

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR MEETING AGENDA**

**March 2, 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.

To Members of the Public: If you have trouble with your connection during the meeting, you may notify the Host by e-mail at: [treasurer@ryersontownship.ca](mailto:treasurer@ryersontownship.ca)

**Meeting will be recorded.**

**1. CALL TO ORDER**

1.1 Attendance, roll call: in person and electronic, late attendees

1.2 Announcement: This meeting s being recorded

**2. ADOPTION OF MINUTES**

2.1 Resolution to adopt Minutes from special and regular meetings February 16, 2021 and special meeting February 23, 2021

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

**4. DELEGATION AND PRESENTATIONS:** None registered

**5. BUSINESS ARISING / ACTIVITY LOG**

5.1 Tri-Council meeting follow up: resolutions to adopt shared service budgets: arena fire and Tri-R Waste Management, in addition to historical society and library.

**6. REPORTS**

- 6.1 DEPUTY CLERK: 2021 Spring Freshet
- 6.2 TREASURER: Funding Program Updates (Resolution), Public Works Budget (Resolution)
- 6.3 CLERK: RFP for Human Resources (resolution)
- 6.4 COUNCIL MEMBERS: (if any)

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

**8. COMMUNICATION ITEMS**

- District of Parry Sound Municipal Association: notice of meeting cancellations for 2021
- Joint Building Committee meeting minutes and draft 2021 budget
- Expertise for Municipalities (E4M): Information on services available

**9. BY-LAWS**

- By-law 09-21: To Confirm the meetings of Council.

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

**11. IMPORTANT DATES**

- March 2, 2021 10:30 a.m., Special Closed Meeting for education/training purposes
- March 16, 2021 Regular Meeting 6:00 p.m.

**12. ADJOURNMENT**

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**REGULAR COUNCIL MEETING**

**MINUTES**

February 16, 2021

The regular meeting of Council of the Corporation of the Township of Ryerson was held Tuesday evening February 2, 2021 at 6:15 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 6:15 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) and Judy Ransome.

Notice of this meeting was posted on the website.

**ADOPTION OF MINUTES**

Minutes of special meeting February 1, 2021 and special meeting February 2, 2021 were adopted as circulated and regular meeting minutes from February 2, 2021 were adopted as amended by correcting the time of adjournment to 8:34 p.m., on a motion moved by Councillor Marlow, seconded by Councillor Brandt. (Carried)

**DECLARATION OF PECUNIARY INTEREST:** None declared.

**BUSINESS ARISING / ACTIVITY LOG**

Municipality of Magnetawan's request for a letter of concurrence for a communication tower project located on the Rosskopf boundary Road was brought forward from the last meeting for discussion, and a resolution regarding this project is noted below.

### **STAFF REPORTS**

FIRE DEPARTMENT: Fire Chief, Dave McNay, outlined the amendment to the 2021 fire department budget to allow for some in-house training and a resolution was adopted approving this amended budget.

PUBLIC WORKS: Lloyd Van Duzen provided a written report about mid-winter Road Department operation updates. The Public Works Supervisor highlighted fleet maintenance to Council, and the reorganization of the shop, noting that operations will benefit from the positive effect of better manageability of parts and supplies.

TREASURER: Council received the 2020 Council remuneration/expenses annual report, Brayden Robinson also provided an overview of the funding program updates.

CLERK: Judy Kosowan provided Council a written report as an introduction to a draft By-Law to adopt a Municipal Law Enforcement Protocol. Information for our contract renewal process was provided to Council in a written report, along with a sample of a 2019 Request for Proposals (RFP).

### **COUNCILLORS REPORT**

Council received a written report from Councillor Patterson summarizing the highlights from the 2021 ROMA Annual General Meeting and Virtual Conference that was recently attended.

Mayor George Sterling provided an update on Eastholme.

Councillor Marlow provided updates from the District of Parry Sound Social Services Administration Board (DSSAB) Council entered a discussion about homelessness in this area and what is being done to mitigate this problem and further action that can be taken. Councillor Marlow provided an update from the Almaguin Highlands Health Centre (AHHC) meetings.

### **GENERAL CORRESPONDENCE**

From the Township of Augusta, asking for support for their resolution requesting that the Province of Ontario reverse its decision to close the Ontario Fire College, as it is the most cost-effective method to certify Northern Firefighters to NFPA Standards in Ontario, a resolution of support is noted below.

Township of Armour sent Council a letter from Reeve MacPhail to Update Regional Fire Department.

ACED 2021 budget was received and a resolution to support the 2021 budget is noted below.

Councillor Patterson raised the topic of the Tri R Waste budget received February 2<sup>nd</sup> and concern about a 31% increase over the previous year budget. Council entered a discussion and

directed staff to send an email to Armour Township requesting that consideration be given to implementing the increased budget over a three-year period.

Concern was raised about the 'Items requiring short term remedial action' in the January 26, 2021 Arena report. Staff was directed to contact Burks Falls about the load capacity of the second floor of the arena, and if major construction will be required in the future?

**BY-LAWS**

By-law # 08-21 to Confirm meetings of Council.

**RESOLUTIONS**

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.

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

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.

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

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.

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

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.

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

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.

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

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.

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

Moved by Councillor Brandt, seconded by Councillor Patterson, be it resolved that we do now adjourn at 7:37 p.m. The next regular meeting is scheduled for March 2, 2021 at 6:00 p.m.

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

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MAYOR

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CLERK/DEPUTY CLERK

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**SPECIAL COUNCIL MEETING**

**MINUTES**

Electronic Meeting via Zoom, the meeting was recorded.

February 16, 2021

A special meeting of Council was held Tuesday February 16, 2021 at 5:00 p.m., for a Closed Meeting, pursuant to the Municipal Act 2001, c. 25, 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: staff compensation, contract proposal and working relationships.

A second topic for the closed meeting is 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.

Members of Council were notified of this special meeting by e-mail on February 10, 2021. Council and the public were notified of the closed meeting in the special meeting agenda February 16, 2021, posted on the website February 10, 2021.

This was an electronic meeting via Zoom, 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.

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 5:04 p.m.



In the closed meeting, Council discussed staff compensation and approved the 2021 salary grid and provided direction to the CAO/Clerk/Deputy Treasurer regarding a contract proposal. As there were technical difficulties during the closed meeting, time did not permit the other items noted in the resolution including working relationships and the municipal building insurance claim to be discussed. These items will be put on a future closed meeting agenda. Council returned to the open meeting at 6:12 p.m.

**RESOLUTION:**

Moved by Councillor Patterson, seconded by Councillor Brandt, be it resolved that we move to a closed session at 5:04 p.m., pursuant to the Municipal Act 2001, c. 25, 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: staff compensation, contract proposal and working relationships.

A second topic for the closed meeting is 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.

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

Moved by Councillor Brandt, seconded by Councillor Patterson, be it resolved that we adjourn the special meeting at 6:13 p.m.

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

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MAYOR

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CLERK/DEPUTY CLERK



**CORPORATION OF THE TOWNSHIP OF RYERSON**  
**SPECIAL COUNCIL MEETING**  
**MINUTES**

Electronic Meeting via Zoom, the meeting was recorded.

Tuesday February 23, 2021

A special meeting of Council was held Tuesday February 23, 2021 at 10:00 a.m. The purpose of the special meeting was to review the draft 2021 Public Works budget. In addition, there was a closed session to complete unfinished items brought forward from previous closed meetings, as noted in the resolution below.

Members of Council were notified of this special meeting by e-mail on February 10, 2021. Council and the public were notified of this special meeting on the agenda for the regular meeting February 16, 2021, which was posted on the website February 10, 2021, and by posting of this special meeting agenda February 17, 2021.

This was an electronic meeting via Zoom, 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, Lloyd Van Duzen, Brayden Robinson, Judy Kosowan.

