

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

April 14, 2026 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 public meeting and the regular meeting on March 25, 2025. **(R)**

3. DECLARATION OF PECUNIARY INTEREST:

4. REPORTS:

4.1 **BY-LAW:** First Quarter Reporting, Draft AMPS By-law.

4.2 **CLERK:** Yard Sale, Sandbag Policy **(R)**, Integrity Commissioner Annual Report 2024-2025, Use of Municipal Resources By-law **(R)**, Delegation of Authority **(R)**, Establish Joint Compliance Audit Committee **(R)**.

4.3 **TREASURER:** Tender Opening Results **(R)**, 2026 Library Budget **(R)**, Final Draft Budget, O Reg. 284/09 2026 Budget Report **(R)**, By-law to Set Tax Ratio for 2026 **(R)**, By-law to Set and Levy Rates of Taxation for 2026 **(R)**.

5. COMMUNICATION ITEMS:

5.1 Proclamation Request – Almaguin Pride Network. **(R)**
5.2 May 2026 Tri-Council Discussion Items.

General Correspondence

5.3 February library meeting minutes.
5.4 Joint Building Committee March Permit Summary.
5.5 Joint Building Committee Ryerson Summary.

6. CONFIRMING BY-LAW:

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

7. IMPORTANT DATES:

- April 28, 2026, Regular Council Meeting 6:00 p.m.
- May 23, 2026, Hazmat Day

8. ADJOURNMENT: **(R)**

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: April 14, 2026 AT 6:00 P.M.

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

Be it resolved that Ryerson Township Council adopt the April 14, 2026 agenda as circulated.

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

Be it resolved that the minutes from the regular meeting on March 24, 2026 the special meeting on April 1, 2026 and be adopted as circulated.

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

Be it resolved that Ryerson Township Council has received the March 2026 Sandbag Policy.

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

Be it resolved that leave be given to introduce a Bill # ____-26, being a By-law for the Use of Corporate Resources for Election Purposes Policy and further; That By-law # ____-26 be read a First, Second and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of April, 2026.

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

Be it resolved that leave be given to introduce a Bill # ____-26, being a By-law to Delegate Certain Authorities for the Period from August 19, 2026 until November 15, 2026 further; That By-law # ____-26 be read a First, Second and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of April, 2026.

Item # 4.2 on Agenda Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # ____-26, being a By-law to Establish a Joint Compliance Audit Committee and further; That By-law # ____-26 be read a First, Second and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of April, 2026.

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

Be is resolved that Ryerson Township Council accept Tender 2026-01 Demolition & Property Clean Up from _____ in the amount of \$ _____ plus HST for a total of \$ _____.

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

Be it resolved that Ryerson Township Council accept Tender 2026-02 to Supply and Deliver Crushed Granite from _____ in the amount of \$ _____ plus HST for a total of \$ _____.

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

Be it resolved that Ryerson Township Council accept Tender 2026-03 for Double Surface Treatment from _____ in the amount of \$ _____ plus HST for a total of \$ _____.

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

Be it resolved that Ryerson Township Council accept Tender 2026-04 for Roadside Brushing from _____ in the amount of \$ _____ plus HST for a total of \$ _____.

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

Be it resolved that Ryerson Township Council accept Tender 2026-05 for Roadside Mowing from _____ in the amount of \$ _____ plus HST for a total of \$ _____.

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

Be it resolved that Ryerson Township Council approve the 2026 net Library Budget in the amount of \$213,869.00. Ryerson's share to be \$50,409.00.

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

Be it resolved that Ryerson Township Council adopt the 2026 Budget Report, excluding expenses as per Ontario regulations 284/09.

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

Be it resolved that leave be given to introduce a Bill # ____-26 to Set Tax Ratios for 2026 and further; That By-law # ____-26 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of April, 2026.

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

Be it resolved that leave be given to introduce a Bill # ___-26 being a By-law to Set and Levy Rates of Taxation for 2026 and further; That By-law # ___-26 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of April, 2026.

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

Be it resolved that Ryerson Township Council supports the proclamation request from the Almaguin Pride Network;

And further that Ryerson commits to posting a proclamation on the Ryerson Township website and Facebook Page for the month of June.

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

Be it resolved that leave be given to introduce a Bill # ___-26, being a By-law to confirm the meetings of Council and further; That By-Law # ___-26 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of April 2026.

Item # 8 on Agenda Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that we do now adjourn at _____. The next regular meeting is April 28, 2026 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

SPECIAL COUNCIL MEETING

MINUTES

Wednesday, April 1, 2026

A special meeting of Council was held April 1, 2026 at 10:00 a.m. The purpose of this meeting was to discuss the Official Plan – Agricultural Designation Options.

Members of Council were notified of this special meeting during the regular Council meeting on March 24, 2026. Council was also notified by receiving the agenda by email on March 30, 2026. The public was notified of this meeting by posting of this special meeting agenda on March 30, 2026, on the website.

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

Regrets: Mayor Sterling, and Councillor Abbott.

Staff in attendance: Nancy Field, Brayden Robinson, and Kelly Morissette

Public in Attendance: N/A

Councillor Miller called the meeting to order at 10:00 a.m.

DECLARATION OF PECUNIARY INTEREST: None noted.

Council discussed the Official Plan – Agricultural Designation options and a decision was made. Resolution noted below.

SP. R - 08 -26 Moved by Councillor Patterson, seconded by Councillor Robertson

Whereas the Planscape Consultant Team has prepared an Agricultural Lands Options Brief dated March 24, 2026; and

Whereas Option #3 has been identified as a preferred approach for inclusion in the Draft Official Plan and associated schedules;

Whereas further that the designation be supported by policies establishing a minimum agricultural lot size of 20 hectares, permitting limited smaller farm severances, and including provisions for lands along the designation boundary to allow development on lower-quality lands, subject to Minimum Distance Separation (MDS) requirements.

Now therefore be it resolved that the Council of Ryerson Township hereby supports the Planscape Consultant Team in updating the Draft Official Plan and schedules in accordance with Option #3 of the Agricultural Lands Options Brief dated March 24, 2026; and

Further be it resolved that the updated Draft Official Plan be submitted to the Ministry of Municipal Affairs and Housing for review.

(Carried)

ADJOURNMENT

SP. R - 09 -26 Moved by Councillor Abbott, seconded by Councillor Robertson

Be it resolved that we do now adjourn at 10:14 a.m.

(Carried)

DEPUTY MAYOR

ACTING CAO/CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

March 24, 2026 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **March 24, 2026** at 6:00 p.m. This was a hybrid meeting combining in person, electronic meeting via Zoom and phone.

1. CALL TO ORDER

Deputy Mayor Miller 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: Deputy Mayor Miller, Councillors: Abbott, Patterson and Robertson.

Regrets: Mayor Sterling

Staff in attendance: Brayden Robinson, Nancy Field, and Kelly Morissette

Public attending in person or electronically: Nieves Guijarro.

Notice of this meeting was posted on the website.

1. ADOPTION OF AGENDA

R- 47 - 26 Moved by Councillor Abbott, Seconded by Councillor Patterson

Be it resolved that Ryerson Township Council adopt the March 24, 2026 agenda as circulated.

(Carried)

2. ADOPTION OF MINUTES

R- 48 - 26 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that the minutes from the regular meeting on March 10, 2026, and the special meeting on March 13, 2026 be adopted as circulated.

(Carried)

3. DECLARATION OF PECUNIARY INTEREST: None noted.

4. REPORTS:

4.1 TREASURER:

B. Robinson provided Council with a report regarding the Excavator surplus, a Signing Officer by-law was provided to Council, and the 2025 Council statement of remuneration and expenses were provided. Questions were asked and answered. Resolution is noted below.

R- 49 - 26 Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council declares the 2015 Volvo EW160E Excavator as surplus and directs staff to post the unit for sale.

(Carried)

R- 50 -26 Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # 11-26 being a By-law to Appoint Glenn Miller as a Signing Officers and further; That By-law # 11-26 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 24th day of March, 2026.

(Carried)

R- 51 -26 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council has received the Council Statement of Remuneration and Expenses for 2025.

(Carried)

4.2 ACTING CAO/CLERK

N. Field provided Council with a By-law to regulate municipal election signs and a By-law to provide early voting. Resolution noted below

R- 52 - 26 Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # 12-26 being a By-law to Regulate Placement of Municipal Election Signs in the Township of Ryerson and further; That By-law #12-26 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 24th day of March, 2026.

(Carried)

R- 53 -26 Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill #13-26 being a By-law to Provide Early Voting on Voting Day and further; That By-law #13-26 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto, and finally passed in Council this 24th day of March, 2026.

(Carried)

4.3 ADMINISTRATIVE ASSISTANT:

K. Morissette provided Council with a report on debit machines. Discussions were had and questions were answered. Resolution noted below.

R- 54 -26 Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council receive the staff report and approve the purchase of the Clover unit, to allow staff to accept debit payments at the municipal office.

(Carried)

COUNCIL REPORTS:

4.4 Councillor Patterson provided Council with a report regarding the aerial spraying of glyphosate-based herbicides. Resolution noted below.

R- 55 -26 Moved by Councillor Patterson, Seconded by Councillor Abbott,

Whereas, the province of Ontario, through the Ontario Ministry of Natural Resources has released the (MNR) April 1, 2026 – March 31, 2027, Annual Work Schedule (AWS) and plan to continue the practice of aerial spraying of GLYPHOSATE based herbicides.

Whereas new scientific evidence published since Health Canada’s last assessment of Glyphosate in 2017 has linked glyphosate-based end-use products to cancer, metabolic and neurological diseases, reproductive toxicity, and eco system harm and a source supporting the use of glyphosates has now been retracted; bringing into question its validity.

Whereas, the use of aerial spraying of glyphosates for forestry poses significant harmful health effects on wildlife; loss of use of land for recreation, tourism, hunting/gathering purposes; water contamination; and concerns about the effects on human health.

Whereas, the province of Quebec banned the use of glyphosates for forestry purposes in 2001 and replaced aerial herbicide spraying with manual forest thinning as a safer alternative forest management method.

Now therefore be it resolved that Ryerson Township Council formally request that the Honorable Mike Harris, Minister of Natural Resources, suspend the use of GLYPHOSATE based herbicides until further independent research and updated risk assessments are completed and reviewed.

Be it further resolved that this resolution be forwarded to

The Honourable Mike Harris, Minister of Natural Resources

The Honourable Sylvia Jones, Minister of Health

The Honourable Todd J. McCarthy, Minister of the Environment, Conservation and Parks

The Honourable. Graydon Smith, MPP Parry Sound- Muskoka

FONOM (Federation of Northern Ontario Municipalities)

(Carried)

5. BUSINESS ARISING/ACTIVITY LOG:

Council had a discussion regarding the Public Open House on March 23, 2026.

6. COMMUNICATION ITEMS

R- 56 -26 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council supports the Township of Perry’s Resolution No.: 2026-104 for improved school bus safety initiatives and the expansion of stop-arm camera programs.

And further, that a copy of the resolution be forwarded to Doug Ford, Premier of Ontario, Prabmeet Sarkaria, Minister of Transportation, the Hon. Graydon Smith, MPP Parry Sound-Muskoka, and the Township of Perry.

(Carried)

General Information Items Received:

- Council received the heritage festival public notice.
- Council received the presentation from the Township of Armour for the Historical Society.
- Council received the February 16, 2026 Historical Society meeting minutes.
- Council received the North Bay Parry Sound District Health Unit notice of discontinuation of routine beach sampling.
- Council received the North Bay Parry Sound Board of Health Medical Officer of Health February report.

- Council received resolutions from the Village of Burk's Falls for the Arena, Fire Tri R and RTO 2026 budgets.
- Council received the arena report for March.
- Council received the March arena rates report.
- Council received an arena rate comparison.

7. CONFIRMING BY-LAW

R- 57 -26 Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # 14-26, being a By-law to confirm the meetings of Council and further; That By-Law # 14-26 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 24th day of March 2026.

(Carried)

8. CLOSED MEETING:

R- 58 -26 Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that we move to a closed meeting at __6:52__ p.m., pursuant to the Municipal Act 2001, c. 25, Section (2) (f) as the subject matter being considered is regarding subject to solicitor-client privilege including communication necessary for that purpose; The general nature of the closed meeting is to discuss legal matters.

(Carried)

9. ADJOURNMENT:

R- 59 -26 Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at _7:17_p.m. The next regular meeting is April 14, 2026 at 6:00 p.m.

(Carried)

DEPUTY MAYOR

ACTING CAO/CLERK



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

STAFF REPORT

DATE: April 2, 2026
RE: Q1 REPORT
FROM: BY-LAW ENFORCEMENT

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

Introduction:

This report provides an overview of By-Law Enforcement activities for the period of January to March 2026 for the Township of Ryerson.

The department has continued to make steady progress in achieving compliance among residents and visitors. Call volumes remained consistent with the winter trends in the Almaguin region, with an anticipated increase as the municipality enters the spring and summer seasons.

By-Laws Updates:

Our department has been working closely with office staff to implement Administrative Monetary Penalties (AMPS). Staff have also collaborated closely with Chief Readman, and FPO Haffner resulting in The Fire Prevention and Protection Act (FPPA) being added as a key piece of legislation into the AMPS By-law. This strong partnership further supported the development and implementation of a new Open Air Burning By-law within the township.

Upcoming Season Priorities

As the municipality transitions into the busier enforcement season, the department will focus on the following priorities:

- **Property Standards Remediation:** Increased attention will be directed toward property standards enforcement, with an emphasis on proactive inspections, timely compliance, and adherence to Council direction and community expectations.
- **Continued Legislative Updates:** The department will continue to review and update municipal by-laws to ensure they remain current, enforceable, and aligned with the needs of the community.

Conclusion:

By-Law Enforcement activities have remained steady in the first quarter of 2026, and the department is well-positioned to respond to increased seasonal demand. Staff appreciate the ongoing support and direction provided by Council and remain committed to maintaining the standards that contribute to the quality of life in the Township of Ryerson.

Bryan Austin
By-law Enforcement Officer

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW ___-25

**A BY-LAW TO IMPLEMENT AN ADMINISTRATIVE MONETARY
PENALTY SYSTEM IN THE TOWNSHIP OF RYERSON**

Whereas the Township of Ryerson is authorized under section 434.1 (1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, to establish a system of administrative penalties for contraventions of municipal By-laws;

And Whereas section 102.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an Administrative Monetary Penalty if the Municipality is satisfied that the person has failed to comply with any By-laws.

And Whereas section 391 of the *Municipal Act*, 2001 enables the Municipality to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

And Whereas section 434.2 of the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the Municipality on a person constitutes a debt of the person to the Municipality;

And Whereas sections 23.2, 23.3 and 23.5 of the *Municipal Act*, 2001 authorizes the Municipality to delegate its administrative and hearing powers; and,

And Whereas the Council for the Municipality considers it desirable and necessary to provide for a system of administrative penalties and Administrative Fees for the designated Municipal By-laws, or portions of the designated Municipal By-laws;

Now Therefore The Council Of The Corporation Of The Township of Ryerson Enacts As Follows:

Definitions

1.0 In this By-law:

“**ADMINISTRATIVE FEE**” means any fee specified in this By-law or set out in Schedule ‘B’;

“**ADMINISTRATIVE PENALTY**” means an Administrative Penalty established by this By-law or set out in the attached Schedule(s) for a contravention of a Designated By-law;

“**A.M.P.S.**” means Administrative Monetary Penalty System;

“**CLERK**” means the Municipal Clerk, their delegate, or anyone designated by the Clerk to

perform duties pursuant to the Administrative Monetary Penalty System;

“COUNCIL” means the Council of the Township of Ryerson;

“DAY” means any calendar Day;

“DESIGNATED BY-LAW” means a By-law, or a part or provision of a By-law, that is designated under this or any other By-law, and is listed in the attached Schedule ‘A’ to which the AMPS applies;

“HEARING NON-APPEARANCE FEE” means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearing Officer and listed in Schedule ‘B’;

“HEARING DECISION” means a notice that contains a decision made by a Hearing Officer;

“HEARING OFFICER” shall mean a person who performs the duties of Hearing Officer as set out in section 5 of this By-law and meeting the requirements that a Hearing Officer cannot be a Member of Council or a Municipal Employee. The Hearing Officer shall have knowledge of and experience in administrative law; such as a lawyer, retired lawyer, para-legal, retired para-legal, retired police officer, retired municipal Clerk or retired Municipal deputy Clerk;

“HOLIDAY” means a Saturday, Sunday, any statutory Holiday in the Province of Ontario or any Day the offices of the Municipality are officially closed for business;

“LATE PAYMENT FEE” means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law and listed in Schedule ‘B’;

“MUNICIPALITY” means the Corporation of the Township of Ryerson;

“NSF FEE” means an Administrative Fee established by the Municipality from time to time in respect of payment by negotiable instrument received by the Municipality from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in Schedule ‘B’;

“OFFICER” means a Municipal By-law Enforcement Officer, Police Officer, Fire Chief or designate appointed by the Municipality to administer and enforce this By-law;

“PENALTY NOTICE” means a notice given to a Person pursuant to section 3.0 of this By-law;

“PENALTY NOTICE DATE” means the date of the contravention specified on the Penalty Notice, in accordance with section 3.2 of this By-law;

“PENALTY NOTICE NUMBER” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 3.2 of this By-law;

“PERSON” includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof;

“REQUEST FOR REVIEW BY HEARING OFFICER” means the request which may be made in accordance with section 5 of this By-law for the review of a Screening Decision;

“REQUEST FOR REVIEW BY SCREENING OFFICER” means the request made in accordance with section 4 of this By-law for the review of a Penalty Notice;

“REVIEW BY HEARING OFFICER” and **“HEARING”** means the process set out in section 5 of this By-law;

“REVIEW BY SCREENING OFFICER” and **“SCREENING REVIEW”** means the process set out in section 4 of this By-law;

“SCREENING DECISION” means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 4.11 of this By-law;

“SCREENING NON-APPEARANCE FEE” means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule “B”; and,

“SCREENING OFFICER” means a person from time to time appointed pursuant to this By-law who performs the duties of Screening Officer as set out in section 4 of this By-law and meeting the requirements that a Screening Officer cannot be a Member of Council, a Screening Officer may be a staff member provided that they have no jurisdiction in their job duties that relate in any type of enforcement capacity.

