by-laws, regulatory legislation and enforcement frameworks.
8. Proficient in investigative procedures, including note-taking and evidence collection and preparation of Crown briefs.
9. Knowledge of court procedures and legal documentation requirements, including issuing summonses and preparing for testimony.
10. Ability to coordinate enforcement services across multiple municipalities and triage service requests efficiently.
11. Demonstrated conflict resolution, negotiation, and de-escalation skills, with the ability to remain calm, objective and maintain personal safety in high-stress or confrontational situations.
12. Capable of managing exposure to emotionally challenging situations including those involving trauma, grief, domestic conflict, or animal cruelty, while maintaining professionalism and emotional resilience.

13. Able to work independently and as part of an enforcement team, exercising sound judgement and discretion.
14. Experience collaborating with external agencies such as MNRF, MOECCP, PSDSSAB, NBPSDHU, NBMCA, OMFRA, Animal Welfare, and emergency services providers
15. Ability to support a proactive and integrated approach to public safety and enforcement through interagency collaboration.
16. Strong organizational, time management, and administrative skills.
17. Ability to maintain accurate records, prepare detailed reports, and manage enforcement files in compliance with municipal policies and privacy requirements.
18. Comfortable wearing PPE and able to walk long distances, climb various terrain, and work in remote or rugged conditions.
19. Visual acuity must meet acceptable standards for investigative work.
20. Able to operate Township vehicles and equipment responsibly; reports maintenance issues promptly.
21. Available to respond during municipal emergencies or emergency management activations.
22. Willing to conduct occasional after-hours patrols and investigations.
23. Valid G driver's license with a clean driver abstract required; use of personal vehicle may be required.
24. Possession of a valid Pleasure Craft Operator Card.
25. Must provide and maintain a clean criminal record check.
26. Must maintain strict confidentiality and comply with all applicable workplace safety regulations.

Independence of Action

This position requires adapting established guidelines and includes a choice of methods or procedures.

Mental Effort

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

Physical Effort

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

Dexterity

The coordination of fine motor skills is required when operating office equipment, vehicles, taking notes, writing reports, and using other documentation tools.

Accountability

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

This position is accountable to multiple municipalities through shared service agreements, requiring adaptability to differing community needs and by-law frameworks.

Safety of Others

Considerable degree of care required to prevent injury or harm to others during enforcement duties.

Supervision

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

Contacts

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

Working Conditions

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

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



POSITION DESCRIPTION
Manager of Municipal Law Enforcement
August 26, 2025

REPORTS TO:

Clerk

POSITION PURPOSE:

The Manager of Municipal Law Enforcement provides senior leadership and strategic direction for the Municipal Law Enforcement Department. This position oversees departmental operations, supervises staff, and ensures consistent, effective enforcement of municipal by-laws and other applicable legislation.

The Manager is also responsible for mentoring and supporting staff, guiding complex investigations, and resolving escalated complaints. They also review and recommend updates to by-laws to ensure relevance, legal compliance and alignment with community standards. The role supports the delivery of professional, community-focused enforcement services that promote public safety trust.

MAJOR DUTIES & RESPONSIBILITIES:

- 19. Oversees daily operations, scheduling, and coordination of departmental staff; ensures equitable workload distribution and promotes efficiency.
- 20. Provides leadership, orientation, mentoring, and debriefing support for staff well-being and professional development.
- 21. Performs complex inspections and enforcement duties under applicable legislation and municipal by-laws, as needed.
- 22. Acts as a designated Provincial Offences Officer for initiating legal action, issuing administrative monetary penalties, and overseeing compliance-related enforcement.
- 23. Responds to and resolves escalated complaints; conducts complex investigations and prepares Crown briefs, summonses, and compliance letters.

24. Promotes voluntary compliance through effective communication and collaboration with residents, contractors, and property owners.
25. Provides regular reports and presentations to Council regarding enforcement activities, emerging trends, and by-law recommendations.
26. Ensures accurate and complete recordkeeping for the department in accordance with municipal policies and legal requirements.
27. Oversees animal control operations and shelter coordination; may administer prescribed sedatives to aggressive animals and manage emotionally distressing cases involving cruelty or euthanasia.
28. Designated as the Animal Control Officer, Weed Inspector, Property Standards Officer and Fence Viewer. Other designations may also be required.
29. Ensures staff compliance with the Township's policies, Occupational Health and Safety Act, and relevant procedures in all served municipalities.
30. Manages after-hours enforcement procedures; triages complaints and coordinates appropriate agency or staff response.
31. Maintains effective liaison with other departments, municipalities, agencies, and the public to support collaborative enforcement.
32. Attends department head and management meetings and participates in strategic discussions.
33. Contributes to budget development for the enforcement department and monitors expenditures.
34. Represents the department at Council meetings as required, to provide information and clarity on existing, changing, or new by-laws. Attend community meetings and public events as required.
35. Stays current on enforcement-related legislation, regulations, and best practices through ongoing training and professional development.
36. Uses service vehicles and equipment responsibly; reports fleet concerns to the CAO.
37. Performs other related duties and special projects as assigned by Clerks of the respective municipalities.

EDUCATION / EXPERIENCE / SKILLS:

27. Minimum two (2) year college diploma in law enforcement or a related field.
28. Minimum one to two (1-2) years experience in a municipal law enforcement setting.
29. Certification or intent to obtain certification through the Municipal Law Enforcement Officers Association of Ontario.
30. Certification or intent to obtain certification as a Property Standards Officer through the Ontario Association of Property Standards Officers.
31. Managerial or supervisory experience is an asset.
32. Excellent verbal and written communication skills; able to interact professionally with elected officials, staff, and the public.
33. Exceptional organizational, time management and administrative skills.
34. Strong conflict resolution, negotiation, and problem-solving abilities with demonstrated integrity, initiative, and emotional maturity.

35. Ability to lead with tact, diplomacy, and sound judgment, both independently and as part of a team.
36. In-depth understanding of enforcement frameworks, by-laws, and legislation, as well as investigative best practices.
37. Knowledge of court processes and emergency response protocols.
38. Must be able to work frequently with vulnerable sectors including youth, seniors, homeless, mental health and addictions.
39. Experience working with vulnerable populations, including seniors, youth, and individuals experiencing homelessness, addiction, or mental health challenges.
40. Demonstrated resilience and healthy coping strategies for managing exposure to distressing or traumatic situations.
41. Ability to remain current in legislative developments and facilitate ongoing staff knowledge transfer.
42. Capable of coordinating enforcement services across multiple municipalities.
43. Experience working with external partners including MNRF, MOECCP, PSDSSAB, NBPSDHU, NBMCA, OMFRA, Paramedicine Program, Animal Welfare, and other services as required.
44. Able to respond to high-conflict or emergent situations calmly and effectively, with personal and team safety as a priority.
45. Physically able to walk long distances, climb various terrain, and work in remote or rugged environments, and maintain visual acuity to meet investigative standards.
46. Experienced in presenting to Council and communicating enforcement matters clearly and professionally.
47. Valid G driver's license with a clean driver abstract satisfactory to the Municipality; use of personal vehicle may be required.
48. Valid Pleasure Craft Operator Card.
49. Must provide and maintain a clean criminal record check.
50. Strict adherence to confidentiality and health and safety regulations.

Independence of Action

This position requires adapting established guidelines and includes a choice of methods or procedures.

Mental Effort

Variety of duties with almost continuous periods of intermediate mental, visual and/or aural concentration required when, managing personnel, investigating, making notes or going to court.

Physical Effort

Work may involve physically demanding and exhausting activities which may include aiding in emergency response situations and be involved in physically dangerous and confrontational situations.

Dexterity

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

Accountability

Actions could result in significant loss of time or resources which could affect the work of others and could cause some embarrassment within the department.

This position is accountable to multiple municipalities through shared service agreements, requiring adaptability to differing community needs and by-law frameworks.

Safety of Others

Considerable degree of care required to prevent injury or harm to others.

Supervision

This position requires the employee to assume, on a continuous basis, the normal supervisory duties over others. May perform some duties similar to those of the employee supervised.

Contacts

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

Working Conditions

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

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

Appendix "A"
By-Law # -2025

Schedule "B"

MILEAGE RATE POLICY

The TOWNSHIP OF ARMOUR, shall be reimbursed for mileage incurred in the performance of Municipal Law Enforcement Services under this Agreement. Mileage shall be reimbursed at the reasonable per-kilometre rates established and published by the Canada Revenue Agency (CRA), as amended from time to time. The applicable rate shall be the rate in effect at the time the mileage is incurred. Current and updated CRA mileage rates can be found at:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html>

Reimbursement is subject to the submission of itemized mileage logs and any other supporting documentation reasonably required by the TOWNSHIP OF RYERSON, and shall be paid in accordance with the payment terms set out in this Agreement.



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: August 26, 2025

Motion # 262

That the Council of the Township of Armour hereby receives the Staff Report from the CAO dated August 26, 2025 and approves the position descriptions and job evaluation results for the Manager of Municipal Law Enforcement and Municipal Law Enforcement Officer positions;

And Further That Council approves the creation of the title "Manager of Municipal Law Enforcement";

And Further That Staff be directed to implement these changes effective September 1, 2025.

Moved by:	Blakelock, Rod	☐	Seconded by:	Blakelock, Rod	☒
	Brandt, Jerry	☐		Brandt, Jerry	☐
	Haggart-Davis, Dorothy	☒		Haggart-Davis, Dorothy	☐
	Ward, Rod	☐		Ward, Rod	☐
	Whitwell, Wendy	☐		Whitwell, Wendy	☐

Carried / Defeated

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

Haggart-Davis, Dorothy

Ward, Rod

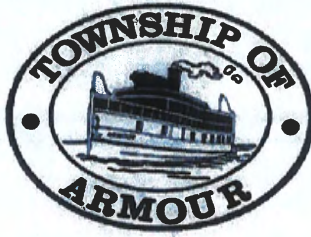
Whitwell, Wendy

For

☐☐☐☐☐

Opposed

☐☐☐☐☐



STAFF REPORT

Date: August 26, 2025
From: Dave Gray, CAO
Subject: Municipal Law Enforcement Department Position Evaluation Results

Recommendation

THAT the Council of the Township of Armour accept and approve the position descriptions and job evaluation results for the Manager of Municipal Law Enforcement and Municipal Law Enforcement Officer positions. Furthermore, that Council approve the creation of the Manager of Municipal Law Enforcement Role and direct staff to implement these changes effective September 1, 2025.

Background

Council received a staff report from the Senior Municipal Law Enforcement Officer regarding the evolution of municipal law enforcement (MLE) at the June 24, 2024 Regular Council Meeting. The report outlined an increased need for services, an overview of growth and service expansion considerations, and the rising need to consider and respond to a variety of complex social issues in the course of performing departmental duties.

Council passed resolution 2025-201 directing staff to review and revise the MLE department's position descriptions, score the positions using the framework set out in the Township of Armour Employment Policy, consult with the CAO and Treasurer, and report back to Council.

Council's direction has been carried out. Copies of the new position descriptions are attached to this report. Within the proposed changes, the creation of the Manager of Municipal Law Enforcement position is being recommended as well as various changes to the Municipal Law Enforcement Officer description. These changes will render the Senior Municipal Law Enforcement inactive. As such, the position was not revised through this process. Should departmental growth and/or demand for services increase to a point that necessitates additional MLE staff, the position will be re-evaluated at that time.

The Armour Township MLE Department is a Township Centre of Excellence serving 7 municipal partners in the Almaguin Region. The Senior MLE Officer has communicated the re-evaluation process to all municipal partners through their regular monthly reporting.

-RESOLUTION-

Evaluation Results

The Employment Review Committee met on Friday, August 8th, 2025 to review the position descriptions and perform the job evaluation.

Manager of Municipal Law Enforcement:

- Job Evaluation Result – Grade 8

Municipal Law Enforcement Officer:

- Job Evaluation Result – Grade 7 (raised from level 6)

Financial Considerations

Implementing these changes effective September 1, 2025 will result in a total wage increase of \$5,460.48 in 2025 which will be shared amongst all partners per established service agreements.

The total expected wage increases in 2026 is \$27,453.26 shared amongst all partners per established service agreements.

Others Consulted:

The Township of Armour Employment Committee
Charlene Watt, Municipal Clerk
Alison McGregor, Treasurer

Attachments:

Job Description – Manager of Municipal Law Enforcement
Job Description – Municipal Law Enforcement Officer



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: June 24, 2025

Motion # 201

That the Staff Report from the Senior By-law Enforcement Officer dated June 24, 2025, regarding the evolution of municipal law enforcement services role, community impact and organizational recommendations be received and directs staff and the Employment Committee to:

1. Review and revise the job descriptions for the Municipal Law Enforcement Officer and Senior Municipal Law Enforcement Officer to accurately reflect their expanded responsibilities, risks, and required competencies.
2. Rescore the updated positions using the Township's pay equity and compensation framework, and propose new grid placements that reflect current duties.
3. Consult with Human Resources & the Treasurer to assess implementation options and impacts.
4. Report back to Council with proposed amendments, pay grid changes, and budget considerations for approval.

Moved by:

Blakelock, Rod ☐
Brandt, Jerry ☒
Haggart-Davis, Dorothy ☒
Ward, Rod ☐
Whitwell, Wendy ☐

Seconded by:

Blakelock, Rod ☐
Brandt, Jerry ☐
Haggart-Davis, Dorothy ☐
Ward, Rod ☐
Whitwell, Wendy ☒

Carried Defeated

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

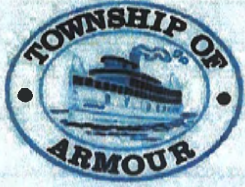
Blakelock, Rod
Brandt, Jerry
Haggart-Davis, Dorothy
Ward, Rod
Whitwell, Wendy

For

☐
☐
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Opposed

☐
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POSITION DESCRIPTION
Manager of Municipal Law Enforcement

REPORTS TO:

Clerk

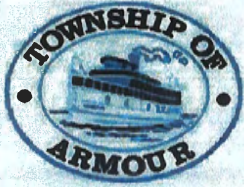
POSITION PURPOSE:

The Manager of Municipal Law Enforcement provides senior leadership and strategic direction for the Municipal Law Enforcement Department. This position oversees departmental operations, supervises staff, and ensures consistent, effective enforcement of municipal by-laws and other applicable legislation.

The Manager is also responsible for mentoring and supporting staff, guiding complex investigations, and resolving escalated complaints. They also review and recommend updates to by-laws to ensure relevance, legal compliance and alignment with community standards. The role supports the delivery of professional, community-focused enforcement services that promote public safety trust.

MAJOR DUTIES & RESPONSIBILITIES:

1. Oversees daily operations, scheduling, and coordination of departmental staff; ensures equitable workload distribution and promotes efficiency.
2. Provides leadership, orientation, mentoring, and debriefing support for staff well-being and professional development.
3. Performs complex inspections and enforcement duties under applicable legislation and municipal by-laws, as needed.
4. Acts as a designated Provincial Offences Officer for initiating legal action, issuing administrative monetary penalties, and overseeing compliance-related enforcement.
5. Responds to and resolves escalated complaints; conducts complex investigations and prepares Crown briefs, summonses, and compliance letters.
6. Promotes voluntary compliance through effective communication and collaboration with residents, contractors, and property owners.
7. Provides regular reports and presentations to Council regarding enforcement activities, emerging trends, and by-law recommendations.
8. Ensures accurate and complete recordkeeping for the department in accordance with municipal policies and legal requirements.
9. Oversees animal control operations and shelter coordination; may administer prescribed sedatives to aggressive animals and manage emotionally distressing cases involving cruelty or euthanasia.
10. Designated as the Animal Control Officer, Weed Inspector, Property Standards Officer and Fence Viewer. Other designations may also be required.

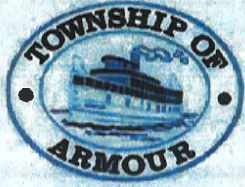


POSITION DESCRIPTION
Manager of Municipal Law Enforcement

-
11. Ensures staff compliance with the Township's policies, Occupational Health and Safety Act, and relevant procedures in all served municipalities.
 12. Manages after-hours enforcement procedures; triages complaints and coordinates appropriate agency or staff response.
 13. Maintains effective liaison with other departments, municipalities, agencies, and the public to support collaborative enforcement.
 14. Attends department head and management meetings and participates in strategic discussions.
 15. Contributes to budget development for the enforcement department and monitors expenditures.
 16. Represents the department at Council meetings as required, to provide information and clarity on existing, changing, or new by-laws. Attend community meetings and public events as required.
 17. Stays current on enforcement-related legislation, regulations, and best practices through ongoing training and professional development.
 18. Uses service vehicles and equipment responsibly; reports fleet concerns to the CAO.
 19. Performs other related duties and special projects as assigned by Clerks of the respective municipalities.

EDUCATION / EXPERIENCE / SKILLS:

1. Minimum three (3) year college diploma in law enforcement or a related field.
2. Minimum three to five (3-5) years experience in a municipal law enforcement setting.
3. Certification or intent to obtain certification through the Municipal Law Enforcement Officers Association of Ontario.
4. Certification or intent to obtain certification as a Property Standards Officer through the Ontario Association of Property Standards Officers.
5. Managerial or supervisory experience is an asset.
6. Excellent verbal and written communication skills; able to interact professionally with elected officials, staff, and the public.
7. Exceptional organizational, time management and administrative skills.
8. Strong conflict resolution, negotiation, and problem-solving abilities with demonstrated integrity, initiative, and emotional maturity.
9. Ability to lead with tact, diplomacy, and sound judgment, both independently and as part of a team.



POSITION DESCRIPTION
Manager of Municipal Law Enforcement

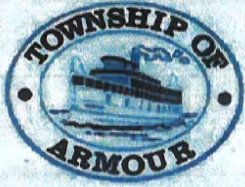
10. In-depth understanding of enforcement frameworks, by-laws, and legislation, as well as investigative best practices.
11. Knowledge of court processes and emergency response protocols.
12. Must be able to work frequently with vulnerable sectors including youth, seniors, homeless, mental health and addictions.
13. Experience working with vulnerable populations, including seniors, youth, and individuals experiencing homelessness, addiction, or mental health challenges.
14. Demonstrated resilience and healthy coping strategies for managing exposure to distressing or traumatic situations.
15. Ability to remain current in legislative developments and facilitate ongoing staff knowledge transfer.
16. Capable of coordinating enforcement services across multiple municipalities.
17. Experience working with external partners including MNRF, MOECCP, PSDSSAB, NBPSDHU, NBMCA, OMFRA, Paramedicine Program, Animal Welfare, and other services as required.
18. Able to respond to high-conflict or emergent situations calmly and effectively, with personal and team safety as a priority.
19. Physically able to walk long distances, climb various terrain, and work in remote or rugged environments, and maintain visual acuity to meet investigative standards.
20. Experienced in presenting to Council and communicating enforcement matters clearly and professionally.
21. Valid G driver's license with a clean driver abstract satisfactory to the Municipality; use of personal vehicle may be required.
22. Valid Pleasure Craft Operator Card.
23. Must provide and maintain a clean criminal record check.
24. Strict adherence to confidentiality and health and safety regulations.

Independence of Action

This position requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.

Mental Effort

Variety of duties with almost continuous periods of intermediate mental, visual and/or aural concentration required when, managing personnel, investigating, making notes or going to court.



POSITION DESCRIPTION
Manager of Municipal Law Enforcement

Physical Effort

Work may involve physically demanding and exhausting activities which may include aiding in emergency response situations and be involved in physically dangerous and confrontational situations.

Dexterity

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

Accountability

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

This position is accountable to multiple municipalities through shared service agreements, requiring adaptability to differing community needs and by-law frameworks.

Safety of Others

Considerable degree of care required to prevent injury or harm to others.

Supervision

This position requires the employee to assume, on a continuous basis, the normal supervisory duties over others. May perform some duties similar to those of the employee supervised.

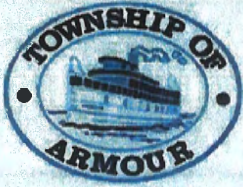
Contacts

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

Working Conditions

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

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



POSITION DESCRIPTION
Municipal Law Enforcement Officer

REPORTS TO:

Manager of Municipal Law Enforcement

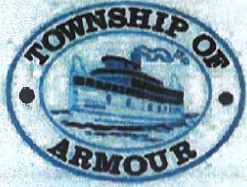
POSITION PURPOSE:

The Municipal Law Enforcement Officer is responsible for enforcing municipal by-laws and other applicable legislation, while promoting public awareness and education to ensure the safety and protection of residents, property, and municipal employees. The position requires a flexible schedule to accommodate the varying needs of the community and enforcement activities.

This role also includes providing enforcement services to other municipalities, as outlined in agreements with the Township of Armour. The Officer will work collaboratively with the public, internal departments, and external partners to identify and address underlying factors affecting compliance and public safety, supporting a proactive and coordinated approach to municipal law enforcement.

MAJOR DUTIES & RESPONSIBILITIES:

1. Conducts a variety of inspections and enforces municipal by-laws and applicable legislation through both proactive patrols and response to complaints.
2. Designated as the Provincial Offences Officer under applicable legislation to initiate legal action on by-laws and issue administrative monetary penalties and compliance notices.
3. Promotes voluntary compliance through persuasive communication, written correspondence, and on-site education.
4. Works collaboratively with property owners, contractors, and residents to resolve non-compliance issues.
5. Investigates by-law violations and prepares detailed documentation including evidence gathering, witness interviews, registered correspondence, and court briefs. Initiates legal proceedings as required, including issuing summonses and preparing materials for prosecution.
6. Maintains thorough and accurate records of enforcement activity in compliance with municipal policy and legal standards.
7. Responds to public inquiries, complaints, and enforcement requests with professionalism and a strong customer service focus.
8. Coordinates enforcement services and shares information with internal departments, partner agencies and other municipalities through shared services agreements.
9. Attends Council meetings, community meetings and public events as required.
10. Provides after-hours field support for complex investigations and urgent public safety concerns.
11. Maintains a system to receive complaints 24/7; triages service requests and coordinates appropriate agency call-outs when safety risks are identified.

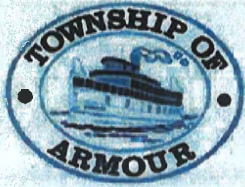


POSITION DESCRIPTION
Municipal Law Enforcement Officer

12. Assists with animal control and transports animals to an animal shelter designated by the municipality. May be required to administer medications as prescribed to sedate aggressive animals. May be exposed to emotionally distressing situations involving animal cruelty and euthanasia.
13. Keeps informed of by-law enforcement-related matters, including legislation, regulations, practices, and procedures, and attend seminars, workshops, conferences and training courses as required.
14. Maintains effective and cooperative liaison with staff, staff, other municipalities, government agencies, external organizations, and the public to promote a high standard of customer service and public relations at all times.
15. Wears and maintains required personal protective equipment (PPE), including body armour and biohazard protections, during field activities.
16. Works in compliance with the Township of Armour policies, and the Occupational Health and Safety Act and its regulations. Understands and adheres to established procedures of each municipality served.
17. Uses service area equipment and fleet vehicles responsibly. Reports fleet issues to the CAO.
18. Performs additional duties and special projects as assigned by the Clerks of the respective municipalities.

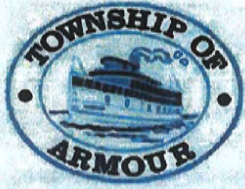
EDUCATION / EXPERIENCE / SKILLS:

1. Minimum two (2) year college diploma in law enforcement or a related field.
2. Minimum two (2) years experience in municipal enforcement or investigative fieldwork.
3. Certification from, or willingness to obtain certification from, the Municipal Law Enforcement Officers Association of Ontario and the Ontario Association of Property Standards Officers.
4. Excellent verbal and written communication skills; able to interact professionally with elected officials, colleagues, and the public.
5. Strong public relations skills and the ability to foster voluntary compliance through effective communication.
6. Must be able to work frequently with vulnerable sectors including youth, seniors, individuals experiencing homelessness, and those affected by mental health or addiction issues.
7. Strong working knowledge of municipal by-laws, regulatory legislation and enforcement frameworks.
8. Proficient in investigative procedures, including note-taking and evidence collection and preparation of Crown briefs.



POSITION DESCRIPTION
Municipal Law Enforcement Officer

9. Knowledge of court procedures and legal documentation requirements, including issuing summonses and preparing for testimony.
10. Ability to coordinate enforcement services across multiple municipalities and triage service requests efficiently.
11. Demonstrated conflict resolution, negotiation, and de-escalation skills, with the ability to remain calm, objective and maintain personal safety in high-stress or confrontational situations.
12. Capable of managing exposure to emotionally challenging situations including those involving trauma, grief, domestic conflict, or animal cruelty, while maintaining professionalism and emotional resilience.
13. Able to work independently and as part of an enforcement team, exercising sound judgement and discretion.
14. Experience collaborating with external agencies such as MNRF, MOECCP, PSDSSAB, NBPSDHU, NBMCA, OMFRA, Animal Welfare, and emergency services providers
15. Ability to support a proactive and integrated approach to public safety and enforcement through interagency collaboration.
16. Strong organizational, time management, and administrative skills.
17. Ability to maintain accurate records, prepare detailed reports, and manage enforcement files in compliance with municipal policies and privacy requirements.
18. Comfortable wearing PPE and able to walk long distances, climb various terrain, and work in remote or rugged conditions.
19. Visual acuity must meet acceptable standards for investigative work.
20. Able to operate Township vehicles and equipment responsibly; reports maintenance issues promptly.
21. Available to respond during municipal emergencies or emergency management activations.
22. Willing to conduct occasional after-hours patrols and investigations.
23. Valid G driver's license with a clean driver abstract required; use of personal vehicle may be required.
24. Possession of a valid Pleasure Craft Operator Card.
25. Must provide and maintain a clean criminal record check.
26. Must maintain strict confidentiality and comply with all applicable workplace safety regulations.



POSITION DESCRIPTION

Municipal Law Enforcement Officer

Independence of Action

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

Mental Effort

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

Physical Effort

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

Dexterity

The coordination of fine motor skills is required when operating office equipment, vehicles, taking notes, writing reports, and using other documentation tools.

Accountability

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

This position is accountable to multiple municipalities through shared service agreements, requiring adaptability to differing community needs and by-law frameworks.

Safety of Others

Considerable degree of care required to prevent injury or harm to others during enforcement duties.

Supervision

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

Contacts

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

Working Conditions

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

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

TOWNSHIP OF ARMOUR

STAFF REPORT TO COUNCIL

DATE: June 24, 2025
FROM: Jason Newman, Senior Municipal Law Enforcement Officer
TO: Council of the Township of Armour
SUBJECT: Municipal Law Enforcement Services – Evolution of Role, Community Impact, and Organizational Recommendations

PURPOSE

This report provides Council with an in-depth overview of the growth, evolution, and transformation of Municipal Law Enforcement Services in the Township of Armour since 2018. It outlines the significant expansion of responsibilities, emerging public safety trends, and the increasingly complex nature of enforcement work. This report also recommends that Council direct staff to update job descriptions and reassess pay grid placement for By-Law Enforcement Officers, ensuring compensation and classification accurately reflect current roles and risks.

BACKGROUND

In 2018, Municipal Law Enforcement (MLE) in the Township of Armour was a limited and primarily reactive function, responding to fewer than 100 calls annually and supporting a small number of enforcement areas (e.g., trailers, dogs, and property standards). Armour also provided up to five hours of support per week to the Village of Burk's Falls.

Through strategic leadership, the Township pioneered **proactive enforcement**, focusing on compliance and behavioural change over punitive measures. This model proved effective and became sought after by neighbouring municipalities. Demand grew significantly, with enforcement services eventually expanding to **seven municipalities on a full-time basis**. This was formalized through shared service agreements, supported by the hiring of both a full-time Municipal Law Enforcement Officer and a Senior Officer.

By the end of 2024, the department had responded to **over 500 calls for service**, marking a fivefold increase from 2019.

- RESOLUTION -

GROWTH & SERVICE EXPANSION

Shared Services and Regional Partnerships

- Formalized **multi-municipality service agreements** to ensure consistency, accountability, and cost-efficiency.
- Participated in **budget discussions, policy development, and strategic planning** across multiple jurisdictions.
- Our team adapts to the unique requirements of each community while maintaining unified standards of enforcement and compliance.

Enhanced Community Engagement

- Attended festivals, schools, and town halls to promote public safety, by-law education, and community dialogue.
- Delivered educational messaging and outreach programming to raise awareness and promote voluntary compliance.

Non-Traditional Roles & Social Service Coordination

- Increasingly involved in homelessness interventions, addiction-related complaints, and mental health crises.
- Coordinated with **Fire Departments, Police, PSNDSSAB, and local health and social service providers** to support vulnerable individuals and close service gaps.
- Successfully mitigated several high-risk cases through **inter-agency collaboration and early intervention**.

