

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

February 16, 2021 AT 6:00 P.M.

THIS WILL BE AN ELECTRONIC MEETING via ZOOM

Members of the Public must register with the Ryerson Township Clerk's Office prior to the meeting for phone-in access.

Members of the Public are not permitted in a Closed meeting.

Meeting will be recorded.

1. CALL TO ORDER

- 1.1 Attendance, roll call: in person and electronic, late attendees
- 1.2 Announcement: This meeting is being recorded

2. ADOPTION OF MINUTES

- 2.1 Resolution that the minutes of special meeting February 1, 2021 and special meeting February 2, 2021 be adopted as circulated and regular meeting minutes from February 2, 2021 be adopted as amended by correcting the time of adjournment to 8:34 p.m.

3. DECLARATION OF PECUNIARY INTEREST (And General Nature Thereof)

4. DELEGATION AND PRESENTATIONS: None Registered

5. BUSINESS ARISING / ACTIVITY LOG

- 5.1 Magnetawan Tower, boundary road location (Resolution)

6. REPORTS

- 6.1 FIRE CHIEF: Amended 2021 Fire department Budget (Resolution)
- 6.2 PUBLIC WORKS: Lloyd Van Duzen staff report
- 6.3 TREASURER: Council remuneration/expenses annual report, Funding

Program Updates,

6.4 CLERK: Staff Reports: By-law Enforcement report and 2021 Contract Renewals

6.5 COUNCIL MEMBERS:

Councillor Patterson: Written Report – ROMA Virtual Conference
Mayor Sterling: Eastholme

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

8. **COMMUNICATION ITEMS**

8.1 Township of Augusta, being a request to support a resolution objecting to the decision by the Province of Ontario to close the Ontario Fire College (Resolution)

8.2 Township of Armour: letter from Reeve MacPhail regarding the Regional Fire Department proposal

8.3 ACED 2021 budget (Resolution)

9. **BY-LAWS**

- By-law 08-21 Confirm the meetings of Council

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

11. **IMPORTANT DATES**

- February 22, 2021 Tri-Council 7:00 p.m. via Zoom
- February 23, 2021 Special Meeting 10:00 a.m. 2021 Road Budget
- March 2, 2021 Regular Meeting 6:00 p.m.
- March 16, 2021 Regular Meeting 6:00 p.m.

12. **ADJOURNMENT**

ABEYANCE REGISTER

Updated for meeting February 16, 2021

October 6, 2020 meeting:

- Cathy Still EMS Committee: December 9, 2020, Mayor Still provided the following e-mail response: *Hi Judy, there was a discussion about looking at Terms of Reference and funding model, it was decided to look at it closer to budget time or after, other members did not see any other than the models we have to change. Thanks Cathy*

December 1, 2020:

- Contact Armour regarding Scott Aitchison's attendance at the Tri-Council meeting in February 2021: Armour has arranged to meet with Mr. Aitchison at their January 26th council meeting, and in addition, Mr. Aitchison will attend the tri-council meeting via Zoom

COMMUNICATION ITEMS

February 16, 2021

CORRESPONDENCE ITEMS FOR ACTION/RESOLUTIONS:

- Township of Augusta, being a request to support a resolution objecting to the decision by the Province of Ontario to close the Ontario Fire College (Resolution)
- Township of Armour: letter from Reeve MacPhail regarding the Regional Fire Department proposal
- ACED Budget

GENERAL CORRESPONDENCE/INFORMATION (E-mailed, with hard copies available upon request)

- Arena Manager's Report January 26, 2021
- Federation of Northern Ontario Municipalities (FONOM) re: ROMA Conference
- District of Parry Sound Social Services Administration Board 2020 statement of honourariums and expenses

CORPORATION OF THE TOWNSHIP OF RYERSON

**LIST OF PROPOSED RESOLUTIONS
FOR COUNCIL MEETING: February 16, 2021**

Item # 2.1 on Agenda Moved by Councillor Marlow Seconded by Councillor Brandt

Be it resolved that the minutes from the special meeting February 1, 2021 and special meeting February 2, 2021 be adopted as circulated and regular meeting February 2, 2021 be adopted as amended by correcting the time of adjournment to 8:34 p.m.

Item # 5.1 on Agenda Moved by Councillor Patterson Seconded by Councillor Marlow

WHEREAS Spectrum Telecom Group Ltd. (Spectrum Group) wishes to erect a 110 foot self-support communication tower structure on a site located on a section of unopened boundary road allowance between the Municipality of Magnetawan and Ryerson on the northern (Magnetawan) at Lot 81 Concession B and Lot 84 Concession B, PIN52080-0571, for the delivery of wireless Internet, broadband data and other services; AND WHEREAS Spectrum Group is required by Industry Canada to consult with the local land use authorities being the Township of Ryerson and the Municipality of Magnetawan to obtain a statement of concurrence from the municipalities; AND WHEREAS Spectrum Group will be completing the required public consultation process which includes providing written notice garnering feedback to landowners within a minimum of 330 feet and hosting a public meeting, which is to be held at the Municipality of Magnetawan's Community Centre on March 17, 2021; THEREFORE BE IT RESOLVED that the Council of the Township of Ryerson hereby authorizes the CAO/Clerk/Deputy Treasurer, to issue a statement of concurrence to Spectrum Group in favour of the proposed telecommunication tower, provided any concerns brought forth during the public consultation period have been settled and Magnetawan provides a copy of their letter of concurrence to the CAO/Clerk/Deputy Treasurer.

Item # 6.1 on Agenda Moved by Councillor Brandt Seconded by Councillor Finley

Be it resolved that Ryerson Township Council approve the amendment to the final 2021 Burks Falls and District Fire Department Budget for presentation at the Tri-Council meeting February 22, 2021.

Item # 8.1 on Agenda Moved by Councillor Finley Seconded by Councillor Patterson

Be it resolved that Council of the Corporation of the Township of Ryerson support the resolution received from the Township of Augusta dated January 26, 2021, requesting that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents.

Item # 8.3 on Agenda Moved by Councillor Patterson Seconded by Councillor Brandt

Be it resolved that the Ryerson Township Council approve the 2021 ACED Budget in the amount of \$391,347.00 with the Ryerson share to be \$10,000.00.

Item # 9 on Agenda Moved by Councillor Brandt seconded by Councillor Finley

Be it resolved that leave be given to introduce a Bill # 08-21, being a By-law to confirm the meetings of Council and further; That By-Law # 08-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 2 day of February, 2021.

Item # 12 on Agenda Moved by Councillor Finley Seconded by Councillor Marlow

Be it resolved that we do now adjourn at _____. The next regular meeting is scheduled for March 2, 2021 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

SPECIAL COUNCIL MEETING

MINUTES

Electronic Meeting via Zoom, the meeting was recorded.

February 1, 2021

A special meeting of Council was held Monday February 1, 2021 at 4:30 p.m., for Council Orientation to review commercial vehicle licensing requirements and the municipal processes for this including the Company Safety Plan, and for a Closed Meeting, pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is to discuss road department human resources matters relating to workload and working relationships.

Members of Council were notified of this special meeting by e-mail on January 29, 2021 and the public were notified of the meeting by posting on the website January 29, 2021.

This was an electronic meeting via Zoom, during the declared provincial emergency, due to the COVID-19 pandemic.

Mayor Sterling participated from the municipal office via Zoom.

Council members attending electronically: Delynne Patterson, Penny Brandt, Celia Finley.
Regrets: Barbara Marlow.

Staff in attendance at the municipal office attending via Zoom: Nancy Field, Brayden Robinson, Judy Kosowan.

Public attending electronically: Paul Van Dam.

Mayor Sterling called the meeting to order at 4:33 p.m.

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

DECLARATION OF PECUNIARY INTEREST: None declared.

DISCUSSION:

As part of on-going Council orientation, an initial overview of commercial vehicle regulations (CVOR) and the Company Safety Plan was provided to Council.

The Highway Traffic Act Ontario Regulation 199/07 was provided to Council for information purposes.

It is intended that further information regarding the topic of commercial vehicle regulations and requirements will be provided at a future meeting.

CLOSED MEETING:

Council moved to a closed meeting by resolution at 4:59 p.m.

The member of the public in attendance, Paul Van Dam, left the meeting.

Council discussed the matters it was permitted to under the resolution authorizing the public exclusions and returned to the open meeting at 5:37 p.m.

RESOLUTIONS:

Moved by Councillor Brandt, seconded by Councillor Patterson be it resolved that we move to a closed session at 4:59 p.m., pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is to discuss road department human resources matters relating to workload and working relationships.

Recorded vote: Yes: Brandt, Finley, Patterson, Sterling. Absent: Marlow (Carried)

Moved by Councillor Patterson, seconded by Councillor Finley be it resolved that we do now adjourn at 5:38 p.m.

Recorded vote: Yes: Brandt, Finley, Patterson, Sterling. Absent: Marlow (Carried)

MAYOR

CLERK/DEPUTY CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

SPECIAL COUNCIL MEETING

MINUTES

Electronic Meeting via Zoom, the meeting was recorded.

February 2, 2021

A special meeting of Council was held Tuesday February 2, 2021 at 5:00 p.m., for a Closed Meeting for three reasons pursuant to the Municipal Act 2001: cybersecurity insurance; correspondence regarding the municipal building insurance claim and to receive advice from the solicitor regarding the LPAT File No. PL 130823, as noted in the below resolution.

Members of Council were notified of this special meeting by e-mail on January 26, 2021 and Council and the public were notified of the meeting in the meeting agenda for the regular meeting February 2, 2021, posted on the website January 27, 2021 and by receiving or posting on the website of this agenda on Wednesday January 27, 2021.

This was an electronic meeting via Zoom, during the declared provincial emergency, due to the COVID-19 pandemic.

Mayor Sterling participated from the municipal office via Zoom.

Council members attending electronically: Barbara Marlow, Delynne Patterson, Penny Brandt, Celia Finley.

Staff in attendance at the municipal office attending via Zoom: Nancy Field, Brayden Robinson, Judy Kosowan.

Public attending electronically: Lee McConnell (Almaguin News), left the meeting before the closed meeting began.

Mayor Sterling called the meeting to order at 5:00 p.m.

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

DECLARATION OF PECUNIARY INTEREST: None declared.

CLOSED MEETING:

Council moved to a closed meeting by resolution at 5:01 p.m.