“VEHICLE” includes a motor vehicle, automobile, bicycle, motorcycle, boat, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle propelled or driven by any kind of power including muscular power and such additional definitions as set out in the *Highway Traffic Act*.

Application of this By-law

- 2.0** The Municipal By-laws, or portions of Municipal By-laws, listed in the attached Schedule 'A' of this By-law shall be Designated By-laws for the purposes of sections, 102.1 and 151 of the *Municipal Act* and paragraph 3(1)(b) of the Regulation. The attached Schedule 'A' sets out the Administrative Penalty and may include short form language to be used on Penalty Notices, for the contraventions of Designated By-laws.
- 2.1** Schedule 'B' of this By-law shall set out Administrative Fees imposed for the purposes of this By-law.
- 2.2** The *Provincial Offences Act* applies to all Designated By-laws except to a Designated By-law respecting the parking, standing, or stopping of vehicles.

Penalty Notices

- 3.1** Every Person in contravention of a Designated By-law shall upon issuance of a Penalty Notice be liable to pay the Municipality an Administrative Penalty in the amount specified in the attached Schedule 'A' to this By-law.
- 3.2** An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.
- 3.3** A Penalty Notice may include the following information:
- (a) the vehicle licence plate number or vehicle identification number;
 - (b) the Penalty Notice Date;
 - (c) a Penalty Notice Number;
 - (d) the date on which the Administrative Penalty is due and payable;
 - (e) the identification number and signature of the Officer;
 - (f) the name of the person penalized;
 - (g) the contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
 - (h) the amount of the Administrative Penalty;
 - (i) such additional information as the Clerk determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and

(j) a statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process.

3.4 In addition to the service methods provided in section 6 “Service of Documents” of this By-law, an Officer may serve the Penalty Notice on a Person by delivering it personally to the Person contravening the By-law at the time of the offence.

3.5 No Officer may accept payment of an Administrative Penalty or Administrative Fee.

3.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Municipality any applicable Administrative Fee(s).

Review by Screening Officer

4.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 4.3.

4.2 If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Screening Officer extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 4.3.

4.3 A Person’s right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:

(a) the Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review; and,

(b) the Administrative Penalty shall be deemed to be confirmed on the sixteenth (16th) Day following the Penalty Notice Date; and,

(c) the Administrative Penalty shall not be subject to any further review, including a review by any Court.

- 4.4** A Person's Request for Review by a Screening Officer or request for an extension of time to request a Screening Review is exercised by:
- (a) a submission in writing to the By-law Enforcement Department of a Request for Review by a Screening Officer or request for an extension of time to request a Screening Review; or
 - (b) calling the telephone number listed on the Penalty Notice to make a Request for Review by a Screening Officer or to request an extension of time to request a Screening Review.
- 4.5** A Request for Review by Screening Officer of an Administrative Penalty or a request for an extension of time to request a Screening Review shall include the Penalty Notice Number and the Person's contact information.
- 4.6** A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the By-law Enforcement Department if the Person makes the request on or before the dates established by Sections 4.0 or 4.1 of this By-law.
- 4.7** On a request for an extension of time to request a Screening Review, the By-law Enforcement Department may only extend the time to request a Screening Review where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
- 4.8** Where an extension of time to request a Screening Review is not granted by the By-law Enforcement Department, the Administrative Penalty, and any applicable Administrative Fee(s) are deemed to be confirmed.
- 4.9** Where a Person fails to attend at the time and place scheduled for a Screening Review of an Administrative Penalty:
- (a) the Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
 - (b) the Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed on the sixteenth (16th) Day following the Penalty Notice Date;
 - (c) the Administrative Penalty shall not be subject to any further review, including a review by any Court; and
 - (d) the Person shall pay to the Municipality a Screening Non-Appearance Fee and any other applicable Administrative Fee(s).

4.10 On a review of an Administrative Penalty, the Screening Officer may:

- (a) affirm the Administrative Penalty; or
- (b) cancel, reduce, or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
- (c) where the Person establishes on the balance of probabilities that they did not contravene the Designated By-law(s) as described in the Penalty Notice; or
- (d) where the Person establishes on a balance of probabilities that the cancellation, reduction, or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.

4.11 On a Screening Review of an Administrative Penalty, before making a decision, a Screening Officer shall conduct an interview with the Person.

4.12 After a Review by a Screening Officer, the Screening Officer shall deliver a Screening Decision to the Person, in accordance with Section 6 of this By-law.

4.13 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation, or By-law.

5.0 Review by Hearing Officer

5.1 A Person may Request a Review by Hearing Officer during the Screening Review.

5.2 If a Person has not made a Request for Review by Hearing Officer at the time of the Screening Review, the Person may make a Request for Review by Hearing Officer before the due and payable date for the Administrative Penalty listed on the Screening Decision.

5.3 The Person's right to Request for Review by Hearing Officer expires if it has not been exercised on or before the due and payable date for the Administrative Penalty listed on the Screening Decision, at which time:

- (a) the Person shall be deemed to have waived the right to Request for Review by Hearing Officer;
- (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s), if applicable, as modified in the Screening Decision, shall be deemed to be confirmed; and
- (c) the Screening Decision and Administrative Penalty shall not be subject to any further review, including a review by any Court.

5.4 A Person's Request for Review by Hearing Officer is exercised by:

- (a) a submission in writing to the By-law Enforcement Department for a Request for Review by a Hearing Officer or request for an extension of time to request a Hearing; or
- (b) attending in person at the location listed on the Screening Decision to make Request for Review by a Hearing Officer or request an extension of time to request a Hearing; or
- (c) calling the telephone number listed on the Screening Decision to make a Request for Review by Hearing Officer or request an extension of time to request a Hearing.

5.5 A Request for Review by Hearing Officer shall only be scheduled by the By-law Enforcement Department if the Person makes the request within the time limits set out in sections 5 of this By-law.

5.6 Where a Person fails to appear at the time and place scheduled for a Hearing:

- (a) the Person shall be deemed to have abandoned the Hearing for review of a Screening Decision;
- (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
- (c) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
- (d) the Person shall pay to the Municipality a Hearing Non-Appearance Fee, Late Payment Fee, and any other applicable Administrative Fee(s).

5.7 On a review of a Screening Decision, the Hearing Officer may:

- (a) confirm the Screening Decision; or
- (b) cancel, reduce, or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - (i) where the Person establishes on a balance of probabilities that they did not contravene the Designated By-law(s) as described in the Penalty Notice; or
 - (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction, or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.

- 5.8** A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and a representative of the Municipality an opportunity to be heard at the time and place scheduled for the Hearing.
- 5.9** All Hearings by a Hearing Officer shall be conducted in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.
- 5.10** A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation, or By-law.
- 5.11** After a Hearing is complete, the Hearing Officer shall deliver to the Person a Hearing Decision, in accordance with Section 6 of this By-law.
- 5.12** The decision of a Hearing Officer is final.

Service of Documents

- 6.0** The service of any document, notice or decision, including a Penalty Notice, pursuant to this By-law, when served in any of the following ways, is deemed effective:
- (a) immediately, when a copy is delivered to the Person to whom it is addressed;
 - (b) on the seventh (7th) Day following the date a copy is sent by registered mail to the Person's last known address;
 - (c) immediately upon the conclusion and sent confirmation of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
 - (d) immediately upon sending a copy by electronic mail (i.e. e-mail) to the Person's last known electronic mail address.
- 6.1** For the purposes of subsections 6.0 (b), (c) and (d) of this By-law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Municipality as may be required by a form, practice or policy under this By-law.

Administration

- 7.1** The Clerk, their delegate, or anyone designated by the Clerk shall administer this By-law and establish any additional practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as they deem necessary, without amendment to this By-law.

- 7.2** The Clerk, their delegate, or anyone designated by the Clerk shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as they deem necessary, without amendment to this By-law.
- 7.3** An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Municipality owed by the Person.
- (a) Pursuant to subsections 398 (1) and (2) of the *Municipal Act*, where an Administrative Penalty, including any Administrative Fees(s) remain unpaid after the final date on which it is payable as specified in the Penalty Notice, the Administrative Penalty, including any Administrative Fees(s) shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.
- 7.4** Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable; the Person shall pay to the Municipality a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).
- 7.5** Where a Person makes payments to the Municipality of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Municipality the NSF Fee set out in the Municipality Fees By-law.
- 7.6** Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.
- 7.7** Any time limit that would otherwise expire on a Holiday is extended to the next Day that is not a Holiday.
- 7.8** A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Clerk, their delegate, or anyone designated by the Clerk, the Screening Officer, or the Hearing Officer, as applicable.
- 7.9** Any schedule attached to this By-law forms part of this By-law.

Severability

8. Should any provisions, or any part of a provision, of this By-law be declared invalid, or to be no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

Interpretation

9. The provision in Part VI of the *Legislation Act*, 2006, S.O. 2006, c.21, Sched. F shall apply to this By-law.

Short Title

10. This By-law may be referred to as the AMPS By-law.

Administrative Corrections

11. The Clerk of the Township of Ryerson is hereby authorized to make any minor modifications or corrections of an administrative, grammatic, semantic or descriptive nature or kind to the By-law and schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

Effective Date

12. This this By-law shall come into effect on the Day it was passed.

Read a first, second and third time,
Signed and the seal of the
Corporation affixed there to and
Finally passed in open Council this
_____ day of _____ 2025.

Deputy Mayor

Acting CAO/Clerk



THE CORPORATION OF THE TOWNSHIP OF RYERSON

Schedule "A"

To By-law __-25

Administrative Monetary Penalty By-law

Designated By-laws:

- Clean Yard By-law**
- Open Air Burning By-law**
- Regulating Noise By-law**
- Animal Control By-law**
- Trailer Licensing By-law**

1. For the purpose of section 2 of this By-law, Column 1 in the following Table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions.
2. Column 2 in the following Table lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following Table sets out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 1.

Schedule "A" to By-law ___-24

Table 1: By-Law No. 05 - 21 Regulating Clean Yard By-law			
Item #	Column 1 Short form wording	Column 2 Provision creating or Defining offence	Column 3 Administrative penalty
1.	Failure to keep front yard clean and free from any refuse and/or debris	3.1	300.00
2.	Failure to keep yard and property clean and free from any refuse and debris except when screened, secured, or contained	3.2	300.00
3.	Improper disposal, burying, dumping or storage of refuse	3.4	300.00
4.	Failure to ensure grass and other vegetation is cut and trimmed to not exceed six (6) inches	3.6	300.00
5.	Failure to keep property and yard free and clear of stagnant water	3.7	300.00
6.	Failure to fill in any excavation or provide adequate barrier and/or fence	4.1	300.00
7.	Failure to ensure that any structure or improvement to land remains in good and safe condition	4.3	300.00

Table 2: By-law No. 31-17 Regulating Open Air Burning By-law			
Item #	Column 1 Short Form Wording	Column 2 Provision Creating Or Defining Others	Column 3 Administrative Penalty
1	Set or permit open air fire during prohibited hours	2.1	\$300.00
2	Set or permit open air fire contrary to general prohibition	2.2	\$300.00
3	Set or permit a flying lantern	2.4	\$300.00
4	Failure to comply with permit conditions	4.2	\$300.00
5	Failure to extinguish fire otherwise allowed under permit when ordered to do so	4.5	\$300.00
6	Recreational Fire in fire pit larger than permitted	5.1	\$300.00
7	Recreational Fire of materials not permitted	5.2	\$300.00
8	Recreational Fire adversely affecting other persons	5.3	\$300.00
9	Recreational Fire of oversized wood	5.4	\$300.00
10	Recreational Fire within 6 meters (19.5 ft.) of Adjacent Property	5.5	\$300.00
11	Recreational Fire within 6 meters (19.5 ft.) of combustible structure	5.6	\$300.00
12	Recreational Fire without extinguishing provisions and devices	5.7	\$300.00
13	Failure to supervise recreational Fire	5.8	\$300.00
14	Recreational Fire during high winds or during smog alert	5.9	\$300.00
15	Failure to take reasonable precautions during recreational Fire	5.10	\$300.00

Cont'd Table 2: By-law No. 31-17 Regulating Open Air Burning By-law			
Item #	Column 1 Short Form Wording	Column 2 Provision Creating Or Defining Others	Column 3 Administrative Penalty
16	Failure to extinguish fire or comply when ordered during recreational Fire	5.11	\$300.00
17	Failure by owner to ensure compliance during recreational Fire	5.12	\$300.00
18	Non-recreational Fire pile larger than permitted	6.1	\$300.00
19	Non-recreational Fire of materials not permitted	6.2	\$300.00
20	Non-recreational Fire of materials other than dry wood or permitted yard waste	6.3	\$300.00
21	Non-recreational Fire adversely affecting other persons	6.5	\$300.00
22	Failure to supervise non-recreational Fire	6.6	\$300.00
23	Non-recreational Fire during high winds or smog alert	6.8	\$300.00
24	Failure to take reasonable precautions during non-recreational Fire	6.9	\$300.00
25	Failure to extinguish fire or comply when ordered during non-recreational Fire	6.10	\$300.00
26	Failure by owner to ensure compliance during non-recreational Fire	6.11	\$300.00
27	Failure to extinguish fire creating hazard when ordered to do so	7.3	\$300.00
28	Hinder or obstruct any person exercising a power or performing a duty under this By-law	11.1	\$300.00

Table 3: By-law No. 14-22 To Regulate Noise			
Item #	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Administrative Penalty
1.	Permit noise from electronic device during prohibited time.	s. 3.1 Sch. A (1)	\$300.00
2.	Permit noise from auditory signaling device during prohibited time.	s. 3.1 Sch A (2)	\$300.00
3.	Make or permit noise by shouting, yelling, or similar during prohibited time.	s. 3.1 Sch A (3)	\$300.00
4.	Permit noise from construction equipment during prohibited time.	S3.1 Sch A (4)	\$300.00
5.	Permit noise from a toy, model, or replica during prohibited time.	S3.1 Sch A (5)	\$300.00
6.	Permit noise from a motorized conveyance during prohibited time.	S3.1 Sch A (6)	\$300.00
7.	Permit noise from any tool, equipment, or appliance during prohibited time.	S3.1 Sch A (7)	\$300.00
8.	Permit noise from loud playing of musical instruments during prohibited time.	S3.1 Sch A (8)	\$300.00
9.	Permit noise by detonating fireworks or explosive devices during prohibited time.	S3.1 Sch A (9)	\$300.00
10.	Permit the operation of a motorized conveyance in such a way to rev the engine.	S3.1 Sch A (10)	\$300.00
11.	Permit noise from a domestic generator during prohibited time.	S3.1 Sch A (11)	\$300.00

Table 4: By-law No. 16-24 To Regulate the Animal Control By-law			
Item #	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Administrative Penalty
1	Fail to obtain dog licence or kennel license.	Section 2.1	\$300.00
2	Permit dog to be at large.	Section 3.1	\$300.00
3	Own more than four (4) dogs.	Section 3.2	\$300.00
4	Permit dog to trespass on private property.	Section 3.3	\$300.00
5	Permit dog to be in a public place without a leash.	Section 3.4	\$300.00
6	Permit dog to be in a public park or swimming area.	Section 3.5	\$300.00
7	Fail to clean-up and dispose of excrement.	Section 3.6	\$300.00
8	Permit dog to bark or make excessive noise.	Section 3.7	\$300.00
9	Fail to comply with muzzle order.	Sections 5.1	\$300.00
10	Permit animal to be kept, left unattended in Motor Vehicle.	Section 6.2	\$300.00
11	Possession of an exotic, wild or non-domesticated animal.	Section 7.1	\$300.00

Table 5 – By-law No. __-24 To Regulate Trailer Licensing By-law			
Item #	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offences	Column 3 Administrative Penalty
1.	Permit person to locate trailer on property without a licence.	Section 3.1	\$300.00
2.	Fail to vacate trailer from the months of December 1 st to April 30 th .	Section 3.2	\$300.00
3.	Permit more than (1) trailer on property.	Section 3.6	\$300.00
4.	Fail to display license conspicuously on trailer.	Section 4.4	\$300.00
5.	Provide false information on license application.	Section 5.4	\$300.00
6.	Fail to comply with an order.	Section 5.7	\$300.00
7.	Obstruct person designated to enforce this By-law.	Section 5.9	\$300.00



SCHEDULE "B" to By-law ___-24

Administrative Monetary Penalty By-law

Administrative Fees

ITEM	COLUMN 1 Administrative Fee	COLUMN 2 Amount
1	Late Payment Fee	\$25.00
2	Screening No Show Fee	\$50.00
3	Hearing No Show Fee	\$100.00

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Schedule “C” to By-law ___-24

Department: By-law Enforcement/Administration and Council		Policy #:	
Policy: Policies and Procedures for an Administrative Monetary Penalty System in the Township of Ryerson.			
Date: approved	Rev. Date:	Coverage: Township of Ryerson	Page #: 3 pages

Policy Statement:

This policy addresses the methods and procedures by which Council, staff and any other representatives of the Township of Ryerson will follow while using the Administrative Monetary Penalty System.