Public attending by phone: Paul Van Dam.

Mayor Sterling called the meeting to order at 10:00 a.m.

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

**DECLARATION OF PECUNIARY INTEREST:** None declared.

**DISCUSSION**

Public Works Supervisor Lloyd Van Duzen presented the 2021 draft road budget. Two major capital items noted were the resurfacing of 4.2 kilometers of Midlothian Road with Recycled Asphalt Product (RAP) and the purchase of a snowplow truck.

The details of the Operations Budget were discussed including culvert installations, the regular gravel road maintenance program and fleet maintenance.

Resolutions to proceed with tenders for the bridge study, roadside mowing, granular 'A', granite, and the Recycled Asphalt Product (RAP) project will be brought forward to the March 2, 2021 regular council meeting.

Lloyd Van Duzen was thanked for the presentation and he left the meeting.

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

A five-minute break was called.

**CLOSED MEETING:**

Council moved to a closed meeting by resolution at 10:51 a.m.

In the closed meeting, Council discussed the matters it was permitted to under the resolution authorizing the public exclusions and returned to the open meeting at 11:52 a.m.

**RESOLUTIONS:**

Moved by Councillor Brandt, seconded by Councillor Marlow, be it resolved that we move to a closed session at 10:51 a.m., 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 discuss the municipal building insurance claim.

AND

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: working relationships and a performance review.  
Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Marlow seconded by Councillor Finley, be it resolved that Ryerson Township Council appoint Penny Brandt and Delynne Patterson to a task force for the sole purpose of reviewing working relationships.  
Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

Moved by Councillor Patterson, seconded by Councillor Finley, be it resolved that we do now adjourn at 11:54 a.m. The next regular meeting is scheduled for March 2, 2021 at 6:00 p.m.  
Recorded vote: Yes: Brandt, Finley, Marlow, Patterson, Sterling. (Carried)

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MAYOR

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CLERK/DEPUTY CLERK

**CORPORATION OF THE TOWNSHIP OF RYERSON**

**LIST OF PROPOSED RESOLUTIONS**

**FOR COUNCIL MEETING: March 2, 2021**

**Item # 2.1 on Agenda** Moved by Councillor Brandt Seconded by Councillor Patterson

Be it resolved that the minutes from the special meeting February 16, 2021 and regular meeting February 16, 2021 and special meeting February 23, 2021 be adopted as circulated.

**Item # 5.1 on Agenda** Moved by Councillor Finley Seconded by Councillor Marlow

Be it resolved that Ryerson Township Council approve the 2021 net arena budget in the amount of \$241,022.00, with Ryerson's share to be \$80,341.00. Two percent of Ryerson's share of the total operating expenditures in the amount of \$1,933.00 will be put into an arena reserve.

**Item # 5.1 on Agenda** Moved by Councillor Patterson Seconded by Councillor Finley

Be it resolved that Ryerson Township Council approve the 2021 net fire budget in the amount of \$463,720.00, with Ryerson's share to be \$109,252.00. Two percent of Ryerson's share of the total operating expenditures in the amount of \$2,019.00 will be put into a fire reserve.

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

Be it resolved that Ryerson Township Council approve the 2021 net Tri-R Waste Management budget in the amount of \$223,495.00, with Ryerson's share to be \$70,668.00. Two percent of Ryerson's share of the total operating expenditures in the amount of \$2,358.00 will be put into a landfill reserve.

**Item # 5.1 on Agenda** Moved by Councillor Patterson Seconded by Councillor Brandt

Whereas Ryerson Township Council has received the Burks Falls and District Historical Society 2021 Budget (dated October 13, 2020),

Now therefore be it resolved that we donate \$500.00 to the Burk's Falls and District Historical Society in addition to our annual in-kind donation for maintenance of the Wiseman Corner's School site.

**Item # 5.1 on Agenda** Moved by Councillor Finley Seconded by Councillor Brandt

Be it resolved that Ryerson Township Council approve the 2021 net Library Board budget in the amount of \$139,558.00. Ryerson's share to be \$31,945.00.

**Item # 6.2 on Agenda** Moved by Councillor Brandt Seconded by Councillor Marlow

Be it resolved that Ryerson Township Council support the submission of an application under the Municipal Modernization Program- Phase II, for a third-party review of municipal operations.

**Item # 6.2 on Agenda** Moved by Councillor Marlow Seconded by Councillor Patterson

Be it resolved that Ryerson Township Council authorize the Public Works Supervisor to go to tender for Midlothian Road RAP application, granular 'A' gravel, crushed granite, roadside mowing and bridge inspections.

**Item # 6.3 on Agenda** Moved by Councillor Patterson Seconded by Councillor Finley

Be it resolved that Ryerson Township Council approve the issuance of an RFP for a Human Resources Vendor of Record.

**Item # 9 on Agenda** Moved by Councillor Brandt Seconded by Councillor Finley

Be it resolved that leave be given to introduce a Bill # 09-21, being a By-law to confirm the meetings of Council and further; That By-Law # 09-21 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 March, 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 16, 2021 at 6:00 p.m.

**ABEYANCE REGISTER**

**Updated for meeting March 2, 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.*

February 22, 2021 Tri-Council:

- Contact Scott Aitchison's regarding attendance at a Council meeting.

February 18, 2021

- Letter sent to the Joint Building Committee regarding annual wage negotiations processes. This will be considered at their March 18, 2021 meeting.

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Judy Kosowan CAO/Clerk/Deputy Treasurer
Date of Meeting:	March 2, 2021
Report Title:	Burks Falls & District Historical Society 2021 Budget
Report Date:	February 24, 2021

**Recommendation:**

Whereas Ryerson Township Council has received the Burks Falls and District Historical Society 2021 Budget (dated October 13, 2020),

Now therefore be it resolved that we donate \$500.00 to the Burk’s Falls and District Historical Society in addition to our annual in-kind donation for maintenance of the Wiseman Corner’s School site.

**Purpose/Background:**

Last fall we received the 2021 Budget from the Burks Falls and District Historical Society. The Society is requesting a donation of \$5,000.00 from each of the three municipalities, Burks Falls, Armour and Ryerson.

Our usual practice is to donate \$500.00 to the Historical Society and provide maintenance for the building as service-in-kind. In 2019 the service-in-kind was \$5,176. and in 2020 it was \$2,539.