Legislative Leadership

- Drafted and implemented pioneering by-laws such as:
 - **Dock Bubbler By-Law** (first in Canada),
 - **Cutting of Trees on Shorelines By-Law** (tested in court and upheld),
 - **Administrative Monetary Penalty System (AMPS)** (a cost-effective alternative to Provincial Offences Court).
 - Created a **joint animal control agreement** with OSPCA, streamlining administrative functions for six municipalities.
-

PRESENTING SITUATION: ENFORCEMENT IN A NEW ERA

The COVID-19 pandemic drastically elevated the public visibility and expectations of MLEOs. Enforcement extended to provincially mandated lockdowns and gatherings, emphasizing education and community support over punitive action.

Since then, enforcement responsibilities have expanded into **complex social issues**, including:

- **Homeless encampments**, often with no applicable local policy or clear provincial guidelines.
- **Mental health and addiction-related complaints**, requiring trauma-informed and de-escalation skills.
- **Coordinated crisis response** involving Police, Fire, EMS, and social workers.

MLEOs are now filling service gaps once presumed to be outside their purview—**not by choice, but by necessity**—to meet evolving community needs.

SAFETY & RISK CONSIDERATIONS

The nature of enforcement has introduced substantial risk to officers:

- **Exposure to violence, weapons, drug contamination, and mental health crises.**
- Officers are equipped with **body armour, medical barriers, de-escalation training, and naloxone.**
- Joint responses with Police or Fire are now standard for high-risk situations.
- Officers have been involved in cases resulting in **criminal charges** against offenders due to threats or assaults.

Although not recommended at this time, the Province has proposed expanding special constable powers—including the carrying of firearms—which underscores the **seriousness and complexity of today's MLE environment.**

COST EFFICIENCY & VALUE COMPARISON

MLEOs offer a **cost-effective, preventative alternative** to traditional policing:

- Shared services allow municipalities to access high-calibre enforcement without bearing full individual costs.
 - MLEOs absorb non-criminal matters that would otherwise divert OPP resources—**reducing OPP call volume and cost.**
 - The Township benefits from a **scalable, flexible enforcement model** that delivers professional services at a fraction of the cost of policing.
-

STRATEGIC RECOMMENDATIONS

Job Description and Pay Grid Review

Due to the evolving complexity, risk, and scope of MLEO roles, it is necessary to:

- **Review and revise the job descriptions** of both Municipal Law Enforcement Officer and Senior Officer positions.
 - **Rescore and reposition the roles within the Township's pay grid**, ensuring proper compensation aligned with modern duties, qualifications, and expectations.
 - **Include internal and external consultation (e.g., HR & Treasurer) and present proposed changes to Council.**
-

Training and Sector Leadership

As a regional leader in municipal enforcement innovation, Armour Township is well-positioned to develop training programs in:

- Shared service management
- Legislation and policy development
- Crisis response, de-escalation, and mental health awareness
- Homelessness and addiction intervention
- Compliance-based community engagement

Such training would elevate local capacity and provide consistency across jurisdictions.

CONCLUSION

Municipal Law Enforcement has evolved from enforcing basic property standards to playing a vital role in **community safety, social intervention, policy development, and risk mitigation**. Our officers navigate increasingly complex and hazardous situations that demand empathy, legal acumen, and resilience.

To maintain service quality and retain qualified professionals, it is essential to align our **organizational structures, job descriptions, and compensation levels** with the realities of this role.

RECOMMENDATION RESOLUTION

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour hereby accepts this report and directs staff to:

1. **Review and revise** the job descriptions for the Municipal Law Enforcement Officer and Senior Municipal Law Enforcement Officer to accurately reflect their expanded responsibilities, risks, and required competencies.
2. **Rescore the updated positions** using the Township's pay equity and compensation framework, and propose new grid placements that reflect current duties.
3. **Consult with Human Resources & Treasurer** to assess implementation options and impacts.
4. **Report back to Council** with proposed amendments, pay grid changes, and budget considerations for approval.

ATTACHMENT

Township of Armour – Employment Policy Pay Grades and Pay Scale by Position Chart

Kelly Morissette

From: Nancy Field
Sent: September 22, 2025 3:52 PM
To: Kelly Morissette
Subject: FW: ROMA 2026 Conference: Registration and Hotel Information

Hi Kelly, Roma dates below to put in the chart you made for conferences. Thanks

Nancy Field,
Clerk/Planning Administrator
Township of Ryerson



[ip.ca](https://ryersontownship.ca)

28 Midlothian Road, Burk's Falls ON, P0A 1C0
Tel: (705) 382-3232 Fax: (705) 382-3286
<https://ryersontownship.ca>

NOTICE: ANY ZONING INFORMATION OR BY-LAW INTERPRETATION PROVIDED BY THE CLERK OR OTHER MUNICIPAL EMPLOYEES IS PROVIDED AS A PUBLIC SERVICE ONLY. THE MUNICIPALITY TAKES NO RESPONSIBILITY FOR THE ACCURACY OR THE FACTS OR OPINIONS PROVIDED. TO OBTAIN ACCURATE INFORMATION, PLEASE REFER DIRECTLY TO THE APPROPRIATE BY-LAWS, AND OBTAIN THE ADVICE OF YOUR LAWYER AND/OR A CERTIFIED PLANNER.

From: ROMA Events <events@roma.on.ca>
Sent: September 20, 2025 8:00 AM
To: Nancy Field <clerk@ryersontownship.ca>
Subject: ROMA 2026 Conference: Registration and Hotel Information



ROMA 2026 Annual Conference

Ontario's Rural Leaders Conference

Register Today

January 18 – 20, 2026

Sheraton Centre Hotel, Toronto

As the first gathering for municipal leaders of the year, the ROMA Conference offers a powerful opportunity to come together with others who understand the unique challenges and opportunities facing rural communities in Ontario. The ROMA 2026 Conference is a vital hub for sharing innovative solutions, gaining insight into best practices and tools that can drive the sustainability of your community.

ROMA 2026 – ***Ontario's Rural Leaders Conference***, will enable you to amplify the rural voice, advocate for your community, and shape policies that reflect the realities of rural Ontario.

Back by popular demand

Back by popular demand, journalist [Chantal Hébert](#) returns to ROMA 2026 to provide insight, humour, and critical contemplations on the state of public policy and national politics.



Registration

Registration is open now. Save on registration fees by registering as an Early Bird. The deadline to take advantage these rates is **October 31, 2025**.

[Click here to register today.](#)

Accommodations

You can now also book your hotel rooms for the Conference. Here are a few important pieces of information to remember when booking your hotel:

Make sure you provide a credit card when you book your room, if a room reservation does not have a credit card associated with it, the room will be released by the room rate deadline. In this case you will not be guaranteed a hotel room.

All the conference contracted hotels have deadlines by which the preferred hotel rates are no longer offered. Familiarize yourself with these deadlines for cost savings.

If you receive a message that the “rooms are sold out” when booking, this most likely refers to the rooms available at the preferred conference rate. There may still be rooms available at the hotel, just at a higher cost.

[Click here for full hotel information.](#)

Attention Sponsors and Exhibitors!

The ROMA Annual Conference is an opportunity to connect with close to 2,000 delegates, most of whom are elected municipal officials and decision makers. If you offer services or products that are a benefit to communities across the province, you will not want to miss this event.

Information on both exhibit hall and sponsorship opportunities will be available soon.

CONTACT

events@roma.on.ca

T 416.971.9856

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of the province, on social media.



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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to clerk@ryersontownship.ca.

To continue receiving our emails, add us to your address book.

	Staff Report
To:	Council
From:	Acting CAO/Clerk, Nancy Field
Date of Meeting:	October 14, 2025
Report Title:	Consents B-042/25 and B-043/25 M. Staresinic
Report Date:	October 6, 2025

Recommendation: Be it resolved that Ryerson Township Council Support Consent Applications B-042/25 and B-043/25, Concession 13, Part Lot 22, known as 81D Wind Rose Lane, in Ryerson Township with the standard conditions.

Purpose: The purpose of this report is to evaluate a proposal submitted by the applicants to create two new waterfront residential lots on a property located in Ryerson Township. The applicants intend for these lots to be used by their family for the construction of recreational cottages. This report reviews the relevant planning policy framework and addresses a concern submitted by a neighbouring property owner.

Background: Earlier this year, consent applications B-017/25 and B-018/25, were approved to establish a private road/easement that will provide legal access to the proposed lots. This ensures year-round vehicular access and complies with the applicable access requirements under the Township's planning policies.

The current application is to sever the subject lands into two new waterfront building lots, in accordance with the applicants' intention to accommodate family members seeking to construct seasonal cottages.

A letter of concern was received from Mr. Thomas Fink, a nearby property owner. Mr. Fink initially expressed concerns regarding the future use and development of the subject property. However, after receiving clarification from both the applicants and Township staff regarding the family's recreational intentions, Mr. Fink has indicated that he is more comfortable with the proposal moving forward.

No further objections or concerns have been received at the time of this report.

The proposed lots comply with all applicable provisions of the Zoning By-law. It aligns with the general intent and specific policies of the Township's Official Plan. The proposal is consistent with the Provincial Planning Statement.

Enclosures: Applications B042,43/25, Planning Report, Planning Memo, Letter of Concern

SEVERED LOT #1 OF TWO

B-042/25

**Application for Consent
Under Section 53 of the Planning Act**

Note to Applicants: This application form is to be used if the **SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD** is the consent granting authority. In this form the term "subject" land means the land to be severed and the land to be retained.

Completeness of the Application

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

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

Submission of the Application

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

For Help

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

1. Applicant Information

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

Name of Owner(s) MICHAEL STARESINIC	Home Telephone No. 905.536.4288	Business Telephone No.
Address 637 SANDCHERRY DRIVE, BURLINGTON, ON	Postal Code L7T 4L9	Fax No.

- ▶ **1.2 Name of the person who is to be contacted about the application, if different than the owner.**
(This may be a person or firm acting on behalf of the owner.)

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

2. Location of the Subject Land (Complete applicable boxes in 2.1)

▶ 2.1 District PARRY SOUND		Municipality/Unorganized Township RYERSON		Former Township N/A	
Concession Number(s) 13	Lot Number(s) PART LOT 22	Registered Plan No. (Subd.) N/A		Lot(s)/Block(s) N/A	
Reference Plan No. 42R8549	Part Number(s) N/A	Parcel No. N/A		Name of Street/Road WIND ROSE LANE	
Street No. 81D		Section or Mining Location No. N/A			

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

3. Purpose of this Application

► 3.1 Type and purpose of proposed transaction (check appropriate box)
 Creation of a new lot ☒ Addition to a lot ☐ A Right-of-way ☒ An easement ☒
 A charge ☐ A lease ☐ A correction of title ☐ Other purpose ☐
 ► 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.
 NICK MUHAR - SEVERED LOT #1
 ► 3.3 If a lot addition, identify the lands to which the parcel will be added.
 N/A

4. Description of Subject Land and Servicing Information (Complete each subsection.)

4.1 Description		Severed	Retained
►	Frontage (m.)	~61m for property and ROW	~ 61m for property and ROW after both proposed severances
	Depth (m.)	~96m for property; ~9m for ROW	~96m for property and ROW after both proposed severances
	Area (ha. or m ²)	~0.59ha. or ~5,856 m2	~0.59ha. or ~5,856 m2
► 4.2 Use of property (i.e. vacant, industrial, commercial, residential, etc.)	Existing Use(s)	vacant	vacant
	Proposed Use(s)	residential	residential
► 4.3 Buildings or Structures (include date of construction, type and size of building)	Existing	none	none
	Proposed	cottage dwelling, no construction date set, estimate 185 - 275 m2 and new ROW	cottage dwelling, no construction date set, estimate 185 - 275 m2
► 4.4 Access (check appropriate space)	Provincial Highway		
	Public Road		
	Name of Authority maintaining road		
	Common name of road		
	Private Road (describe in Section 4.8)	Geddes Lane via Wind Rose Lane	Geddes Lane via Wind Rose Lane
	Right of way (describe in Section 4.8)	X	X
	Period of Maintenance: Seasonal	Geddes Lane	Geddes Lane
	:Year Round	Wind Rose Lane	Wind Rose Lane
	Water Access (Describe in Section 4.9)		
► 4.5 Water Supply (check appropriate space)	Publicly owned and operated piped water system		
	Name of Authority operating and maintaining services		
	Privately owned and operated communal well (Describe in Section 9.1)		
	Privately owned and operated individual well	Expected	Expected
	Lake or other water body		
	Other means (Describe in Section 9.1)		
► 4.6 Sewage Disposal (check appropriate space)	Publicly owned and operated sanitary sewage system		
	Name of Authority operating and maintaining service		
	Privately owned and operated communal septic system (Describe in Section 9.1)		
	Privately owned and operated individual septic tank	Expected	Expected
	Privy	Expected	Expected
	Other means (Describe in section 9.1)		

4.7 Other Services (check if the service is available)	Electricity	at property line	at property line
	School Busing		
	Garbage Collection		

4.8 If access to the subject land is by private road, or "right of way" as indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or year round.

Subject land access is by Geddes Lane across lands owned by 105 Wind Rose Lane and 81A Wind Rose Lane of which conditional approvals have been received to register the ROWs. This includes a "New Road" to be constructed to gain access to 81D Wind Rose Lane. Maintenance is seasonal.

4.9 If access to the subject land is by water, as indicated in section 4.4, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

N/A

5. Land Use (Maps are available at Municipal Offices for verification)

5.1 What is the existing official plan designation(s), if any, of the subject land?
Shoreline

5.2 What is the zoning, if any, of the subject land? If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?
Limited Services Residential

5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or feature	On the Subject Land	Within 500 metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard	N/A	N/A
A landfill	N/A	N/A
A sewage treatment plant or waste stabilization plant	N/A	N/A
A provincially significant wetland (Class 1, 2 or 3 wetland)	N/A	N/A
A provincially significant wetland within 120 metres of the subject land	N/A	N/A
Flood plain	N/A	N/A
A rehabilitated mine site	N/A	N/A
A non-operating mine site within 1 kilometre of the subject land	N/A	N/A
An active mine site	N/A	N/A
An industrial or commercial use, and specify the use(s)	N/A	N/A
An active railway line	N/A	N/A
A municipal or federal airport	N/A	N/A

6. History of the Subject Land

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?
☐ Yes ☒ No ☐ Unknown If Yes and if known, provide the Ministry's application file number and the decision made on the application.

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

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

There are two simultaneous consent applications (including this one) to sever the subject land into three equal lot sizes and provide registered easement/ROWs to each severed lot and retained lot

6.4 How was the parcel originally acquired by the owner created? ☒ Original township lot ☐ By consent ☐ By plan of subdivision
☒ Other Original township lot that was severed prior to owner acquiring the subject land

7. Concurrent Applications

- 7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment?
☐ Yes ☒ No ☐ Unknown If Yes and If Known, provide details and status of the application.
- 7.2 Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?
☐ Yes ☒ No ☐ Unknown If Yes and If Known, specify the appropriate file number and status of the application.

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

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

9. Other Information

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

It is the intention of the applicant to sever 81D Wind Rose Lane into 3 equal lots each approximately 61m x 96m satisfying the requirements of Ryerson's zoning by-law. The applicant intends to retain one and transfer the remaining two severed lots to family members. A secondary application mirroring this one has also been made for the second proposed lot severance. This application also includes the necessary information to register the required easements/ROWs to gain access to each of the two severed and retained lots from the "New Road".

10. Affidavit or Sworn Declaration of Applicant(s)

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

I/we, Michael Staresinic of the City of Burlington
In the Municipality of Halton make oath and say (or solemnly declare) that the information contained in this application
is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the City of Toronto

In the City of Toronto

this 25th day of March 2025

Applicant

Applicant

Applicant

Applicant

Commissioner of Oaths

11. Authorizations of Owner(s)

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

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

I/we _____, am/are the owner(s) of the land that is the subject of this application for a consent and I/we authorize _____ to make this application on my/our behalf.

Date

Signature of Owner

Signature of Owner

- 11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner(s) concerning personal information set out below.

Authorization of Owner(s) for Agent to Provide Personal Information

I/we _____, am/are the owner(s) of the land that is the subject of this application for a consent and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize _____ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or will be collected during the processing of the application.

Date

Signature of Owner

Signature of Owner

12. Consent of Owner(s)

Complete the consent of the owner(s) concerning personal information set out below.

Consent of the Owner(s) to the Use and Disclosure of Personal Information

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

July 5, 2025
Date

Signature of Owner

[Signature]
Signature of Owner

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

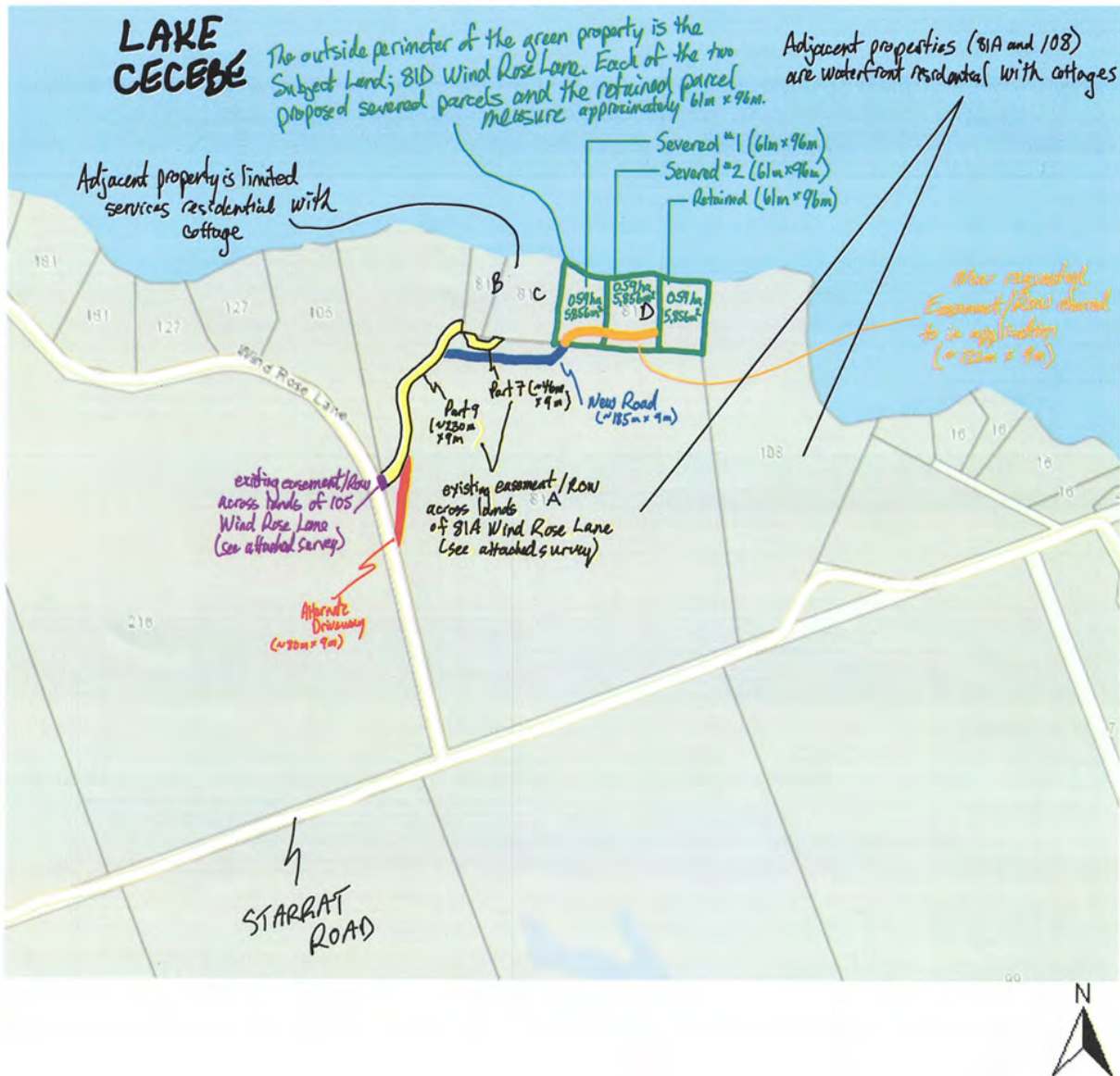
- ☐ 1 Completed application form including sketch
- ☐ Current parcel abstract (land title)
- ☐ Current reference plan of survey or registered plan (if available)
- ☐ Prescribed application fee, either as a certified cheque or money order, payable to the Southeast Parry Sound District Planning Board.

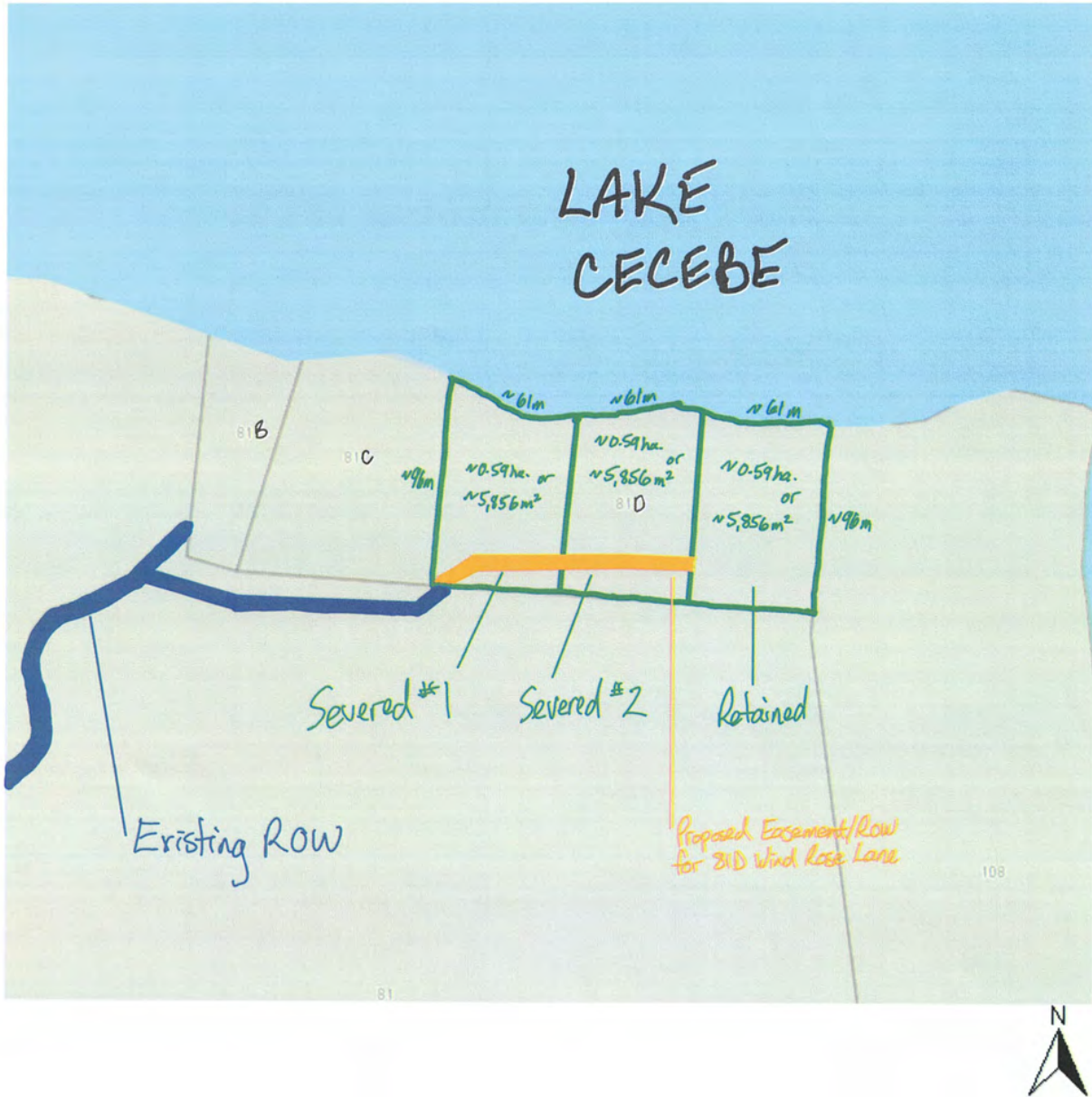
The Planning Board will assign a File Number for complete applications and this should be used in all communications.

Submit completed application and fee to:

SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD
P.O. Box 310 Kearney, ON
POA 1M0

81D Wind Rose Lane





SEVERED LOT #2 OF TWO

B-043125

**Application for Consent
Under Section 53 of the Planning Act**

Note to Applicants: This application form is to be used if the **SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD** is the consent granting authority. In this form the term "subject" land means the land to be severed and the land to be retained.

Completeness of the Application

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

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

Submission of the Application

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

For Help

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

1. Applicant Information

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

Name of Owner(s) MICHAEL STARESINIC	Home Telephone No. 905.536.4288	Business Telephone No.
Address 637 SANDCHERRY DRIVE, BURLINGTON, ON	Postal Code L7T 4L9	Fax No.

▶ **1.2 Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner.)**

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

2. Location of the Subject Land (Complete applicable boxes in 2.1)

▶ 2.1 District PARRY SOUND		Municipality/Unauthorized Township RYERSON	Former Township N/A
Concession Number(s) 13	Lot Number(s) PART LOT 22	Registered Plan No. (Subd.) N/A	Lot(s)/Block(s) N/A
Reference Plan No. 42R8549	Part Number(s) N/A	Parcel No. N/A	Name of Street/Road WIND ROSE LANE
Street No. 81D		Section or Mining Location No. N/A	

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

3. Purpose of this Application

- 3.1 Type and purpose of proposed transaction (check appropriate box)
 Creation of a new lot ☒ Addition to a lot ☐ A Right-of-way ☒ An easement ☒
 A charge ☐ A lease ☐ A correction of title ☐ Other purpose ☐
 ► 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.
 JOHN STAREŠINIC - SEVERED LOT #2
 ► 3.3 If a lot addition, identify the lands to which the parcel will be added.
 N/A

4. Description of Subject Land and Servicing Information (Complete each subsection.)

4.1 Description		Severed	Retained
	Frontage (m.)	~61m for property and ROW	~ 61m for property and ROW after both proposed severances
	Depth (m.)	~96m for property; ~9m for ROW	~96m for property and ROW after both proposed severances
	Area (ha. or m ²)	~0.59ha. or ~5,856 m2	~0.59ha. or ~5,856 m2
► 4.2 Use of property (i.e. vacant, industrial, commercial, residential, etc.)	Existing Use(s)	vacant	vacant
	Proposed Use(s)	residential	residential
► 4.3 Buildings or Structures (include date of construction, type and size of building)	Existing	none	none
	Proposed	cottage dwelling, no construction date set, estimate 185 - 275 m2 and new ROW	cottage dwelling, no construction date set, estimate 185 - 275 m2
► 4.4 Access (check appropriate space)	Provincial Highway		
	Public Road		
	Name of Authority maintaining road		
	Common name of road		
	Private Road (describe in Section 4.8)	Geddes Lane via Wind Rose Lane	Geddes Lane via Wind Rose Lane
	Right of way (describe in Section 4.8)	X	X
	Period of Maintenance: Seasonal	Geddes Lane	Geddes Lane
	:Year Round	Wind Rose Lane	Wind Rose Lane
	Water Access (Describe in Section 4.9)		
► 4.5 Water Supply (check appropriate space)	Publicly owned and operated piped water system		
	Name of Authority operating and maintaining services		
	Privately owned and operated communal well (Describe in Section 9.1)		
	Privately owned and operated individual well	Expected	Expected
	Lake or other water body		
	Other means (Describe in Section 9.1)		
► 4.6 Sewage Disposal (check appropriate space)	Publicly owned and operated sanitary sewage system		
	Name of Authority operating and maintaining service		
	Privately owned and operated communal septic system (Describe in Section 9.1)		
	Privately owned and operated individual septic tank	Expected	Expected
	Privy	Expected	Expected
	Other means (Describe in section 9.1)		

4.7 Other Services (check if the service is available)	Electricity	at property line	at property line
	School Bussing		
	Garbage Collection		

4.8 If access to the subject land is by private road, or "right of way" as indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or year round.

Subject land access is by Geddes Lane across lands owned by 105 Wind Rose Lane and 81A Wind Rose Lane of which conditional approvals have been received to register the ROWs. This includes a "New Road" to be constructed to gain access to 81D Wind Rose Lane. Maintenance is seasonal.

4.9 If access to the subject land is by water, as indicated in section 4.4, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

N/A

5. Land Use (Maps are available at Municipal Offices for verification)

5.1 What is the existing official plan designation(s), if any, of the subject land?
Shoreline Revised

5.2 What is the zoning, if any, of the subject land? If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?
Limited Services Residential

5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or feature	On the Subject Land	Within 500 metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard	N/A	N/A
A landfill	N/A	N/A
A sewage treatment plant or waste stabilization plant	N/A	N/A
A provincially significant wetland (Class 1, 2 or 3 wetland)	N/A	N/A
A provincially significant wetland within 120 metres of the subject land	N/A	N/A
Flood plain	N/A	N/A
A rehabilitated mine site	N/A	N/A
A non-operating mine site within 1 kilometre of the subject land	N/A	N/A
An active mine site	N/A	N/A
An industrial or commercial use, and specify the use(s)	N/A	N/A
An active railway line	N/A	N/A
A municipal or federal airport	N/A	N/A

6. History of the Subject Land

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?
☒ Yes ☐ No ☐ Unknown If Yes and If Unknown, provide the Ministry's application file number and the decision made on the application.

