

MUNICIPAL CORPORATION OF TOWNSHIP OF ARMOUR

Agenda

January 23, 2024

REGULAR MEETING AT 7:00 P.M.:

- Confirmation of the minutes of the public meeting of January 9, 2024 (1)
- Confirmation of the minutes of the regular meeting of January 9, 2024 (2)
- List of proposed resolutions (3)

LAND ACKNOWLEDGEMENT

DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF:

DELEGATIONS:

- Amy Tilley, Waste Management Administrator – January 2024 Report (4)

ACCOUNTS FOR APPROVAL: NONE

APPLICATIONS: NONE

BY-LAW (S):

- #7-2024 – To adopt a Pre-Consultation By-law and Rescind By-law #9-2007 (5)
- #8-2024 – To establish fees and charges – First & Second readings (6)

REPORTS:

- By-law Enforcement – 2023 Annual report (7)
- Recreation Coordinator – January report (8)
- AHHC – Minutes of meeting held on January 4, 2024 (9)
- DSSAB – Meeting held on January 11, 2024
- Library Board – Meeting held on January 17, 2024
- Agricultural Society – Notes of the January 18, 2024 meeting (10)

CORRESPONDENCE: #11 TO #15

UNFINISHED BUSINESS:

- Planning Report – Update on changes to Planning Act and Provincial Planning Statement (16)
- Staff Report – New Library Project (17)

NEW BUSINESS:

- 2023 Council Statement of Remuneration and Expenses (18)
- Planning Report – Proposal for Flag Lots (19)
- Agenda – February 26, 2024 TRI Council meeting – Discussion (20)
- Amendment to Procedural By-law – Discussion (21)
- Request for Donation – Almaguin Pride Network
- KCC Rentals – Township Employees

CLOSED SESSION: IF REQUIRED

ADJOURNMENT:

DATES TO REMEMBER:

- January 20 – 21, 2024 – 27th Annual Winterfest
- January 22, 2024 – Historical Society
- January 24, 2024 – Planning Board Meeting Cancelled
- January 25, 2024 – ACED - 6:00 p.m.
- February 1, 2024 – AHHC
- February 5, 2024 – KCC
- February 8, 2024 – DSSAB
- February 13, 2024 – Council Meeting
- February 14, 2024 – Valentine's Day



Any member of the public who wishes to attend the virtual Council meeting may contact the Deputy Clerk by 4:00 pm on Tuesday, January 23, 2024 via telephone at 705-382-3332 or by email at deputyclerk@armourtownship.ca

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

PUBLIC MEETING MINUTES

January 9, 2024

The Council of the Corporation of the Township of Armour held a virtual public meeting on Tuesday, January 9, 2024 at 6:30 p.m. in the Armour Township Council Chambers to consider an amendment to By-Law #27-95, as amended, the Armour Township Comprehensive Zoning and an Official Plan amendment No. 5.

Those in attendance were: Mayor Rod Ward; Councillors: Rod Blakelock, Jerry Brandt, Dorothy Haggart-Davis and Wendy Whitwell; Guests: Nelson Cuthbert, Susan Cowell and Lori Gilders; Applicants: Mark Armstrong and Susan Armstrong; Agent: Debbie Vandenakker; Municipal Planner: Bob Miller, Staff: John Theriault, Clerk/Treasurer-Administrator and Charlene Watt, Deputy Clerk.

The purpose of the Public Meeting is to allow the public an opportunity to review proposed Official Plan Amendment No.5 and a draft Zoning By-law Amendment which conforms with the amended Official Plan. The effect of both the Amendments is to add policy and regulations to the aforementioned planning documents to satisfy conditions 5 and 6 of technical consents B-032/23, B-033/23, B-034/23 and B-035/23 approved by the Southeast Parry Sound District Planning Board with no appeals. These consents, including the retained parcel, restore the subject lots to their former state before the titles to these properties were legally merged in error. The zoning by-law amendment recreates five formerly existing rural lots to their former state before their titles were legally merged in error. All of the subject lots are oversized with frontages on Skyline Drive. Rural Exception (Ru-107) Zone will limit their minimum lot frontages and minimum lot areas to as they existed on the date of their severance approvals by the Planning Board. This will legally prohibit future development of these lands into smaller parcels, by any means of land division, thereby preventing backlot development around Three Mile Lake.