October 13, 2020

**BURK'S FALLS & DISTRICT HISTORICAL SOCIETY**  
**2021 - 2022 BUDGET**

Description	2019-2020 Actuals	2020-2021 Estimate	2021-2022 Estimate	Notes
<b>Revenues</b>				
Surplus	(\$8,689.55)	\$0	\$0	Balance in bank account
Public donations	(\$278.05)	(\$1,000)	(\$1,000)	
Legion donation	(\$500.00)	(\$500)	(\$500)	
Municipal grant - Armour	(\$5,000.00)	(\$30,000)	(\$5,000)	Grant requested from Armour
Municipal grant - Ryerson	(\$500.00)	(\$5,000)	(\$5,000)	Grant requested from Ryerson
Municipal grant - Burk's Falls	(\$5,000.00)	(\$5,000)	(\$5,000)	Grant requested from Burk's Falls
Provincial operating grant	(\$1,545.00)	(\$1,545)	(\$1,545)	Yearly provincial grant
Memberships	(\$163.13)	(\$200)	(\$200)	
Sale of books	(\$60.00)	(\$40)	(\$40)	
Sale of newspapers	(\$9.00)	(\$10)	(\$10)	
Sale of calendars	(\$2.00)	(\$5)	(\$5)	
Sale of postcards	(\$4.00)	(\$5)	(\$5)	
Sale of mugs	(\$44.00)	(\$100)	(\$100)	
Miscellaneous	(\$35.30)	(\$100)	(\$100)	
Summer student grant	\$0.00	(\$6,800)	(\$6,800)	YWC & Canada Summer Grant
Fundraising events	(\$1,665.20)	(\$1,200)	(\$1,200)	Heritage Days/Physic Days
Interest	\$0.00	(\$9)	(\$9)	
<b>Total revenues</b>	<b>(\$23,495.23)</b>	<b>(\$51,514)</b>	<b>(\$26,514)</b>	
<b>Expenditures</b>				
Salaries & Benefits	\$9,480.58	\$12,804	\$13,454	3 summer employees for 2019
Telephone/internet/website	\$790.28	\$850	\$1,500	
Grass cutting/snow removal	\$0.00	\$0	\$0	
Office supplies	\$2,358.71	\$1,400	\$1,500	
Accounting	\$141.25	\$200	\$200	
OHS membership	\$60.00	\$60	\$60	
Advertising	\$1,323.36	\$3,000	\$3,000	
Materials & supplies	\$2,876.59	\$2,000	\$2,000	Display case/framing/engraving
Special events	\$875.74	\$1,500	\$1,000	
Pest control	\$0.00	\$0	\$0	
Maintenance & supplies	\$287.69	\$2,500	\$2,000	Paint/shelving/mouse bait
Insurance	\$372.84	\$1,000	\$1,000	
Book purchases	\$0.00	\$200	\$200	Historical books to sell
Miscellaneous expenditures	\$655.50	\$500	\$500	Mugs
Donations	\$50.00	\$500	\$100	
Watt House renovations	\$0.00	\$25,000	\$0	
<b>Total expenditures</b>	<b>\$19,272.54</b>	<b>\$51,514</b>	<b>\$26,514</b>	
<b>Surplus/Deficit</b>	<b>(\$4,222.69)</b>	<b>\$0.00</b>	<b>\$0.00</b>	



BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2021 BUDGET  
05-Oct-20

Account #	Description	2020 Final Budget	YTD to October 5, 2020	December 31, 2020 Projected	2021 Draft Budget	Budget Increase (Decrease) vs. 2020 Projected	Comments
1	<b>OPERATING ACTIVITIES</b>						
2	<b>REVENUE</b>						
3	<b>GRANTS</b>						
4	4435 McMurich/Monteith	2,589	2,589	2,589	2,589	0	
5	4440 Gov't of Ontario annual funding	13,814	13,814	13,814	13,814	0	
6	4450 Student Grants	0	2,552	2,552	2,500	(52)	Budget based on 2020 student grant received
7	4460 Miscellaneous grants:						
10	ILL Rebate	0	0	0	0	0	Grant expected to be discontinued.
12	<b>DONATIONS</b>						
13	4135 Jar donations	511	591	691	600	(91)	
14	4475 Miscellaneous donations	0	150	5,985	0	(5,985)	Projected includes 5,835 Smile donation
15	4476 Adopt-a-book donations	550	248	368	400	32	
16	4477 Earmarked donations	0	0	0	0	0	
17	<b>OTHER REVENUE</b>						
18	4100 Fines	1,110	276	276	300	24	
19	4110 Fax income	430	157	157	160	3	
20	4120 Used book sales	680	675	675	680	5	
21	4130 Photocopying income	940	345	350	350	0	
22	4145 Donations account interest	0	0	0	0	0	Any interest earned on bursary reserve will be transferred to the related reserve, with no net impact on the budget.
23	4149 Credit Union interest	500	1	370	400	30	GIC currently earning 1% expected to decline to .90%
24	4160 Used equipment sales	0	0	0	0	0	No used equipment to sell at present time
25	4165 Non-resident membership	125	200	200	150	(50)	
26	4170 Miscellaneous Revenue	260	57	90	120	30	
27	<b>TOTAL OPERATING REVENUE</b>	<b>21,509</b>	<b>21,655</b>	<b>28,117</b>	<b>22,063</b>	<b>(6,054)</b>	
28							
29	<b>OPERATING EXPENDITURES</b>						
30	<b>WAGES</b>						
31	5410 Wages	92,220	69,550	93,300	96,919	3,619	Incorporates 6% increase (Village of BF update), 1 summer student, 2 hours Part-time staff
32	5420 EI expense	2,040	1,495	1,800	2,054	254	
33	5430 CPP expense	3,870	2,902	3,840	4,159	319	
34	5440 WSIB expense	315	209	260	271	11	
35	5460 EHT expense	905	665	915	950	35	
36	5465 OMERS	4,700	3,997	5,170	5,200	30	


**BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2021 BUDGET  
05-Oct-20**

Account #	Description	2020 Final Budget	YTD to October 5, 2020	December 31, 2020 Projected	2021 Draft Budget	Budget Increase (Decrease) vs. 2020 Projected	Comments
37	5466 Benefits plan	4,535	3,552	4,300	4,400	100	
38	<b>ACQUISITIONS</b>						
39	5030-5087 Books, Magazines, DVDs	12,000	6,770	12,000	12,000	0	
40	<b>FACILITIES</b>						
41	5610 Telephone	275	224	269	275	6	
42	5615 Hydro	2,250	953	1,500	2,250	750	
43	5620 Heat	735	415	700	735	35	
44	5621 Water	965	641	962	980	18	
45	5645 Cleaning supplies	285	497	625	1,000	375	
46	5650 Weekly cleaning	2,105	1,560	2,195	2,200	5	
47	5685 Insurance	1,860	2,026	2,026	2,070	44	
48	5730 Repairs & maintenance	500	16	100	500	400	
49	5760 Rent	6,542	5,444	6,542	6,738	196	3% increase
50	<b>ADMINISTRATIVE AND PROGRAM EXPENSES</b>						
51	5625 ILO expenses re damaged books	50	0	50	50	0	
52	5630 Computer support	1,000	427	1,000	1,000	0	
53	5655 Program expenses	1,700	1,632	1,700	2,000	300	
54	5656 Bursary Program	300	0	0	300	300	Bursary funded from bursary reserve created in 2016.
55	5660 Training	1,600	793	900	1,600	700	
56	5700 Bank service charges	300	32	310	300	(10)	Currently \$25/month
57	5710 Office & clerical supplies	2,470	869	1,000	2,500	1,500	
58	5720 Postage	310	230	310	360	50	
59	5735 Annual dues and licences	3,850	4,263	4,030	4,110	80	
60	5631 Internet connectivity	1,370	1,119	1,343	700	(643)	Anticipating Connectivity Government Funds
61	5770 Audit & accounting	4,750	164	4,800	4,800	0	
62	5780 Advertising	500	308	308	500	192	
63	5795 Miscellaneous expenses	500	222	500	500	0	
64	5990 Contingency	500	0	0	500	500	
65	<b>TOTAL OPERATING EXPENDITURES</b>	<b>155,302</b>	<b>110,975</b>	<b>152,755</b>	<b>161,921</b>	<b>9,166</b>	
66	<b>NET OPERATING EXPENDITURES</b>						
67		<b>133,793</b>	<b>89,320</b>	<b>124,638</b>	<b>139,858</b>	<b>15,220</b>	
68	<b>CAPITAL TRANSACTIONS</b>						
69	<b>FROM OPENING SURPLUS</b>						
70	Previous year surplus (deficit)	5,755	5,755	5,755	3,020		Anticipated year-end 2020 surplus.
71	Transfer from Library Bursary Reserve	300	0	0	300		Any bursary awarded to be transferred from related reserve.
72							
73	Transfer from Future Needs Reserve	0	0	0	0		

**BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2021 BUDGET  
05-Oct-20**

Account #	Description	2020 Final Budget	YTD to October 5, 2020	December 31, 2020 Projected	2021 Draft Budget	Budget Increase (Decrease) vs. 2020 Projected	Comments
74	TOTAL CAPITAL REVENUE	6,055	5,755	5,755	3,320		
75							
76	CAPITAL EXPENDITURES						
77	5670 Capital expense - Purchases	0	0	0	0		Nothing planned for 2021.
78	5745 Transfer to (from) Future Needs Reserve	5,755	0	11,590	3,020		In recent years, the actual year-end surplus has been transferred to future needs reserve. 2020 actual surplus (deficit) to be transferred to (from) future needs reserve. 2020 actual transfer includes 2019 surplus and Smile donation.
79	TOTAL CAPITAL EXPENDITURES	5,755	0	11,590	3,020		
80							
81	NET CAPITAL EXPENDITURES	(300)	(5,755)	5,835	(300)	(6,135)	
82							
83	NET EXPENDITURES	133,493	83,565	130,473	139,558	9,085	
84							
85	MUNICIPAL CONTRIBUTIONS						
86	4410 Armour	53,090	53,090	52,943	53,018	75	
87	4420 Burk's Falls	55,787	55,787	55,587	54,595	(992)	
88	4430 Ryerson	24,616	24,616	24,963	31,945	6,982	
89		133,493	133,493	133,493	139,558	6,065	Current 2021 budget distribution based on July 2020 membership count, after updating membership records. These %'s are: BF39.12/R22.89/R37.99. Actual 2021 contributions will be based on December 2020 membership count.
90							
91	OPERATING SURPLUS (DEFICT)	0	49,928	3,020	0		



	<h2>Staff Report</h2>
To:	Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	March 2, 2021
Report Title:	2021 Spring Pre-Freshet
Report Date:	February 24, 2021

**Recommendation:** Receive for informational purposes.

**Purpose:** To provide an update to Council regarding the spring pre-freshet and to maintain open lines of communication between all those involved, keeping in mind as spring is approaching the warmer weather will bring with it snow melt, rain and the potential for flood in our area.


I have reached out to Amanda Vincent of the Ministry of Natural Resources and Forests (MNR). The MNR continues to monitor the water levels daily and technicians are making dam adjustments as needed to keep the water levels within the historic prescribed zones. Over the next few weeks, the water levels will be drawn down further, where it is possible, within the Magnetawan Watershed. This will be done as per the lake operating plans to help mitigate potential impacts of high water by creating areas that allow greater storage within the waterways to help with the drainage versus overflow of the watershed system.

The MNR has a virtual Magnetawan River Pre-freshet meeting scheduled on March 8th and our CEMC, Greg Rutledge is invited to attend. At this meeting they will be providing the most current information available with updated trends and forecasts for 2021, contacts for MNR, and time is scheduled to allow for a question-and-answer period.

Local management is arranging a meeting with municipal leadership through the Magnetawan River Watershed Communications Committee to provide education and involve municipalities as we are leading up to the spring freshet to engage all levels of government in local flood mitigation.

If the Municipality is receiving calls regarding water level and flow complaints the MNR would like all these calls from the public to be directed to [WaterManagement.PSDistrict@ontario.ca](mailto:WaterManagement.PSDistrict@ontario.ca) A staff member will monitor the email and respond to the questions.

**Reference / Documents:** MNR Spring Pre-Freshet Staff Report 20/03/17

	<h2>Staff Report</h2>
To:	Council
From:	Deputy Clerk, Nancy Field
Date of Meeting:	March 17, 2020
Report Title:	MNRF Spring Pre-Freshet Meeting
Report Date:	March 10, 2020

The Spring Pre-Freshet meeting was well attended by Mayors, Clerks, CEMC's and Roads Superintendents of this area. The Ministry of Natural Resources and Forestry (MNRF) provided information about what the role of the MNRF is regarding the spring flooding are working on opening up the lines of communications between those involved including the Municipalities.

The Magnetawan Watershed runs from the headwater at the western slopes of Algonquin Provincial Park to the outlet into Georgian Bay by Britt and the water falls 341 meters from start to finish and encompasses 23,000 ha of lakes. There are 17 control structures and the dams were originally built in the late 1800's to the early 1900's for logging companies to transport logs through the waters to sawmills and for commercial water traffic navigation.

There seems to be a misconception that the dams were built to prevent flooding and during the flood mitigation this point came up often that the flood in 2019 was the result of a fault from the MNRF not managing the dams properly. The dams were never intended to control flooding. They do not hold back water because there is not the capacity to do that. The water flow can be adjusted marginally but floods cannot be prevented.

The MNRF has been gathering information on the levels of the lakes that are included in this system for years and have the operating management plans in place to make sure that the levels do not cause harm to the fish spawn and turtles by getting too low. This is shown on the operating plan as the low water line that is shown in red at the bottom of the chart. The yellow and green lines indicate the normal operating range and this is where the lakes are optimal allowing for recreational navigation. The top red line indicates the historical high water. If the operating plans were to be adjusted you would see more events go outside the red lines on the chart but the



water during the event would still be doing the same thing as floods are a natural occurrence.

Last year's event included a high water content in the snow, but keep in mind we could have the same content of water in the snow this year and not flood. Last year the spring freshet was later, which can mean a higher air temperature when it finally melts along with heavy rains that fall on frozen ground so the water has nowhere to go but in the rivers and lakes.

Meghan Powel one of the MNRF Technicians explained the procedures that are followed when deciding to adjust the logs. It is precise and they can tell to the cm. how much the water in the lake will be adjusted by pulling a log but they can't predict what the weather will do for example: how long a heat wave event will be that causes evaporation or rain/flood event. Usually they have 24 hours or less notice of a weather event and it takes days to drain water out through the whole watershed. It is all a very


All managed dams undergo a winter drawdown to provide storage for the spring melt mitigation. This drawdown does not prevent a flood. March 15<sup>th</sup> of every year is the trigger date to lower any of the levels if necessary. The monitoring is also ramped up on this date.

Bob McPhail said that after last year's flood and the mitigation meetings he has been looking into Conservation Authority for the Magnetawan Watershed But has decided that even if the Conservation Authority is used only for flood mitigation it would be a waste of money for this area and will not change anything or improve what the MNRF is already doing. Land development would be costly through the Conservation Authority also.

The one thing that we will do is work together with the MNRF and make sure that the correct information is getting out to the public. We will be included in meetings and emails with all updated information and we will now be able to direct the public right to their phone and email and the MNRF will answer questions providing our rate payers with correct information and will help solve any complaints.

If the Municipality is getting calls regarding water level and flow/complaints We can direct the public to contact 705-646-5531 and also direct to email questions and comments to [Watermanagement.psdistrict@ontario.ca](mailto:Watermanagement.psdistrict@ontario.ca) .

You can also go to the Ontario.ca website and find the Protecting People and Property: Ontario's Flooding Strategy.

	<b>Staff Report</b>
To:	Ryerson Township Council
From:	Brayden Robinson, Treasurer
Date of Meeting:	March 2, 2021
Report Title:	Department Updates
Report Date:	February 23, 2021

### **Funding Program Updates**

Recommendation: Received for information purposes.

#### **Introduction**

At the last regular meeting on February 16, Council was provided with a report which outlined various sources of funding available for 2021. Additional information with respect to these programs is outlined below.

#### **Gas Tax**

A total of \$47.00 is remaining in reserves at the end of 2020, with an additional \$40,100 to be received in 2021. This funding can be used for projects such as the construction, enhancement, or renewal of:

- Local roads and bridges;
- Solid waste management infrastructure;
- Recreation facilities; and
- Cultural infrastructure (heritage sites, libraries, and the performing arts)

In the draft roads budget, as is tradition, our 2021 allocation has been directed towards gravel road resurfacing.

