

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

November 25, 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 October 27, 2025, and the regular meeting on October 28, 2025 **(R)**

3. DECLARATION OF PECUNIARY INTEREST:

4. DELEGATIONS AND PRESENTATIONS:

4.1 Chris Bevan Kennedy Insurance: Insurance Policy Renewal. **(R)**

5. REPORTS:

5.1 **PUBLIC WORKS:** Fall Update, East Road Bridge Report, OSIM Report.

5.2 TREASURER: Staff recognition and bonuses **(R)**, Shared Services Budgets Discussions.

5.3 ACTING CAO/CLERK: 2026 Meeting Schedule, 2026 Conference Dates **(R)**, Fees and Charges By-law **(R)**, Multi-Year Accessibility Plan **(R)**, By-law to Vote By Mail. **(R)**

6. BUSINESS ARISING/ACTIVITY LOG:

6.1 Santa Clause Parade Float Discussion.

7. COMMUNICATION ITEMS:

7.1 Township of Perry Email: Follow-up on Regional Fire Services Committee meeting.

7.1.1 Beth Morton Report: Memorandum of Understanding (MOU) for Live Fire Training Unit. **(R)**

7.1.2 Memorandum of Understanding (MOU).

7.2 2025 Red Gala. **(R)**

General Correspondence:

7.3 Township of Armour resolution for shared By-law Enforcement Services.

7.4 Township of Armour: Notice of Intent.

7.5 Township of Armour resolution regarding holding designation removal for fire hall site.

7.6 Township of Armour: Zoning By-law Amendment for Fire Hall

7.7 Burk's Falls Lions Club: Thank you letter.

7.8 Santa Claus Parade Committee Financial Statement.

7.9 Historical Society October meeting minutes.

7.10 Joint Building Committee annual permit summary for October.

7.11 Joint Building Committee Ryerson October report.

7.12 Regional Fire Service Committee November draft meeting minutes.

7.13 Almaguin Highlands Health Council October meeting minutes.

7.14 Almaguin Highlands O.P.P. Detachment Board November meeting minutes.

7.15 Township of Armour Resolution: Alternate Library Rep Appointment

7.16 Township of Armour Resolution: Tri-Subcommittee Support

8. CONFIRMING BY-LAW:

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

9. IMPORTANT DATES:

- December 6, 2025 - Santa Claus Parade 4:30 p.m.

- December 9, 2025 – Council meeting 6:00 p.m.

10. ADJOURNMENT: **(R)**

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: November 25, 2025 AT 6:00 P.M.

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

Be it resolved the Ryerson Township Council adopt the November 25, 2025 agenda as circulated.

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

Be it resolved that the minutes from the Tri-council meeting on October 27, 2025 and the minutes from the regular meeting on October 28, 2025 be adopted as circulated.

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

Be it resolved that Ryerson Township Council accept the quotation for the 2026 Insurance renewal in the amount of \$ _____ plus applicable taxes, from Kennedy Insurance.

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

Be it resolved that Ryerson Township Council direct that recognition shall be provided, as outlined in the attached Staff/Volunteer Recognition Report dated November 19, 2025.

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

Be it resolved that the Ryerson Township Council authorize:
_____ to attend The Federation
of Northern Ontario Municipalities (FONOM) conference on May 11 -May 13, 2026, in
Timmins.

Be it resolved that the Ryerson Township Council authorize:
_____ to attend
the Association of Municipalities of Ontario Conference (AMO) on August 16 – 19, 2026 in

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

Be it resolved that leave be given to introduce a Bill # ____-25, Being a By-law to Adopt the 2025-2030 Multi Year Accessibility Plan 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 25th day of November, 2025.

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

Be it resolved that leave be given to introduce a Bill # ____-25, being a By-law to Authorize Vote by Mail for Municipal Elections 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 25th day of November, 2025.

Item # 7.1.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council supports that the Township of Perry forward the Memorandum of Understanding (MOU) and comments from their insurance to Russell Christie's Office for their legal opinion and update;

And further that the cost associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference.

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

Be it resolved that Ryerson Township Council authorize:

_____ to attend the 7th annual RED Gala on Tuesday, December 9, 2025 at 6:00 p.m. at the Sprucedale Community Centre.

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

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 25th day of November, 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 December 9, 2025 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

TRI-COUNCIL

MINUTES

October 27, 2025

The combined in-person/virtual TRI Council meeting of the Councils of the Township of Armour, the Village of Burk's Falls, and the Township of Ryerson was held on Monday, October 27, 2025, at 7:00 pm at the Young at Hearts Seniors Centre, hosted by the Village of Burk's Falls.

ATTENDANCE:

Township of Ryerson Council present included Mayor George Sterling; Councillors Beverly Abbott, Glenn Miller, Delynne Patterson, and Dan Robertson; Staff Nancy Field, Acting CAO-Clerk, Brayden Robinson, Treasurer, Joe Readman, Fire Chief

Village of Burk's Falls Council present included Mayor Chris Hope; Councillors Ryan Baptiste, Sean Cotton, Ashley Brandt, and Nancy Kyte; Staff Tammy Wylie, Deputy Clerk-Treasurer, Camille Barr, Senior Administrative Assistant, Graham Smith, Arena Manager, Christina Merrick, Assistant Arena Manager

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

Guests: Wilma Robert, Nieves Guijarro, Jon Hind, Laura Page, Krista Trulsen, Tara Ratcliff, Ruth Fenwick, Marie Odorizzi, Dino Cultraro, Ana Cultraro, Diane Brandt, Barry Burton, Joe Lyng, Brad Kellas

Zoom Guests: G. McCoy, Sarah Cooke, Alice Hewitt

LAND ACKNOWLEDGEMENT:

Mayor Chris Hope provided the land acknowledgement for Council.

WELCOME:

The meeting was called to order at 7:00 pm by Mayor Chris Hope and participants were welcomed.

APPROVAL OF THE NOTES:

Moved by Jerry Brandt - Seconded by Dan Robertson

That the TRI-Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls approve the notes of the regular meeting held on August 25, 2025. Carried.

DECLARATION OF PECUNARY INTEREST:

There were no declarations of pecuniary interest and general nature thereof.

DISCUSSION ITEMS:

Delegation from the Armour, Ryerson & Burk's Falls Agricultural Society- Fall Fair 2025:

Wilma Robert presented regarding the 2025 Fall Fair. Overall attendance decreased by 22%; however, there were more entries than in previous years, including an increase in school-aged participants. Concerns were expressed regarding the ice surface being rented out during the Fall Fair, as it meant the facility was not dedicated solely to the Agricultural Society for use that day. It was also noted that a post fair follow-up meeting with the Village was expected but has not yet been scheduled. The 2025 Financials were distributed, and it was indicated by Mayor Chris Hope that a meeting with the Village will be arranged to further review the agreement.

1. Burk's Falls and District Historical Society 2026 Budget Package:

Diane Brant reported that the Historical Society had a successful year, with good attendance at its sites. Council had no questions or comments regarding the 2026 budget presented.

2. Discussion regarding Library rent increase (S. Cotton):

Councillor Sean Cotton provided an overview of how the 2026 rental rate for the library was determined. A review was conducted as the previous rate was identified as being significantly low. The review incorporated data provided by ACED through a 2016 regional analysis, along with input from the Library CEO regarding regional rental rates. The most direct comparison was found to be with the South River library, where the new rate will be \$0.12 per sq. foot higher.

The Township of Armour requested consideration for a 10-year capital budget. Concerns were expressed regarding the Village generating a profit from rent and clarification was sought on how any surplus reserves would be managed, particularly whether they would be allocated toward the construction of the new library in the future.

Ryerson Council inquired how many years the library had been paying rent that did not cover operating expenses. It was also suggested that obtaining an engineering report could be beneficial.

Mayor Chris Hope stated Burk's Falls Council will explore the inquiries.

3. Burk's Falls, Armour & Ryerson Union Public Library 2026 Budget Package:

Nieves Guijarro presented statistics and key highlights from 2025, including materials circulated, program offerings, and participant numbers. The draft 2026 budget was also reviewed, reflecting an overall increase of 2.8%. Council was given the opportunity to ask questions.

4. Township of Armour Motions 266 and 280 concerning O.Reg. 391/21:

Amy Tilley provided an overview of two motions from the Township of Armour concerning O. Reg. 391/21 and the Blue Box Program/Full Producer Responsibility model. Although Circular Materials requested that the Township retract its resolution, Armour maintained its position and a new contract was presented; a positive outcome.

5. Waste Management 2026 Budget Package and presentation from Joe Lyng, General Manager of Emerald Energy from Waste

Joe Lyng provided a presentation on the Emerald Energy from Waste program. The company operates an incineration system with low emissions that converts waste into energy and offers its services to municipalities. The PowerPoint presentation will be shared and Council was encouraged to reach out if there is interest in exploring their services.

Amy Tilley noted that as Council considers future options for mining, this type of service could be worth exploring.

The 2026 draft budget was shared reflecting a 6% increase. Council had no questions regarding the budget.

6. Armour Ryerson and Burk's Falls Memorial Arena 2026 Budget Package:

Graham Smith and Christina Merrick presented the 2026 draft budget. It was noted that the facility remains active, with approximately 1,900 rental hours anticipated. The draft budget reflects a contribution increase of \$20,431.00 for each municipal partner. Council had no questions regarding the budget.

7. Burk's Falls and District Fire Department 2026 Budget Package:

Joe Readman presented the draft 2026 budget. Cold water training is planned for next year, utilizing a train-the-trainer model for additional staff. The draft budget reflects contributions of \$315,446.00 for Armour, \$188,582.00 for Burk's Falls, and \$155,349.00 for Ryerson. Council had no questions regarding the budget.

8. New Fire Hall update and land survey

Joe Readman informed Tri-Council that the land for the new fire hall has been successfully severed. All necessary permits have been submitted, and the project team

is currently awaiting the final rendition drawing. The Fire Chief has been working closely with CEMC Amy Tilley on the development.

9. South East Parry Sound Regional Fire Training Committee Budget

Council received the South East Parry Sound Regional Fire Training Committee Budget. Brayden Robinson noted that there are no changes from last year's budget. Council had no questions or comments.

10. Draft Notes of the Sub TRI-Council Committee

Council received the notes from the Sub Tri-Council Committee meeting held on October 8, 2025, with no questions or comments.

11. Northlander Train, flag stop Burk's Falls (R. Blakelock)

Councillor Rod Blakelock presented to Council information on the upcoming Northlander train system, which includes planned stops in South River and Huntsville. As a large portion of Almaguin is not currently included on the stop list, it was suggested that local municipalities collaborate on a proposal to establish a stop in Burk's Falls, or at minimum, a flag stop.

Next Meeting

February 23, 2026, with the Township of Ryerson hosting.

Adjournment

Moved by Nancy Kyte - Seconded by Dorothy Haggart-Davis

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 8:19 p.m. until the next regular TRI Council

meeting scheduled for February 23, 2026, to be hosted by the Township of Ryerson.
Carried.

Mayor

Acting CAO/Clerk

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

October 28, 2025 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **October 28, 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 and Nancy Field.

Public attending in person or electronically: Nieves Guijarro and Jack Marshall.

Notice of this meeting was posted on the website.

2. ADOPTION OF AGENDA

R- 145 - 25 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council adopt the October 28, 2025, agenda as circulated.

(Carried)

3. ADOPTION OF MINUTES

R- 146 - 25 Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that the minutes from the regular meeting on October 14, 2025 be adopted as circulated.

(Carried)

4. DECLARATION OF PECUNIARY INTEREST: None noted.

5. REPORTS:

CLERK: N. Field provided Council with an updated Community Safety and Well-Being Plan. In addition, she provided Council with a list of 2026 conference dates, a consent application and the proposed holiday hours for 2025. Discussions were had and a report with more information was requested on the conference dates.

Resolutions noted below.

R- 147 - 25 Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 31-25, being a By-law adopt the updated Community Safety and Well Being Plan and further; That By-Law # 31-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 28th day of October 2025.

(Carried)

R- 148 -25 Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council support Consent Application B-045/25, B-046/25, B-047/25 Part of Lots 21 and 22, Concession 4 located at the corner of Royston Rd. and Bartlett Lake Rd. The following conditions will apply:

- If the reference plan or other evidence discloses that either the severed property or the retained property owned by the Applicant contains a deviation road maintained by the Township as a public road, then the Applicant shall survey and transfer such deviation road to the Township as a condition of severance. The area to be surveyed and transferred shall generally be 66 feet in width and centered upon the centre line of the present traveled road. In situations where this is impractical, the Applicant should discuss how this requirement will be fulfilled with the Municipality before the reference plan is finalized.
- 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 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.

(Carried)

R- 149 -25 Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council set the 2025 Ryerson Township Office Holiday Hours as follows: Closed: December 24th at noon, 25, 26, 29, 30, 31, 2025 and January 1, 2, 2026, inclusive. Office will re-open for regular hours on Monday, January 5, 2026, at 8:30 a.m.

(Carried)

CAO/TREASURER: B. Robinson provided with reports on the awarded Request for Proposals Resolutions noted below.

R- 150 - 25 Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that RFP 2025-008, for a three-year contract for External Audit Services, be awarded to Doane Grant Thornton LLP.

(Carried)

R- 151 - 25 Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that RFP 2025-009 for an Official Plan review and Zoning By-law update, be awarded to Planscape.

(Carried)

COUNCIL REPORTS:

Councillor Abbott provided a library report.

Councillor Patterson provided a report to Council regarding the Library funding formula. Resolution is noted below.

R- 152 - 25 Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council supports the library funding formula presented in the Library Agreement.

(Carried)

6. BUSINESS ARISING/ACTIVITY LOG:

Council discussed the Santa Claus Parade. Committee was created for the float the Township will be entering.

7. COMMUNICATION ITEMS

R- 153 - 25 Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council approve a donation of \$ 200.00 to the Poppy Trust fund.

(Carried)

R- 154 -25 Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council supports the Village of South Rivers request to proportionally use the Joint Building Committee Reserves for insurance and legal costs.

(Defeated)

General Information Items Received:

- Council received the Burk's Falls and District Historical Society's meeting minutes from September 15, 2025
- Council received the certificate of appreciation from the Almaguin Pride Network.
- Council received the Burk's Falls, Armour, & Ryerson Union Public Library September meeting minutes.
- Council received the Township of Armour public meeting notice for Power Banks Official Plan and Zoning Amendment.
- Council received the Township of Armour's draft Official Plan Amendment.
- Council received the Township of Armour's draft Zoning By-law Amendment.

8. CONFIRMING BY-LAW

R- 155 -25 Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 32-25, being a By-law to confirm the meetings of Council and further; That By-Law # 32-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 28th day of October 2025.

(Carried)

10. ADJOURNMENT:

R- 156 -25 Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that we do now adjourn at 7:15 p.m. The next regular meeting is scheduled for November 25, 2025, at 6:00 p.m.

(Carried)

MAYOR

CAO/CLERK



2026 Municipal Insurance Program CORPORATION OF THE TOWNSHIP OF RYERSON

Renewal Report for the Policy Term January 1, 2026 to January 1, 2027

In Partnership with:
Chris Bevan
Partner - Kennedy Insurance Brokers Inc.
160 King Street W
North Bay, ON P1B 5Z7

Submitted by: Intact Public Entities Inc.
Address: 278 Pinebush Rd., Suite 200
Cambridge, ON N1T 1Z6

phone: 1-800-265-4000
email: connectwithus@intactpublicentities.ca

Prepared by:
Jason Gervais, CRM, C.Tech, R.I.B. (Ont.)
Regional Manager

Ref 66300/ba 19 November 2025

About IPE

IPE is a Canadian leader in providing specialized insurance programs, including risk management and claims services to municipal, public administration and community-based organizations across Canada. Proven industry knowledge, gained through over nine decades of partnering with insurance companies and independent brokers, gives IPE the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues. IPE is a wholly-owned subsidiary of Intact Financial Corporation with its head office located in Cambridge, Ontario. For additional information about IPE visit www.intactpublicentities.ca.

IPE is a Managing General Agent (MGA) with the authority to write and service business on behalf of strategic partners who share our commitment and dedication to protecting specialized organizations. Because our partners are long-term participants on our program, they understand the nature of fluctuating market conditions and complex claims and are prepared to stay the course.

IPE is a licence-holder through the Registered Insurance Brokers of Ontario (RIBO) and in multiple jurisdictions across Canada, and as such we are required to disclose our professional duties and obligations to you as a current or potential client. Learn about our principles of conduct, how we are compensated by the insurers we represent, and see our privacy policy by reviewing the following:

[Code of Consumer Rights and Responsibilities](#)

[CISRO Code of Conduct for Insurance Intermediaries and Fact Sheet – About Your Registered Insurance Broker](#)

[Broker Compensation Disclosure](#)

[Our Privacy Promise](#)

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Municipal market share leader in Ontario with strong representation of municipal, public administration and community-based organizations across Canada.

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In-house claims management = faster turn around, single point of contact, specialized expertise in the municipal claims environment.



**Municipal Market Share
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**First Municipal Client
The Village of Ayr, Ontario**

The Advantage of a Managing General Agent

The MGA model is different than a traditional broker/insurer arrangement in that an MGA provides specialized expertise in a specific, niche area of business. As an MGA we also offer clients additional and helpful services in the area of risk management, claims and underwriting. And unlike the reciprocal model, a policy issued by an MGA is a full risk transfer vehicle not subject to retroactive assessments but rather a fixed term and premium.

We invite you to work with a partner who is focused on providing a complete insurance program specific to your organization that includes complimentary value added services that help drive down the cost of claims and innovative first to market products and enhancements. You will receive personalized service and expertise from a full-service, local and in-house team of risk management, claims, marketing and underwriting professionals.

As a trusted business partner, we believe in participating in and advocating for the causes that affect our clients. For this reason, we affiliate with and support key provincial and national associations. In order for IPE to be effective in serving you, we, as an MGA, believe in fully understanding your needs, concerns and direction. Our support is delivered through thought leadership, financial resources, advocacy, services, education and more.

Risk Management Services

We are the leader in specialized risk management and place emphasis on helping your organization develop a solid plan to minimize exposure before potential incidents occur. Risk management is built into our offerings for all clients, fully integrated into every insurance program. Our risk management team is comprised of analysts, risk control consultants and engineers who use their expertise to help mitigate risk. We do everything we can to minimize your exposure before potential incidents occur. This includes providing education, road reviews, fleet reviews, contract analysis and property inspections.

Claims Management Services

Our in-house team of experts has the depth of knowledge, experience and commitment to manage the complicated details of claims that your organization may experience. You deal with the public often in sensitive instances where serious accusations can be made. Your claims are often long-tail in nature and can take years to settle. Some claims aren't filed until years after the occurrence or accident. You want a team of professionals on your side that will vigorously defend your reputation. We understand your risks and your exposures and have maintained a long-term commitment to understanding the complex issues your organization may face so that we can better service your unique claims requirements.



**MGA
Advantage**



**Risk Management
Services**



**Claims Management
Services**

*Please note that the information contained in this document is proprietary and confidential and is to be used for the sole purpose of determining the successful proponent. Permission must be obtained from Intact Public Entities prior to the release of any information contained herein for any other purpose than evaluating this submission.

Your Insurance Coverage

Important Information

General Information

The premium quoted is based on information provided at the date of this Report (the date is noted on the first page of this report/quotation). Additional changes to information are subject to satisfactory underwriting information and express approval by Intact Public Entities Inc. Changes in information and coverage may also result in premium changes.

For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings.

Wildfire and Flood Exposures

Due to the high risk of wildfires and active floods, Intact Public Entities Inc. is taking a very conservative approach to such exposures/natural disasters. We are currently reviewing all risks to determine if any part of a risk is within 50km of an active wildfire or 15km of an active flood event.

Quoting and Binding Coverage Restrictions

The quote provided is only valid for 60 days. Should you require an extension beyond the 60 days from the date of this report, you must contact an underwriter at Intact Public Entities Inc. for written confirmation that the quotation is still valid.

Coverage quoted cannot be bound unless expressly agreed to in writing by an underwriter at Intact Public Entities. Intact Public Entities Inc. reserves the right to decline to bind coverage.

Your marketing representative can assist in co-ordinating your correspondence with the correct underwriter for the account should you wish a quotation extension or are requesting coverage be bound.

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

Coverage Description	(\$)*Deductibles	(\$)*Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	5,000	15,000,000 Per Occurrence No Aggregate
Voluntary Medical Payments	Nil	50,000 Per Person 50,000 Per Accident
Voluntary Property Damage	Nil	50,000 Per Occurrence 50,000 Annual Aggregate
Voluntary Compensation - Employees	Nil	50,000 Each Person 250,000 Annual Aggregate
Sewer Backup	5,000 Per Claimant	Included
Wrongful Dismissal (Legal Expense – Claims Made)	5,000	500,000 Per Claim 500,000 Aggregate
Forest Fire Expense	Nil	2,000,000 2,000,000 Aggregate
Abuse Liability – Claims Made Form	5,000	2,000,000 Per Claim 2,000,000 Aggregate
Abuse Liability Retroactive date: (dd/mm/yyyy) January 01, 2023		
Errors & Omissions Liability (Claims Made Form)	5,000	15,000,000 Per Claim No Aggregate
Non-Owned Automobile Liability		15,000,000
Legal Liability for Damage to Hired Automobiles	1,000	250,000
Environmental Liability (Claims Made Form)	5,000	5,000,000 Per Claim 5,000,000 Aggregate

*Your deductible may be a Deductible and Reimbursement Clause (including expenses) refer to Policy Wordings

Follow Form – Excess Liability

Coverage Description	(\$)*Limit of Insurance
Excess Limit	10,000,000
Underlying Policy	(\$)*Underlying Limit
General Liability	15,000,000
Abuse Exclusion Applies	
Errors & Omissions Liability	15,000,000
Non-Owned Automobile	15,000,000
Owned Automobile	15,000,000
Total Limit of Liability (\$)	25,000,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Crime

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Employee Dishonesty – Form A (Commercial Blanket Bond)		1,000,000
Loss Inside the Premises (Broad Form Money & Securities)		200,000
Loss Outside the Premises (Broad Form Money & Securities)		200,000
Audit Expense		200,000
Money Orders and Counterfeit Paper Currency		200,000
Forgery or Alteration (Depositors Forgery)		1,000,000
Computer and Transfer Fraud (Including Voice Computer Toll Fraud)		200,000

Accident

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Volunteers Accidental Death & Dismemberment		50,000
Paralysis		100,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		250

Conflict of Interest

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Fees Expenses		100,000 Per Claim No Aggregate

Legal Expense (Claims Made)

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Defence Cost		100,000 500,000 Aggregate

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Property

Coverage is on an All Risk Basis unless otherwise specified. Basis of Settlement is Replacement Cost unless otherwise specified. The Deductible is on a Per Occurrence Basis.

Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Blanket	10,000	RC	7,558,100
Scheduled Items	Refer to Schedule		690,300
Coverage, Deductible and Basis of Settlement as per Schedule			
Property Supplemental Coverage (Included in the Total Sum Insured unless otherwise specified in the wording)			
Building By-laws	10,000		5,500,000
Building Damage by theft	10,000		Included
Debris Removal	10,000		Included
Electronic Computer Systems			
Electronic Computer Hardware and Media	10,000		Included
Electronic Computer Systems Breakdown	10,000		Not Insured
Electronic Computer Systems – Extra Expense	10,000		Not Insured
Extra Expense Period of Restoration	10,000		90 days
Expediting Expense	10,000		Included
Fire or Police Department Service Charges	10,000		Included
First Party Pollution Clean-up	10,000		25,000
Fungi and Spores	10,000		10,000
Furs, Jewellery and Ceremonial Regalia			
Ceremonial Regalia	10,000		Included
Furs and Jewellery	10,000		25,000
Inflation Adjustment	10,000		Included
Live Animals Birds or Fish	10,000		25,000
Newly Acquired Property	10,000		1,000,000
Professional Fees	10,000		Included
Property and Unnamed Locations	10,000		Included

Property Temporarily Removed Including while on Exhibition and during Transit	10,000	Included
Recharge of Fire Protection Equipment Expense	10,000	Included
Sewer Backup and Overflow	10,000	Included
Municipal & Public Administration Extension Endorsement (In Addition to the Total Sum Insured unless specifically scheduled in the wording)		
Accounts Receivable	10,000	500,000
Bridges and Culverts	10,000	50,000
Buildings Owned due to Non Payment of Municipal Taxes	10,000	100,000
Buildings in the Course of Construction Reporting Extension	10,000	1,000,000
By Laws – Governing Acts	10,000	25,000
Consequential Loss Caused by Interruption of Services		
On Premises	10,000	Included
Off Premises	10,000	1,000,000
Cost to Attract Volunteers Following a Loss	10,000	10,000
Docks, Wharves and Piers	10,000	100,000
Errors and Omissions	10,000	Included
Exterior Paved Surfaces	10,000	50,000
Extra Expense	10,000	500,000
Fine Arts		
At Insured's Own Premises	10,000	25,000
On Exhibition	10,000	100,000
Fundraising Expenses	10,000	10,000
Green Extension	10,000	50,000
Growing Plants		
Any One Item	10,000	1,000
Per Occurrence	10,000	100,000
Ingress and Egress	10,000	Included
Leasehold Interest	10,000	25,000
Master Key	10,000	25,000
Peak Season Increase	10,000	25,000
Personal Effects	10,000	25,000
Property of Others	10,000	25,000
Rewards: Arson, Burglary Robbery and Vandalism	10,000	25,000
Signs	10,000	Included
Vacant Property	10,000	1,000,000
Valuable Papers	10,000	500,000

Business Interruption

Rent or Rental Value	10,000	500,000
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Profits	10,000	300,000
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Additional Endorsements

Virus and Bacteria Exclusion		
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Earthquake Coverage

Earthquake Coverage	3% Minimum \$100,000	Included
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Notes Applicable to Earthquake Coverage

1. Earthquake coverage applies to: all property insured unless it is specifically excluded. Specifically excluded property will be shown under **Changes to Your Insurance Program – Property** in this Report.
2. Deductible is applicable to each premises.

Earthquake Aggregate – Applicable to All Provinces	"Total Sum Insured" and "all coverages" as declared to the Insurer at the time of the "earthquake".
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Flood Coverage

Flood Coverage	\$ 50,000	Included
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Notes Applicable to Flood Coverage

1. Flood coverage applies to: all property insured unless it is specifically excluded. Specifically excluded property will be shown under **Changes to Your Insurance Program – Property** in this Report.
2. Deductible is applicable to each premises.

Flood Aggregate – Applicable to All Provinces	"Total Sum Insured" and "all coverages" as declared to the Insurer at the time of the "flood".
---	--

(\$) Total Amount of Insurance \$11,268,400

RC = Replacement Cost ACV = Actual Cash Value VAL = Valued

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Equipment Breakdown (Advantage/BM31)

Coverage Description	(\$) Deductibles / Waiting Period	(\$) Limit of Insurance
Direct Damage	5,000	500,000 Per Accident
Extra Expense	24 Hours	500,000
Consequential Damage	10,000	100,000
Expediting Expense		Included
Hazardous Substances		500,000
Ammonia Contamination		500,000
Water Damage		Loss
Professional Fees		500,000
Interruption by Civil Authority		30 days
Errors and Omissions		500,000
Loss of Data		100,000
Selling Price		Included
By-Law Cover		Included
Off Premises Mobile Object		25,000
Brands and Labels		250,000
Environmental "Green" Coverage		250,000
Service Interruption		Included Within 2500 metres
Contingent Business Interruption	24 Hours	25,000
Public Relations Coverage		10,000
Loss Of Profits	24 Hours	300,000
Gross Rents	24 Hours	500,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Owned Automobile

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury		15,000,000
Property Damage		Included
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy

Direct Compensation – Property Damage

*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.

Loss or Damage**

Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils	VRS	Included
Endorsements		
Replacement Cost		Included
#5 - Permission to Rent or Lease Automobiles and Extending Coverage to Specified Lessee(s)		Included
#20 - Coverage for Transportation Endorsement		900/Occ
#21B - Blanket Fleet Coverage		No Annual Adjustment
#32 - Use of Recreational Vehicle by Unlicensed Operators		Included
#44R - Family Protection Coverage		1,000,000
Notice of Cancellation		90 Days
Fire Department Vehicles		Included

AIG Coverages

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Firefighters' Accidental Death & Dismemberment		150,000
On Duty		Included
24 HR Member & Family Coverage		Included
Number of Fire Fighters Insured		25
Disability Benefit 1 st 4 weeks		\$300
Disability Benefit after 4 weeks		\$500
Councilors Accident		200,000
24 HR coverage		included
Out of Province Medical (15 days including Spouse's Coverage		1,000,000
Number of Councilors		4

CFC Cyber Liability

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Policy Aggregate Limit of Liability including claims & expenses		
Network & Information Security Liability	\$10,000	\$2,000,000
Privacy Liability	\$10,000	\$2,000,000
Regulatory Defense & Penalties	\$10,000	\$2,000,000
System Damage & Rectification Costs	\$10,000	\$2,000,000
Hardware Replacement Costs	\$10,000	\$2,000,000
PCI Fines, Expenses & Costs	\$10,000	\$2,000,000
Cyber Extortion & Ransomware	\$10,000	\$2,000,000
Multimedia Content Liability (Defamation)	\$10,000	\$1,000,000
Income Loss & Extra Expense	8 Hours	\$2,000,000
(i) Additional Extra Expenses	\$10,000	\$100,000
(ii) Dependent Business Interruption	\$10,000	\$2,000,000
Consequential Reputational Harm	\$10,000	\$2,000,000
Claim Preparation Costs	\$0	\$25,000
Incident Response Costs	\$0	\$2,000,000
Legal and Regulatory Costs	\$10,000	\$2,000,000
IT Security and Forensic Costs	\$10,000	\$2,000,000
Crisis Communication Costs	\$10,000	\$2,000,000
Privacy Break Management Costs	\$10,000	\$2,000,000
Third Party Privacy Break Management Costs	\$10,000	\$2,000,000
Post Brach Remediation Costs	\$0	\$50,000
Funds Transfer Fraud	\$10,000	\$250,000
Theft of Funds in Escrow	\$10,000	\$250,000
Theft of Personal Funds	\$10,000	\$250,000
Corporate Identify Theft	\$10,000	\$250,000
Telephone Hacking	\$10,000	\$250,000
Unauthorized Use of Computer Resources	\$10,000	\$250,000

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 24,797	\$ 25,541
Errors and Omissions Liability	5,064	5,216
Non-Owned Automobile Liability	202	202
Environmental Liability	2,638	2,717
Crime	837	837
Volunteers' Accident	163	163
Conflict of Interest	324	324
Legal Expense	840	869
Cyber Liability	5750	5795
Property		
Property	47,253	48,035
Equipment Breakdown	620	639
Automobile		
Owned Automobile	21,248	21,460
Excess		
Excess Automobile	2,940	3,028
AIG Coverages		
Volunteer Firefighter Accident (On Duty & 24 Hr Member & Family Coverage)	6,742	6,742
Councilors Accident Policy	1,500	1,500
Total Annual Premium	\$ 120,918	\$ 123,068

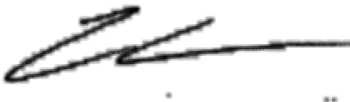
Kennedy Insurance Brokers – Renewal Comments

Intact Public Entities and Kennedy Insurance Brokers have negotiated with the program Insurers to secure the best possible premium rates for the Corporation of the Township of Ryerson.

Intact Public Entities has confirmed the following:

- No reduction in coverages.
- The Municipal Casualty policy coverages have received a 3% premium increase, which is the minimum increase from program Insurers and Reinsurance for the 2026 term.
- Property coverage premiums increased 1.7% with no rate increase applied.
 - o Building values have been increased in order to reflect inflationary trends by 4%.
 - o The Municipal Office & Work Garage Including Ventilation System at 28 Midlothian Road was attended by IPE on February 18, 2025 to provide a risk mitigation report and updated replacement values were provided to each asset. Risk Report provided to the Township February 24, 2026 with the replacement cost update forwarded March 24, 2025.
 - As a result of the inspections completed, a rate reduction was implemented reflecting the inspected properties construction types and occupancy.
 - During the 2025 term, the total insured value was increased by 84% (\$1,288,700) to reflect increased building replacement costs at all locations.
 - o Total Insured Value has increased 21% or \$1,448,700
 - o Property Damage coverage annual premium of \$48,035 is approximately 0.004% of the Total Insurance Amount of \$11,268,400
 - o Current Property loss ratio is 209.7%.
- Automobile Fleet premiums received a 1% rate increase which is below the average of Intact Public Entities program for the 2026 term and is the minimum premium increase requested by the Insuring partners.
- Renewal proposals received from VFIS (FVolunteer Firefighter Accidental Death & Dismemberment), Councillor Accident and Cyber Liability remain consistent.
- Overall Premium increase of 1.78%.

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Program Options

Increased Limits of Liability

- At the request of Council, Kennedy Insurance Brokers can approach all Insurers participating in the Municipal program for increased limits of Liability.

Councillors AD&D – On Duty Coverage - IPE

- On Duty Quote – AD&D Limit of \$250,000 (Four Councilors) weekly \$500/\$300 would be an annual premium of \$248.
 - o As per the report sent to the Township on March 8th, 2023, this would reduce annual premium by \$750
 - o \$1,000,000 separate Out of Province coverage removed.
 - o Both policies are for “On Duty”.
 - o Intact Public Entities will cover Counsellors up to the age of 80.

Crime Coverage – Other Optional Coverages

- Other Optional Coverages are also available. See attached Crime Cover Options page for further details.
- Quote is available on request (completed application is required).

Remotely Piloted Aircraft Systems (UAV) Coverage

- Property and/or Liability Cover may be available for Remotely Piloted Aircrafts (UAV).
- For Coverage information refer to the Remotely Piloted Aircraft (UAV) Highlight Sheet.

VFIS “On Duty” Coverage

- Increase the Principal sum insured from \$150,000 to \$200,000 - \$764
- Increase Total Disability Benefit to \$500 / week (1st 28 days) and \$1,000/week (after 28 days) - \$789
- Increase both options, Principal Sum & Disability limits - \$232

Critical Illness Coverage (AIG or Intact Public Entities)

- Kennedy Insurance has confirmed with AIG that Critical Illness coverage is available under two forms. with various options for Councillors under the age of 70:

Property Supplemental Coverage

- On request, additional limits for included Property supplemental coverages for physical damage losses can be provided, including:
 - o Fungi & Spores
 - o First Party Pollution Clean-Up
 - o Property of Others
 - o Green Extension

Claims Exhibit

IMPORTANT: This claims report is prepared by Intact Public Entities for the sole and exclusive use of Intact Public Entities, the Insured and, where applicable, their broker and may not be relied upon by any other party. By receipt of this information the Insured and their broker acknowledge their responsibility for keeping this information *strictly confidential*. Neither Intact Public Entities nor its representatives shall be liable, either directly or indirectly, for any loss, damage, injury or costs suffered or incurred by the Insured or any other party arising or alleged to have arisen by the reliance on this report, outside of Intact Public Entities. Intact Public Entities is not responsible for any changes or alterations to this report from its original form or content. For further information, please refer to your policy.

WARNING: Claim reserves by their nature are estimates only and are subject to change. Casualty claims can be complex and can take many years to reach resolution. Over that time it is not unusual for claims costs to escalate, sometimes dramatically, from current estimates. Further, for many reasons liability claims are often reported after a policy year has ended - sometimes years later. Therefore, this report is likely not a complete or final view of the ultimate incurred claims for this Insured.

Classification of Claim	Year	Number	Incurred Amount *	
1. Liability				
	2019-2020	0	\$	0
	2020-2021	0		0
	2021-2022	1		2,614
	2022-2023	0		0
	2023-2024	0		0
	2024-2025	0		0
	2025-2026	0		0
	TOTAL	1	\$	0
2. Property Buildings/Contents				
	2019-2020	0	\$	0
	2020-2021	0		397,769
	2021-2022	1		0
	2022-2023	0		0
	2023-2024	0		0
	2024-2025	0		0
	2025-2026	0		0
	TOTAL	1	\$	397,769

* INCURRED AMOUNT - Includes all payments plus outstanding reserves plus expenses, less any deductible applying.

Changes to Your Insurance Program

For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings.

Please be advised of the following changes to your insurance program that now apply:

Property Policy

- Increased building bylaws from \$4,500,000 to \$5,500,000
- The Property Deductible has been increased from \$5,000 to \$10,000 which is the minimum available.

Building Values Increased

- Building values have been increased in order to reflect inflationary trends.

Building Bylaws

- Please be advised, we will no longer be showing “Included” for this coverage. A specific limit will now be shown.
- Newly Acquired Property will no longer be included in the Total Insured Value.

Automobile Policy

- Please note effective Renewal, the policy number will be amended.

Form GNGX408 – Lloyd’s Additional Conditions

- Updates have been made to the Lloyd’s Additional Condition wording, but the intent remains unchanged. Please review the wording in full for complete details.



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	Staff Report
To:	Ryerson Township Council
From:	Fred Schmeltz Roads Supervisor
Date of Meeting:	November 25, 2025
Report Title:	Fall Update
Report Date:	November 13, 2025

Purpose/Background:

As the 2025 construction season concludes, the Public Works Department has shifted focus to equipment maintenance, winter readiness, and seasonal operations.

All winter snow removal equipment has been fully serviced, calibrated, and is ready for deployment. This includes inspection and maintenance of plow trucks, sanders, and related support equipment.

Public works deployed twice in November as of the time of writing this report. (November 13th)

The municipal excavator has been repaired and returned to the municipality. The excavator is currently stored for the winter.

All approved capital projects for the 2025 construction season have been successfully completed. This included pulverizing and gravel application to Pegg's Mountain Road, gravel application to Hill and Gully Road and South Horn Lake Road.

In September, the Public Works Department completed ditching operations on the following roads:

- Seiber Road
- Roskopf Road
- Starrett North Road

	Staff Report
To:	Ryerson Township Council
From:	Fred Schmeltz Roads Supervisor
Date of Meeting:	November 25, 2025
Report Title:	East Road Bridge
Report Date:	November 13, 2025

Purpose/Background:

The purpose of this report is to inform Council of correspondence received from the Township of Armour regarding the permanent closure of the East Road Bridge, and to seek Council's direction on Ryerson Township's position and potential next steps.

Staff recently received a resolution from the Township of Armour approving the permanent closure of the East Road Bridge dated 2019.

The East Road Bridge is approximately 100 years old and is currently load restricted due to its deteriorating condition. Based on the current condition of the bridge, replacement or closure appears to be the only viable options.

The Roads Department requested a site meeting at the East Road Bridge with the Fire Chief to assess the potential impact of the bridge closure on emergency services.

During the meeting, the Fire Chief advised that:

- The closure of the bridge would increase emergency response times for residents on Hill and Gully Road.
- The Fire Chief also raised concerns about potential legal issues related to reduced emergency access.

In addition to local access impacts, the East Road Bridge also serves as a detour and emergency route in the event of a closure on Highway 520 between Burk's Falls and Midlothian Road. The bridge is currently accessible via Oke Drive and East Road.

Public Works has reviewed correspondence between Ryerson and Armour Townships dating back to 2015 regarding the bridge's condition and future. Based on this review and Armour's revisitation of the 2019 resolution. Roads would ask Council to determine Ryerson Township's position on the matter and consider reinitiating discussions with Armour Township.

APPENDIX B

OSIM Forms

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number: 44-0089

Inventory Data:

Structure Name	Armour - East Road Bridge		
Main Hwy/Road #			
On ☒	Under ☐	Crossing Type: ☒ Navigable Water	☐ Non-Navigable Water ☐ Rail
		☒ Road	☐ Pedestrian
Hwy/Road Name	East Road		
Structure Location	East Road, Lot 1, Concession 10 and 11		
Latitude	45.628937	Longitude	-79.438207
Owner(s)	Township of Armour	Heritage Designation:	
		☒ Not Considered	☐ Considered / not Applied for
MTO Region	Northern	☐ Listed / not Designated	☐ Designated / not Listed
MTO District	Huntsville	☐ Designated / Listed	
Structure Type	Slab on I-Girder (Concrete)	Road Class: Freeway ☐ Arterial ☐ Collector ☐ Local ☒	
Total Deck Length	18.2 (m)	Posted Speed (km/h)	No. of Lanes 1
Overall Str. Width	5.65 (m)	AADT	% Trucks
Total Deck Area	102.83 (sq.m)	Special Routes: ☐ Transit ☐ Truck ☐ School ☐ Bicycle	
Roadway Width	4.6 (m)	Detour Length Around Bridge	(km)
Skew Angle	0 (Degrees)	Direction of Structure	
No. of Spans	3	Fill on Structure	(m)
Span Lengths	4.15,9.9,4.15 (m)		

Historical Data:

Year Built	1930 ☐ Unknown	Year of Last Major Rehab.	☒ Unknown
Last OSIM Inspection	2022 ☐ Unknown	Last Evaluation	☒ Unknown
Last Enhanced OSIM Inspection	☐ Unknown	Current Load Limit	8.0/16.0/23.0 (tonnes)
Enhanced Access Equipment (ladder, boat, lift, etc.)			
Last Underwater Inspection			
Last Condition Survey	☒ Unknown		

Rehab History: (Date/description)

Ontario Structure Inspection Manual – Inspection FormMTO Site Number:

Scheduled Improvements:	
Regional Priority Number	Programmed Work Year
Nature of Program Work:	

Appraisal Indices:		Comments
Fatigue		
Seismic		
Scour		
Flood		
Geometrics		
Barrier		
Curb		
Load Capacity		

Ontario Structure Inspection Manual – Inspection Form

MTO Site Number: 44-0089

Field Inspection Information:			
Date of Inspection:	June 17, 2024	Type of Inspection:	☒ OSIM ☐ Enhanced OSIM
Inspector:	Kevin Louch, P.Eng.		
Others in Party:	George Harper, Kaitlyn Hunt, Quinn Lang		
Access Equipment Used:	Measuring Tape, Camera, Hammer, Waders		
Weather:	 Sunny		
Temperature (°C):	30		

Additional Investigations Required:	Priority		
	None	Normal	Urgent
Material Conditions Survey			
Detailed Deck Condition Survey:	☒	☐	☐
Non-destructive Delamination Survey of Asphalt-Covered Deck:	☒	☐	☐
Concrete Substructure Condition Survey:	☒	☐	☐
Detailed Coating Condition Survey:	☒	☐	☐
Detailed Timber Investigation:	☒	☐	☐
Post-Tensioned Strand Investigation:	☒	☐	☐
Underwater Investigation:	☐	☒	☐
Fatigue Investigation:	☒	☐	☐
Seismic Investigation:	☒	☐	☐
Structure Evaluation:	☒	☐	☐
Monitoring			
Monitoring of Deformations, Settlements, and Movements:	☒	☐	☐
Monitoring Crack Widths:	☒	☐	☐
Investigation Notes: An underwater investigation is recommended to assess undermining.			