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

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

There are two simultaneous consent applications (including this one) to sever the subject land into three equal lot sizes and provide registered easement/ROWs to each severed lot and retained lot.

6.4 How was the parcel originally acquired by the owner created? ☒ Original township lot ☐ By consent ☐ By plan of subdivision
☒ Other Original township lot that was severed prior to owner acquiring the subject land

7. Concurrent Applications

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

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

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

9. Other Information

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

It is the intention of the applicant to sever 81D Wind Rose Lane into 3 equal lots each approximately 61m x 96m satisfying the requirements of Ryerson's zoning by-law. The applicant intends to retain one and transfer the remaining two severed lots to family members. A secondary application mirroring this one has also been made for the second proposed lot severance. This application also includes the necessary information to register the required easements/ROWS to gain access to each of the two severed and retained lots from the "New Road".

10. Affidavit or Sworn Declaration of Applicant(s)

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

I/we, Michael Staresinic of the City of Burlington
in the Municipality of Halton make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the City of Toronto

in the City of Toronto

this 25th day of March 2025

[Signature]
Commissioner of Oaths

[Signature]
Applicant

[Signature]
Applicant

11. Authorizations of Owner(s)

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

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

I/we _____, am/are the owner(s) of the land that is the subject of this application for a consent and I/we authorize _____ to make this application on my/our behalf.

Date

Signature of Owner

Signature of Owner

- 11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner(s) concerning personal information set out below.

Authorization of Owner(s) for Agent to Provide Personal Information

I/we _____, am/are the owner(s) of the land that is the subject of this application for a consent and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize _____ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or will be collected during the processing of the application.

Date

Signature of Owner

Signature of Owner

12. Consent of Owner(s)

Complete the consent of the owner(s) concerning personal information set out below.

Consent of the Owner(s) to the Use and Disclosure of Personal Information

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

July 5, 2025
Date

Signature of Owner

[Signature]
Signature of Owner

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

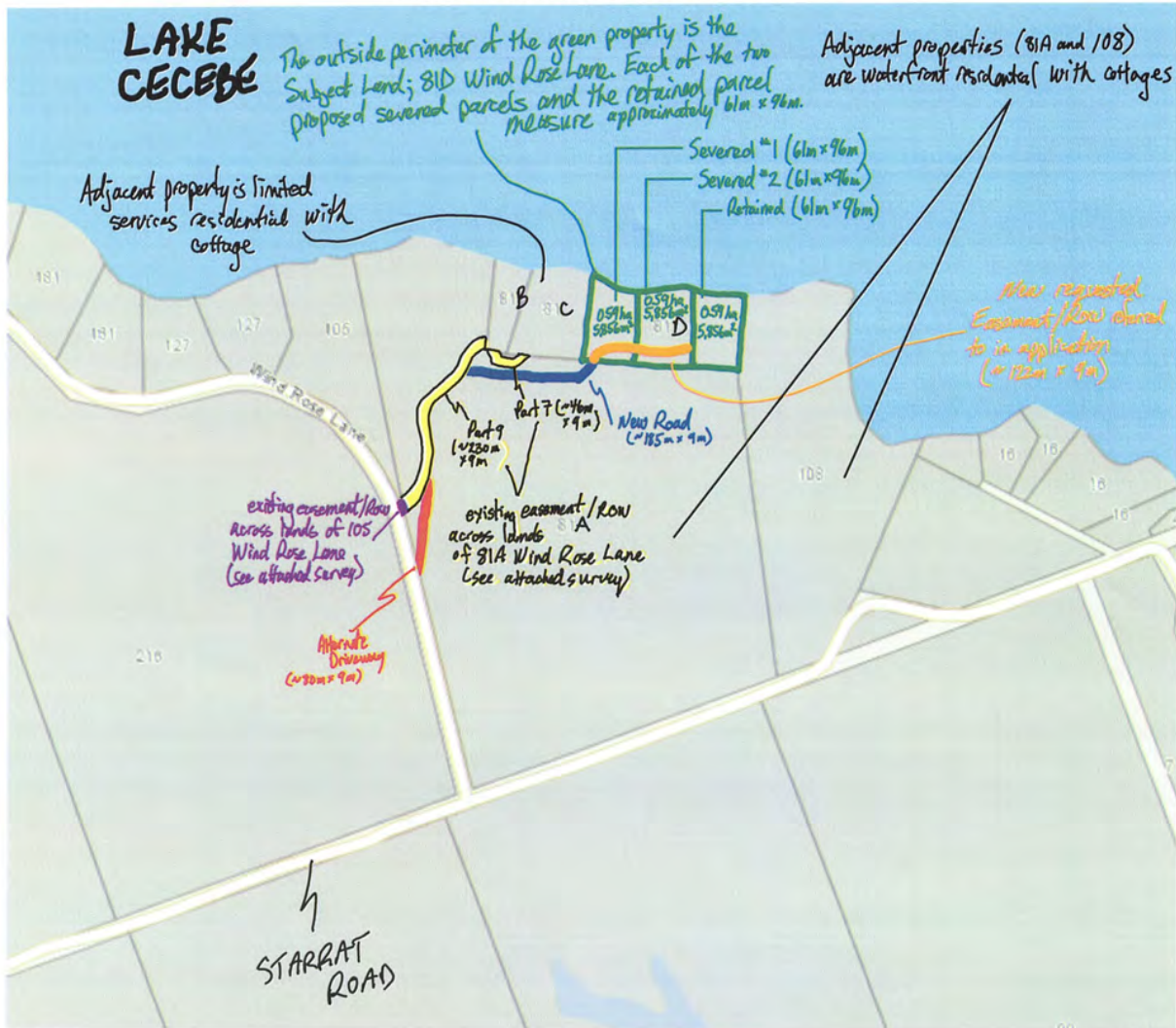
- ☐ 1 Completed application form including sketch
- ☐ Current parcel abstract (land title)
- ☐ Current reference plan of survey or registered plan (if available)
- ☐ Prescribed application fee, either as a certified cheque or money order, payable to the Southeast Perry Sound District Planning Board.

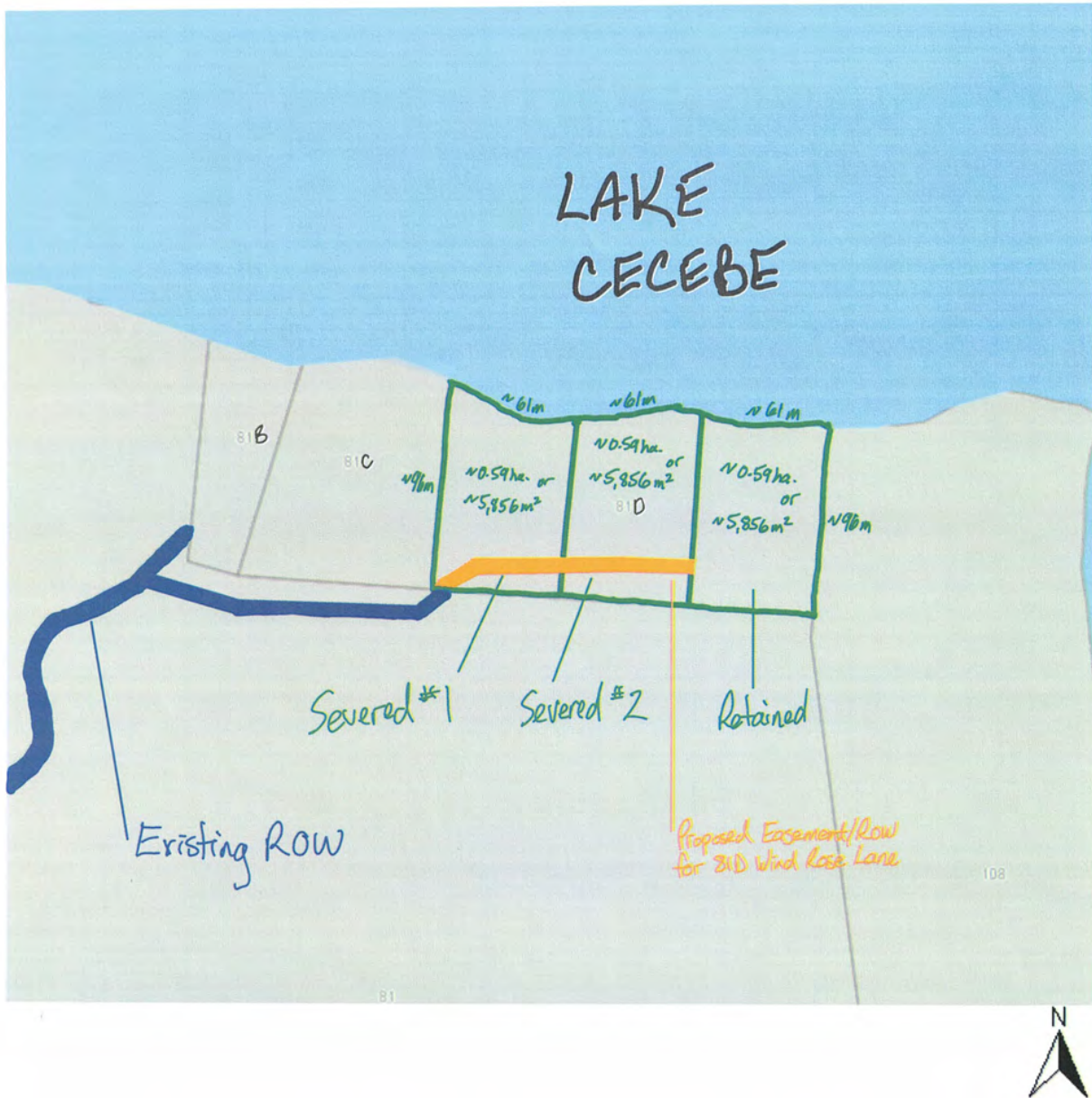
The Planning Board will assign a File Number for complete applications and this should be used in all communications.

Submit completed application and fee to:

SOUTHEAST PERRY SOUND DISTRICT PLANNING BOARD
P.O. Box 310 Kearney, ON
POA 1M0

81D Wind Rose Lane





October 3, 2025

Planning Review – Staresinic – Consents – B-042 and 043/25

Southeast Parry Sound District Planning Board

Application

Application for consent has been made to the Planning Board for two new waterfront residential building lots and retaining one waterfront residential building lot together with a right of way. An extension to the right of way previously approved through the abutting property is proposed over each of the severed lots.

Location

The subject lands are in Part Lot 22, Concession 13, in the Township of Ryerson. The lands are generally located on the south side of Lake Cecebe, as shown on the key plan on the notice of application. It is municipally known as 81D Wind Rose Lane.

Background

Overall, the subject lands consist of about 183m (600 feet) on Lake Cecebe, and about 1.77ha (4.35 acres) of lot area. The land is presently vacant.

Proposed severed lot 1 will consist of about 61m (200.13 feet) frontage on Lake Cecebe and about 0.59ha (1.45 acres) of lot area. It is presently vacant.

Proposed severed lot 2 will consist of about 61m (200.13 feet) frontage on Lake Cecebe and about 0.59ha (1.45 acres) of lot area. It is presently vacant.

The proposed retained lot will have about 61m (200.13 feet) frontage on Lake Cecebe and will consist of about 0.59ha (1.45 acres). It is presently vacant.

The lots are accessed via a private road/right of way (Geddes Lane) from Wind Rose Lane previously approved through applications B-017/25 and B-018/25.

Northern Ontario Growth Plan

No concerns.

Provincial Policy Statement (PPS) 2024

The subject lands are identified as Rural. The proposal is to create two new waterfront residential building lots and retaining one rural building lot.

Chapter 2.6.1. states **“On rural lands located in municipalities, permitted uses are:**

b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);

c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;

The proposal is to create two new waterfront residential building lots. Access is via a private road which limits year-round municipal services, thereby retaining to some extent the seasonal use. Because the lands are located on the waterfront taking advantage of the recreational qualities it offers and because access is limited it can be considered a recreational resource-based use. Access and limited municipal services are implemented in Section 4.2 of the Township’s comprehensive zoning by-law.

Moreover, it can also be considered residential development because of its intended residential use. Confirmation from the North Bay Mattawa Conservation Authority would be required to ensure the land is suitable for the intended single detached residential development for all three lots.

Chapter 4 of the PPS is entitled the Wise Use and Management of Resources and primarily deals with the environmental health including fish habitat, deer wintering yards, wetlands, wildlife including species at risk, ground/surface/lake water, streams, agriculture, aggregate and archaeology of an area.

Chapter 5 of the PPS is entitled Protecting Public Health and Safety and addresses the health and safety issues and property damage that could result from natural and man-made hazards. Primarily this section deals with flooding, contaminated sites, and mining/petroleum operations.

I have reviewed Schedules “A” land use designations and “B-2” natural features of the Township’s official plan. There are no known natural heritage features,

Lake Cecebe has a flood elevation of 283.66m plus a 0.5m minimum elevation for building openings. As noted in the accompanying memo a contour line of 285m was shown on the official plan schedules. As such any flooding would

seem isolated hugging the shoreline and any building should be outside of this because of the setbacks from the high-water mark.

I have reviewed the 2024 PPS and find that this proposal is consistent.

Township Official Plan

The subject lands are designated Shoreline.

Section 4.2.4 states in paragraph 2 **“The minimum lot area shall be one (1) acre with a minimum water frontage of 60 metres (200 feet) for the creation of new residential lots; minimum standards for commercial uses will be established in the Zoning By-law.”**

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

Section 4.2.4 paragraph 4 states **“Proper and adequate means of access shall be provided to all new lots. Development shall not be permitted where it would contribute to the demand for public services which are uneconomic to provide, improve, or maintain. Where access is restricted due to a lack of frontage on a year-round publicly maintained road, services may be limited. Areas of limited servicing will be recognized in the accompanying Zoning By-law.”**

Section 4.2.4 paragraph 5 clause ii) continues onto to state referring to access **“ii) on a minor extension of a privately maintained road, with the capacity to handle the additional traffic, where demand for additional municipal services would not be created, where legal right-of-way or access can be determined, and where the alternative of a public road is not environmentally or economically viable;”**

The existing road was extended by application B-018/25, granting a right of way over the adjacent property and further as proposed through the new lots. The creation of two lots shouldn't overburden the existing private road and can quite likely accommodate the additional traffic. Confirmation from the Township should be secured that they are satisfied that the proposal conforms to their private road access policies.

Section 4.2.4 paragraph 6 states **“All owners of properties that will be accessed by a private road, or an access road over Crown Land, or extensions to existing roads, enter into an agreement with the Township, to be registered on the title of all of these affected properties, to indemnify the Township and all other public bodies of all responsibility for any maintenance of the road and all liability for any use of the road and alleged failure to provide emergency services or any**

other public services that were not being provided at the time of the creation of the road.

This can be addressed as condition of the decision and implemented via a 51(26) agreement.

Section 6.9 Lot Creation states **“The preferred method of land division in the Township will be by means of consent.”** The proposal for two new lots by severance is following the direction of the plan as the primary form of development. In fact, by creating two new lots, it will assist the tax base in paying for municipal services, without having to provide any more since access and servicing will be private.

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

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

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

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

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

- iii) the lot should be reasonably well proportioned, of regular shape and dimension, and must be of sufficient size and configuration to be serviced by private on-site water and sewage disposal systems;**

The lots are generally well shaped, evenly proportioned and dimensioned..

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

The subject property does not front on a year-round maintained road, but as noted previously there is an exception in the Shoreline designation under section 4.2.4 paragraph 5 clause ii).

- v) the lot shall not create a traffic hazard to sight lines, curves, or grades of existing development, as set out in accepted traffic engineering standards; and,**

This is a private road and as noted in section 4.2.4 paragraph 5 clause ii) the addition of 2 new lots shouldn't create a burden on the capability to accommodate the additional traffic.

This section further states **“Severances will not be considered where the creation of a new lot may:**

- i) be subject to the danger of flooding, erosion, steep slopes, high water tables or other physical hazard;**

A contour elevation was identified on the official plan schedules but any building would appear to be above the regulatory flood elevation.

- ii) have a negative impact on natural features and environmentally sensitive areas of surrounding lands; or,**

Since no natural heritage features were identified, the creation of two new vacant residential building lots and one retained lot has limited disturbance on the lots.

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

There are no extractive industrial operations located in proximity.

I have reviewed the Township of Ryerson official plan; I conclude that proposal conforms.

Zoning By-Law

The existing zone is Limited Services Residential (LR).

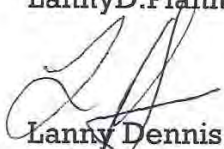
The minimum frontage for a new residential lot or rural lot in the LR zone is 60m (200 feet) and the minimum lot area for a new lot is 0.4ha (1 acre). The proposed severed and retained lots comply with the existing LR zoning for frontage. Therefore, a rezoning is not required to recognize the intended lots.

Recommendation

Having reviewed the Township's official plan and zoning by-law and the 2024 PPS, I recommend consent applications B-042 and 043/25 be approved with standard conditions including confirmation from the NBMCA that there is

adequate and suitable area for a septic system on each lot, that the Township confirms that the proposal conforms to their access policies, the owner enter into a 51(26) agreement with the Township and be registered on title to indemnify the Township and all other public bodies of all responsibility for any maintenance of the road and all liability for any use of the road and alleged failure to provide emergency services or any other public services that were not being provided at the time of the creation of the road, amongst others.

Respectfully submitted.
LannyD.Planning



Lanny Dennis, President
MCIP, RPP



MEMORANDUM

TO: Michael Staresinic via e-mail: mstaresinic@mac.com

FROM: Rick Hunter

DATE: April 19, 2024

SUBJECT: Opinion on development potential of 81D Wind Rose Lane,
Lake Cecebe, Ryerson Township (Merswolke property)

As requested, we have reviewed the information available as it relates to 81D Wind Rose Lane on Lake Cecebe. We have not inspected the property, but have relied on existing available information and additional photos that you have provided.

You are proposing to purchase the property from the current owner, and you want to identify whether the property could be severed into a total of three shoreline residential lots. Based on MPAC data, the property has an existing dwelling, with a frontage of approximately 600 feet (183 metres), a depth of approximately 290 feet (88.4 metres), and a lot area of 4.11 acres (1.66 hectares). The proposal would be to divide the property into three roughly equal sized lots, each with 200 feet (61 metres) of frontage and 1.37 acres (.55 hectares).

The property is well treed, with good coniferous cover near the shoreline and deciduous vegetation throughout the balance of the property. Based on a review of the photos, it is clear that there are potential building areas on the property that are well elevated from the shoreline, and would not be impacted by any of the flood elevation requirements. The existing vegetation in the front of the property provides good buffers and should be maintained as part of any development of the property. There is an existing derelict cottage on the property. This review does not provide any comment on the redevelopment of the existing cottage, although the zoning by-law does provide guidance and standards for potential redevelopment or replacement of the dwelling.

It is understood that the property has a right-of-way over an existing private road (Parts 5, 7, 8 and 9 on Reference Plan 42R-8549), connecting to Wind Rose Lane. In any severance applications, you would include the grant of right-of-way over the severed and retained lots. You should confirm with your solicitor that the right-of-way does not have any restrictions that would limit the creation of additional lots on the property.

There is no survey information available on 81D Wind Rose Lane. Based on available mapping, the lot is rectangular in shape, with the shoreline width similar to the rear lot line width, which shows as approximately 602 feet (183.5 metres). The west side lot line has a depth of approximately 323 feet (98.4 metres) to the shoreline, with an additional +/- 40 feet (12 metres) of flooded land. These dimensions are slightly larger than the MPAC information.

We have reviewed the Official Plan and Zoning By-law, as they are the primary documents that would determine whether the property has the potential to be divided, and would identify any constraints on the property or the lake that might affect the suitability of the development. There is criteria in the Planning Act and in the Provincial Policy Statement that identify matters of provincial interest in land development, including protection of natural heritage features, and any severance application would need to have regard to the Planning Act and be consistent with the Provincial Policy Statement. Where the development conforms with the official plan and can meet applicable zoning requirements, there is seldom any conflict with the provincial documents.

Official Plan:

- Adopted in 2003; approved by the Ontario Municipal Board, with modifications, between March 2010 and April 2012.
- The Township is initiating an official plan review and a zoning review, although there are no details available yet on the time frame for the completion of the reviews. Any future amendments could impact the approach to development applications, so it is always prudent not to wait if you are considering a development application.
- Designation on Schedule A: Shoreline (subject to Section 4.2).
- Natural Features on Schedule B-1: no wetland constraints; 285 metre contour elevation shown along the shoreline of the property.
- Magnetawan River Flood Elevations on Schedule D: the property is outside the flood elevations identified for the River but shows the 285 metre contour elevation on this portion of Lake Cecebe.
- Residential uses are promoted in locations where demands on public services will be minimized and where development will most effectively use or held pay for existing services (Section 4.2.2).



- Single detached residential uses and accessory uses are permitted uses in the Shoreline (Section 4.2.3). Accessory uses such as home occupations and bed and breakfast establishments are not permitted on lots that are not located on a year round maintained municipal road.
- Section 4.2.4 provides development policies:
 - Paragraph 2: The minimum lot area is 1 acre with a minimum water frontage of 200 feet (60 metres); Based on currently available information, the creation of three lots as proposed would comply with the lot size requirements.
 - Paragraph 3: Buildings and structures are to be located a minimum of 20 metres (66 feet) from the normal or controlled high water mark. Septic tile beds and mantles are to be located a minimum of 30 metres (100 feet) from the high water mark; lesser setbacks may be permitted if terrain constraints would not permit meeting the setback requirements. Based on the review of the photos of the property, these requirements can be satisfied.
 - Paragraph 4: services may be limited on lots that do not have frontage on a year round municipally maintained road.
 - Paragraph 5: clause (ii) permits a minor extension of a privately maintained road where the road has the capacity to handle the additional traffic, where demand for additional municipal services would not be created, where legal right-of-way or access can be determined and where the alternative of a public road is not environmentally or economically viable. In my opinion, the proposed access for two additional lots would constitute a minor extension of an existing private road.
 - Paragraph 6: requires that the applicant enter into an agreement with the Township to acknowledge that there is no municipal maintenance of the road and services may be limited accordingly. This is usually implemented as a condition of severance approval.
 - Paragraph 8 encourages the restoration, preservation and protection of the natural shoreline. Tree cover and vegetation should be maintained wherever possible, to maintain the visual and environmental integrity of the Shoreline. A natural undisturbed buffer is recommended a minimum distance of 7.5 metres (25 feet) over three quarters of the water frontage. This can be achieved and can also be a condition of consent approval or implemented through site plan approval.



- o Paragraph 9 encourages construction mitigation measures and stormwater management techniques to minimize impacts on water quality.
- Section 4.2.4.1 permits a boathouse as an accessory use, subject to any federal, provincial and local (zoning) requirements.
- The only natural constraint identified on the property is the flood plain elevation for Lake Cecebe. (Section 4.3.4.2). Lake Cecebe has an identified flood elevation of 283.66 metres, plus a 0.5 metre minimum elevation for building openings. As noted previously, the 285 metre contour has been shown on the schedules to the official plan, and would tend to indicate that the flood hazard on the property is likely limited to a narrow strip along the shoreline, well within the required setbacks. This is supported by a review of the photos of the site. As such, this should not create a constraint to development or the creation of the new lots. As part of the severance application the flood elevation should be identified, to confirm that there is adequate development area outside of the flood plain.
- There are no identified natural features shown on the property, as outlined in Section 5. It is noted that some features (such as fish habitat) will require confirmation on a site-by-site basis. Section 5.3.3 provides provisions regarding development within 30 metres (100 feet) of fish habitat (usually identified as Type 1 Fish Habitat), to require that development have no negative impact on fish habitat. The Provincial Policy Statement requires that development can occur within fish habitat subject to the meeting applicable provincial and federal requirements. I am not aware of any identified fish habitat in this area that would preclude development, or that might require some mitigation measures, other than the standard requirements that are noted in the Official Plan (related to buffers) and the zoning by-law (related to setbacks for buildings and septic systems, and shoreline buffers). Based on a review of Land Information Ontario mapping, Lake Cecebe is considered a warm water lake that supports bass and other warm water species. The shoreline in front of the property is identified as Type 2 fish habitat. In my experience, shoreline development can occur in front of Type 2 fish habitat provided provincial and federal requirements for in-water works are adhered to.

Based on this review, there are no provisions in the official plan that would preclude consideration of a severance request to divide the property into three lots, provided that they are able to meet the minimum standards in the official plan. It is noted that the official plan also provides in Section 6 (Implementation and Interpretation) that minor variations to the numbers



Memo to Michael Staresinic

Regarding Opinion on development potential of 81D Wind Rose Lane, Lake Cecebe, Ryerson Township (Merswolke property)

April 19, 2024

Page 5

in in the plan may be considered provided the intent and purpose of the Plan are maintained (Section 6.1). This would cover a situation where the frontage of the lots are slightly less than required 60 metres once a survey is completed. (Of course, an exemption to the zoning by-law would likely be required).

Zoning:

- By-law 56-2014 has been in effect since October, 2014.
- The property is zoned Limited Services Residential (LR).
- A single detached residential use is a permitted use in the LR zone.
- The minimum lot frontage is 60 metres (196.8 feet) and minimum lot area is 4,000 square metres (43,060 square feet). Provided the frontage and area exceed these provisions, then the proposal would comply with the zoning by-law and not require any zoning amendment as a condition of severance approval.
- The development can meet the required setback requirements.
- Section 4.2 provides requirements and guidance related to development on private roads, similar to the provisions noted in the official plan, and may require an agreement with the Township acknowledging that municipal services may not be available or provided by the Township.
- Section 4.4 provides provisions related to the flood elevations on Lake Cecebe. The regulatory flood elevation is 283.66 metres; the minimum building opening elevation is 284.16 metres. As noted previously, the flood elevation would appear to be a narrow band along the shoreline and would not impact the suitability of the property for development or new lot creation.

While approval of any specific application by the Township or the Planning Board cannot be guaranteed, based on this review, it is my opinion that the property could be divided into three lots as contemplated.

Respectfully submitted,

Rick

Rick Hunter, MCIP, RPP, Senior Associate

Mobile 705 644-0893 Email : rhunter@planscape.ca



PLANSCAPE BUILDING COMMUNITY THROUGH PLANNING

Kelly Morissette

From: Brayden Robinson
Sent: October 7, 2025 8:09 PM
To: Nancy Field; Kelly Morissette
Subject: Fw: Easement withdrawal- Wind Rose Lane105 Van Bergh for 81D

Please see the below. I have responded back to confirm receipt.

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From: Agnieszka Van Bergh <AGA@goodandwell.ca>
Sent: Tuesday, October 7, 2025 7:47:00 p.m.
To: Linda Moyer <lmoyer@sepsdplanningboard.ca>; Brayden Robinson <treasurer@ryersontownship.ca>
Cc: James Van Bergh <jvb@goodandwell.ca>
Subject: Easement withdrawal- Wind Rose Lane105 Van Bergh for 81D

Hello,

We are writing to inform you that we are submitting the letter to Ryerson Township and Perry Sound Planning Board before the respective meetings on October 14 and 22 regarding the withdrawal of the easement (crossing our property at the gate of 81 Wind Rose) given to the new owner of 81D Wind Rose Lane, Ryerson.

When asked by Micheal Staresinic before the sale of 81D for the permission to give the easement we were NOT informed of his plan to divide the property and build 3 cottages. All the conversations we had with him regarding the easement did not include this fundamental information. Our intention and understanding was to give the easement for one cottage only.

Please confirm you receive this email.

Thank you.

Regards,

Agnieszka and James Van Bergh
105 Wind Rose Lane

Sent from my iPhone

On Sep 30, 2025, at 15:14, Linda Moyer <lmoyer@sepsdplanningboard.ca> wrote:

Hi Agnieszka,

Attached for your information is a copy of the Planning Board's Notice of Application and application forms for Consent application B-042/25 & B-043/25 (Staresinic). As discussed, the

applications are tentatively scheduled for hearing at the Planning Board's October 22nd meeting. Your submission will be provided to the members. You are also welcome to attend the meeting and address the members. The meeting is held via Zoom and can be accessed by computer or telephone. The agenda material and link will be sent out the week prior.

Please contact me should you have any questions.

Regards,

Linda Moyer
Secretary-Treasurer

SE Parry Sound District
Planning Board
P.O. Box 310
Kearney, ON P0A 1M0

705-787-5070

From: James Van Bergh <jvb@goodandwell.ca>
Sent: Monday, September 29, 2025 4:31 PM
To: Linda Moyer <lmoyer@sepsdplanningboard.ca>
Cc: Agnieszka Van Bergh <AGA@goodandwell.ca>
Subject: Proposed Lot Division at 81D Wind Rose Lane

Linda-

We are responding to information regarding the proposed lot division posted at 81D Wind Rose Lane we just saw this weekend.