#### **Ontario Community Infrastructure Fund (OCIF)**

At the end of 2020, there was \$161,958.72 in our OCIF reserve account. The OCIF funding must be used within 5 years of receipt, and can be used for the following:

- Development and implementation of Asset Management Plans;
- Water treatment/distribution;



- Wastewater and stormwater systems;
- Roads (paved, unpaved, bus lanes, and street lighting); and
- Bridges and culverts

Historically, Council has allocated this funding towards the Nipissing Road Bridge replacement project. In order to “unlock” this funding, and use the funds that must be used by December 2021, it has been proposed to Council that the outstanding funds be applied against the Midlothian RAP Project, with an equivalent transfer back into the Roads Capital reserve.

### **Parkland Fund**

As of December 31, 2020, a total of \$135,987.87 was in our Parkland reserve account. As mentioned in a previous staff report, per Section 42 of the Planning Act this is to be used for “public recreation purposes, including the erection, improvement or repair of buildings and the acquisition of machinery for park and other public recreation purposes”.

Some of this funding is brought into revenue each year to offset capital repairs at the arena. In addition, other projects such as the Santa Claus Parade and park maintenance have been included as well. Should the Recreation Committee plan a project for Council approval in 2021, it is likely that such a project could be covered under this funding stream as well.

### **Safe Restart Program**

Ryerson has \$60,127.40 remaining in reserves with respect to the COVID-19 Safe Restart Program, which is to be applied against “COVID-19 related operating pressures”. This description has been interpreted by our auditors to include expenses such as certain technological purchases and PPE/cleaning costs.

### **Ontario Cannabis Legalization Implementation Fund**

There is \$15,000 in our general reserves with respect to the 2019 OCLIF allocations. This funding has proved difficult to use; the agreement sets forth that “municipalities must use the money they receive from the Fund solely for the purpose of paying for implementation costs directly related to the legalization of cannabis”. Specific examples provided are:

- Increased enforcement (police, public health and by-law)
- Increased response to public inquiries (311 calls, correspondence)
- Increased paramedic services
- Increased fire services
- By-law/policy development

I have sent a question to the administering body to inquire about the potential use of this grant towards public awareness campaigns, but have not received a response as of the writing of this report.

**RFP for Human Resources Vendor of Record**

Recommendation: Be it resolved that Ryerson Township Council approve the issuance of an RFP for a Human Resources Vendor of Record.

Background:

At a previous meeting, Council was made aware of staff's intent to issue and RFP for a Human Resources Vendor of Record. This would be a qualified individual or firm brought in to support HR projects, including but not limited to:

- Succession planning
- Review and update of other HR policies
- Ensure compliance with the ESA and other governing legislation

A draft RFP has been included as part of this agenda package. Staff are seeking comments, revisions, and approval from Council prior to publicly issuing this document.

**Municipal Modernization Program- Phase II**

Recommendation: Be it resolved that Ryerson Township Council support the submission of an application under the Municipal Modernization Program-Phase II, for a third-party review of municipal operations.

Background:

At the meeting on February 16, Council was made aware that the Municipal Modernization Program- Phase II was open for applications. It is my intent to submit an application under this funding stream to have a service delivery review conducted. As a reminder, applications are to be submitted by March 15, 2021, with the review to be completed and posted on our website by November 30, 2021.

While not explicitly required, to strengthen our application it would be beneficial for Council to pass a resolution in support of this project. A draft resolution to that effect has been prepared for this meeting.



# Request for Proposals

Human Resources Vendor of Record

## **1. Purpose of Request for Proposal**

The Township of Ryerson is inviting proposals to provide human resources services on an as-needed basis. The proposals are to be based on the specifications contained in this document. The term of the contract will be twelve (12) months, commencing July 1, 2021 and terminating on June 30, 2022.

## **2. Information and Instructions**

### **2.1 Background Information**

The Township of Ryerson is a single-tier municipality located in the District of Parry Sound. It is a small, rural community with a population of 648 as per the 2016 Census. The Township is located approximately 35 km north of the Town of Huntsville, west of the Village of Burks Falls and the Township of Armour and east of the Municipality of Magnetawan.

The Township is governed by a Mayor and four Councillors. Residents are provided all standard municipal services, with the exception of water and sewer services. Several of these services, including the Fire Department, Arena, and Landfill are provided through a Shared Services agreement with the Village of Burks Falls and the Township of Armour.

Additional information on the Township can be found on the municipal website:  
[www.ryersontownship.ca](http://www.ryersontownship.ca).

### **2.2 Submission of Proposals**

Proposals shall be submitted in the form and format specified in Section 4 and shall include a completed Form of Proposal attached as Appendix A to this document. A designated signing officer authorized to bind the Respondent to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Township of Ryerson in accordance with Section 2.5 must be acknowledged by the Respondent on the Form of Proposal.

Each Respondent is asked to submit one (1) hard copy and one (1) electronic copy of the Proposal. The hard copy of the Proposal must be signed, sealed, and delivered to:

The Township of Ryerson  
RR #1, 28 Midlothian Road  
Burks Falls, ON P0A 1C0

The front of the sealed envelope must indicate the Respondent's full company name, the name of the lead contact, and be clearly marked 'Request for Proposal- Human Resources Vendor of Record.

The hard copy of the Proposal must be received no later than 4:00 PM local time on DATE TBD

It is the responsibility of the Respondent to ensure that the Township receives its Proposal prior to the submission deadline, in accordance with the submission process outlined above. Proposals received after the submission deadline will not be considered and will be returned unopened. Faxed or electronic submissions that are unaccompanied by a hard copy submission will not be accepted as a response to this RFP.

### **2.3 Lead Contact**

The Township of Ryerson has endeavoured to provide complete and correct information necessary for Respondents to properly assess and determine the scope and complexity of work prior to submitting a Proposal.

Respondents are solely responsible for determining if more information is required or if anything contained in this document appears incorrect or incomplete, and for contacting the Lead Contact identified below if they have any questions whatsoever prior to the closing date.

Information obtained from any source other than the Lead Contact is not official and may be inaccurate. The Township will not be responsible for any verbal statement, instruction or representations.

All inquiries for this RFP must be directed by email to:

Judy Kosowan  
CAO/Clerk/Deputy Treasurer  
clerk@ryersontownship.ca

A Respondent may be disqualified if, during the period between the issuance of this Request for Proposal and the date of notification of the award, they contact any individual who is involved in this RFP process and who is not the Lead Contact. This is to ensure that all Respondents receive the same information and are treated equitably.

### **2.4 Required Review and Clarification**

It is the responsibility of each Respondent to carefully review this RFP. Questions concerning clarification of the contents of this document must be received by the Lead Contact by no later than 4:00 PM local time on DATE TBD. This is to allow time for the issuance of any necessary addenda.

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

### **2.5 Amendments to the RFP**

The Township may issue addenda to clarify and/or modify certain aspects of the RFP prior to the submission deadline. Addenda shall be posted by 4:00 PM on DATE TBD to [www.ryersontownship.ca](http://www.ryersontownship.ca) and shall be available in hard copy format at the municipal office.

### **2.6 Opening of Proposals**

There will be no formal opening of proposals. Proposals will be evaluated and a recommendation brought to Council at the DATE TBD regular meeting. Respondents are welcome to attend this meeting at their own cost.

### **2.7 Rights of the Township of Ryerson**

The Township of Ryerson reserves the right to:

- a) Make public the names of any or all Respondents and their quoted fees;
- b) Verify with the Respondent or with a third party any information set out in their Proposal;
- c) Disqualify any Respondent whose Proposal contains misrepresentations, any other inaccurate or misleading information, or any qualifications;
- d) Disqualify any Respondent who has engaged in conduct prohibited by this RFP;
- e) 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;
- f) Select a Respondent other than the Respondent whose Proposal reflects the lowest cost to the Township;
- g) Cancel this RFP process at any stage;
- h) Cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- i) Accept or reject any or all Proposals in whole or in part;
- j) Discuss with any Respondent different or additional terms to those contemplated in this RFP or in any Respondent's Proposal;
- k) If a single Proposal is received, reject the Proposal of the sole Respondent and cancel this RFP process or enter into direct negotiations with the sole Respondent; and
- l) Enter into negotiations with the selected Respondent to obtain cost savings, additional services, or any other matter.