This policy will guide:

1. Consistency and coherence in the use of an Administrative Monetary Penalty System (AMPS) within the overall program design of AMPS for the Municipality;
2. Appropriate and effective use of AMPS within the Municipality graduated enforcement approach; and
3. Effective management of the AMPS regime.

This policy is to ensure all financial control and reporting responsibilities related to the Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to Code of Conduct, Conflict of Interest, financial management/reporting and political interference in the administration of the system.

Accountability:

If anyone attempts to influence a Screening Officer, Hearing Officer or City employee engaged in the administration of the AMPS program, the Screening Officer, Hearing Officer or City employee, as the case may be, shall report the incident to the CAO or designate as soon as possible. No action will be taken against a Screening Officer or Hearing Officer for making any such report in good faith.

Procedure:

A Penalty Notice may include, if applicable and obtainable:

1. The vehicle licence plate number or vehicle identification number;
2. The Penalty Notice Date;
3. A Penalty Notice Number;
4. The date on which the Administrative Penalty is due and payable;
5. The identification number and signature of the Officer;
6. The name of the person penalized;
7. The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
8. The amount of the Administrative Penalty;
9. The option(s) available to dispute the Penalty Notice with a Screening Officer and Hearing Officer: and
10. A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process.
11. Any additional information such as, the process by which a Person may exercise the right to request a Screening Review/Hearing Review of the Administrative Penalty Notice.

When a person is issued a Penalty Notice, they have the following options:

Option 1: Plea of Guilty – Voluntary Payment of Total Payable by mail, telephone or in person
A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay any applicable Administrative Fee(s).

Option 2: Make a request, within Meet with a Screening Officer. The accused or their legal representation and any witnesses may meet with a Screening Officer in person at the Ryerson Municipal Office. If the accused lives more than 50 km from the

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Ryerson Municipal Office or has any other extenuating circumstances for why they cannot attend the Ryerson Municipal Office in person, they may also meet with the Screening Officer by telephone.

If the accused is not satisfied with the Screening Officer's decision, the accused or their legal representation may request a meeting with the Hearing Officer in person at the Screening Review **or** in writing by mail to the By-law Enforcement Department before the due and payable date given by the Screening Officer. The Hearing Officer's decision is final.


A Person's Request for Review by a Screening/Hearing Officer or request for an extension of time shall be submitted in writing to the By-law Enforcement Department or by calling the telephone number listed on the Penalty Notice.

A person has 15 Days from the Day they receive the penalty notice to choose one of the before mentioned options.

Any time limit that would otherwise expire on the Weekend or a Holiday is extended to the next Day that is not a Weekend or a Holiday.

***These above-mentioned options and information shall be clearly marked on every Penalty Notice.**

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	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Administrative Assistant
Date of Meeting:	April 14, 2026
Report Title:	Annual Yard Sale
Report Date:	April 07, 2026

Recommendation:

That council provide direction on whether the 2026 Ryerson Township Yard Sale will proceed as planned.

Purpose/Background:

The Annual Ryerson Township Yard Sale is tentatively scheduled for Saturday, June 20, 2026, from 8 a.m. to 12:00 p.m. As previous years, the event goes ahead rain or shine, and we do not provide an alternate date. Last couple years on average we have had 10-13 vendors on the day of the event.

Council should arrive early as 6:30- 7:00 a.m.

Councils' duties include:

- Putting tent outside, setting up tables and BBQ.
- Set up coffee/condiments etc.
- Start BBQ – Cook peameal/hotdogs/serve to public.
- Clean up after the event.

March 25, 2026

TOWNSHIP OF RYERSON
SAND BAG POLICY (PUBLIC)

There is no statutory requirement for the Township to provide sandbags, nor to prevent a property from flooding.

Our policy for sandbags is to **assist** with the prevention of property flooding by supplying a **minimal number** of sandbags to individual property owners.

Property owners are responsible for protecting their own property and therefore should make their own arrangements to protect their properties, making plans in advance of a flooding event.

Sandbags will not totally prevent floodwater encroaching into property and all owners should remove articles to a safe location above anticipated flood level. People building flood defences with sandbags should also be aware of the building methods to employ in order to make an effective seal and the health and safety implication of manual handling sandbags, as they are exceptionally heavy.

The Township has a small stock of sandbags, primarily to assist in preventing flooding of the roads.

Although it is not the responsibility of the municipality to provide property owners with sand bags, in case of flooding or danger of flooding, the Township of Ryerson does have a limited number of sandbags available to property owners in the Township.

A property owner may purchase up to ten (10) empty sandbags at a cost of \$1.00 (including HST) per sandbag.

Sand Bags may be purchased during office hours 8:30 a.m. – 4:00 p.m.

In an emergency, sand bags can be picked up at the municipal garage after hours from a staff member of the road department. The cost of the sand bags will be invoiced subsequently, from the office.

The Township will have a small supply of sand (without salt) at the Township yard. Sand for up to ten (10) sand bags may be provided (with permission from municipal staff and if sufficient quantity of sand is in stock) and may be taken from the municipal sand pile at no cost to Ryerson Township property owners. (Bring your own shovel).

The Township has made arrangements with Derrick Johnstone Construction 705-493-6900 (in Sundridge) for larger quantities of sand to be delivered to a

property owner, at the property owner's cost. Contact municipal staff to make these arrangements.

Contact information:

Municipal Office: 705 382-3232

Municipal Garage: 705 783-0064

Fred Schmeltz: 705 783-0064

If a flood emergency escalates beyond the local event stage, the Head of Council may request Emergency Management Ontario for provincial assistance.

The Ministry of Natural Resources (MNR) is responsible for flood forecasting and warning at the provincial level in Ontario. Current flood messages and information are accessible to the public at www.ontario.ca/flooding.

Information from the Federal Government is available on the Government of Canada web site:

Floods - What to do?

www.getprepared.gc.ca/cnt/rsrscs/pblctns/flds-wtd/index-en.aspx

Severe Storms - What to Do?

www.getprepared.gc.ca/cnt/rsrscs/pblctns/svrstrms-wtd/index-en.aspx

Your Emergency Preparedness Guide

www.getprepared.gc.ca/cnt/rsrscs/pblctns/yprprdnssgd/index-en.aspx

For Your Information:

Some suppliers of empty sand bags include (but not limited to) the following:

Sunbelt Rentals 40 Cairns Crescent, Huntsville, ON P1H 1Y3

Phone: 705 788-7718

Jason.Taylor@sunbeltrentals.com

Lloyd Bag Company, 114 St. Clair St. P.O. Box 208, Chatham, ON N7M 5K3

Phone: 1-800 549-2247 or

519-352-9300

info@lloydbag.com

M:\COREL\WPDATA\Administration\A15-Policies and Plans\SAND BAG



ADR
C H A M B E R S

Integrity Commissioner Office
for Township of Ryerson

MICHAEL MAYNARD
Integrity Commissioner
E-mail: integrity@adr.ca

March 30, 2026

SENT VIA E-MAIL TO:

Nancy Field, Clerk
clerk@ryersontownship.ca

Re: IC-35893-0326: Township of Ryerson Integrity Commissioner Annual Report for the operating period of December 19, 2024 to December 18, 2025

Dear Ms. Field:

Thank you for the opportunity to act as the Integrity Commissioner (or “IC”) for the Township of Ryerson (the “Township”) over the past year. In accordance with the terms of the agreement with the Town, and pursuant to section 223.6(1) of the *Municipal Act, 2001*, we are providing our annual report for the operating period of December 19, 2024 to December 18, 2025.

As you know, the IC’s role is to help Members of Council (“Members”) ensure that they are performing their functions in accordance with the Township’s Code of Conduct (the “Code”), and the *Municipal Conflict of Interest Act* (“MCIA”). Upon request, I am available to educate and provide advice to Members on matters governing their ethical behaviour and compliance with those requirements. My office and I are also responsible for assessing and investigating complaints received from Council, staff, and members of the public respecting alleged breaches of the Code or the MCIA.

Requests for Advice

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

Complaints

During this operating period, no Code of Conduct or MCIAC complaints were received.

Billing

In accordance with our contract with the Township, the billings for the operating period, commencing December 19, 2024, and ending December 18, 2025, totaled \$339.00.

Final Comments

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

Yours truly,

A handwritten signature in black ink, appearing to read "M. Maynard", with a horizontal line extending to the right.

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

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ____-26



**BEING A BY-LAW TO ADOPT
A USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES POLICY**

WHEREAS the Province of Ontario passed the *Municipal Elections Act, 1996*;

AND WHEREAS section 88.18 of the *Municipal Elections Act, 1996*, as amended, requires that before May 1 in the year of a regular election, municipalities establish rules and procedures with respect to the use of municipal resources during the election campaign period;

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

1. That the “Use of Corporate Resources for Election Purposes” policy, attached as Schedule “A” to this by-law and forming part of this by-law, be hereby adopted.
2. That this by-law shall take effect on the date of final passing thereof.

Read a first time, second and third time,
signed and the seal of the Corporation
affixed thereto and finally passed in Council
this 14th day of April, 2026.

DEPUTY MAYOR

ACTING CAO/CLERK

Schedule "A"

to By-law # _____ -22

Use of Corporate resources for Election Purposes Policy

1. PURPOSE

- 1.1 As leaders in this community, Members of Council are held to the highest standards of conduct and ethical behavior. In practical terms, this obligation requires that, during a Municipal Election Year, members of Council that are also candidates must avoid any conflict between personal interest and official duties, and that any potential conflict be resolved in favour of public interest. While the business of the Township of Ryerson must continue to be carried out during the entire term of Council, members of Council are responsible to ensure that corporate resources are not used for any election-related purposes. For these reasons, it is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the members of Council and the Township of Ryerson.

2. APPLICATION

- 2.1 This policy is applicable to all Members of Municipal Council including a Member of Council who is acclaimed or a retiring Member.

3. AUTHORITY

- 3.1 The Municipal Elections Act, 1996, as amended, permits candidates to file nominations in a Municipal Election year as early as the first day of May that the Clerk's Office is open. Once a candidate has filed a nomination paper, he/she can begin to raise campaign funds or incur campaign expenses in accordance with the provisions of the Act. The Municipal Elections Act, 1996, as amended, prohibits a municipality from making a contribution to a candidate. The Act also prohibits the candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution. Since contributions may take the form of money, goods or services, any use by a member of Council of the municipality's resources for his/her election campaign would be viewed as a contribution and, therefore, a violation of the Act.

4. GUIDELINES

- 4.1 It shall be the Policy of The Municipal Corporation of the Township of Ryerson that, from the commencement of the Nomination Day until the end of the Campaign Period, members of Council shall not:
- use the facilities, equipment, supplies, services, staff or other resources of The Municipal Corporation of the Township of Ryerson for any election campaign or campaign related activities. Such resources would include newsletters, desktop publishing and graphic services, postage, voicemail or the use of fax machines;
 - use municipally funded expense allowances for electoral purposes or electoral gain;
 - use municipally funded services such as mobile phones for electoral purposes or electoral gain. Where it is impractical for Council members to discontinue their use of these during the election campaign, Council members shall reimburse the Township for usage of those services that exceeds the normal usage levels;
 - undertake any campaign-related activities on any municipal property unless full market value rent is paid. No campaign-related activities shall be allowed at Township Office at any time;
 - use business cards, envelopes or letterhead imprinted with municipal

logos for election purposes;

- enlist the use of Township staff to work in support of a municipal candidate during working hours unless they are on a leave of absence without pay, lieu time, or vacation leave;
- print or distribute any material paid for by the municipality that illustrates that a member of Council or any other individual is registered in any election or where they will be running for office;
- profile, or make reference to, in any material paid for by the municipality, any individual who is registered as a candidate in any election;
- print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections; minutes of Council and/or Committee Meetings being exempt;
- use the municipality's voicemail system to record election-related messages.
- use the municipality's Township page to promote election-related messages and material;
- use any website or domain names that are funded by the municipality for the dissemination of election-related messages and material; and
- use the municipality's website for election-related campaign material, inclusive of establishing links on the municipality's website to a registered candidate's website, email or blog.

4.2 The following shall be discontinued for the members of Council from the day prior to Nomination Day in a Municipal Election Year until the end of Election Day:

- all forms of advertising, including municipal publications, paid for by the municipality;
- all printing, photocopying and distribution, including printing and general distribution of newsletters unless so directed and approved by Council;
- the ordering of business cards and other like stationery; and
- the ordering of office furniture and furnishings, except those of an emergency nature.

5. LIMITATIONS

5.1 Nothing in this Policy shall preclude members of Council from performing their jobs, nor inhibit them from representing the interests of the constituents who elected them.

6. ENFORCEMENT

6.1 Should any written complaint arise regarding the alleged use of corporate resources in contravention of this policy, the CAO or designate, shall have the delegated authority to investigate it and resolve any issues. If a breach of this policy is confirmed, the member will be required to personally repay any of the costs associated with the breach.

7. IMPLEMENTATION

7.1 This policy shall become effective immediately upon approval by the Council for The Municipal Corporation of the Township of Ryerson.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # -26

**Being a By-law to Delegate Certain Authorities for the period of
Nomination Day August 21, 2026, until November 15, 2026.**

WHEREAS Section 275 of the Municipal Act, 2001, c. 25 as amended, provides that if three quarters of the members of the outgoing Council of the municipality will not be returning, the following authorities of Council will cease on Nomination Day, being August 21, 2026:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of the disposal;
- d) Making any expenditure or incurring any other liability which exceeds \$50,000.00; and

WHEREAS Section 23.1 of the Act states that Council is authorized to delegate certain powers and duties; and

WHEREAS Section 5 of the Act provides that a municipality's power shall be exercised by by-law; and

WHEREAS the Council of the Corporation of the Township of Ryerson deems it expedient and necessary to delegate certain authorities for the 'Lame Duck' period being from August 21, 2026, to November 15, 2026;

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

1. That the Acting Chief Administrative Officer/Clerk is hereby delegated the authority to appoint or remove from office, any officer of the municipality and to hire or dismiss any employee of the municipality.
2. That the Treasurer is hereby delegated authority as the final signing authority for expenditures outside the current approved budgets exceeding \$50,000.00.
3. That the Treasurer is hereby delegated authority, including authority to execute the agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of the disposal.
4. That should any authority delegated under this by-law be exercised, the sitting Council shall be informed by way of an information report at the next regularly scheduled or special Council meeting.
5. The delegations of authority will only take effect and be limited to the Lame Duck Period of Council and shall expire on November 15, 2026.