Only two matters were discussed in the closed meeting, cybersecurity insurance and the LPAT File PL 130823 (Peggs Mountain pit/quarry). Time did not allow for the item: correspondence regarding the municipal building claim. This item will be brought back to a future closed meeting.

Council discussed the matters it was permitted to under the resolution authorizing the public exclusions and returned to the open meeting at 6:04 p.m.

RESOLUTION:

Moved by Councillor Brandt, seconded by Councillor Marlow be it resolved that we move to a closed session at 5:01 p.m., pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (a) as the subject matter being considered is concerning the security of the property of the municipality or local board. The general nature of the closed meeting is to discuss cybersecurity insurance; And

Pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (b) as the subject matter being considered is regarding personal matters about an identifiable individual, including municipal or local board employees. The general nature of the closed meeting is to receive correspondence regarding the municipal building insurance claim. The insurance company has indicated that the information is sensitive and provided for in-camera purpose only; And

Pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (f) as the subject matter being considered is regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose. The general nature of the closed meeting is to receive correspondence from our Solicitor regarding the Local Planning Appeal Tribunal (LPAT) File PL130823 - Application for a Class A license for the removal of aggregate (Peggs Mountain Rd.)

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

ADJOURNMENT

The meeting adjourned at 6:08 p.m.

MAYOR

CLERK/DEPUTY CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

February 2, 2021

The regular meeting of Council of the Corporation of the Township of Ryerson was held Tuesday evening February 2, 2021 at 6:10 p.m. This was a fully electronic meeting via Zoom because our region was in Provincial lockdown due to the COVID-19 Pandemic.

Mayor George Sterling called the meeting to order at 6:10 p.m. Attendance was announced, and it was noted that the meeting is being recorded.

Mayor Sterling participated from the municipal office via Zoom.

Council members attending electronically: Barbara Marlow, Delynne Patterson, Penny Brandt, Celia Finley.

Staff in attendance at the municipal office attending via Zoom: Dave McNay, Nancy Field, Brayden Robinson, Judy Kosowan.

Public attending electronically: Paul Van Dam, Lee McConnell (Almaguin News), Judy Ransome, Nieves Guijarro.

Notice of this meeting was posted on the website.

ADOPTION OF MINUTES

Minutes from the regular meeting January 12, 2021 and special meeting January 19, 2021 were adopted as circulated, on a motion moved by Councillor Finley, seconded by Councillor Marlow. (Carried)

DECLARATION OF PECUNIARY INTEREST: None declared.

BUSINESS ARISING:

Council considered quotes for cyber security insurance and adopted a resolution as noted below.

STAFF REPORTS

FIRE DEPARTMENT: Fire Chief Dave McNay outlined the 2021 fire department budget and a resolution was adopted approving the budget. Council received the Chief's February staff

report. Council received a report updating information regarding the Regional Fire Training Officer shared municipal agreement. More information will be provided regarding this at a future meeting.

DEPUTY CLERK: Nancy Field provided a staff report regarding consent applications file numbers B-029/20 and B-030/20 (Lots 2 and 3, Concession 11). The consent was approved by resolution.

A site plan agreement for Part Lot 5, Concession 2 (Plan 42R-21518 Part 5), 1732 Pegg's Mountain Rd. A by-law to enter into the site plan agreement was adopted.

Council received and adopted the amended Clean Yard By-law.

TREASURER: Council received the budgets for Library, Landfill and Arena. No comments were received.

CLERK: Council received information and request for a letter of concurrence for a Municipality of Magnetawan communication tower project to be located on the Roskopf boundary Road. No questions were noted and a resolution regarding this project will be brought forward at the next meeting.

Council received a staff report regarding distribution of materials during electronic closed meetings and an option for municipally issued electronic devices. The matter will be discussed further during budget deliberations.

COUNCILLOR REPORT

Councillor Marlow provided updates from the District of Parry Sound Social Services Administration Board, and the Almaguin Highlands Health Centre meetings.

Council received minutes from the Joint Building Committee meeting January 21, 2021 and Councillor Brandt noted that the resolution from the Committee recommending a wage increase would be discussed further at the closed meeting.

GENERAL CORRESPONDENCE

- Local Planning Appeal Tribunal (LPAT) re: Pegg's Mountain pit/quarry. A further telephone conference call is scheduled for February 25, 2021
- Statistics Canada re: 2021 Census (resolution)
- Correspondence was received from the Village of Burks Falls regarding Expansion for Community Facility at the Arena, Councillor Marlow was appointed as representative and will take the ideas discussed to the meeting
- Information was received from the Regional Recreation Committee regarding the Driftscape mobile app. A variety of recreational options were discussed and will be brought forward to the Regional Committee

BY-LAWS

- By-law # 05-21 Clean yard

- By-law # 06-21 Site Plan Agreement
- By-law # 07-21 Confirm meetings of Council

CLOSED MEETING

Council moved to a closed meeting at 7:47 p.m. Council discussed the matters it was permitted to under the resolution authorizing the public exclusions and returned to the open meeting at 8:31 p.m.

RESOLUTIONS

Moved by Councillor Finley, seconded by Councillor Marlow be it resolved that the minutes from the regular meeting January 12, 2021 and special meeting January 19, 2021 be adopted as circulated.

Recorded vote: Yes: Brandt, Finley, Marlow Patterson, Sterling. (Carried)

Moved by Councillor Brandt, seconded by Councillor Patterson, be it resolved that Ryerson Township Council purchase cyber security insurance as proposed by Kennedy Insurance, in the amount of \$ 2,855.00 from Coalition.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Patterson, seconded by Councillor Finley be it resolved that Ryerson Township Council approve the final 2021 Burks Falls and District Fire Department Budget for presentation at the Tri-Council meeting February 22, 2021.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Marlow, seconded by Councillor Brandt be it resolved that Ryerson Township Council supports Consent Applications B-029/20 and B-030/20 Lots 2 &3, Concession 11 (Barry West, James West, Jennifer West). Subject to the following conditions:

- If the reference plan or other evidence discloses that either the severed property or the retained property owned by the Applicant contains a deviation road maintained by the Township as a public road, then the Applicant shall survey and transfer such deviation road to the Township as a condition of severance. The area to be surveyed and transferred shall generally be 66 feet in width and centered upon the centre line of the present traveled road. In situations where this is impractical, the Applicant should discuss how this requirement will be fulfilled with the Municipality before the reference plan is finalized.
- The Township requires one copy of the draft reference plan and two copies of the Final Reference Plan.
- As a condition of severance approval, the minimum frontage on severed lot 2 shall be the greater of 100 metres or the tree line between severed lots 1 and 2.

- As a condition of severance approval, the Applicant shall pay to the Municipality in which the land is located, or otherwise satisfy the requirement for donation of Parkland set out in Section 51.1 of the Planning Act.
- The Township requires that for any proposed entrance: The Public Works Supervisor will be contacted to inspect the location to determine that a safe location for an entrance can be found. The Planning Board will be advised in writing that this condition has been met, before finalization of the consent is given.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Marlow, seconded by Councillor Brandt be it resolved that leave be given to introduce a Bill # 06-21, being a By-law to enter into a site plan agreement Part Lot 5, Concession 2, Plan 42R: 21518 Part 5 and further; That By-Law # 06-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 2nd day of February, 2021.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Patterson, seconded by Councillor Finley be it resolved that leave be given to introduce a Bill # 05-21, being a Clean Yard By-law and further; That By-Law # 05-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 2nd day of February 2021.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Finley, seconded by Councillor Brandt, be it resolved that The Council of the Corporation of the Township of Ryerson supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Brandt, seconded by Councillor Marlow be it resolved that Ryerson Township Council support continuing the discussions for the expansion of the arena and fundraising ideas to help fund the project, and that Barbara Marlow be appointed as the representative on the Arena Expansion Planning Committee.

Recorded vote: Yes: Finley, Marlow, Patterson, Sterling. No: Brandt. (Carried)

Moved by Councillor Patterson, seconded by Councillor Finley be it resolved that leave be given to introduce a Bill # 07-21, being a By-law to confirm the meetings of Council and further; That By-Law # 07-21 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 2 day of February, 2021.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Finley, seconded by Councillor Marlow be it resolved that we move to a closed session at 7:47 p.m., pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is to discuss two

items: Joint Building Committee employee compensation and negotiate updated salary information for Township staff compensation.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Patterson, seconded by Councillor Finley be it resolved that Ryerson Township Council support Resolution Number 2021-008 from the Joint Building Committee, recommending to the member municipalities that the Building Inspector wage be increased by \$1.00 per hour and that the CBO receive an increase of 2.5% to the annual salary effective the first pay period of 2021.

Recorded vote: Yes: None No: Brandt, Finley, Marlow, Patterson, Sterling. (Defeated)

Moved by Councillor Brandt, seconded by Councillor Patterson be it resolved that we do now adjourn at 8:14 p.m. The next regular meeting is scheduled for February 16, 2021 at 6:00 p.m.

Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

MAYOR

CLERK/DEPUTY CLERK



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: February ____, 2021

Resolution No. _____

Moved by: Councillor

Seconded by: Councillor

WHEREAS Spectrum Telecom Group Ltd. (Spectrum Group) wishes to erect a 110 foot self-support communication tower structure on a site located on a section of unopened boundary road allowance between the Municipality of Magnetawan and Ryerson on the northern (Magnetawan) at Lot 81 Concession B and Lot 84 Concession B, PIN52080-0571, for the delivery of wireless Internet, broadband data and other services; AND WHEREAS Spectrum Group is required by Industry Canada to consult with the local land use authorities being the Township of Ryerson and the Municipality of Magnetawan to obtain a statement of concurrence from the municipalities; AND WHEREAS Spectrum Group will be completing the required public consultation process which includes providing written notice garnering feedback to landowners within a minimum of 330 feet and hosting a public meeting, which is to be held at the Municipality of Magnetawan's Community Centre on March 17, 2021; THEREFORE BE IT RESOLVED that the Council of the Township of Ryerson hereby authorizes the CAO/Clerk/Deputy Treasurer, to issue a statement of concurrence to Spectrum Group in favour of the proposed telecommunication tower, provided any concerns brought forth during the public consultation period have been settled and Magnetawan provides a copy of their letter of concurrence to the CAO/Clerk/Deputy Treasurer.