Overall Structure Notes:			
Recommended Work on Structure:	☐ None ☐ Minor Rehab. ☐ Major Rehab. ☒ Replace		
Timing of Recommended Work:	☐ Urgent ☐ 1 Year ☒ 1-5 Years ☐ 6-10 Years		
Overall Comments:	Overall, it is in poor condition. Nearing the end of design service life. The structure should be replaced within 1-5 years.		
Date of Next Inspection:	2026		
Bridge Condition Index: 31	Bridge Sufficiency Index: 23		

Suspected Performance Deficiencies

- | | | |
|--|---|-------------------------------------|
| 01 Load carrying capacity | 06 Bearing not uniformly loaded/unstable | 12 Slippery surfaces |
| 02 Excessive deformations (deflections & rotations) | 07 Jammed expansion joint | 13 Flooding/channel blockage |
| 03 Continuing settlement | 08 Pedestrian/vehicular hazard | 14 Undermining of foundation |
| 04 Continuing movements | 09 Rough riding surface | 15 Unstable embankments |
| 05 Seized bearings | 10 Surface ponding | 16 Other |
| | 11 Deck drainage | |
-
- | | | |
|---|--|---|
| 01 Lift and Swing Bridge Maintenance | 07 Repair to Structural Steel | 13 Erosion Control at Bridges |
| 02 Bridge Cleaning | 08 Repair of Bridge Concrete | 14 Concrete Sealing |
| 03 Bridge Handrail Maintenance | 09 Repair of Bridge Timber | 15 Rout and Seal |
| 04 Painting Steel Bridge Structures | 10 Bailey bridges - Maintenance | 16 Bridge Deck Drainage |
| 05 Bridge Deck Joint Repair | 11 Animal/Pest Control | 17 Sealing (Loose Concrete or ACR Steel) |
| 06 Bridge Bearing Maintenance | 12 Bridge Surface Repair | 18 Other |

Repair and Rehabilitation Required		Priority				Estimated Cost
Element	Repair and Rehabilitation Required	6 – 10 years	1 – 5 years	Now < 1 year	Urgent	
Signs		☐	☐	☐	☐	
Barriers	Install guiderails in all 4 quadrants.	☐	☐	☐	☒	\$25,000
Wearing Surface		☐	☐	☐	☐	
Barrier/Parapet Walls	Replace barriers and railing system in accordance with CHBDC.	☐	☐	☒	☐	\$15,000
Railing System	Replace barriers and railing system in accordance with CHBDC.	☐	☐	☒	☐	\$15,000
Deck Top	Chip and patch concrete spalls and cracks. Consider waterproof and pave if rehabilitated or replace along with the entire structure.	☐	☐	☐	☒	\$25,000
Drainage System	Install extensions to deck drains if rehabilitated.	☐	☐	☐	☒	\$15,000
Curbs	Repair curbs	☐	☐	☐	☒	\$15,000
Diaphragms (End)	Fill erosion behind and in front of south end diaphragm.	☐	☐	☐	☒	\$15,000
Soffit - Thin Slabs (Interior)		☐	☐	☐	☐	
Foundation (below ground level)		☐	☐	☐	☐	
Embankments		☐	☐	☐	☐	
Stream and Waterway		☐	☐	☐	☐	
Caps		☐	☐	☐	☐	
Girders (i)	Chip and repair concrete spalls on girder.	☐	☐	☐	☒	\$25,000
Shafts/Columns/Pile Bents (Rectangular)	Repair undermined areas beneath the south pier.	☐	☐	☐	☒	\$30,000
Diaphragms (Concrete)		☐	☐	☐	☐	
Total						\$180,000

Associated Work	Comments	Estimated Cost
Other:	Engineering (15%)	\$27,000
Contingencies:	Contingency (10%)	\$18,000
Total Cost		\$45,000

Total Repair and Rehabilitation Cost	\$225,000
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Replacement Cost	\$850,000
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Maintenance Needs		Priority			Estimated Cost
Element	Maintenance Items	2 Year	1 Year	Urgent	
Signs	Install SE hazard sign.	☐	☐	☒	\$1,500
Barriers		☐	☐	☐	
Wearing Surface	Regrade approaches.	☐	☒	☐	\$2,000
Barrier/Parapet Walls		☐	☐	☐	
Railing System		☐	☐	☐	
Deck Top	Remove winter sand.	☐	☐	☒	\$1,000
Drainage System	Clear winter sand.	☐	☐	☒	\$500
Curbs		☐	☐	☐	
Diaphragms (End)		☐	☐	☐	
Soffit - Thin Slabs (Interior)		☐	☐	☐	
Foundation (below ground level)		☐	☐	☐	
Embankments	Trim back vegetation and install slope protection.	☐	☐	☒	\$4,000
Stream and Waterway	Remove debris and clear waterway.	☐	☒	☐	\$1,500
Caps		☐	☐	☐	
Girders (i)		☐	☐	☐	
Shafts/Columns /Pile Bents (Rectangular)		☐	☐	☐	
Diaphragms (Concrete)		☐	☐	☐	
Total					\$10,500

Overall Site Photos

Photo 1: North Approach.



Photo 2: West Elevation.



Photo 3: Soffit.



Element Data

Element Group:	Accessories (Attachments and Signs)	Length:				
Element Name:	Signs	Width:				
Location:	North and south approaches	Height:				
Material:		Count:	6			
Element Type:		Total Quantity:	6			
Environment:	Severe	Limited Inspection	☐ Yes ☒ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	each	0	5	0	1	
Comments: SE hazard sign missing (hit from plow).						
Recommended Work:			☐ Rehab ☐ Replace		Maintenance Needs:	
☐ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years					☒ Urgent ☐ 1 year ☐ 2 Year	
Comments:			Comments: Install SE hazard sign.			

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: North bridge approach.

Element Data

Element Group:	Approach	Length:	6			
Element Name:	Barriers	Width:				
Location:	4 quadrants	Height:				
Material:		Count:	4			
Element Type:		Total Quantity:	24			
Environment:	Severe	Limited Inspection ☐ Yes ☒ No				
Protection System:						Perform. Deficiencies
Condition Data:	Units m	Exc. 0	Good 0	Fair 0	Poor* 24	
Comments: Install guiderails, none present.						
Recommended Work:			☐ Rehab ☒ Replace ☒ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years		Maintenance Needs:	
					☐ Urgent ☐ 1 year ☐ 2 Year	
Comments: Install guiderails in all 4 quadrants.					Comments:	
* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.						

Element Data

Element Group:	Approach		Length:	6		
Element Name:	Wearing Surface		Width:	5		
Location:			Height:			
Material:	Gravel		Count:	2		
Element Type:			Total Quantity:	60		
Environment:	Severe		Limited Inspection ☐ Yes ☒ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units m2	Exc. 0	Good 51	Fair 6.5	Poor* 2.5	
Comments: Wash boarding and wheel rutting at the north approach. 2.5 m pothole in South approach.						
Recommended Work:			☐ Rehab ☐ Replace ☐ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years		Maintenance Needs:	
					☐ Urgent ☒ 1 year ☐ 2 Year	
Comments:			Comments: Regrade approaches.			

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Wheel ruts at the approach joint.



Element Data

Element Group:	Barrier	Length:	18.2			
Element Name:	Barrier/Parapet Walls	Width:	0.35			
Location:	East and West	Height:	1			
Material:	Cast-in-place concrete	Count:	2			
Element Type:		Total Quantity:	85.54			
Environment:	Severe	Limited Inspection	☐ Yes ☒ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m2	0	0	28.24	57.3	
Comments: Large spalls throughout and wide cracks at southwest quadrant. Impact damage. Severe weathering and abrasion throughout. End caps damaged/sheared off from plow.						
Recommended Work:	☐ Rehab	☒ Replace	Maintenance Needs:			
☐ Urgent ☒ 1 Year ☐ 1-5 Years ☐ 6-10 Years	☐ Urgent ☐ 1 year ☐ 2 Year					
Comments: Replace barriers in accordance with CHBDC.				Comments:		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: West Concrete Barrier System.



Photo 2: Exposed rebar at west parapet.



Element Data

Element Group:	Barrier		Length:	18.2		
Element Name:	Railing System		Width:			
Location:	Deck		Height:			
Material:	Steel		Count:	2		
Element Type:	Steel flex beam over parapet wall.		Total Quantity:	36.4		
Environment:			Limited Inspection ☐ Yes ☒ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m	0	25	5	6.4	
Comments: Impact damage at SE quadrant. Severe section loss of concrete posts. Barrier does not meet CHBDC. West area in good to fair condition.						
Recommended Work:			☐ Rehab ☒ Replace		Maintenance Needs:	
☐ Urgent ☒ 1 Year ☐ 1-5 Years ☐ 6-10 Years					☐ Urgent ☐ 1 year ☐ 2 Year	
Comments: Replace barriers in accordance with CHBDC.				Comments:		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Impact damage at southeast rail.



Element Data

Element Group:	Deck	Length:	18.2			
Element Name:	Deck Top	Width:	5.6			
Location:		Height:				
Material:	Concrete	Count:	1			
Element Type:		Total Quantity:	101.92			
Environment:	Severe	Limited Inspection	☐ Yes ☒ No			
Protection System:						
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m2	0	40	28	34	
Comments: Severe scaling. Wear and abrasion present due to snow plow. Wide, transverse cracks were noted. Remove winter sand. 0.5 m ² spalls in south end. No delamination heard during chain drag.						
Recommended Work:				Maintenance Needs:		
☒ Rehab ☐ Replace ☒ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years				☒ Urgent ☐ 1 year ☐ 2 Year		
Comments: Chip and patch concrete spalls and cracks. Consider waterproof and pave if rehabilitated or replace along with the entire structure.				Comments: Remove winter sand.		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Severe wear and abrasion in the north deck section.



Element Data

Element Group:	Deck	Length:				
Element Name:	Drainage System	Width:				
Location:		Height:				
Material:		Count:	10			
Element Type:		Total Quantity:	10			
Environment:	Severe	Limited Inspection	☐ Yes ☒ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	each	0	0	10	0	
Comments: Deck drains causing water damage since no extensions present. Winter sand on deck and around drains causing clogging.						
Recommended Work:		☒ Rehab	☐ Replace	Maintenance Needs:		
☒ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years				☒ Urgent ☐ 1 year ☐ 2 Year		
Comments: Install extensions to deck drains if rehabilitated.				Comments: Clear winter sand.		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1:

Element Data

Element Group:	Sidewalk/Curb	Length:	18.2			
Element Name:	Curbs	Width:	0.5			
Location:		Height:	0.25			
Material:	Concrete	Count:	2			
Element Type:		Total Quantity:	27.3			
Environment:	Severe	Limited Inspection	☐ Yes ☒ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m2	0	0	10.9	16.4	
Comments: Curbs in poor condition. Severe cracking all around curb and severe spalling with delamination throughout.						
Recommended Work:		☒ Rehab	☐ Replace	Maintenance Needs:		
☒ Urgent	☐ 1 Year	☐ 1-5 Years	☐ 6-10 Years	☐ Urgent	☐ 1 year	☐ 2 Year
Comments: Repair curbs				Comments:		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Curb general arrangement

Photo 2: Abrasion throughout north curb section.



Element Data

Element Group:	Beams/Main Longitudinal Element	Length:	0			
Element Name:	Diaphragms (End)	Width:	1.6			
Location:	North and South	Height:	0.6			
Material:	Cast-in-place concrete	Count:	6			
Element Type:	Legs of Rigid Frame	Total Quantity:	18			
Environment:	Benign	Limited Inspection	☒ Yes ☐ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	each	0	7	7	4	
Comments: Undermined wall on south side. North side in fair condition with no undermining. Cracking with delamination's on south end wall. Moisture coming through crack at southwest side. Northeast 2m long cold joint. Honeycombing at north side.						
Recommended Work:			☒ Rehab ☐ Replace		Maintenance Needs:	
☒ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years					☐ Urgent ☐ 1 year ☐ 2 Year	
Comments: Fill erosion behind and in front of south end diaphragm.			Comments:			

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Cold joint at south end diaphragms.



Photo 2: Honeycombing at north end diaphragms.



Element Data

Element Group:	Deck		Length:	18.2	
Element Name:	Soffit - Thin Slabs (Interior)		Width:	5.6	
Location:			Height:	0	
Material:	Concrete		Count:	1	
Element Type:			Total Quantity:	102	
Environment:	Benign		Limited Inspection	☒ Yes ☐ No	
Protection System:					
Condition Data:	Units	Exc.	Good	Fair	Poor*
	m2	0	0	80	22
Comments: Moderate spalling, scaling and honeycombing noted. Large delamination in south and north spans. Exposed rebar with delamination at the northeast section. Moisture throughout and wear at drainage. Limited inspection in middle span.					
Recommended Work:			Maintenance Needs:		
☒ Rehab ☐ Replace ☒ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years			☐ Urgent ☐ 1 year ☐ 2 Year		
Comments: Install extensions to deck drains.			Comments:		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: West soffit.

Photo 2: Efflorescence at the southwest soffit.



Element Data

Element Group:	Foundation		Length:	0	
Element Name:	Foundation (below ground level)		Width:	0	
Location:			Height:	0	
Material:	Concrete		Count:	1	
Element Type:			Total Quantity:	1	
Environment:	Benign		Limited Inspection ☒ Yes ☐ No		
Protection System:					
Condition Data:	Units	Exc.	Good	Fair	Poor*
	n/a	0	0	1	0
Comments: Severe scour at south end of piers and undermining below southwest pier section.					
Recommended Work:			Maintenance Needs:		
☐ Rehab ☐ Replace ☐ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years			☐ Urgent ☐ 1 year ☐ 2 Year		
Comments:			Comments:		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: North foundation at end diaphragm.



Photo 2: South pier foundation.



Element Data

Element Group:	Embankments & Streams		Length:			
Element Name:	Embankments		Width:			
Location:			Height:			
Material:			Count:	4		
Element Type:			Total Quantity:	4		
Environment:	Benign		Limited Inspection ☐ Yes ☒ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units each	Exc. 0	Good 0	Fair 4	Poor* 0	
Comments: Embankments are in overall fair condition with light erosion present at all four quadrants. Overgrown vegetation.						
Recommended Work:			☐ Rehab ☐ Replace ☐ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years		Maintenance Needs:	
					☒ Urgent ☐ 1 year ☐ 2 Year	
Comments:				Comments: Trim back vegetation and install slope protection.		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Southeast embankment.



Photo 2: Southwest embankment.



Photo 3: Northwest embankment.



Element Data

Element Group:	Embankments & Streams	Length:	0			
Element Name:	Stream and Waterway	Width:	0			
Location:		Height:	0			
Material:		Count:	1			
Element Type:		Total Quantity:	1			
Environment:	Benign	Limited Inspection	☐ Yes ☒ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	All	0	1	0	0	
Comments: Light damming at all stream edges.						
Recommended Work:		☐ Rehab	☐ Replace	Maintenance Needs:		
☐ Urgent	☐ 1 Year	☐ 1-5 Years	☐ 6-10 Years	☐ Urgent	☒ 1 year	☐ 2 Year
Comments:				Comments: Remove debris and clear waterway.		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Light damming at the northwest stream edges.



Element Data

Element Group:	Beams/Main Longitudinal Element	Length:	18			
Element Name:	Girders (i)	Width:	0.4			
Location:		Height:	0.6			
Material:	Cast-in-place concrete	Count:	4			
Element Type:	T-type	Total Quantity:	115.2			
Environment:	Benign	Limited Inspection	☒ Yes ☐ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m2	0	0	52.6	62.6	
Comments: Spalls and exposed rebar at vertical segments of girder joists to abutment walls. Large area of delamination and spalling at the southeast quadrant. Large spall at middle span west girder, rebar exposed and corroded throughout with severe section loss. Cold joint full length of northwest girder and 1m wide crack with major delamination. Middle northeast has 1m wide crack. Large spall at southwest girder. Delamination throughout inner southwest girder. Scaling occurring around the bridge drains.						
Recommended Work:		☒ Rehab ☐ Replace		Maintenance Needs:		
☒ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years				☐ Urgent ☐ 1 year ☐ 2 Year		
Comments: Chip and repair concrete spalls on girder.				Comments:		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Exposed rebar and severe corrosion at south girder.



Photo 2: Delamination and scaling around northwest drain.



Photo 3: Spall at west side.



Photo 4: Expose rebar section at west girder section.



Photo 5: Exposed rebar at south girder haunches.



Element Data

Element Group:	Pier	Length:	0.5			
Element Name:	Shafts/Columns/Pile Bents (Rectangular)	Width:	5.6			
Location:		Height:	1.9			
Material:	Concrete	Count:	2			
Element Type:	Concrete triangular columns	Total Quantity:	46.36			
Environment:	Benign	Limited Inspection	☒ Yes ☐ No			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m2	0	0	32	14.36	
Comments: Moderate undermining. Severe weathering and scouring throughout. 4mm wide cold joint gap. Overall, in fair to poor condition. Complete 1m long undermining on northwest end of south pier.						
Recommended Work:		☒ Rehab ☐ Replace		Maintenance Needs:		
☒ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years				☐ Urgent ☐ 1 year ☐ 2 Year		
Comments: Repair undermined areas beneath the south pier.				Comments:		

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: South pier.

Element Data

Element Group:	Beams/Main Longitudinal Element		Length:	0		
Element Name:	Diaphragms (Concrete)		Width:	5		
Location:			Height:	0.6		
Material:	Cast-in-place concrete		Count:	6		
Element Type:	Rectangular solid		Total Quantity:	36		
Environment:	Benign		Limited Inspection	☒ Yes ☐ No		
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	m2	0	0	34	2	
Comments: Moderate honeycombing. Cold joint formed at north end. Cold formed at southeast pier. Overall fair condition.						
Recommended Work:			☐ Rehab ☐ Replace		Maintenance Needs:	
☐ Urgent ☐ 1 Year ☐ 1-5 Years ☐ 6-10 Years					☐ Urgent ☐ 1 year ☐ 2 Year	
Comments:			Comments:			

* A quantity must be estimated using the appropriate unit (e.g. m²). Percent should not be used.

Photo 1: Cracks and honeycombing at southeast diaphragm.



Summary of Repair & Maintenance Costs

Bridge Details		Repair Costs		Maintenance Costs		
Structure Name	Urgent – Now < 1 year	1-5 years	6-10 years	Urgent – Now < 1 year	1 year	2 years
East Road Bridge	\$180,000	\$850,000*		\$7,000	\$3,500	

	Staff Report
To:	Ryerson Township Council
From:	Treasurer Brayden Robinson
Date of Meeting:	November 25, 2025
Report Title:	Staff/Volunteer Recognition Report
Report Date:	November 19, 2025

Recommendation

Council decision required.

Be it resolved that Ryerson Township Council direct that recognition shall be provided, as outlined in the attached Staff Recognition Report dated November 19, 2025.

Background

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

1. For **10** admin, Roads, Fire Chief, FPO, and salaried staff, \$150.00 Holiday bonus.
2. For Fire Training Officer \$100.00 Holiday bonus.
3. For 2 Library Volunteers \$100.00 Holiday bonus.
4. For Fire Department Members: \$75.00 each.



WASTE MANAGEMENT REPORT – October 14, 2025

BUDGET & FINANCIAL

- Draft Budget with revised 10-year capital plan for Council review.
- Equipment repair put rentals – Contracted Services overbudget.
- Hazardous Waste Disposal overbudget – charging \$5.76 per cylinder vs \$225 per drum
- Anticipate increase in Environmental Monitoring as we release Request for Proposal. Update will be made prior to January 2026.

ONGOING BUSINESS

- Awaiting Ministry report on landfill inspection.
- Awaiting response from Circular Materials. No further discussion on Change Notice.

DIVERSION UPDATES – As of September 30, 2025

DIVERSION PROGRAMS	2025	2024	2023
E-Waste	17.08 mt = \$2,562	20.095 mt = \$3,014	20.88 mt = \$3,131
Batteries	0.615 mt = \$92	0.87 mt = \$130	0.960 mt = \$145
Bulbs & Tubes	0.345 mt = \$51	0.410 mt = \$61	1,734 units
Scrap Metal	33.88 mt = \$3,169	40.68 mt = \$3,426	35.59 mt = \$2,140
Mattresses	277 units	235 units	0
Tires	2,268 units	0	0

- Expecting to meet E-waste volumes from previous years.
- Potential for third load of mattresses before snow flies.
- Looking into Stewardship program for Hazardous Waste as single use propane disposal cost went through the roof. Charged \$5.76 per unit (496 shipped) vs \$225/drum (3 drums shipped)

BLUE BOX	2025		2024		2023	
PRODUCT	Metric ton	Sept 30/24	Metric ton	Amount	Metric ton	Amount
OCC/OBB	40.00	32.8	48.81	\$8,765	51.09	\$5,321
Mixed Container	59.86	73.48	99.63	\$7,768	115.30	\$3,646
TOTAL	99.86	106.28	148.44	\$16,533	166.39	\$8,877



WASTE MANAGEMENT REPORT – October 14, 2025

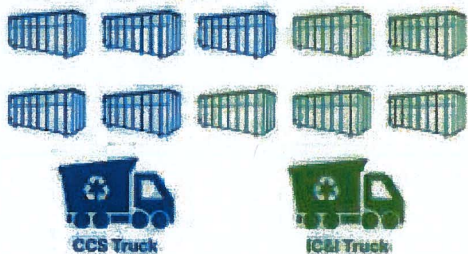
- Shipped baled cardboard/boxboard from 2024 inventory adding 26.46 metric tons (\$3,440 revenue) to the material collected in 2025.
- Still trying to determine/understand the cost for IC&I blue box material in 2026. Excerpt from working group meeting October 2, 2025.