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



**2.8 Not Responsible for Costs**

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

**2.9 Proposal Expiry Date**

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

**2.10 Confidentiality and Ownership**

Any information provided to the Respondent by the Township before, during, or after the RFP is completed shall be treated as confidential and shall not be used or communicated by the Respondent or any third party in any way unless otherwise identified or permitted by the Township of Ryerson or under Federal/Provincial legislation. Information, reports, documentation, plans, etc. that are produced by the successful Respondent in response to this RFP shall become the exclusive property of the Township of Ryerson. However, intellectual property such as specific tolls, templates, and processes that the Respondent provides as part of the deliverables remains the property of the Respondent if so requested.

**2.11 Freedom on 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 become a public record. Once a Proposal is received by the Township 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.

**2.12 Extension of Contract**

The Township may, jointly or independently, negotiate the extension of the contract with the successful Respondent for a period of time to be decided by those parties. The decision to extend the contract may be based in full or in part on the results of the successful Respondent's performance over the duration of the contract.

**2.13 Termination of Contract**

The Township reserves the right to immediately terminate a contract with the successful Respondent for sufficient cause, including but not limited to non-performance, late deliveries, inferior quality, and fee issues. Either party may terminate a contract by providing the other party with 90 calendar days' written notice including the reason for termination.



**2.14 Additional Requirements**

- a) The use of qualified sub-contractors by the Respondent to perform specific duties while under contract is permitted only if the Respondent declares such use in the Proposal or if the successful Respondent receives written approval from the Township.
- b) The successful Respondent 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 against any liability which may arise from the successful Respondent’s activities under this contract. The successful Respondent must provide a certificate of insurance within 30 days of awarding the contract.
- c) The successful Respondent 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 the Occupational Health and Safety Act.

**2.15 Proposed Timeline**

The timeline set out below is the Township’s best estimate of the schedule that will be followed. It is intended to be for guidance purposes only.

RFP Issue Date	DATE TBD
Deadline for submission of questions (see Section 2.4)	DATE TBD
Deadline for addend to be posted on the Township website (see Section 2.5)	DATE TBD
Submission Deadline	DATE TBD
Recommendation taken to Council	DATE TBD
Notification of Award	Within ten (10) calendar days following Council decision

**3. Scope of Work**

The Corporation of the Township of Ryerson will retain a qualified human resources consultant on an as-needed basis. Respondents must be excellent communicators and possess personal and professional integrity and discretion. Although the exact nature of duties may vary with shifting municipal requirements and applicable legislation, in general the successful Respondent will be required:

- a) To deliver timely and appropriate human resources services to the Township in accordance with its jurisdiction and authority;

- b) To be knowledgeable of legislation applicable to municipal operations, including the Ontario Municipal Act, Employment Standards Act, and other Acts, By-laws, and Regulations;
- c) To attend meetings of Council upon request in order to report and advise on human resource issues;
- d) To meet or converse with the CAO/Clerk/Deputy Treasurer and other senior municipal staff to advise on specific matters, prepare for litigation or other action, and/or discuss general matters of policy;
- e) To work with Senior Management and Council to develop a comprehensive succession plan;
- f) To assist with the review of positions, pay equity compliance and updating of job descriptions;
- g) To conduct investigations regarding employee allegations of harassment, violence, code of conduct violations, etc. and make reports and recommendations to the CAO and/or Council as required;
- h) To advise on personnel matters, including the hiring, firing, and discipline of employees, development and revision of personnel policies, and other matters which may arise that affect employees; and
- i) To assist with the development of Occupational Health and Safety-related policies and plans.

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

#### **4. Submission Requirements**

Respondents are asked to submit a proposal which contains all of the information detailed below.

##### **4.1 Format**

The Township discourages overly lengthy and costly proposals. In order for the Township to evaluate all proposals fairly and consistently, Respondents should follow the format set out herein and provide all of the information as requested. Respondents are encouraged to provide any additional information not specifically outlined in this RFP that they believe would be of value in evaluating their Proposal.

#### **4.2 Professional and Corporate Information**

Proposals must include information of a general nature on the current staffing and projects of the firm. This should also incorporate contact information for the Respondent and a general description of the corporate practice. For comparative purposes, Respondents are requested to describe their experience and resources as it relates to key areas of responsibility. These areas include, but are not limited to:

- Human resource policies
- Succession planning
- Job description development
- Workplace investigations
- Council advice

In addition, specific information shall be included with respect to those staff members who are proposed to have direct responsibility for the Township, including:

- Name and credentials, including areas of expertise
- Training and experience
- Position in the firm
- Proposed relationship to the client
- Individual fee scale, where applicable
- Anticipated general area of responsibility on behalf of the Township

#### **4.3 Conflict of Interest**

The Proposal must include a discussion of the Respondent's perception of "conflict of interest". This must include the Respondent's anticipation of future activities of the firm which may be perceived to be linked to the Respondent's knowledge of the Township, and how the Respondent would deal with such cases. The Township expects that all attempts would be made to avoid conflicts and that the Township's interests would be the primary concern of the successful firm.

#### **4.4 Fee Structure**

Proposals shall include a detailed description of all costs and the recommended method for billing. There is an expectation that fees will remain constant for the duration of the initial contract. For comparative purposes, it is preferred that cost information be reported in the following manner:

- Details on services or projects to be provided on a flat-rate lump sum fee rate.
- Services to be charged at an hourly rate, and the rates to be charged. Include the firm member, rate, and areas of responsibility.
- Cost to attend Council meetings, including mileage rates and other costs if applicable.
- Disbursement items and costs associated with referrals and other specific items that were not reported elsewhere.

- Regular invoice structure, and other charges or charging methods proposed.

The Township of Ryerson pays vendor invoices through direct deposit. The successful Respondent must provide the necessary documentation to enrol in this program.

#### **4.5 References**

Respondents should provide three (3) contact names and phone numbers to provide reference to the Respondent's services. At least two (2) of these references must be from the Ontario broader public sector. The Township may contact any or all of the references provided in its evaluation of the Proposal.

### **5. Evaluation Criteria**

As part of the evaluation process, the Township may contact one or more Respondents to clarify or obtain more information about their Proposal or substantiate any details contained therein. Discussions will only be held with Respondents who have submitted a Proposal deemed reasonably acceptable for award.

The Township of Ryerson may make their award(s) on the basis of the Proposals, without seeking additional information and/or clarification. Therefore, each initial Proposal should reflect the best efforts of the Respondent and include all required documentation as set out in the RFP.

The evaluation committee will make a recommendation to Council on the basis of the criteria identified below.

- a) A demonstration that the needs of the Township are understood and will be met.
- b) The identification of any advantages or features uniquely proposed by the Respondent which have not been identified in the RFP document.
- c) A demonstration that the Respondent is able to provide the required services.
- d) The Respondent's experience and knowledge as it relates to the scope of work.
- e) The completeness and reasonableness of the fee schedule.

**Schedule A: Form of Proposal**

The Township of Ryerson is inviting proposals for a human resources vendor of record. The contract is anticipated to be in force beginning on July 1, 2021 and ending on December 31, 2022.

I/We, the Undersigned, having examined this Request for Proposal, do hereby offer to enter into an agreement with the Township of Ryerson to provide services under the terms included in this RFP.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature of Witness	Signature of Authorized Representative of Firm
	I have authority to bind the Firm.