Read a first, second and third time,
Signed and the seal of the Corporation
affixed thereto and finally passed in open
Council this 14 day of April, 2026.

DEPUTY MAYOR

ACTING CAO/CLERK

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # - 26

Being a by-law to establish a Joint Compliance Audit Committee and appoint Committee members for the 2026 municipal election period.

WHEREAS Section 20(1) of the *Municipal Act*, S.O. 2001, Chapter 25 authorizes municipalities to enter into joint agreements;

AND WHEREAS Section 88.37 of the *Municipal Elections Act*, 1996, as amended, requires municipalities to establish a Committee prior to October 1, 2026;

AND WHEREAS interested municipalities in the Almaguin Highlands and surrounding areas have individually agreed by resolution of each respective council, to form a joint Committee;

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

- 1. That participation in the joint compliance audit Committee as authorized by this by-law shall be limited to the following municipal corporations:

The Township of Armour	The Village of Burk’s Falls
The Township of Joly	The Town of Kearney
The Township of Machar	The Municipality of Magnetawan
The Township of McMurrich/Monteith	The Township of Perry
The Township of Ryerson	The Village of South River
The Township of Strong	The Village of Sundridge

That the Council of the Corporation of the Township of Ryerson agrees to the Terms of Reference, attached hereto as Schedule “A”;

- 2. That the following individuals shall be appointed to serve as Committee members on the joint compliance audit Committee for the 2026 election period from **November 15, 2026 to November 16, 2030.**

Rakel Carlsen
 Robert Edmonstone
 Debbie Hope
 Rachael Jackson (Alternate)

- 3. And further, that each Committee member adheres to the Terms of Reference attached hereto;
- 4. That this By-law repeals By-law # 48-22 as of **November 15, 2026.**
- 5. That the Deputy Mayor and Clerk are hereby authorized to execute the documents by signature and seal of the Corporation of the Township of Ryerson.

Read a first, second and Third time, signed and the seal of the Corporation affixed thereto and finally passed in Council this 14 day of April, 2026.

Deputy Mayor

Acting CAO/ Clerk

**Terms of Reference
For the Joint Compliance Audit Committee
Serving the interested Municipalities of the Almaguin Area**

1. Definitions:

For the purpose of this Terms of Reference, the following definitions shall apply:

Almaguin Clerk's Group – The information organization of Clerks, CAOs, or appointed staff from interested municipalities in the Almaguin Area, who have agreed to pool information, staff, and financial resources for the 2026 election, for the mutual benefit of all participating municipalities.

Auditor – An independent person appointed by the Committee pursuant to section 88.33(10) of the Municipal Elections Act, 1996, as amended, who is licensed under the Public Accounting Act, 2004 (Ontario) and authorized to perform public accounting in Ontario, and who is retained to conduct a compliance audit of a candidate's or registered third party's election campaign finances in accordance with the Act.

Clerk – The Administrative staff member, generally known to be the Clerk, or Clerk-Administrator from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who carries out the business of the Council for his or her respective municipality.

Committee – The Joint Compliance Audit Committee as established by the respective Councils of those municipalities represented by the Almaguin Clerk's Group, and which have passed a resolution of participation for the 2026 election term.

Council – The group of elected officials, generally known to be the Council, from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who is responsible for making an appointment to a Compliance Audit Committee, as required by Section 88.37 of the *Municipal Elections Act*, 1996, as amended.

Contributor – A resident of Ontario who makes a contribution to the election campaign a candidate to support his/her candidacy for municipal election. Additionally, the candidate and his/her spouse can also be contributors to the candidate's election campaign.

Recruitment Committee – The sub-committee of the Almaguin Clerk's Group to promote, process, and make recommendation to Council for membership to the Joint Compliance Audit Committee. The sub-committee shall be composed of the following representatives: Nancy Field, Nicole Gourlay, Erica Kellogg and Charlene Watt.

Interested Municipalities – Those municipalities in the Parry Sound District who have by mutual agreement established a joint compliance audit Committee, as supported by a resolution of each respective council, and authorized by By-Law from each respective council.

Registered Third Party - Means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act*.

2. Committee Mandate:

2.1 The Joint Compliance Audit Committee shall ensure that the provisions relating to election campaign finances under the *Municipal Elections Act*, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.

- 2.2 The Committee shall abide by any terms and conditions which may be set out by the respective municipality's Solicitor, Auditor, and/or Insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.
- 2.3 The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:
- a) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public (Section 88.33(5)).
 - b) Within 30 days of receipt of an application for a compliance audit from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request (Sec. 88.33(7)).
 - c) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Sec. 88.33(8)).
 - d) If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. (Sec. 88.33(10)).
 - e) Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the Compliance Audit Committee (Sec. 88.33(14)).
 - f) Give consideration to the auditor's report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate (Sec. 88.33(17)).
 - g) The decision of the Committee under subsection (f) and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Section 88.33(18)).
 - h) If the report indicates that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor's costs from the applicant.
- 2.4 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions to candidates, section 88.34(4) or 88.34(7) of the *Municipal Elections Act*. This shall include the following:
- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.34(8)).
 - b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the applicable candidate and the public (Section 88.34(9)).
 - c) The decision of the Committee under article 4(a) and brief written reasons for the decision, shall be given to the contributor, the clerk of the municipality or the secretary of the local board, if applicable (Section 88.34(11)).
- 2.5 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions submitted by a

registered third party, section 88.36(4) of the *Municipal Elections Act*. This shall include the following:

- a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.36(5)).
- b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the registered third party and the public (Section 88.36(6)).
- c) The decision of the Committee under article 5(a) and brief written reasons for the decision, shall be given to the contributor and the clerk of the municipality (Section 88.36(7)).

3. Term of Appointment:

3.1 The Committee shall serve for the 2026 – 2030 term of council, which shall be from November 15, 2026 to November 16, 2030, to consider applications originating from the 2026 election, and any by-elections during that term.

Notwithstanding the term identified above, the Committee shall be dissolved at the earliest of:

- a) The conclusion of the requirements noted in Section 88.37 of the *Municipal Elections Act, 1996*; or
- b) On November 16, 2030.

4. Committee Composition

4.1 The Committee shall consist of four (4) members, one of which is to be designated as an alternate.

4.2 A Chair, a Vice Chair, and a Secretary shall be appointed at the first Committee meeting.

4.3 Membership shall be limited to individuals with a legal or financial background, or who have served on boards or Committees, or who have demonstrated knowledge of campaign finances, including retired municipal professionals.

4.4 Members must be bondable to maintain integrity of process and seriousness of position.

4.5 Appointment to the Committee shall be by resolution or bylaw of Council.

4.6 Members of the Committee shall not be Council members, municipal staff or candidates in the 2026 election or any by-election during the term of Council and must attest to same in writing.

4.7 To avoid possible conflict of interest, any auditor or accountant appointed to the Committee may not undertake the audits of preparation of financial statements of any candidates seeking election to Council. Contravention of this requirement shall result in expulsion from the Committee.

4.8 The respective Clerk shall provide administrative support to the Committee, and shall establish procedures, as required.

5. Committee Selections:

Recruitment Committee Selection:

- 5.1 To ensure adherence with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, a Recruitment Committee shall be established by the Almaguin Clerk's Group, from among its members.
- 5.2 The Recruitment Committee will promote, advertise, interview, and make recommendation for appointment to the joint Committee, having regard for individual municipalities' policies relating to Committee appointment. One individual shall be chosen from within the recruitment Committee to be the Secretary and shall be the contact for resume submission.
- 5.3 The recruitment Committee will receive and review all applications, conduct interviews, and make recommendations to the Almaguin Clerk's Group based on the following:
 - a) Knowledge of rules for municipal election campaign finances
 - b) Experience on a Committee, board, or similar group
 - c) Availability to attend meetings
 - d) Oral and written communication
 - e) Level and area of expertise
- 5.4 The Almaguin Clerk's Group shall prepare an advertisement to be placed on Facebook or other social media platforms, calling for interested, qualified applicants to submit resumes for consideration. The Committee positions shall also be promoted on respective municipal websites for application submission by the date prescribed by the Almaguin Clerk's Group.

Joint Audit Compliance Committee Selection:

- 5.5 Applicants will be required to submit a resume outlining their qualifications and experience.
- 5.6 A request for the expulsion of a member of the Committee may be submitted in writing to the Almaguin Clerk's Group by a member of the Committee or by a Clerk of a participating municipality. The written request shall set out the reasons supporting the proposed expulsion.

Upon receipt of such request, the Almaguin Clerk's Group shall review the matter, provide the affected member with an opportunity to respond, and determine whether a recommendation for expulsion is warranted.

If the Almaguin Clerk's Group agrees that expulsion is appropriate, the Group shall forward its recommendation to the participating municipalities for consideration.

Expulsion shall only take effect upon receipt of supporting resolutions from a majority of the Councils of the participating municipalities. Upon confirmation of majority approval, the Clerks of the participating municipalities are authorized to take the necessary administrative steps, including amending the applicable by-laws appointing the member, to give effect to the expulsion.

- 5.7 Reasons for expulsion shall include, but not limited to, the member being in contravention of *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, or the Joint

Compliance Committee Terms of Reference, or for disrupting the work of the Committee.

- 5.8 Committee members shall be asked to sign an acknowledgement accepting terms and conditions outlined in the above Terms of Reference, and the *Municipal Elections Act*, 1996, as amended.
- 5.9 Where a member is expelled, resigns, becomes ineligible, or is otherwise unable to serve, the vacancy shall be filled in accordance with the recruitment and appointment process outlined in this Terms of Reference.

6. Meetings:

- 6.1 The Committee shall hold one initial meeting following submission of all Clerk's reports. Subsequent and additional meetings shall be in response to application(s) for compliance audit, to a maximum of 4 meetings per application, in consultation with the Clerk of the respective municipality.
- 6.2 Following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the Municipality shall review the Statements and prepare a report regarding spending regulations and limits for the Compliance Audit Committee review.
- 6.3 Meetings shall be conducted using guidelines established in the Municipal Procedural By-Law for the municipality from which an application originated.
- 6.4 Committee members shall be bound by the Code of Conduct in force in the municipality for which they are performing the functions included in this Terms of Reference.
- 6.5 The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.
- 6.6 Minutes shall be recorded at each meeting and shall outline the general deliberations and resulting actions and recommendations.
- 6.7 The location of the meetings shall be set by the Committee. Reasonable notice will be provided.
- 6.8 Financial consideration shall be as per Section 9.

7. Closed Meetings:

- 7.1 The meeting may be held in whole or in part in a closed session upon affirmative vote of the majority of the membership to do so. Closed sessions shall be conducted only to discuss matters identified under Section 239(2) of the *Municipal Act*, 2001. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting, once the closed session has concluded.

8. Conflicts of Interest:

- 8.1 Committee members shall be bound by the *Municipal Conflict of Interest Act*, with respect to financial interest, and shall disclose any pecuniary interest to the Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which pecuniary was declared is discussed.

9. Financial Compensation:

- 9.1 An honorarium of \$500.00 per year shall be provided to each active Committee member, including the alternate member. Payment of the annual honorarium shall be shared equally between the participating municipalities.
- 9.2 In addition to the annual honorarium, a meeting per diem shall be issued in the amount of \$100.00 per meeting. Mileage shall be reimbursed per the Canada Revenue Agency's reasonable per-kilometre mileage rates (<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html>) upon receipt of the request for reimbursement from the Committee member. Payment of the per diem reimbursement, as well as the mileage reimbursement, shall be paid by the municipality for which an application has been received, except in the case of the initial meeting, for which payment of these monies shall be shared equally between the participating municipalities.
- 9.3 Administration of financial compensation shall be the responsibility of the Office of the Clerk for the Township of Armour.

10. Resources:

- 10.1 Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.37 of the *Municipal Elections Act*, 1996 as amended.

11. General Governance Provisions

11.1 Procedural Fairness

The Committee shall conduct its proceedings in accordance with the principles of natural justice and procedural fairness. Without limiting the generality of the foregoing:

- a) Any person whose rights, interests, or obligations may be affected by a decision of the Committee shall be provided with reasonable notice of the matter to be considered;
- b) Such person shall be provided with an opportunity to respond to the substance of the allegations or issues under consideration;
- c) The Committee shall make its decision based solely on the evidence and submissions properly before it;
- d) The Committee shall provide written reasons for its decisions where required by statute or where commencing or declining to commence legal proceedings.

11.2 Standard of Review – Reasonable Grounds

In considering an application for a compliance audit under section 88.33 of the *Municipal Elections Act*, 1996, as amended, or a Clerk's report under sections 88.34 or 88.36 of the Act, the Committee shall determine whether there are reasonable grounds to believe that a contravention of the Act has occurred.

The Committee is not required to determine guilt or innocence, but rather whether the statutory threshold to grant an audit or to commence legal proceedings has been met.

11.3 Legal Counsel

The Committee may obtain independent legal advice where it considers such advice necessary to fulfill its mandate.

Legal services shall be arranged through the Clerk of the affected municipality, or through such municipality's Solicitor, in accordance with that municipality's procurement and authorization policies.

Where legal proceedings are commenced, the municipality for which the application originated shall coordinate legal representation, unless otherwise agreed by the participating municipalities.

11.4 Records Retention

All records of the Committee, including applications, reports, correspondence, minutes, audio recordings (if any), and decisions, shall be maintained in accordance with the records retention by-law and records management policies of the municipality for which the application originated.

Where matters involve multiple participating municipalities, the lead administrative municipality shall ensure records are maintained in accordance with applicable legislative requirements.

11.5 Electronic Participation

Meetings of the Committee may be conducted in person, electronically, or in a hybrid format, provided that:

- a) The meeting complies with the open meeting requirements of the Municipal Act, 2001;
- b) Members participating electronically are able to hear and be heard by all other participants;
- c) Public access is provided in a manner consistent with legislative requirements; and
- d) A Member participating electronically shall be deemed to be present for the purposes of quorum and voting, unless otherwise restricted by statute.

11.6 Accessibility Compliance

The Committee shall conduct its meetings and activities in a manner consistent with the Accessibility for Ontarians with Disabilities Act, 2005 and applicable municipal accessibility policies.

Reasonable accommodations shall be provided, upon request, to ensure that persons with disabilities are able to participate in Committee proceedings in an accessible manner.

Roles and Responsibilities
For the Joint Compliance Audit Committee (JCA)
Serving the interested Municipalities of the Almaguin Area

1. Duties of the Clerk for the Municipality requiring the meeting of the JCA

1.1 The Clerk shall ensure the administrative practices and procedures for the Committee are followed and shall carry out any duties required under the Act to implement the Committee's decisions.

2. Duties of the Chair

2.1 The duties of the Chair are as follows:

- a) Liaise with the Clerk and review meeting agendas.
- b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers and rule on points of order as may be necessary.
- c) The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting.
- d) Participate as an active Member, encouraging participation by all Members.
- e) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.
- f) If the Chair is not present within the first fifteen minutes of a Committee meeting or is absent through illness or otherwise, and quorum is still obtained, the Vice Chair shall preside over the meeting,

3. Duties of Committee Members

3.1 The duties of Committee Members are as follows:

- a) Attend all Committee meetings or notify the Clerk as soon as possible in the event that the member cannot attend.
- b) Understand their role, the Committee's Mandate and meeting procedures.
- c) Declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the matter in accordance with Section 5 of the *Municipal Conflict of Interest Act*.
- d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- e) Develop and maintain a climate of mutual support, trust, courtesy and respect.
- f) Work together to utilize the knowledge, expertise and talents of all members.
- g) Respect the decisions of the Committee and that such decisions reflect the majority view.