CIRCULAR MATERIALS WORKING GROUP - IC&I at the Depot

Municipalities with an executed Depot Operations Agreement effective January 1, 2026 may blend blue box material from eligible sources and blue box materials from IC&I at depots. This is subject to proportionate sharing of physical handling of blended eligible source and IC&I blue box material (outlined in image below).

As IC&I blue box material will be physically managed by the municipality, the CCS will not charge the municipality for receiving, hauling and processing IC&I material.

Depot Operations Agreement compensation is for accepting blue box material from those eligible sources for which the depot is required.



CCS will be responsible for picking up the portion of blended depot material equal to the quantity from eligible sources for which the depot is required.

ECs will be responsible for hauling the remaining blended depot material.

CCS = Common Collection System – Circular Materials

ECs = Eligible Communities – Armour & Ryerson

CIRCULAR MATERIALS WORKING GROUP - IC&I Collected at the Curb

Given several unresolvable challenges that emerged during consultation, the PRO's are unable to extend curbside collection to IC&I locations. These challenges include:

- **Capacity:** CCS was procured for eligible sources and has no available capacity for IC&I.
- **Regulatory Obligation:** Servicing IC&I creates risk for the CCS and producers in meeting regulatory obligations. IC&I material in performance reporting is contrary to the Regulation.
- **Timing:** CCS and municipalities cannot complete required tasks by January 1, 2026.
- **Eligibility:** CCS is not able to address the needs of IC&I locations serviced by municipalities.
- **Costs:** CCS cost recovery rates for small IC&I are higher than private sector quotes to municipalities.



WASTE MANAGEMENT REPORT – October 14, 2025

BAG TALLY – GATE INFORMATION 2025

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January 2025	1,181	208	71	824	37	2,321
February 2025	1,009	139	63	646	23	1,880
March 2025	1,223	258	147	759	50	2,437
April 2025	1,278	196	143	900	19	2,536
May 2025	1,747	230	120	1,041	46	3,184
June 2025	1,724	345	181	1,138	116	3,504
July 2025	2,433	616	244	1,405	152	4,850
August 2025	2,417	823	195	1,464	154	5,053
September 2025	1,516	462	133	1,006	81	3,198
October 2025 – 3-year average	1,347	539	186	852	106	3,031
November 2025 – 3-year average	913	366	136	678	139	2,232
December 2025 – 3-year average	965	474	138	660	116	2,353
TOTAL 2025	21,580		1,981	11,559		35,120
2025 % OF TOTAL	61.446%		5.640%	32.914%		100%
January 2024	1,013	171	107	701	30	2,022
February 2024	1,032	117	116	617	19	1,901
March 2024	1,196	173	212	738	20	2,339
April 2024	1,331	150	145	855	27	2,508
May 2024	1,583	210	242	978	21	3,034
June 2024	1,616	271	246	1,092	66	3,291
July 2024	2,497	523	288	1,296	117	4,721
August 2024	2,427	813	248	1,563	175	5,226
September 2024	1,624	583	273	938	137	3,555
October 2024	1,278	601	289	857	128	3,153
November 2024	1,026	541	182	755	182	2,686
December 2024	918	445	132	623	167	2,285
TOTAL 2024	22,139		2,480	12,102		36,721
2024 % OF TOTAL	60.290%		6.754%	32.957%		100%

			2026 TRI R WASTE MANAGEMENT BUDGET					
	Account #	Description		2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 PYE BUDGET	2026 DRAFT BUDGET
TRI R WASTE MANAGEMENT OPERATING REVENUE								
1	15-341-000	TRI R Landfill Tipping Fees		\$176,335	\$101,098	\$75,000	\$75,000	\$75,000
2	15-341-001	TRI R - 2023 Filters - Foodcycler		\$560	\$220	\$250	\$100	\$250
3	15-341-002	TRI R - Landfill Tipping Fees - Municipal Payments		\$0	\$86,070	\$85,000	\$87,240	\$85,000
	15-341-003	TRI R - Short -Term Rental Kits		\$0	\$0	\$0	\$300	\$300
4	15-342-000	TRI R - Recycling - Diversion Rebates		\$11,108	\$20,391	\$11,000	\$7,929	\$5,600
5	15-344-000	TRI R - Recycling - Sale of Blue Boxes		\$33	\$121	\$150	\$50	\$150
6	15-540-000	TRI R - Govt. Grants Recycling Operating		\$70,970	\$68,392	\$0	\$2,162	\$0
7	15-541-000	TRI R - Circular Materials Contract		\$0	\$0	\$47,000	\$49,200	\$47,000
8	TRI R WASTE MANAGEMENT TOTAL REVENUE			\$259,005	\$276,292	\$218,400	\$221,982	\$213,300
TRI R WASTE MANAGEMENT OPERATING EXPENDITURES								
9	16-451-000	TRI R - Salaries & Benefits		\$331,833	\$281,313	\$340,000	\$320,000	\$356,000
10	16-451-001	TRI R - Landfill Training, Health & Safety		\$1,843	\$1,006	\$4,500	\$4,100	\$4,500
11	16-452-000	TRI R - Landfill - Supplies		\$738	\$1,192	\$2,000	\$2,400	\$2,000
12	16-454-000	TRI R - Skid & Packer Fuel		\$8,391	\$7,368	\$9,000	\$6,200	\$9,000
13	16-455-000	TRI R - Insurance		\$7,266	\$8,373	\$9,200	\$9,198	\$9,600
14	16-455-002	TRI R - Audit & Accountant Fees		\$4,447	\$11,378	\$4,900	\$4,900	\$4,900
15	16-456-000	TRI R - Landfill - Hazardous Waste Disposal		\$2,375	\$1,335	\$2,000	\$3,554	\$2,500
16	16-460-000	TRI R - Landfill - Dozer/Site Maintenance		\$113	\$334	\$2,000	\$1,000	\$2,000
17	16-460-005	TRI R - Landfill - Contracted Services		\$5,363	\$9,601	\$5,000	\$22,000	\$5,000
18	16-461-000	TRI R - Landfill - Office & Advertising		\$1,323	\$3,099	\$2,500	\$2,000	\$2,500
19	16-461-001	TRI R - Landfill Bank Charges		\$3,453	\$4,163	\$4,000	\$4,000	\$4,200
20	16-462-000	TRI R - Payment in Lieu of taxes		\$3,639	\$3,668	\$3,800	\$3,656	\$3,800
21	16-464-000	TRI R - Landfill - Monitoring		\$24,207	\$21,898	\$24,000	\$20,000	\$35,000
22	16-465-000	TRI R - Landfill - Equipment Maintenance		\$8,063	\$32,103	\$35,000	\$22,000	\$35,000
23	16-475-001	TRI R - Recycling Training, Health & Safety		\$2,768	\$600	\$0	\$0	\$0
24	16-476-000	TRI R - Recycling - Freight		\$15,636	\$21,689	\$8,000	\$10,518	\$8,000
25	16-476-005	TRI R - Recycling - Processing Fee		\$31,556	\$30,135	\$4,300	\$5,700	\$5,000
26	16-477-000	TRI R - Recycling - Equipment Maintenance		\$9,195	\$19,379	\$0	\$0	\$0
27	16-478-000	TRI R - Recycling - Building Maint.		\$90	\$183	\$1,000	\$475	\$1,000
29	16-480-000	TRI R - Recycling - Natural Gas		\$3,009	\$2,333	\$3,000	\$2,500	\$3,000
30	16-481-000	TRI R - Recycling - Hydro & Telephone		\$3,186	\$3,234	\$3,000	\$2,800	\$3,000
31	16-483-000	TRI R - Recycling - Supplies		\$1,847	\$1,905	\$0	\$0	\$0
32	16-484-000	TRI R - Recycling - Office & Advertising		\$3,400	\$0	\$0	\$0	\$0
33	16-486-000	TRI R - Recycling - Winter Maintenance		\$1,948	\$1,741	\$3,000	\$2,200	\$3,000
34	TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES			\$475,690	\$468,032	\$470,200	\$449,201	\$499,000
35	TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES			\$216,685	\$191,740	\$251,800	\$227,219	\$285,700

			2026 TRI R WASTE MANAGEMENT BUDGET					
	Account #	Description		2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 PYE BUDGET	2026 DRAFT BUDGET
	TRI R WASTE MANAGEMENT CAPITAL REVENUE							
36	15-343-000	TRI R - Sale of Equipment - OLD COMPACTION BIN		\$1,200	\$0			\$2,400
37	15-649-001	TRI R - Food Cycler Sales		\$0	\$0			\$0
38	TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE			\$1,200	\$0	\$0	\$0	\$2,400
	TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES							
39	16-489-002	TRI R - Landfill - Landfill Compactor Repair		\$0	\$0	\$50,000	\$42,643	\$15,000
40	16-489-003	TRI R - Landfill - Mattress Shred & Disposal		\$0	\$15,620	\$0	\$0	\$0
41	16-489-004	TRI R - Recycling - Compaction bins		\$12,000	\$0	\$0	\$0	\$0
42	16-489-005	TRI R - Recycling - Pole Barn Repair		\$0	\$0	\$15,000	\$8,834	\$9,000
43	16-489-006	TRI R - Landfill - Equipment Repairs		\$13,941	\$0	\$0	\$0	\$0
44	16-489-503	TRI R - Food Cycler (2022 Pilot) (2023 Filters)		\$490	\$0	\$490	\$490	\$490
45	TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES			\$26,431	\$15,620	\$65,490	\$51,967	\$24,490
46	TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES			\$25,231	\$15,620	\$65,490	\$51,967	\$22,090
47	TRI R WASTE MANAGEMENT NET EXPENDITURES			\$241,916	\$207,360	\$317,290	\$279,186	\$307,790
48	TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY			2023 budgeted 15% Plus % of Bags	2024 budgeted 15% Plus % of Bags	2025 budgeted 15% Plus % of Bags	2025 Projected Year End 15% Plus % of Bags	2026 Draft budget 15% Plus % of Bags
49	Armour	15% of Net Expenditures		\$36,287	\$31,104	\$47,594	\$41,878	\$46,169
50	2024 total bags 36,721 - 22,139 = 60.290% OF TOTAL BAGS			\$81,558	\$68,760	\$105,210	\$92,575	\$102,060
51	TOTAL CONTRIBUTION			\$117,845	\$99,864	\$152,804	\$134,453	\$148,228
52	Burks Falls	15% of Net Expenditures		\$36,287	\$31,104	\$47,594	\$41,878	\$46,169
53	2024 total bags 36,721 - 2,480 = 6.754% OF TOTAL BAGS			\$7,180	\$7,703	\$11,786	\$10,371	\$11,433
54	TOTAL CONTRIBUTION			\$43,467	\$38,807	\$59,380	\$52,249	\$57,602
55	Ryerson	15% of Net Expenditures		\$36,287	\$31,104	\$47,594	\$41,878	\$46,169
56	2024 total bags 36,721 - 12,102 = 32.975% OF TOTAL BAGS			\$44,316	\$37,986	\$57,513	\$50,606	\$55,791
57	TOTAL CONTRIBUTION			\$80,604	\$69,090	\$105,107	\$92,484	\$101,960
58	TOTAL OF ALL CONTRIBUTIONS			\$241,916	\$207,761	\$317,290	\$279,186	\$307,790
59	Final 2024 Garbage bag count for total contribution by municipality. 2024 total bags = 36,721 (Armour = 22,139 (60.290%) Burks Falls = 2,480 (6.754%) Ryerson = 12,102 (32.957%))							

DEPOT ASSETS

Description	Type of Equipment	Year of Purchase	Quantity	Cost per Unit
Quonset Hut	Building	2006	1	\$65,000
Steel Collection Cage	Rolling Stock	2006	19	\$1,800
Stationary Compactor	Equipment	2017	1	\$19,184
40 yard Compaction Bin	Rolling Stock	2017	2	\$4,000
Three phase power converter	Building	2017	1	\$9,512
Self-Contained Compactor	Equipment - STRANDED	2018	1	\$14,600
35 yard Compaction Bin	Rolling Stock	2023	1	\$12,000

MATERIAL RECOVERY FACILITY ASSETS

Description	Type of Equipment	Year of Purchase	Quantity	Cost per Unit
Processing & Mtc. Building	Building	1979	1	\$262,000
Baler 1 - STEEL/ALUMINUM	Equipment - STRANDED	1990	1	\$7,500
Baler 2 - MIXED PAPER	Equipment - STRANDED	1990	1	\$25,000
Magnetic Separator	Equipment - STRANDED	1990	1	\$2,500
Baler 3 - OCC/OBB	Equipment - STRANDED	2010	1	\$12,684
Pallet Scale	Building - STRANDED	2011	1	\$2,500
TCM Forklift	Equipment - minimal use ewaste	2012	1	\$27,219

LANDFILL ASSETS

Description	Type of Equipment	Year of Purchase	Quantity	Cost per Unit
816F CAT Landfill Compactor	Equipment	2009	1	\$201,000
333E Skid Steer	Equipment	2014	1	\$56,500

PLANNED CAPITAL EXPENDITURES - 10 YEAR

Description	Type of Equipment	Expected Project Date	Quantity	Total Cost
Site Redesign for Recycling	Facility	2025	1	\$8,834
CAT Compactor cab rebuild	Equipment	2025	1	\$42,643
CAT Compactor fire suppression	Equipment	2026	1	\$15,000
Pole Barn Repair	Building	2026	1	\$9,000
Skid Steer rebuild/replace	Equipment	2027	1	\$100,000
		2028		
Landfill Mining - Option 3	Capacity	2029	1	\$250,000
		2030		
Forklift replacement	Equipment	2031	1	\$75,000
CAT Compactor REPLACE	Equipment	2032	1	\$1,000,000
Landfill Mining - Option 1	Capacity	2033	1	\$400,000

PLANNED CAPITAL EXPENDITURES			
Description	Type of Equipment	Expected Project Date	Cost per Unit
CAT Compactor - operator cab rebuild completed	Equipment	2025	\$42,643
Pole Barn Repair - to be discussed :	Building	2025	\$8,834
CAT Compactor - Fire Suppression	Capacity	2026	\$15,000
Pole Barn Repair - to be discussed	Building	2026	\$9,000
Skid Steer replacement	Equipment	2027	\$100,000
2028			
Landfill Mining - Option 3	Capacity	2029	\$250,000
2030			
Forklift replacement	Equipment	2031	\$75,000
CAT Compactor REPLACE	Equipment	2032	\$1,000,000
Landfill Mining - Option 1	Capacity	2033	\$190,000
2034			
2035			

Other Items for consideration:

Building Foundation Repair 50'x 90' Steel building

Quonset Repair/Replace

Phase 2 Food Cycle Science

ARBFMA Arena Managers 2026 Budget Report

October 21st, 2025

RECOMMENDATIONS

It is recommended that the Village of Burk's Falls accept the 2026 ARBFMA Budget for discussion and approve staff to present the budget to the Tri-Council on October 27th, 2025.

BACKGROUND

- Senior management staff prepare an annual budget for discussion and approval.
- The operating costs rise annually based on increased maintenance costs, insurance costs, utility rates, weather and facility usage.
- Staff believe that the ice rentals requests reached a plateau in 2025. Staff will be using 1900 ice rental hours as the base for 2026. This base will be re-evaluated for the 2027 budget.
- Staff had unexpected facility equipment costs in 2025 that affected the operational budget. These costs were previously managed outside the arena office. These expenses will be identified in 2026 with new line items so they can be better managed annually.
- Council is aware already that cutting areas of the operational budget will result in a negative change in the service level. Staff requests to be involved in any reductions made to the 2026 budget.
- Staff work hard to offer great facilities and customer service to the community. Staff believe the level of service provided results in positive feedback, that creates new and return customers annually.
- A 5-year facility and advertising rate schedule for the facility has been approved by Burk's Falls Council and is in effect until the 2028 budget. The facility rates are set from Sept 01st to August 31st annually.
- Staff asked the Burk's Falls Council to approve an ice new rate in 2025 that was well received and added an additional 120 hours of rental ice before the end of September 2025.
- The Capital items are discussed in order of importance. The order of importance is health & safety, mandated work, facility equipment and building maintenance. There are no Capital items in 2026 that can be pushed to another budget year. Most of the original anticipated 2026 Capital items have been reallocated to make room for the condenser replacement in April 2026.
- It is better to finance high-ticket Capital budget items over a longer period if Council is looking to reduce the 2026 budget.
- The Health and Safety items requested are needed to protect staff's health and safety in the workplace.
- A newly developed Village of Burk's Falls Health and Safety policy has identified working alone as a risk. Staff have been asked to address this issue within the 2026 budget. Council will see part-time wages allocated to the budget to address this risk. The hours that are a concern are after 5 pm weekly and the weekends when the Village office and Publics Works staff are not on duty.

Revenue Update

- Facility rental revenues have been adjusted to reflect a 2.5% increase for all facility rental rates.
- Staff are using 1900 hours of ice rentals as the base to determine the estimated rental revenue. 1900 hours allows there to be a variance up or down annually.
- Staff have had 4 years of continuous growth in ice and facility rentals. Staff feel that the facility operations in 2025 reached a plateau which will help the budget estimates annually.
- Staff have adjusted the revenue numbers based on trends found in 2022, 2023, 2024 and 2025 for facility room rentals, snack bar revenues, skate sharpening and public skating.
- Concession revenues include skate sharpening and public skating have been adjusted to reflect the increased facility use by Minor Sports and additional tournaments.
- Hall rentals have been adjusted to include senior's programs, yoga, birthday parties, private rentals, physio teas, the wellness fair, private meetings and a few large functions. Inquiries for Karl Crozier Room use for large functions remain significantly low.
- Council should be aware there are over 500 hours of no-charge rentals annually in the Karl Crozier Room. These rentals include Agricultural Society, Cadets, and Seniors groups.
- Staff have already guaranteed 90% of the same contracts for the summer of 2026 and staff anticipate renting over 600 hours of summer ice again in 2026.
- Staff have booked the 3 on 3, Woman of the Winter, Summer mini tournament, Huntsville Sting, Puck and Ball and Spartan's hockey tournaments for 2026.
- Staff have been approached to also have an old-timers tournament in July 2026.
- Staff have new rates which have been approved by Village of Burk's Falls Council. The new rates have helped rent the ice surface during difficult times or to renters who have a limited number of skaters for training and family use.
- The ice surface did exceed 2000 ice rental hours in 2025, and staff anticipate another good year in 2026. Staff are cautious that 2000 ice rental hours are not guaranteed annually. Staff will continue working diligently in their facility booking practices including posting the available ice rental hours.

Expenses Update

Wages

- Wages are the approved 2026 rates of pay and reflect current levels of operations for the facility.
- The VOFB Health and Safety policy has identified working alone as a risk. Staff and the Health and Safety team investigated various ideas to reduce the risks to staff working alone. In 2026 it is recommended that Council add \$22,000 in part-time wages for arena attendants. These staff will help to eliminate or reduce the risk of staff being alone during high-risk times as well as assist with ice & building maintenance/cleaning.

Insurance

- Insurance premiums continue to increase significantly
- Staff believe Ontario Municipalities should band together and take this issue to the Province.

Telephone

- The phone expense line includes the landline and the cell phone

Utilities

- Water, Gas and Hydro reflect 2025 actuals
- Staff anticipate a minimum of 5% to 10 % increase in rates for both gas and hydro and those rates are still under the process for approval for 2026
- In July and August there were 2 large hydro bills that included increased KWh and rates. Staff believe the cause to be the increased facility use and the extreme heat/humidity this past summer.
- Natural gas charges have decreased in 2025 as the facility now has 2 electric powered dehumidifiers instead of the one that was gas-powered.
- Water usage depends on ice usage for flood water, heat & humidity for condenser water, Dressing room showers and washroom usage.

Ice Plant

- Although staff spend money for preventative maintenance annually the 9 ½ months of wear and tear on the refrigeration equipment does increase the risk of potential breakdowns and repairs.
- Staff do pay for water treatment for the refrigeration equipment and that service will continue in 2026. Water treatment helps the equipment run cleaner, more efficiently and helps extend the life of the refrigeration condenser.

Equipment Maintenance (New Budget Line Item)

- Includes all other Facility equipment excluding the Refrigeration room.
- This Equipment includes - Scrubbers, Rooftop units, Stink pipe vent motor, Vacuum, Wet-Vac, Furnace, Lobby Hot water tanks, Fridges & Freezers, Deep Fryer, Arena Time-Clock, Facility Fans, Ammonia Detector, and Zamboni Hot water heater.

Building Maintenance

- Staff have reallocated items from the building maintenance into new line items like Equipment Maintenance.
- Staff will continue to replace the tempered arena glass and damaged plexi glass with plexi. The plexi is safer to replace when it breaks and its lighter for staff to handle when there is a maintenance issue.
- Building maintenance occurs monthly through the seasons. Staff take on the bigger projects in the months the ice surface has been removed.
- As the facility rentals continue to increase, staff anticipate more small maintenance items to be addressed by either arena staff or experts as required.

Cleaning Supplies

- The cleaning supplies continue to rise as the building gets busier, the budget amount has been adjusted to reflect the increased facility use.
- Includes all cleaning chemicals, soaps, wipes, brooms, mops, dustpans, toilet brushes, mop buckets & ringers, hand soap, sanitizer, disposal gloves, and toiletries.

Grounds Maintenance

- Includes parking lot painting, parking lot sweeping, ground equipment repairs or supplies, and fuel.