Carried Defeated

(Chair Signature)

Recorded Vote Requested by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yes	No	Abstention	Absent
Councillors	Penny Brandt				
	Celia Finley				
	Barb Marlow				
	Delynne Patterson				
Mayor	George Sterling				

BURKS FALLS AND DISTRICT FIRE DEPARTMENT

February 16, 2021 Council Meeting

Council:

Chief Dave McNay will be attending the meeting via Zoom to explain that a line item on the 2021 budget has been amended: Line 23 (Account # 16-208) Training, now states \$37,050.

On the budget you received February 2, 2021 line 23 noted \$32,500.


With this amendment the overall increase in the budget is now 6%

Amended budget attached

	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	February 10, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
6	OPERATING ACTIVITIES							
7	OPERATING REVENUE							
8	15-321	MVC	919	11,711	6,500	1,940	4,900	3-year average
9	15-321-01	Inspections	425	555	400	205	400	2020 Harvest Festival cancelled
10	15-321-03	Miscellaneous Revenue	1,450	10,411	100	4,994	100	2020 increase due to burning fines
11	15-321-04	Air Station	1,200	1,200	1,500	1,500	2,250	Maintenance contract split 4 ways (see 16-215)
13	15-621	Fire Transfer from Reserve	300	-	-	-	-	
14		TOTAL OPERATING REVENUE	4,294	23,877	8,500	8,639	7,650	
15								
16	OPERATING EXPENDITURES							
17	16-202	Vehicle Expense	17,938	39,094	25,800	18,384	20,100	2021 includes aerial testing (1,700), safety inspections (2,800), fuel (8,600)
18	16-203	Equipment/Comm Repair	14,897	16,793	16,250	12,690	16,900	
19	16-204	Utilities	5,609	5,453	6,000	4,615	6,000	
20	16-205	Telephone	5,493	6,038	6,200	5,740	5,600	One phone line eliminated
21	16-206	Fire Prevention Supplies	2,194	914	3,000	-	3,000	Supplies, fire rate signs, uniforms
23	16-208	Training	26,182	35,463	45,865	21,738	37,050	
25	16-209	WSIB	5,550	7,036	6,400	4,794	7,900	
26	16-210	Response Wages	46,694	57,545	51,300	54,804	57,600	
27	16-211	Wages & Empl Related Costs	142,547	166,413	175,000	117,910	174,500	FPO replacement hired Jan 2021
28	16-212	Insurance	20,647	20,887	22,100	22,257	24,800	
29	16-213	Building Repair/Maintenance	2,552	2,237	2,500	1,683	4,000	
30	16-214	Office Expense	3,532	3,017	3,700	3,110	3,500	
34	16-215	Air Station Fill and Maintenance	1,434	1,547	2,320	1,936	3,000	
35	16-216	PPE	-	-	-	3,438	1,500	Gloves, masks, gowns, wipes
36	16-217	New Equipment/Gear	4,158	12,616	32,060	34,732	49,660	Portable radios, bunker gear, helmets, boots, station wear
37	16-218	Miscellaneous	268	2,624	1,000	422	1,000	

	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	February 10, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
38	16-219	Snow Removal	2,079	2,005	2,200	1,650	2,200	
39	16-222	Recharge Fire Extinguishers	268	333	500	178	500	
40	16-223	Radio License	1,455	1,522	1,560	1,420	1,450	Forecasted inflationary increase
41	16-224	Answering Service	1,224	1,261	1,300	1,261	1,300	
42	16-225	Legal	509	-	500	-	500	
43	16-226	Office Space Rental	3,242	3,242	3,242	3,242	3,242	
44	16-229	Audit/Accounting	1,801	2,528	2,600	2,534	2,600	Audit fees \$2,200 per contract + \$400 for external accounting
45	16-247	Smoke/CO Alarms	392	237	500	-	-	Sufficient supply in stock for 2021
46	16-248	Defib/Medical Supplies	168	-	500	-	500	
47		TOTAL OPERATING EXPENDITURES	310,833	388,805	412,397	318,538	428,402	
48								
49		NET OPERATING EXPENDITURES	306,539	364,928	403,897	309,898	420,752	
50								
51								
52	CAPITAL TRANSACTIONS							
53		CAPITAL REVENUE						
54	15-321-02	Donations (typically received for fire capital assets)	500	100	100	40	100	
56	15-328	Proceeds from Tanker Loan	270,000	-	-	-	-	
57	15-324	Air Station System Overhaul	-	-	40,000	-	-	
58	15-621	Transfer from Fire Committee Reserve		24,470	7,500	7,500	-	
59		TOTAL CAPITAL REVENUE	270,500	24,570	47,600	7,540	100	
60								
61		CAPITAL EXPENDITURES						
62	16-221	Capital Purchase	268,636	24,470	50,000	9,830	12,000	Construction of burn building (\$60,000 split between 5 departments)
63	16-227	Back Up Generator	8,629	-	-	-	-	
65	16-228	Fire Committee Reserve Expense	2,500	2,500	-	-	-	
66	16-257	Hall Ventilation System	25,247	-	-	-	-	

	A	B	N	P	Q	R	S	T
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2021 DRAFT BUDGET							
3	February 10, 2021							
4	Account #	Description	2018 Actual	2019 Actual	2020 Budget	2020 Actual (Pre-Audit)	2021 Draft Budget	Comments
67		Debt Repayment						
68	16-212-1	Tanker Loan - interest	3,661	7,526	6,811	6,811	6,076	
69	16-212-2	Tanker Loan - principal	-	23,561	24,266	24,266	24,992	
70								
71		TOTAL CAPITAL EXPENDITURES	308,673	58,057	81,077	40,907	43,068	
72								
73		NET CAPITAL EXPENDITURES	38,173	33,487	33,477	33,367	42,968	
74								
75		NET EXPENDITURES	344,712	398,415	437,374	343,266	463,720	
76								
77		MUNICIPAL CONTRIBUTIONS						
78	15-621 A	Armour (47.84%)	164,910	190,602	209,240	164,218	221,844	
79	15-621 B	Burk's Falls (28.6%)	98,588	113,947	125,089	98,174	132,624	
80		Ryerson (23.56%)	81,214	93,867	103,045	80,873	109,252	
81			344,712	398,415	437,374	343,266	463,720	

	<h2>Public Works Report</h2>
To:	Ryerson Council
From:	Lloyd Van Duzen, Public Works Supervisor
Date of Meeting:	February 16 th , 2021
Report Title:	Council Update
Report Date:	February 9 th , 2021

Covid-19 Update: Roads crew continues to work without symptoms and or related illness to present.

Mid Winter operations Update: We are currently in the “thick” of winter and the roads department continues to provide winter service to Ryerson’s roadways. Current service includes plowing, sanding, ice blading and winging snow banks. Generally, we start to “punch” holes in the snowbanks to let meltwater to run from the road surfaces at certain intervals along the roads. Although a mid winter melt has not occurred so far this year, I do anticipate one soon. The culvert steamer is ready for service and is in the shop now, should we start seeing frozen culverts.

Fleet Update: Some repairs to Unit #13 cross sanding chain were done last week. Worn sprockets and a stretched chain would have led to a failure most likely while out on the road somewhere, so it was repaired and now continues to run dependably.

Some repairs were done to the same unit’s slusher plow. Again, worn parts were causing problems with plow tilt angle and some severely worn slides and pins were replaced. It seems that a past service to this plow was done incorrectly since the pivot pins were not installed at right angles causing premature wear to these pins and slides. Currently it has been corrected and is plowing just fine with out the “sloppiness” and the noisy rattle.

Municipal Garage Update: Some rearrangement has taken place at the municipal garage. In the past the upstairs storage area was utilized for miscellaneous storage and has now been cleared completely. With the rest of the office and shop contents removed and sorted this past 3 months there has been significant space gained in the shop.

Some new storage shelving and parts sorting has had a positive effect on storage efficiency. Although there is a bit more to do, in the end the shop and operations will benefit, due to better manageability of parts and supplies etc. A sign work station is now in the works and should help with township sign management in the future. All signs and related materials will be together at this station and will have a lasting benefit to future sign work in the township.

Office space in the building is still sitting idle and heaters have been in place in the bottom area to reduce risk of water pipes freezing. The colder office spaces have been segregated from the main shop area to preserve heat.

A temporary office station has been set up in the shop area to accommodate paper work and other office work.

Winter Sand Stockpile: Currently winter sand quantity is just under half for winter inside the sand shed. My estimate is reasonable and remaining quantities will get be sufficient to see us sanding the roads until spring arrives.

Sincerely,
Lloyd Van Duzen


The Corporation of the Township of Ryerson
Council Statement of Remuneration and Expenses
For the Period from January 1 to December 31, 2020

Per Municipal Act RSO 2001, Section 284 (1, 2); Township By-Law 24-19

	Expenses	Honourariums	Total
Mayor: George Sterling	\$38.91	\$7,856.17	\$7,895.08
Deputy Mayor: Barbara Marlow	\$0.00	\$4,609.85	\$4,609.85
Councillor: Penny Brandt	\$19.13	\$4,741.56	\$4,760.69
Councillor: Celia Finley	\$331.41	\$4,873.27	\$5,204.68
Councillor: Delynne Patterson	\$0.00	\$6,058.66	\$6,058.66
Sub Total	\$389.45	\$28,139.51	\$28,528.96

Total remuneration and expenses paid to Council	\$28,528.96
--	--------------------

Prepared January 25, 2021

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Brayden Robinson, Treasurer
Date of Meeting:	February 16, 2021
Report Title:	Funding Program Updates
Report Date:	February 9, 2021

Recommendation: Received for information purposes.

Introduction

The 2020 audit is well underway, with the auditors working on our file throughout this week. With that out of the way, my focus is starting to shift towards preparing our budget for 2021. There have been a number of grant applications made over the past year, and therefore the purpose of this report is to provide an update on the status of our outstanding grant applications, and other funding sources for the upcoming year.

Ontario Municipal Partnership Fund (OMPF)

This program is our largest source of unconditional grant funding. A total of \$345,500 is being provided in 2021, up slightly from \$344,200 in 2020.

Gas Tax

We are receiving \$40,100 in Gas Tax funding for 2021, which is traditionally used to help offset the cost of road resurfacing. More information on proposed road projects will be provided at the next meeting.

Ontario Community Infrastructure Fund (OCIF)

We are receiving \$50,000 under the OCIF program in 2021, which is allocated towards capital road projects.

Municipal Asset Management Program

We applied for \$48,870 under this program, which provides financial assistance for Asset Management-related activities. Specifically, the application was made to offset the cost of our Road Needs Study and asset management plan update. It is expected that a grant agreement will be forthcoming in the near future.