4. Support

4.1 The following support shall be provided to the Committee:

- a) The Recruitment Committee for the Almaguin Joint Compliance Audit Committee shall call the first regular meeting of the Committee to order and conduct the election of the Chair, Vice Chair and secretary of Committee Members.
- b) The affected municipality's staff in conjunction with the Committee secretary shall thereafter:
 - i) Prepare agendas for review by the Committee Chair.
 - ii) Electronically distribute agendas to all Committee Members before the meeting and post to the relevant municipal website.
 - iii) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.
 - iv) Arrange for attendance of delegations in conjunction with the Chair.
 - v) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.
 - vi) Provide procedural advice to the Chair and Committee as required.
 - vii) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover.
 - viii) Record any disclosures of pecuniary interest, including the general nature thereof.
 - ix) Review and correct any errors in the minutes of previous meetings.
 - x) Prepare the Committee minutes.
 - xi) Electronically distribute minutes to all Committee Members and post on the relevant municipal website.
 - xii) Facilitate and complete any additional work to be undertaken on behalf of the Committee.
 - xiii) Maintain Committee agendas, minutes, correspondence, Reports of the Auditor and outstanding items in the Corporation's records management system.

**Procedures
For the Joint Compliance Audit Committee**

1. Meeting Procedures

1.1 The Committee shall meet once prior to November 30th after each municipal election to review the Terms of Reference and Committee Procedures

1.2 Calling of Committee Meetings

- i) The Clerk of the relevant municipality will summon a meeting of the Committee when an Application is received.
- ii) Meetings shall be held at such time and location as the Chair deems appropriate.

1.3 Agendas

The following components shall be included in Committee agendas. Specific subject items are to be included under each component:

- i) Consideration of Applications for a Compliance Audit
- ii) Consideration of Auditor/Legal Reports *
- iii) Adjournment

*Committee may adjourn to Closed Session in accordance with Section 239 (2) of the Municipal Act, S.O. 2001.

1.4 Quorum

The minimum number of Committee Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present fifteen minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of fifteen (15) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Chair.

2. Conduct of Committee Business

2.1 All Meetings of the Committee shall be open to the public, except for those circumstances provided for in Sections 239 (2) and (3.1) of the *Municipal Act, 2001*.

2.2 The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee.

2.3 Where the agenda includes consideration of more than one Application, applications may be dealt with by the Committee either individually or collectively dependant upon the direction of the Committee.

2.4 The Chair will summarize each Application received and request that the Applicant or his or her agent and Candidate or his or her agent identify themselves.

2.5 Applicant's Delegation

- i) The Applicant or the Applicant's agent may address the Committee for a maximum of 10 minutes unless granted leave by the Chair.
- ii) Members may ask questions of the Applicant or Applicant's agent through the Chair.

- iii) Questions of the Applicant or the Applicant's agent by the Candidate or the Candidate's agent *are not permitted*.
- iv) All materials presented to the Committee in open session are deemed to be public documents.

2.6 Candidate's Delegation

- i) The Candidate or the Candidate's agent may address the Committee.
- ii) The Candidate may respond to the content of the Application and Applicant's or the Applicant's Agent's address to the Committee.
- iii) Members may ask questions of the Candidate or Candidate's agent, through the Chair.
- iv) Questions of the Candidate or the Candidate's Agent by the Applicant or the Applicant's agent *are not permitted*.
- v) All materials presented to the Committee in open session are deemed to be public documents.

2.7 Where the agenda includes consideration of more than one Auditor's Report, the Reports may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

2.8 Auditor's Report

- i) An Auditor shall be appointed by the Committee as per Section 3 of the Terms of Reference.
- ii) The Auditor shall address the Committee and provide a summary of his or her Report and its conclusions.
- iii) Members may ask questions of the Auditor through the Chair.
- iv) Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.
- v) The Candidate, Applicant, their agents or any person present at the meeting may not ask questions of the Auditor or the Committee.

2.9 Decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution.

Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required.

2.10 The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

2.11 When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.

2.12 A Member shall not:

- i) Speak disrespectfully to or about another member;

- ii) Use offensive words or unparliamentarily language during meetings;
- iii) Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions of procedure;
- iv) Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;

2.13 In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or her seat.

2.14 When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.

2.15 When a Member desires to call attention to a violation of the rules of procedure, she or he shall ask leave of the Chair to raise a Point of Order and after leave is granted:

- i) State the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order;
- ii) Unless a Member immediately appeals to the Committee, the decision of the Chair shall be final;
- iii) If the decision is appealed, the Committee shall decide the question without debate and its decision shall be final;

2.16 When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

3. Motions

3.1 The following rules shall apply to motions:

- a) All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration.
- b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee but may be withdrawn by the mover at any time before a vote with the consent of the Committee.
- c) The number of times a Member may speak on a motion shall not be limited. A Member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.
- d) A motion to move a previous motion shall not be allowed.
- e) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.
- f) When a motion is under consideration, no motion shall be received other than a motion to:
 - i) Adjourn, which motion is neither amendable nor debatable;
 - ii) Table, which motion is not debatable;

- iii) Defer action;
 - iv) Refer, which motion is debatable as to its merits only;
 - v) Amend.
- g) A motion to refer shall take precedence over any other amendment.
 - h) Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.
 - i) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
 - j) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.
 - k) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
 - l) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub-amendment.
 - m) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
 - n) After any matter has been decided by the Committee any Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.
 - o) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

4. Minutes

- 4.1 Minutes shall be taken for all meetings and briefly outline the substance of item listed on the agenda, including delegations, reports, motions, resolutions and other actions taken. Minutes shall reflect the decision when necessary of the Committee in keeping with the *Municipal Elections Act, 1996, Section 88.33(7)*.

5. Media Relations and Communications

- 5.1 All media contact shall be made through the Clerk of the municipality whose campaign finances are under review, or through the Chair of the Committee.

6. Conflict of Interest

- 6.1 Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Municipal staff does not provide advice or interpretation related to declarations.

7. Matters Not Dealt with in These Procedures

- 7.1 If the practices and procedures set out herein do not provide for a procedural matter, the practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.



TOWNSHIP OF RYERSON 2026 TENDER RESULTS
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2026-01 DEMOLITION & PROPERTY CLEAN UP

COMPANY	ITEM#	UNIT BID PRICE	HST	Notes
Brad Gilson Dual Contracting	Domolition	\$ 5,500.00		
	Clean Up	\$ 4,500.00	\$ 1,300.00	
		TOTAL BID	\$ 11,300.00	
Van Boekel Landwork Ltd	Domolition	\$ 19,650.00		
	Clean Up	\$ 2,180.00	\$ 2,837.90	
		TOTAL BID	\$ 24,677.90	
3DS Contracting	Domolition	\$ 7,150.00		
	Clean Up	\$ 8,850.00	\$ 2,080.00	
		TOTAL BID	\$ 18,080.00	
Burksdale Construction	Domolition	\$ 25,000.00		10% deposit provided on subtotal not on Total (with HST)
	Clean Up		\$ 3,250.00	
		TOTAL BID	\$ 28,250.00	

2026-02 SUPPLY AND DELIVER CRUSHED GRANITE

COMPANY	ITEM#	PRICE/UNIT	TENDER COST	HST	GRAND TOTAL	NOTES
Weeks Construction	1	\$18.00	\$27,000.00	\$3,510.00	\$30,510.00	
Fowler Construction	1	\$22.23	\$33,345.00	\$4,334.85	\$37,679.85	

2026-03 DOUBLE SURFACE TREATMENT

COMPANY	ITEM#	PRICE/UNIT	TOTAL TENDER COST	SUBTOTAL	HST	GRAND TOTAL	NOTES
Duncor Enterprises Ltd.	1	\$10.48	\$315,972.00	\$318,487.20	\$41,403.34	\$359,890.54	
	2	\$10.48	\$2,515.20				

2026-04 ROADSIDE BRUSHING

COMPANY	BID AMOUNT	HST	TOTAL	NOTES
Yard Boys Ltd	\$ 20,295.00	\$ 2,638.35	\$22,933.35	10% deposit provided on subtotal not on Total (with HST)
Derrick Johnstone Construction	\$ 154,000.00	\$ 20,020.00	\$174,020.00	
Calvin Johnston	\$ 30,800.00	\$ 4,004.00	\$34,804.00	
TMI	\$ 12,100.00	\$ 1,587.30	\$13,797.30	

2026-05 ROADSIDE MOWING

COMPANY	BID AMOUNT	HST	TOTAL	NOTES
Yard Boys Ltd	\$ 7,076.00	\$ 919.88	\$7,995.88	
Derrick Johnstone Construction	\$ 4,699.98	\$ 611.00	\$5,310.98	
Calvin Johnson	\$ 4,750.00	\$ 617.50	\$5,367.50	
TMI	\$ 5,800.00	\$ 754.00	\$6,554.00	

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
20-Mar-26

Account #	Description	2025 Final Budget	2025 Actual (pre-audit)	2026 Budget	Budget Increase (Decrease) vs. 2025 Actual	Budget Increase (Decrease) vs. 2025 Budget	Comments
1	OPERATING ACTIVITIES						
2	REVENUE						
3	GRANTS						
4	15-375-003 McMurrich/Monteith	2,589	2,589	2,589	0	0	
5	15-375-013 Gov't of Ontario annual funding	13,814	13,814	13,814	0	0	
6	15-375-015 Student Grants	2,300	2,000	2,300	300	0	Canada Summer Jobs grant budgeted re 1 summer student position for July and August 2026. Grant not received in 2025. 2025 = TD Reading award
7	15-375-016 Federal YCW Grant	0	0	0	0	0	Applied for 2 student grants in 2025 but didn't receive either.
8	15-375-018 Miscellaneous grants:	2,650	2,636	1,020	(1,616)	(1,630)	Internet Connectivity, ILL postage and Volunteer Income Tax Program grants in 2025. Status of connectivity grant for 2026 is unknown. Budget = ILL (475) and Income Tax Program (545).
9	DONATIONS						
10	15-375-023 Donations - Library Building Reserve	1,200	1,676	1,200	(476)	0	
11	15-375-025 Donations - Miscellaneous	0	0	0	0	0	
12	15-375-027 Donations - Adopt-a-book	500	1,051	700	(351)	200	
	15-375-028 Donation - Earmarked (Senior Programs)	0	0	750	750	750	Donation received in 2025
13	15-375-029 Donations - Earmarked (Children Programs)	0	625	1,000	375	1,000	Donation received in 2025
14	OTHER REVENUE						
15	15-375-043 Faxes sent	250	475	350	(125)	100	
16	15-375-053 Used book sales	800	712	600	(112)	(200)	
17	15-375-063 Photocopies	900	2,134	1,000	(1,134)	100	
18	15-375-073 Investment interest	2,800	2,676	2,575	(101)	(225)	GIC earning 2.8% and is locked in until May 23/26. Assuming 3.0% at time of renewal.
19	15-375-083 Non-resident memberships	350	413	350	(63)	0	
20	15-375-093 Miscellaneous revenues	0	167	0	(167)	0	
21	15-375-103 Transfer from Bursary Reserve	300	300	300	0	0	Any bursary-related costs to be transferred from related reserve.
22	TOTAL OPERATING REVENUE	28,453	31,266	28,548	(2,718)	95	
23							

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
20-Mar-26

Account #	Description	2025 Final Budget	2025 Actual (pre-audit)	2026 Budget	Budget Increase (Decrease) vs. 2025 Actual	Budget Increase (Decrease) vs. 2025 Budget	Comments
24	OPERATING EXPENDITURES						
25	WAGES						
26	16-800-000 Salaries & Benefits	166,248	171,502	183,982	12,480	17,734	2026 budget is based on Pay Equity adjustments and 1.8% CPI
27	ACQUISITIONS						
28	16-800-002 Books	10,000	8,690	10,000	1,310	0	
29	16-800-001 DVDs	1,700	1,424	1,700	276	0	
30	16-800-003 Magazines	300	190	200	10	(100)	
31	FACILITIES						
32	16-800-012 Telephone	270	269	270	1	0	No change in current rate anticipated.
33	16-800-014 Hydro	2,140	2,002	2,180	178	40	2% inflationary increase over 2025 budget.
34	16-800-016 Heat	1,020	835	1,040	205	20	2% inflationary increase over 2025 budget.
35	16-800-018 Water	1,077	840	545	(295)	(532)	2% inflationary increase over current monthly charge. Water bill shared with Seniors Centre as per landlord decision
36	16-800-022 Cleaning supplies	400	529	500	(29)	100	
37	16-800-024 Weekly cleaning	2,650	2,650	2,650	0	0	
38	16-800-032 Insurance	3,700	3,641	3,710	69	10	2% inflationary increase over 2025 actual.
39	16-800-042 Repairs & maintenance	500	25	500	475	0	
40	16-800-052 Rent	7,788	7,788	9,700	1,912	1,912	Lease renewed in 2025. 2026 = \$9,700 (2027 = \$10,185).
41	ADMINISTRATIVE AND PROGRAM EXPENSES						
42	16-800-062						
43	16-800-072 Computer support	1,000	153	1,000	847	0	
	16-800-080 Senior Programming Expenses			750			
	16-800-081 Children Programming Expenses			1,000			
44	16-800-082 Program expenses	2,000	1,163	2,000	837	0	
45	16-800-084 Bursary Program	300	300	300	0	0	Bursary funded from bursary reserve created in 2016.
46	16-800-092 Staff Training	500	1,630	1,400	(230)	900	2025 and 2026 includes Little Branches 2-day conference
47	16-800-094 Board Training			500			New account for 2026
48	16-800-102 Bank charges	200	244	200	(44)	0	\$12.50 CAFT fees monthly + square deposit/non-recurring bank charges
49	16-800-112 Office & clerical supplies	2,000	1,927	2,000	73	0	
50	16-800-114 Postage	400	642	500	(142)	100	

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
20-Mar-26

Account #	Description	2025 Final Budget	2025 Actual (pre-audit)	2026 Budget	Budget Increase (Decrease) vs. 2025 Actual	Budget Increase (Decrease) vs. 2025 Budget	Comments
51	16-800-122 Annual dues & licences	4,000	4,512	4,000	(512)	0	
52	16-800-132 Internet connectivity	2,016	2,078	2,090	12	74	Basic internet (112/m) plus square connection (62/m). No change in current rates anticipated.
53	16-800-142 Audit & accounting	8,000	7,970	8,200	230	200	Estimated Accounting (1,000) and Audit (7,200).
54	16-800-152 Advertising/Social Media Marketing	500	0	500	500	0	
55	16-800-162 Miscellaneous expenses	500	573	500	(73)	0	
56	16-800-172 Contingency	500	0	500	500	0	
57	TOTAL OPERATING EXPENDITURES	219,709	221,574	242,417	18,593	20,458	
58							
59	NET OPERATING EXPENDITURES	191,256	190,308	213,869	21,311	20,363	
60							
61	CAPITAL TRANSACTIONS						
62	FROM OPENING SURPLUS						
63	15-375-001 Previous year surplus (deficit)	15,083	15,083	5,482			2025 year-end surplus (excluding jar donations) if any, to be transferred to bursary reserve (10% of prior year surplus up to \$300) and future needs reserve (balance of 2025 surplus). Jar donations received in prior year to be transferred to New Library Building Reserve.
64	15-375-010 15-375-011 15-375-012 Municipal contributions re new build	0	18,915	0			Municipal contributions re new Library Building Project omitted from 2026 budget. 2025 YTD = reimbursement of 2024 and 2025 costs paid by Library.
65	15-375-105 Transfer from Future Needs Reserve	5,000	3,935	2,000			Transfer for budgeted capital expenditures re computers .
66	TOTAL CAPITAL REVENUE	20,083	37,933	7,482			
67							
68	CAPITAL EXPENDITURES						
69	16-800-182 Capital purchases	5,000	20,115	2,000			2025 expenditures include Tulloch costs re new library building project paid by the municipalities. Replaced 2 public and 1 cataloguing computer in 2025. Budgeted for replacement of 2 office computers in 2026. Funded from future needs reserve.
70	16-800-192 Transfer to Bursary Reserve	300	300	300			10% of prior-year surplus up to \$300

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
20-Mar-26

Account #	Description	2025 Final Budget	2025 Actual (pre-audit)	2026 Budget	Budget Increase (Decrease) vs. 2025 Actual	Budget Increase (Decrease) vs. 2025 Budget	Comments	
71	16-800-2XX Transfer to New Library Building Reserve	0	0	1,676			100% of jar donations received in prior year to be transferred to building reserve.	
72	16-800-202 Transfer to Future Needs Reserve	14,783	14,783	3,506			Balance of prior-year surplus if any (after transfer to other reserves) to be transferred to future needs reserve.	
73	TOTAL CAPITAL EXPENDITURES	20,083	35,198	7,482				
74								
75	NET CAPITAL EXPENDITURES	0	(2,735)	0	2,735	0		
76								
77	NET EXPENDITURES	191,256	187,574	213,869	24,045	20,363		
78								
79	MUNICIPAL CONTRIBUTIONS							
80	15-375-009 Armour	71,950	71,950	98,722	28,290	26,772		
81	15-375-005 Burk's Falls	77,154	77,154	64,738	(5,191)	(12,416)		
82	15-375-007 Ryerson	42,202	42,202	50,409	10,498	8,207		
83		191,306	191,306	213,869	33,597	22,563		
84		Population per 2021 census: Armour 1,459 ; Burk's Falls 957 ; Ryerson 745						Based on population: BF 30.27% R 23.57% A 46.16%
85	OPERATING SURPLUS (DEFICT)	50	3,732	0				

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The Corporation of the Township of Ryerson
Municipal Act, 2001 Ontario Regulation 284/09
2026 Budget

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

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

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

The anticipated effect of the 2026 budget of the Township and its joint services on the overall accumulated surplus is shown below. This illustrates the difference between setting a balanced budget on a modified accrual basis and one set on a PSAB accounting rule basis.