Notice of the public meeting was given by prepaid first-class mail on December 8, 2023 to the ministries and agencies and residents within 120 metres of the properties, as required by the *Planning Act*. Notice was also published in the digital Almaguin News for one month, commencing the day of December 8, 2023 and on the Township of Armour website.

No written submissions were received.

No one spoke in support of the amendment.

No one spoke in opposition to the amendment.

The Applicants confirmed understanding of the Official Plan Amendment and the Zoning By-law Amendment.

Council will consider all the comments from the public in attendance before making a decision.

The public meeting for the proposed zoning by-law amendment to initiate changes to the Zoning By-law to add policy and regulations to the aforementioned planning documents to satisfy conditions 5 and 6 of technical consents B-032/23, B-033/23, B-034/23 and B-035/23 approved by the Southeast Parry Sound District Planning Board with no appeals. adjourned at 6:36 p.m.

Rod Ward, Mayor

John Theriault, Clerk

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

January 9, 2024

The regular meeting of the Council of the Township of Armour was held on Tuesday, January 9, 2024 at 7:00 p.m. Those in attendance were: Mayor Rod Ward; Councillors Rod Blakelock, Jerry Brandt, Wendy Whitwell and Dorothy Haggart-Davis; Delegations: Keith McCoy, Roads Supervisor and Kim & Bruce Mark, Residents; Guests: Lori Gilders, Nelson Cuthbert, Mark & Sue Armstrong, Rocco Frangione, Albine Cook and Nieves Guijarro; Staff: John Theriault, Clerk-Treasurer/Administrator and Charlene Watt, Deputy-Clerk.

INDIGENOUS LAND ACKNOWLEDGEMENT:

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

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the regular Council meeting held on December 12, 2023 were approved as circulated.

DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF:

No pecuniary interest and general nature thereof were declared.

DELEGATIONS:

Keith McCoy, Roads Supervisor provided a report on the work the Roads Department will be doing in 2024 and an equipment utilization chart for 2023. Questions were asked and answered.

Bruce Mark, owner of 1013 Skyline Drive made a presentation to Council on the restrictions the Township has placed on his property in regards to trailer licensing and how it is infringing on his right to have alternate accommodations for his family and visitors due to the limited size of his house. Council advised occasional use of a stored trailer for up to 14 days per year would not require a license. Only one trailer is permitted.

Delegation for Wayne Brandt, owner of 525 South Horn Lake Road, represented by Brian McCabe, was not in attendance.

ACCOUNTS FOR APPROVAL:

The list of accounts for January 2024 was approved by resolution.

APPLICATIONS:

Council reviewed consent applications B-039/23 & B-40/23, Concession 6, Part of Lot 20, on Skyline Drive. Council discussed the applications and passed a resolution supporting the applications with conditions.

BY-LAWS:

By-law #01-2024 being a by-law to authorize temporary borrowing for 2024 was read in its entirety and passed by resolution.

By-law #02-2024 being a by-law to provide for an interim tax levy, penalty charges and interest for 2024 was read in its entirety and passed by resolution.

By-law #03-2024 being a by-law to confirm the proceedings of Council at its December 2023 meeting was read in its entirety and passed by resolution.

By-law #04-2024 being a by-law to adopt a Municipal Accessibility Plan was read in its entirety and passed by resolution.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

January 9, 2024

BY-LAWS cont'd:

By-law #05-2024 being a by-law to approve a Zoning By-law Amendment for 723 Skyline Drive to designate the lands as Ru-107 as a condition for consents B-032/23, B-033/23, B-034/23 and B-035/23 was read in its entirety and passed by resolution.

By-law #06-2024 being a by-law to approve Official plan Amendment No. 5 for 723 Skyline Drive as a condition for consents B-032/23, B-033/23, B-034/23 and B-035/23 was read in its entirety and passed by resolution.