Safe Restart Program

A total of \$96,100 was provided to help offset our COVID-related operating expenditures, of which \$60,127 is remaining in reserves as of December 31, 2020. Ideas and discussion around using the remainder of this funding will be brought forward as part of our 2021 budget deliberations.


COVID-19 Resilience Fund

An application for \$100,000 relating to building modifications was submitted in January. This is a two-stage process, in that the Province will first nominate projects to the federal government, who then has ultimate authority to approve or deny each submission. Information regarding the provincial nomination status is expected in the next few weeks.

Municipal Modernization Program

Last spring, an application was submitted under Phase I of the Municipal Modernization Program to have a service delivery review conducted. At that time, our application was unsuccessful.

Phase II of this program is now available, with applications due on March 16, 2020. If we are to pursue funding for a service delivery review a second time, per the Program Guidelines the Review must be completed by November 30, 2021.

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Judy Kosowan, CAO/Clerk/Deputy Treasurer
Date of Meeting:	February 16, 2021
Report Title:	By-Law Enforcement
Report Date:	February 9, 2021

Recommendation:

Received for Information Purposes.
 This draft policy will be considered further at a future meeting.

Purpose/Background:

The contract for the By-Law Enforcement Officer (BLEO) is in effect until April 2021. Details of the employment contract are for discussion in a closed meeting.

Introduction of a Draft By-law Enforcement Protocol

Consideration has been given to the protocols followed by the BLEO and a draft Municipal Law Enforcement Policy has been drafted. The purpose is to provide a formal policy and procedure for the handling of Requests for Service, as they relate to By-law Enforcement.

The policy will provide clarification of the role of the BLEO and information for the public as to what to expect in terms of by-law enforcement.

Generally, in Ryerson Township, by-law infractions are investigated on a complaint basis, unless there are environmental or safety concerns. Also, the BLEO may be asked by the municipality, to enforce specific by-laws from time to time, such as the trailer by-law or clean yard by-law. In addition, during the COVID-19 Pandemic, the Ministry of the Solicitor General designated municipal by-law officers to enforce provincial orders.

Statistics from 2020

Calls for Service

The BLEO was requested to provide a summary of calls in 2020 by type of calls. The summary is as follows:

Trailers and trailer parks - 138
Dog at large -36
Noise - 12
Persistent dog barking -11
Illegal dumping – 14
Emergency Management and Civil Protection Act (EMCPA) -73
Animals/poultry at large – 4
Zoning -3
Fill - 3
General Inquiries - Education (not related to a by-law) - 23

Budget

Wages & Expenses Budget Amount: \$12,300.
Actual Expenditure: \$9,437.

Next Steps

Members of Council please review the draft BLEO protocol and provide your comments.

The draft protocol will be considered further at a future meeting.

Attachment: Draft By-Law Enforcement Protocol Policy

CORPORATION OF THE TOWNSHIP OF RYERSON

By-law # ____ -21

Being a By-law to adopt a Municipal Law Enforcement Policy

WHEREAS Section 9 of the Municipal Act, S.O. 2006, c. 32 Sched. A & B states that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS Section (2) (6) of the Municipal Act, S.O. 2006, c. 32 Sched. A, s. 8, as amended, permits a municipality to pass by-laws respecting the health, safety and well-being of persons;

AND WHEREAS Section (2) (8) of the Municipal Act, S.O. 2006, c. 32 Sched. A, s. 8, as amended, permits a municipality to pass by-laws respecting the protection of persons and property, including consumer protection;

AND WHEREAS the Council of the Corporation of the Township of Ryerson is committed to a high level of By-law enforcement;

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

1. That the Municipal Law Enforcement Policy attached as Schedule 'A' is adopted.
2. That this By-law shall take effect upon its passing.

Read a first, second and
Third time, signed and the seal
of the Corporation affixed hereto,
and finally passed this _____
day of _____, 2021.

Mayor

Clerk/Deputy Clerk

CORPORATION OF THE TOWNSHIP OF RYERSON

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CORPORATION OF THE TOWNSHIP OF RYERSON

Schedule 'A' to By-law # ____ - 21

MUNICIPAL LAW ENFORCEMENT PROTOCOL

1. PURPOSE

- 1.1 To provide a formal policy and procedure governing the handling of "Request for Service" as it relates to by-law enforcement.
- 1.2 To ensure thorough, prompt and courteous receipt, processing, investigation and resolution thereof.

2. POLICY

- 2.1 The Township is committed to the thorough, prompt and courteous receipt, processing, investigation and resolution of a Request for Service.
- 2.2 By-law infractions will be primarily investigated on a complaint driven basis. Exceptions may include: when there is health, environmental or safety concerns, or upon direction from the CAO (or designate) to enforce specific by-laws such as, but not limited to, the trailer or the clean yard by-law.
- 2.3 Every Complaint received is investigated, dealt with, and approached with the same method which has proven to be effective and reasonable while striving for compliance.
- 2.4 Ryerson Township Municipal Law Enforcement is not a 24 hours per day/seven days a week service, however, all Complaints will be responded to within 48 hours. Canine Complaints will be responded to as soon as possible.

3. DEFINITIONS

- 3.1 By-law Enforcement Officer (BLEO) means a Township employee authorized to enforce municipal by-laws. The BLEO title may be used interchangeably with the title Municipal Law Enforcement Officer (MLEO).

CORPORATION OF THE TOWNSHIP OF RYERSON

- 3.2 CAO means Chief Administrative Officer/Clerk/Deputy Treasurer or their designate.
- 3.3 Complaint means a Complaint received by the Municipality, wherein the complainant provides their full name, address, phone number and e-mail address (if applicable) and nature of Complaint that can be verified by the Provincial Offences Officer in writing, and/or using the required form submitted to the Municipality.
- 3.4 Defendant means a person, company or corporation alleged to have contravened a by-law.
- 3.5 Investigator means a Township employee.
- 3.6 Municipality means the Corporation of the Township of Ryerson.
- 3.7 Part 1 means a Certificate of Offense (a ticket) issued by a Provincial Offences Officer (as defined in the Provincial Offences Act, R.S.O. 1990, pursuant to the provisions of the Provincial Offences Act with a set fine, determined by the set fine schedule in the relevant by-law(s).
- 3.8 Part 3 means a Summons and Information which are laid upon an individual, company and/or a corporation which must be heard in front of a Justice of the Peace. These offenses are under numerous statutes and regulations such as, but not limited to:
 - i) Planning Act
 - ii) Building Code Act
 - iii) Municipal Act (by-laws)
- 3.9 Request for Service means a Complaint received by staff, either verbal or in writing wherein the complainant provides their full name, contact information and the nature of the Complaint.
- 3.10 Spite Complaint, also known as a Frivolous or Vexatious Complaint, means a Complaint submitted with ill will or with of intention of malice towards another person and may include retaliatory Complaints and civil disputes. The Township will not investigate civil matters that are not within municipal jurisdiction. A Spite Complaint may also be defined as a Complaint that is part of a pattern of conduct by the complainant that amounts to an abuse of the Complaint

CORPORATION OF THE TOWNSHIP OF RYERSON

process. Such a pattern occurs when on three (3) or more occasions a Complaints comes forward on a matter the By-Law Enforcement Officer has already dealt with. After discussing it with the CAO/Clerk, the determination of a Complaint being a Spite Complaint shall be at the discretion of the By-Law Enforcement Officer.

4. BY-LAW INVESTIGATION AND ENFORCEMENT PROCEDURE

4.1 General

- a) The name and any personal information provided by the complainant shall remain in the strictest confidence in accordance with the Municipal Freedom of Information and Protection of Privacy Act and shall not be intentionally divulged to any member of council, non-essential municipal staff, the public or media unless so ordered by a Court or other tribunal or body of competent jurisdiction.
- b) The Municipality shall only respond to Complaints received from a complainant who provides their contact information and nature of the Complaint in writing. Anonymous and/or incomplete Complaints shall not be investigated.
- c) As by-law enforcement in Ryerson Township is primarily investigated on a complaint driven basis, the By-law Enforcement Officer will generally take a tactful, step by step or progressive approach. Steps may be by-passed as each scenario often has its own unique circumstances.
- d) The By-law Enforcement Officer may undertake an investigation on their own initiative upon observation of a possible situation of a by-law violation where the matter is of an immediate threat to health or safety.
- e) Complaints will be received or violation observed and recorded. Complaints are received directly in person, or by phone, email, and/or in writing at the municipal office.
- f) If a by-law infraction is noted in the complaint it will be investigated further, if the complaint is not by-law related, the complainant will be instructed on who to voice their concern to and informed that the By-law Enforcement Officer will not be moving forward with an investigation.

CORPORATION OF THE TOWNSHIP OF RYERSON

The Township will not investigate civil matters that are not within municipal jurisdiction.

- g) The By-Law Enforcement Officer (if necessary) shall collect the required evidence by means of, but not limited to:
- Photographs (dated and signed)
 - Gathering names, addresses, vehicle licence plate number
 - Drafting a sketch and
 - Other documentation or evidence as required; and

If compliance can be achieved at the time of the inspection, the By-Law Enforcement Officer shall inform the residents what needs to be completed to gain compliance and provide time to achieve compliance and inform them that a re-inspection may be required.

The By-Law Enforcement Officer may notify any internal/external departments, and outside agencies that may have jurisdiction or may be required to assist with or rectify the situation (i.e. Fire Department, Public Works Department, Ministry of Environment, Ministry of Natural Resources, Public Health Department, O.P.P.)

The information collected is collected in accordance with *the Municipal Freedom of Information and Protection of Privacy Act*.

- h) Record Keeping: All substantiated infractions are recorded in the municipal CGIS system on separate "bylaw" layer, so necessary staff can be made aware and all completed files are filed in the property files.
- i) Fees: As per current fees by-law, if applicable.

4.2 Initial Investigation

- a) Site visit: The By-Law Enforcement Officer shall identify who they are to the resident or Defendant, and inform them that they are there to educate the person regarding the infraction. It is preferred to attempt to talk to a property owner in person (three attempts are made by knocking on their door on three different days at three different times).
- b) If contact is not made, the regular practice is to leave the By-Law Enforcement Officer's business card requesting that

CORPORATION OF THE TOWNSHIP OF RYERSON

they contact the By-Law Enforcement Officer by phone or email. Generally, most people respond at this point.