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

Per PSAB accounting rules, the following estimated expenses will be recorded in 2026. These expenses have been excluded from the 2026 budget:

Description	Estimated Expense	Basis of Estimate
Amortization expense	500,783	2026 amortization of existing assets plus 1/2 year amortization of budgeted asset additions
Solid waste landfill closure and post-closure expenses	7,759	Anticipated increase in post-closure and closure liability assuming 2% inflation and no change in other underlying assumptions for current year
Post-employment benefits	5,811	Anticipated increase based on customized calculations for each shared service
Total excluded expenses	514,353	

It is estimated that the actual surplus recorded for PSAB accounting purposes will be reduced by \$514,353 as a result of amortization, landfill closure, and employee post-employment benefits expenses.

2. Other Budget Deviations from PSAB Accounting

Offsetting the excluded expenses noted above, the following additional non-PSAB revenue and expense items have been included in the 2026 budget. These will not be recorded as revenue/expense for PSAB reporting purposes.

Description	Estimated Impact on Surplus	Comments
Surplus carried forward from prior year - Ryerson	(266,290)	Elimination of prior-year budgeted Ryerson surplus
Surplus carried forward from prior year - Library	(1,292)	Elimination of prior-year budgeted Library surplus
Capital acquisitions	1,571,930	Excludes items not likely to be capitalized in the year. Includes Ryerson's proportionate share of joint services assets
Transfers to reserves	371,152	Total budgeted transfers to reserve for operating and capital purposes
Transfers from reserves	(15,214)	Budgeted transfers from reserves in the year. Transfers from parkland and gas tax obligatory reserves are revenue under PSAB accounting rules so are not included here
Net long-term debt transactions	(363,986)	New loan proceeds net of loan and tangible capital lease repayments
Total non-PSAB net expenditures included in the 2026 budget	1,296,300	

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

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

Surplus Component Description	Anticipated Increase (Decrease) in Year	Comments
Regular budget surplus	(267,582)	Elimination of prior-year budgeted operating surplus
Net book value of tangible capital assets	1,071,147	Capital acquisitions in excess of amortization expense
Reserves	355,938	Transfers to reserves in excess of transfers from reserves
Unfunded landfill closure and post-closure costs	(7,759)	Anticipated increase in liability for the year
Unfunded municipal debt	(363,986)	Anticipated decrease for the year
Overall anticipated change in surplus	781,947	

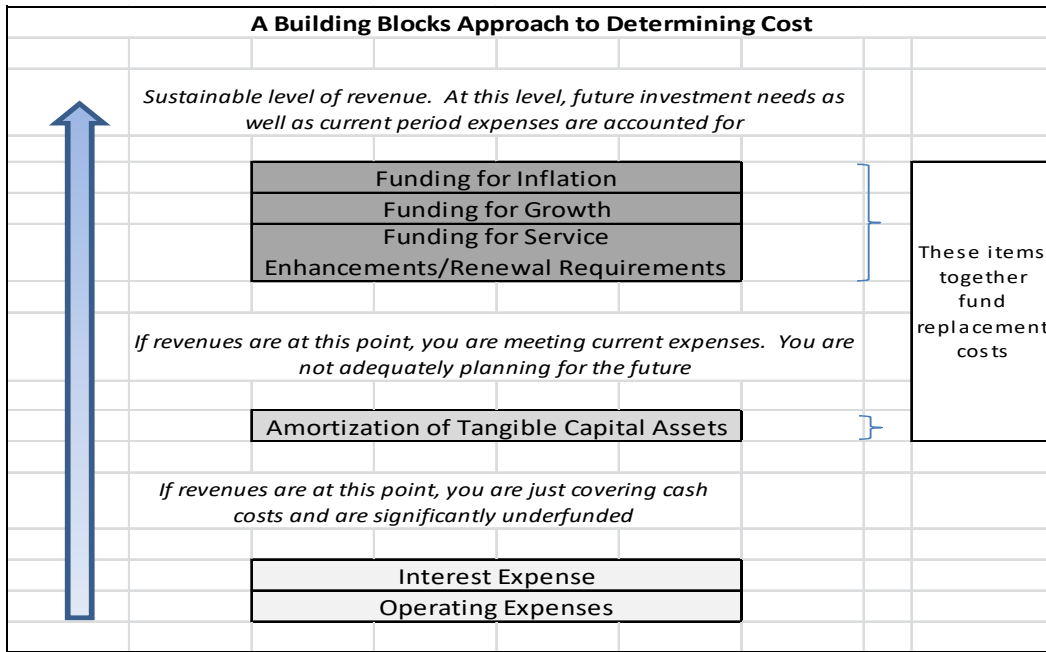
The above analysis shows that in 2026 the Township should anticipate an increase in its overall surplus of approximately:
782,000

Funds Available to Finance Past, Present and Future Capital Expenditures

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

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


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



The Township's estimated 2026 amortization expense is \$500,783 (which excludes approximately \$142,761 amortization of roads that are already fully amortized). This can be compared to the Township's current level of permanent/predictable annual funding for capital asset purchases of \$632,025, as detailed below:

a) net operating income generated by the 2026 budget	458,227
b) approximate annual CCBF funding	48,798
c) approximate annual OCIF funding	125,000
	632,025

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

	Staff Report
To:	Ryerson Township Council
From:	Treasurer
Date of Meeting:	April 14, 2026
Report Title:	2026 Municipal Budget
Report Date:	April 8, 2026

Recommendation

That Council adopts the 2026 Municipal Budget as enclosed.

Background

Enclosed please find a copy of the final draft 2026 Budget.

At the March 13, 2026 special meeting, it was determined that the budget would be brought forward at the April 14, 2026 regular meeting for adoption subject to the financial results of the capital project tenders.

All respective tenders closed on April 7, 2026, and costs for each were at or below projected budgetary estimates. Accordingly, resolutions to award each contract are included in this agenda package, and the Tax Ratio and Tax Rate By-laws are enclosed as well.

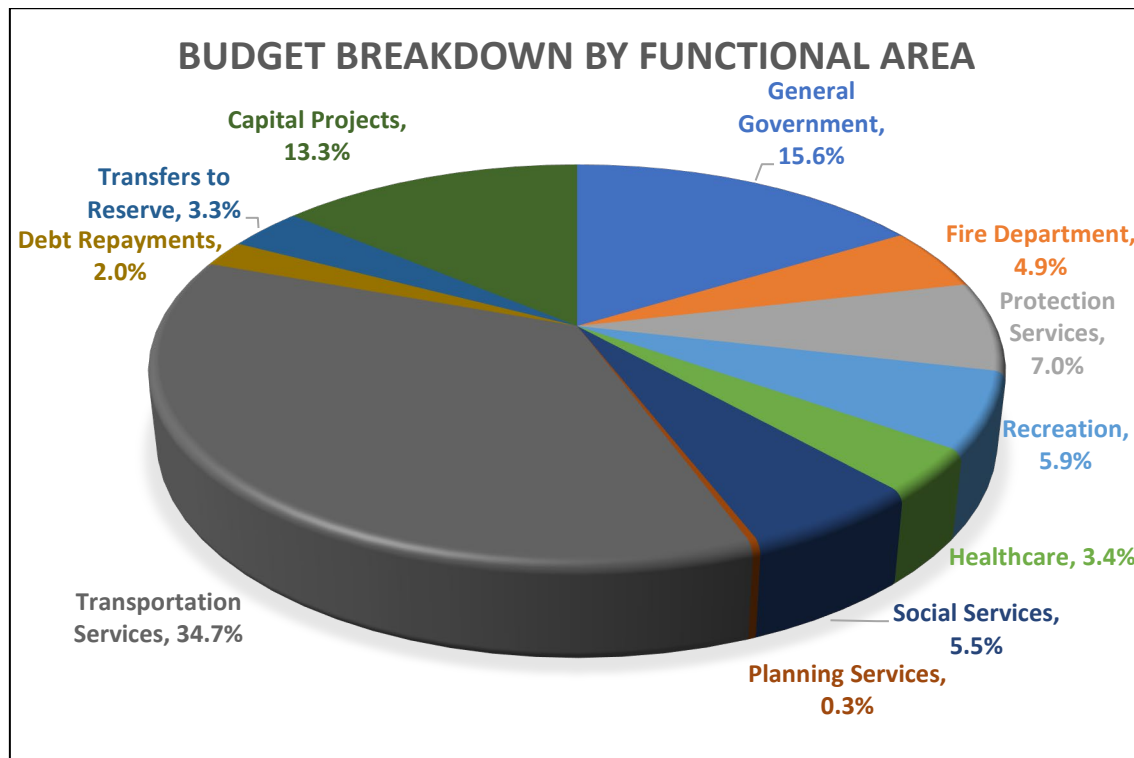
The following minor amendments have been made to the budget since the second draft was presented to Council. Note that none of these amendments impact the required tax levy; this remains at a 2.9% increase as previously indicated.

- As a result of the Pegg's Mountain Road tender results, the contingent \$51,000 transfer from reserves (15-790C) has been eliminated; this is offset by a \$51,000 reduction in projected total costs (17-732).
- The Prisoner Transportation Credit (15-512) was increased from \$569 to \$785 as per the final notification received.
- Library budget costs (16-795) increased from \$48,826 to \$50,409 as per the revised draft budget received.

- \$2,001 has been reallocated from General Taxation (14-110) to PIL (15-230).

Preliminary 2025 financial results have been incorporated as well. The Township is tentatively rolling a surplus of \$266,290 over into the 2026 budget (15-792), which has then been allocated between various reserve accounts as per the terms of our Reserves and Reserve Funds Policy.

Below is a chart detailing the allocation of the tax levy by functional area.



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TOWNSHIP OF RYERSON
2026 DRAFT BUDGET

APRIL 8, 2026

	A	B	S	U	V	W	X	Y
	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
1								
2	RYERSON-ADMINISTERED SERVICES							
3	Fire Department							
4	Revenue							
5	15-321	Fire Revenue - MVC	7,950	12,513	6,100	571	6,800	
6	15-321-01	Fire Rev - Inspections	470	750	500	600	500	
7	15-321-02	Fire Rev - Donations	500	2,000	100	-	100	
8	15-321-03	Fire Rev - Miscellaneous	8,516	5,585	3,500	13,086	6,900	
10	15-321-05	Fire Rev - FC Shared Services		38,761	52,700	50,685	-	agreement terminated in 2025
12	15-325	Capital Grant Revenues	-	-	-	211,760	1,850,000	
13	15-326	Loan Proceeds	-	-	-	211,760	1,850,000	
14	15-328	Proceeds on Sale of Capital Assets	-	10,500	-	-	-	
16	15-621 A	Fire Rev - Armour	212,756	597,984	259,543	236,993	310,901	
17	15-621 B	Fire Rev - Burk's Falls	127,191	357,490	155,161	141,681	185,865	
18	Subtotal - Fire Revenue		357,383	1,025,582	477,604	867,136	4,211,066	
19	Expenditures							
20	16-202	Fire - Vehicle Expense	16,275	30,373	32,000	23,222	27,500	
21	16-203	Fire - Equip/Comm Repair	11,358	12,781	11,600	10,962	11,900	
22	16-204	Fire - Utilities	-	-	-	-	-	
23	16-205	Fire - Phone	-	-	-	-	-	
24	16-206	Fire - FPO Supplies	3,319	4,445	5,600	1,836	4,700	
25	16-208	Fire - Outside Training	8,902	8,473	14,600	6,707	18,300	
26	16-209	Fire - WSIB	6,479	9,234	10,900	8,677	9,600	
27	16-210	Fire - Response Wages	82,088	102,121	97,000	83,339	94,000	
28	16-211	Wages & Empl Related Costs	195,353	229,022	225,600	221,770	229,000	
29	16-211 3	Accrued Sick Leave	412	(4,071)	-	1,215	-	
30	16-212	Fire - Insurance	33,788	37,291	37,900	37,944	40,700	
31	16-212-1	Fire Loan Interest	4,537	3,733	2,905	2,905	2,052	
32	16-212-3	Fire Hall Loan Interest	-	-	18,305	-	60,100	
33	16-212-4	Fire Hall Loan - Interest	-	-	-	-	14,017	
34	16-212-5	Fire Hall Loan - Principal	-	-	-	-	6,654	
35	79-117	Fire Loan Principal	26,510	27,303	28,120	28,120	28,961	
36	16-213	Fire - Bldg Repair/Maintenance	2,576	5,061	4,000	1,144	4,000	
37	16-214	Fire - Office Expense	17,378	18,455	17,400	19,293	18,300	
38	16-215	Fire - Air Stn Fill/Maintenance	765	808	1,000	268	1,400	

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	A	B	S	U	V	W	X	Y
	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
1								
39	16-216	Fire- PPE	465	217	-	-	-	
40	16-217	Fire - New Equipment/Gear	22,178	36,381	46,200	42,223	58,600	
41	16-218	Fire - Miscellaneous	811	3,210	1,000	24	1,000	
42	16-219	Snow Removal	1,931	1,510	2,100	3,333	2,100	
43	16-221	Capital Purchase	8,805	766,605	32,500	476,752	3,717,150	
44	16-222	Fire - Recharge Fire Extinguishers	379	136	500	-	500	
45	16-223	Fire - Radio Licence	1,672	1,745	2,400	1,792	1,850	
46	16-224	Fire - Answering Service	1,286	1,286	1,350	1,330	1,350	
47	16-225	Fire - Legal	6,594	2,089	1,000	2,180	2,000	
48	16-226	Office Space Rental	3,242	3,242	3,242	3,242	3,242	
51	16-229	Fire - Audit & Accounting	4,818	13,177	4,200	6,788	4,200	
52	16-247	Smoke/CO Alarms	-	-	-	-	-	
53	16-248	Defib. / Medical Supplies	651	1,376	4,000	-	1,000	
56	79-107	To Be Recovered - Fire Sick Leave	(412)	4,071	-	(1,215)	-	
57	Subtotal - Fire Expenditures		462,160	1,320,074	605,422	983,849	4,364,176	
58	Net Fire Cost to Ryerson		104,777	294,492	127,818	116,713	153,110	Per draft 2026 budget
59								
60	Regional Fire Training							
61	15-630	RTO Rev Armour	7,980	8,177	8,172	8,043	8,172	
62	15-631	RTO Rev Burk's Falls	4,771	4,888	4,885	4,808	4,885	
63	15-632	RTO Rev Kearney	16,682	17,092	17,082	16,812	17,082	
64	15-633	RTO Rev Magnetawan	16,682	17,092	17,082	16,812	17,082	
65	15-634	RTO Rev Perry	16,682	17,092	17,082	16,812	17,082	
66	15-635	RTO Rev McM/Monteith	16,682	17,092	17,082	16,812	17,082	
67	Subtotal - RFC Revenue		79,478	81,431	81,385	80,097	81,385	
68	RFC Expenditures							
69	16-285	Regional Training Officer - Materials	83,408	85,254	85,408	84,058	85,408	
70	Net RTO Cost to Ryerson		3,930	3,823	4,023	3,961	4,023	Per draft 2026 budget
71								
97	Net Expenditures - Ryerson-administered Joint Services		108,707	298,315	131,841	120,674	157,133	
98	OPERATIONS							
99	14-110	General Levy	2,368,669	2,598,271	2,590,395	2,669,332	2,702,277	
100	14-210	General Tax - Educ - English - Public	290,354	302,724	298,014	305,781	300,868	
101	14-310	General Tax - Educ - English - Separate	9,287	8,837	8,707	10,325	10,086	