REPORTS:

Council reviewed the January 2024 Planning Report.

Council reviewed the January 2024 Building Permit Report, the Building Summary for 2023 and a comparison chart for building permits between 2019 and 2023.

Council reviewed the minutes of the AHHC meeting of December 7, 2023, which included a presentation from the MAOHT HHR Task Force. A verbal report was also given on the January 4, 2024 meeting of AHHC.

Council reviewed an invoice from the East Parry Sound Veterinary Service Committee and the minutes from their annual meeting.

Council reviewed the minutes and the Director of Economic Development's Report of December 19, 2023. Council also reviewed the draft 2024 budget for economic development and passed a resolution approving the budget.

Council reviewed the report on the December 13, 2023 meeting of the Planning Board.

Council reviewed the minutes from the District of Parry Sound Municipal Association Executive meeting of December 13, 2023.

Council reviewed the Eastholme Administrator's Report of December 20, 2023.

A verbal report was given on the January 8, 2024 meeting of the KCC.

CORRESPONDENCE:

Council reviewed a letter from the Township of Asphodel-Norwood requesting their support in asking the Province to help reduce municipal general insurance costs. Council passed a resolution of support.

Council received a letter from the Township of Conmee requesting their support in asking the Province to amend the *Municipal Act* and the *Elections Act* to stop people with a criminal record to run for municipal office. Council passed a supporting resolution.

Council received a letter from the Town of Aurora requesting their support in asking the Federal and Provincial Governments to increase their efforts to end homelessness in Ontario. Council passed a supporting resolution.

Council received a letter from the Town of Aurora requesting their support in calling on all levels of governments to strengthen available tools to deny inciteful speech that encourages violence and physical harm. Council passed a resolution of support.

Council received a letter from Greater Sudbury requesting their support in calling on the Province to amend the *Occupational Health and Safety Act* to clarify the definition of "employer". Council passed a resolution of support.

Council received a letter from North Bay Parry Sound District Health Unit requesting their support in calling on the Province to develop strategies to prevent intimate partner violence. Council passed a resolution of support.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

January 9, 2024

CORRESPONDENCE cont'd:

Council received a letter from the Township of Clearview requesting their support in calling on the Province to help municipalities deal with the ownership and maintenance of abandoned cemeteries. Council passed a resolution of support.

Council received a letter from the Municipality of Grey Highlands requesting their support in asking the Province to modernize the process to approve smaller pipelines which would service communities in a more cost-effective and timely manner. Council passed a resolution of support.

Council reviewed a news release from Ontario News advising that the Province is helping more students kick-start careers in the Trades.

Council reviewed a news release from Muskoka Algonquin Healthcare advising that their nuclear medicine suite has reopened with state-of-the-art equipment.

Council reviewed a news release from Ontario News advising that the Province is taking action to support municipal partners in building more homes and protecting taxpayers.

Council reviewed a resolution from the Township of Ryerson approving a donation to the Historical Society.

Council reviewed a resolution from the Township of Ryerson approving the number of free garbage bags to be issued by Ryerson in 2024.

Council reviewed a news release from Ontario News advising that the Ontario consumers will be able to buy beer in grocery stores starting in 2026.

Council reviewed a resolution from the Township of Ryerson approving the allocation of \$125,000 for a new library.

Council reviewed a news release from Muskoka Algonquin Healthcare advising that they have chosen a property for the new Bracebridge Hospital.

Council reviewed a letter from AMCTO sharing their submission on modernizing the *Municipal Freedom of Information and Protection Privacy Act*.

Council reviewed the December 2023 Labour Report provided by The Labour Market Group.

UNFINISHED BUSINESS:

Council reviewed a presentation from Muskoka Algonquin Healthcare on the redevelopment project for the Huntsville and Bracebridge Hospitals.

Council reviewed and discussed a resolution from the Village of Burk's Falls requesting they encourage the developer of the proposed new Health Hub to develop a business model and plan for this project.

NEW BUSINESS:

Council reviewed a request from the Winterfest Committee to provide insurance for this event. Council passed a resolution designating Winterfest as a significant community event for the Township of Armour. A copy of the resolution is to be circulated to the joint municipalities.