Name of Witness (Please Print)	Name of Authorized Representative of Firm (Please Print)

Address of Witness (Please Print)	Title of Authorized Representative of Firm (Please Print)

Date	Date

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

Adden. No. 1 \_\_\_\_\_ Adden. No. 2 \_\_\_\_\_ Adden. No. 3 \_\_\_\_\_

**Judy Kosowan**

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**From:** Beth Morton <beth.morton@townshipofperry.ca>  
**Sent:** February 23, 2021 11:49 AM  
**Subject:** District of Parry Sound Municipal Association updates

Good morning:

The Executive for the District of Parry Sound Municipal Association met electronically on February 10, 2021. During the meeting, the Executive discussed how the Association would manage their overall operations and meetings for 2021 as a result of the ongoing COVID pandemic.

From their discussions, the Executive passed a resolution waiving 2021 membership fees for all member municipalities for the 2021 year.

Furthermore, the Executive directed that the Spring Meeting for 2021 be cancelled. The Executive expects that the 2021 Fall Meeting will also be cancelled as a result of the ongoing pandemic, however they will revisit this at the Summer Executive Meeting. Once this has been confirmed, I will further provide updates.

In the meantime, please stay safe and we look forward to a meeting in the future when we can do so safely.

Regards,

Beth Morton, Secretary-Treasurer



District of Parry Sound Municipal Association  
c/o Township of Perry  
1695 Emsdale Road, Box 70  
Emsdale, ON P0A 1J0  
705-636-5941





**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, February 18, 2021 at 6:00 p.m.

Township of Strong Office

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**NOTICE: The Administration Office remains closed to the public until February 22, 2021 due to COVID-19 and pursuant to Federal and Provincial requirements we would ask the public to remain home.**

**Present:** Sundridge – Barb Belrose (teleconference)  
Ryerson – Penny Brandt (teleconference)  
Joly – Budd Brown (teleconference)  
Strong – Kelly Elik (teleconference)  
South River – Doug Sewell (teleconference)  
Burk’s Falls – Rex Smith (teleconference)  
Machar – Bart Wood (teleconference)

**Absent:** CBO: Brian Dumas with notice, Strong - Jason Cottrell without notice

**Staff Present:** Secretary: Kim Dunnett

**Guests:** None

**1. Call to Order:**

The Joint Building Committee meeting was called to order at 6:00 p.m. by the Chair Doug Sewell.

**2. Declaration of Pecuniary Interest:** No pecuniary interest was declared.

**3. Approval of Agenda:**

**Resolution # 2021-010**

**Moved by: Kelly Elik**

**Seconded by: Bart Wood**

Be it resolved that this committee does hereby approve the Agenda of the regular meeting for February 18, 2021, as presented.

**Carried**

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Doug Sewell	X	
Rex Smith	X	
Bart Wood	X	

**4. Delegation:** None

**5. Adoption of Minutes:**

**Resolution # 2021-011**

**Moved by: Bart Wood**

**Seconded by: Barb Belrose**

Be it resolved that this committee does hereby adopt the minutes of the regular meeting of January 21, 2021, as circulated.

**Carried**

**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, February 18, 2021 at 6:00 p.m.

Township of Strong Office

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Doug Sewell	X	
Rex Smith	X	
Bart Wood	X	

**6. Approval of Financials:**

**Resolution # 2021-012**

**Moved by: Budd Brown**

**Seconded by: Penny Brandt**

Be it resolved that this committee does hereby approve the following expenses of;

- January 2021 \$21,207.74

and accepts the Financial Report for January 2021.

**Carried**

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Doug Sewell	X	
Rex Smith	X	
Bart Wood	X	

**Financial Report:** The Secretary updated the members on the current bank account balance and commented that billing for Quarter 1, 2 and 3 are not required at this time. A further review of the financials in Quarter 4 will determine if billing will be necessary.

**7. 2021 Draft JBC Budget:** The Secretary provided the 5 year average spreadsheet, along with 2021 Draft Budget, which was reviewed line by line. Information on wage increases was provided by the Secretary.

**8. CBO Report:** No report

**9. Correspondence:**

**9.1** The Secretary informed the member representatives that the resolutions from member municipalities regarding wage increases received was a majority consensus.

**10. New Business:** The Secretary informed the members that emails have been circulating between the Member Clerks in regards to concerns about the New Municipal Zoning/General Standards Compliance form. It was recommended that JBC Reps speak to their Clerks and Council to address any issues. A discussion on the importance of Zoning compliance took place. The CBO and Secretary are available for any support required.

**JOINT BUILDING COMMITTEE MEETING**

Minutes

Thursday, February 18, 2021 at 6:00 p.m.

Township of Strong Office

**11. Adjournment:**

**Resolution # 2021-013**

**Moved by: Rex Smith**

**Seconded by: Penny Brandt**

Be it resolved that this committee does hereby adjourn at 7:17 p.m. to meet again on March 18, 2021 at 6:00 p.m. or at the call of the Chair.

***Carried***

**Recorded Vote:**

	For	Against
Barb Belrose	X	
Penny Brandt	X	
Budd Brown	X	
Kelly Elik	X	
Doug Sewell	X	
Rex Smith	X	
Bart Wood	X	

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Kim Dunnett, Secretary

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Doug Sewell, Chair

## 2021 Budget Worksheet (Feb 18)

	2020 Last Year Budget	2020 Last Year Actual	Variance	2021 Budget
18-10000	25,494.00	11,520.00	(13,974.00)	24,880.00
18-10500	-	-	-	-
18-10510	(14,504.00)	-	14,504.00	-
18-20000	9,885.00	13,567.00	3,682.00	11,673.00
18-20500	-	-	-	-
18-20510	(5,624.00)	-	5,624.00	-
18-30000	37,651.00	53,316.50	15,665.50	42,948.00
18-30500	-	-	-	-
18-30510	(21,421.00)	-	21,421.00	-
18-50000	38,734.00	47,446.43	8,712.43	47,173.00
18-50510	(22,038.00)	-	22,038.00	-
18-60000	12,327.00	20,727.50	8,400.50	14,917.00
18-60510	(7,013.00)	-	7,013.00	-
18-70000	39,740.00	51,465.80	11,725.80	43,502.00
18-70510	(22,609.00)	-	22,609.00	-
18-80000	10,876.00	16,509.50	5,633.50	12,552.00
18-80510	(6,188.00)	-	6,188.00	-
18-90000	-	146.31	146.31	-
18-90001	-	(6,000.00)	(6,000.00)	-
18-91000	-	6,000.00	6,000.00	-
18-92000	156,466.44	1,515.55	(154,950.89)	-
18-99999	2,601.56	1,696.53	(905.03)	1,650.00
00-00000	-	-	-	4,332.00
	<b>234,378.00</b>	<b>217,911.12</b>	<b>(16,466.88)</b>	<b>203,627.00</b>
19-00100	157,000.00	149,545.84	7,454.16	157,000.00
19-00200	7,800.00	7,247.20	552.80	7,300.00
19-00210	86.00	63.18	22.82	85.00
19-00250	300.00	148.30	151.70	300.00
19-00300	300.00	240.40	59.60	300.00
19-10000	560.00	400.00	160.00	480.00
19-10500	7,200.00	7,200.00	-	7,200.00
19-28000	2,000.00	1,620.98	379.02	2,000.00
19-29000	300.00	318.16	(18.16)	330.00
19-31000	2,500.00	2,414.11	85.89	2,700.00
19-31500	1,300.00	1,296.98	3.02	2,320.00
19-32000	3,300.00	5,176.28	(1,876.28)	1,000.00
19-33000	720.00	590.33	129.67	750.00
19-34000	-	227.64	(227.64)	300.00
19-35000	2,000.00	2,142.65	(142.65)	2,000.00
19-36000	2,200.00	2,315.65	(115.65)	2,200.00
19-37000	5,000.00	1,898.13	3,101.87	5,000.00
19-38000	-	-	-	250.00
19-39000	1,500.00	1,785.58	(285.58)	2,000.00
19-40000	500.00	59.93	440.07	250.00
19-41000	250.00	292.79	(42.79)	400.00
19-42000	500.00	-	500.00	500.00
19-43000	100.00	82.43	17.57	-
19-44000	-	-	-	3,000.00
19-45000	5,712.00	5,712.00	-	5,712.00
19-46000	150.00	-	150.00	150.00
19-50000	100.00	50.00	50.00	100.00
19-90000	-	(32,936.25)	32,936.25	-
19-91000	33,000.00	32,936.25	63.75	-
19-95000	-	3,521.95	(3,521.95)	-
	<b>234,378.00</b>	<b>194,350.51</b>	<b>40,027.49</b>	<b>203,627.00</b>
Net Surplus (Deficit):	-	23,560.61	23,560.61	-