We had talked with Michael Staresinic (81D Wind Rose Lane) a couple of months ago and given his statement that he was planning to build a single cottage next to 81 A, B, and C—we agreed to sign a document allowing him to enter the driveway to those cottages even though their common driveway does formally cross our property.

Now we are very surprised to learn of Michael's idea to build 3 cottages on the property he recently purchased—he had not shared this information with us. In our view

this will create too hectic and noisy environment for the entire neighbourhood, and will result in lowering the price of all nearby properties - which are large lots with quite big, old houses. So this division into 3 cottages will cause a significant quality and value loss for all cottages in the nearby area.

In our view, and for all the neighbours we spoke with, the proposed smaller size and more dense placement of 3 new cottages on the 81D property will be disturbing to the quiet corner of the lake we are situated on. We believe that not all neighbors have been aware of the plan to build 3 cottages at 81D.

Please let us know the date of the Planning Board meeting and what is the formal way we, and the neighbours, can submit our declaration not to approve this kind of development.

Thank you very much.

Regards,

James and Agnieszka Van Bergh
647 457 6667

<Notice of Application B-042 & B-043-25 (Staresinic).pdf>

<applic B-042-25 (STARESINIC).pdf>

<applic B-043-25 (STARESINIC).pdf>

<Memo to Staresinic re Opinion for Lot severances 19-Apr-2024.pdf>

Kelly Morissette

From: Brayden Robinson
Sent: October 7, 2025 8:10 PM
To: Nancy Field; Kelly Morissette
Subject: Fw: Consent Application
Attachments: Consent Application Van Bergh 105 WRL EXECUTED.pdf

This relates as well.

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From: Agnieszka Van Bergh <AGA@goodandwell.ca>
Sent: Tuesday, October 7, 2025 8:09:03 p.m.
To: Brayden Robinson <treasurer@ryersontownship.ca>; Linda Moyer <lmoyer@sepsdplanningboard.ca>
Subject: Consent Application

2025.10. 07.

Township of Ryerson
Perry Sound Planning Board

We are canceling the easement given to the owner of 81D Wind Rose Lane. Our permission was given for one cottage only, as that was what we were informed about by the owner.

Please see the documents attached and confirm you received this message.

Thank you.

Regards

James and Agnieszka Van Bergh, owners
105 Wind Rose Lane

From: Tom Fink <mr.thomasfink@yahoo.ca>
Sent: Thursday, October 2, 2025 5:42:44 PM
Subject: Proposed lot division at 81D Wind Rose Lane

Hello, I am writing with regards to the proposed lot division at 81D Wind Rose Lane. While I do not disagree with the owner's right to divide his property as he sees fit, I do have some concerns with creating 3 new lots:

- The character of our neighbourhood has always been low density and large lots. When my father built the subdivision on Wind Rose Lane, he purposely made large lots to increase privacy and protect the natural character of the area. The low density shoreline in our neighborhood is somewhat unique on Lake Cecebe, and is valuable in a conservation sense. I am concerned that the precedent of making 3 minimum-sized lots may lead to further attempts at subdivision of other lots in the neighborhood.

-A number of the cottages on our road are now used almost exclusively as Airbnb rentals, increasing traffic, fire hazard, noise and trespass in the neighborhood. I am not aware of anything that would prevent the new lots from being used the same way. 3 more potential short-term rental units would increase this effect quite a bit.

- The proposed frontage for the subdivided lots seems to be very close to the 60 meter minimum limit. Has a formal survey been conducted to ensure that 3 full lots can indeed be created with appropriate frontage, or will this requirement need to be relaxed to accommodate the lot division?

-I believe the current intersection of Wind Rose Lane and Geddes Lane crosses private property. Will this arrangement continue after the lot division, or will a new one be necessary? If so, how will it be made safe? Will the mature trees along the road allowance of Wind Rose Lane (planted by my own grandfather a century ago) be retained if the road layout is altered?

-What provisions are in place to ensure the least amount of disturbance to the natural shoreline and beauty of the area?

I do not wish to inconvenience the owner of the lot in his building plans, as I don't doubt they are being made in good faith. However, I do have a few concerns on the long-term effects of the proposal on the character of the neighbourhood. Thank you very much in advance for your consideration of my concerns.

Sincerely,

Thomas Fink

Kelly Morissette

From: Brayden Robinson
Sent: October 8, 2025 10:20 AM
To: Nancy Field; Kelly Morissette
Subject: Fw: Proposed Lot Division: 81D Wind Rose Lane (Lake Cecebe)

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From: Chris Alexander <chris@chrisalexander.ca>
Sent: Wednesday, October 8, 2025 9:54:23 AM
To: Brayden Robinson <treasurer@ryersontownship.ca>
Subject: Proposed Lot Division: 81D Wind Rose Lane (Lake Cecebe)

Dear Sir/Madam,

This submission is with regard to the proposed lot division at 81D Wind Rose Lane. I am making it as the co-owner of 34 Lake Cecebe, a summer property located at Bingham's Bay opposite the lots on Wind Rose Lane.

While we at Bingham's Bay have no land access, the closest road to our property is Wind Rose Lane, which makes this proposed subdivision of direct interest to me and other property owners in the area.

Of course, subject to relevant legislation and by-laws, property owners in Ontario have the right to subdivide their property as they see fit. But there are several considerations relating to this proposal that make it unusual and raise concerns.

First, as other residents of Wind Rose Lane have made clear, the character of that neighbourhood has always been one of low density and large lots. Our family has had property on Lake Cecebe since 1906. When Paul Fink built the first subdivision on Wind Rose Lane, we were well aware of his intention to create larger properties to ensure privacy and protect the natural character of the area. He and his family have made considerable efforts over many decades to safeguard and enhance the character of this neighbourhood. Its shoreline and natural beauty are unique assets for the entire lake, as well as valuable contributors to the goals of ecosystem conservation, which we all share. As you know, many decisions taken by the township over the decades have reinforced this neighbourhood's character and value in the eyes of property owners there and all around the lake. The division of three minimum-sized lots would detract considerably from this character and furnish a precedent for other lot owners that may seek to subdivide.

Second, the use of a number of properties on Wind Rose Lane almost exclusively for Airbnb rentals has — according to a number of residents — increased traffic, fire hazard, noise and trespass in the neighbourhood. So far as I can tell, nothing would prevent the new lots from being used the same way, which would contribute further to these unwelcome trends and detract from the unique character of this shoreline.

Third, the proposed frontage for the subdivided lots seems to be very close to the 60 meter minimum limit. I and others are not aware of any formal survey that has yet been conducted to ensure that three full lots could indeed be created with appropriate frontage. My impression is that most Ryerson Township and Lake Cecebe residents would oppose any relaxation of this requirement to accommodate such a lot division.

Fourth, a previous owner of a property neighbouring 81D explored the possibility of subdivision a number of years ago, but found that Geddes Lane (the access road for both properties) crosses private property on its path to Wind Rose Lane. My understanding is that properties without direct road access are ineligible for subdivision. If this proposal went ahead, would a new road be necessary? If so, how would it be routed or made safe? All of these access considerations represent additional concerns. We would be particularly concerned if this proposal came to require removal of mature trees along the Wind Rose Lane road allowance, which have anchored the unique character of the original subdivision for over a century.

While I have not met the new property owner, he is doubtless developing his plans and putting forth these proposals in good faith. But the concerns expressed by property owners in this area of Ryerson Township about the proposal's long-term effects on the character of the neighbourhood deserve to be fully addressed by the Ryerson Township and the Parry Sound Planning Board. Please ensure that all those involved in reviewing these proposal are fully aware of this and other submissions.

I am grateful for the opportunity to share these views and thank you in advance for your consideration.

Very best regards,

Chris

Hon. Chris Alexander, P.C.

+1 (905) 626 7517

To: Linda Moyer
Secretary-Treasurer
SE Parry Sound
District Planning Board

Re: The proposed subdividing & development of 81D Wind Rose Lane

We have been alerted recently that there are now plans to build three separate cottages on this one piece of land.

The lots in this beautiful bay on Lake Cecebe are, with one exception, single cottages, some with a boathouse on large plots of land. Many were built in the early 1900s. There is a unique and historic character to this part of the lake. It is also one of the few undisturbed old-growth hemlock stands.

The proposal to build three cottages on a single piece of land is a density that doesn't feel in keeping with the area.

Interesting to note that at least four neighbours also submitted separate offers to purchase the land. And each of these four bidders had the same goal – to *not* build anything on the property, to preserve the land, and to protect the old-growth hemlock.

We respect the fact we can't tell the new owner what to build, but we're hoping the planning board, and the new owner, will take stock of the history and feel of the area.

Let's be good neighbours.

Sincerely,
Terry & Debbie O'Reilly
416-574-9202

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ____ - 25

BEING A BY-LAW TO APPOINT AN ACTING CAO

FOR THE TOWNSHIP OF RYERSON

WHEREAS the Municipal Act 2001, c. 25, Section 229 states that a municipality may appoint a chief administrative officer.

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

- 1. That Nancy Field is hereby appointed as Acting CAO of the Township of Ryerson.
- 2. That By-law 41-23 appointing Nancy Field as the Clerk remains in full force and effect.
- 3. The appointment is effective September 8, 2025.
- 4. By-law # 6-23 to be repealed effective October 14, 2025.

Read a first, second and third time
Signed and the Corporation affixed
Thereto and finally passed in Council
This 14th day of October, 2025

MAYOR

ACTING CAO/CLERK

	Staff Report
To:	Council
From:	Acting CAO/Clerk, Nancy Field
Date of Meeting:	October 14, 2025
Report Title:	Health and Safety Training, Office and Roads Staff
Report Date:	October 7, 2025

Recommendation: Be it resolved that Ryerson Township Council approves the closure request for October 16, 2025, from 8:30a.m. to 4:00p.m. for staff training and that notice of the office closure be posted on the Township website and Facebook page.

Purpose/Background: We are requesting that the office be closed for the day so that staff can attend First Aid and CPR Training. Staff certification expires this Fall, and we are required to renew. John Thomson from Lifesaving First Aid 1 is the course instructor. For the full day at the Young at Heart Seniors Centre in Burk's Falls.

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TOWNSHIP OF RYERSON
2025 DRAFT BUDGET

	A	B	MARCH 25, 2025		X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
2	RYERSON-ADMINISTERED SERVICES				
3	Fire Department				
4	Revenue				
5	15-321	Fire Revenue - MVC	6,100	4,818	
6	15-321-01	Fire Rev - Inspections	500	470	
7	15-321-02	Fire Rev - Donations	100	-	
8	15-321-03	Fire Rev - Miscellaneous	3,500	9,157	
10	15-321-05	Fire Rev - FC Shared Services	52,700	32,152	per shared service agreement with McMurrich-Monteith
12	15-328	Proceeds on Sale of Capital Assets	-	-	
14	15-621 A	Fire Rev - Armour	259,543	194,657	
15	15-621 B	Fire Rev - Burk's Falls	155,161	116,371	
16	Subtotal - Fire Revenue		477,604	357,626	
17	Expenditures				
18	16-202	Fire - Vehicle Expense	32,000	17,451	
19	16-203	Fire - Equip/Comm Repair	11,600	5,946	
20	16-204	Fire - Utilities	-	-	
21	16-205	Fire - Phone	-	-	
22	16-206	Fire - FPO Supplies	5,600	1,775	
23	16-208	Fire - Outside Training	14,600	5,402	
24	16-209	Fire - WSIB	10,900	5,965	
25	16-210	Fire - Response Wages	97,000	-	
26	16-211	Wages & Empl Related Costs	225,600	166,519	
27	16-211 3	Accrued Sick Leave	-	-	
28	16-212	Fire - Insurance	37,900	37,211	
29	16-212-1	Fire Loan Interest	2,905	3,494	
30	16-212-3	Fire Hall Loan Interest	18,305	-	
31	79-117	Fire Loan Principal	28,120	27,913	
32	16-213	Fire - Bldg Repair/Maintenance	4,000	897	

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TOWNSHIP OF RYERSON
2025 DRAFT BUDGET

	A	B	MARCH 25, 2025		X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
33	16-214	Fire - Office Expense	17,400	14,186	
34	16-215	Fire - Air Stn Fill/Maintenance	1,000	268	
35	16-216	Fire- PPE	-	-	
36	16-217	Fire - New Equipment/Gear	46,200	31,871	
37	16-218	Fire - Miscellaneous	1,000	14	
38	16-219	Snow Removal	2,100	1,944	
39	16-221	Capital Purchase	32,500	36,247	
40	16-222	Fire - Recharge Fire Extinguishers	500	-	
41	16-223	Fire - Radio Licence	2,400	1,792	
42	16-224	Fire - Answering Service	1,350	-	
43	16-225	Fire - Legal	1,000	2,180	
44	16-226	Office Space Rental	3,242	2,431	
47	16-229	Fire - Audit & Accounting	4,200	13,095	
48	16-247	Smoke/CO Alarms	-	-	
49	16-248	Defib. / Medical Supplies	4,000	-	
52	79-107	To Be Recovered - Fire Sick Leave	-	-	
53	Subtotal - Fire Expenditures		605,422	376,602	
54	Net Fire Cost to Ryerson		127,818	18,976	Per draft 2025 budget
55					
56	Regional Fire Training				
57	15-630	RTO Rev Armour	8,172	5,985	
58	15-631	RTO Rev Burk's Falls	4,885	3,578	
59	15-632	RTO Rev Kearney	17,082	12,511	
60	15-633	RTO Rev Magnetawan	17,082	12,511	
61	15-634	RTO Rev Perry	17,082	12,511	
62	15-635	RTO Rev McM/Monteith	17,082	12,511	
63	Subtotal - RFC Revenue		81,385	59,608	
64	RFC Expenditures				

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TOWNSHIP OF RYERSON
2025 DRAFT BUDGET

	A	B	MARCH 25, 2025		X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
65	16-285	Regional Training Officer - Materials	85,408	61,706	
66	Net RTO Cost to Ryerson		4,023	2,098	Per draft 2025 budget
67					
93	Net Expenditures - Ryerson-administered Joint Services		131,841	21,074	
94	OPERATIONS				
95	14-110	General Levy	2,590,395	2,617,579	
96	14-210	General Tax - Educ - English - Public	298,014	301,293	
97	14-310	General Tax - Educ - English - Separate	8,707	8,707	
98	14-410	General Tax - Educ - French - Public	298	280	
99	14-510	General Tax - Educ - French - Separate	678	678	
100	15-230	Payment in Lieu of Taxes - Provincial	1,944	481	
101	18-911	Transfer to School Bd - English Public	(298,014)	(151,655)	
102	18-912	Transfer to School Bd - English Separate	(8,707)	(4,357)	
103	18-913	Transfer to School Bd - French Public	(298)	(150)	
104	18-914	Transfer to School Bd - French Separate	(678)	(342)	
105	Net Taxation		2,592,339	2,772,514	
106					
107	15-310	General Government - Misc. Rev	50	20,074	Admin fee for livestock, by-law Infractions
108	15-371	Tax Sales Admin Fee	8,150	3,260	
109	15-381	Planning Zoning Severances	8,400	5,880	3-year average
110	15-402	Misc Government Grants	-	-	accessibility grant
111	15-502	Prov Grant Wildlife Compensation	800	-	=Expense account 16-256
112	15-503	Prov. Aggregate Resources Rev	8,100	12,399	3-year average
114	15-510	Provincial Government - OMPF	388,200	291,150	Per notification
115	15-511	Provincial Offences	2,000	-	3-year average
116	15-512	Prisoner Transportation Credit	652	163	Per notification
117	15-513	Policing Detachment Revenue	800	550	3-year average
118	15-531	Road Revenue - Misc (Operating Rev)	800	4,652	3-year avg entrance permits- 2022 incl culvert sales

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2025 DRAFT BUDGET

	A	B	MARCH 25, 2025		X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
121	15-623	Rockwynn Docks	350	381	Ryerson maintaining for 2023-2024
122	15-720	Licenses & Permits	23,500	25,393	3-year average
124	15-750	Current Penalties & Interest	52,600	40,715	Assuming 18.2% of tax arrears collected in penalties and interest (2022-2024 average)
125	15-760	Investment Income	57,000	56,969	
126	15-770	Sales, Photocopies, etc.	200	482	Landfill cards, records search, other misc charges
127	15-771	Township Book	200	76	
128	15-773	Cemetery Revenue	550	369	Interest on trust account
130	15-775	Transfer From Parkland	26,235	-	Re: cost of arena capital repairs in 16-734
131	15-790	Transfer from Election Reserve	-	-	
133	15-790	Transfer from Reserve - Cemetery	500	-	\$500.00 to cover maintenance costs.
134	15-790	Transfer from Reserve - Roads	2,800	-	For OSIM inspections
136	Subtotal Other Revenue		581,887	462,513	
137	Total Operating Revenue		3,174,226	3,235,027	
138					
139	16-111	Council - Wages/Benefits	57,075	42,805	
140	16-112	Council - Insurance	1,620	1,620	actual allocation
141	16-114	Council - Expense	5,600	4,061	training, conference fees, courses
142	16-121	Gen Govt Wages/Benefits	339,100	237,894	
143	16-122	Gen Govt - Insurance	27,641	28,956	actual allocation
144	16-123	CGIS/Blue Sky	8,400	8,346	Current fee plus anticipated Q4 CPI increase
145	16-124	Gen Govt - Materials	37,300	25,207	staff training, office supplies, other misc
146	16-125	Gen Govt - Cont Serv	5,000	2,912	cleaning, mat rentals, garbage pickup
147	16-126	Health & Safety	-	-	
148	16-127	Accessibility	-	-	accessibility grant ended 2024
149	16-132	Memorial Donations	500	-	
150	16-128	Donations	5,500	4,182	
152	16-130	HR Services	5,000	-	miscellaneous HR support

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2025 DRAFT BUDGET

	A	B	MARCH 25, 2025		X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
153	16-131	Audit, Accounting & Clerk Assistance	25,900	24,687	Audit fees \$21,300; accounting fees \$2,000 + HST
154	16-133	Election Expense	200	-	Joint audit compliance committee
155	16-134	Transfer to Election Reserve	3,500	-	
156	16-135	Legal	17,500	3,205	\$7,500 for general legal advice plus \$2,000 per member of council for integrity commissioner
157	16-136	Tax W/O and Adjustments	-	24,387	
158	16-138	Assessment Services	30,415	22,811	Per levy notification.
159	16-139 A	Building Maintenance	4,000	1,033	Misc building repair, not capitalized
160	16-142	Information Technology	2,500	977	
162	16-150	Ontario Aggregate Resources Fee	1,000	-	Royalty on own-source aggregates
163	16-156	Bank Errors & Charges	1,600	1,081	AFT charges, maintenance fees, NSF cheque fees
164	16-137	Transfer to Tax Rate Stabilization Reserve	113,000	-	
165	79-102	To Be Recovered Employee Benefits	-	-	
166	Subtotal - General Government Operating Expenditures		692,351	434,165	
167					
168	16-231	By-Law Enforcement Officer - Wages	20,900	14,136	
169	16-234	By-Law Enforcement - Materials	2,000	527	mileage and supplies
170	16-245	MNR Crown Land Protection	5,065	-	Per levy notification
171	16-246	Transfer to Fire Reserve	53,250	-	Savings towards new fire hall (\$53,250)
172	16-249	Policing	166,066	96,873	Per levy notification
174	16-253	Police Services Board	1,500	690	
175	16-254	Animal Control - Materials	500	235	Incl dog tags (230), East Parry Sound vet annual fee (250)
176	16-255	Animal Control - Contracted Services	2,543	1,907	Contract with Ontario SPCA.
177	16-256	Prov Wildlife Predation	800	-	= revenue account 15-502.
178	16-258	Transfer to JBC Reserve	5,600	-	
179	16-262	CodeRED Alert system	1,000	850	shared 50/50 with Burks Falls
182	16-265	Emergency Measures - Contract Service	5,000	4,461	Wages and training for CEMC
183	16-266	911 - Civic Addressing	1,000	694	CERB contract, 911 signs

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2025 DRAFT BUDGET

	A	B	MARCH 25, 2025		X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
185		Subtotal other Protection Operating Expenditures	265,224	120,373	
186					
187	16-451	Hazardous Waste Expense	3,600	3,557	ARI fees per draft budget + HWIN levy
188	16-460	Landfill/Recycling	133,331	103,412	Per draft 2025 budget, includes estimate of user fees
189		Subtotal Environmental Operating Expenditures	136,931	106,969	
190					
191	16-511	Almaguin Highlands Health Centre	5,000	4,268	
192	16-518	Health Unit	22,374	16,781	Per levy notification.
193	16-520	Land Ambulance	69,081	51,811	Per levy notification.
195	16-554	Cemeteries - Materials	1,500	372	
196	16-555	Cemeteries - Contracted Services	5,190	-	Contract to be renewed
197		Subtotal Health Services Operating Expenditures	103,145	73,230	
198					
199	16-618	Social and Family Services	93,741	70,306	Per levy notification.
200	16-628	Eastholme - Operating	70,123	52,592	Per levy notification.
201		Subtotal Social&Family Services Operating Expenditures	163,864	122,898	
202					
204	16-714	Recreation - Parks - Materials	4,300	3,584	includes insurance allocation
205	16-715	Recreation - Parks - Contracted Services	3,460	-	Contract to be renewed
206	16-716	Rockwynn Docks	1,100	2,854	2025 Magnetawan responsible. 50% of hydro, contingency for repairs
208	16-722	Recreation Committee Materials	-	-	
209	16-726	Recreation - Programs Materials	4,250	3,034	Fireworks, yard sale
211	16-734	Recreation - Arena	162,872	122,154	Per draft 2025 budget
213	16-754	Culture - Museum - Materials	5,200	3,911	Hydro, PCO, empty septic, insurance
218	16-790	Transfer to Library Reserve	26,000	4,484	
219	16-795	Library	41,506	51,242	Per draft 2025 budget
220		Subtotal Recreation&Cultural Services Operating	248,688	191,264	

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2025 DRAFT BUDGET

	A	B	MARCH 25, 2025	W	X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
221					
222	16-816	External Planning Support	3,000	945	
225	16-858	Economic Development	5,000	5,000	Fixed annual contribution
227	Subtotal Planning Operating Expenditures		8,000	5,945	
228					
268	17-002	Contra Road Wages	-	(348,517)	
269	17-001	Total road wages	479,800	348,517	per calculation
271	17-022	Installation of Culverts	9,300	8,582	
272	17-032	Install & Maintain Culverts Materials	2,000	323	
273	17-615	Bridge Appraisals	5,600	2,349	required in 2025
274	17-052	Grass Mowing Materials	5,000	4,681	
275	17-062	Brushing Maintenance Materials	250	54	
278	17-092	Beavers Materials	2,500	370	
279	17-102	Debris and Litter Pickup Materials	100	-	
280	17-152	Hardtop Patching Materials	5,400	3,836	4 loads of cold mix
281	17-162	Sweeping Materials	2,200	2,160	
283	17-212	Grading & Scarifying Materials	2,500	2,641	set of summer blades
284	17-222	Dust Layer - Purchase	76,400	68,592	extra tank due to pulverizing Peggs Mountain Road
285	17-232	Dust Layer - Application Materials	200	76	
286	17-242	Gravel - Contract	53,800	-	3,000t granite
288	17-302	Snow Plowing & Removal Materials	7,400	1,921	
289	17-312	Purchase of Sand/Salt	44,600	51,516	107/T x 60T for salt
290	17-322	Sanding & Salting Materials	1,000	-	
291	17-332	Culvert Thaw Materials	200	23	
293	17-349	Winter Lighting for Vehicles Materials	750	267	
294	17-350	Truck and Equipment Chains	2,500	368	
296	17-382	Signs Materials	4,000	361	
297	17-392	Training Materials	3,800	708	

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2025 DRAFT BUDGET

	A	B	MARCH 25, 2025	W	X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
298	17-393	Safety Equipment / Clothing	2,500	1,011	
299	17-432	Overhead Materials	70,900	78,404	
300	17-433	Overhead Professional Fees	2,000	-	
301	17-902	Purchase New/Replace Worn Tools	4,500	28	
304	17-462	13 Western Star Materials	16,800	13,638	set of new tires (\$3,800)
306	17-472	22 Pickup Materials	4,800	2,379	
308	17-475	19 Ford Pickup Parts and Repair	13,200	13,546	requires front-end rebuild (\$7k)
310	17-482	23 Freightliner Materials	7,300	2,102	
312	17-492	22 Freightliner Materials	11,200	3,944	set of new tires (\$3,800)
316	17-504	2013 Grader Materials	33,400	1,514	10 new tires
320	17-522	2019 Backhoe/JCB Materials	4,900	1,103	
323	17-532	2015 Excavator Materials	18,700	-	hydraulic pump repairs \$15k
324	17-542	Float Materials	1,000	175	
325	17-552	Small Equipment Materials	2,000	443	
327	17-562	2014 Loader Materials	4,700	828	
328	16-349	Fuel to be distributed	90,000	48,796	
329	Subtotal Transportation Operating Expenditures		997,200	665,257	
330					
331	DEBT REPAYMENT				
333	17-968	Grader/Loader Interest	16	16	
334	17-970	Road Construction Interest	497	298	
335	17-972	2021 Plow Interest	1,387	874	
338	79-113	Grader/Loader Principal	6,592	6,592	
339	79-115	Road Construction Principal	17,540	8,770	
340	79-116	2021 Plow Principal	53,843	26,814	
342	Total Debt Repayment		79,875	43,364	
343					
344	Ryerson Operating Expenses		2,695,278	1,763,465	

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2025 DRAFT BUDGET

	A	B	MARCH 25, 2025		X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
345		Net Ryerson Total Expenditures re Ryerson-administered Joint Services	131,841	21,074	
346		Adjustment re Shared Services capital and one-time operating expenses	43,388		
347		NET OPERATING REVENUE - FUNDING AVAILABLE FOR CAPITAL	390,495	1,450,488	
348					
349		CAPITAL ACTIVITIES			
350		CAPITAL REVENUE, TRANSFERS FROM RESERVES AND LOAN PROCEEDS			
351	15-792	Prior Year Surplus	414,014	-	
353	15-402B	Misc Government Grants	-	-	
354	15-501	Ont Community Infrastructure Fund	160,000	-	Funding for Bartlett Lake culvert replacement
355	15-509	Modernization Grant Funding	-	-	
356	15-790 P	Transfer from Reserve- COVID-19 Grant	-	-	reserve depleted in 2023
357	15-790 C	Transfer from Reserve - Capital Funds	-	-	
358	15-790 L	Transfer from Reserve -Landfill	-	-	
359	15-790 A	Transfer from Reserve- Arena	-	-	
360	15-790 F	Transfer from Reserve- Fire	3,979	-	
361	15-541	Loan Proceeds	-	-	
362	15-780	AMO Gas Tax Revenue	48,800	-	Granite resurfacing program
363	15-785	NORDS Grant Revenue	71,900	-	Re: Peggs Mountain Road
364	15-531	Miscellaneous Roads Revenue	-	-	
367		Total Sources of Funding - Capital	698,693	0	
368					
369		CAPITAL PROJECTS			
384	16-157	Land purchase	-	-	
385	16-139 B	Building Maintenance	-	-	
387	16-140	Office Equipment	11,300	-	Purchase of new computers (\$3,000), photocopier (\$8,300)

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2025 DRAFT BUDGET

	A	B	MARCH 25, 2025	W	X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
388	16-145	Website	-	-	
389	16-180	Operational Plans	30,000	-	Official Plan, Zoning By-law updates
390					
391	Road Projects				
395	17-632	Midlothian Swing Bridge Materials	-	-	
398	17-642	Culvert Replacement Materials	160,000	9,117	Bartlett Lake culvert (shared with McMurrich)
399	17-652	Granite Materials	187,100	-	3.8km Hilly & Gully; 3.6km South Horn Lake
400	17-662	Gravel Lift - Material	-	-	
403	17-682	Road Construction Materials	10,500	1,314	micro seal So Ho Mish Road
407	17-702	Midlothian RAP	-	-	
408	17-732	Peggs Mountain Road	152,900	136,872	pulverize, calcium and granite 4.5km
409	17-890	Building Repair	8,000	3,792	
410	17-892	New Pit - Materials	3,000	2,742	-
411	17-895	Flooding Damage	-	43,386	
414	17-924	Purchase New Equipment	19,300	19,233	culvert steamer
418	Capital portion of Joint Services		43,388	-	
419					
420	Total Capital Projects		625,488	216,455	
421					
422	NET RESERVE TRANSFERS				
423	16-137	Transfer to Capital Reserve	178,938	-	Budget balancing figure- allocate to capital reserve
424	16-246	Transfer to Fire Reserve	2,469	-	2024 surplus (\$X) plus 2% op exp
425	16-465	Transfer to Landfill Reserve	38,254	-	2024 surplus (\$X) plus 2% op exp
426	16-470	Transfer to Landfill Closure Reserve	-	-	
427	16-535	Transfer to Hospital Reserve	20,000	20,000	
428	16-737	Transfer to Arena Reserve	23,539	-	2024 surplus (\$X) plus 2% op exp
429	17-952	Transfer to Roads Capital Reserve	200,500	-	
430	Total Reserve Transfers		463,700	20,000	

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2025 DRAFT BUDGET

	A	B	MARCH 25, 2025		X
	Account #	ACCOUNT NAME	2025 DRAFT BUDGET	2025 YTD (09/30)	NOTES
1					
431		NET CAPITAL EXPENDITURES	390,495	236,455	
432					
433	BALANCE		0	1,214,033	
434					
435		Total Municipal Expenditures	4,431,908	2,438,228	
436		Total Education Expenditures	307,697	156,504	
437		Total Expenditures	4,739,605	2,594,732	
438					
439		Revenue Municipal	1,839,569	879,747	
440		Taxation General	2,590,395	2,617,579	
441		Taxation Education	307,697	310,958	
442		Payment in Lieu	1,944	481	
443		Total Revenue	4,739,605	3,808,765	
444		Balance Check	0	1,214,033	
445					

	Staff Report
To:	Ryerson Township Council
From:	Treasurer
Date of Meeting:	October 14, 2025
Report Title:	Bartlett Lake Culvert Replacement
Report Date:	October 8, 2025

Recommendation:

That the Bartlett Lake Culvert Replacement Project be deferred until the 2026 budget year.