- c) Contact is made: Verbal warning/education of infraction and set future date of compliance in 15 days. Written confirmation is provided by issuing an infraction warning. Verbal warnings are documented in the By-law Officer's notes.
- d) No contact made: a warning letter is mailed out informing of infraction, compliance date in 15 days and how to contact the Municipal Law Enforcement Officer.

4.3 First Stage Follow up

- a) Compliance is made: End enforcement involvement.
- b) Progress or work is seen towards compliance: second warning letter issued with compliance date of 15 days.
- c) No progress: second warning letter issued with compliance date of 15 days.
- d) Situation made worse: Part 1 set fine issued and compliance letter issued with date of 15 days.

4.4 Second Stage Follow up

- a) Compliance is met: End enforcement involvement.
- b) Progress seen: final written warning issued with compliance date of 15 days.
- c) No progress: final written warning issued with an Order posted on property and compliance date of 15 days.
***Orders are typically registered on title of the property and a legal document proceeding in POA court. A small fine will be issued for services as per Fees and Charges by-law. (\$50.00 by-law admin fee)*

4.5 Third Stage Follow Up

- a) Compliance is met: end enforcement involvement. If Order was issued order is marked as complied and can be removed from the property. A small fine will be issued for

CORPORATION OF THE TOWNSHIP OF RYERSON

services as per Fees and Charges by-law. (\$50.00 by-law admin fee).

- b) Progress seen/made: Order issued with compliance date of 15 days. A small fine will be issued for services as per Fees and Charges by-law. (\$50.00 by-law admin fee).
- c) No progress: Charges laid by Part 3 and court date set. This is done at the Provincial Level.

4.6 Fourth Stage Follow up:


- a) Compliance is met: end enforcement involvement. A small fine will be issued for services as per Fees By-law. (\$50.00 by-law admin fee).
- b) If on-going progress is seen, Part 3 charge laid with extended court date of up to 2 months (as we often have court in our area once a month).
- c) No progress, court date set for next available date.

4.7 Fifth and Final Follow Up

- a) If compliance is made before the court date, charges are withdrawn as compliance was met.
- b) If still in violation, court appearance stands and charges follow (in Provincial Offences Court). Our paralegal is more than qualified to handle all types of charges that may be laid. A lawyer would only be required if criminal charges were laid or some sort of litigation against the municipality. Our paralegal will always instruct and recommend if a lawyer should represent.
- c) Progress being made would be defined as any type of improvement (ie: dog at large: occurs less and less, a visible chain or tie out effort has been made, owner has put dog in obedience, etc. Clean Yard By-law: yard is visibly getting more organized and cleaner, etc.).

5. EFFECT

This policy shall come into force and effect on the day it is adopted by Council of the Corporation of the Township of Ryerson.

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Clerk Deputy Treasurer Judy Kosowan
Date of Meeting:	February 16, 2021
Report Title:	Contract Renewal Process
Report Date:	February 9, 2021

Recommendation:


Received for Information Purposes.

Purpose/Background:

The purpose of this report is to provide information on renewal process for contracts for municipal services.

- Two contracts expire in 2021: Engineer of Record (November 5, 2021) and Cleaning/Gardening Services (December 31, 2021). These will be used as examples of the process.
- Refer to the Procurement Policy: Section 8.4 Service Contract Renewal:
 Prior to the expiration of an existing Contract for service (e.g., consulting, cleaning services), the Department Head shall prepare a report for Council summarizing the performance of the Vendor over the term of the Contract. Upon review of the report, Council may extend the term of the Contract provided that:
 - i. the Vendor’s performance in supplying the Goods and/or Services is considered to have met the requirements of the Contract; and
 - ii. Council and the Department Head agree that the exercise of the option is in the best interest of the Township.
- Attached example of the Staff Report provided in 2019 for Engineer of Record, for your information.

- Attached is a sample of an RFP for Engineering Services that has been used previously, for your information.
- For 2021, a staff report for the Engineer of Record contract will be considered at the August 10th Council meeting and a staff report for the Office Cleaning/Gardening contract will be considered at the October 5th meeting.
- Council will decide if a contract will be renewed or if an RFP will be issued.
- The final step is to enter into a contract by by-law.

	<h2>Report</h2>
To:	Council
From:	CAO/Clerk/Deputy Treasurer
Date of Meeting:	September 3, 2019
Report Title:	Engineer of Record
Report Date:	August 9, 2019

Recommendation

Council resolution to either do a Request for Proposal (RFP) for Engineering Services or to renew contract with current provider:

Be it resolved that Ryerson Township Council accept the proposal from Tulloch Engineering to renew the Engineering and Consulting Services Engineer of Record contract for two years. The CAO/Clerk is directed to finalize contract details.

OR

Be it resolved that Ryerson Township Council authorize the CAO/Clerk to prepare Request for Proposal for Engineering and Consulting Services Engineer of Record.

Background

The Township did an RFP in 2015 to contract an Engineer of Record. The purpose is to provide expertise in various engineering sub-fields: for example answering specific municipal requests for information and conducting studies as requested. Tulloch Engineering was the successful bidder.

When the contract renewal was due in 2017, Council decided that since we were happy with the rates and services provided by Tulloch that they would renew the contract for a further two years. Renewal required September 2019.

Attached is a copy of the 2017 contract, an item of particular note is on page 6 Section 1.25, the Township of Ryerson reserved the right to use an outside consultant. We exercised this right earlier this year when we went to RFP for bridge inspections. Two responses were received and Tulloch was the successful bidder of that contract.

For your information, Tulloch Engineering has offered to renew the contract for a further two years increasing the 2017 rates by the inflation rate of 2.5%.

Council direction is required.

The Township of Ryerson

28 Midlothian Road
Burk's Falls, ON
POA 1C0

Lead Contact: Brayden Robinson
Email: treasurer@ryersontownship.ca
Phone: 705-382-3232
Fax: 705-382-3286

**Consulting Engineer – Engineer of Record
Request for Proposal**

Date of Issue: _____, 2021

Proposal Submission Deadline: _____, 2021

Section 1 Introduction and General Instructions

1.01 Introduction

The Township of Ryerson is inviting proposals for the work of a Consulting Engineer (hereinafter referred to as "the Bidder") to act as an Engineer of Record. The successful Bidder shall respond to municipal questions and perform such engineering duties as may be required by the Township of Ryerson for a two-year term, with potential for renewal upon successful completion.

This Request for Proposals document (and any other applicable attachments or addenda) is available in PDF format through the Township of Ryerson's website at http://www.ryersontownship.ca/tenders_rfp.html.

Any information contained in the Request for Proposal that is changed by the Bidder (except for filling in the blanks) will be grounds for disqualification.

Ryerson's Procurement Policy is available for review at http://www.ryersontownship.ca/tenders_rfp.html

1.02 Submission of Proposals

Proposals shall be submitted in the form and format specified in Section 3 and shall include the completed Form of Proposal included as Section 5 at the end of this document. A designated signing officer authorized to bind the Bidder to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Township of Ryerson in accordance with Subsection 1.06 must be acknowledged by the Bidder on the Form of Proposal.

Each Bidder is asked to submit ~~THREE (3) identical sets~~ of the Proposal. All Proposals must be signed, sealed and received by:

*The Township of Ryerson
28 Midlothian Road,
Burk's Falls, ON
P0A 1C0*

Project Name: Consulting Engineer – Engineer of Record

Proposals must be received no later than 4:00 p.m., local time, on _____, 202_

Proposals must not be restricted by a statement added to the Form of Proposal or by a covering letter, or by alterations to the Form of Proposal supplied unless otherwise provided in the RFP.

The onus unequivocally remains with the Bidder to ensure that the Township of Ryerson receives Proposals delivered or sent by courier prior to the Proposal Submission Deadline, in accordance with the submission process described in this section. Proposals received after the Proposal Submission Deadline will not be considered and will be returned unopened. Faxed or electronic submissions will not be accepted in response to this RFP.

1.03 Contacts

All questions or inquiries must be made in writing or email to the Lead Contact named below, by no later than **4:00 p.m. on _____ 202_**.

Brayden Robinson
 28 Midlothian Road
 Burk's Falls, ON
 P0A1C0
 treasurer@ryersontownship.ca

IMPORTANT: A Bidder may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Lead Contact, including but not limited to the members of Council. This is to ensure that each Bidder receives the same information and that no Bidder receives unfair treatment during the RFP process.

1.04 Schedule

The schedule set out herein represents the Township of Ryerson's best estimate of the schedule that will be followed, and it is intended to be a guideline.

The approximate schedule is as follows:

RFP issue date	
Deadline for submission of questions (see Section 1.05)	
Addenda posted on Township website (see Section 1.06)	
Proposal Submission Deadline (see Section 1.02)	
Notification of Award by the Township of Ryerson	

1.05 Required Review and Clarification

Bidders shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact by **4:00 p.m. on _____, 202__**. This will allow time for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact.

In submitting a Proposal, the Bidder acknowledges that they have read, completely understood, and accepted the terms and conditions of the RFP in full. The Township of Ryerson is not responsible for any misunderstanding of the RFP.

1.06 Amendments to the RFP

The Township of Ryerson may issue addenda to clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. Addenda shall be posted by _____, 202__ to http://www.ryersontownship.ca/tenders_rfp.html and shall be available in the Township office.

1.07 Opening of Proposals

There will be no formal opening of proposals. Typically, a Request for Proposals is evaluated on a more comprehensive set of criteria than a Tender. As such, the contract will not be awarded at the opening, but only after the Evaluation Committee has examined all Proposals in detail and presented their recommendation to Council. Bidders will be notified of the date for the Council meeting at which the Award will be decided, and they are welcome to attend.