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	A	B	S	U	V	W	X	Y
1	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
102	14-410	General Tax - Educ - French - Public	321	374	298	298	285	
103	14-510	General Tax - Educ - French - Separate	709	841	678	678	663	
104	15-230	Payment in Lieu of Taxes - Provincial	1,821	455	1,944	1,944	2,001	
105	18-911	Transfer to School Bd - English Public	(290,354)	(302,724)	(298,014)	(305,781)	(300,868)	
106	18-912	Transfer to School Bd - English Separate	(9,287)	(8,837)	(8,707)	(10,325)	(10,086)	
107	18-913	Transfer to School Bd - French Public	(321)	(374)	(298)	(298)	(285)	
108	18-914	Transfer to School Bd - French Separate	(709)	(841)	(678)	(678)	(663)	
109	Net Taxation		2,370,489	2,598,726	2,592,339	2,671,276	2,704,278	
110								
111	15-310	General Government - Misc. Rev	45	-	50	42,128	50	Admin fee for livestock, by-law infractions (2025- WSIB rebate)
112	15-371	Tax Sales Admin Fee	2,600	1,875	8,150	3,260	3,900	
113	15-381	Planning Zoning Severances	3,750	6,929	8,400	7,510	6,100	3-year average
114	15-402	Misc Government Grants	8,286	-	-	-	-	accessibility grant
115	15-502	Prov Grant Wildlife Compensation	-	-	800	-	800	=Expense account 16-256
116	15-503	Prov. Aggregate Resources Rev	9,329	8,160	8,100	12,399	9,900	3-year average
118	15-510	Provincial Government - OMPF	348,600	344,800	388,200	388,200	443,100	Per notification
119	15-511	Provincial Offences	2,414	1,180	2,000	-	1,100	3-year average
120	15-512	Prisoner Transportation Credit	535	521	652	652	785	Per notification
121	15-513	Policing Detachment Revenue	1,246	1,058	800	818	1,050	3-year average
122	15-515	Fire Hall Plowing Revenue	-	-	-	-	2,100	began clearing fire hall in 2026
123	15-531	Road Revenue - Misc (Operating Rev)	592	2,333	800	5,312	1,050	3-year avg entrance permits- 2025 incl Roads Super hours
126	15-623	Rockwynn Docks	-	-	350	381	-	Magnetawan maintaining in 2026
127	15-720	Licenses & Permits	23,125	24,502	23,500	25,964	24,500	3-year average
129	15-750	Current Penalties & Interest	39,151	44,895	52,600	56,146	57,400	Assuming 16.6% of tax arrears collected in penalties and interest (2023-2025 average)
130	15-760	Investment Income	152,882	118,470	57,000	87,743	51,750	
131	15-770	Sales, Photocopies, etc.	223	429	200	643	350	Landfill cards, records search, other misc charges
132	15-771	Township Book	352	400	200	95	100	
133	15-773	Cemetery Revenue	1,657	941	550	681	500	Interest on trust account
135	15-775	Transfer From Parkland	22,312	-	26,235	17,325	48,774	Re: cost of arena capital repairs in 16-734
136	15-790	Transfer from Election Reserve	-	-	-	-	10,500	
138	15-790	Transfer from Reserve - Cemetery	500	500	500	500	500	\$500.00 to cover maintenance costs.
139	15-790	Transfer from Reserve - Roads	2,200	-	2,800	2,800	-	

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	A	B	S	U	V	W	X	Y
	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
1								
141		Subtotal Other Revenue	619,801	556,994	581,887	652,556	664,309	
142		Total Operating Revenue	2,990,290	3,155,720	3,174,226	3,323,833	3,368,587	
143								
144	16-111	Council - Wages/Benefits	49,595	53,332	57,075	57,074	60,825	
145	16-112	Council - Insurance	1,388	1,388	1,620	1,620	1,620	actual allocation
146	16-114	Council - Expense	13,860	4,366	5,600	4,743	16,100	training, conference fees, courses, new laptops
147	16-121	Gen Govt Wages/Benefits	371,453	312,134	339,100	314,280	371,400	
148	16-122	Gen Govt - Insurance	21,614	25,911	27,641	28,956	36,332	actual allocation
149	16-123	CGIS/Blue Sky	8,030	8,248	8,400	8,392	8,600	Current fee plus anticipated Q4 CPI increase
150	16-124	Gen Govt - Materials	38,235	34,880	37,300	30,189	38,600	staff training, office supplies, other misc
151	16-125	Gen Govt - Cont Serv	5,128	4,725	5,000	4,850	5,000	cleaning, mat rentals, garbage pickup
152	16-126	Health & Safety	258	-	-	-	-	
153	16-127	Accessibility	327	2,683	-	-	-	accessibility grant ended 2024
154	16-132	Memorial Donations	416	100	500	200	500	
155	16-128	Donations	3,331	3,860	5,500	4,782	5,500	
157	16-130	HR Services	1,494	-	5,000	-	2,500	miscellaneous HR support
158	16-131	Audit, Accounting & Clerk Assistance	23,434	38,343	25,900	36,884	25,700	Audit fees \$23,600; accounting fees \$2,000 + HST
159	16-133	Election Expense	144	125	200	125	14,000	Joint audit compliance committee
160	16-134	Transfer to Election Reserve	3,500	3,500	3,500	3,500	-	
161	16-135	Legal	3,311	(1,568)	17,500	2,080	17,500	\$7,500 for general legal advice plus \$2,000 per member of council for integrity commissioner
162	16-136	Tax W/O and Adjustments	24,962	4,491	-	25,122	-	
163	16-138	Assessment Services	28,999	29,572	30,415	30,415	31,445	Per levy notification.
164	16-139 A	Building Maintenance	1,450	1,586	4,000	1,514	3,000	Misc building repair, not capitalized
165	16-142	Information Technology	3,938	1,763	2,500	1,343	2,000	
167	16-150	Ontario Aggregate Resources Fee	908	758	1,000	1,103	1,000	Royalty on own-source aggregates
168	16-156	Bank Errors & Charges	1,565	1,593	1,600	1,644	1,700	AFT charges, maintenance fees, NSF cheque fees
169	16-137	Transfer to Tax Rate Stabilization Reserve	-	-	113,000	113,000	-	
170	79-102	To Be Recovered Employee Benefits	9,419	(3,653)	-	(26)	-	
171		Subtotal - General Government Operating Expenditures	616,758	528,138	692,351	671,789	643,322	
172								
173	16-231	By-Law Enforcement Officer - Wages	12,738	19,391	20,900	21,500	24,400	
174	16-234	By-Law Enforcement - Materials	1,663	1,663	2,000	971	2,000	mileage and supplies
175	16-245	MNR Crown Land Protection	-	-	5,065	-	-	

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	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
1								
176	16-246	Transfer to Fire Reserve	-	53,250	53,250	53,250	29,250	Savings towards new fire hall (\$29,250)
177	16-249	Policing	161,616	160,788	166,066	166,068	184,333	Per levy notification
179	16-253	Police Services Board	-	-	1,500	690	1,675	Per levy notification plus conference mileage
180	16-254	Animal Control - Materials	426	560	500	485	500	Incl dog tags (250), East Parry Sound vet annual fee (250)
181	16-255	Animal Control - Contracted Services	1,720	2,500	2,543	2,543	2,586	Contract with Ontario SPCA.
182	16-256	Prov Wildlife Predation	-	-	800	-	800	= revenue account 15-502.
183	16-258	Transfer to JBC Reserve	4,800	7,488	5,600	5,600	7,131	
184	16-262	CodeRED Alert system	799	944	1,000	850	1,000	shared 50/50 with Burks Falls- contract until 2028
187	16-265	Emergency Measures - Contract Service	281	-	5,000	4,461	5,000	Wages and training for CEMC
188	16-266	911 - Civic Addressing	1,185	811	1,000	944	1,000	CERB contract, 911 signs
190	Subtotal other Protection Operating Expenditures		185,228	247,395	265,224	257,361	259,675	
191								
192	16-451	Hazardous Waste Expense	3,756	3,918	3,600	3,557	4,675	ARI fees per draft budget + HWIN levy
193	16-460	Landfill/Recycling	112,287	131,470	133,331	143,045	124,859	Per draft 2026 budget, includes estimate of user fees
194	Subtotal Environmental Operating Expenditures		116,042	135,388	136,931	146,602	129,534	
195								
196	16-511	Almaguin Highlands Health Centre	16,298	1,000	5,000	15,959	5,000	
197	16-518	Health Unit	20,687	21,308	22,374	22,374	23,247	Per levy notification.
198	16-520	Land Ambulance	63,008	65,913	69,081	69,081	73,749	Per levy notification.
200	16-554	Cemeteries - Materials	1,066	40	1,500	552	1,000	
201	16-555	Cemeteries - Contracted Services	5,821	5,190	5,190	5,190	5,190	2026 final year of contract
202	Subtotal Health Services Operating Expenditures		106,881	93,450	103,145	113,155	108,186	
203								
204	16-618	Social and Family Services	84,941	88,852	93,741	93,741	100,016	Per levy notification.
205	16-628	Eastholme - Operating	66,254	68,170	70,123	70,123	72,881	Per levy notification.
206	Subtotal Social&Family Services Operating Expenditures		151,195	157,022	163,864	163,864	172,897	
207								
209	16-714	Recreation - Parks - Materials	955	2,827	4,300	3,584	3,900	includes insurance allocation
210	16-715	Recreation - Parks - Contracted Services	3,881	3,460	3,460	3,460	3,460	2026 final year of contract
211	16-716	Rockwynn Docks	-	1,982	1,100	3,254	1,000	2025 Magnetawan responsible. 50% of hydro, contingency for repairs
213	16-722	Recreation Committee Materials	-	-	-	-	-	
214	16-726	Recreation - Programs Materials	4,168	3,834	4,250	3,521	4,000	Fireworks, yard sale
216	16-734	Recreation - Arena	123,014	158,120	162,872	137,224	183,380	Per draft 2026 budget

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	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
1								
218	16-754	Culture - Museum - Materials	3,849	3,151	5,200	4,285	4,550	Hydro, PCO, empty septic, insurance
223	16-790	Transfer to Library Reserve	2,000	26,000	26,000	26,000	26,000	
224	16-795	Library	39,911	41,661	41,506	51,242	50,409	Per draft 2026 budget
225	Subtotal Recreation&Cultural Services Operating		177,897	241,035	248,688	232,569	276,699	
226								
227	16-816	External Planning Support	2,992	2,200	3,000	2,112	3,000	
230	16-858	Economic Development	16,265	5,000	5,000	5,000	5,000	Fixed annual contribution
232	Subtotal Planning Operating Expenditures		19,257	7,200	8,000	7,112	8,000	
233								
273	17-002	Contra Road Wages	(449,111)	(403,559)	-	(476,886)	-	
274	17-001	Total road wages	449,111	444,559	479,800	476,886	524,200	per calculation
276	17-022	Installation of Culverts	6,216	-	9,300	6,165	12,800	
277	17-032	Install & Maintain Culverts Materials	968	-13	2,000	323	1,000	
278	17-052	Grass Mowing Materials	4,579	4,545	5,000	4,681	4,900	
279	17-062	Brushing Maintenance Materials	84	177	250	178	50,000	contracted brushing- 25 lane-km
282	17-092	Beavers Materials	3,399	1,900	2,500	370	500	
283	17-102	Debris and Litter Pickup Materials	-	-	100	-	100	
284	17-152	Hardtop Patching Materials	2,010	4,900	5,400	3,836	5,400	4 loads of cold mix
285	17-162	Sweeping Materials	1,991	2,038	2,200	2,160	2,300	
287	17-212	Grading & Scarifying Materials	5,534	2,115	2,500	2,641	2,800	set of grader blades
288	17-222	Dust Layer - Purchase	69,765	77,786	76,400	68,856	77,600	increase of 11% per tender results
289	17-232	Dust Layer - Application Materials	67	371	200	76	200	
290	17-242	Gravel - Contract	15,749	27,667	53,800	68,876	31,300	1,500t granite misc application
292	17-302	Snow Plowing & Removal Materials	7,015	7,063	7,400	8,545	7,900	
293	17-312	Purchase of Sand/Salt	49,695	36,231	44,600	41,807	46,900	4,000t winter sand; salt
294	17-322	Sanding & Salting Materials	458	4,235	1,000	-	1,000	
295	17-332	Culvert Thaw Materials	-	-	200	47	200	
297	17-349	Winter Lighting for Vehicles Materials	565	578	750	955	1,000	
298	17-350	Truck and Equipment Chains	1,294	-	2,500	2,653	2,500	one set of chains
300	17-382	Signs Materials	5,363	1,330	4,000	483	3,000	
301	17-392	Training Materials	5,386	3,450	3,800	3,736	4,300	
302	17-393	Safety Equipment / Clothing	1,816	903	2,500	1,516	2,500	
303	17-432	Overhead Materials	72,501	69,365	70,900	90,290	82,600	
304	17-433	Overhead Professional Fees	-	-	2,000	-	1,000	

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	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
1								
307	17-462	13 Western Star Materials	23,150	16,087	16,800	24,154	45,000	sensor/DEF issues (25k)
309	17-472	22 Pickup Materials	3,334	4,136	4,800	3,741	4,200	
311	17-475	19 Ford Pickup Parts and Repair	9,112	6,068	13,200	16,858	8,900	
313	17-482	23 Freightliner Materials	7,550	5,623	7,300	7,069	7,800	
315	17-492	22 Freightliner Materials	4,605	7,173	11,200	9,347	8,900	
319	17-504	2013 Grader Materials	20,329	36,987	33,400	20,571	55,000	tires; hydraulic issues
323	17-522	2019 Backhoe/JCB Materials	2,095	4,185	4,900	3,581	5,800	
326	17-532	2015 Excavator Materials	10,883	27,187	18,700	17,362	2,400	proposal to scrap machine
327	17-542	Float Materials	513	171	1,000	175	2,000	
328	17-552	Small Equipment Materials	560	1,081	2,000	577	1,500	
330	17-562	2014 Loader Materials	2,965	2,031	4,700	3,323	5,100	
331	17-615	Bridge Appraisals	5,585	-	5,600	5,387	-	not required in 2026
332	17-902	Purchase New/Replace Worn Tools	4,569	1,577	4,500	1,581	3,000	
333	16-349	Fuel to be distributed	87,730	66,723	90,000	66,858	90,000	Held due to increased oil prices
334	Subtotal Transportation Operating Expenditures		884,926	866,287	997,200	961,910	1,105,600	
335								
336	DEBT REPAYMENT							
338	17-968	Grader/Loader Interest	1,337	556	16	17	-	Loan repaid in 2025
339	17-970	Road Construction Interest	1,294	898	497	497	99	
340	17-972	2021 Plow Interest	3,090	2,243	1,387	1,387	513	
343	79-113	Grader/Loader Principal	39,550	39,550	6,592	6,592	-	Loan repaid in 2025
344	79-115	Road Construction Principal	17,540	17,540	17,540	17,540	8,770	
345	79-116	2021 Plow Principal	52,143	52,986	53,843	53,843	54,713	
347	Total Debt Repayment		114,954	113,774	79,875	79,876	64,095	
348								
349	Ryerson Operating Expenses		2,373,140	2,389,689	2,695,278	2,634,238	2,768,008	
350	Net Ryerson Total Expenditures re Ryerson-administered Joint Services		108,707	298,315	131,841	120,674	157,133	
351	Adjustment re Shared Services capital and one-time operating expenses				43,388		14,831	
352	NET OPERATING REVENUE - FUNDING AVAILABLE FOR CAPITAL		508,443	467,716	390,495	568,920	458,277	
353								
354	CAPITAL ACTIVITIES							
355	CAPITAL REVENUE, TRANSFERS FROM RESERVES AND LOAN PROCEEDS							