Council discussed a proposal from the Historical Society to build a second floor in the new storage building at the Watt Century Farmhouse. Engineered drawings will be required from the presented concept drawings. Estimated budget costs are to be determined for the proposed expansion. Based on the quotes received, Council is willing to build the washroom and the storage room, but not a second floor. A quote for engineered plans will be obtained and reported to Council.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

January 9, 2024

NEW BUSINESS cont'd:

Council reviewed a staff report from the Deputy-Clerk on the 2024 Doe Lake Park washroom contract. Council passed a resolution awarding the contract.

RESOLUTIONS:

Resolution #1 - Moved by Jerry Brandt, seconded by Rod Blakelock; That the Council of the Township of Armour approve the minutes of the regular council meeting held on December 12, 2023, as circulated. Carried

Resolution #2 - Moved by Rod Blakelock, seconded by Wendy Whitwell; That the Council of the Township of Armour approve the January 2024 accounts, in the amount of \$575,297.97 for payment, and the Mayor and the Treasurer are hereby authorized to sign cheques for same. Carried

Resolution #3 - Moved by Dorothy Haggart-Davis, seconded by Rod Blakelock; That the Council of the Township of Armour hereby support the severance applications B-039/23 & B-040/23, Part Lot 20, Concession 6, Skyline Drive submitted by Stephanie Nasturzio and David Creasor subject to the following conditions:

- If the reference plan or other evidence discloses that the severed property contains a road deviation maintained by the municipality as a public road, then the applicant shall survey and transfer such road deviation to the municipality;
- That the applicant convey the required cash in lieu of parkland dedication to the Township of Armour as per the current by-law;
- That the Township's Roads Supervisor confirm that a suitable location for a new entrance on the proposed severed lots can be properly constructed to municipal standards. Should signage be required, such as hidden driveway sign(s), that the Applicant cover the costs of the signs and posts. Carried

Resolution #4 - Moved by Jerry Brandt, seconded by Wendy Whitwell; That the Council of the Township of Armour have read and approve By-law #1-2024 being a by-law to authorize temporary borrowing for 2024 and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #5 - Moved by Dorothy Haggart-Davis, seconded by Jerry Brandt; That the Council of the Township of Armour have read and approve By-law #2-2024 being a by-law to provide for an interim tax levy, penalty charges and interest for 2024 and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #6 - Moved by Wendy Whitwell, seconded by Jerry Brandt; That the Council of the Township of Armour have read and approve By-law #3-2024 being a by-law to confirm the proceedings of Council at its December meeting and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #7 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour have read and approve By-law #4-2024 being a by-law to adopt a Municipal Accessibility Plan that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #8 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour have read and approve By-law #5-2024 being a by-law to approve a Zoning By-law amendment for 723 Skyline Drive and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #9 - Moved by Wendy Whitwell, seconded by Jerry Brandt; That the Council of the Township of Armour have read and approve By-law #6-2024 being a by-law to approve an Official Plan amendment for 723 Skyline Drive and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

January 9, 2024

RESOLUTIONS cont'd:

Resolution #10 - Moved by Wendy Whitwell, seconded by Rod Blakelock; That the Council of the Township of Armour approve the draft 2024 ACED budget, in the amount of \$408,018, with the Township of Armour's contribution being \$36,851. Carried

Resolution #11 - Moved by Wendy Whitwell, seconded by Rod Blakelock; That the Council of the Township of Armour supports the Township of Asphodel-Norwood and requests that the Province take action to reduce general insurance costs for municipalities. Carried

Resolution #12 - Moved by Jerry Brandt, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour supports the Township of Conmee and requests that the Province amend the *Municipal Act* and the *Elections Act* so that people with a criminal record who have not had their record pardoned from the RCMP Data Base by order of the Governor General of Canada, be prohibited from becoming a candidate in municipal elections or holding office on a municipal council. Furthermore, that any elected local government official be disqualified from office upon conviction of a criminal offence and must resign. Carried