1.08 Reserved Rights of the Township of Ryerson

The Township of Ryerson reserves the right to:

- a. make public the names of any or all Bidders and their quoted price;
- b. request written clarification or the submission of supplementary written information in relation to the clarification request from any Bidder and incorporate a Bidder's response to that request for clarification into the Bidder's Proposal;
- c. adjust a Bidder's scoring or reject a Bidder's Proposal on the basis of
 - i) a financial analysis;
 - ii) information provided by references;
 - iii) the Bidder's past performance on previous contracts awarded by the Township of Ryerson;
 - iv) the information provided by a Bidder pursuant to the Township of Ryerson exercising its clarification rights under this RFP process; or
 - v) other relevant information that arises during the RFP process;
- d. verify with any Bidder or with a third party any information set out in a Proposal;
- e. check references other than those provided by any Bidder;
- f. disqualify any Bidder whose Proposal contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- g. disqualify any Bidder or the Proposal of any Bidder who has engaged in conduct prohibited by this RFP;
- h. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- i. select the Bidder other than the Bidder whose Proposal reflects the lowest cost to the Township of Ryerson or the highest overall score;
- j. cancel this RFP process at any stage;
- k. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- l. accept or reject any or all Proposals in whole or in part;
- m. discuss with any Bidder different or additional terms to those contemplated in this RFP or in any Bidder's Proposal;
- n. if a single Proposal is received, reject the Proposal of the sole Bidder and cancel this RFP process or enter into direct negotiations with the sole Bidder.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

1.09 Not Responsible for Costs

The Township of Ryerson shall not pay any costs associated with the preparation, submission, or presentation of the Bidder's Proposal. The Township of Ryerson shall not be liable for any expenses, costs or losses suffered by the Bidder or any third party resulting from the Township of Ryerson exercising any of its expressed or implied rights under this RFP.

1.10 Proposal Expiry Date

Bidders hereby acknowledge that their Proposals shall be irrevocable for a period of 90 days from the Proposal submission deadline. Extensions to this period may be granted with the mutual agreement of the Township of Ryerson and the successful Bidder and may be initiated by either party.

1.11 Confidentiality and Ownership

Any information provided to the Bidder by the Township of Ryerson before, during or after the project is completed shall be treated as confidential and shall not be used or communicated by the Bidder or any third party in any way unless otherwise identified or permitted by the Township of Ryerson. The information, reports, documentation, plans, etc. that are produced by the successful Bidder in response

to this project shall become the exclusive property of the Township of Ryerson. However, intellectual property, such as specific tools, templates, processes, etc. that the Bidder provides as part of the deliverables remains the property of the Bidder.

1.12 Invoicing

The Bidder shall provide monthly invoices to the Township of Ryerson for work performed the previous month. Invoices shall clearly state the work performed. It should be noted that the Township of Ryerson's standard terms of payment are net 30 calendar days from the date of invoice.

1.13 Freedom of Information

Any personal information required in the Proposal is received under the authority of the Township of Ryerson. This information shall be an integral component of the submission. All written Proposals received by the Township of Ryerson become a public record. Once a Proposal is accepted by the Township of Ryerson and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Lead Contact.

1.14 Additional Requirements

- (a) The use of appropriate and credible sub-contractors by the Bidder to perform portions of the project is permitted only if the Bidder declares such use in the Proposal;
- (b) The successful Bidder shall, throughout the term of the contract, obtain and maintain in force a General Liability Insurance and/or Professional Liability Insurance coverage of not less than \$5,000,000 per occurrence inclusive, to indemnify and hold harmless the Township of Ryerson against any liability for property damage or personal injury, including death, which may arise from the Bidder's operations under this contract;
- (c) The successful Bidder shall ensure that all services and products provided in respect to this proposal are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation, including but not limited to WSIB and all applicable responsibilities under Occupational Health and Safety Act.

1.15 Contract for Consulting Services

The successful Bidder shall enter into a Consulting Services Contract with the Township of Ryerson following award of this RFP. The contract will cover a range of issues including but not limited to fees and rates, notice of staff changes, Contract term and renewal, and Contract cancellation. The Contract will require the successful Bidder to acknowledge the Township of Ryerson's right to direct specialized work, large projects, or other necessary projects to a competitive procurement process. If mutually acceptable terms and conditions can be reached between the successful Bidder and the Township of Ryerson, the Contract shall be signed. In the event of a failure to arrive at a mutually acceptable Contract, the Township of Ryerson may accept a Bid from a different Bidder or carry out the work in any other way deemed appropriate by the Council of the Township of Ryerson.

Section 2 Scope of Work and Project Requirements

2.01 Township of Ryerson Description

The Township of Ryerson is situated in the east portion of the District of Parry Sound in the Province of Ontario and has a land area of approximately 187 square kilometres. Municipal road and bridge infrastructure consists of 3 bridges, approximately 95 km (190 lane km) of unpaved roads and 15 km (30 lane km) of surface treated roads (low class bituminous). The public works department is modest in size, operating out of three buildings with limited equipment and vehicles, and one active gravel pit.

2.02 Scope of Work

The Township of Ryerson is interested in contracting a Consulting Engineer as an Engineer of Record to provide expertise in various engineering sub-fields for a two (2) year term. The successful Bidder shall answer specific municipal requests for information and conduct studies as requested. Prior to commencement of any assignment, the successful Bidder shall provide the Township of Ryerson with a summary of the assignment scope of work and estimate of costs. Authorization shall be required from the Township of Ryerson prior to the successful Bidder commencing work on the assignment.

2.03 Required Services

The services to be provided by the successful Bidder will include but not be limited to those areas as set out below. Generally, services provided by the successful Bidder in each area shall include but not be limited to consulting, advising, investigating, pre-design, project management, detailed design, contract administration, obtaining necessary approvals, and general review.

The successful Bidder shall have staff resources and expertise to provide technical skills and knowledge in, as a minimum, the following areas:

- road design and inspection, traffic study and analysis
- geotechnical/hydrological services
- building design and inspection
- surveying - Ontario Land Surveyor designation
- culvert and bridge design and inspection, including OSIM reporting once every two years
- well water system design and inspection
- sanitary sewer collection systems design and inspection
- in-ground sewage system review
- environmental assessment (EA) and general environmental studies
- subdivision and subdivision agreement design and review
- pit and quarry planning and analysis, including site plan and license application preparation
- asset management, capital planning for roads, bridges, and buildings
- CAD design and GIS mapping services

The Bidder may rely on sub-contractors to assist in meeting the Township of Ryerson's needs in the above-mentioned service areas. Any such sub-contractors shall be identified in the proposal.

2.04 Township of Ryerson Reserved Right to Outside Consultant

The Township of Ryerson reserves the right to submit any engineering work, either within or outside of the services contracted through this RFP, to a competitive process. The successful Bidder shall be permitted to submit a bid for any such external competitive process.

Section 3 Proposal Submission Requirements

For the Township of Ryerson to evaluate Proposals fairly and completely, Bidders shall provide **all** of the information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Bidder being disqualified or scoring poorly in the evaluation.

Each Proponent shall submit **three (3) identical sets** of their Proposal, containing the following items:

- An indication of the Bidder's understanding of the project scope and requirements, including how each of the specific required services shall be met;
- An overview of the Company submitting the proposal, along with an overview of any sub-contractors which will be taking part in the work on behalf of the Bidder, and their legal/contractual relationship to the Bidder;
- An overview of the Bidder's experience and expertise in the areas identified in Section 2.03, as well as the expertise of any sub-contractors that will be involved as part of the Bidder's team. The

Bidder shall include at least two (2) references that outline their previous or current Consulting relationships, of a similar nature as required in this RFP, with Ontario municipalities, including the reference contact name, email, and telephone number. The Township of Ryerson reserves the right to contact these or any other references where appropriate. The Bidder may include additional references for specific areas/projects;

- Resume/Curriculum Vitae for the Bidder's Project Manager and any other staff proposed to be working on behalf of the Bidder in a significant role;
- Proof of qualifications (i.e., copies of professional certificates)
- A detailed financial breakdown of all relevant project costs, including a 2015/2016 fee schedule for the various services, staff hourly and per diem rates, rates or fees for expenses and attendance at meetings with Township of Ryerson staff or Council, and any other relevant fees or expenses; and
- A comprehensive list of the areas in which the Bidder could provide additional Engineering expertise as the Engineer of Record, including a fee schedule that details the Bidder's hourly rate(s) for service in such areas.

Section 4 Evaluation of the Proposals

4.01 Evaluation Criteria, Process and Award

As part of the evaluation process, the Township of Ryerson may contact one or more Bidders to clarify or obtain more information about their Proposal or to request the Bidder to exhibit or otherwise demonstrate the information contained therein. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the evaluation committee. The Lead Contact will only hold discussions with Bidders who have submitted a proposal deemed to be reasonably acceptable for Award.

The Township of Ryerson may make an Award on the basis of the Proposals received without further discussion with the Bidders. Therefore, each initial offer should contain the Bidder's best terms/information, including all required documentation as listed in this RFP.

The evaluation committee will recommend Award to Council for the Bidder achieving the highest combined score based on the rated criteria in 4.02 below.

4.02 Maximum Evaluation Points Summary

Understanding of Project	10 points
<ul style="list-style-type: none"> • Demonstration that the needs of the Township of Ryerson are understood and will be met; any features, advantages or approaches uniquely proposed by the Bidder which the Township of Ryerson has or has not identified in the project description. 	
Required Services	30 points
<ul style="list-style-type: none"> • Demonstration that the Bidder is able to provide the required services 	
Company Background, Experience, and References	30 points
<ul style="list-style-type: none"> • The Bidder's experience overall and particularly in relation to similar projects; qualifications of individuals assigned to the project; references and ability to stay within project budgets and timelines. 	
Breakdown of Costs	30 points
<ul style="list-style-type: none"> • Breakdown of costs and fee schedule are complete and reasonable 	
Maximum Points Available	100 points

The successful Bidder shall be notified of the Award in writing to the address given on the Form of Proposal, and/or may be contacted verbally by the Lead Contact.

Section 5 Form of Proposal

The Township of Ryerson is inviting Proposals for the provision of a Consulting Engineer to act as Engineer of Record.

I/We, the Undersigned, having examined this Request For Proposals, do hereby offer to enter into an Agreement with the Township of Ryerson to act as Engineer of Record under the terms as included.

I, We _____
(Name-Print) (Position)

of _____
(Company Name)

Dated at _____ this _____ day of _____, 2015.