JBC 2021 PROJECTED BUDGET CONTRIBUTIONS

	2016					2017					2018					2019					2020					Total 2016-2020	5yr Average - Budgeted Permit Revenue	%	Municipal Operating Grant Required	Jan Billing Q1	Apr Billing Q2	July Billing Q3	Oct Billing Q4
Municipality	2016	2017	2018	2019	2020	2016	2017	2018	2019	2020	2016	2017	2018	2019	2020	2016	2017	2018	2019	2020													
Burk's Falls	14,167.20	10,974.00	16,049.00	7,168.75	11,520.00	124,399.95	24,880.00	12.6%	-	-	-	-	-	-	-	197,645.00	100.0%	-	-	-	-	-	-	-	-	-	-	-	-				
Joly	8,128.00	16,087.00	8,542.00	12,043.20	13,567.00	58,367.20	11,673.00	5.9%	-	-	-	-	-	-	-	1,650.00	100.0%	-	-	-	-	-	-	-	-	-	-	-	-				
Machar	48,586.20	26,926.80	21,242.20	64,687.30	53,316.50	214,739.00	42,948.00	21.7%	-	-	-	-	-	-	-	199,295.00	100.0%	-	-	-	-	-	-	-	-	-	-	-	-				
Ryerson	14,736.96	43,216.00	49,295.40	81,172.65	47,446.43	235,867.44	47,173.00	23.9%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
South River	7,725.00	6,432.00	13,285.00	26,416.00	20,727.50	74,585.50	14,917.00	7.5%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Strong	36,493.36	44,482.30	40,634.50	44,435.70	51,465.80	217,511.66	43,502.00	22.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Sundridge	10,644.00	6,113.60	17,907.00	11,584.92	16,509.50	62,759.02	12,552.00	6.4%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Total	140,480.72	154,231.70	166,955.10	312,028.52	214,552.73	988,228.77	197,645.00	100.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					
Add: Interest income budget	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Total revenue before municipal operating grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
<b>Budgeted Expense</b>																																	
Deferred Revenue = - \$0 --> Required Municipal Operating grants																																	
Deferred Revenue = + \$0 --> No Required Municipal Operating grants																																	
<b>2020 Deferred Revenue</b>																																	

G/L 16,20000  
\$ 194,696.45

Note: As of 2019 per Resolution #2019-012 the JBC Committee decided if the exception is not tax exempt, then it will no longer apply.

	2016	2017	2018	2019	2020
South River - SR Public School	5,944.00				
Burk's Falls - LOJ School	15,240.00	2016			
Burk's Falls - Mulder Manufacturing	5,300.00	2017			
Burk's Falls - 5 Unit Town House	9,395.00	2017			
Total	35,879.00				



## Expertise for Municipalities

Peggy Young-Lovelace  
Director

1894 Lasalle Blvd.  
Sudbury, ON P3A 2A4

Tel. 705-863-3306

Fax. 705-806-4000

www.e4m.solutions

February 11, 2021

Your Worship & Members of Council,

### **RE: Municipal Support Services**

Expertise for Municipalities Non-Profit Association (E4m) would like to work with you to develop stronger tools so that your municipality can achieve even greater success!

We know that being a municipal councillor is a challenging role. Unlike provincial or federal politics, there is no unifying "party" [team] policy. It is this policy that governs behaviour, outlines how individuals will work together and guides political decision making.

What we see is council members not working together. There is no sense of team or common purpose. We see members of council either individually or collectively crisis or issue managing matters that are operational in nature and not within the role of Council or an individual member of Council; there are outdated strategic plans [some municipalities do not even have one] or forward and/or future thinking. We hear about communication challenges between Council and municipal officers/staff. We see negative press and community stagnation. And more recently, we see workplace harassment complaints, high employee turnover and complaints to the Integrity Commissioner all which are quite costly to the municipality. This is not sustainable.

E4m's goal is to empower excellence in the municipal sector. In keeping with our status as a non-profit, 20% of all fees are kept within our organization for the express purpose of assisting small municipalities through subsidized workshops and related events. It is through this process that we know we can provide significant assistance and knowledge transfer to the sector.

We would like to work with you to adapt/update/build appropriate leadership tools that will assist you in governing the municipality and working with your Senior Manager. We have selected some specific tools because we often hear:

- Council has no control, staff are running the show
- We never seem to accomplish anything, it's like we are constantly spinning our wheels
- Nothing is being accomplished because we make a decision at one meeting then change it the next
- Council members talk in circles and don't make decisions
- We elect councillors to represent us when all they really do is represent themselves.... The only time we see them is when they want our vote
- Staff give council biased information and council doesn't listen to ratepayers

Municipal councils have a significant amount of responsibility. They determine what services will be provided to the community and to what level. They are the

policymakers. Council as a whole is a leader. To lead successfully and make the most impact on the community Council needs appropriate tools.

The following are tools that we see as critical for municipal success!

- Council Term Plans – These are designed to help focus the work of Council and provide clear direction to municipal staff about Council's expectations. We strongly think that Council Term Plans are a powerful leadership tool. They act as a guide for decision making and help to establish accountability/transparency with the ratepayers. Highly successful municipalities use tools such as a Council Term Plan. [\$1,500 to \$6,500]
- CAO or other Senior Manager Performance Evaluations/Evaluation Systems – without these you set your employee up for failure and the municipality for potential litigation. We have developed a streamlined process ideal for small municipalities that provides clear expectations to your Senior Manager [and the rest of the municipal operation] and a way to evaluate performance that is effective and not punitive. [\$2,400 if strategic or Council Term plans exist]
- Not-so-Service Reviews – Managing more effectively with what you have – our process involves facilitating discussions with Council to consider what Council thinks is “broken” or not working well and then developing strategies/policies/tools to address the concerns. [from \$2,500 depending on size of municipality and scope of the review]
- Employee Recruitment/Retention/Succession Planning – a number of small municipalities are facing changeover in the most senior management position. Finding qualified or “right fit” replacements is challenging. We have developed a process to help Council navigate the process, find the “best fit” and negotiate employment terms. Our process engages Council to evaluate the position [and determine relevance], the specific need to be filled within the organization and based on that we identify the characteristics you should be seeking for a “best fit” when filling the position. [\$2,250 plus advertising costs, legal costs, and other incidentals]
- Community Engagement Strategies including Council/Municipal Report Cards - engaging your community is critical for long term community resilience and success. Working with Council we facilitate the development of engagement processes and the necessary ‘tools’. [from \$2,875 – ask for a quote]

Our fees are affordable. We tailor them to the specific work and the size of the municipality. If you would like a quote, please email [support@e4m.solutions](mailto:support@e4m.solutions) and we will be happy to provide you with more detail.

We look forward to working with you!

Respectfully,



Peggy Young-Lovelace  
Director/Independent Consultant  
E4m