Garbage Disposal (New Budget Line Item)

- The staff are unable to manage the garbage created weekly in the facility, especially in the fall and winter ice season.
- There is not a place to store the garbage inside with the exception of a small portable plastic garbage bin. There is also no place for garbage storage outside of the building.
- The excess garbage is often left in the ice rink in the garbage bin by the bleachers. Once the garbage bin is full the overflow is left on the arena floor. The often-large pile of garbage is unsightly, attracts pests and leaves the floor stained with filth.
- The garbage stored inside the facility causes health and safety concerns for staff and the facility patron.

Zamboni

- The Zamboni maintenance will continue to rise as the ice rentals increase or remain stable and has been adjusted to reflect current rentals.
- Staff have found a good mechanic that keeps the machine running properly and keeps staff updated when there may be extra service required.
- The Zamboni expenses that are not often seen are propane, blade sharpening and Zamboni parts (including the board brush, impellers, and spreader cloth).

Office Supplies and Uniforms

- The IT, Clover (debit machine), and BookKIng program expenses have been removed from the Office supplies budget line. These items are identified in a new budget line.
- The Office supplies have been adjusted to monitor the day-to-day operations of the office like pens, paper, desk calendars, note pads, and other administration requirements.
- The office supplies include staff work boots, work gloves, work shirts, and work coats.
- The computer is starting to act up and freezes during operations and needs to be replaced. The computer is used daily arena business operations. The tech advancement in the daily arena operations includes emails, facility booking software, invoicing, payments, statements, and operational reports.

Fire Safety

- The fire safety expense remains constant annually with a slight increase to the facility budget

First Aid Supplies

- The first aid supplies are monitored by staff for the public first aid kits and the staff first aid kit that are mandatory under the OHSA.
- Staff are also responsible for the Defibrillator batteries (every 5 years) and pads (every 2 years) as this is no longer maintained by the area paramedics.
- The VOBF Health and Safety policy also states that staff are responsible for replacing and keeping current the Naloxone kits in case of a drug overdose in the facility.

Snow Removal

- The snow removal for the year varies depending on snowfall annually

Elevator

- The elevator expense is mandated by the TSSA, so the facility elevator is up to code.

Skate Sharpener

- This will be the last year this expense will be a line of its own. In 2026 this expense will be part of the booth supplies figures.

Snack Booth Supplies

- The snack booth supplies will reflect product required for the snack bar and are determined at approximately 45% of the total anticipated revenues.

Training

- Most of the training budget will be utilized by the staff chosen for the succession training
- There will be some training required by the other facility staff as well to keep them current with standards associated with the OHSA.

Tech Support and Computer Software

- This is a new line item that will help monitor the expenses related to the BookKing Software, Clover (Debit Machine), and the annual tech support required on the facility computer and internet service.
- The BookKing program creates efficiencies with reports, AR lists, online contract signing, online customer rental requests, reduction in double bookings, and staff accountability.

FINANCIAL IMPACT

Typically, the operating expenses rise 5% to 9 % annually but history shows the facility rates still only increase 2% to 3 % annually. This practice makes it appear that the staff are asking for more operating dollars annually when, in truth, the revenues are not increasing at the same percentage rate as the operating expenses. Staff have created some initiatives to increase facility usage and rentals which have helped increase revenues that help offset the annual budget.

The no-charge and subsidized use, although a value to those receiving the lower charge, the no-charge use costs the facility operating dollars with no incoming revenue to offset those costs.

HUMAN RESOURCE IMPACT

The addition of 2 to 3 part-time arena attendants including cross-trained booth staff. The additional hours will help reduce and or eliminate staff working alone during vulnerable times.

ENVIROMENTAL IMPACT

Nothing to report.

OPTIONS

- 1) It is recommended that the Village of Burk's Falls Council give permission to the Arena Manager to present and discuss the 2026 budget to the Tri-Council.
- 2) It is recommended that the Tri-Council accept and pass the 2025 budget as presented.

Graham Smith RRFA/CIT
ARBFMA Manager

ARBFMA Arena Managers 2026 Capital Budget Review

October 21st, 2025

RECOMMENDATIONS

It is recommended that Burk's Falls Council accept the 2026 Arena Managers Capital budget for discussion to present and discuss at the Tri-Council meeting on Monday Oct 27th, 2025.

2025 Capital Request Overview

The 2025 Capital items are listed in order of importance.

Replacement of the Refrigeration Condenser

- The facility refrigeration mechanic and their team have let staff know the condenser needs to be replaced.
- The purpose of a condenser is to release heat by converting refrigerant gas back into liquid—it's the core of the cooling cycle.
- When working properly, it improves energy efficiency and keeps indoor temperatures stable.
- Warning signs like unusual noises, less airflow, or higher bills often point to condenser trouble.
- The condenser is working harder which means increased hydro and water use.
- The life expectancy of a refrigeration condenser when well-maintained is 15 to 20 years.
- The ARBFMA has a 9 ½ month ice season. It would be in Councils best interest to order the condenser by Dec 01st, 2025. This allows the manufacturer to manufacture and deliver the condenser by Mid-April 2026.
- The timetable for the installation is between April 13th and May 31st, 2026. This timeframe will avoid delays in the ice preparations for opening day on June 28th, 2026.
- The estimated budget cost for this job is \$155,000

Man-Gate Handle Replacement

- The man-gate handles for the ice surface need replaced.
- The man-gate handles receive a lot of abuse and wear and tear.
- The man-gate handles can be repaired. The repairs only give staff temporary relief until another repair is required.
- Staff do not receive a lot of complaints about the facility but do often receive complaints about the man-door handles.

- The door handles are a health and safety risk to the ice surface patrons. There is a degree of liability the town assumes if these door handles are identified as a risk and not replaced.
- The cost to update these handles to be more modern is \$7,500 which fixes 9 handles.
- Staff have contacted 3 different companies to be sure the budget price is not over estimated.

Generator Capital Contract

- The ARBFMA is listed as and cooling, warming and evacuation centre for the Village of Burk's Falls.
- As an evacuation centre staff must ensure the facility can be well prepared when called on for such an emergency.
- This preparation calls for the facility to have a working generator
- Staff have signed a Capital service contract to keep the Generator in operation.
- The cost of this contract in 2026 is \$3,500

Karl Crozier Room Floor Refinishing

- The floor in the Karl Crozier room needs to be refinished annually at a minimum
- Council should be aware that when staff had adequate time in the facilities schedule, they used to do this work.

Note:

- 1) Staff are not floor finishers and have no expertise in the field and when asked to perform this task it often took staff a week to prep and perform
 - 2) Staff time should not be wasted on performing tasks that are not in their expertise
 - 3) Staff do not have the proper equipment for refinishing floors
 - 4) The facility rentals on and off the ice surface have increased significantly over the past 5 years which leaves staff time being more and more focused on facility rental operations daily.
 - 5) It is not recommended that staff perform a task that they are not trained to perform.
- The total cost of the floor refinishing is \$3,000

Conclusion

The Capital Requests for 2026 are listed order of priority as to their importance.

Staff understand that is it a challenge for Council to keep property taxes increases to a minimum, so it is recommended that staff are consulted before Capital budget cuts are made.

Staff have worked diligently to continue ongoing preventive maintenance, health and safety needs, building and staff efficiencies, and making them a reality within the day-to-day operations.

FINACIAL IMPACT

The Capital request impact for the 2025 Capital budget is \$169,500.

HUMAN RESOURCE IMPACT

N/A

OPTIONS

Approve the 2026 Capital budget requests.

Graham Smith RRFA/CIT
ARBFMA Arena Manager

Arena Revenue Budget Break Down

Account #	Description	2019 Actuals	2020 Actuals	2021 Actuals	2023 Actuals	2024 Actuals as of September 30	2025 Budget		2026 Draft	
CAPITAL TRANSACTIONS										
15-372	CAPITAL REVENUE									
	Exhaust Fan inspection/repairs			24,500	0	0			0	
					0	0			0	
	TOTAL CAPITAL REVENUE	0	0	24,500	0	0	0		0	
16-725	CAPITAL EXPENDITURES									
							60,000			
							17,500			
	Condenser Replacement						7,000		155,000	
	Generator Capital Contract						12,500		3,500	
	Arena Man-Gate Replacement						3,750		8,000	
	Hall Floor Refinishing						12,500		3,000	
							7,500			
							3,000			
							6,500			
							1,850			
	TOTAL CAPITAL EXPENDITURES	0	0	0	0	0	132,100	86,539	169,500	
	NET CAPITAL EXPENDITURES	0	0	0	0	0	132,100	86,539	169,500	
NET EXPENDITURES		246,487	212,033	176,896	261,019	297,455	488,615	316,469	549,909	
MUNICIPAL CONTRIBUTIONS										
15-672	Armour	83,572	77,340	88,867	87,006	99,152	162,872	105,490	183,303	
15-6721	Ryerson	83,572	77,340	88,867	128,559	99,152	162,872	105,490	183,303	
	Burk's Falls	83,572	77,340	88,867	128,559	99,152	162,872	105,490	183,303	
		250,716	232,020	266,601	344,124	297,455	488,615	316,469	549,909	

ARBF Memorial Arena
10 year Capital Plan

Department	Item	2,025	2,026	2,027	2,028	2,029	2,030	2,031	2,032	2,033	2,034
Ice Plant	condenser cleaning	1,850			2,150		2,450		2,700		3,000
	top end overhaul (6000 hours) Comp #1 & #2					10,000		10,000			
	Safety Valves Inspected/Replaced									5,500	
	Plate/Frame Chiller Regasket			40,000							
	Compressor #1 overhaul (6000 hours)					10,000				10,000	
	Compressor #2 overhaul (6000 hours)					10,000				10,000	
	Compressor #1 Replacement			37,500							
	Compressor #2 Replacement	35,000									
	Compressor Oil Separators (2)	15,300		40,000							
	Oil Separator Reserve Fund			-18,000							
	Evaporator Condenser Replacement		155,000								
	Upgrade Relief Pipe/Stack/Size	21,000									
Building	Structure report				9,000					11,000	
	Replace Gas Range in Kitchen				12,500						
	Replace Dishwasher				7,750						
	Floor Machine Scrubber	12,500									
	Man Gate Handle Replacement		8,000			15,000					
	Man-gate Replacement			25,500							
	Puck Board Upgrade/Ice Surface								60,000		
	2 - Zamboni Roll Up Door Replacement	6,500									
	Battery Operated Edger & Lawn Equipment	7,000									
	Zamboni Replacement						145,000				
	Generator Repairs and Capital Contract	12,500	3,500	3,500	3,500	9,000	4,000	4,000	4,000	4,000	
	Condensor Water Tank Level Control	3,750									
	Karl Crozier Room Floor Refinishing		3,000	3,100	3,200	3,300	3,400	3,500	3,600	3,700	3,800
	Arena Roof							225,000			
	Remove and replace Lintel & Overhead Door Jams	7,500									
	Lobby Tankless - Hot Water Heater	6,200									
	Replace damaged masonry blocks	3,000									
	In depth Inspection of Steel Members				12,000						
	HVAC Replacement					50,000					
	Lobby Washroom Rubber Flooring				13,000						
	Washroom Partition and Counter Upgrades				17,500						
	Dressing Room & Players Benches Replacement				40,000						
Totals		132,100	169,500	131,600	120,600	107,300	154,850	242,500	70,300	44,200	6,800

	A	B	W	Y	Z	AA	AB	AC
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2026 DRAFT BUDGET							
3	October 23, 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	

	A	B	W	Y	Z	AA	AB	AC
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2026 DRAFT BUDGET							
3	October 23, 2025							
4	Account #	Description	2023 Actual	2024 Actual	2025 Budget	2025 YTD (09/30)	2026 DRAFT BUDGET	Comments
42	16-225	Legal	6,594	2,089	1,000	2,180	2,000	
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	4,200	Audit fees \$3,700 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	536,842	
48								
49		NET OPERATING EXPENDITURES	405,373	461,636	460,792	262,351	522,642	
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	-	60,100	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	3,836,835	
76								

	A	B	W	Y	Z	AA	AB	AC
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2026 DRAFT BUDGET							
3	October 23, 2025							
4	Account #	Description	2023 Actual	2024 Actual	2025 Budget	2025 YTD (09/30)	2026 DRAFT BUDGET	Comments
77		NET CAPITAL EXPENDITURES	39,352	780,553	100,035	67,653	136,735	
78								
79		NET EXPENDITURES	444,724	1,242,188	560,827	330,004	659,377	
80								
81		MUNICIPAL CONTRIBUTIONS						
82	15-621 A	Armour (47.84%)	212,756	594,263	268,300	157,874	315,446	
83	15-621 B	Burk's Falls (28.6%)	127,191	355,266	160,397	94,381	188,582	
84		Ryerson (23.56%)	104,777	292,660	132,131	77,749	155,349	
85			444,724	1,242,188	560,827	330,004	659,377	

BREAKDOWN OF DRAFT 2026 FIRE BUDGET				
2025-10-23				
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 (OAF, 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



Township of Ryerson
2026 Regular Council Meetings Schedule
Special Meetings may be called as needed

January: 13th, 27th (ROMA January 18-20, 2026)

February: 10th, 24th (plus special meeting(s) in February or March for budget)

March: 10th, 24th (Good Roads March 30 – April 2, 2026)

April: 14th, 28th

May: 12th, 26th (FONOM May 5-7, 2026)

June: 23rd (Yard Sale 20th)

July: 14th

August: 25th (AMO August 17-20, 2026)

September: 22nd

October: 27th

November: 10th, 24th

December: 8th

Special and closed meetings will be scheduled as required

2026 Conferences

FONOM Date: May 11-13, 2026 Location: Timmins	Registration Opening Date: 2026 Registration – \$452.00 (\$183.00/night - \$647.00 total) – This is without the block group rate as they haven’t provided that yet.
AMO Date: August 16-19, 2026 Location: Ottawa	Registration Opening Date: 2024 Registration - \$898.35 (tax included) 2024 Hotel - \$765.30

	Staff Report
To:	Ryerson Township Council
From:	Acting CAO/Clerk Nancy Field
Date of Meeting:	November 25, 2025
Report Title:	Fees By-law Update
Report Date:	November 19, 2025

Recommendation:

THAT Council adopt the proposed By-law and the updated fee schedules for implementation beginning on January 1st, 2026;
AND THAT the updated 2026 fee schedules be published on the Township website.

Purpose/Background:

On August 8, 2023, Ryerson Township Council adopted a Fees By-law 31-23, which included a five-year forward-looking schedules for all fees charged by the Township.

As part of standard procedures, staff periodically reviews the fees to ensure they remain accurate, practical, and sufficient to recover associated costs. A review has recently been completed, and staff have identified several required updates.

In 2023, Council adopted a By-law establishing Policies for the Closure and Sale of Road Allowances. This was prepared in consultation with Russell Christie LLP. During the process we were provided guidance regarding land valuation the change should now reflect fair market value.

Staff have identified that current deposit amounts are insufficient to cover the costs billed by the Township's planning consultants and legal counsel. Updated deposit amounts are proposed to ensure that the applicants have a better idea of the costs associated with the applications they submit.

Other changes were made to align fees with current operational costs and service delivery requirements.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ____-25



**BEING A BY-LAW TO PROVIDE FOR FEES CHARGED
BY THE CORPORATION OF THE TOWNSHIP OF RYERSON**

WHEREAS the Corporation of the Township of Ryerson charges various fees for licenses, permits, and services offered by the Corporation;

AND WHEREAS Section 8 of the *Municipal Act*, S.O. 2001 provides that the powers of a municipality under the Act or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, power and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act;

AND WHEREAS Section 391 of the *Municipal Act*, 2001, c 25, as amended, gives authority for a municipality to impose fees or charges on persons,

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) For the use of its property, including property under its control

AND WHEREAS Section 398 of the *Municipal Act* provides the municipality with authority to add unpaid fees and charges, including any interest on the unpaid balance, to the tax roll for any real property within the Municipality owned by the person responsible for paying the fees and charges, and the amount may be collected in the same manner as municipal taxes;

AND WHEREAS pursuant to Section 69 (1) of the *Planning Act*, R.S.O. 1990, C.P. 13, a Council of a Municipality may, by by-law, prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Corporation deems it advisable to create a comprehensive by-law to provide for the charging of fees;

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

1. That the fees set out in Schedules A through G, annexed to and forming part of this By-Law, shall be charged for licences, permits, services and documents listed therein.
2. That no request by any person for any information, service, activity, or use of Municipal property will be provided unless and until the person requesting the information, service, activity, or use of Municipal property has paid the applicable fee in the prescribed amount as set out in the attached Schedules.

3. That when necessary, the Township of Ryerson reserves the right to require a deposit amount for the purposes of retaining professional services (solicitor, engineer, planner, etc.) in all planning matters.
4. That a fee shall be charged to the proponent of any application of a planning nature, before an approval or review of the application is undertaken by Council.
 - a) The fee for the processing of applications made with respect to planning matters shall be set out in Schedule 'G' annexed to and forming part of this by-law. The fees set out in Schedule 'G' do not include additional costs, which may also be collected as fees, pursuant to sub-paragraphs (b) and (c) below.
 - b) In planning matters, the Municipality may in its discretion require the services of professional consultants such as planners, lawyers, surveyors, engineers, and other experts and professional persons. In such cases, the applicant will be required to pay the actual cost to the Municipality of such services in addition to any fixed Municipal fees. The applicant may be required to provide a deposit or other security for a reasonable estimate of such costs to the Municipality before proceeding, and if such costs exceed the original estimate, may be asked to provide additional security or deposit before the matter is completed.
 - c) In addition to the fees set out in Schedule 'G', the applicant shall be responsible for any legal or other costs incurred by the Municipality if requested by the applicant to defend a decision it has made before the Local Planning Appeal Tribunal. The provisions of subparagraph (c) immediately above apply to such costs and the Municipality may decline to defend the matter unless the applicant provides security for such costs.
 - d) The Clerk of the Municipality, upon receipt of an application and payment thereof, shall commence processing the application, in accordance with regulations and procedures established in the Planning Act, R.S.O., 1990, as amended.
5. Notwithstanding that a tariff of fees is prescribed, the Council of the Municipality may reduce the amount of, or waive the requirement for, the payment of a fee at its discretion in cases of hardship where it is determined that the action for which the fee is to be charged will be for the general benefit of the municipality and its ratepayers.
6. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed, then the provisions of this by-law shall prevail.
7. That this by-law shall be known as the "Fees and Charges By-law".
8. That By-law 31-23 is hereby repealed.
9. This by-law shall come into force and effect on the date of passing.

Read a First, Second, and Third time,
Signed and the Seal of the Corporation
affixed thereto and finally passed in
Council this ____ day of _____, 2026.

MAYOR

Acting CAO/Clerk



CORPORATION OF THE TOWNSHIP OF RYERSON
SCHEDULE "A" TO BY-LAW # -25

Description of Fees	2025	2026	2027	2028	2029
Administration fee for by law enforcement to be recovered from revenue from fines (By Law officer fees are additional)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
	+	+	+	+	+
Commissioning of Documents	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00
Certification of Documents	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Facsimile (send or receive) - per page	\$ 1.60	\$ 1.60	\$ 1.60	\$ 1.70	\$ 1.70
General Letters- Administration Fee	\$ 37.00	\$ 38.00	\$ 39.00	\$ 40.00	\$ 41.00
Official Plan Copy	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
Zoning By-law copy	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
Colour Copies of Zoning/Official Plan Document					
Schedules - per page	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
NSF Cheques	\$ 45.00	\$ 47.00	\$ 50.00	\$ 50.00	\$ 50.00
Photocopies- Black and white, per page	\$ 0.75	\$ 0.75	\$ 0.75	\$ 0.75	\$ 0.75
Photocopies- Colour, per page	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50
Recording of Council Meeting- per meeting	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
Records Search (archived documents)- 1 hr Minimum	\$ 37.00	\$ 38.00	\$ 39.00	\$ 40.00	\$ 41.00
- per hour thereafter	\$ 37.00	\$ 38.00	\$ 39.00	\$ 40.00	\$ 41.00
Removal and destruction of Election Signage	\$ 74.00	\$ 76.00	\$ 78.00	\$ 80.00	\$ 82.00
Ryerson History Book	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Replacement Landfill Card	\$ 11.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 13.00
Ryerson Pins	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Trailer License - Annual (Year 1-5)	\$ 520.00	\$ 540.00	\$ 560.00	\$ 580.00	\$ 600.00
Trailer License - Extension (Year 6+)	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
Trailer License- One month	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00	\$ 150.00
Trailer License- Two month	\$ 255.00	\$ 260.00	\$ 265.00	\$ 270.00	\$ 275.00
Trailer License- Three month	\$ 380.00	\$ 385.00	\$ 390.00	\$ 395.00	\$ 400.00
Trailer Camp License- up to 5 Trailers	\$ 550.00	\$ 575.00	\$ 600.00	\$ 615.00	\$ 630.00
Trailer Camp License- each additional trailer	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00
Freedom of Information Request	As set out under MFIPPA				

Where applicable, GST/HST has been incorporated into the above fees



CORPORATION OF THE TOWNSHIP OF RYERSON
SCHEDULE "B" TO BY-LAW # -25
ANIMAL CONTROL FEES

Description of Fees	2025	2026	2027	2028	2029
Dog License Fee- first dog (<i>dogs must have rabies vaccination</i>) if purchased prior to March 31st	\$ 17.00	\$ 18.00	\$ 19.00	\$ 20.00	\$ 21.00
Dog License Fee- each subsequent dog if purchased prior to March 31st	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00	\$ 26.00
Dog License Fee- first dog (<i>dogs must have rabies vaccination</i>) purchased after March 31st	\$ 34.00	\$ 36.00	\$ 38.00	\$ 40.00	\$ 42.00
Dog License Fee- each subsequent dog purchased after March 31st	\$ 44.00	\$ 46.00	\$ 48.00	\$ 50.00	\$ 52.00
Dog License Replacement (lost tag replacement)	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Dog Kennel License for 5-20 dogs (Class 1)	\$ 155.00	\$ 170.00	\$ 185.00	\$ 200.00	\$ 215.00
Dog Kennel License for 21 -100 dogs (Class 2)	\$ 280.00	\$ 295.00	\$ 310.00	\$ 315.00	\$ 320.00
Service Animals and Guardian Dogs	No Charge	No Charge	No Charge	No Charge	No Charge
Fees under the Nuisance Beaver Control By-Law #48-24					
<i>Where there is a contract with the municipality under Section 7 of By-Law # 48-24</i>					
Inspection of property	No Charge	No Charge	No Charge	No Charge	No Charge
Removal of nuisance beaver per animal	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Breaking of nuisance beaver dam, per occasion	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Repair of damage to a public road caused by nuisance beaver/dam	No Charge	No Charge	No Charge	No Charge	No Charge
<i>Where there is no contract with the municipality under Section 7 of By-Law # 48-24</i>					
Inspection of property, per inspection to a maximum of 5 per calendar year *	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Removal of nuisance beaver per animal *	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00	\$ 75.00
Breaking of nuisance beaver dam, per occasion*	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Repair of damage to a public road caused by nuisance beaver/dam*	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
*The actual cost to the Township will be charged if greater than the suggested fee. Where applicable, GST/HST has been incorporated into the above fees.					