Resolution #13 - Moved by Jerry Brandt, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour supports the Town of Aurora in requesting that the Federal and Provincial Governments commit to ending homelessness in Ontario, work with municipalities and AMO to achieve this goal, provide long-term funding to create more affordable and supportive housing for people in need and increase investments in evidence informed substance use prevention and mental health promotion initiatives that provide fundamental support for the health, safety and well-being of individuals, families and neighbourhoods beginning from early childhood. Carried

Resolution #14 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour supports the Town of Aurora and calls on all levels of government to strengthen available tools to deny inciteful speech that encourages violent extremists the ability to publicly manipulate, advocate and incite violence or physical harm to another human being, whether online or in person. Carried

Resolution #15 - Moved by Wendy Whitwell, seconded by Rod Blakelock; That the Council of the Township of Armour supports Greater Sudbury and requests that the Province amend the *Occupational Health and Safety Act* to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project. Carried

Resolution #16 - Moved by Jerry Brandt, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour supports the North Bay Parry Sound District Health Unit and calls on the Province to invest in surveillance and analytical methodologies at a provincial and local level to gain a better understanding of the prevalence of Intimate Partner Violence and Adverse Childhood Experiences and to permit monitoring of trends and data-informed action. Furthermore, that the Province develop a Provincial Partner Violence strategy to support the identification, implementation, evaluation and monitoring of effective violence prevention strategies. Carried

Resolution #17 - Moved by Dorothy Haggart-Davis, seconded by Rod Blakelock; That the Council of the Township of Armour supports the Township of Clearview and requests that the Province amend the *Funeral, Burial and Cremation Services Act, 2002* to have the Province, through BAO, identified as the default owner and operator of abandoned cemeteries, provide annual funding to municipalities to assist with the maintenance of cemeteries, provide free training opportunities for municipalities regarding cemeteries and investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost. Carried

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

January 9, 2024

RESOLUTIONS cont'd:

Resolution #18 - Moved by Jerry Brandt, seconded by Rod Blakelock; That the Council of the Township of Armour supports the Municipality of Grey Highlands and endorses the recommendations put forward by Enbridge Gas to expedite the installation of natural gas to rural, remote or under-served communities. Carried

Resolution #19 - Moved by Rod Blakelock, seconded by Wendy Whitwell; That the Council of the Township of Armour designate the 27th Annual Winterfest to be held at the Armour Ryerson & Burk's Falls Memorial Arena, 220 Centre St, Burk's Falls on January 20 and 21, 2024 as a Significant Community Event for the Township of Armour. Carried

Resolution #20 - Moved by Jerry Brandt, seconded by Rod Blakelock; That the Staff Report from the Deputy-Clerk dated January 9, 2024, regarding the 2024 Doe Lake Park washroom contract be received and that the Council of the Township of Armour exempt the Doe Lake Park washroom contract from the requirement of obtaining three quotes and award the 2024 Doe Lake Park Washroom Cleaning and Maintenance Contract to Klink Enterprises for a contract price of \$7,440.00 plus HST. Carried

Resolution #21 - Moved by Wendy Whitwell, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour adjourn this regular council meeting at 9:30 p.m. until the next regular council meeting scheduled for January 23, 2024 or at the call of the Mayor or the Clerk. Carried

Rod Ward, Mayor

John Theriault, Clerk

LIST OF PROPOSED RESOLUTIONS FOR JANUARY 23, 2024

ITEM # ON AGENDA (1)

That the Council of the Township of Armour approve the minutes of the public meeting held on January 9, 2024, as circulated.

ITEM # ON AGENDA (2)

That the Council of the Township of Armour approve the minutes of the regular council meeting held on January 9, 2024, as circulated.

ITEM # ON AGENDA (5)

That the Council of the Township of Armour have read and approve By-law #7-2024 being a by-law to adopt a pre-consultation by-law and to repeal By-law #9-2007 and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto.

ITEM # ON AGENDA (6)

That the Council of the Township of Armour have read a first and second time By-law #8-2024 being a by-law to update the fees or charges for services provided by the Township of Armour and to rescind By-law #49-2023.