Background and Analysis:

As a component of the 2025 budget, the Township was scheduled to work jointly with the Township of McMurrich-Monteith on the replacement of a structural culvert on Bartlett Lake Road. Costs were to be shared 50/50 between both municipalities, and a total of \$160,000 was included in the budget for this work.

A tender was issued and closed with one submission received from Fowler Construction. There were a range of options provided in their submission, as follows:

Option	Subtotal	HST	Total
Smooth Walled Culvert	\$536,896.26	\$69,796.51	\$606,692.72
Galvanized Steel Culvert	\$434,503.71	\$56,485.48	\$490,989.19
Polymer Coated Culvert	\$455,403.21	\$59,202.42	\$514,605.63

Note that all of the options outlined above are in excess of the 2025 budget allocation; the lowest cost option, of which Ryerson's share is \$221,075.49, is 38% over budget.

In addition, the Township has had significant difficulty securing DFO approval for the work; approval has still not been granted, and discussions with respect to the environmental mitigation work required are still ongoing.

For these reasons, staff are recommending that the contract not be awarded and the project revisited during 2026 budget deliberations.

The Municipal Corporation of the Township of Ryerson

By-Law # -25

Being a by-law to enter into a Library Agreement.

WHEREAS Section 5(1) of the *Public Libraries Act*, R.S.O. 1990, C.P. 44, authorizes two or more municipalities to make an agreement for the establishment of a union public library;

AND WHEREAS Council deems it appropriate to enter into a new agreement with the Village of Burk’s Falls and the Township of Armour to govern the existing The Burk’s Falls, Armour and Ryerson Union Public Library Board;

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

1. That the agreement between the Township of Ryerson, the Township of Armour, and the Village of Burk’s Falls with respect to the Burk’s Falls, Armour, Ryerson Union Public Library, hereby attached as Schedule A and being part of this by-law, be entered into.
2. That the Mayor and the Clerk be given the authority to sign the agreement on behalf of the Township of Armour.
3. THAT this By-law shall take effect upon its passing.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 14th day of October, 2025.

Mayor

Clerk



Councilor Report

To:	Ryerson Township Council
From:	Beverly Abbott
Date of Event:	Sept. 17, 2025
Topic:	Library Board Report
Report Date:	Sept. 27, 2025

Importance to the Township of Ryerson:

The Board reviewed the new library agreement and is satisfied with the results. We are concerned about the Board taking over the finances. Nieves feels confident that she can do it as she has done it in the past; however, it is time consuming. The Board may seek out assistance with this should the task be overwhelming for our CEO.

As the budget is fast approaching the three municipalities need to be aware of the rental increase in 2026 as it will rise by 24.5%. Other libraries have hydro, water and cleaning included in the rent. Sean Cotton will clarify if this is possible.

Here is the breakdown of the rent expense

2025 the sum of \$7,787.85 per annum, payable in equal monthly installments of \$648.99

2026 the sum of \$9,700.00 per annum, payable in equal monthly installments of \$808.33

2027 the sum of \$10,185.00 per annum, payable in equal monthly installments of \$848.75.

The finance committee will meet Oct 9th. They are working to achieve charitable status.

Income tax which has been done by Ruth Fenwick is becoming more arduous and she would like to hire some assistants. She will inquire if the grant money received could be used for this purpose.

Nancy Kyte, our summer student, applied last year for the Summer Reading Program. As you know, with her efforts we received the grant. This was used to cover her summer salary for 2026 as the Summer Student grant normally received was rejected for the 2025 season. We would like our municipalities to acknowledge her effort by putting an announcement on our web page.

The donation jar at the front desk of the library has been labeled Building Fund

Theatre News: Sean Cotton, a sub committee member, spoke of partnerships with the Friends of the Library and Library Board to assist with future plans for the Burk's Falls Theatre.

Improving Communication with the Library Board We wish to remind the three municipalities to direct information to both our Chair and our CEO. Ruth Fenwick is often left out of the loop. The Board also wishes the Council representatives to assign an alternative representative in the event that they cannot attend a Board Meeting.



Councilor Report

To:	Ryerson Township Council
From:	Councillor Patterson
Date of report:	September 16, 2025
Topic:	Tri-Council Sub Committee
Report Presented:	October 14, 2025

Importance to the Township of Ryerson:

1.

Library Agreement

The changes as requested by Ryerson and agreed upon at the Tri-Council meeting have been implemented and revised version has been circulated to the Clerks/CAO's.

2.

Library- New Build

- The Fire Services Interim Agreement will be used to develop a Library Build Agreement
- Before expenses are incurred, a cost sharing formula should be agreed upon

We discussed using the current Library funding formula for the build. The Sub Committee would like feedback from each of the three councils on this idea.

**I am asking that we discuss this so I can take Ryerson Council's thoughts and ideas back to the subcommittee. And that we pass a resolution for or against this funding formula.*

3.

Fire Services Agreement

The first draft of the Fire Services Agreement was presented to the Sub Committee. While most of the Agreement is the same, changes were identified. (some include)

- the inclusion of the dispute resolution section
- the inclusion of sections dealing with insurance issues
- the inclusion of Committee Meetings

4. Tri-Council Sub Committee Update:

The Sub Committee would like feedback from each of the three councils on the idea of formalizing this Committee to serve as a sub committee for all Tri-services.

We would formalize the sub-committee with terms of reference.

	Councilor Report
To:	Ryerson Township Council
From:	Councillor Patterson
Date of report:	October 02, 2025
Topic:	AHHC update
Report Presented:	October 14, 2025
Importance to the Township of Ryerson: 1 Muskoka Almaguin Ontario Health Team (MAOHT), HHR Recruiter 3-Year Funding Renewal Request The MAOHT team presented the recommendation of the Health & Human Resources Task Force to continue with a 3-year extension of the 3-year Recruiter funding term that expires on December 31, 2025. This is essential for recruiting short-term services so our local doctors can take holidays; recruiting replacements so when local doctors retire their current patients are not left without care; and recruiting staff to fill positions that are currently open. <i>*I am asking that we discuss and pass a resolution for \$1000 per year for the years 2026, 2027, and 2028 for the continued MAOHT Health Human Resources Recruiter</i> 2 Almaguin Family Health Team 6 physicians, 1 nurse practitioners, caring for just under 5000 patients with 800 people remaining on the wait list. (1 nurse practitioner position needs to be filled.) Check out their web site to see all the services that are offered. Debbie Raymard, Executive Director, has offered to come to one of our meetings and discuss the services offered by the AHFHT.	

Tue 2025-10-07

Good morning Almaguin municipalities and chamber of commerce partners!

On behalf of the ACED Board, I am pleased to extend the attached invitation and information package pertaining to the new Two-Year Interim Joint Services Agreement for shared economic development services through ACED. The Board respectfully requests that this invitation and associated information be circulated to Council and Board members for their review and consideration. Furthermore, the Board is requesting that all municipalities discuss this invitation at their upcoming council meetings and to communicate with ACED Staff if additional information is required or if council/board members would like a delegation from ACED.

The attached ACED information Package presents a very brief overview of the significant milestones and accomplishments that Almaguin partners have achieved through strategic collaborative efforts and investments. Per the invitation, this two-year agreement provides an opportunity for Almaguin stakeholders to participate in setting new collaborative strategic direction aimed at mutual growth while also charting a path to the long-term sustainability of shared economic development services. It is the ACED Board's view that the region (and all its communities) benefits most when the activities and results reflect the priorities, features, and investments of all partners.

Thank you in advance for your consideration and we look forward to hearing from you!

Dave Gray, Ec.D.

Director of Economic Development
Almaguin Community Economic Development
(705)571-1564 | Director@ExploreAlmaguin.ca





October 7, 2025

Addressed to:
Almaguin Municipal Councils & Staff

Subject: Invitation to Two-Year Interim Joint Services Agreement

Dear Council Members & Staff,

The Almaguin Community Economic Development (ACED) Board, operating under the administration of the Township of Armour, are pleased to present the opportunity for municipalities to enter a two-year interim joint services agreement for regional economic development services.

ACED was established in 2019 based upon the shared realization of the value of multi-municipal collaboration, effort, and investment in the provision of economic development services. Between 2015 and 2019, regional municipalities and the Almaguin Highlands Chamber of Commerce, supported by strong relationships and generous financial support from Federal and Provincial Partners, worked together to set a [strategic foundation through evidence-based planning](#). From this foundation, sub-regional economic development partners reduced the duplication of efforts by strategically collaborating on various local and regional initiatives that drove measurable success. The creation of ACED marked a significant achievement and milestone that continues to reflect the commitment to, and benefits from, shared efforts and investments made towards encouraging economic growth and sustainability throughout the region and its many unique and vibrant communities. Attached to this invitation is a brief overview of ACED for your review.

Through 2025, the ACED Board and Department have worked to create a series of positive changes within their service delivery model which include, in addition to this agreement, reducing costs, enhancing communication, and increasing local support for ACED member organizations.

Participating in the Two-Year Interim Agreement is an opportunity for your municipality to:

- Gain access to [existing ACED Services](#), including business & investment support services, tourism and quality of life promotion, community support services, and inclusion in regional level projects.
- Benefit from reduced costs as a result of the current conditional contribution agreement with FedNor through the Community Investment Initiative for Northern Ontario (CIINO) Stream.
- Inform the creation of a new multi-year strategic plan for the Almaguin Region with your local priorities and perspectives.
- Shape the future and sustainability of economic development services within the Almaguin Region.



The cost to become an ACED member is contingent on the total number of members; in short, more members equal lower costs. Various draft contribution rate scenarios have been attached to this invitation for Council's consideration. Schedule A of the agreement states the cost sharing model that determines how individual contributions are calculated.

The ACED Board respectfully requests that this invitation, along with the Draft Two-Year Joint Services Agreement for Economic Development Services and associated attachments be added to the next regular Council/Board meeting agenda for consideration. Should any Council or Board wish to receive a delegation from ACED, please contact David Gray, Director of Economic Development.

Sincerely,

Chris Nicholson

ACED Chair, Joly Township Councillor Chris Nicholson, ACED Chair
On Behalf of ACED

Rod Ward

Armour Township Mayor
On behalf of Armour Township (serving as the administering municipality)



Schedule A - Draft Contribution Rate Scenarios

The figures provided below are intended to serve as an example of what contributions may look like under the new agreement based on various membership levels. It is important to note that actual contribution rates will be calculated once all municipalities have made their decision and communicated it to the administering municipality.

Figure 1A – Scenario with 14 Partners

Municipality	Tax Levy 2024	0.35% of Tax Levy	Difference /Municipality
Perry	\$ 3,848,017.56	\$ 13,468.06	\$ 29,805.94
Armour	\$ 3,201,570.00	\$ 11,205.50	\$ 20,729.51
Strong	\$ 3,035,099.28	\$ 10,622.85	\$ 18,940.15
McMurrich/Monteith	\$ 2,160,272.00	\$ 7,560.95	\$ 16,398.05
Sundridge	\$ 1,922,304.00	\$ 6,728.06	\$ 12,555.94
South River	\$ 1,366,381.00	\$ 4,782.33	\$ 14,713.67
Burk's Falls	\$ 1,491,745.00	\$ 5,221.11	\$ 13,989.89
Joly	\$ 880,625.00	\$ 3,082.19	\$ 5,595.81
Ryerson (2023)	\$ 2,345,528.00	\$ 8,209.35	
Kearney	\$ 4,596,666.00	\$ 16,088.33	
Magnetawan	\$ 5,983,907.00	\$ 20,943.67	
Powassan	\$ 4,500,387.00	\$ 15,751.35	
Machar	\$ 2,509,174.00	\$ 8,782.11	
AHCC		\$ 10,000.00	
		\$ 142,445.87	

Figure 1B – Scenario with 9 Partners & one non-voting member donation

Municipality	Tax Levy 2024	0.711% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 27,359.40	\$ 15,914.60
Armour	\$ 3,201,570.00	\$ 22,763.16	\$ 9,171.84
Strong	\$ 3,035,099.28	\$ 21,579.56	\$ 7,983.44
McMurrich/Monteith	\$ 2,160,272.00	\$ 15,359.53	\$ 8,599.47
Sundridge	\$ 1,922,304.00	\$ 13,667.58	\$ 5,616.42
South River	\$ 1,366,381.00	\$ 9,714.97	\$ 9,781.03
Burk's Falls	\$ 1,491,745.00	\$ 10,606.31	\$ 8,604.69
Joly	\$ 880,625.00	\$ 6,261.24	\$ 2,416.76
Ryerson (2023)	\$ 2,345,528.00	\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 142,311.76	



Figure 1C – Scenario with 7 partners & one non-voting member donation

Municipality	Tax Levy 2024	0.846% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 32,554.23	\$ 10,719.77
McMurrich/Monteith	\$ 2,160,272.00	\$ 18,275.90	\$ 5,683.10
Armour	\$ 3,201,570.00	\$ 27,085.28	\$ 4,849.72
Strong	\$ 3,035,099.28	\$ 25,676.94	\$ 3,886.06
Sundridge	\$ 1,922,304.00	\$ 16,262.69	\$ 3,021.31
Joly	\$ 880,625.00	\$ 7,450.09	\$ 1,227.91
Ryerson		\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 142,305.13	



INFORMATION PACKAGE 2025

ACED & Regional Economic Development Overview

Almaguin Community Economic Development (ACED) represents a multi-municipal effort to provide economic development services throughout the Almaguin Highlands Region. While ACED is the current face of regional economic development, there is a clear and demonstrable history of collaborative economic development efforts in Almaguin that has, and continues to, drive observable growth in the region.

This information package is intended to serve several key purposes:

1. Provide a functional understanding of who ACED is.
2. Review the history of collaborative economic development in the Almaguin Highlands, including the investments that have been in, and attracted to, the region.
3. Define the services that ACED provides within the regions with some highlights of services and initiatives to-date.
4. Illustrate how municipal partners can best utilize and benefit from ACED's services.

Who is ACED, and what do they do?

In April of 2019, municipal partners formed ACED as the first-ever multi-staff, fully regional, economic development services department. After years of successful multi-municipal partnerships, such as the Central Almaguin Economic Development Association, Burk's Falls & Area Economic Development, or EcoDev, regional partners developed a regionally inclusive economic development plan and formed ACED. This marked a significant milestone.

ACED operates as a shared services department that is comprised of the ACED Board and ACED staff. The ACED Board was established to oversee ACED Staff and provide direction based on regionally shared goals, objectives and interests. ACED currently (as of 2025), has three staff roles, which are

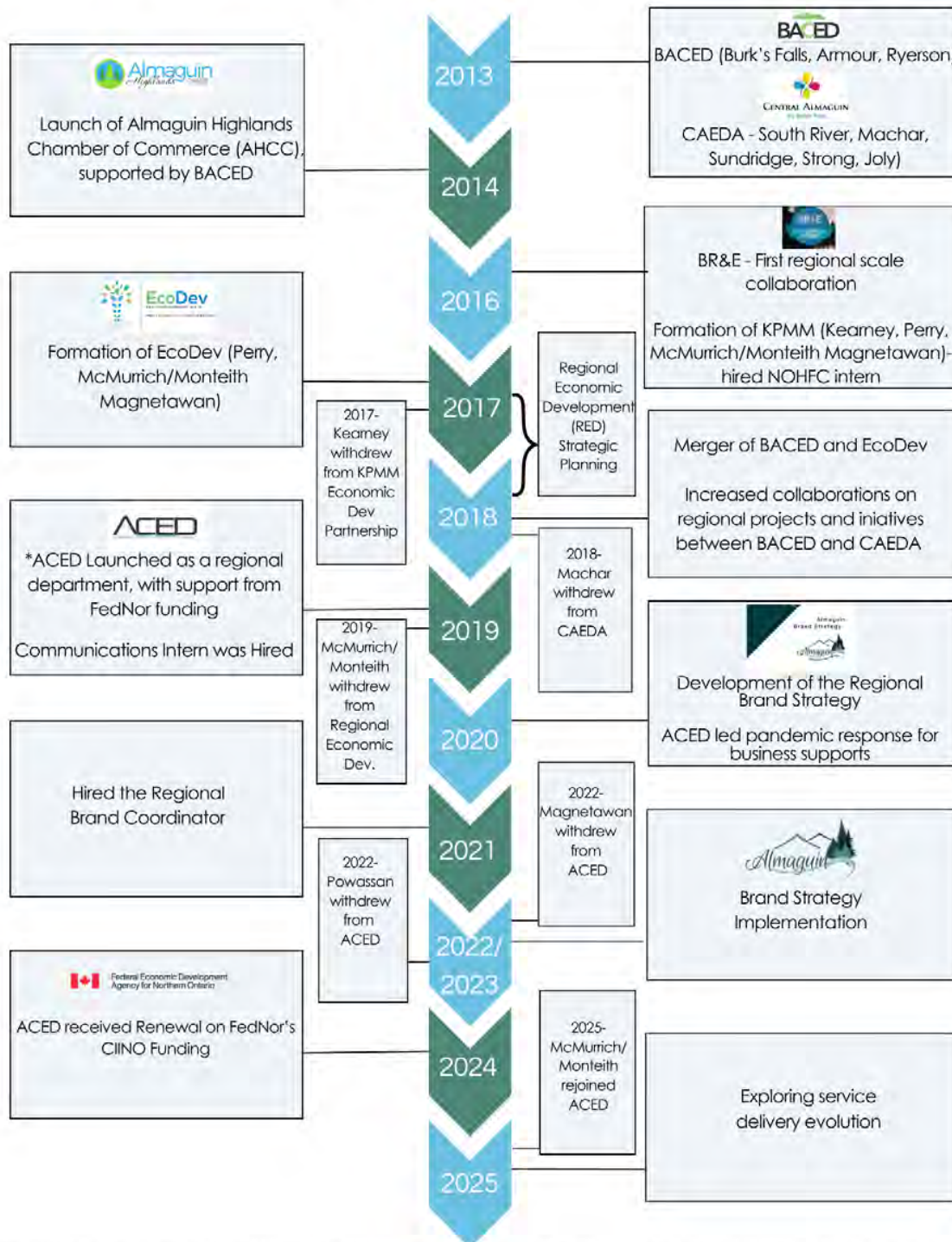
- Director of Economic Development (.5FTE for 2025)
- Economic Development Officer
- Communications and Marketing Officer.

Organizational Structure

ACED operates under a shared services agreement, which is currently undergoing the first major update since 2019. ACED is administered by the Township of Armour, who provides services such as human resources, financial administration (including grants and payroll), office space, etc. The ACED Board interfaces with the Armour Township Council through providing recommendations (via resolution) which are implemented through complimentary council decisions.

REGIONAL ECONOMIC DEVELOPMENT TIMELINE

This timeline highlights key milestones in collaborative economic development initiatives across the Almaguin region, showcasing growth, partnerships, and strategic planning from 2013–2025



*ACED Launched with the following partners: Powassan, South River, Strong, Sundridge, Joly, Magnetawan, Ryerson, Burk's Falls, Armour, Perry



INFORMATION PACKAGE 2025

ACED & Regional Funding History and Highlights

The following summary provides an at-a-glance perspective of the investments and partnership funds invested into regional initiatives and economic development departments over the 12-year period from 2013 to 2025. Several points to consider:

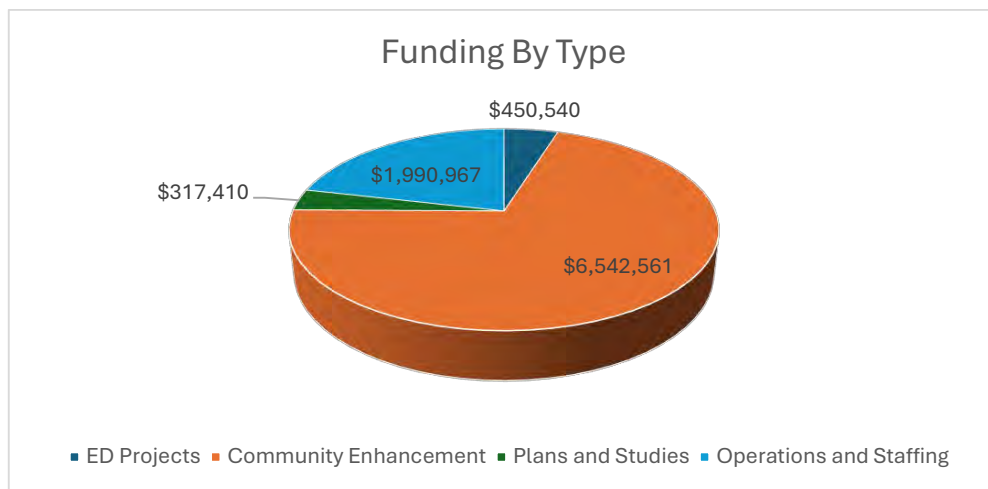
1. These totals include funding for initiatives that occurred prior to ACED; however, represent projects that benefited multiple municipalities (including fully regional projects).
2. Totals include both ACED/ ED Staff led and supported applications.
3. Municipal contributions only reflect the application portion of approved grants and do not include municipal contributions to ACED operating budgets.

Public Sector Funding

Senior Government Funding (Approved grant funds secured)	Municipal Contributions ¹ (Municipal / Applicant portion)	Total Invested in Local Economic Development Initiatives (public sector)
\$6,181,091.00	\$3,120,387.00	\$9,301,478.00

1 – Municipal contribution amounts were not provided for some projects where staff provided direct application support.

Figure 1 - Funding Breakdown by Type



Private Sector Funding – High Level Total

Senior Government Funding (Approved grant funds secured)	Applicant Investment (Estimated)	Total known investment
\$4,991,652	\$6,425,652	\$11,417,304

*These figures represent large projects where ACED Staff supported all or some of the application process (including letters of support, etc.)



INFORMATION PACKAGE 2025

Defining ACED's Services

The term 'economic development' can evoke a wide range of perceived definitions and an even wider range of expected activities or desired results. Objectively, nearly anything that happens in a municipality that involves a financial transaction and/or the delivery or procurement of a service impacts the economy (local and/or regional). ACED's workplans are broken up in to five distinct categories, or focus areas, that broadly define the work that ACED Staff perform.

1. Business Support & Development
 - ✓ One on one support for start-ups, expansions, developments, and general business needs.
 - ✓ Promotes local business through shop local campaigns and the online regional business directory (as well as other promotional and marketing efforts)
2. Economic Development Planning
 - ✓ Creation and execution of strategic plans & studies at both the regional and local levels.
 - ✓ Click Here to view [ACED's Guiding Documents](#) for examples
3. Community Development
 - ✓ Providing supports for municipalities and community organizations such as grant writing support, volunteerism supports, and other functions.
 - ✓ Supports fundraising for the development or improvement of community facilities.
4. Tourism Marketing & Promotion
 - ✓ Administers the Explore Almaguin digital presence ([Website](#), [socials](#), etc.).
 - ✓ Produces engaging tourism content and campaigns.
 - ✓ Supports the development of joint marketing initiatives with local businesses and brand ambassadors.
5. Special Projects & Events

ACED Staff create annual workplans, which are approved by the ACED Board. Staff report on the progress of activities through monthly reports provided to the Board, as well as with an annual report.

Another important function of ACED is that the department serves as a critical connecting link to numerous support agencies and their representatives. Agencies include, but are not limited to: FedNor, The Ministry of Northern Development, NECO Community Futures, The Business Centre NPS, IION, Explorer's Edge (RTO12), The Labour Market Group, BlueSky, The Almaguin Chamber of Commerce.



INFORMATION PACKAGE 2025

How can Municipalities best utilized ACED services?

ACED operates best when all partners and stakeholders are working together. This involves open and dynamic communication and information sharing between Councils and the Board, and Municipal Staff and ACED staff.

Keep open lines of communication

- Maintain open communication with ACED.
- Update ACED on projects, events, developments, or land for sale.
- Refer start-ups to ACED for support.
- Councillors and staff may contact ACED for information at any time.
- Invite ACED to present at Council or community meetings to share updates and opportunities on a yearly basis.

Stay informed on ACED-led projects

- Review ACED monthly reports and ask questions as needed.
- Give input on ACED's annual Workplan during year-end planning.
- Partner with ACED on regional marketing campaigns to promote local assets and tourism.

Promote our Rotating Office Days

- Post ACED monthly office dates on municipal social media.
- If needed, arrange and share alternative dates.

Engage us to assist with funding applications

- Contact ACED for help with grant applications for municipal or regional assets.
- Support may include drafting, letters of support, and regional data from ACED plans/studies.
- Share municipal infrastructure plans with ACED early to explore funding and partnership opportunities.





N E C O

Community Futures Development Corporation
Société d'aide au développement des collectivités

September 29, 2025

David Gray, Director of Economic Development
Almaguin Community Economic Development
56 Ontario Street
Burk's Falls, ON P0A 1C0

Via Email

Re: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

NECO Community Futures Development Corporation (NECO CFDC) has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing financial assistance to small and medium sized businesses and other business counselling services within the region, NECO CFDC has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Our geographic area supports both Nipissing East and East Parry Sound regions, and with only two staff in the NECO CFDC office located in North Bay, we reach out on a regular basis to ACED staff and vice versa.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. As was stated above NECO serves private businesses in your area through our loans program for start-ups and expansions.

Over and above the private sector investments, NECO CFDC also has project specific funds for not-for-profits, municipalities, and other organizations. NECO CFDC has worked with ACED to collaborate efforts, benefits, or initiatives in your region. Past supports specific to Almaguin Highlands have included: the annual RED Gala, Taste of Almaguin, ACED Regional Support Program (during the pandemic), Almaguin Staycation (during the pandemic), The Business Centre's

..../2

Page 2
September 29, 2025

Recovery Support (during the pandemic), The Business Centre's Triple A program (during the pandemic), Win this Space Burk's Falls, Bay Works Virtual Job Fair 2022, annual Powassan Maple Syrup Festival, annual International Women's day in partnership with WORC (South River), Heritage Festival 2023, HoneyFest & Great Pumpkin Tour, Almaguin Maple Syrup Festival (Sundridge), Almaguin Highlands Health Council, Ontario Maple Syrup (OMSPA) Convention and Summer Tour 2024, AHCC – Women's Day in Almaguin, Explore South River, Burk's Falls Theatre, just to name a few.

It is our observation that our partnership with ACED has generated significant value to our clients as well as assisted us with carrying out our mandate across the Almaguin Highlands. We try our best to get to in-person events in your region; however, that is not always possible with our limited resources, and as such our connection with ACED is especially important for providing us with updates and leads on clients.

On behalf of NECO Community Futures Development Corporation, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact me at the NECO office, 705-476-8822 ext 100 or via email at pcarr@neco.on.ca

Sincerely,
NECO Community Futures Development Corporation



Patti Carr
Executive Director



tbcnps.ca | @tbcnps   

October 2, 2025

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development

Subject: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

The Business Centre Nipissing Parry Sound has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing entrepreneurial and small business services within the region, The Business Centre has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. Specifically, The Business Centre has worked with ACED to identify and support young entrepreneurs through our Summer Company program, full time businesses through our advisory services and Starter Company Plus program, and to deliver business related training throughout Almaguin, focusing on a variety of topics including cash flow management, business plan development, marketing and AI. Many of our clients are referred to The Business Centre through ACED staff and thus, our partnership with ACED has generated significant value to our clients, as well as assisted us with carrying out our mandate across the Almaguin Highlands.

On behalf of The Business Centre Nipissing Parry Sound, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, feel free to contact me at your convenience.

Sincerely,

Jennifer Nickerson

Jennifer Nickerson
Executive Director
The Business Centre Nipissing Parry Sound
705-474-0400 x 2523
jnickerson@tbcnps.ca



The Labour Market Group

Guiding partners to workforce solutions.

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development
Delivered Via Email:

Subject: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

The Labour Market Group has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing workforce development and labour market information services within the region, the Labour Market Group has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. Specifically, the Labour Market Group has worked with ACED to initiate and implement regional Business Retention and Expansion initiatives, the Economic Development Gala event and, more recently, has been a supporting party to their regional housing initiative. It is our observation that our partnership with ACED has generated significant value to our clients as well as assisted us with carrying out our mandate across the Almaguin Highlands.