CORPORATION OF THE TOWNSHIP OF RYERSON
SCHEDULE "C" TO BY-LAW # -25
CEMETERY FEES

Description	Care & Maintenance / General Fund				
	2025	2026	2027	2028	2029
Single plot-Plus HST	\$ 290.00* / \$ 113.00				
Transfer fee- plus HST	\$40.00				
Flat marker less than 173 square inches	\$0.00				
Flat marker greater than 173 square inches	\$100.00				
Upright markers less than 4 feet in height or length (including the base)	\$200.00				
Upright markers greater than 4 feet in height or length (including the base)	\$400.00				
	* as per bereavement Authority of Ontario(BAO) prescribed fee.				

Where applicable, GST/HST has been incorporated into the above fees.



**CORPORATION OF THE TOWNSHIP OF RYERSON
SCHEDULE "D" TO BY-LAW # -25
TREASURY AND TAXATION FEES**

Description of Fees	2025	2026	2027	2028	2029
Building Information Package (includes zoning)- per roll number	\$ 100.00	\$ 105.00	\$ 105.00	\$ 110.00	\$ 110.00
Tax Certificate- per roll number	\$ 60.00	\$ 65.00	\$ 65.00	\$ 70.00	\$ 70.00
Municipal Zoning/General Standards By-Law Compliance Form (CBO)	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Interest on overdue accounts	1.25% Per Month				
Commencing Tax Sale Registration (upon delivery to solicitor) *	\$ 420.00	\$ 425.00	\$ 430.00	\$ 435.00	\$ 440.00
Processing of First Notice *	\$ 215.00	\$ 220.00	\$ 225.00	\$ 230.00	\$ 235.00
Processing of Final Notice + actual cost to Municipality*	\$ 215.00	\$ 220.00	\$ 225.00	\$ 230.00	\$ 235.00
Processing of Cancellation Certificate*	\$ 215.00	\$ 220.00	\$ 225.00	\$ 230.00	\$ 235.00
Extension Agreement*	\$ 315.00	\$ 320.00	\$ 325.00	\$ 330.00	\$ 335.00
Tender Information Package	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Advertising for sale after 1 year redemption period*	\$ 315.00	\$ 320.00	\$ 325.00	\$ 330.00	\$ 335.00
Tender Opening + actual cost to Municipality*	\$ 315.00	\$ 320.00	\$ 325.00	\$ 330.00	\$ 335.00
Finalization Fee (distribution of proceeds, payment to court)*	\$ 520.00	\$ 525.00	\$ 530.00	\$ 535.00	\$ 540.00

*Professional fees of a lawyer, planner, surveyor or other professional consultant and their disbursements will be charged at their actual cost to the Municipality in the addition to the Municipal administration fee plus actual costs to the Municipality.

Where applicable, GST/HST has been incorporated into the above fees



**CORPORATION OF THE TOWNSHIP OF RYERSON
SCHEDULE "E" TO BY-LAW # -25
PUBLIC WORKS FEES**

Description	2025	2026	2027	2028	2029
Civic Address: Initial 911 Sign and Post	No Charge				
Civic Address: Replacement 911 Sign	\$ 27.00	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00
Civic Address: Replacement 911 Post	\$ 32.00	\$ 33.00	\$ 34.00	\$ 35.00	\$ 36.00
Parking Exemption Request (Per Day)	\$ 50.00	\$ 52.00	\$ 54.00	\$ 56.00	\$ 58.00
Entrance Permit - Includes a \$150.00 Non Refundable Inspection Fee	\$300				



CORPORATION OF THE TOWNSHIP OF RYERSON
SCHEDULE "F" TO BY-LAW # -25
SPECIAL EVENTS FEES

Description	2025	2026	2027	2028	2029
Special Event Permit (not-for profit; attendance less than 1000)	\$ 95.00	\$ 105.00	\$ 115.00	\$ 125.00	\$ 135.00
Special Event Permit (not-for profit; attendance more than 1000)	\$ 145.00	\$ 155.00	\$ 165.00	\$ 175.00	\$ 185.00
Special Event Permit (for-profit; attendance less than 1000)	\$ 250.00	\$ 275.00	\$ 300.00	\$ 325.00	\$ 350.00
Special Event Permit (for-profit; attendance more than 1000)	\$ 450.00	\$ 500.00	\$ 550.00	\$ 60.00	\$ 650.00
Exemptions from Noise By-Law #47-24					
Special cultural, musical or other event	\$ 80.00	\$ 90.00	\$ 100.00	\$ 110.00	\$ 120.00
Commercial or other activity	\$ 230.00	\$ 240.00	\$ 250.00	\$ 260.00	\$ 270.00



CORPORATION OF THE TOWNSHIP OF RYERSON
SCHEDULE "G" TO BY-LAW # -25 PLANNING
FEES

All fees prescribed in this Schedule do not include professional fees and disbursements for lawyers, planners, and other professional consultants whose actual cost to the municipality will be charged in addition to the prescribed administration fee. The cost of such professional services and disbursements varies widely with the complexity of the matter. The deposit amount which may be required of the applicant in addition to the fixed administration fee, which is subject to be increased or decreased depending upon the complexity of the matter and estimates provided by professional consultants. All fees incurred for any of the applications listed above are the responsibility of the applicant. If the deposit does not cover all of these costs, the applicant shall be billed for the difference. Deposits are intended to cover actual costs paid by the municipality to third parties and any excess amount not used will be refunded to the Applicant.

Description of Fees	2025	2026	2027	2028	2029
Municipal Staff will calculate your cost for lands based on your survey. Per square foot (plus H.S.T.)					
Cost of Road Allowance on land locked concession, for property access	\$0.65				
Cost of Road Allowance not fronting on water	\$0.65				
Cost of Road Allowance fronting on water	\$1.00				
Cost for Shore Road Allowance	Fair Market Value				
Road Allowance/Shore Road Allowance- Application Fee-	\$ 500.00	\$ 600.00	\$ 610.00	\$ 620.00	\$ 630.00
Deposit-	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Zoning By-Law Amendment (Major)- to rezone large development proposals – plans of subdivision or condominium, commercial/industrial aggregate/or other proposals likely to attract significant opposition.					
Administrative Fee-	\$ 1,750.00	\$ 1,775.00	\$ 1,800.00	\$ 1,825.00	\$ 1,850.00
Deposit-	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Zoning By-Law Amendment (Minor)- to rezone one lot, rezoning as a condition of consent, change specific lot development standards in an existing zone, temporary use.					
Administrative Fee-	\$ 875.00	\$ 900.00	\$ 925.00	\$ 950.00	\$ 975.00
Deposit-	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Zoning By-Law Amendment -removal of a Holding provision/interim controls					
Administrative Fee-	\$ 820.00	\$ 830.00	\$ 840.00	\$ 850.00	\$ 860.00
Deposit-	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00

Official Plan Amendment					
	Administrative Fee-	\$ 1,620.00	\$ 1,630.00	\$ 1,640.00	\$ 1,650.00
	Deposit-	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Official Plan and Zoning By-Law Amendment					
	Administrative Fee-	\$ 1,875.00	\$ 1,900.00	\$ 1,925.00	\$ 1,925.00
	Deposit-	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Minor Variance Application					
	Administrative Fee-	\$ 700.00	\$ 725.00	\$ 750.00	\$ 775.00
	Deposit-	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Description of Fees		2025	2026	2027	2028
Municipal Comments to the Planning Board on a consent application (severance) including compliance with consent conditions notification.					
	Administrative Fee-	\$ 520.00	\$ 530.00	\$ 540.00	\$ 550.00
	Deposit-	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Municipal Comments to the Planning Board or Ministry on a subdivision or condominium application (Minor)small scale development					
	Administrative Fee-	\$ 1,020.00	\$ 1,030.00	\$ 1,040.00	\$ 1,050.00
	Deposit-	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Negotiation, review and signing of a proposed plan of subdivision or condominium agreement.(Major)large scale development proposals.					
	Administrative Fee-	\$ 2,650.00	\$ 2,675.00	\$ 2,700.00	\$ 2,725.00
	Deposit-	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Written Confirmation of an Existing Non-Conforming/Non-Complying Use or written Confirmation of Zoning and Official Plan designation and requirements					
	Administrative Fee-	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
	Deposit-	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Negotiation and signing of any other municipal agreement including, compliance with use of unopened road allowance, simple ammendment to subdivision agreement					
	Administrative Fee-	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	Deposit-	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Deeming By-Law	Administrative Fee	\$ 370.00	\$ 380.00	\$ 390.00	\$ 400.00
	Deposit-	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00

*Simple Fill/Site Alteration Permit		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
*Second and subsequent fill applications with no changes		\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
* Fill/Site Alteration Permit Application		Included in Site Plan Agreement				
Site Plan Agreements- (MINOR)	Administration Fee- Deposit-	\$ 875.00	\$ 900.00	\$ 925.00	\$ 950.00	\$ 975.00
		\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Site Plan Agreement-(MAJOR)	Administrative Fee-5% of the cost of site work Deposit-	\$1850-\$6100	\$1850-\$6100	\$1850-\$6100	\$1900-\$6200	\$1950-\$6300
		\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Solar Project Application and Review	Administrative Fee- Deposit-	\$ 500.00	\$ 510.00	\$ 520.00	\$ 530.00	\$ 540.00
		\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
OLT Hearing - Defend By-law, OP Amendment or any other planning decision						
approved by Council at the request of the applicant when appealed to the						
OLT,by a third party Ontario Land Tribunal						
	Administrative Fee-	\$ 3,000.00 + \$ 1,000.00 for each day of hearing beyond the first day.				
Time of Municipal Staff, site visitations, attending consultations, pre-consultations, and hearings with respect to a planning matter	1st Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2nd & subsequent meeting(s) - Fee + HST (per Hour)		\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Pre-Consultation with Registered Professional Planner (RFP)	Minimum Deposit-					
		\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00

***NOTE: Following are examples of “Simple” Fill or Site Alteration Permit:**

1. Raise EXISTING road/driveway to flood level with no extension of existing road/driveway.
2. Top dress land with less than four inches of topsoil.
3. Install/repair septic system where an NBMCA Permit issued if location is acceptable to the Township.
4. Fill within twenty feet of a new building for which CBO has issued a permit requiring such fill.
5. Where Council has passed a resolution waiving a Site Plan Agreement.

NOTE: Where multiple applications are being reviewed concurrently, (e.g. a zoning amendment and site plan approval) the Township may consider the posting of only one deposit, usually the higher of the required deposit.

	Staff Report
To:	Council
From:	Acting CAO/Clerk, Nancy Field
Date of Meeting:	November 25, 2025
Report Title:	2025–2030 Multi-Year Accessibility Plan
Report Date:	November 14, 2025

Recommendation: That Council Review and adopt the Multi Year Accessibility Plan

Background

In 2025, Ontario will mark the 20th anniversary of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). This law was created to help make Ontario a place where everyone can take part fully in their community.

The AODA sets rules, called accessibility standards, that organizations must follow to help make the province accessible by 2025. Ontario was one of the first places in the world to set a clear goal, a timeline, and reporting rules for accessibility. The accessibility standards cover five areas:

- Customer Service
- Information and Communications
- Employment
- Transportation
- Design of Public Spaces

Nearly everyone will be affected by disability at some point—either personally or through someone they know. Making our communities more accessible benefits everyone and improves overall quality of life.

Introduction

The Township of Ryerson created and adopted its first Accessibility Plan in 2003. The plan was reviewed and adopted every year by By-law until 2014. The plan was updated in 2018, and again in 2021. These updates helped the Township work toward meeting the province's goal of full accessibility by January 2025.

The 2025–2030 Multi-Year Accessibility Plan builds on the work already completed and sets new goals for the years ahead. Planning for accessibility helps ensure that the township facilities and services are welcoming and usable for all residents and visitors.

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) requires organizations to meet accessibility standards in customer service, information and communications, employment, transportation, and the design of public spaces.

The standards for Information and Communications, Employment, Transportation, and Design of Public Spaces are combined under the Integrated Accessibility Standards Regulation (IASR).

Under the IASR, municipalities must prepare a multi-year accessibility plan. This plan must explain how the organization will find, remove, and prevent barriers, and how it will meet the requirements in the standards. Municipalities must also report each year on the progress they are making. This replaced the older system of annual accessibility plans under the Ontarians with Disabilities Act, 2001 (ODA).



**DRAFT TOWNSHIP OF RYERSON
2025-2030 Accessibility Policies and Multi- Year Accessibility Plan**

In accordance with the
Integrated Accessibility Standards Regulation
O. Reg 191/11, as amended

Updated: _____, 2025
Resolution: ____-25

Background

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), all public- and private-sector organizations must meet requirements established by accessibility standards. This policy and plan have been developed in accordance with the Integrated Accessibility Standards Regulation (IASR), Ontario Regulation 191/11, as amended.

The Township of Ryerson's Accessibility Policy and Multi-Year Accessibility Plan outline the Township's commitment and approach to identifying, preventing, and removing barriers for people with disabilities, ensuring equal access to services, facilities, and employment.

Policy Statement and Commitment

The Township of Ryerson is committed to providing services that uphold the four core principles of accessibility:

- Independence
- Dignity
- Integration
- Equal Opportunity

The Township supports full inclusion of persons with disabilities as set out in the AODA and the Canadian Charter of Rights and Freedoms.

We will continue to improve access to municipally owned facilities, services, information, and employment opportunities, and we will meet the needs of individuals with disabilities in a timely and effective manner.

Initiative

Council and Staff of the Township of Ryerson will review the current status of the buildings owned and operated by the municipality and general policies and procedures of the municipality and identify, remove and prevent barriers for people with disabilities.

Guiding Principals

During all municipal planning processes, including Official Plan reviews, the Township will:

- Build awareness and sensitivity to accessibility issues
- Review and develop policies to prevent and remove barriers
- Build public awareness of accessibility programs and services

Legislative Obligations

Ontario Regulation 191/11 requires municipalities to prepare a Multi-Year Accessibility Plan outlining strategies to prevent and remove barriers and meet requirements under the following AODA standards:

- Information and Communications
- Employment
- Transportation
- Design of Public Spaces
- Customer Service

The AODA sets the roadmap for an accessible Ontario by 2025.

Approach to Accessibility

The Township will:

- Develop and review policies and procedures
- Incorporate accessibility into all planning processes
- Provide ongoing staff training
- Engage the public in feedback opportunities
- Remove barriers to employment
- Maintain accessibility of Township facilities
- Ensure accessible information and communications

At this time, no high-risk or urgent accessibility barriers have been identified. A notice will be included in a Township newsletter inviting community feedback. Council and staff will continue to identify and prevent future barriers as issues arise.

Council meetings are accessible in-person and electronically. Minutes and materials are available upon request.

Multi-Year Accessibility Plan

The Multi-Year Accessibility Plan outlines phased-in strategies to ensure compliance with the AODA. The Township will:

- Report annually on progress
- Post updates on the Township website
- Make copies available at the Township Office
- Present progress to Council each year
- Review the plan annually, and update the plan at least every five years

General Provisions

Procurement of Goods Services, and Facilities

When procuring goods or services, the Township will incorporate accessibility criteria and features where applicable. Procurement documents will specify accessibility requirements and evaluation criteria.

If it is not practicable to incorporate accessibility criteria, the Township will provide a written explanation upon request.

Training

The Township of Ryerson will provide training on:

- The AODA and IASR requirements
- The Ontario Human Rights Code as it relates to persons with disabilities
- The Township's Accessibility Policy
- How to interact and communicate with persons with various disabilities
- How to support individuals using assistive devices, service animals, or support persons
- Workplace emergency response information for employees with disabilities
- Changes to legislation, policies, or procedures

Training Requirements:

- Provided to all employees, volunteers, and individuals acting on behalf of the Township
- Provided to new employees as soon as practicable
- Refresher training every two years, or sooner if policies change
- Training records will be maintained, including dates and participants

Information and Communications Standard

The Township of Ryerson is committed to meeting the communication needs of people with disabilities. Upon request, the Township will provide or arrange for accessible formats or communication supports in consultation with the person making the request.

Accessible options may include:

- Large print
- Audio
- Digital text
- Screen-reader-compatible PDFs
- In-person assistance

The Township Council Meetings are provided in person and electronic participation.

Emergency Information

The Township of Ryerson will provide its emergency information procedures, plans or public safety information which are made available to the public, in an accessible format, or with the appropriate communication support, as soon as practicable, upon request.

Feedback

The Township of Ryerson ensures feedback processes are accessible to people with disabilities.

Feedback may be submitted by:

- Email
- Telephone
- Fax
- Mail
- In-person at the Township Office
- Request to appear before Council as a delegation.

Upon request, the Township will provide or arrange accessible formats, or communication supports to ensure individuals can submit and receive feedback. Staff review all feedback and, when required, prepare reports to Council with recommendations for corrective action.

The Township's website and content conform to WCAG 2.0 Level AA.

Employment Standard

The Township is committed to fair and accessible employment practices.

We will:

- Notify the public and staff of accommodations during recruitment
- Provide accommodations during assessment and selection
- Inform employees of accessible workplace policies
- Provide individualized accommodation plans where needed
- Provide accessible workplace emergency information as required

Transportation Standard

The Township of Ryerson is not a provider of specialized or public transit and does not provide license for taxi services. Therefore, the Transportation Standard does not apply to the Township.

Design of Public Spaces Standard

When building, maintaining, or making major modifications to public spaces, the Township will comply with the AODA Design of Public Spaces Standards, including:

- Recreational trails and beach access routes
- Off-street accessible parking
- Service counters and waiting areas

The Township will take steps to prevent service disruptions in accessible areas, and provide notice when disruptions occur.

Customer Service Standard

The Township of Ryerson is committed to excellence in serving all customers, including people with disabilities.

Accessible Communication

We will communicate with people with disabilities in ways that consider their disability and support dignity and independence. Alternative communication methods may include:

- Relay service
- Email
- In-person meetings
- Alternate document formats

Assistive Devices

We welcome the use of assistive devices and ensure staff are trained to support individuals using them.

Service Animals and Support Persons

Service animals are welcome in all Township buildings, parks, cemeteries, and events. Support persons are permitted to accompany individuals on Township premises.

Service Disruptions

In the event of a planned or unexpected disruption to services or facilities used by people with disabilities, notice will be posted on the Township website and social media platforms.

Emergency Preparedness

Upon request, the Township will provide the Community Emergency Plan in an accessible format. Screen-reader-compatible versions are available.

Modifications To This Policy

This Township of Ryerson is committed to developing accessibility policies that respect and promote dignity and independence of people with disability. Therefore, no changes will be made to this policy before considering the impact

on people with disabilities.

Additional training will be provided to all employees if any changes are made to the Townships Accessibility Policy.

Questions About this Policy

Inquiries regarding this plan can be directed to the Township Office:

Phone: 705-382-3232
Fax: 705-382-3286
Email: clerk@ryersontownship.ca

Alternate Formats

Accessible formats of this document will be made available upon request.

Operational and Customer Service Review

Appendix A

Current Buildings:

1. Municipal Office

28 Midlothian Road, Burk's Falls ON

The front entrance to the office building has an automatic door opener installed. There are two handicapped parking spots with a curb ramp located there also. The parking lot has been hard-topped to create a safer, more even walking surface for pedestrians to enter the office, and easier for wheelchairs access. The building consists of the office, reception space and Council Chambers. There is a single washroom with a safety assistance device grab bar installed.

This building provides a venue for all residents to participate in local government either in person (with restrictions due to limited space) or electronically.

In 2010, 2014, 2018 and 2021 the Township of Ryerson used Vote by Mail for the elections. In 2026 the Township will continue to use Vote by Mail. The Election Policies and Procedures contain a section on Accessible Elections. Previous to 2010, voting stations for the municipal election were held at the township office. At all voting places, the parking lots are also designated as voting stations, allowing election officials to attend outside of the building if required. The municipality welcomes support persons and/or service animals at all times, including during the election process. On election day the Township rents the upstairs of the Armour, Ryerson and Burk's Falls Memorial Arena which is accessible and includes an elevator.

The public can access municipal services from the front entrance. Accessibility is a priority for Council.