ITEM # ON AGENDA (11)

That the Council of the Township of Armour supports the Township of Georgian Bluffs and requests that the Province commit to undertaking, with the Association of Municipalities of Ontario, a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.

ITEM # ON AGENDA (12)

That the Council of the Township of Armour supports the Town of Mono and requests that the Province recognize a Road Safety Emergency in Ontario and take the actions listed in resolution #4-1-2024 from the Town of Mono to help solve this emergency.

ITEM # ON AGENDA (18)

That the Council of the Township of Armour approve the 2023 Council Statement of Remuneration and Expenses as presented by the Deputy-Treasurer. Furthermore, that the statement be posted on the Township of Armour's website.

ITEM # ON AGENDA (19)

That the Council of the Township of Armour direct the Municipal Planner to prepare a Zoning By-law amendment to add "Flag Lots" to the Township of Armour's Zoning By-law based on the proposed provisions, except for provision (i), for Flag Lots included in his report of January 17, 2024.

ITEM # ON AGENDA (21)

That the Council of the Township of Armour approve a donation, in the amount of \$_____ to Almaguin Pride to support the events they wish to hold in our region in 2024.

ITEM # ON AGENDA

That the Council of the Township of Armour approve that employees of the Township of Armour be allowed to rent the Katrine Community Centre at the same rates as a non-profitable or charitable organization.

ITEM # ON AGENDA

That the Council of the Township of Armour approve that employees of the Township of Armour be exempt from the Township of Armour's Fee By-law as it concerns the rental fees for the Katrine Community Centre.

ITEM # ON AGENDA

That the Council of the Township of Armour adjourn this regular council meeting at _____ p.m. until the next regular council meeting scheduled for February 13, 2024 or at the call of the Mayor or the Clerk.



TRI COUNCIL WASTE MANAGEMENT REPORT

January 23, 2024

4

BUDGET & FINANCIAL

- 2024 Draft Budget – attached for review and discussion
- Staff Report – Blue Box Transition

BAG TALLY – GATE INFORMATION FINAL 2023

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January – December 2023	17,127	4,006	1,866	10,561	955	34,575
2023 % OF TOTAL	61.296%		5.397%	33.307%		100%
January – December 2022	17,547	3,860	1,596	10,533	527	34,063
2022 % OF TOTAL	62.845%		4.685%	32.469%		100%
January - December 2021	19,778	3,883	1,248	10,209	439	35,557
2021 % OF TOTAL	66.544%		3.510%	29.946%		100%

DIVERSION PROGRAMS

Diversion Program	2023	2022	2021
Electronics	21.84 MT = \$3,276	19.532 MT = \$2,979	20.76 MT = \$3,114
Tires	Unavailable	Unavailable	1,301
Tubes & Bulbs	1,734	2,859	2,263
Batteries	2,127 lbs = \$144	915 lbs	1,218 lbs

Product	2023		2022	
	Tonnage MT	Amount	Tonnage MT	Amount
OCC	51.09	\$5,321	61.58	\$10,616
ONP				
CONTAINERS	115.30	\$3,646	122.60	\$27,430
Blue Box	166.39	\$8,967	184.18	\$38,046
Scrap Metal	29.50	\$1,650	28.51	\$1,751
TOTAL	195.89	\$10,617	212.69	\$39,797