AUTHORIZED SIGNATURE

STREET ADDRESS

CITY PROVINCE POSTAL CODE

TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____

Signature in the designated space, by an authorized officer of the Bidder's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Bidder and the Township of Ryerson, and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

Company Seal



Councillor Report

Name	Delynne Patterson
Event	ROMA
Date of Event	January 24, 2021- January 26, 2021
Date of Presentation	February 16, 2021

Brief summary as it *relates to the Township of Ryerson*:

Monday, January 25, 2021

CONNECTIVITY

- Now seen as a necessity not a luxury
- Several organizations including ROMA and AMO pushing governments to identify it as an essential service- this would bring all interested parties to the table and allow for better sharing of infrastructure

NOTE: after hydro and telephone services were deemed essential it still took about a hundred years to get them throughout the entire country

- Connectivity speeds should be by a **minimum** of 50 Mbps download and 10 Mbps upload considering that by 2030 the speeds required are expected to be 1 Gig
- While the government has hard targets to be met regarding connectivity (90% of Canadian homes and businesses by the end of 2021), they are allowing companies to use self-reporting data to say how many homes and businesses have connectivity. An independent verification source needs to be used.
- Many municipalities are finding it beneficial to work with smaller private sector Independent Telecommunication providers as they are able to give a high degree of customer satisfaction, priced below large national carriers, and are usually more responsive to the municipalities needs than the larger companies

Tuesday, January 26, 2021

COMMUNITY PARAMEDICINE

- Paramedics provide health care services to vulnerable/marginalized people outside of their regular emergency 911 calls
- An extension of primary care that often takes place in the patient's home
- Usually for patients who are unable to get to the doctor's office; end stages of chronic disease, on wait list for LTC- this helps the patient stay in their home where they are happier
- Typical care may include administering drugs, perform advanced diagnostic procedures, give IV treatments, drawing blood

- Each community can do a needs assessment and tailor a model of care that works for them
- This is a collaborative approach where the paramedics work closely with the person's primary care giver (if they have one), nurse practitioner, community care services, home care, social services- this helps create a safety net
- Reaching out to frequent users of the 911 system lessens the burden on the system and hospitals while keeping the patient at home for longer and safer
- Paramedics can do this while on shift when they are not on calls. If they are called for 911, they leave the patient and return after the call
- *This needs to be fully funded by the government as it is a primary care program*

IMPLICIT BIAS

- *Explicit bias*
ill-intentioned people (have a hostility towards groups)
the bias is conscious, and the discriminatory behaviour is deliberate
 - *Implicit bias*-
well-intentioned people (hearts and minds in the right place)
biased decisions and behaviour
 - Our biases are strengthened through
anchoring (using initial bias to make decisions)
confirmation (interpret, favour, and recall information in a way that supports your bias
"we" vs "them" (more positive characteristics in our "we"))
 - Bias is a normal human attribute
 - Biases are often unconscious (implicit)
 - Even well-intentioned people have biases that influence their actions and decisions
- Reducing your biases**
- Expose yourself to positive interactions with the opposite of your bias
 - Expose yourself to members of your group that reflect the opposite of your bias
- Managing your biases**
- Become aware of your implicit biases
 - Be motivated to change your behaviour
 - Choose a bias-free behaviour

Administrator's Report

January 20, 2021

- 1.0 We received funding for Temporary Wage Enhancement (TWE) similar to the Pandemic pay in its application. There was an installment of \$166,272 deposited in December representing 75% of the total payment of \$221,696. We are expecting to issue payment for qualifying employees (PSW's, nursing aides and orderlies only) for the October 1st to December 31st time frame this week.
- 2.0 Pandemic - Covid-19 funding – We received \$86,000 in January 2021. We are uncertain at this point whether this funding will continue. Advantage Ontario is lobbying the MOLTC to request that the funding continue as we currently are required to pay for screeners and continue using PPE as well as enhanced cleaning protocols.
- 3.0 Rooftop Units (north wing 17&18) – we have ordered the heat exchangers and Air Co will be on site next week to install them. The cost will be approximately \$13,000 plus tax.
- 4.0 We had an outbreak of Covid19 declared on January 11th, 2021 due to one employee testing positive. The outbreak was declared over on January 18th 2021.
- 5.0 We have received the results of our IT assessment. The most important items identified for replacement in the first year have an approximate one time capital cost of \$137,200. This would be for firewall, servers, data back-ups and computers, switching and cabling (within the building) wireless/wifi equipment that runs the med-carts and resident file software. 2rd year equipment would be \$21,100 which would include replacement of remaining computer hardware. We will try to build the items in year one into the budget for 2021. If it's not possible we may need to consider reserve transfers to cover the cost. These systems are critical for maintaining resident files and drug administration.

We are planning to begin using the Goldcare GL package for the 2021 year and on a go forward basis (and stop using New Views-DOS based program). There may be a programming cost to assist with setting up the parts of the program that we need.
- 6.0 ICIP Grant for HVAC unit replacements – the Ministry has reached out for clarification about what the project priority will be (Heating, cooling or air filtration). No news yet on whether we have been approved.
- 7.0 No financial report this month as we are still trying to finalize the numbers for the year end.
- 8.0 Utility Comparison – Hydro One and Enbridge Natural Gas.

Odell Callery, Administrator

TOWNSHIP OF AUGUSTA

Moved By: TANYA NEUCY

Date: January 25, 2021

Seconded By: JEFF SHAWEN

Resolution No: 4

WHEREAS the Ontario Fire College has been in existence since 1949; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Augusta requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	_____	_____
Councillor Henry	_____	_____
Mayor Malanka	_____	_____
Councillor Schapelhouman	_____	_____
Deputy Mayor Shaver	_____	_____

CARRIED: Don Malanka
MAYOR

DEFEATED: _____
MAYOR

Declaration of pecuniary interest by: _____

Nature of interest: _____

- Disclosed His/Her/Their Interest
- Vacated His/Her/Their Seat
- Abstained from discussion and did not vote on the question

Judy Kosowan

From: John Theriault (Clerk-Treasurer Administrator) <clerk@armourtownship.ca>
Sent: January 29, 2021 10:17 AM
To: Beth Morton (beth.morton@townshipofperry.ca); Bob MacPhail; Brenda Fraser; Cheryl Marshall; Councillor Jerry Brandt; Councillor Wendy Whitwell; Judy Kosowan (clerk@ryerson township.ca); Kerstin Vroom; Nicky Kunkel; Councillor Rod Blakelock; Rod ward
Cc: Councillor Jerry Brandt; Councillor Rod Blakelock; Reeve Bob MacPhail; Councillor Rod Ward; Wendy Whitwell; Councillor Wendy Whitwell
Subject: Update Regional Fire Department
Attachments: 21 Jan 29 - Lt. Reeve MacPhail - update.pdf

Good morning everyone,
Attached you will find a letter from Reeve MacPhail on the Regional Fire Department.
If anyone has any questions or requires more information, please contact Reeve MacPhail.
Regards,

John Theriault, AMCT
Clerk-Treasurer/Administrator
Township of Armour
56 Ontario Street, Box 533
Burk's Falls, Ontario POA 1C0
Email: clerk@armourtownship.ca
Tel: 705-382-3332 ext. 22
Fax: 705-382-2068



OFFICE OF THE REEVE

DISTRICT OF PARRY SOUND

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

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: rmacphail@armourtownship.ca

Website: www.armourtownship.ca

January 29th, 2021

Regional Fire Department Partners

Re: Update Regional Fire Department

Dear Partners,

I want to give everyone an update on the Regional Fire Department and also try to get us back on track with respect to the current operating model we are working on.

I have sent a preliminary draft by-law to Gary Courtice. Gary, along with the five Fire Chiefs, are drafting the portions of the by-law that pertains to them. I am continuing to rough in the portions that relate to Municipal Councils. At some point in the future a complete draft by-law will be sent to all Municipalities for review and comments. I am hoping that by this summer we will be in the final stages of approval.

Events over the past few months have raised concerns that we have lost focus on what we are trying to accomplish. We have spent roughly eight years discussing operating models, numerous funding formulas, various asset sharing models, and operating/funding models which combine everything into one department. Once we talk about money, progress stops. Not being able to find an acceptable funding solution has prevented us from moving ahead.

Last year I presented an operating model that I saw as our last chance to get this done. The model was: Five Fire Halls that are fully funded by their respective Municipality operating like a region. The operating model that I am suggesting we consider this time has no funding formula. Gary Courtice has given us his cost to provide training services per Fire Hall. This training cost is part of your Fire Department's overall budget.


Let us be honest with ourselves. Funding formulas always result in some Councils paying less than before and other Councils paying more. We have yet to see a Council put forward a funding formula that has them paying more. We will never agree. This has been thoroughly proven over the past eight years.

I am also trying to put forward an agreement that survives elections. The current situation with McMurrich/Monteith is an example. We have a relatively new Council with new members wanting to introduce a funding formula. This could put us right back to where we were four years ago and the whole process could stall again.

At the present time we have no formal agreement that has a voting structure nor the concept of majority rule. We are just a group of Municipalities trying to work together and move forward. No one is forcing anyone into this. It may turn out that a regional model without funding formula is not for everyone.

As a group, we are closer than ever to getting this finalized and I do not want to see a funding formula derail us again. I am asking that we see this current proposal through to the end and not try to change it midstream. A no funding formula model is quite likely the only way we can move forward.

Respectfully yours,



Robert MacPhail, Reeve
Township of Armour



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: January 26, 2021

Motion # 10.

That the Council of the Township of Armour direct staff, that if the Regional Fire Training Program, as proposed by the Township of Ryerson, is not approved by all participating municipalities by the end of February 2021, to seek an independent contract with Gary Courtice for the training of the Burk's Falls and District Fire Department firefighters for a contract price of \$16,682.

Moved by: Blakelock, Rod [checked]
Brandt, Jerry []
MacPhail, Bob []
Ward, Rod []
Whitwell, Wendy []

Seconded by: Blakelock, Rod []
Brandt, Jerry []
MacPhail, Bob []
Ward, Rod []
Whitwell, Wendy [checked]

Carried / Defeated

[Signature]

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:
Blakelock, Rod
Brandt, Jerry
MacPhail, Bob
Ward, Rod
Whitwell, Wendy

For Opposed
[] []
[] []
[] []
[] []
[] []



January 29, 2021

January 29 ACED Budget Update
Staff Report

Overview

The 2021 ACED Budget has been reviewed and revised to include considerations regarding the funding of the Almaguin Brand Strategy Implementation process. During the January 17th 2021 ACED Meeting, the Director of Economic Development presented an opportunity outlined in the Draft Almaguin Brand Strategy which involved leveraging the OMAFRA Rural Economic Development Program in addition to the FedNor Northern Ontario Development Program discussed in Q4 of 2020. This additional application would provide the necessary resources to implement the brand strategy recommendations in full over the course of two years. To accommodate the expected increase in revenues, the ACED budget has been amended. Additionally, due to the NOHFC Program Review, ACED is no longer able to capitalize on the second-year internship that was expected. Other minor adjustments are noted below. **These amendments do not increase the expected partner shares.**

Summary of Changes

Revenues:

- 15-371-000 – CIINO Funding:** Decreased to reflect salary decrease of Administrative Assistant and an increase of benefits claimed.
- 15-371-000 – Harvest Spin:** Minor decrease to reflect eligible expenses in 2020.
- 15-371-003 – FedNor Brand Strat:** Increased to reflect 2-year term vs. 3-year term.
- 15-371-005 – OBIAA Funding:** Minor decrease do to reflect actual program funds.
- 15-372-000 – NOHFC Intern:** Decreased due to second year internship cancellation
- 15-372-002 – NOHFC Brand Strat:** Created/Increased to reflect RED Funding

Expenses

- 16-801-000 – Salaries & Benefits:** Decreased based on Administrative Assistant salary.
- 16-804-025 – Website:** Decreased based on AH Tourism website inclusion in Brand Strategy Implementation.
- 16-804-065 – Regional Projects:** Increased due to decreases in net salary costs resulting from the RED Funding (staff portion).
- 16-804-066 – Brand Strategy** Increased to reflect RED Funding.