2. The Township of Ryerson Wiseman's Corner Schoolhouse Heritage Centre

112 Midlothian Rd. Burk's Falls, ON, P0A 1C0

The Wiseman's Corner Schoolhouse is a one room school house built in 1893. The Township of Ryerson has partnered with the Burk's Falls and District Historical Society to operate a Heritage Centre/Museum. The site consists of the Wiseman Corners School that is now housing museum artifacts. There is also a garage shed that houses more artifacts and another display which is a section of a swing bridge. The Heritage Centre is open in the summer when students are hired and is only open occasionally in the spring and fall, when volunteers from the Burk's Falls and District Historical Society are available.

The Heritage Centre entrance door is accessible by a concrete ramp and a handrail for easy access. The garage shed is on ground level with a dirt floor.

Identified issues

- There is no handicapped parking assigned.
- There is no automatic door opener, however staff is available to help anyone in need of assistance.
- The grounds around the museum are in a natural state which could make it difficult for those with disabilities to move around.

Opportunities for Improvement

- The municipal council could consider applying for funding and/or use revenue available for park purposes to upgrade the heritage centre grounds by providing delineated paths around the yard in crushed granite or concrete to allow for easier access.
- 3. Shared Service between the Tri Councils of Armour Township, Village of Burk's Falls, and Ryerson Township.**
- Landfill
 - Arena,
 - Fire Department

The Tri- Council's fully support the goals of goals of Accessibility for all Ontarians with Disabilities Act.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ____-25

Being a by-law to adopt the 2025-2030 Multi Year Accessibility Plan

WHEREAS Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005, requires that municipalities prepare a multi-year accessibility plan which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation.

AND WHEREAS Council of the Corporation of the Township of Ryerson deems it desirable to adopt the 2025-2030 Multi Year Accessibility Plan, to comply with the Accessibility for Ontarians with Disabilities Act (AODA) and associated regulations;

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

- 1. That the Township of Ryerson's 2025-2030 Multi Year Accessibility Plan, attached hereto as Schedule 'A', be adopted.
- 2. That this By-law shall come into effect on date of passage hereof.

Read a first, second and third
Time, signed and the seal of the
Corporation affixed thereto and
Finally passed in open Council
this day of , 2025

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # __ - 25

BEING A BY-LAW TO AUTHORIZE VOTE BY MAIL FOR MUNICIPAL ELECTIONS

WHEREAS the Municipal Elections Act, S.O. 1996, as amended, provides that a municipal Council may pass a by-law authorizing electors to use an alternate voting method.

AND WHEREAS the Council of the Township of Ryerson deems it appropriate and in the public interest to conduct municipal elections using vote by mail method.

NOW THEREFORE the Council of the Corporation of the Township of Ryerson hereby enacts a by-law as follows:

1. The alternate voting method of ‘Vote by Mail’ is hereby authorized for municipal elections in the Township of Ryerson.
2. A Vote By Mail Kit will be provided to every person who qualifies to be an elector. The kit will either be mailed or directly provided to each qualified elector.
3. A Ballot Return Station shall be established at the Municipal Office on the dates and times to be designated in the procedures and rules for the vote by mail municipal election.
4. Ballot Return Station means a voting place under the supervision of a Deputy Returning Officer where electors who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Municipal Clerk rather than forwarding their ballots by mail.
5. Every elector has the responsibility of completing the ballots in accordance with the Municipal Elections Act 1996, as amended, and the procedures authorized by this By-Law and returning the completed ballots to the Municipal Clerk by mail or by deposit at the Ballot Return Station on or before 8:00 p.m. on Voting Day.
6. No proxy voting provisions or advance voting provisions other than the Ballot Return Station are applicable at the Municipal Elections conducted in accordance with this by-Law.
7. The Municipal Clerk shall prepare procedures and rules for the vote by mail municipal election and provide these procedures and rules to each candidate when their nomination is filed.
8. Any person, corporation or trade union guilty of corrupt practices or contravening the provisions of the Municipal Elections Act 1996, as amended, of the procedures and rules established in paragraph 7 of this by-law may be prosecuted pursuant to the provisions of the Municipal Elections Act 1996, as amended.
9. This By-Law shall take effect on the date of passing thereof.

Read a First, Second, and Third time,
Signed, and the Seal of the Corporation
affixed thereto and finally passed in open
Council this ____ day of ____, 2025.

MAYOR

CLERK

Fri 2025-11-07 7:59 AM

Good morning:

Attached are the draft Minutes for the RFSC Meeting that was held on November 6, 2025, together with report on the Memorandum of Understanding for the Live Fire Unit.

The MOU was entered into by the Fire Chiefs of the 7 member municipalities that are part of the RFSC. It was an excellent starting point to ensure an agreement was in place for liability and protection for the Live Fire Unit, however moving forward the Township of Perry's insurance provider who currently insures the Live Fire Unit has made recommendations. Please see attached report for more information.

Following discussion, the RFSC passed Resolution 2025-03, see below:

Resolution No. 2025-03

Moved by: Dan Robertson

Seconded by: Chris Hope

Be it resolved that the Regional Fire Services Committee hereby recommends that the Councils of the 7 member municipalities hereby support that the Township of Perry forward the MOU and comments from their insurance to Russell Christie's Office for their legal opinion and update;

And that the costs associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference;

And that the Final Agreement be circulated to each municipality to be adopted by By-law.

Carried

Please review and bring forward the MOU to your Council for discussion at their next Meeting. Once I hear back from all municipalities, we will send the MOU and report off to Russell Christie.

We look forward to hearing from everyone soon!

Take care and have a great weekend.

Beth Morton, Clerk-Administrator



REPORT

Date: November 6, 2025
To: RFSC
From: Beth Morton, RFSC Secretary / Clerk-Administrator Perry
Re: Memorandum of Understanding (MOU) for Live Fire Training Unit

Overview

Staff of the Township of Perry submitted details for the Live Fire Training Unit to the Township's Insurance Provider, Brokerlink on behalf of IPE in order to obtain insurance on the new Live Fire Training Unit for liability and structure. As part of their review, IPE required the Agreement that was in place. The Fire Chief provided Perry staff with a copy of a MOU entered into between the Fire Chiefs of the 7 member municipalities.

IPE's Risk Management Team reviewed the MOU and provided the following commentary:

Risk Management - Review of MOU

It is our understanding that the Township of Perry has entered into a memorandum of understanding with the Township of Ryerson, the Town of Kearney, the Municipality of Magnetawan, and the Township of McMurrich Monteith for the purposes of working collaboratively in the construction and use of a Live Fire Training Unit.

The MOU is already executed.

*The MOU states that any costs incurred due to damages inflicted by the negligence of any one partner shall be borne by the partner responsible, in their entirety. This is preferred, however, they could include a reciprocal indemnification clause with more detailed wording, noting each party is responsible for trained staff and equipment. Sample wording is provided below for reference purposes only. **This should be drafted and reviewed by their solicitor.***

They could also include a statement that each party confirms they maintain general liability insurance.

We don't see major concerns. We hope this helps.

Sample Wording

Mutual/Reciprocal Indemnification

The Indemnifying Party agrees to defend, indemnify and save the Indemnified Party harmless, along with their respective councillors, officers, employees and agents from any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of the Indemnifying Party's obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, directly attributable to, arising from, or caused by the negligence or breach of contractual obligation hereunder by the Indemnified Party.

The Indemnifying Party agrees to defend, indemnify and save harmless the Indemnified Party from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Indemnifying Party's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the parties in accordance with this Contract, and shall survive this Contract.

***** This is a sample only, does not constitute legal advice, and is for information purposes. An Indemnification/Hold Harmless should be drafted by your legal counsel *****

General Liability Insurance

General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of _____ with a limit of not less than \$_____. The policy shall be endorsed to include each party to the agreement as an additional insured with respect to the Mutual Use as per the agreement. The policy shall further be endorsed to include cross-liability, contractual liability and personal injury.

Moving Forward:

The MOU was entered into by the Fire Chiefs of the 7 member municipalities that are part of the RFSC. It was an excellent starting point to ensure an agreement was in place for liability and protection for the Live Fire Unit, however moving forward the Township of Perry's insurance has made recommendations.

It is my recommendation that the MOU, along with this report be provided to each member municipality for their initial review with the recommendation that it be circulated to Russell Christie's Office for their review. Once completed and a final draft is provided by Russell Christie, it should be circulated and adopted by each member municipality's Council.

Resolution:

Be it resolved that the RFSC hereby recommends that the Councils of the 7 member municipalities hereby support that the Township of Perry forward the MOU and comments from their insurance to Russell Christie's Office for their legal opinion and update;

And that the costs associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference;

And that the Final Agreement be circulated to each municipality to be adopted by By-law.

Submitted to the RFSC for discussion and consideration.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ('MOU') is made and entered into on this 25th day of March, 2025 ('Effective Date') by and between the Township of Ryerson, the Town of Kearney, the Municipality of Magnetawan, the Township of McMurrich Monteith, and the Township of Perry (collectively, the 'Partners').

I. Description of the Project

The Burk's Falls and District Fire Department, Town of Kearney Fire Department, Municipality of Magnetawan Fire Department, Township of McMurrich/Monteith Fire Department, and Township of Perry Fire Department are working collaboratively in the construction of a Live Fire Training Unit ('Training Unit'). The Training Unit is to be located at the Township of Perry Fire Hall, 64 Old Government Road, Emsdale Ontario.

II. Purpose and Scope

The Purpose of this MOU is to provide the framework for the usage, maintenance, and financial implications of the Training Unit Project.

III. Obligations

The Partners desire and wish that this document will create an agreement between the Partners to work together in such a manner that would promote an atmosphere of collaboration in support of an effective and efficient partnership with regards to all matters related to the Project.

IV. Roles and Responsibilities

It is agreed that each Fire Department will have equal annual use of the Training Unit, based on a schedule to be created and approved by November 30th of the preceding calendar year.

In using the Training Unit, all Operating Guidelines and Procedures must be followed at all times. A Safety Plan must also be implemented and followed at all times.

An affirmative vote by a majority of Partners is required before any maintenance costs are incurred, or any building alterations completed. All maintenance costs shall be split equally between the Partners.

Notwithstanding the above, any costs incurred due to damages inflicted by the negligence of any one Partner shall be borne by the Partner responsible, in their entirety.

V. Withdrawal from Partnership

Any Partner wishing to withdraw from its inclusion in the Project must submit 90 days notice, in writing, to each of the other Partners.

Compensation for any partner withdrawing will be based on the chart in Appendix A, and will be paid out by the other remaining Partners. The Chiefs will assess the value and make necessary changes to Appendix A based on renovations and repairs throughout the Training Unit's life span.

Depending on the time a partner withdraws, compensation may not be paid out until the next years budget.

Once the Training Unit has reached the end of its useful life, the costs associated with the removal and/or remediation of the Project site shall be shared equally amongst the Partners.

VI. Duration

This MOU will come into force on the day it is signed by all Partners, and remain in force until another memorandum is signed. The terms of this MOU may be amended by unanimous agreement of the Partners, in writing.

VII. Signature

This MOU is signed by an authorized signatory of each Partner.

Joe Readman

Dave Schuster

Derek Young

Joe Readman

Dan Marshall

[Signature]
Township of Byerson

[Signature]
Town of Kearney

[Signature]
Municipality of Magnetawan

[Signature]
Township of McMurrich/Monteith

[Signature]
Township of Perry

May 22 2025
Date

May 22/2025
Date

May 22/25
Date

May 22/2025
Date

May 22, 2025
Date

Appendix A

Age of training unit	Percentage of value of the Training Unit
Year 1	100%
Year 2	100%
Year 3	100%
Year 4	100%
Year 5	100%
Year 6	95%
Year 7	90%
Year 8	85%
Year 9	80%
Year 10	75%
Year 11	70%
Year 12	65%
Year 13	60%
Year 14	55%
Year 15	50%
Year 16	45%
Year 17	40%
Year 18	35%
Year 19	30%
Year 20	25%
Year 21	20%
Year 22	15%
Year 23	10%
Year 24	5%
Year 25	0%

7TH ANNUAL

DEC 9 **RED GALA** 6 PM

ADVANCING ALMAGUIN:
AI AT WORK

 **SPRUCEDALE COMMUNITY CENTRE**
31 WILLIAM ST, SPRUCEDALE

CASH BAR WITH COPPERHEAD DISTILLERY
CATERED MEAL BY CHEF TREVOR LEE OF
KATRINE FOOD

WE WILL BE ACCEPTING CASH DONATIONS
TO THE FOOD BANK/NEWTOWN DRIVE IN LIEU
OF THE SILENT AUCTION

RSVP INFO@WOMENSOWNRESOURCE.ORG
DEADLINE TO RSVP DECEMBER 5TH

KEYNOTE SPEAKER

Avery Swartz

CEO OF CAMPTech AND CO-LEAD OF AI SKILLS LAB CANADA.

Avery Swartz, Canadian tech expert, entrepreneur, and media commentator, makes digital strategy clear and accessible.

At the Gala, she will share how artificial intelligence can drive innovation and support a stronger future for the Almaguin region.





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: **October 28, 2025**

Motion # 328

That the Council of the Township of Armour have read and approve By-law #64-2025 being a by-law to enter into an agreement for By-law Enforcement Services with the Township of Ryerson and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto.

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

2

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	☐	☐



NOTICE OF INTENT TO CONSIDER REMOVAL OF A HOLDING SYMBOL FROM THE ZONING BY-LAW

The Council of the Municipal Corporation of the Township of Armour is considering an amendment to the Township Zoning By-law No. 27-95, as amended, for the lands shown on the Key Map below.

APPLICANT: The Township of Armour

LOCATION: This By-law applies only to part of Part of Lot 5 Concession 7 also known as Part 1 of Plan 42R-22866 fronting on Peggs Mountain Road in the Township of Armour, as generally located on the Key Map below.

PURPOSE AND EFFECT: The purpose of the By-law is to place all of the subject lands within the Rural Industrial (M) Zone to be used for a new Fire Hall. The subject property is part of lands acquired by the Township of Armour from the Ontario Ministry of Transportation (MTO) to be developed as employment land for commercial, municipal and rural industrial uses.

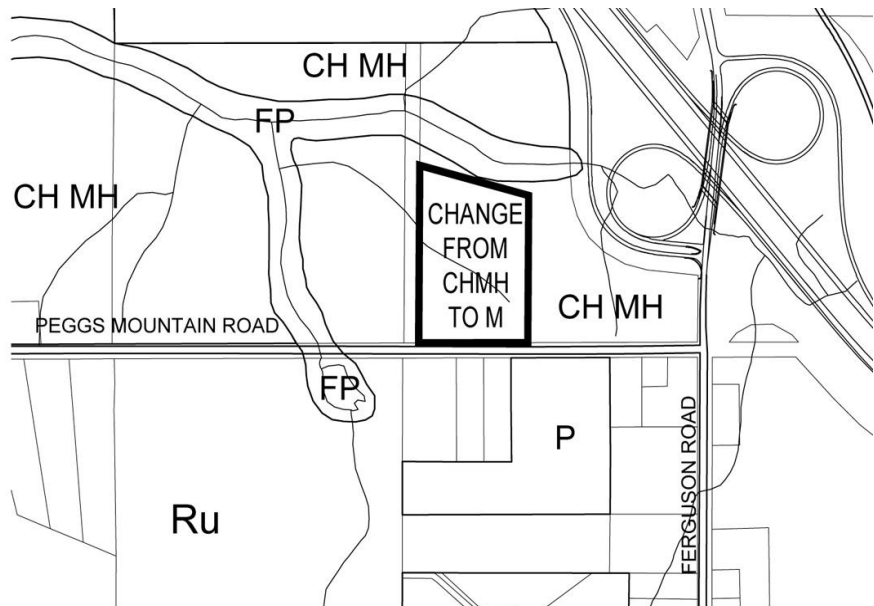
PUBLIC ENQUIRIES: Under Sections 34 and 36 of the Planning Act, Council will not hear representations from the public on this matter, however, enquiries about the amendment may be made in the Township office or by contacting the Municipal Clerk.

TAKE NOTICE: That the Council of the Municipal Corporation of the Township of Armour will consider a By-law to remove the Holding H symbol on the subject lands pursuant to Sections 34 and 36 of the Planning Act no earlier than November 25, 2025.

A Key Map is included with this Notice for your ease of reference.

Ms. Kaiyla Hoffmann
Administrative Assistant –
Building/Planning
Township of Armour
56 Ontario Street, Box 533
Burk's Falls, ON P0A 1C0

**Dated at the Township of Armour
this 30th day of October, 2025.**





DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0

(705) 382-3332
(705) 382-2954
Fax: (705) 382-2068

Email: admin@armourtownship.ca
Website: www.armourtownship.ca

Date: October 28, 2025

Motion # 331-1

WHEREAS the Township of Armour has designated areas under its Site Plan Control By-law and is planning the construction of a new Fire Hall located at Concession 7, Part Lot 5, Registered Plan 42R-22866, Part 1, fronting on Peggs Mountain Road, which is currently zoned Commercial Holding / Rural Industrial Holding (CH/MH) Zone under the Township Zoning By-law; and

WHEREAS the Planning Act (Section 41) allows municipalities to establish site plan control over developments, but does not legally require a municipality to apply site plan control to its own projects; and

WHEREAS Council has discretion to exempt municipal projects, particularly those considered essential public infrastructure, from site plan control; and

WHEREAS site plan control is primarily intended to regulate the development of private lands to ensure compliance with municipal standards, while the Township retains direct oversight and approval authority over its own municipal projects;

NOW THEREFORE BE IT RESOLVED THAT:

The Township of Armour hereby exempts the construction of the new Fire Hall, located at Concession 7, Part Lot 5, Registered Plan 42R-22866, Part 1, fronting on Peggs Mountain Road, from the application of the Township's Site Plan Control By-law.

The Township acknowledges that the subject lands are zoned CH/MH, and hereby authorizes the Municipal Planner to prepare and bring forward a Holding Removal By-law Amendment to permit the development of the new Fire Hall in accordance with applicable zoning and development standards.

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



56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0

DISTRICT OF PARRY SOUND

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: **October 28, 2025**

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:

Blakelock, Rod

For

Opposed

☐☐

Brandt, Jerry

☐☐

Haggart-Davis, Dorothy

☐☐

Ward, Rod

☐☐

Whitwell, Wendy

☐☐

Wed 2025-10-29 1:50 PM

Hello,

To keep you informed, please find attached the resolution passed by Council at last night's meeting.

Council has approved an exemption from Site Plan Control for the new fire hall project.

We will now proceed with the removal of the CH/MH (Commercial Holding/Rural Industrial Holding) zoning designation from the property. This type of zoning change is not subject to an appeal period—once Council passes the By-law to remove the holding designation, it becomes final. Please note that this amendment will not affect the building permit process or cause any delays.

If you have any questions regarding the attached resolution, please don't hesitate to contact me.
Cheers,

Charlene Watt

Municipal Clerk, Dipl.M.M.
Township of Armour
PO Box 533, 56 Ontario Street
Burk's Falls, Ontario P0A 1C0
Telephone: 705-382-3332
Fax: 705-382-2068

Website: www.armourtownship.ca

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ZONING BY-LAW NO. _____

A BY-LAW TO AMEND
ZONING BY-LAW NO. 27-95 AS AMENDED

(New Fire Hall removal of Holding H Zoning symbol)

MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

56 Ontario Street
Burk's Falls, Ontario
P0A 1C0

Planning Consultant:

Robert J. Miller
Professional Land Use Planner

EXPLANATORY NOTE

To Zoning By-law No. _____

**Passed by the Council of the Municipal Corporation of the
Township of Armour**

Lands Affected:	This By-law applies only to part of Part of Lot 5 Concession 7 also known as Part 1 of Plan 42R-22866 fronting Peggs Mountain Road in the Township of Armour, as shown in detail on Schedule ‘A’ attached.
Present Zoning:	The Comprehensive Armour Township Zoning By-law No. 27-95 places the subject lands in the compound Commercial Holding / Rural Industrial Holding (CH MH) Zone.
Proposed Zoning	This By-law will place all of the subject lands in the Rural Industrial (M) Zone permitting rural industrial uses including a new Fire Hall plus accessory uses, buildings and structures.
Official Plan Designation:	The Armour Township Official Plan designates the subject lands Rural Community within the Commercial / Industrial Redevelopment Corridor with frontage on Peggs Mountain Road, adjacent to the Ferguson Road / Highway 11 Interchange. The proposed zoning conforms with the Official Plan.
By-Law Purpose:	The purpose of the By-law is to place all of the subject lands within the Rural Industrial (M) Zone. The subject property is part of lands acquired by the Township of Armour from the Ontario Ministry of Transportation (MTO) to be developed as employment land for commercial, municipal and rural industrial uses.

ZONING BY-LAW NO. _____

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF
ARMOUR**

Being a By-law under the provisions of Sections 34 and 36 of the ***Planning Act, R.S.O. 1990***, to amend Zoning By-law No. 27-95, as amended, of the Municipal Corporation of the Township of Armour, with respect to those lands forming Part 1 on registered plan 42R-22866 fronting on Peggs Mountain Road in the Township of Armour, District of Parry Sound.

WHEREAS THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR has reviewed Zoning By-law No. 27-95 as amended, and deems it advisable to amend same:

NOW THEREFORE THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR ENACTS as follows:

1. **THAT** Schedule ‘A-2’ of Zoning By-law No. 27-95, as amended, is hereby amended by changing the zoning classification of the subject lands forming part of Part 1 on plan 42R-22866 from the compound Commercial Holding / Rural Industrial Holding (CH MH) Zone to the Rural Industrial (M) Zone in accordance with Schedule “A” attached hereto and by this reference forming part of this By-law’ and
2. **THAT** this By-law shall come into force on the date it is passed by the Council of the Municipal Corporation of the Township of Armour subject to the provisions of the ***Planning Act, R.S.O. 1990***.