On behalf of the Labour Market Group, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact Stacie Fiddler, Executive Director at your convenience.

Kind Regards,

Stacie Fiddler, MBA
Executive Director

101 Worthington Street East • Suite #238 • North Bay, ON • P1B 1G5 • 705-474-0812

Nipissing

Parry Sound



Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON, P0A 1C0

c/o David Gray, CAO/Director of Economic Development
Delivered Via Email: director@explorealmaguin.ca

RE: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

Discovery Routes has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As an organization that collaborates with community-based trail partners across the region to grow and improve trail networks supporting health, tourism, strong communities, and nature appreciation, Discovery Routes has greatly benefited from the existence of Almaguin Community Economic Development (ACED) and the support of its staff.

Since its creation, ACED has served as a important point of contact for Discovery Routes, connecting our organization and local grassroots trail groups, including the Forgotten Trails Association, Almaguin Community Trails, and Almaguin in Motion, to regional programs such as collaborative marketing initiatives and community events. Together, we have worked to advance the Explore Almaguin brand by developing and promoting outdoor experiences across the region for cycling, hiking, paddling, and winter activities such as dog sledding and snowshoeing. Through this partnership, we have helped position the Almaguin Highlands as a destination for outdoor adventure, supported the creation of trail maps that showcase the region, and strengthened connections between trail networks and tourism.

Our partnership with ACED has provided meaningful value to residents and visitors alike and has been instrumental in helping Discovery Routes fulfill its mission across the Almaguin Highlands. On behalf of Discovery Routes, we offer our full support in principle for ACED and the Two-Year Interim Joint Services Agreement.

Should you have any questions regarding our support, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "J McCourt", written in a cursive style.

Jennifer McCourt,
Executive Director



**YOUR
BUSINESS
CATALYST,
PARTNER, AND
ADVISOR**

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development

Subject: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

Innovation Initiatives Ontario North (IION) has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a support agency providing business advisory services & funding programs to innovative businesses within the region, IION has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and their staff.

Since its inception, ACED has been a valuable partner and point of contact for IION, fostering strong connections between our organizations. Through their efforts, ACED has played a vital role in linking local businesses with IION's programs and resources. Our collaboration with ACED has enabled us to connect businesses to both public and private funding opportunities, as well as B2B networking events that support growth and innovation. We are especially grateful for ACED's active involvement in IION's Step Forward Entrepreneurs Program (SFEP), where their team serves on the selection committee. Their deep knowledge of the Almaguin Region provides critical insights that ensure local businesses are well-positioned to access and benefit from the granting opportunities available through IION.

We deeply appreciate ACED's ongoing collaboration and commitment to supporting entrepreneurs and driving regional economic development.

On behalf of IION, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads 'Matthew Doherty'.

Matthew Doherty
Executive Director, IION
matt@iion.ca / 705-845-0616

TWO-YEAR INTERIM JOINT SERVICE AGREEMENT

This Agreement made effective this 1 day of January, 2026

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF PERRY

(Hereinafter referred to as “Perry”)

- and -

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF MCMURRICH
MONTEITH**

(Hereinafter referred to as “McMurrich Monteith”)

- and -

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

(Hereinafter referred to as “Armour”)

- and -

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

(Hereinafter referred to as “Sundridge”)

- and -

THE ALMAGUIN HIGHLANDS CHAMBER OF COMMERCE

(Hereinafter referred to as “the Chamber”)

- and -

THE CORPORATION OF THE TOWNSHIP OF STRONG

(Hereinafter referred to as “Strong”)

- and -

THE CORPORATION OF THE TOWNSHIP OF JOLY

(Hereinafter referred to as “Joly”)

WHEREAS the Municipal Act, S.O. 2001,c.25, S.20(1), allows a municipality to enter into an agreement with one or more municipality to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their boundaries;

AND WHEREAS the Municipal Act, S.O. 2001,c.25, S.20(2), allows a municipality to provide the matter in accordance with the agreement anywhere that any of the municipalities or local bodies have the power to provide the matter;

AND WHEREAS Perry, Armour, McMurrich/Monteith, Sundridge, the Almaguin Highlands Chamber, Strong, and Joly wish to jointly provide economic development services to the region;

AND WHEREAS the above-named member organizations recognize municipalities or other parties listed below as non-voting members based on their support of the delivery of economic development services or programs by providing a donation in support of the annual budget.

Non-voting members:
The Township of Ryerson.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of good and other valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, the receipt whereof is hereby acknowledged, the parties hereto hereby covenant, promise and agree with each other as follows:

DEFINITIONS

1. In this Agreement including in the recitals above,
 - (a) **“ACEDDB Meeting”** means a meeting between the appointed representatives of each Member Party, with a quorum of half the representatives plus one;
 - (b) **“Act”** means the *Municipal Act*, 2001, S.O. 2001, c.25;

- (c) “**Administer**” means to provide the Economic Development Services to the public in accordance with Applicable Law, and “**Administration**” has the same meaning;
- (d) “**Administering Municipality**” means the Member Party that has been chosen by the Member Parties to administer the Economic Development Services;
- (e) “**Administrative Services**” means those services as set out in section 8 of this Agreement;
- (f) “**Agreement**” means this Joint Service Agreement and all Schedules and Exhibits attached to this Agreement;
- (g) “**Almaguin Community Economic Development**” (**ACED**) is the name given to the regional economic development entity formed by the participating Member Parties.
- (h) “**Almaguin Community Economic Development Department Board**” (**ACEDDB**), is a committee composed of appointed representatives from all of the Member Parties who have agreed to participate and fund the Almaguin Community Economic Development (ACED).
- (i) “**Almaguin Community Economic Development Department**” (**ACEDD**) performs the work needed to strengthen the local economy and diversify the municipal tax base. They recruit new businesses, retain existing ones, and assist businesses when they can expand operations locally.
- (j) “**Applicable Law**” means any applicable statute, ordinance, decree, regulation or by-law or any rule, circular, directive, license, consent, permit, authorization, concession or other approval issued by any Government Authority which has appropriate jurisdiction;
- (k) “**Business Days**” means any day other than a Saturday, Sunday or statutory holiday;
- (l) “**Calendar Days**” means consecutive days, including Saturday, Sunday or statutory holiday;
- (m) “**Capital Expenditure**” means any expenditure related to machinery, equipment, vehicles and furniture reported as a tangible capital asset on the audited financial statement of the Economic Development Services;
- (n) “**Capital Items**” means machinery, equipment, vehicles and furniture required to provide Economic Development Services;
- (o) “**Director of Economic Development**” (the Director) means the municipal employee hired to manage the ACEDD.
- (p) “**Economic Development Services**” means all services related to the provision of economic development;
- (q) “**Emergency**” means any unplanned event, activity, circumstance that constitutes a threat to the operation of the Service and/or requires the stoppage of the delivery of the Economic Development Services, in whole or in part and may include both person-caused and natural-caused events, activities and circumstances;
- (r) “**Expenditure**” means any funds used by the Administering Municipality to obtain new assets, improve existing ones or reduce a liability;
- (s) “**Government Authority**” means any government, regulatory authority, ministry, board, department, court or other law, regulation or rule-making entity, having jurisdiction or authority over the matter in issue, but excludes a municipality or any of its local boards;

- (t) **“Member Party(ies)”** means each organization or municipality which is party to this agreement;
- (u) **“Net Cost”** means all operating, capital and real property capital expenditures for Economic Development Services less all revenues generated by the Economic Development Services including, but not limited to, government grants, user fees, rents, sales and donations and **“Net Costs”** has the same meaning;
- (v) **“Non-voting member”** means a municipality or organization which makes a yearly contribution to ACED but does not have a vote on the ACED Board. The yearly contribution would not exempt the municipality or organization from the ACED fees for services.
- (w) **“Real Property”** means land, land improvement and any building or buildings erected upon the land used to provide Economic Development Services;
- (x) **“Real Property Capital Expenditure”** means any expenditure related to land, land improvements and buildings reported as a tangible capital asset on the audited financial statements of the Economic Development Services;
- (y) **“Report”** means that Report referred to in clause 8(f) of the Agreement, in the form required by the Administering Municipality and **“Reporting”** has the same meaning;

TERM OF THE AGREEMENT

- 1 This Agreement takes effect when approved by all Member Parties and will expire on December 31, 2027.
- 2. If one of the Member Parties requests a renegotiation of this Agreement, this Agreement will remain in place until a new agreement is in force and effect unless the expiry date of this agreement is reached prior to the end of the negotiation.
- 3. Upon receipt of a notice of withdrawal from another Member Party, a Member Party shall call an ACEDDB Meeting to discuss such notice and to consider steps that may be taken to either engage the dispute resolution provisions of this Agreement or to terminate this Agreement and prepare for dissolution related to the Economic Development Services. Should remaining member parties agree to continue sharing ACEDD services in the absence of the withdrawing party, the ACEDD shall not be dissolved; however, the withdrawal provisions under schedule B shall apply to the withdrawing party.

ECONOMIC DEVELOPMENT SERVICES

Ownership, Operation and Maintenance

- 4. The Administering Municipality shall operate and maintain the assets associated with the Economic Development Services it administers in good condition and in accordance with Applicable Law.
- 5. “ACEDDB has the authority, by resolution, to amend this agreement to add or subtract “Member Party(ies)”, when an organization or municipality wishes to join or leave ACED.”

Administration, Cost Sharing, Oversight and Reporting

- 6. The Administering Municipality for the Economic Development Services shall be The Municipal Corporation of the Township of Armour.
- 7. For the purposes of this Agreement, the Administrative Services to be provided by the Administering Municipality are as follows:
 - (a) Operation in compliance with Applicable Law;

- (b) Staffing, through employees, contractors or agents, as the Administering Municipality deems appropriate within budget restraints, in accordance with its policies and procedures and Applicable Law;
 - (c) Ensure that policies and procedures are in place with respect to procurement, employment, health and safety, asset management, fees and charges, and record retention, all in compliance with Applicable Law;
 - (d) Reporting to and communicating with any government ministry or agency, including but not limited to the Ontario Ministry of the Environment and Climate Change, the Ontario Ministry of Municipal Affairs, the Office of the Fire Marshal of Ontario and the Ontario Ministry of Finance, as may be required by Applicable Law;
 - (e) Maintain financial records and report to the other Member Parties as required by this Agreement with respect to budgets, revenues, expenses, audits and other financial activities; and
 - (f) Reporting, on a monthly basis, in the form required by the Administering Municipality, to the other Member Parties.
8. The Administering Municipality shall not charge any additional fees to the other Member Parties to Administer the Economic Development Services.

BUDGETS AND FINANCIAL REPORTING

9. The Director shall prepare, on an annual basis, a draft operating and a capital budget for the Economic Development Services.
- (a) Such draft budgets shall be presented at the October ACEDDB Meeting of each calendar year and once reviewed, shall be presented for consideration to each Member Party. Each Member Party shall report to the other Member Parties the outcome of such consideration within ten (10) Business Days of the date of each Member Party's next regular meeting.
 - (b) Based on the comments received the Director shall prepare a final budget proposal and forward it to the other Member Parties by the last Friday in January of each year.
 - (c) Each Member Party shall bring a resolution to the February ACEDDB Meeting indicating whether or not it supports the budget.
 - (d) The yearly budget must receive approval from a majority of the Member Parties before it can be implemented.
10. If a majority of the Member Parties do not agree to a proposed budget, the contributions from all Member Parties to the budget shall not change from the most recently approved budget until a majority of the Member Parties agree to the proposed budget.
11. From the time the annual budget is approved by a majority of the Member Parties, the Administering Municipality, shall provide, every six (6) months thereafter, in writing, a budget-to-actual report to the ACEDDB.
12. Once the budget is approved by a majority of the Member Parties the following will apply:
- (a) Any change(s) to the approved budget which would increase the net total of the approved budget shall require the approval of a majority of the Member Parties in order to be implemented. The Member Party requesting such change shall notify the other Member Parties with an explanation of the requested change and shall request that an ACEDDB meeting be held within fifteen (15) Calendar Days of such request.

- (b) An overspending of the budget does not constitute a change to the budget but shall be reported by the Director to the ACEDDB with an explanation of and reason(s) for the overspending.

- 13. The Administering Municipality is responsible to ensure that its auditor carries out an audit, on an annual basis, and it shall provide a copy of its audited financial statements to the other Member Parties within ten (10) Business Days after they are placed on an agenda to be considered by the Administering Municipality.

ADMINISTRATION OF COST SHARING

- 14. The Net Cost of the Economic Development Services shall be shared annually as set out in **Schedule “A”** to this Agreement.
- 15. The Administering Municipality shall invoice the other Parties quarterly for their share of the Economic Development Services and such invoices are due within thirty (30) Calendar Days.
- 16. After the annual audit is complete the Administering Municipality shall either invoice or refund the other Member Parties the difference between the budgeted amount paid by each Member Party and the actual amount to be paid as determined by the audit.
 - (a) The ACEDDB may, by a majority vote, divert any operating surplus to the ACED reserve held by the Administering Municipality which can be applied to future budgets, programs, or as applicant contributions to shared funding agreements.

INSURANCE

- 17. During the term of this Agreement, the Administering Municipality shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability, environmental liability and property damage. Such policy shall:
 - (a) Have inclusive limits of not less than five million dollars (\$5,000,000.00) for injury, loss or damage resulting from any one occurrence;
 - (b) Name the other parties as an additional insured with respect to any claim arising out of the obligations under this Agreement; and
 - (c) Include a non-owned automobile endorsement.
- 18. During the term of this Agreement, the Administering Municipality shall obtain and maintain in full force and effect, automobile liability insurance in the amount of two million dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.
- 19. If the Administering Municipality receives a notice of claim, action, application, order, or any other insurance or legal proceeding, it shall, within five (5) Business Days provide a copy of such to the other Member Parties.

EMERGENCY SITUATIONS

- 20. From time to time Emergencies may arise and in such circumstances the Member Parties shall cooperate to the best of their abilities with regard to public communication about the impact of the Emergency and the Administering Municipality shall take the lead on the response to the Emergency.

RESOLUTION OF DISPUTES

- 21. Where a disagreement or dispute arises between any or all of the Member Parties with respect to the interpretation, construction, meaning or effect of this Agreement an ACEDDB Meeting shall be scheduled by the Administering Municipality for the

sole purpose of discussing the disagreement or dispute in an attempt to resolve such disagreement or dispute.

22. The Member Parties shall resolve any disagreement or dispute by a majority vote of the Member Parties.

TERMINATION OF AGREEMENT/WITHDRAWAL

23. If any Member Party wishes to withdraw from participation in the shared delivery of Economic Development Services and wishes to terminate the Agreement it shall first bring a notice of intention to the Board for consideration and discussion. Municipalities wishing to withdraw must provide a minimum of one (1) year notice in writing to the administrating municipality.
24. If notice to terminate this Agreement/withdraw from the shared delivery of Economic Development Services is given, the Member Party giving such notice may reverse such decision within the one-year notice period.

DISSOLUTION

25. If one or more of the Member Parties wishes to be removed from the sharing of Economic Development Services such that this Agreement is terminated and the shared Services arrangement is dissolved, in accordance with the provisions of this Agreement, the assets and liabilities shall be distributed in accordance with the provisions set out in **Schedule “B”** to this Agreement.

NOTICE

26. Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to have been properly given when delivered personally, by facsimile transmission, or by electronic mail with the sender’s name, address, electronic mail address and telephone number included and confirmation of receipt is provided (which confirmation shall not be unreasonably withheld by any Member Party) as follows:

Township of Perry
Attention: Clerk
1695 Emsdale Road, P.O. Box 70
Emsdale, ON P0A 1J0
Fax: 705-636-5759
info@townshipofperry.ca

Township of Armour
Attention: Clerk
56 Ontario St, P.O. Box 533
Burk’s Falls, On P0A 1C0
Fax: 705-382-2068
clerk@armourtownship.ca

Township of McMurrich Monteith
Attention: Clerk
3 William Street,
Sprucedale, ON P0A 1Y0
Fax: 705-685-7901
clerk@mcmurrichmonteith.com

Village of Sundridge
Attention: Clerk
110 Main Street, Box 129
Sundridge, ON P0A 1Z0
Fax: 705-384-
admin@sundridge.ca

Chamber of Commerce
Attention: Executive Director
113B Yonge Street, Box 544
Burk’s Falls, ON P0A 1C0
almaguinhighlandschamber@gmail.com

Township of Strong
Attention: Clerk
28 Municipal Lane, Box 1120
Sundridge, ON P0A 1Z0
Fax: 705-384-7874
clerk@strongtownship.com

Township of Joly
Attention: Clerk
871 Forest Lake Road
Sundridge, ON P0A 1Z0
Fax: 705-384-0845
clerk.administrator@townshipofjoly.com

27. Any notice or communication delivered personally shall be deemed to have been received by the addressee on the day upon which it is delivered. Any notice delivered or sent by facsimile or electronic mail transmission shall be deemed to have been received by the addressee on the next business day after the notice is sent by facsimile or electronic mail transmission. Any Member Party may change its notice information for the purpose of this Agreement by directing a notice in writing of such change to the other Member Parties at the above addresses and thereafter such changed information shall be effective for the purposes hereunder.

FORCE MAJEURE

28. Whenever and to the extent that the Administering Municipality is unable to fulfil, or is delayed or restricted in the fulfilment of, any obligation hereunder in respect of the supply or provision of Economic Development Services because of circumstances beyond its reasonable control, the Administering Municipality shall be relieved from the fulfilment of such obligation so long as such cause continues. In such event the Administering Municipality will immediately notify the Member Parties, and each will work together to communicate with the public and explore options for the provision of the Economic Development Services.

GENERAL PROVISIONS

Severability and Jurisdiction

29. If any provision of this Agreement is determined by a Court of competent jurisdiction to be illegal or beyond the power, jurisdiction, or capacity of any Member Party bound hereby, such provision shall be severed from this Agreement and the remainder of this Agreement shall continue in full force and effect and in such case, the parties agree to negotiate in good faith to amend this Agreement in order to implement the intentions as set out herein. It is agreed and acknowledged by the Member Parties that each is satisfied as to the jurisdiction of each Member Party to enter into this Agreement. The Member Parties agree that they shall not question the jurisdiction of any Member Party to enter into this Agreement nor question the legality of any portion hereof, nor question the legality of any obligation created hereunder and the Member Parties, their successors and assigns are and shall be estopped from contending otherwise in any proceeding before a Court of competent jurisdiction or any administrative tribunal.

Legislative Change

30. References in this Agreement to any legislation (including but not limited to regulations and by-laws) or any provision thereof include such legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

Entire Agreement

31. This Agreement constitutes the entire agreement between the Member Parties hereto with respect to the subject matter hereof and supersedes any prior agreements, undertakings, declarations or representations, written or verbal, in respect thereof.

Laws of Ontario

32. This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

Headings and Wording

33. The inclusion of headings in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
34. In this Agreement, unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders.

- 35. Any section, clause or provision in this Agreement shall be deemed to be severable should it be declared invalid by a court of competent jurisdiction and said severed section, clause or provision shall not be taken to invalidate the remaining provisions of this Agreement.
- 36. It is agreed that the Member Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Member Parties, and no presumption or burden of proof shall arise favouring or disfavouring any Member Party by virtue of the authorship of any of the provisions of this Agreement.
- 37. This Agreement shall not be modified or amended except with the written consent of a majority of Member Parties and no modification or amendment to this Agreement binds any Member Party unless in writing and executed by the Member Party intended to be bound.
- 38. No Member Party shall assign or transfer any of the rights, benefits and obligations in or under this Agreement without the prior written consent of the other Member Parties. Any such assignment shall not relieve any Member Party of its obligations herein. This agreement shall be binding upon and ensure to the benefit of the parties and their successors and permitted assigns and heirs.
- 39. No Member Party shall call into question, directly or indirectly, in any proceedings whatsoever, in law or in equity, before any court or before any administrative tribunal, the right of the Member Parties, or any of them, to enter into this Agreement, or the enforceability of any term, agreement, provision, covenant or condition contained in this Agreement, and this clause may be pled as estoppel as against any such Member Party in such proceedings.
- 40. The Schedules attached hereto which form part of this Agreement are as follows:
 - Schedule “A” - Costing Sharing
 - Schedule “B” - Dissolution of Assets

The Remainder of this page has been left intentionally blank

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement, made and effective as of the ____ day of _____, 2019.

**The Corporation of the
Township of Perry**

Reeve or Mayor

Clerk

**The Municipal Corporation of
the Township of Armour**

Reeve or Mayor

Clerk

**The Corporation of the
Village of Sundridge**

Reeve or Mayor

Clerk

**The Corporation of the
Township of Strong**

Reeve or Mayor

Clerk

**The Almaguin Highlands
Chamber of Commerce**

President

**The Corporation of the
Township of McMurrich/Monteith**

Reeve or Mayor

Clerk

**The Corporation of the
Township of Joly**

Reeve or Mayor

Clerk

SCHEDULE A
COST SHARING & FUNDING

OPERATING BUDGET COST SHARING

The annual Net Operating Cost of the Economic Development Services shall be divided between Member Parties according to an equal flat-rate percentage of each municipality’s prior year taxation tax levy.

The Contribution for the Almaguin Highlands Chamber of Commerce shall be fixed at \$10,000 each year unless otherwise agreed upon in writing by each party.

ADDITIONAL FUNDING

- Donations:**

Non-member municipalities may at their discretion provide annual donations to support the activities of ACED. These donations do not entitle non-members to a vote nor inclusion in regional ACED programs or services. Inclusion of non-member municipalities in programs or services shall be at the discretion of the ACEDDB. Donating municipalities may be recognized as non-voting members of the ACEDDB at the discretion of the Board.
- Service Fees:**

The Administrating Municipality has, per the direction of the ACEDDB, adopted various fees for services provided by ACED staff to non-member municipalities and/or businesses or organizations in non-member municipalities. Through this agreement, these fees may be revised and amended by the ACEDDB from time to time. Final amendments will be implemented by the Administrating Municipality.

SCHEDULE B

DISSOLUTION & WITHDRAWAL

DISSOLUTION OF ACEDD

Upon dissolution of shared Economic Development Services or termination of the Agreement, the assets for the Economic Development Services shall be evaluated and liquidated. The proceeds from the liquidation of the assets shall be distributed to the Member Parties on the same share basis as the cost sharing described in Schedule A.

WITHDRAWAL OF ACEDD MEMBER PARTY

Upon the withdrawal of an ACEDD Member Party, the withdrawing party shall not be entitled to any of the assets or future liabilities of ACEDD.

Schedule A of By-law #XX-2025

LIBRARY AGREEMENT

BETWEEN

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR
THE CORPORATION OF THE TOWNSHIP OF RYERSON
AND THE CORPORATION OF THE MUNICIPALITY OF
THE VILLAGE OF BURK'S FALLS**

WHEREAS the councils of two or more municipalities may make an agreement for the establishment of a union public library, *Public Libraries Act, R.S.O. 1990, c. P. 44* (hereinafter the "Act");

AND WHEREAS a union public library was established under the *Public Libraries Act, 1984, S.O. 1984, c.57* by The Municipal Corporation of the Township of Armour, The Corporation of the Township of Ryerson and The Corporation of the Municipality of the Village of Burk's Falls, effective January 1986 and such union public library was continued under agreement dated March 22nd, 2022 (the 2022 Agreement);

AND WHEREAS the municipal parties wish to terminate, update and replace the 2022 Agreement

NOW THEREFORE, the parties hereto agree as follows:

1. ESTABLISHMENT OF A UNION PUBLIC LIBRARY

- a. The union public library being a corporation known in English as The Burk's Falls, Armour and Ryerson Union Public Library Board (which may be referenced hereinafter as "the Board") is continued and shall be governed by the Act and this Agreement. The aforementioned 2022 Agreement is hereby terminated.
- b. The Burk's Falls, Armour and Ryerson Union Public Library Board shall be composed of nine (9) members as prescribed herein:
 - i. Three (3) Council representatives from union member municipalities
Township of Armour – one (1)
Township of Ryerson – one (1)
Village of Burk's Falls – one (1);
 - ii. Six (6) Community Members
Township of Armour – two (2)
Township of Ryerson – two (2)
Village of Burk's Falls – two (2).
- c. Members shall hold office for a term concurrent with the term of the appointing Council, or until a successor is appointed.
- d. Council and Community Members shall be appointed by their respective Councils.

2. APPOINTMENT OF CHIEF EXECUTIVE OFFICER, SECRETARY AND TREASURER

- a. The Burk's Falls, Armour & Ryerson Union Public Library Board shall appoint a Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all

Board meetings and shall have the other powers and duties that the Board assigns to him or her from time to time.

- b. The Board shall appoint a Secretary who shall;
 - i. Conduct the Board's correspondence; and
 - ii. Keep minutes of every meeting of the Board.
- c. The Board shall appoint a Treasurer who shall;
 - i. Receive and account for all the Board's money;
 - ii. Open an account or accounts in the name of the Board in a chartered bank, trust company or credit union, approved by the Board;
 - iii. Deposit all money received on the Board's behalf to the credit of that account or accounts; and
 - iv. Disburse the money as the Board directs.
- d. The same person may both be the Secretary and the Treasurer, and the Chief Executive Officer appointed under subsection (2) may be the Secretary and the Treasurer.
- e. The Municipal Corporation of the Township of Armour shall be responsible for the provision of bookkeeping services on behalf of the Library Board for a period of one (1) year from the latest date of execution of this agreement. Upon the expiry of the foregoing, the Board shall be responsible for its bookkeeping.

3. COMMUNICATION

- a. The key contacts for the Library Board shall be the Chief Executive Officer (CEO) and the Chair of the Board. The key contact for each municipality shall be the Municipal Clerk.
- b. Formal communications related to governance, budgeting, policy matters, or strategic planning shall be directed in writing between the designated key contacts.
- c. The Library Board shall provide timely notice to the Municipal Clerks of any Board decisions or matters requiring municipal input or approval under the Act. The participating municipalities shall provide timely notice of any Council decisions or matters related to the Library Board or its operations.

4. ESTIMATES

- a. The Board shall submit its proposed annual budget to each Municipal Council by October 1st.
- b. The Board shall submit, with its estimates, a statement as to the proportion of the estimates that is to be charged to each of the municipalities, and if the estimates of the Board are approved or amended and approved by the Councils of the municipalities representing more than one-half of the population of the area for which the Board was established, they are binding on all municipalities.
- c. The estimate proportion for each of the Councils shall be determined annually based on the population of each municipality as a percentage of the total population of the member municipalities. Population shall be based upon the most recent Census Data available from Statistics Canada. The current census data and percentages are as follows:

Union Member	2021 Population	Percentage
Township of Armour	1459	46.16%
Village of Burk’s Falls	957	30.27%
Township of Ryerson	745	23.57%

- d. Payment from the municipalities to the Burk’s Falls Armour & Ryerson Union Public Library will be made as follows;
 - i. First payment due between January 1st and January 31st equal to one-half the municipal payment of the previous year;
 - ii. Remainder due when the new budget is approved.

5. DISPUTE RESOLUTION

- a. In the event of any dispute arising out of, or in connection with, this agreement, participating municipalities agree to first attempt to resolve the matter through mediation. If mediation fails, the dispute shall be referred to arbitration in accordance with the rules of the Ontario Arbitration Act.
- b. The dispute resolution process must be followed as prescribed in section 5, item a. prior to any participating municipality becoming eligible to withdraw from this agreement.

6. AGREEMENT WITHDRAWAL

- a. Any participating municipalities wishing to withdraw from this agreement must:
 - i. Engage the dispute resolution process prescribed in section 5 of this agreement; and
 - ii. Provide a minimum of 1-year written notice to all other participating municipalities.
- b. Upon the withdrawal, the withdrawing party shall not be entitled to any of the assets or responsible for the future liabilities of the Board.

Remainder of Page Intentionally Blank

7. ENTIRE CONTRACT

- a. In the event of a conflict between any provisions of this Agreement and any provisions of the Act, the provision of the Act prevails.
- b. This Agreement constitutes the entire Agreement between the parties.

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

Dated at Armour, this ____ day of _____, 2025

Rod Ward, Mayor

Charlene Watt, Clerk

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

Dated at Ryerson, this ____ day of _____, 2025

George Sterling, Mayor

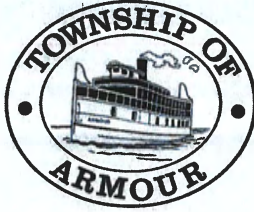
Nancy Field, Clerk

IN WITNESS THEREOF THE CORPORATION OF THE MUNICIPALITY OF VILLAGE OF BURK’S FALLS HAS HERETO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at Burk’s Falls, this ____ day of _____, 2025

Chris Hope, Mayor

Denis Duguay, Clerk



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: September 23, 2025

Motion # 289

That the Council of the Township of Armour approves an administrative amendment to Schedule A of By-law #52-2025, being a by-law to enter into a Library Agreement, specifically to revise the Dispute Resolution clause to state: 'If mediation fails, the dispute **shall** be referred to arbitration in accordance with the rules of the Ontario Arbitration Act.'