Judy Kosowan

From: Director <director@investalmaguin.ca>
Sent: February 1, 2021 1:31 PM
To: Barbara Belrose; Beth Morton; clerk@strongtownship.com; Delynne Patterson; Don McArthur; encausticartist23@gmail.com; Jennifer Farquhar; John Theriault (clerk@armourtownship.ca); John Wilson; Judy Kosowan; Kelly Elik; Kerstin Vroom; Kim Dunnett (deputyclerk@strongtownship.com); Leanne Crozier; Margaret Ann MacPhail; Maureen Lang; Nancy Austin; Nicky Kunkel; Nicole Gourlay; Peter McIsaac; Tim Brunton (deputymayor@magnetawan.com); Tim Bryson; Wendy Whitwell; Wendy Whitwell Council
Subject: Clarification RE: 2021 ACED Budget Update

Good afternoon all,

I hope everyone had a great weekend! After a couple of conversations regarding the budget update and its impact on the current council approval process, as well as some of the functional items discussed in the staff report, I wanted to summarize some of the discussion items to keep everyone in the loop.

1. ACED's current recommendation regarding the approval of the previously presented budget: The Board passed a resolution (2020-041) at the December 7, 2020 meeting recommending that councils approve the 2021 ACED budget as circulated. During the January 17th, 2021 meeting, an application to the Rural Economic Development Fund was discussed to support the implementation of the Almaguin Brand Strategy prompting another resolution (2021-003) to proceed with the application and recognize Armour Township as the lead applicant.
 - a. The budget update provided last week reflects the impact of that funding. While it has not yet been discussed by the ACED Board, it reflects the discussion from the January meeting. The update will be on the agenda for the February meeting.
 - b. If the RED application (or the FedNor Application for the same project) is not approved, a further update to the budget and/or work plan will be required.
 - c. Implementing many of our strategic initiatives often requires funding that, in some cases, may not be available at the time of the budget draft – which can make establishing a concrete projection somewhat difficult.
 - d. In any case, budget updates will be based on the agreed upon financial commitment of \$10 000 and will represent the necessary changes to make the budget balance. Updates will be communicated as quickly as possible to members in all cases.

2. ACED Department Staffing: The Communications and Marketing Officer Internship second year is no longer available based on reported changes to the NOHFC program line-up. While this has not been publicly announced at this time, it has been communicated via the Internship Program Coordinator. The hope is that we will receive approvals from our applications in time to hire the recommended 'Brand Coordinator' position to maintain the momentum that has been build over the last 18 months. The current internship will expire at the end of March. There is a potential to use some of the 2020 surplus to act as a carry-over between positions if required. The main point here is that we will not exceed 3 staff in the department based on the potential hiring of a Brand Coordinator.

I hope this helps to clarify some of the questions that you may face at your upcoming council meetings. If there is any other questions that arise – please don't hesitate to call me or email me directly.

Thanks very much and have a great start to the week!

2021-01-29

2021 Budget Sheets - Actuals as of December 31st, 2020
Regional Economic Development
Operating Budget

GL Number	Description	2020 Projected Actual	2020 Budgeted	2021 Department Estimate	Notes
	<u>Revenues</u>				
15-370	Municipal & Chamber Contributions				
	Armour	(\$10,000.00)	(\$14,226)	(\$10,000)	
	Burk's Falls	(\$10,000.00)	(\$10,000)	(\$10,000)	
	Joly	(\$5,000.00)	(\$6,000)	(\$5,000)	
	Magnetawan	(\$10,000.00)	(\$10,000)	(\$10,000)	
	Perry	(\$10,000.00)	(\$14,226)	(\$10,000)	
	Powassan	(\$10,000.00)	(\$10,000)	(\$10,000)	
	Ryerson	(\$10,000.00)	(\$10,000)	(\$10,000)	
	South River	(\$10,000.00)	(\$10,000)	(\$10,000)	
	Strong	(\$10,000.00)	(\$10,000)	(\$10,000)	
	Sundridge	(\$10,000.00)	(\$10,000)	(\$10,000)	
	Chamber of Commerce	(\$10,000.00)	(\$14,226)	(\$10,000)	
	Total Municipal & Chamber Contri.	(\$105,000.00)	(\$118,678)	(\$105,000)	
15-370-005	User fees - Almaguin Harvest Spin	\$0.00	(\$10,000)	(\$10,000)	
15-371-000	CIINO Funding	(\$63,968.00)	(\$72,945)	(\$129,500)	Represents 84.27% of total salaries + 28% in benefits.
15-371-002	FedNor - Almaguin Harvest Spin	(\$5,283.00)	(\$25,000)	(\$19,717)	
15-371-003	FedNor - Implement Brand Strategy	\$0.00	\$0	(\$40,000)	33.333% of \$120,000
15-371-005	OBIAA Funding - Intern	(\$16,975.77)	(\$10,044)	(\$4,850)	
15-371-008	NECO - Regional Relief & Recovery	(\$26,600.00)	(\$26,600)	\$0	
15-372-000	NOHFC Funding - Intern	(\$24,220.00)	(\$24,500)	(\$7,280)	
15-372-001	NOHFC - Almaguin Harvest Spin	\$0.00	(\$15,000)	(\$15,000)	
15-372-002	NOHFC - Almaguin Brand Strategy	\$0.00	(\$26,280)	\$0	
	NOHFC - Implement Brand Strategy	\$0.00	\$0	(\$60,000)	50% of \$120,000
	Total Regional Economic Development revenues	(\$242,046.77)	(\$329,047)	(\$391,347)	

2021-01-29

GL Number	Description	2020 Actual	2020 Budgeted	2021 Department Estimate	
	Expenditures				
16-801-000	Salaries & Benefits	\$135,865.23	\$148,480	\$210,050	Reflects salaries for 3 employees for a full year
16-804-001	Office Supplies	\$5,247.37	\$1,745	\$3,000	
16-804-005	Audit & Accountant Fees	\$4,680.96	\$4,000	\$4,000	
16-804-007	Legal Fees	\$336.11	\$0	\$0	
16-804-010	Advertising & Promotion	\$4,800.00	\$3,700	\$3,550	
16-804-020	Telephone	\$2,208.08	\$2,500	\$2,500	
16-804-025	Website	\$4,828.06	\$5,350	\$2,500	Reduced. AH Tourism Website transferred to 16-804-066
16-804-030	Events & Seminars	\$524.15	\$2,000	\$4,000	
16-804-040	Training & Workshops	\$4,299.66	\$4,240	\$4,000	
16-804-050	Travel	\$3,927.49	\$5,000	\$6,000	
16-804-060	Office Rental	\$0.00	\$0	\$0	
16-804-062	Regional Relief & Recovery Program	\$25,758.58	\$26,600	\$0	
16-804-063	Almaguin Harvest Spin	\$12,679.30	\$60,000	\$45,000	
16-804-064	Almaguin Brand Strategy	\$28,064.91	\$35,040	\$0	
16-804-065	Regional Projects	\$6,355.95	\$10,392	\$26,747	Culinary Strategy Implementation + other projects
16-804-066	Implement Almaguin Brand Strategy	\$0.00	\$0	\$80,000	\$120,000 less salaries & benefits included in 16-801-000
16-804-067	CAEDA expenses paid to Strong	\$9,142.24	\$20,000	\$0	
16-804-070	Transfer to EDC Reserve	\$0.00	\$0	\$0	
	Total Regional Economic Development expenditures	\$248,718.09	\$329,047	\$391,347	
	Total Regional Economic Development	\$6,671.32	\$0	\$0	

Staff was able to get an different interpretation of what can be claimed on the CIINO grant so that they would pay 84.27% of all salaries plus 28% benefits this increases the CIINO grant from \$100,000 to \$129,500 giving the department the money needed to implement the proposed work plan for 2021.

**2021 ACED Regional Economic Development
Accounts Summary**

GL Number	Expenditures	Item Cost	Budget AMT
16-804-001	Office Supplies		\$3,000
	Office 365 (5 user)	\$ 100	
	Kaspersky A/V (5 user)	\$ 100	
	Survey Monkey	\$ 460	
	Adobe Creative Cloud	\$ 985	
	Misc Supplies	\$ 1,355	
	Total	\$ 3,000	
16-804-010	Advertising & Promotion (General)		\$3,550
16-804-025	Website		\$2,500
	Domain, hosting & email fees (2 sites)	\$ 550	
	Website maintenance allowance	\$ 1,950	
	4C - AH Tourism Improvements (note 1)	\$ -	
	Total	\$ 2,500	
16-804-030	Events & Seminars		\$4,000
16-804-040	Training & Workshops		\$4,000
	EDCO & EDAC memberships	\$ 1,500	
	EDAC Year 2 - C&M Officer	\$ 1,150	
	General Admission Fees	\$ 1,350	
	Total	\$ 4,000	
16-804-063	Almaguin Harvest Spin		\$45,000
16-804-064	Almaguin Brand Strategy Implementation (note 2)		\$80,000
16-804-065	Regional Projects		\$26,747
	2A - Community GRO	\$ 1,500	
	2C - Regional Rec	\$ 1,500	
	3E - AHCC Engagement	\$ 2,000	
	4B - Ag Strategy Implementation	\$ 5,000	
	4D - Shop in Almaguin	\$ 4,000	
	Contingency/Surplus	\$ 12,747	
	Total	\$ 26,747	

Notes

Note 1: Almaguin Highlands Tourism website included in the Brand Strategy Implemen

Note 2: Implementation (non wages) portion of the Brand Strategy Implementation. Dig physical assets, third party expenses, etc.