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

Rod Ward, Mayor

Charlene Watt, Clerk

Burk's Falls Lions Club
Box 400
Burk's Falls ON POA1C0



Dear Mayor Sterling and Members of Ryerson Council

On behalf of the entire Lions Club of Burk's Falls, I would like to extend our heartfelt thanks for your generous donation to our Annual Halloween Party.

Thanks to your support, this year's event is shaping up to be a wonderful success! Your contribution helps us provide a safe, fun, and festive evening for children and families throughout the community. From spooky decorations and costumes to games, treats, and music, your generosity will play a big part in creating smiles, laughter, and lasting memories for everyone who attends.

Community support like yours makes events like this possible, and we are truly grateful for your partnership. It's because of people like you that we can continue our mission of service and community building throughout the year.

Thank you once again for your kindness and support. We look forward to seeing you at future events and hope you'll continue to be part of the Lions Club's community efforts.

With sincere appreciation,

Ryan Baptiste

Ryan Baptiste
President

Burk's Falls Santa Claus Parade Committee
Financial Report & Annual Donation Request

To: Township of Ryerson Council

From: Danika McCann, Chairperson – Burk's Falls Santa Claus Parade Committee

Date: November 2025

Subject: Financial Report and Request for Continued Support

Current Financial Overview

As of November 2025, the Burk's Falls Santa Claus Parade Committee holds a current balance of \$1,562.64. The following commitments remain outstanding for this year's parade:

Expense Item	Description	Estimated Cost
Mascot Costume	Annual themed costume for parade participation	\$250
Parade Float Prizes	Cash prizes awarded to float winners	\$300
Steve Mulligan	Rental of reindeer float	\$200
Bagpipe Band	Parade performance fee	\$600
Subtotal of Committed Expenses		\$1,350
Remaining Funds	Allocated toward long-term safety equipment	\$212.64

Future Investment

With the remaining balance, the committee plans to begin purchasing large traffic cones to serve as road barriers during the parade. Our goal is to acquire 50 cones over time, improving parade safety and reducing reliance on borrowed materials. This will be a multi-year investment as funds allow.

Committee Goal

The Burk's Falls Santa Claus Parade Committee is committed to becoming self-sufficient. Over the years, we have relied on local companies and organizations to lend equipment and materials for parade day. However, we recognize the importance of

owning key assets to ensure the parade can continue even if those resources are no longer available.

Request for Support

We respectfully request the Township of Ryerson's continued annual donation to assist in covering the expenses outlined above and to help us invest in permanent safety infrastructure for the parade.

Your contribution directly supports:

- The continued success and safety of the Burk's Falls Santa Claus Parade;
- Reduced dependency on borrowed items; and
- The preservation of a cherished community tradition enjoyed by residents across Armour, Ryerson, and Burk's Falls.

Thank you for your ongoing support and partnership.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Danika McCann', written in a cursive style.

Danika McCann
Chairperson, Burk's Falls Santa Claus Parade Committee

MINUTES
Burk's Falls & District Historical Society
Fell Homes, Burk's Falls
Monday, October 20, 2025

Members Present: Diane Brandt – President
Jarv Osborne – Vice President
Charlene Watt – Deputy Treasurer/Secretary
Nieves Guijarro
Peter Hall
Barry Burton
Nancy Kyte
Krista Trulsen

The Members present constituted a quorum.

Call to Order:

The meeting was called to order at 7:00 p.m.
Diane Brandt in the Chair. Regrets from Jenny Hall, Treasurer.

Welcome:

Diane welcomed Members.

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance and adoption of the September 15, 2025 Meeting Minutes as circulated: **Moved by Barry Burton, Seconded by Nieves Guijarro. Carried**

Treasurer's Report:

Treasurer's / Financial Report was presented by Diane Brandt. Main bank account balance as of September 1, 2025, was \$11,780.97. Total expenses for the month amounted to \$1,522.12, covering fixed monthly business costs (telephone and internet), refreshments and treats for visiting day camp children, farmhouse key and hardware, photo pages and glue, restoration of the Children's Orphanage sign (repair and painting), toner, tax return courier fees, and office/archival supplies. This also included costs for a gift of appreciation and service recognition for Kirk upon his departure. Total revenue for the period was \$309.33, generated through the sale of a Ralph Bice book at the Fall Fair and donations received at the heritage centres. The closing bank balance as of September 30, 2025, was \$10,568.18. Invoices received to date but not processed for payment include an invoice from the Township of Armour for the summer student wages & benefits in the amount of \$3,405.19 and treats for the Halloween party in the amount of \$108.39. Barry Burton submitted a donation to the

Historical Society in the amount of \$100.00 for the Halloween treats. A receipt will be provided to Barry at a future meeting. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Krista Trulsen, Seconded by Jarv Osborne. Carried**

Committee Reports:

Wiseman's Corner Schoolhouse Update:

Diane Brandt reported that the Heritage Centre is now closed for the season. She plans to visit the facility to ensure everything is in order during the off-season.

Watt Farm House Update:

Diane Brandt will be available to open the farmhouse for visitors by appointment throughout the winter months. This weekend, Nancy Kyte and her mother will meet Diane at the facility to hang the curtains.

Representatives from the Amish community visited the property and assessed the condition of the barn. Options and quotes for dismantling the structure will be submitted to Charlene Watt at the Armour Township office.

Membership Committee:

Peter Hall reported that a recent audit of memberships revealed that family memberships had previously been counted as a single individual. After adjusting for this, the actual number of members for 2025 is confirmed to be 31. Additionally, Judy Armstrong, Facility Manager at Fell Homes, submitted a new membership at the beginning of the meeting.

Facilities and Functions Committee:

A written report was reviewed by Members from Diane Brandt. On Wednesday, October 1, 2025 at 3:00 p.m., Committee members Barry Burton, Diane Brandt, Jarv Osborne, and Jenny Hall met with Dave Gray, CAO of the Township of Armour, and Mayor Rod Ward at the Watt Century Farm House to discuss the Red Building. Updates included the near completion of the accessible washroom—pending installation of a grab bar, toilet paper holder, paper towel dispenser, and mirror—and the installation of a hot water tank in the Utilities Room. Barry and Diane also met with a Napoleon representative in September regarding heating options for the building, and a quote of \$22,343.83 was received. This quote was shared with Mr. Gray and Mayor Ward, who indicated that grant funding may be available to support the installation. To meet application requirements, Barry Burton will obtain two additional quotes.

Correspondence:

Diane Brandt informed the Members that an email of appreciation was received, thanking the Historical Society for providing information on the McGill family history.

General Business:

Halloween: Charlene Watt reviewed the event planning details for the upcoming Halloween Party in coordination with the Burk's Falls Lions Club and the Burk's Falls Legion. A summary of the planning meeting was presented, confirming that the Historical Society will distribute free popcorn during the event, with Nieves operating the popcorn machine. Collins' Independent has generously agreed to donate 150 drinks for the children. Approximately 300 bags of potato chips and cheesies were purchased by Diane Brandt for the event. Confirmed volunteers for the evening include Diane, Nieves, Krista, Peter, Jenny, Charlene, Nancy, and her son James. Set-up will begin at 3:30 p.m. on October 31. Nieves will bring the popcorn machine, Jarv will bring the pool for the fishing game, Charlene will deliver the drink donations from Collins' Independent, and Nancy and James will assist after school. All volunteers are asked to arrive at the arena by 5:30 p.m. The event will run from 6:00 p.m. to 8:00 p.m.

TRI Council Meeting: Diane Brandt advised Members of the upcoming TRI Council Meeting. An annual donation request of \$5,000 from the three municipalities was submitted. The annual report and newsletter will be shared as well. The donation submission form was sent to the Village of Burk's Falls on October 14, 2025.

OHS Membership: Diane Brandt informed Members that the annual report, financial statements and membership renewal has been sent to the Ontario Historical Society.

New Business:

Poppy Fund:

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

Jarv Osborne confirmed that he will be in attendance for the Remembrance Day Ceremony and will lay the wreath on November 11.

Santa Claus Parade:

Members discussed the annual Santa Claus Parade and agreed to donate to the community event. Members did not confirm participation in the Parade. **Motion that the Burk's Falls and District Historical Society approve a donation to the Burk's Falls Santa Claus Parade Committee in the amount of \$100.00: Moved by Barry Burton, Seconded by Krista Trulsen. Carried**

Library Collaboration:

Diane Brandt presented Nieves Guijarro with a framed display featuring a poppy, along with historical information and details on the variations of the Remembrance Day symbol, to be exhibited at the library.

Walking Tour:

Members discussed the possibility of revitalizing the historical walking tour within the Village of Burk's Falls, which had been implemented several years ago. Nancy Kyte suggested engaging local businesses to display photographs of historic structures in their windows, noting that the attraction could potentially be integrated with the planned steamboat tour in the future. It was also noted that the Library had previously hosted a walking tour; Nieves will gather additional information and report back at a future meeting.

Historic Music Sheets:

Nieves Guijarro informed the Members that she had been made aware of an individual who may be interested in either loaning or donating historic sheet music from the 1800s. She will provide additional details at a future meeting.

Tour of Simcoe County Museum:

Barry Burton proposed to organize a tour of the Simcoe County Museum to explore their programs and guided tours. Barry Burton will coordinate with interested Members to arrange the visit.

Adjournment:

The next meeting will be held on Monday, November 17, 2025 at Fell Homes. There being no further business, **Peter Hall moved to adjourn the meeting at 8:02 p.m.**

Recorded by
Charlene Watt, Secretary &
Deputy Treasurer

Approved by
Diane Brandt, President

**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	12	\$26,415.00	\$1,681,000.00	1612
November	0	\$0.00	\$0.00	0
December	0	\$0.00	\$0.00	0
TOTALS	112	\$325,220.90	\$20,424,532.00	New Construction 16258 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	5	\$12,695.00	\$813,000.00	1	1
Machar	33	\$97,075.40	\$5,765,332.00	7	11
Strong	24	\$62,135.00	\$3,959,500.00	4	4
Ryerson	23	\$60,450.50	\$3,876,700.00	4	3
Sundridge	12	\$20,700.00	\$1,300,000.00	3	4
TOTALS	112	\$325,220.90	\$20,424,532.00		26
Permit activity at end of October 31, 2025					
TOTALS	105	\$226,881.50	\$14,168,100.00	24	
Permit activity at end of October 31, 2024					
TOTALS	7	\$98,339.40	\$6,256,432.00		2
Difference from previous year					

JOINT BUILDING COMMITTEE PERMIT SUMMARY

Municipality of Ryerson

Oct-25

[illegible]

**Southeast Almaguin Highlands Regional Fire Services Committee
(RFSC)**

MINUTES

Thursday, November 6, 2025

Perry Township Council Chambers
(Sign-in sheet attached)

1. Call to Order

Mayor Norm Hofstetter opened the meeting at 7:00 p.m.

2. Minutes

Resolution No. 2025-02

Moved by: Rod Ward

Seconded by: Dan Robertson

Be it resolved that the Regional Fire Services Committee hereby approves the Minutes of the March 13, 2025 Meeting, as presented.

Carried

3. Live Fire Training Unit

The Live Fire Training Unit is working extremely well so far. Each Fire Station has cycled through it a minimum of three times. Training has been a joint effort and has been completed in the evenings due to schedules, but the department is working to schedule a weekend training. The fire simulation is as real as can be achieved. The unit has also been used for search and rescue, ladder work, as well as other training.

4. Proposed Second Training Unit for Search and Rescue

The Fire Chiefs are not sure it is the right time to focus on a second unit. With new Fire Halls being built, it is best to consider in a few years. Looking at spreading resources out in the future. The existing Live Fire Training Unit can be used for fire and rescue. The Fire Chiefs confirmed that the former Perry Municipal Office is no longer required for search and rescue training. They have a few props and materials to get out prior to demolition, but can be cleared prior to demo in 2026.

5. MOU – Live Fire Training Unit

Resolution No. 2025-03

Moved by: Dan Robertson

Seconded by: Chris Hope

Be it resolved that the Regional Fire Services Committee hereby recommends that the Councils of the 7 member municipalities hereby support that the Township of Perry forward the MOU and comments from their insurance to Russell Christie's Office for their legal opinion and update;

And that the costs associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference;

And that the Final Agreement be circulated to each municipality to be adopted by By-law.

Carried

6. Updates on Recruitment and Retention

Online portion of the Recruitment Class starts December 4, 2025. There are 18-20 recruits.

7. Regional Training – Update and Discussion

This item came up for discussion as a reminder that the contract expires in 2027 and the RTO has mentioned potential retirement. The Chiefs outlined that this has been a discussion with consideration of hiring someone in the area that would work 5 days a week rotating within the 5 stations and also would respond to calls.

8. Shared Equipment

RDC was purchased and in service as of May 2025. In addition, the department acquired an additional one by donation that has been incorporated into the training.

9. DZ Driver Training Program

The DZ Driver Training Program has begun. Perry hosted the one-day training and opened it to all stations. The 10 firefighters within the region attended the one-day training session covering off the requirements for daily checks, including but not limited to testing air brakes, low pressure sensors, etc. Each firefighter is required to complete the driving practice within their own stations. November 27 and 28 has been blocked off at MTO in Huntsville for drive test.

10. Other Business

Rod Ward requested an update on reporting. Chiefs outlined with the new FirePro program reporting will be made simpler and Chiefs will be able to report on training, response hours, response times, number of calls for service, etc. Most stations have or are getting the program.

Burk's Falls, Armour and Ryerson together and Magnetawan are in the process of building new halls. Kearney is looking at a new hall, planned in approximately 3 years.

The Chiefs outlined that drones are being used within the department and have already had success using them in various situations, including assisting in search and rescue of a lost person.

11. Next Meeting

The next meeting will be in February 2026.

12. Adjourn

The meeting adjourned at 7:45 p.m.

Dated this ____ day of _____, 2026.

Norm Hofstetter, *Chair*



705-382-2900
www.almaguin-health.org

ALMAGUIN HIGHLANDS HEALTH COUNCIL

MINUTES: October 2, 2025, 10:00 am in person at the Township of Perry Municipal Office and via Zoom

Present: Jim Ronholm, Shawn Jackson, Margaret Ann MacPhail, Vickey Roeder-Martin (Vice-Chair), Rod Ward (Chair), Brad Kneller, Delynne Patterson, Cheryl Philip, Sean Cotton, Deb Duce (Secretary)

Regrets: Tom Bryson, Norm Hofstetter

Guests: Cheryl Harrison, Deb Raynard, Courtney Metcalfe, Sandy Zurbrigg, Shelly van den Heuvel, David Gravelle.

Called to order at 10:00 a.m. by Chair R. Ward.

1. **2025-22** Moved by Brad Kneller. Seconded by Delynne Patterson.
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the amended agenda for the meeting of October 2, 2025.
2. **2025-23** Moved by Vickey Roeder-Martin. Seconded by Jim Ronholm.
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of October 2, 2025.
2. **DECLARATION OF PECUNIARY OF INTEREST: None**
3. **DELEGATIONS: None**
4. **RESOLUTIONS TO BE PASSED:**

2025-24: Letter of Support to Burk's Falls | Rural Ontario Development Program Application

2025-25: Support the Partnered Funding for Engineering Study Huston St. Health Centre

5. ITEMS FOR DISCUSSION

a) Progress Report

- i. C. Harrison provided an MAHC update highlighting capital development to date and the \$20 million dollar donation by the Hutcheson Family to support the new hospital as well as annual scholarships.
- ii. D. Raynard shared information on the AHFHT staff, programs, services, and unattached patient waitlist (800), D. Duce will D. Raynard the OH HHC contact information for the region.

b) Community & Clinical Providers Survey Update

Presentation of key points in the feedback from over 300 respondents to the community survey.

Discussion of an agreement and/or contract between an FHT and the municipalities to support the recruitment of primary care providers needed. Current OH criteria sets limits that are tied to funding.

Following discussion, it was agreed that a group will meet in the next week to discuss a possible AHC PCAT submission outside of the OHT. Those interested included S. van den Heuvel, R. Ward, V. Roeder-Martin, D. Patterson, & S. Zurbrigg.

c) Healthcare Services Survey Update

Overview of the data received to date and discussion of sharing on municipal digital spaces.

d) OPRA Recommendation to Ontario Health & Physician Recruitment Update

D. Gravelle presented an overview of the OPRA recommendation to OH/PCAT to provide \$5M over 2 years to support 1. existing community recruiters, 2. shared technology systems, 3. travel, outreach, community engagement activities as well as 4. data and reporting infrastructure to guide evidence-based recruitment and 5. equity subsidies for underfunded and underserved communities.

C. Metcalfe share information on the Rural Community Immigration Pilot (<https://nbcip.ca/>) funding opportunity.

e) Explore Almaguin Website and the Health Hub webpage [LINK](#)

Council members were asked to review the Health Hub webpage on the Almaguin website and provide feedback to C. Metcalfe.

f) Village of Burk's Falls Letter of Support – Funding Application for Strategic Plan

R. Ward shared background information on the request for a letter of support. The following resolution was put forward.

2025-24 Moved by Brad Kneller. Seconded by Shawn Jackson.

THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council will submit a letter of support to the Village of Burk's Falls for inclusion in their Rural Ontario Development Program Grant Application for development of a comprehensive strategic plan.

g) **Recruiter Funding Renewal Update | Confirmations Received to Date**

An overview of the status of the MAOHT recruiter funding renewal by AH municipalities. An email will be sent to those who have not yet shared information requesting an update.

h) **Engineering Study – Quote**

Sean shared background information, and the following resolution was put forward. The plan summary will be scanned and sent to all AHHC members. The resolution (2025-25) was deferred.

i) Position Hiring N/A

j) Other Business N/A

6. ADJOURNMENT

2025-21 Moved by DeLynne Patterson - Seconded by Vickey Roeder-Martin.

THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:56 a.m. to meet again on October 2, 2025, at 10:00 am at Perry Township. Carried.



Almaguin Highlands O.P.P. Detachment Board

Regular Meeting of the Board
Wednesday November 12th, 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:

Robert Sutherland, Chair & Community Representative, Krista Miller, Vice Chair & Community Representative, Board Members Kevin Noaik, Dan Robertson, Joe Lumley and, S/SGT Doug Vincer, Almaguin Highlands OPP Detachment Commander, Kim Seguin, Acting Secretary

Regrets:

Neil Scarlett

Members of the Public:

n/a

Disclosure of Conflict of Interest

Nil

Resolution No. 2025-22

Moved by: Krista Miller

Seconded by: Joe Lumley

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the Regular Board Meeting Minutes dated Wednesday, October 8th, 2025.

Carried

Item 4 Delegations

N/A

Item 5.1 2025 Q3 Opp Detachment Board Report

The board had a brief discussion with S/SGT Vincer on the report presented.

Resolution No. 2025-23

Moved by: Dan Robertson

Seconded by: Kevin Noaik

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives the 2025 Q3 OPP Detachment Board Report.

Carried

Item 6.1 Appointment of Acting Secretary
Resolution No. 2025-24

Moved by: Krista Miller

Seconded by: Joe Lumley

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives appoints Kim Seguin as Acting Secretary.

Carried

Item 6.2 Detachment Commander Performance Feedback Form33

The Almaguin Highlands OPP Detachment Board deferred the discussion to complete the form until after agenda item 6.4.

Item 6.3 2026 OPP Detachment Board Meeting Schedule

Resolution No. 2025-25

Moved by: Joe Lumley

Seconded by: Dan Robertson

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby establish the 2026 Meeting Dates for the Board as the second Wednesday of the month at 5:00pm on:

- January 14, 2026
- April 8, 2026
- July 8, 2026
- October 14, 2026

Carried

Item 6.4 Community Safety and Well-Being Plan Final

The Board reviewed the information presented for the Community Safety and Well-Being Plan.

S/Sgt Vincer left the meeting at 5:26pm so the board could discuss the performance feedback form.

Revisit Item 6.2 Detachment Commander Performance Feedback Form33

The Board discussed each item on the feedback form and collaboratively developed the feedback. The completed information will be forwarded to S/SGT Vincer by November 14th as requested.

The Meeting adjourned at approximately 5:55 p.m.

Dated this 14th day of January 2026.

Robert Sutherland, *Chair*

Kim Seguin, *Acting Secretary*



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: **October 28, 2025**

Motion # 330

WHEREAS the Township of Armour is a party to the Burk's Falls, Armour & Ryerson Union Public Library Board; and

WHEREAS it is necessary and in the best interest of the Township of Armour to appoint an alternate representative to the Board to ensure continued representation in the event the appointed Council representative is unable to attend a meeting;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour hereby appoints JERRY BRANDT as the Alternate Representative to the Burk's Falls, Armour & Ryerson Union Public Library Board for the remainder of the current Council term; and

FURTHER THAT staff be directed to notify the Burk's Falls, Armour & Ryerson Union Public Library Board of this appointment.

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

2

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

Haggart-Davis, Dorothy

Ward, Rod

Whitwell, Wendy

For

☐

☐

☐

☐

☐

Opposed

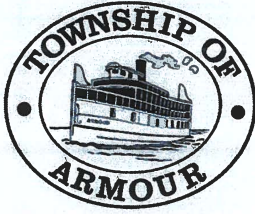
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Website: www.armourtownship.ca

Date: **October 28, 2025**

Motion # 331

That the Council of the Township of Armour is in support of the Sub-Committee meetings for shared services.

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

R

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

Haggart-Davis, Dorothy

Ward, Rod

Whitwell, Wendy

For

☐
☐
☐
☐
☐

Opposed

☐
☐
☐
☐
☐