Moved by:	Blakelock, Rod	☐	Seconded by:	Blakelock, Rod	☐
	Brandt, Jerry	☐		Brandt, Jerry	☒
	Haggart-Davis,	☒		Haggart-Davis,	☐
	Dorothy			Dorothy	
	Ward, Rod	☐		Ward, Rod	☐
	Whitwell, Wendy	☐		Whitwell, Wendy	☐

Carried / Defeated 

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	☐	☐
Brandt, Jerry	☐	☐
Haggart-Davis, Dorothy	☐	☐
Ward, Rod	☐	☐
Whitwell, Wendy	☐	☐

The Municipal Corporation of the Township of Armour

By-Law #52-2025

Being a by-law to enter into a Library Agreement.

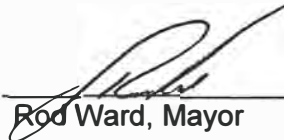
WHEREAS Section 5(1) of the *Public Libraries Act*, R.S.O. 1990, C.P. 44, authorizes two or more municipalities to make an agreement for the establishment of a union public library;

AND WHEREAS Council deems it appropriate to enter into a new Agreement with the Village of Burk's Falls and the Township of Ryerson to govern the existing The Burk's Falls, Armour and Ryerson Union Public Library Board;

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

1. That the agreement between the Township of Ryerson, the Township of Armour, and the Village of Burk's Falls with respect to the Burk's Falls, Armour, Ryerson Union Public Library, hereby attached as Schedule A and being part of this by-law, be entered into.
2. That the Mayor and the Clerk be given the authority to sign the agreement on behalf of the Township of Armour.
3. That this By-law repeals By-law #21-2022.
4. That this By-law shall take effect upon its passing.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 26th day of August, 2025.


Rod Ward, Mayor


Dave Gray, Deputy Clerk



The Municipality of the
VILLAGE OF BURK'S FALLS

Moved By: Se Date: Sept 16, 2025

Seconded By: RB Resolution # 2025- 306

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the amended Bylaw 36-2025, being a By-law to enter into a amended library agreement with the Township of Armour and the Township of Ryerson, considered read three times and passed this 16 day of September 2025.

Recorded Vote requested by: _____

Ryan Baptiste	for / opposed
Ashley Brandt	for / opposed
Sean Cotton	for / opposed
Chris Hope	for / opposed
Nancy Kyte	for / opposed

<u>7</u>	_____	_____
Carried	Defeated	Deferred

Pecuniary Interest declared by:

Chris Hope
Mayor



P.O. Box 463, Burk's Falls, Ontario P0A 1C0
Phone: 705-571-3308
Email: info@burksfallsdistricthistoricalsociety.com
www.burksfallsdistricthistoricalsociety.com
Like us on Facebook

Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

September 11, 2025

Township of Ryerson
R. R. # 1, 28 Midlothian Road,
Burks Falls ON P0A 1C0

Re: Annual Halloween Party at the Burk's Falls Arena

Dear Council,

We are writing this letter to request support of the annual children's Halloween Party that is hosted on Halloween night at the arena by the Burk's Falls Lions Club, Branch 405 Royal Canadian Legion and the Burk's Falls & District Historical Society.

For years, local children have attended the party and some parents use this location as a meeting place for their older children after a night of trick-or-treating. The party is a community tradition.

We are reaching out to the Councils of our local municipalities to request a donation to allow for the purchase of candies, treats, and decorations. We would appreciate a \$150-\$200 donation from you, but would be grateful to receive any financial support. We recognize that the Village of Burk's Falls allows for the use of the facility free of charge.

If you wish to donate, please make a cheque payable to the Burk's Falls Lions Club. A representative from the Lions Club or Historical Society will pick up the cheque from your office.

If anyone from Council is available on Friday, October 31, 2025 to volunteer at the party, please contact me. We are seeking volunteers to manage game stations and to hand out candy to the children.

Thank you for your consideration of this request for a donation to a very worthwhile community event.

Sincerely,

Charlene Watt
Deputy Treasurer & Secretary

On behalf of
Burk's Falls Lions Club & Royal Canadian Legion – Branch 405, Burk's Falls

20



**Muskoka
Almaguin**
ONTARIO HEALTH TEAM

HHR Recruiter Funding Renewal Request

Sustaining HHR recruitment within Muskoka Almaguin OHT -
Three Year Term

July 3, 2025

RESOLUTION -

MAOHT Health Human Resources (HHR) Recruiter Program

Program Background

- Health service providers, Hospital Foundations, the District and Municipalities have funded the HHR primary care recruitment program for an initial 3-year term which expires on December 31, 2025. The funding supports an HHR recruiter and associated budget.

Recommendation for Extension

- The MAOHT HHR Task Force recommends continuing the program for a further 3-year extension due to a persistent shortage of primary care practitioners and success of recruitment to date through the HHR recruiter and Task Force working directly with local practices and the Hospital.

Workforce Analysis within MAOHT

- 26% of Family Physicians have been in practice for 30+ years.
- 18% of Nurse Practitioners have been in practice for 20+ years.

Patient Services (Waitlists)

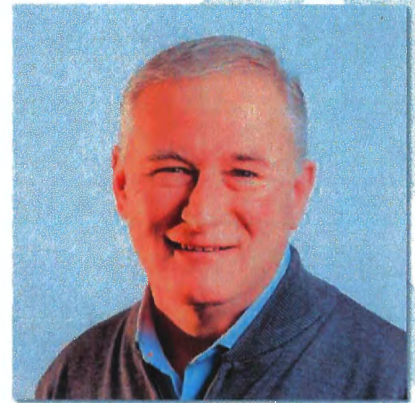
- South Muskoka Waitlist: 13,000 North Muskoka Waitlist: 9,000 Health Care Connect: 1,325

Current Opportunities

- The government announced investments of \$1.85 billion over the next 5 years to create new and expanded primary care teams through the work of Dr. Jane Philpott and the [Primary Care Action Team \(PCAT\)](#).
- Ontario Health Teams are mandated to “advance a PCN (Primary Care Network) that organizes the local primary care sector and engages interprofessional primary care providers in OHT planning, decision-making and implementation of clinical priorities”
- [Practice Ready Ontario](#) streamlines the process for internationally trained physicians who have completed postgraduate training and have experience of independent practice in family medicine or as a general practitioner outside Canada. It will provide up to 100 new family physicians by the end of 2025.
- [New Medical Graduates](#): Continued alignment to enhance connections with the Northern Ontario School of Medicine (NOSM) and explore new connections to the planned medical school at York university via MAOHT clinical leadership and the HHR recruiter.
- Outreach through partnership: [Ontario Physicians Recruitment Alliance](#). The members of OPRA have a focus on international recruitment, standardization of financial incentives, immigration processes, system education, accessing provincial and federal grants, and advocating for the removal of barriers faced by recruiters and incoming physicians.

David Gravelle, HHR Recruiter MAOHT

- New HHR Recruiter started December 2024.
- 20 years of experience in community/hospital recruitment.
- Recognized provincially and nationally for innovative recruitment strategies.
- Board of Directors of CaSPR ([Canadian Society of Physician Recruitment](#)).
- Board of Directors of OPRA ([Ontario Physician Recruitment Alliance](#)) and Vice-Chair of COPRA ([Central Ontario Physician Recruitment Alliance](#)).
- Established relationships with Primary Care Practices, Muskoka Algonquin Health Care (MAHC), Community Economic Development Officers and Community Leadership



HHR Recruitment Pillars – Areas of Focus

PIPELINE DEVELOPMENT

- NOSM Clerks/Residents
- Recruitment Fairs (ON, UK, USA)
- Social Media Marketing
- Practice Ready Ontario (PRO)
- Primary Care Action Team (PCAT)

ENGAGEMENT

- Physician and NP Engagement
- Community Engagement
 - Economic Development Officers
 - Rotary
 - William S. Monk Healthcare Fund
- MAHC

COLLABORATION

- OPRA / COPRA / CaSPR
- Touchstone Institute – PRO
- NOSM

Early Success

- In fiscal year 2024-25: 15 new family physicians and nurse practitioners joined practices within MAOHT.
- Hospitalist programs at South Muskoka/Huntsville district are fully staffed till November.
- Robust pipeline of international candidates has been developed.
- Updated Marketing – differentiating Muskoka Almaguin as an area to **Care, Thrive and Explore.**
- Multiple community tours upcoming for potential candidate visits.

Funding Supports by Municipality and/or District

Contributor	Calendar 2025
Armour Township	1,000
District of Muskoka	25,000
McMurrich Montelth Township	1,000
Municipality of Magnetawan	1,000
Town of Bracebridge	25,000
Town of Gravenhurst	10,000
Town of Huntsville	25,000
Township of Lake of Bays	5,000
Township of Perry	1,000
Township of Ryerson	1,000
Township of Strong	1,000
Village of Burks Falls	1,000
Village of Sundridge	1,000

Request: Municipalities to provide funding supports as per historical level above for a 3-year time period FY 2026 to 2028.

Appendix

- Health Human Resource Task Force – Membership
- Primary Care Network – Mandate and Membership
- MAOHT – HHR Recruitment Branding (example)

HHR Task Force Terms of Reference Membership Overview

Primary Care Providers

- Dr. Melanie Mar, Family Physician, AFHT & Co-Chief of Family Medicine HDMH
- Dr. Sarah Mackinnon, Family Physician, SDMC
- Dr. Khaled Abdel-Razek, Chief of Staff, MAHC
- Jane Rolfe, NP, Community

Municipal Government

- Scott Lucas, CAO, Gravenhurst
- Lauren MacDermid, EDO, Huntsville
- Rod Ward, Chair, AHHC

Co-Chairs

- Leanna Lefebvre, NP, NM NPLC
- Dr. Kristen Jones, Family Physician, CCFHT

Organizations

- Janine van den Heuvel, AFHT
- Noreen Chan, MAHC
- Shelly van den Heuvel, Acting Executive Director, AHFHT
- Irene Wright, PFCPAC
- Sandy Zurbrigg, PFCPAC
- Isabelle McWilliams, HM
- Katherine Craine, Huntsville Hospital Foundation
- Leah Walker, South Muskoka Hospital Foundation

Primary Care Network Terms of Reference Mandate Overview

Establish a Primary Care Network to meet the requirements of Ontario Health for its establishment and to add locally driven value to Primary Care Providers and Practices within the MAOHT as it continues to evolve.

Vision

PCNs will connect, integrate, and support primary care clinicians within MAOHT to improve the delivery and coordination of care for patients (OH), families and caregivers.

Objectives

- Organize the local primary care sector in OHT planning and provide a voice in OHT decision-making.
- Serve as a vehicle to support OHTs in the implementation of local and provincial priorities.
- Articulate, advocate and drive local primary care priorities. Develop and implement an engagement strategy across the Primary Care sector.
- Provide for effective and efficient two-way communications with primary care network members from PCN leadership on opportunities, information to assist practices and ensure the voices in the field are heard.

PCN Task Force Membership

- Dr. David Mathies Co-Chair (AFHT)
- Dr. Keith Cross Co-Chair (CCFHT)
- Dr. Tina Kappos (CCFHT)
- Leanna Lefebvre (NPLC)
- Dr. Sarah MacKinnon (SDMC)
- Dr. Luke Wu (MAHC)
- Dr. Melanie Mar (AFHT)
- Dr. Stacy Erven (AHFHT)
- Donna Kearney (Hospice Muskoka)
- Barb Borland (Midwives of Muskoka)
- Diane Lloyd (PFCPAC)



TOWNSHIP OF JOLY
P.O. Box 519, Sundridge, Ontario, P0A 1Z0
Tel: 705-384-5428

September 9, 2025

RESOLUTION

Resolution # 2025-00268

Agenda Item # 8.2.1 Muskoka Almaguin Ontario Health Team

Moved By : Tam

Seconded By : Bill

NOW THEREFORE BE IT RESOLVED THAT:

Council for the Corporation of the Township of Joly hereby commits \$⁵⁰⁰~~1000~~ per year for the years 2026, 2027, and 2028 for the continued MAOHT Health Human Resources Recruiter.

B. Mello
Mayor
Township of Joly

Burks Falls Santa Claus Parade Meeting

New Members Needed

We meet 3 times a year and
Parade Date is Dec 6, 2025
(You can attend just the meetings,
just day of OR both!)

Tuesday, October 7 | At 6 PM
Township Of Armour Office

For More Information:
Call or Text Danika: 705.787.5398



SAVE THE DATE

7TH ANNUAL

RED GALA

9

DAY

12

MONTH

25

YEAR



SPRUCEDALE COMMUNITY CENTRE

CASH BAR WITH
COPPERHEAD DISTILLERY

CATERED MEAL BY TREVOR
LEE OF KATRINE FOOD



Minister of Transport
and Internal Trade



Ministre des Transports
et du Commerce intérieur

Ottawa, Canada K1A 0N5

September 12, 2025

George Sterling
Mayor
Township of Ryerson

c/o Kelly Morissette
adminassist@ryersontownship.ca

Dear Mayor Sterling:

The Prime Minister's Office provided me with a copy of your correspondence of August 12, 2025, regarding the proposed expansion of highways 11 and 17 in Northern Ontario using the 2+1 highway model.

Thank you for highlighting the importance of a safe and efficient highway corridor through Northern Ontario and its role in regional development, internal trade, supply chain continuity, and national cohesion.

Across the country, there is a consensus regarding the urgent need to strengthen the Canadian economy and make it easier for business and Canadians to trade goods and services by removing barriers.

One Canadian Economy: An Act to enact the *Free Trade and Labour Mobility in Canada Act* and the *Building Canada Act*, will remove federal barriers to internal trade and labour mobility and advance nation-building projects crucial for driving Canadian productivity growth, energy security, and economic competitiveness.

Several criteria, as outlined in the *Building Canada Act*, will be considered, including:

- whether a project will strengthen Canada's autonomy, resilience, and security;
- whether a project will provide economic or other benefits to Canada;
- the likelihood of successful project execution;
- whether a project will advance the interests of Indigenous peoples; and
- whether a project will contribute to clean growth and address climate change.

Canada

- 2 -

Please be assured that I have taken note of your views. I have also shared our exchange of correspondence with the Major Projects Office, for their awareness.

Thank you for your interest and your input.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C Freeland', with a stylized flourish at the end.

The Honourable Chrystia Freeland, P.C., M.P.
Minister of Transport and Internal Trade

c.c. Dawn L. Farrell
Chief Executive Officer, Major Projects Office

Burk's Falls, Armour & Ryerson Union Public Library

Our Vision

Access to knowledge for all

Our Mission

The Burk's Falls, Armour & Ryerson Union Public Library is a dynamic organization that provides innovative programming in various formats to meet the evolving interests and needs of our diverse and growing population.

Minutes of the Board of Trustees Meeting

July 16th, 2025

Present were:	Chairperson:	Ruth Fenwick
	Board Trustees:	Bev Abbott Patty Butler Nancy Kyte (seating for Sean Cotton) Donna Luck Robert Van der Wijst Joseph Vella

Regrets:	Sean Cotton, Rod Blakelock & Tiffany Monk
Also attending:	CEO: Nieves Guijarro and Vicky Roeder-Martin

- | | | |
|----------|--|--|
| 1 | Call to order | With a quorum present CEO called the meeting to order at 7:01 p.m. |
| 2 | Approval of Meeting Agenda | MOTION 430/25 IT WAS MOVED BY: J. Vella
AND SECONDED BY: B. Abbott

That the meeting agenda of the Board of Trustees of July 16, 2025 be accepted as presented:

<div style="text-align: right;">CARRIED</div> |
| 3 | Declaration of conflict of interest | No conflicts were declared |
| 4 | Approval of consent Agenda | MOTION 431/25 IT WAS MOVED BY: P. Butler
AND SECONDED BY: R. Van der Wijst

That the consent agenda of the Board of Trustees meeting of July 16, 2025 be approved as presented:

<div style="margin-left: 40px;"> a) Resolution to accept the <u>minutes of May 2025</u>
 b) Resolution to accept the <u>CEO's Report of June 2025</u>
 c) Armour Township <u>Financial Statement June 2025</u> </div> <div style="text-align: right;">CARRIED</div> |

**BFARUPL Board Minutes
July 16th, 2025**

- 5 Business arising from the minutes** -Members of the Board are working in completing the Board Self-Evaluation questionnaire. CEO has received Robert Van der Wijst self-evaluation responses.
-CEO received Ryerson Twp. Resolution approving the updated Library Budget.
-Members of the Board discussed the appointment of Councillor Kyte to a Board committee while Councillor Cotton is the appointed member of the Board. It was the Board's decision to wait until the fall before making any changes.
-Councillor Kyte shared with members that the Village of Burk's Falls Council has made a decision regarding the water consumption reflected on the Municipal Water Bill. As of July 2025 the utility bill will be split between the Seniors' Center and the Library.
- 6 Committee Reports**
- Building/Fundraising Cmte – Joe, Ruth, Bev, Rod & Tiffany
Tiffany, cmte chair, shared the highlights of the meeting that took place June 24th with Dave Gray:
-Library agreement needs to be in place. Such agreement is being discussed by the sub-committee representing the three municipalities.
-There is a need to discuss capital planning and level of commitment from the three municipalities.
-Library Board requests to be involved in RFP process and to have regular updates during the new building project process.
-It was suggested to have one person as liaison between Armour Township and Library Board
- Finance/Budget Cmte – Ruth, Patty & Joe
Application for Charitable Status will be sent in the fall.
- Personnel Cmte – Bob, Bev & Patty
Committee met with Nieves on July 14th to discuss her Performance Review and set goals for the year ahead.
- Policy/Planning Cmte – Ruth, Vicky, Bev & Bob
Committee met July 3rd to go through the Board Policies and prepare the new policies for review by all the members on the board.
- 7 Correspondence** -From Vision to Impact : Five Years of Privacy and Transparency in a Digital Ontario (REPORT)
-OLS Virtual Conference – November 19 & 20
-Regional CEO Networking Meeting in the Fall in North Bay Public Library
- 8 New Business** Audit Report – Draft

MOTION 432/25 IT WAS MOVED BY: P. Butler
AND SECONDED BY: J. Vella

That the Auditor's Report be accepted as presented.

CARRIED

The Volunteer Income Tax Clinic has had another successful year with 96 participants as of July 2025.

Nieves has ordered two plaques to honour the generosity and advocacy of long time patrons of the Burk's Falls Library.

BFARUPL Board Minutes
July 16th, 2025

The Library Board has received a letter of resignation from Kayla Hoffmann, trustee representing Armour Township. The vacancy on the board has been made public.

The library staff is pleased to announce that the Burk’s Falls Library was the recipient of the 2024 CELA AWARD. Thank you Lily Kyte for your hard work in putting together the application.

9 Adjournment

MOTION 433/25 by J. Vella at 7 :45 pm to adjourn.

CARRIED

Ruth Fenwick

September 17th, 2025

BOARD CHAIRPERSON

DATE



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827 Chetwynd Road
Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

**MINUTES
REGULAR MEETING
Burk's Falls & District Historical Society
Fell Homes, Burk's Falls
Monday, August 18, 2025**

Members Present: Diane Brandt – President
Jarv Osborne – Vice President
Nieves Guijarro, *Acting Secretary*
Kirk Du Guid
Krista Trulsen
Nancy Kyte
Mike Quinton
Peter Hall

The Members present constituted a quorum.

Regrets: Jenny Hall – Treasurer
Barry Burton
Charlene Watt – Secretary/Deputy-Treasurer

Call to Order:

The meeting was called to order at 7:00 p.m.
Diane Brandt in the Chair.

Welcome:

Diane Brandt welcomed Members to the meeting. Regrets were disclosed.

Appointment of Secretary for the Meeting:

Per section 6.2(c) of the constitution: if the Secretary is, for any reason, unable to be present at a meeting of the Board or the Members, the Board may appoint another Director to record the minutes of the meeting. **Motion to appoint Nieves Guijarro as the acting secretary for the August 18, 2025 meeting of the Burk's Falls and District Historical Society: Moved by Nancy Kyte, Seconded by Kirk Du Guid. Carried**

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance of minutes and adoption of the July 21, 2025 Meeting Minutes as circulated:
Moved by Jarv Osborne, Seconded by Krista Trulsen. Carried



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Treasurer's Report:

Treasurer's / Financial Report was presented by Peter Hall on behalf of Jenny Hall. Main bank account balance was \$10,976.16 on July 1, 2025. Expenses totalled \$5,102.02 for expected fixed monthly business expenses (e.g. telephone/internet), and Heritage Day Prizes, farmhouse keys, new phone, pictures, frames, printing, partial payment for Insurance, cleaning schoolhouse and contribution to refreshments for the King Charles Coronation event honouring Lorne and Betty, and the engineering assessment of the barns fitness for repair or recovery. Revenue totalled \$7,958.15. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Nancy Kyte, Seconded by Krista Trulsen. Carried**

Committee Reports:

Wiseman's Corner Schoolhouse Update:

Diane Brandt informed the Members that the facility has received approximately 18 visitors during the month of August. Diane and Mike met with the Zehr Family who were visiting the area once again. The Zehr family has a long history in the area, in particular with a Timber Company.

Watt Farm House Update:

Diane Brandt informed Members that the Heritage Centre received 25 visitors during the month of August. The two part-time employees, Clara and Jordan, have been actively engaged in researching and inventorying artifacts.

Diane Brandt also provided a status update on the red building construction. The utilities have been hooked up now.

Facilities and Function Committee:

Diane Brandt informed Members that she received a response from Anthony D'Agata, who has contact with the Amish community, and discussed the disassembling of the barn at the farmhouse. Heritage Centre staff are currently cataloguing the barn wood boards.

Membership Committee:

Peter Hall advised Members that he received two payments to renew memberships for 2025. Peter attended the Ryerson Yard Sale where he was able to promote the Historical Society and the work being done at the Heritage Centres.

Correspondence: None

General Business: None



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New Business:

Fall Fair:

The Fall Fair will be held on Monday, September 1, 2025. Display items for the table at the fair will include the mystery box game of artifacts, newsletters and membership forms. The donation jar and large banner poster will be picked up from the Farm House before the event.

Halloween:

Nieves Guijarro informed Members that she will be meeting with the Lions Club on September 18, 2025 with Charlene Watt to discuss the annual event planning. It is expected that Historical Society Members will do as they have in the past with manning game tables and handing out candy. We will advise the Lions Club that the Historical Society will bring their fishing game back and hand out our own candy. Charlene will send out donation request letters to the Township of Ryerson and Township of Armour. She will also offer to create the event flyer and seek bottled water donations from Valu-Mart. Additional information will be brought forward next month.

Relocation of an Active Member:

At this meeting, members presented a photo keepsake to Kirk Du Guid in recognition of his dedicated service, as this was his final meeting with the Historical Society. Kirk has been an active volunteer for several years, generously opening the schoolhouse to visitors and playing a key role in ensuring the heritage centre remained accessible for public tours. The Society expressed its sincere appreciation for Kirk's contributions and extended best wishes for the future. Members also expressed hope to remain in touch and to receive future correspondence from him.

Other Business:

Jarv Osborne inquired about any update on the tinted windows. Diane will bring an update at the meeting in September.

Adjournment:

The next meeting will be held on Monday, September 15, 2025 at Fell Homes. There being no further business, **Kirk Du Guid moved to adjourn the meeting at 7:34 p.m.**

Recorded by
Nieves Guijarro, Acting Secretary

Approved by
Diane Brandt, President



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MINUTES
Burk's Falls & District Historical Society
Fell Homes, Burk's Falls
Monday, September 15, 2025

Members Present: Diane Brandt – President
Jarv Osborne – Vice President
Charlene Watt – Deputy Treasurer/Secretary
Nancy Kyte
Nieves Guijarro
Barry Burton

The Members present constituted a quorum.

Call to Order:

The meeting was called to order at 7:10 p.m.
Diane Brandt in the Chair.

Welcome:

Diane welcomed Members. Regrets from Jenny Hall and Peter Hall.

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance and adoption of the August 18, 2025 Meeting Minutes as circulated: **Moved by Jarv Osborne, Seconded by Nancy Kyte. Carried**

Treasurer's Report:

Treasurer's / Financial Report was presented by Jarv Osborne. Main bank account balance was \$11,780.97 on August 31, 2025. Expenses for the month of August totalled \$966.50 and included office services (internet/phone), \$510.61 to Diane Brandt, \$363.33 to Armour Township, \$12.67 to Home Hardware and \$17.79 to Clara Nykor. Revenue for August totaled \$309.33 and included donations and sales. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Barry Burton, Seconded by Nieves Guijarro. Carried**



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Committee Reports:

Wiseman's Corner Schoolhouse Update:

Members were updated by Diane Brandt on the last month's activity at the schoolhouse. It was a successful summer season. Labour Day Weekend brought in 11 visitors. Nieves offered to assist Diane to clean up the centre's artifacts for the season and to prepare the interior for winterization.

Watt Farm House Update:

Diane Brandt provided a verbal update to Members regarding the heritage centre. Abell Pest Control has been scheduled to perform an exterior cluster fly treatment at the farmhouse and has completed an inspection of all identified areas of concern. Diane noted that the Farm House will be open to visitors by appointment throughout the winter months.

There is a permanent exhibit on display of the historic fire in Burk's Falls.

Nancy Kyte informed Members that window coverings for the front entrance have been completed. She will coordinate installation once the windows have been cleaned. Members expressed their appreciation to Nancy for creating the blinds for the heritage centre.

Diane also advised that she continues to investigate options and pricing for window tinting.

An invoice from Armour Township for summer staffing is anticipated.

Facilities and Functions Committee:

Barry Burton informed Members that a representative from Napoleon has assessed the red building and will be providing a quote for the installation of a heat pump. It will need to be determined whether the unit will require a separate propane tank. Barry will convene a committee meeting once the necessary information has been received.

There has been no response to date from the Amish community regarding the dismantling of the barn; however, it is understood that they are currently in their harvest season.

Membership Committee:

Nieves Guijarro advised Members that a lot of membership forms were handed out at the Fall Fair. It was suggested that the Society explore the development of a "Friends of the Heritage Centre" initiative, as the term "Membership" may imply a higher level of commitment and could be discouraging potential supporters from joining the Historical Society.



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Correspondence:

Members received a thank you card from Krista Trulsen in appreciation of the Society's donation toward the King Charles III Coronation Medal Ceremony held in honour of Betty Caldwell and Lorne Main.

General Business:

2025 Newsletter:

Diane Brandt advised that the 2025 Newsletter was created by Clara, one of our summer staff employees, and will be posted to the website.

Halloween:

The following Members volunteered to assist with the Halloween event: Nancy Kyte and her son James, Nieves Guijarro, Diane Brandt, Jarv Osborne, and Charlene Watt. Nancy advised that additional student volunteers may be available, and the Historical Society will ensure that student volunteer forms are on hand so participants can submit their hours toward school community service requirements. Volunteers are asked to arrive at the arena by 5:30 p.m. on October 31, with the event scheduled to run from 6:00 p.m. to 8:00 p.m.

Jarv Osborne has offered to assist with setup at 1:00 p.m. and will bring the kiddie pool for the fishing game. Jarv is not available during the event.

Diane Brandt will purchase 300 bags of chips, and Charlene Watt will contact Valu-Mart to inquire about a possible donation of juice boxes.

Barry Burton will make a \$100 donation on behalf of his business, Burton Lighting Network Limited. Members extended their thanks to Barry for his generous contribution.

Charlene Watt and Nieves Guijarro will be meeting with the Lions Club this week and will provide an update at the October meeting regarding any additional support or details.

New Business:

Almaguin Highlands Chamber of Commerce:

Diane Brandt advised that she received an email from the Almaguin Highland Chamber of Commerce offering to sell the Historical Society the Chamber's member list with over 1,000 contacts. Members were not interested in purchasing the distribution list.



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New Business: cont'd.

Watts Dam:

Barry Burton proposed that the Historical Society undertake research into the history of Watts Dam. Charlene Watt noted that she had previously received information from the Ministry of Natural Resources and Forestry (MNRF) and will forward the material to Barry for his review. Barry will also reach out to the MNRF to inquire about the possibility of granting Society members access to the site.

Adjournment:

The next meeting will be held on Monday, October 20, 2025 at Fell Homes. There being no further business, **Nancy Kyte moved to adjourn the meeting at 8:11 p.m.**

Recorded by
Charlene Watt, Secretary &
Deputy Treasurer

Approved by
Diane Brandt, President

JOINT BUILDING COMMITTEE MEETING
Minutes
Thursday, September 18, 2025 at 6:00 p.m.
Township of Strong Office

The Zoom Link to attend the virtual meeting is available on the website;
<https://calendar.strongtownship.com/meetings>

Present: Burk's Falls – Ashley Brandt (virtual)
Joly – Budd Brown (in person)
Machar – Neil Scarlett (in person)
Ryerson – Absent
South River – Robert Brooks (virtual)
Strong – Marianne Stickland (in person)
Sundridge – Shawn Jackson (virtual)

Absent: Ryerson – Glenn Miller

Staff Present: CBO: Brian Dumas (in person), Secretary: Kim Dunnett (in person)

Guests: No guests attended.