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	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
1								
356	15-792	Prior Year Surplus	343,075	146,422	414,014	414,014	266,290	
358	15-402B	Misc Government Grants	-	-	-	-	-	
359	15-501	Ont Community Infrastructure Fund	103,420	113,684	160,000	9,824	297,300	Funding for Bartlett Lake culvert replacement; Peggs Mtn
360	15-509	Modernization Grant Funding	5,199	-	-	-	-	
361	15-790 P	Transfer from Reserve- COVID-19 Grant	8,737	-	-	-	-	reserve depleted in 2023
362	15-790 C	Transfer from Reserve - Capital Funds	-	-	-	-	-	
363	15-790 L	Transfer from Reserve -Landfill	-	-	-	-	3,743	Re: 2025 deficit (\$3,743)
364	15-790 A	Transfer from Reserve- Arena	7,081	-	-	-	-	
365	15-790 F	Transfer from Reserve- Fire	-	144,468	3,979	3,979	-	
366	15-541	Loan Proceeds	-	-	-	-	-	
367	15-780	AMO Gas Tax Revenue	-	101,498	48,800	49,151	48,800	Peggs Mountain Road resurfacing
368	15-785	NORDS Grant Revenue	56,359	142,788	71,900	72,722	-	Program ended in 2025
369	15-531	Miscellaneous Roads Revenue	16,231	-	-	-	-	
372	Total Sources of Funding - Capital		540,101	648,859	698,693	549,690	616,133	
373								
374	CAPITAL PROJECTS							
389	16-157	Land purchase	-	-	-	-	16,350	Share of fire hall land
390	16-139 B	Building Maintenance	-	-	-	-	-	
392	16-140	Office Equipment	23,422	3,294	11,300	6,915	5,000	Purchase of new computers (\$5,000)
394	16-180	Operational Plans	562	-	30,000	1,109	65,700	OP/ZBL Update (60,700) plus contingency
395	16-235	Property Standards	-	-	-	-	15,000	Re: demolition costs
396								
397	Road Projects							
401	17-632	Midlothian Swing Bridge Materials	-	-	-	-	-	
404	17-642	Culvert Replacement Materials	-	8,264	160,000	9,824	243,300	Bartlett Lake culvert (shared with McMurrich)
405	17-652	Granite Materials	103,420	220,565	187,100	161,074	-	nothing proposed for 2026
409	17-682	Road Construction Materials	2,336	-	10,500	3,473	10,850	Richardson Road- joint project with McMurrich/Monteith
413	17-702	Midlothian RAP	-	-	-	-	-	
414	17-732	Peggs Mountain Road	56,359	158,964	152,900	136,872	340,200	resurface 4.5km
415	17-890	Building Repair	133	29,564	8,000	3,922	38,900	doors; roof repairs; security cameras
416	17-892	New Pit - Materials	-	-	3,000	2,742	-	-
417	17-895	Flooding Damage	-	-	-	43,457	-	-

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TOWNSHIP OF RYERSON
2026 DRAFT BUDGET

APRIL 8, 2026

	A	B	S	U	V	W	X	Y
	Account #	ACCOUNT NAME	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD (PRE-AUDIT)	2026 DRAFT BUDGET	NOTES
1								
420	17-924	Purchase New Equipment	306,271	22,121	19,300	19,233	-	
423	17-947	Road Needs Study	-	-			16,800	Required for AMP update
424	Capital portion of Joint Services		-	-	43,388	-	14,831	
425								
426	Total Capital Projects		492,504	442,772	625,488	388,620	766,931	
427								
428	NET RESERVE TRANSFERS							
429	16-137	Transfer to Capital Reserve	241,558	105,194	178,938	178,938	105,944	Budget balancing figure- allocate to working capital (\$30,000); operating contingency (\$75,944)
430	16-246	Transfer to Fire Reserve	37,443	30,061	2,469	2,469	13,627	2025 surplus (\$11,105) plus 2% op exp
431	16-465	Transfer to Landfill Reserve	7,953	12,734	38,254	38,254	3,215	2% op exp
432	16-470	Transfer to Landfill Closure Reserve	-	-	-	-	-	
433	16-535	Transfer to Hospital Reserve	20,000	20,000	20,000	20,000	20,000	
434	16-737	Transfer to Arena Reserve	2,664	8,848	23,539	23,539	29,693	2025 surplus (\$25,648) plus 2% op exp
435	17-952	Transfer to Roads Capital Reserve	100,000	147,025	200,500	200,500	135,000	
436	Total Reserve Transfers		409,618	323,862	463,700	463,700	307,479	
437	NET CAPITAL EXPENDITURES		362,021	117,775	390,495	302,630	458,277	
438								
439	BALANCE		146,422	349,942	0	266,290	0	
440								
441		Total Municipal Expenditures	3,820,830	4,561,651	4,431,908	4,554,465	8,277,171	
442		Total Education Expenditures	300,671	312,775	307,697	317,082	311,902	
443		Total Expenditures	4,121,501	4,874,426	4,739,605	4,871,547	8,589,073	
444								
445		Revenue Municipal	1,596,762	2,312,866	1,839,569	2,149,479	5,572,893	
446		Taxation General	2,368,669	2,598,271	2,590,395	2,669,332	2,702,277	
447		Taxation Education	300,671	312,775	307,697	317,082	311,902	
448		Payment in Lieu	1,821	455	1,944	1,944	2,001	
449		Total Revenue	4,267,923	5,224,368	4,739,605	5,137,837	8,589,073	
450		Balance Check	146,422	349,942	0	266,290	0	
451								

TOWNSHIP OF RYERSON

BY-LAW # -26

Being a By-Law to set Tax Ratios for Municipal Purposes for the year 2026.

WHEREAS it is necessary for the Council of the Township of Ryerson, pursuant to the Municipal Act, 2001, S. O. 2001, c.25, section 308, to establish the tax ratios for 2026 for the Township of Ryerson;

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

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

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

1. For the taxation year 2026, the tax ratio for property in:
 - (a) the residential/farm property class is 1.0000
 - (b) the New Multi-residential property class is 1.0000
 - (b) the commercial occupied property class is 1.1000
 - (d) the industrial occupied property class is 1.2733
 - (e) the industrial excess land property class is 0.8276
 - (f) the farmlands property class is 0.2500
 - (g) the managed forest property class is 0.2500
 - (h) the aggregate extraction class is 1.036092

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

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

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

Read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in open Council this 14th day of April, 2026.

DEPUTY MAYOR

ACTING CAO/CLERK

BY-LAW - 26

A By-Law to Set and Levy the Rates of Taxation in the Township of Ryerson for the year 2026.

WHEREAS it is necessary for the Council of the Township of Ryerson, pursuant to the Municipal Act to raise certain sums for the 2026 taxation year;

AND WHEREAS all property assessment rolls on which the 2026 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act subject to appeals at present before the District Court and the Ontario Municipal Board;

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

AND WHEREAS the tax ratios on the aforementioned property for the 2026 taxation year have been set out in By-Law # 18-26 of the Township of Ryerson;

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

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

1. (a) That the 2026 municipal budget be adopted in the following amounts:

Expenditures

Municipal	8,277,171
Public/Separate Education	<u>311,902</u>
Total Expenditures	8,589,073

Revenue

Municipal	5,572,893
Taxation (General Portion)	2,702,277
Taxation (School Portion)	311,902
Payment In Lieu	<u>2,001</u>
Total Revenue	8,589,073

- (b) For the year 2026, the Township of Ryerson shall levy upon the current phased-in assessment value the following rates of taxation:

Class	2026 Municipal Tax Rates	2026 Education Tax Rates	Total Rates
Residential/Farm	0.01337256	0.00153000	0.01490256
Multi-Residential	0.01337256	0.00153000	0.01490256
Commercial Occupied	0.01470982	0.00692152	0.02163134
Commercial Excess Land	0.01029687	0.00692152	0.01721839
Commercial Vacant Land	0.01029687	0.00692152	0.01721839
Industrial Occupied	0.01702728	0.00880000	0.02582728
Industrial Excess Land	0.01106773	0.00880000	0.01986773
Industrial Vacant Land	0.01106773	0.00880000	0.01986773
Farmland	0.00334314	0.00038250	0.00372564
Managed Forest	0.00334314	0.00038250	0.00372564
Aggregate Extraction	0.01385520	0.00511000	0.01896520

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

First Installment August 21, 2026
 Second Installment September 18, 2026

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

2. For payments in lieu of taxes due to the Township of Ryerson under the Municipal Act, the actual amount due to the Township of Ryerson will be based on the assessment rolls and the municipal rates of taxation for the year 2026.

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

Read a First, Second and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in open Council this 14th day of April, 2026.

DEPUTY MAYOR

ACTING CAO/CLERK



Dear Ryerson Council,

On behalf of Almaguin Pride, I would like to extend our sincere appreciation to the Township of Ryerson for proclaiming June as Pride Month last year and for sharing that proclamation across the township's social media channels. Your support sends a clear and visible message of inclusion, acceptance, and belonging, and is deeply meaningful to members of the LGBTQ+ community and their allies. We are also grateful for your generous donation, which supports our delivery of events and resources across the Almaguin region.

Last year, seven municipalities in Almaguin recognized Pride Month through a flag raising or proclamation—an important demonstration of leadership and commitment to inclusive communities.

We respectfully request that Council once again proclaim June 2026 as Pride Month and share this recognition through the township's social media channels in celebration of the LGBTQ+ community.

Almaguin Pride is committed to fostering representation, acceptance, and connection among LGBTQ+ individuals and allies throughout the region. Public recognition such as this reinforces a welcoming environment for residents and visitors alike, while encouraging dialogue, strengthening community ties, and supporting those who may otherwise feel unseen.

Thank you for your continued leadership in fostering an inclusive and welcoming community.


Best regards,

Karen Hoffman
Volunteer
Almaguin Pride

APPENDIX A**Proclamation Request Form**

Please complete and submit the completed Proclamation Request Form to
 clerk@ryersontownship.ca or by mail/drop-off at 28 Midlothian Road | Burk's Falls ON P0A
 1C0

Organization Name:	
Almaguin Pride Network.	
Contact Name	
Tara Ratcliff	
Address	
674 James Camp Rd	
Phone	Email
705-571-0366	almaguinpride@gmail.com
Proclamation Requested:	
Recognition of June as Pride Month	
Date of Proclamation:	
June 1st, 2026 - June 30, 2026	
Purpose of Proclamation:	
<input checked="" type="checkbox"/> Civic Proclamation <input type="checkbox"/> Charitable Fundraising Campaign <input type="checkbox"/> Special Honour of Individual or Organization <input checked="" type="checkbox"/> Public Awareness Campaign <input type="checkbox"/> Arts and Cultural Celebration <input type="checkbox"/> Other:	
Description of Organization (attached additional documentation if needed):	
Please see attached letter of request and organization brochure.	

Has the same/similar proclamation been requested to the Township in the past?	
<input checked="" type="checkbox"/> Yes (provided date of previous request) <input type="checkbox"/> No (new request)	
June 1, 2025	
As part of the proclamation, will there be any special initiatives or events planned in the Township? If so, please describe:	
There will be a variety of events throughout Almaguin, including our annual (4th) ^{yr} pride party.	
Do you have a draft wording for the proclamation?	
<input type="checkbox"/> Yes, attached <input checked="" type="checkbox"/> No	
Signature	Date
	April 2, 2026.

The personal information on this form is collected under the authority of the Municipal Act. The information is used for the purpose of processing this form. Questions about this collection of information can be made to the Clerk at (705) 724-2813.

Burk's Falls, Armour & Ryerson Union Public Library

Our Vision

Access to knowledge for all

Our Mission

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

Minutes of the Board of Trustees Meeting

February 18, 2026

Present were:	Chairperson:	Ruth Fenwick
	Board Trustees:	Bev Abbott Rod Blakelock Patty Butler Nancy Kyte Donna Luck Tiffany Monk Robert Van der Wijst Joseph Vella

Also attending: CEO: Nieves Guijarro

1	Call to order	With a quorum present CEO called the meeting to order at 7:00 p.m.
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2	Approval of Meeting Agenda	MOTION 454/26 IT WAS MOVED BY: B. Abbott AND SECONDED BY: D. Luck
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That the meeting agenda of the Board of Trustees of February 18, 2026 be accepted as presented:

CARRIED

3	Declaration of conflict of interest	No conflicts were declared
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4	Approval of consent Agenda	MOTION 455/26 IT WAS MOVED BY: B. Van der Wijst AND SECONDED BY: P. Butler
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That the consent agenda of the Board of Trustees **meeting** of February 18, 2026 be approved as presented:

- a)** Resolution to accept the minutes of January 2026
- b)** Resolution to accept the CEO's Report of January 2026
- c)** Armour Township Financial Statement of January 2026

CARRIED

**BFARUPL Board Minutes
February 18, 2026**

- 5 Business arising from the minutes** -Members discussed the Village of Burk’s Falls Pay Equity Report. Ruth will contact Burk’s Falls CAO for clarification on the Gallagher Compensation Review Report. Based on the information provided, members agreed to compensate library staff by following the 2026 Village of Burk’s Falls Pay Grid.

MOTION 456/26 IT WAS MOVED BY: D. Luck
AND SECONDED BY: R. Blakelock

To rank Library Coordinator in Band 3, Step 2 of VOBF Pay Grid.

CARRIED

MOTION 457/26 IT WAS MOVED BY: J. Vella
AND SECONDED BY: B. Van der Wijst

To rank Library Assistant in Band 2, Step 4 of VOBF Pay Grid

CARRIED

- The Board Evaluation results have provided an opportunity for members to develop their knowledge in areas of interest.
- Members agreed to add Board Development expenses to the library budget if a course, webinar, or similar opportunity incurs a cost.
- Councillor Kyte is currently completing the training required for members of the Library Board and will provide her certificates once it has been completed.
- Members had an opportunity to read the Village of Burk’s Falls Library Building Maintenance and Financial Sustainability Report.

- 6 Committee Reports** -Building/Fundraising Cmte – Joe, Ruth, Bev, Rod & Tiffany
No Report

-Personnel – Bob, Bev, Patty
No Report

-Finance/Budget Cmte – Ruth, Patty & Joe
Members are working on sending a letter to MP Scott Aitchison in support of summer student funding application

-Policy/Planning – Ruth, Bev, Vicky, Bob
The following policies were reviewed:
F-IV-2 Mandatory Benefits & Payroll Deductions
F-IV-3 Hours of Work
F-IV-5 Salary & Wage Scales
F-IV-13 Vaccination Policy

- 7 Correspondence & Information Items**
- Privacy Commissionaire Report – sent
 - National Canadian Film Day – Planning for this event is underway and the following members have agreed to volunteer: Bob, Tiffany, Bev, Patty and Nancy
 - Library Space Design Challenges Webinar information was circulated.
 - Ryerson Township Resolution re Bill C-15 was received
 - Innovative Library Service Delivery: Adapting to the Digital World info was circulated

**BFARUPL Board Minutes
February 18, 2026**

- 8 New Business** -Income Tax Return Program is receiving a good response and Ruth has been collecting information from clients to begin submissions when the program opens – February 23.
-March Break Activities are planned with a variety of programs for each day of the week. Volunteers to help with activities have come forward: Nancy, Donna, Ruth and Bev.
-VOLT (Valuing Ontario Libraries Toolkit) The Policy/Planning Committee is considering the completion of this valuable statistical analysis.
-Library Audit is currently underway. Grant Thornton will be reaching out to Board Chairperson and Vice Chairperson.
- 9 Adjournment** **MOTION 458/26** by J. Vella at 8 :30 pm to adjourn.

CARRIED

BOARD CHAIRPERSON

DATE

Ruth Fenwick

March 18th, 2026

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2026**

Month	No. of Permits	Permit Fees	Project Values	Size (sq.m)
January	3	\$1,950.00	\$110,000.00	137
February	3	\$5,380.50	\$338,765.00	154
March	4	\$14,686.00	\$952,400.00	511
April	0	\$0.00	\$0.00	0
May	0	\$0.00	\$0.00	0
June	0	\$0.00	\$0.00	0
July	0	\$0.00	\$0.00	0
August	0	\$0.00	\$0.00	0
September	0	\$0.00	\$0.00	0
October	0	\$0.00	\$0.00	0
November	0	\$0.00	\$0.00	0
December	0	\$0.00	\$0.00	0
TOTALS	10	\$22,016.50	\$1,401,165.00	New Construction 802
				Demolitions 0

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2026**

Month	No. of Permits	Permit Fees	Project Values	SFD'S, Seasonal Dwellings and Multi-Unit Dwellings	
				2025	2026
Burks Falls	0	\$0.00	\$0.00	1	0
Joly	0	\$0.00	\$0.00	0	0
South River	2	\$380.00	\$12,000.00	0	0
Machar	4	\$6,835.00	\$429,000.00	1	1
Strong	1	\$5,593.00	\$366,200.00	2	1
Ryerson	3	\$9,208.50	\$593,965.00	1	1
Sundridge	0	\$0.00	\$0.00	2	0
TOTALS	10	\$22,016.50	\$1,401,165.00		3
Permit activity at end of February 28, 2026					
TOTALS	22	\$68,696.50	\$4,387,600.00	8	
Permit activity at end of February 28, 2025					
TOTALS	-12	\$46,680.00	\$2,986,435.00		-5
Difference from previous year					