TRI R WASTE MANAGEMENT BUDGET

	Account #	Description	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 DRAFT
	TRI R WASTE MANAGEMENT OPERATING REVENUE					
1	15-341-000	TRI R Landfill Sales	\$180,627	\$145,000	\$176,335	\$145,000
2	15-341-001	TRI R - Recycling Revenue - Equipment(2023 Filters)	\$619	\$0	\$560	\$560
3	15-342-000	TRI R Recycling Sales	\$38,698	\$15,000	\$10,482	\$15,000
4	15-344-000	TRI R Recycling Revenue - Blue Box Sales	\$190	\$150	\$33	\$150
5	15-540-000	TRI R Govt. Grants Recycling Operating	\$66,299	\$65,000	\$70,970	\$63,000
6	TRI R WASTE MANAGEMENT TOTAL REVENUE		\$286,434	\$225,150	\$258,379	\$223,710
	TRI R WASTE MANAGEMENT OPERATING EXPENDITURES					
7	16-451-000	TRI R - Salaries & Benefits	\$269,764	\$279,000	\$331,833	\$314,231
8	16-451-001	TRI R - Landfill Training, Health & Safety	\$4,712	\$3,000	\$1,843	\$2,000
9	16-452-000	TRI R - Landfill - Supplies	\$1,292	\$2,500	\$738	\$2,000
10	16-454-000	TRI R - Skid & Packer Fuel	\$5,666	\$4,000	\$8,391	\$8,000
11	16-455-000	TRI R - Insurance	\$6,610	\$7,000	\$7,266	\$7,900
12	16-455-002	TRI R - Audit & Accountant Fees	\$4,321	\$4,500	\$4,500	\$4,700
13	16-456-000	TRI R - Landfill - Hazardous Waste Disposal	\$3,358	\$3,500	\$2,375	\$2,000
14	16-460-000	TRI R - Landfill - Dozer/Site Maintenance	\$346	\$3,000	\$113	\$2,000
15	16-460-005	TRI R - Landfill - Contracted Services	\$18,267	\$6,000	\$5,363	\$4,000
16	16-461-000	TRI R - Landfill - Office & Advertising	\$1,711	\$2,500	\$1,323	\$2,000
17	16-461-001	TRI R - Landfill Bank Charges	\$3,682	\$2,500	\$3,453	\$3,500
18	16-462-000	TRI R- Payment in Lieu of taxes	\$3,587	\$3,800	\$3,639	\$3,800
19	16-464-000	TRI R - Landfill - Monitoring	\$20,974	\$20,000	\$24,207	\$24,000
20	16-465-000	TRI R - Landfill - Equipment Maintenance	\$46,005	\$30,000	\$8,063	\$30,000
21	16-475-001	TRI R - Recycling Training, Health & Safety	\$1,815	\$2,500	\$2,768	\$2,500
22	16-476-000	TRI R - Recycling - Freight	\$15,379	\$15,000	\$14,566	\$15,000
23	16-476-005	TRI R - Recycling - Processing Fee	\$30,154	\$30,000	\$31,556	\$32,000
24	16-477-000	TRI R - Recycling - Equipment Maintenance	\$16,381	\$20,000	\$9,195	\$15,000
25	16-478-000	TRI R - Recycling - Building Maint.	\$0	\$1,500	\$90	\$1,000
26	16-479-000	TRI R - Recycling - Promotion	\$0	\$0	\$0	\$0
27	16-480-000	TRI R - Recycling - Natural Gas	\$3,152	\$2,500	\$2,420	\$3,000
28	16-481-000	TRI R - Recycling - Hydro & Telephone	\$3,537	\$2,500	\$2,791	\$3,000
29	16-483-000	TRI R - Recycling - Supplies	\$2,261	\$2,000	\$1,847	\$2,000
30	16-484-000	TRI R - Recycling - Office & Advertising	\$1,097	\$2,500	\$3,400	\$2,500
31	16-486-000	TRI R - Recycling - Winter Maintenance	\$1,178	\$4,500	\$1,948	\$3,000
32	TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES		\$465,251	\$454,300	\$473,690	\$489,131
33	TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES		\$178,817	\$229,150	\$215,310	\$265,421