1. Call to Order

The Joint Building Committee meeting was called to order at 6:02 pm by the Chair.

2. Declaration of Pecuniary Interest

No pecuniary interest was declared by the JBC members attending.

3. Approval of Agenda

Resolution # 2025-009

Moved by: Neil Scarlett

Seconded by: Robert Brooks

Be it resolved that this committee does hereby approve the agenda of the regular meeting for September 18, 2025 as presented.

Carried

4. Delegation

No requests were submitted.

5. Adoption of Minutes

5.1 January 16, 2026

Resolution # 2025-010

Moved by: Marianne Stickland

Seconded by: Shawn Jackson

Be it resolved that this committee does hereby adopt the minutes of January 16, 2025 regular meeting, as circulated.

Carried

6. Approval of Financials

6.1–6.8 Resolution # 2025-011

Moved by: Robert Brooks

Seconded by: Neil Scarlett

Be it resolved that this committee does hereby approve the following expenses of;

- January 2025 \$47,895.49
- February 2025 \$31,400.09
- March 2025 \$38,977.72

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, September 18, 2025 at 6:00 p.m.
Township of Strong Office

- April 2025 \$29,778.56
- May 2025 \$41,518.05
- June 2025 \$25,013.24
- July 2025 \$28,230.52
- August 2025 \$35,335.51

and accepts the Financial Reports for January, February, March, April, May, June, July and August 2025. **Carried**

7. Items of Discussion

7.1 Septic Inspections

The Chair explained it was brought to his attention by a member, later confirmed by the secretary that the JBC's request could be expiated for approval to do your own septic inspections. The announcement was made at the last DPSMA meeting, cut off for the request was in August of 2025. However, staff and training had to be in place at the time of approval. The JBC is not prepared at this time, and the CBO did not recommend it because of financial expenses versus revenue.

7.2 Draft Financial Statement - Report to Council

The secretary stated the auditors are more than happy to attend virtually at the November meeting to do a presentation, if members requested.

Resolution #2025-012

Moved By: Robert Brooks

Seconded by: Marianne Stickland

Be it resolved that this committee has hereby received and reviewed the 2024 Draft Audited Financial Statements & Report to Council. **Carried**

8. Staff Reports

No reports submitted.

9. Correspondence

9.1 Burks Falls – 2025 Budget R2025-54

Received

9.2 Joly – 2025 Budget R2025-0057

Received

9.3 Machar – 2025 Budget R14-25

Received

9.4 Ryerson – 2025 Budget R17-25

Received

9.5 South River – 2025 Budget R48-2025

Received

9.6 Strong - 2025 Budget R2025-034

Received

9.7 Sundridge - 2025 Budget R2025-041

Received

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, September 18, 2025 at 6:00 p.m.

Township of Strong Office

10. Closed Session

No closed session was required.

11. Adjournment

Resolution # 2025-013

Moved by: Shawn Jackson

Seconded by: Neil Scarlett

Be it resolved that this committee does hereby adjourn at 6:12 pm to meet again on
November 20, 2025 at 6:00 pm or at the call of the Chair.

Carried

Kim Dunnett, Secretary

Budd Brown, Chair

Cancellation Notice - 2025 Northeast Municipal Council Workshop

Dear Councils and Staff,

We regret to inform you that due to low registration numbers, we have made the decision to cancel the upcoming 2025 Northeast Municipal Council Workshop. We sincerely apologize for any inconvenience this may cause.

If you have already sent a cheque to our office, it will be returned once Canada Post services resume. We assure you that cheques have not been cashed.

If you have made hotel reservations, please contact your chosen hotel directly to cancel your booking.

We remain committed to providing meaningful educational opportunities for council members in the northeast, and we are working to deliver the training material through a webinar series over a period of time. We will share more details about these webinars soon.

Thank you for your understanding and continued support.

Warm regards,

MMAH – Municipal Services Office North

**Burk's Falls, Joly, Machar, Ryerson,
South River, Strong and Sundridge Joint
Building Committee**

Independent Auditor's Report and Financial Report

December 31, 2024

**Burk's Falls, Joly, Machar, Ryerson, South River,
Strong and Sundridge Joint Building Committee**

Financial Report

December 31, 2024

Management's Responsibility for the Financial Statements

Independent Auditor's Report

Statement of Financial Position 1

Statement of Operations and Accumulated Surplus (Deficit) 2

Statement of Cash Flows 3

Statement of Change in Net Debt 4

Notes to the Financial Statements 5-15

Management's Responsibility for the Financial Statements

The accompanying financial statements of the Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee (the "Committee") are the responsibility of the Committee's management and have been prepared in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 2 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Committee's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized, and recorded in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management. The Committee's Board meets with management and the external auditor to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Baker Tilly SNT LLP, independent external auditor appointed by the Committee. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Committee's financial statements.



Treasurer

September 9, 2025



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Independent Auditor's Report

**To the Members of the Burk's Falls, Joly, Machar,
Ryerson, South River, Strong and Sundridge Joint
Building Committee**

Opinion

We have audited the financial statements of the Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee, which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus (deficit), cash flows, and change in net debt for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee as at December 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Committee in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements of the Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee for the year ended December 31, 2023 were audited by another auditor who expressed an unmodified opinion of those statements on August 20, 2024.

ACCOUNTING • TAX • ADVISORY

Baker Tilly SNT LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.

COMPTABILITÉ • FISCALITÉ • SERVICES-CONSEILS

Baker Tilly SNT s.r.l. est membre de la Coopérative Baker Tilly Canada, qui fait partie du réseau mondial Baker Tilly International Limited. Les membres de la Coopérative Baker Tilly Canada et de Baker Tilly International Limited sont tous des entités juridiques distinctes et indépendantes.



Independent Auditor's Report (continued)

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Committee's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Committee or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Committee's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Committee's internal control.



Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Committee's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Committee to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

North Bay, Ontario
September 9, 2025

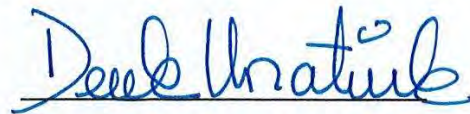
Baker Tilly SNT LLP
CHARTERED PROFESSIONAL ACCOUNTANTS,
LICENSED PUBLIC ACCOUNTANTS

**Burk's Falls, Joly, Machar, Ryerson, South River, Strong and
Sundridge Joint Building Committee**

Statement of Financial Position
December 31, 2024

	<u>2024</u>	<u>2023</u>
Financial Assets		
Cash	\$ 456,694	\$ 587,955
Other investments (note 4)	204,904	103,370
Accounts receivable (note 5)	<u>11,671</u>	<u>3,770</u>
	<u>673,269</u>	<u>695,095</u>
Liabilities		
Accounts payable and accrued liabilities (note 6)	13,348	18,500
Deferred revenues - obligatory reserve funds (note 7)	661,559	677,040
Employee future benefits payable (note 8)	<u>42,077</u>	<u>39,139</u>
	<u>716,984</u>	<u>734,679</u>
Net Debt	<u>(43,715)</u>	<u>(39,584)</u>
Non-Financial Assets		
Tangible capital assets (note 9)	57,654	24,120
Prepaid expenses	<u>1,638</u>	<u>445</u>
	<u>59,292</u>	<u>24,565</u>
Accumulated Surplus (Deficit) (note 10)	<u>\$ 15,577</u>	<u>\$ (15,019)</u>

Approved by:



The accompanying notes are an integral part of these financial statements.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Statement of Operations and Accumulated Surplus (Deficit) For The Year Ended December 31, 2024

	2024		2023
	Budget	Actual	Actual
	(Unaudited)		
Revenues			
Building permits and fines (note 11)	\$ 367,200	\$ 301,317	\$ 250,230
Other	30,000	32,451	28,537
Gain on disposal of tangible capital assets	-	11,532	-
Total revenues	<u>397,200</u>	<u>345,300</u>	<u>278,767</u>
Expenses			
Salaries, wages, and employee benefits	266,325	256,454	236,484
Materials and supplies	34,775	14,617	19,337
Contracted services	28,300	29,540	20,402
Rents and financial expenses	7,800	7,718	5,965
Amortization of tangible capital assets	6,376	6,375	4,514
Total expenses	<u>343,576</u>	<u>314,704</u>	<u>286,702</u>
Annual surplus (deficit)	53,624	30,596	(7,935)
Accumulated deficit, beginning of year	<u>(15,019)</u>	<u>(15,019)</u>	<u>(7,084)</u>
Accumulated surplus (deficit), end of year	<u>\$ 38,605</u>	<u>\$ 15,577</u>	<u>\$ (15,019)</u>

The accompanying notes are an integral part of these financial statements.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Statement of Cash Flows

For The Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
Operating transactions		
Annual surplus (deficit)	\$ 30,596	\$ (7,935)
Cash provided by (applied to)		
Non-cash items:		
Employee future benefits payable	2,938	9,411
Amortization of tangible capital assets	6,375	4,514
Gain on disposal of tangible capital assets	(11,532)	-
Change in non-cash working capital balances		
Increase in accounts receivable	(7,901)	(2,579)
Increase (decrease) in accounts payable and accrued liabilities	(5,152)	1,234
Increase (decrease) in deferred revenues - obligatory reserve funds	(15,481)	91,954
Decrease (increase) in prepaid expenses	(1,193)	177
Cash provided by (applied to) operating transactions	<u>(1,350)</u>	<u>96,776</u>
Capital transactions		
Acquisition of tangible capital assets	(56,377)	(5,990)
Proceeds on disposal of tangible capital assets	28,000	-
Cash applied to capital transactions	<u>(28,377)</u>	<u>(5,990)</u>
Investing transactions		
Acquisition of other investments	(101,534)	(1,627)
Cash applied to investing transactions	<u>(101,534)</u>	<u>(1,627)</u>
Increase (decrease) in cash	(131,261)	89,159
Cash, beginning of year	<u>587,955</u>	<u>498,796</u>
Cash, end of year	<u>\$ 456,694</u>	<u>\$ 587,955</u>

The accompanying notes are an integral part of these financial statements.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Statement of Change in Net Debt

For The Year Ended December 31, 2024

	<u>2024</u> <u>Budget</u> (Unaudited)	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
Annual surplus (deficit)	\$ 53,624	\$ 30,596	\$ (7,935)
Amortization of tangible capital assets	6,376	6,375	4,514
Gain on disposal of tangible capital assets	-	(11,532)	-
Proceeds on disposal of tangible capital assets	-	28,000	-
Acquisition of tangible capital assets	(60,000)	(56,377)	(5,990)
Change in prepaid expenses	<u>-</u>	<u>(1,193)</u>	<u>177</u>
Increase in net debt	-	(4,131)	(9,234)
Net debt, beginning of year	<u>(39,584)</u>	<u>(39,584)</u>	<u>(30,350)</u>
Net debt, end of year	<u><u>\$ (39,584)</u></u>	<u><u>\$ (43,715)</u></u>	<u><u>\$ (39,584)</u></u>

The accompanying notes are an integral part of these financial statements.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

1. Status and Nature of Activities

The Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee (the "Committee") is a joint committee of the Corporation of the Municipality of the Village of Burk's Falls, the Corporation of the Township of Joly, the Corporation of the Township of Machar, the Corporation of the Township of Ryerson, the Corporation of the Village of South River, the Corporation of the Township of Strong, and the Corporation of the Village of Sundridge. Its mandate is to provide building services. The revenue/expense of the Committee is allocated to the participating municipalities annually based on the permit fees collected for the participant as a percentage of the total permit fees collected by all participating parties.

2. Significant Accounting Policies

These financial statements of the Committee are the representation of management prepared in accordance with accounting policies recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgement.

(a) Basis of Accounting

(i) Accrual Basis

The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services, and the creation of a legal obligation to pay.

(ii) Cash

Cash includes cash on hand and balances held at financial institutions.

(iii) Deferred Revenues - Obligatory Reserve Funds

The Committee receives certain government grants, transfers and other revenues under the authority of legislation. These funds, by their nature, are restricted in their use and, until applied to specific expenses, are recorded as deferred revenues. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

**Burk's Falls, Joly, Machar, Ryerson, South River, Strong and
Sundridge Joint Building Committee**
Notes to the Financial Statements
December 31, 2024

2. Significant Accounting Policies (Continued)

(a) Basis of Accounting (Continued)

(iv) Employee Future Benefits

The Committee makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer contributory defined benefit program with contributions expensed as incurred. Obligations for sick leave and employee retirement gratuities are accrued as the eligible employees render the services necessary to earn the benefits.

(v) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the change in net debt for the year.

i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development, or betterment of the asset, and legally or contractually required retirement activities. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Vehicles	8 years
Equipment	5 to 10 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use. Tangible capital assets received as donations are recorded at their fair value at the date of receipt and also are recorded as revenue.

ii) Prepaid Expenses

Prepaid expenses represent amounts paid in advance for a good or service not yet received. The expense is recognized once the goods have been received or the services have been performed.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

2. Significant Accounting Policies (Continued)

(a) Basis of Accounting (Continued)

(vi) Other Revenues

Building permits and fines are recognized in the period in which the revenue relates.

Other income is recognized when earned and collection is reasonably assured.

(vii) Government Grants and Transfers

Government transfers, such as municipal contributions and grants, are recognized in the financial statements in the period in which events giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when, and to the extent that stipulations associated with the transfer give rise to a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. The transfer revenue is recognized in the statement of operations and accumulated surplus as the stipulations giving rise to the liabilities are settled.

(viii) Use of Estimates

The preparation of financial statements in conformity with the Canadian Public Sector Accounting Standards requires management to make estimates and assumptions. These estimates and assumptions are based on management's best information and judgement and may differ significantly from actual results. Accounts subject to significant estimates include the useful life of tangible capital assets and the related amortization, and employee future benefits payable. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in the periods in which they become known.

(ix) Financial Instruments

Financial instruments are classified at either fair value or amortized cost.

Financial instruments classified at amortized cost include cash, other investments, accounts receivable, and accounts payable and accrued liabilities. They are initially recorded at their fair value and subsequently carried at amortized cost using the effective interest rate method, less impairment. Transaction costs are added to the carrying value of the instrument.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee
Notes to the Financial Statements
December 31, 2024

3. Change in Accounting Policies

On January 1, 2024, the Committee adopted the following standards on a prospective basis: PS 3400 - *Revenue*, PSG-8 - *Purchased Intangibles* and PS 3160 - *Public Private Partnerships (P3s)*. The adoption of these standards had no impact on the opening balances.

Section PS 3400 - *Revenue* establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

Guideline PSG-8 - *Purchased Intangibles* provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

Section PS 3160 - *Public Private Partnerships (P3s)* provides specific guidance on the accounting and reporting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.

4. Other Investments

	<u>2024</u>	<u>2023</u>
Guaranteed Investment Certificates maturing July 5, 2025, and July 5, 2026, bearing accrued interest at 5.1% and 4.9% respectively	<u>\$ 204,904</u>	<u>\$ 103,370</u>

5. Accounts Receivable

	<u>2024</u>	<u>2023</u>
Federal government	\$ 11,546	\$ 3,722
Province of Ontario	<u>125</u>	<u>48</u>
	<u>\$ 11,671</u>	<u>\$ 3,770</u>

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

6. Accounts Payable and Accrued Liabilities

	<u>2024</u>	<u>2023</u>
Province of Ontario	\$ 2,323	\$ 1,839
Trade payables	214	2,232
Other	<u>10,811</u>	<u>14,429</u>
	<u>\$ 13,348</u>	<u>\$ 18,500</u>

7. Deferred Revenues - Obligatory Reserve Funds

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook, is that obligatory reserve funds be reported as deferred revenues. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Committee are summarized below:

	Balance as at December 31, 2023	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2024
Building code act	<u>677,040</u>	<u>-</u>	<u>15,481</u>	<u>661,559</u>
Total Deferred Revenues - Obligatory Reserve Funds	<u>\$ 677,040</u>	<u>\$ -</u>	<u>\$ 15,481</u>	<u>\$ 661,559</u>

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

8. Employee Future Benefits Payable

Under the sick leave benefits policy, employees hired prior to January 1, 2014 can accumulate unused sick leave without limit and are entitled to one-half of their accumulated time, to a maximum of 30 days when the leave the Committee's employment. The sick leave liability estimates the use of accumulated sick leave prior to retirement, as well as any lump sum payments upon retirement, and assumes that both the appropriate discount rate and future salary and wage levels will increase by 2% per annum.

Under the retirement gratuity policy, qualifying employees are entitled to a payout, upon retirement, based on length of service and rate of pay. The retirement gratuity liability estimates the lump-sum payments upon retirement, and assumes that both the appropriate discount rate, and future salary and wage levels will increase by 2% per annum.

	<u>2024</u>	<u>2023</u>
Sick leave	\$ 22,637	\$ 21,485
Retirement gratuity	<u>19,440</u>	<u>17,654</u>
	<u>\$ 42,077</u>	<u>\$ 39,139</u>

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee
Notes to the Financial Statements
December 31, 2024

9. Tangible Capital Assets

	Cost			Accumulated Amortization		Net Book Value		
	Balance, beginning of year	Additions	Transfers / Disposals	Balance, end of year	Balance, end of year			
					Amortization	Disposals		
Vehicles	\$ 32,936	\$ 56,377	\$ (32,936)	\$ 56,377	\$ 14,409	\$ 5,582	\$ 52,854	\$ 18,527
Equipment	5,990	-	-	5,990	397	793	4,800	5,593
	<u>\$ 38,926</u>	<u>\$ 56,377</u>	<u>\$ (32,936)</u>	<u>\$ 62,367</u>	<u>\$ 14,806</u>	<u>\$ 6,375</u>	<u>\$ 57,654</u>	<u>\$ 24,120</u>

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Page 188 of 200

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

10. Accumulated Surplus (Deficit)

	<u>2024</u>	<u>2023</u>
Surplus		
Invested in tangible capital assets	\$ 57,654	\$ 24,120
Unfunded liabilities		
Employee future benefits payable	<u>(42,077)</u>	<u>(39,139)</u>
Accumulated Surplus (Deficit)	<u>\$ 15,577</u>	<u>\$ (15,019)</u>

11. Building Permits and Fines

The composition of building permits and fines reported on the Statement of Financial Position is as follows:

	<u>2024</u>	<u>2023</u>
Permit fees and fines collected in the year		
Village of Burk's Falls	\$ 12,425	\$ 24,143
Township of Joly	10,095	31,153
Township of Machar	56,723	103,377
Township of Ryerson	46,087	70,810
Village of South River	29,054	24,669
Township of Strong	70,532	34,932
Village of Sundridge	<u>60,920</u>	<u>53,100</u>
	285,836	342,184
Transfers from (to) deferred revenues - obligatory reserve funds	<u>15,481</u>	<u>(91,954)</u>
	<u>\$ 301,317</u>	<u>\$ 250,230</u>

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

12. Related Party Transactions

The related party transactions below are in the normal course of operations and are measured at their exchange amount, which is the amount of consideration established and agreed to by the related parties.

The following table summarizes the Committee's related party transactions with its contributing municipalities during the year:

	<u>2024</u>	<u>2023</u>
Expenses		
Township of Strong		
Administration	\$ 10,000	\$ 7,200
Rent	7,490	5,712

13. Pension Agreements

The Committee makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of all qualifying members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The OMERS Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to approximately 640,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan ("the Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2024, the estimated accrued pension obligation for all members of the Plan was \$140,766 million (2023 - \$134,574 million). The Plan had an actuarial value of net assets at that date of \$137,853 million (2023 - \$130,372 million) indicating an actuarial deficit of \$2,913 million (2023 - \$4,202 million). The Plan is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Committee does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed by the Committee to OMERS for 2024 was \$22,735 (2023 - \$20,691) for current services and is included as an expense on the statement of operations and accumulated surplus (deficit).

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

14. Financial Instruments

Risks arising from financial instruments and risk management

The Committee is exposed to a variety of financial risks including credit risk, liquidity risk and market risk.

There have been no changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

Credit risk

Credit risk is the risk of losses resulting from a counterparty's failure to honour its contractual obligations. The Committee is exposed to credit risk to the extent that accounts receivable are not collected in a timely manner. The Committee's financial assets consisting of cash, other investments, and accounts receivable are subject to credit risk. The carrying amounts of financial assets on the statement of financial position represent the maximum credit risk of the Committee at the date of the statement of financial position. The Committee does not believe it is subject to significant credit risk.

Liquidity risk

Liquidity risk is the risk that the Committee will not be able to meet its financial obligations as they become due. The Committee's financial liabilities include accounts payable and accrued liabilities. The Committee maintains sufficient resources to meet its obligations. The Committee does not believe it is subject to significant liquidity risk.

Market risk

Market risk is the risk of changes in the fair value of financial instruments resulting from fluctuations in the market. The Committee is exposed to currency risk, interest risk, and price risk to the extent that the fair value of a financial instrument will fluctuate as a result of market factors. The Committee's financial instruments consisting of cash, other investments, accounts receivable, and accounts payable and accrued liabilities are subject to market risk. The Committee does not believe it is subject to significant market risk.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

15. Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Committee. The budget approved by the Committee is based on a model used to manage spending within the guidelines of the model. Given the differences between the model and generally accepted accounting principles established by the Public Sector Accounting Board, the budget figures presented have been adjusted to conform with this basis of accounting that is used to prepare the financial statements. The budget figures are unaudited.

	<u>2024</u>	<u>2023</u>
Budget By-law surplus for the year	\$ -	\$ -
Add: Acquisition of tangible capital assets	60,000	6,000
Less: Amortization of tangible capital assets	<u>(6,376)</u>	<u>(4,514)</u>
 Budget surplus per statement of operations and accumulated surplus	 <u>\$ 53,624</u>	 <u>\$ 1,486</u>

16. Comparative Figures

The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.



MEDIA RELEASE

FOR IMMEDIATE RELEASE: MUSKOKA AREA HOSPITAL FOUNDATIONS INSPIRED BY AMAZING COMMUNITY GENEROSITY.

Huntsville Hospital Foundation Announces \$20 Million Gift: South Muskoka Hospital Foundation Records Best Year Ever.

September 25, 2025. Bracebridge Ontario: As Muskoka Algonquin Healthcare awaits feedback to its two new hospital build submission, both South Muskoka and Huntsville hospital foundations are experiencing dramatic fundraising contributions from supportive donors and communities.

In the Huntsville catchment area, a partnership of families has come together to donate a \$20 million matching gift to the new hospital - inspired by and in celebration of local, life-long resident Bob Hutcheson.

South Muskoka Hospital Foundation donors and the community at large have also contributed tremendous support this year, already far surpassing its best year to date at only half way through the fiscal year.

"The matching donation in Huntsville is amazing news for all of Muskoka," says SMHF Board Chair Dan Brooks. "It means our communities are stepping up as they recognize the shared healthcare future for all of Muskoka."

Both success stories are clear indications that the two new hospitals and the new Made-In-Muskoka Healthcare system is inspiring community generosity.

"Both foundations inspire donors in slightly different ways at this time, and the results are both great stories," says Leah Walker, South Muskoka Hospital Foundation Executive Director. "We are seeing tremendous support from both our seasonal and full-time residents. People are excited about the future of healthcare in Muskoka, and ready to see the two new hospitals built. All of Muskoka is sending a message to the provincial ministry: We're working together, support is widespread and we're ready to go!"

-30-

For more information or an interview, please contact:

Leah Walker, Executive Director
South Muskoka Hospital Foundation
leah.walker@mahc.ca
(705) 645-4404 x 3246

South Muskoka Hospital Foundation was established in 1980 to support the compassionate care of patients at South Muskoka Memorial Hospital. For more information please visit our website at www.healthmuskoka.ca

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

our community is our *foundation.*

75 Ann Street, Bracebridge, ON P1L 2E4
T: 705-645-4404 ext. 3193 | F: 705-645-0352
www.healthmuskoka.ca

Solicitor General

Office of the Solicitor General

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132-2025-3641
By email

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the [e-Laws page](#) – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

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Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca.

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at opp.municipalpolicing@opp.ca.

Thank you again for your partnership.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael S. Kerzner", with a stylized flourish at the end.

The Honourable Michael S. Kerzner
Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety
Ministry of the Solicitor General

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police



RESOLUTION

2025- 2600

Be it resolved that the Almaguin Community Economic Development Board

Support the percent-to-levy contribution concept
and recommend that the Township of Amn
prepare the 2026 budget using this formula.

MOVED BY:

Vicky

SECONDED BY:

Wendy

CARRIED:

☒ Yes

/ No

Comments:

C



RESOLUTION

2025-23 *125 cr*

Be it resolved that the Almaguin Community Economic Development Board receives and approves the staff report regarding the transition to a two-staff department. Furthermore, the Board requests that the Township of Armour proceed with administering the transition effective January 1st, 2026.

MOVED BY:

Tim B

SECONDED BY:

Sutera

CARRIED:

☒ Yes

☐ No

Comments:

CR

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2025**

Month	No. of Permits	Permit Fees	Project Values	Size (sq.m)
January	7	\$12,586.00	\$791,900.00	137
February	5	\$19,070.00	\$1,238,000.00	1552
March	10	\$37,040.50	\$2,402,700.00	1321
April	13	\$30,650.00	\$1,952,000.00	1372
May	19	\$51,896.00	\$2,954,772.00	1535
June	15	\$42,825.00	\$2,754,000.00	3016
July	10	\$50,008.00	\$3,267,800.00	2269
August	13	\$25,125.00	\$1,462,000.00	2249
September	8	\$29,605.40	\$1,920,360.00	1195
October	0	\$0.00	\$0.00	0
November	0	\$0.00	\$0.00	0
December	0	\$0.00	\$0.00	0
TOTALS	100	\$298,805.90	\$18,743,532.00	New Construction 14646
				Demolitions 298

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2025**

Month	No. of Permits	Permit Fees	Project Values	SFD'S, Seasonal Dwellings and Multi-Unit Dwellings	
				<u>2024</u>	<u>2025</u>
Burks Falls	13	\$67,337.50	\$4,401,500.00	3	2
Joly	2	\$4,827.50	\$308,500.00	0	1
South River	4	\$11,245.00	\$723,000.00	1	1
Machar	32	\$91,350.40	\$5,390,332.00	7	10
Strong	18	\$47,675.00	\$3,035,500.00	4	3
Ryerson	20	\$56,175.50	\$3,611,700.00	4	3
Sundridge	11	\$20,195.00	\$1,273,000.00	3	4
TOTALS	100	\$298,805.90	\$18,743,532.00		24
Permit activity at end of September 30, 2025					
TOTALS	91	\$198,281.50	\$12,360,100.00	24	
Permit activity at end of September 30, 2024					
TOTALS	9	\$100,524.40	\$6,383,432.00		0
Difference from previous year					



Almaguin Highlands O.P.P. Detachment Board

Regular Meeting of the Board
Wednesday June 11th, 2025
5:00 p.m.

Township of Perry Municipal Office
(1695 Emsdale Road, Emsdale, ON)

Any and all Minutes are to be considered Draft until approved by the OPP Board at a Regular Meeting.

In Attendance:

Council Chambers: Krista Miller, Vice Chair & Community Representative, Robert Sutherland, Chair & Community Representative Councillor Joe Lumley, Councillor Dan Robertson, Councillor Kevin Noaik, Councillor Neil Scarlett, S/SGT Doug Vincer, Almaguin Highlands OPP Detachment Commander Beth Morton, Acting Secretary

Members of the Public: None

Disclosure of Conflict of Interest

Nil

Resolution No. 2025-11

Moved by: Dan Robertson

Seconded by: Kevin Noaik

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the Regular Board Meeting Minutes dated Thursday, May 8, 2025.

Carried

Resolution No. 2025-12

Moved by: Krista Miller

Seconded by: Neil Scarlett

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives the 2025 Q1 – OPP Detachment Board Report.

Carried

Item 6.1 Request from Armour Township

The Board reviewed the request from Armour Township for increased in police presence in high tourism areas. The Board directed Staff Sargeant Vincer to follow up with Armour Township that the OPP will continue to provide ongoing police presence and will also respond with recommendations.

From the discussion, the Board directed that it will further discuss how to address municipal correspondence and direction at the Wednesday, September 10, 2025 Regular Meeting.

Resolution No. 2025-13

Moved by: Joe Lumley

Seconded by: Dan Robertson

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the Board Terms of Reference.

Carried

Resolution No. 2025-14

Moved by: Kevin Noaik

Seconded by: Neil Scarlett

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the Abuse, Discrimination, Harassment and Violence Policy.

Carried

Resolution No. 2025-15

Moved by: Neil Scarlett

Seconded by: Dan Robertson

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves it's 2025 Board Budget.

Carried

Resolution No. 2025-16

Moved by: Neil Scarlett

Seconded by: Krista Miller

Be it resolved that the Almaguin Highlands OPP Detachment Board receives Correspondence and General Information Items 7.1. to 7.4. on the June 11th, 2025 Agenda.

Carried

The Meeting adjourned at approximately 6:50 p.m.

Dated this 10th day of September, 2025.

original signed by Robert Sutherland

Robert Sutherland, *Chair*

original signed by Beth Morton

Beth Morton, *Acting Secretary*