TRI R WASTE MANAGEMENT BUDGET						
	Account #	Description	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 DRAFT
	TRI R WASTE MANAGEMENT CAPITAL REVENUE					
34	15-343-000	TRI R - Sale of Equipment - OLD COMPACTION BIN	\$0	\$0	\$1,200	\$0
35	15-649-001	TRI R - Food Cycler Sales	\$16,330	\$0	\$0	\$0
36	TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE		\$16,330	\$0	\$1,200	\$0
	TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES					
37	16-489-003	TRI R - Landfill - Repair Operating Face	\$0	\$0	\$0	\$15,000
38	16-489-004	TRI R - Recycling - Compaction bins	\$0	\$15,000	\$12,000	\$0
39	16-489-005	TRI R - Recycling - Quonset Repair	\$0	\$0	\$0	\$15,000
40	16-489-006	TRI R - Landfill - Equipment Repairs	\$0	\$30,000	\$13,941	\$0
41	16-489-503	TRI R - Food Cycler (2022 Pilot) (2023 Filters)	\$28,179	\$0	\$490	\$0
42	TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES		\$28,179	\$45,000	\$26,431	\$30,000
43	TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES		\$11,849	\$45,000	\$25,231	\$30,000
44	TRI R WASTE MANAGEMENT NET EXPENDITURES		\$190,667	\$274,150	\$240,541	\$295,421
45	TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY		2022 budgeted 15% Plus % of Bags	2023 budgeted 15% Plus % of Bags	2023 budgeted 15% Plus % of Bags Year End	2024 budgeted 15% Plus % of Bags Draft
46	Armour	15% of Net Expenditures	\$28,600	\$41,123	\$36,081	\$44,313
47	2023 total bags 34,575 - 21,193 = 61.296% OF TOTAL BAGS		\$65,905	\$94,761	\$83,144	\$99,595
48	TOTAL CONTRIBUTION		\$94,505	\$135,883	\$119,225	\$143,908
49	Burks Falls	15% of Net Expenditures	\$28,600	\$41,123	\$36,081	\$44,313
50	2023 total bags 34,575 - 1,866 = 5.397% OF TOTAL BAGS		\$4,913	\$7,064	\$6,198	\$8,769
51	TOTAL CONTRIBUTION		\$33,513	\$48,187	\$42,279	\$53,082
52	Ryerson	15% of Net Expenditures	\$28,600	\$41,123	\$36,081	\$44,313
53	2023 total bags 34,575 - 11,516 = 33.307% OF TOTAL BAGS		\$34,049	\$48,958	\$42,956	\$54,118
54	TOTAL CONTRIBUTION		\$62,649	\$90,080	\$79,037	\$98,431
55	TOTAL OF ALL CONTRIBUTIONS		\$190,667	\$274,150	\$240,541	\$295,421
53	Final 2023 Garbage bag count for total contribution by municipality. 2023 total bags = 34,575 (Armour = 21,193 (61.296%) Burks Falls = 1,866 (5.397%) Ryerson = 11,516 (33.307%))					



STAFF REPORT

Date: January 23, 2024
To: Council
From: Amy Tilley, Waste Management Administrator
Subject: Transitioning the Blue Box to Full Producer Responsibility

RECOMMENDATION:

Be it resolved that Council receives this report for informational purposes with regard to the Blue Box Transition and Ontario Regulation 391/21 “Blue Box”;

BACKGROUND INFORMATION

In 2021 Ontario Regulation 391/21 “Blue Box” passed. This regulation aims to expand the residential Blue Box to more communities, standardize acceptable Blue Box materials across the province, and to make producers of paper products, packaging and packaging-like products 100% financially and operationally responsible for the residential Blue Box program.

The legislation applies to Blue Box materials generated from the following properties:

- Residential
- Multi-residential
- Schools (only if collected on a residential curbside collection route)
- Places of worship (only if collected on a residential curbside collection route)
- Non-profit long-term care facilities and non-profit retirement homes
- Public space bins in municipal parks, and on sidewalks (only if collected on a residential curbside collection route)

This regulation excludes the industrial and commercial sectors and segments of the institutional sector. These are referred to as “non-eligible sources” of blue box materials.

The new regulation is being implemented in two phases:

1. Transition – July 1, 2023 to December 31, 2025
2. Post-Transition – starting January 1, 2026

The first eligible communities, which included the City of Toronto and the City of Ottawa transitioned on July 1, 2023. Transition of the TRI R blue box program is scheduled for January 1, 2025.

Non-Eligible Source blue box material cannot be co-mingled with residential blue box material after January 1, 2026.



STAFF REPORT

As municipalities plan and prepare for the transition and post-transition, the Waste Management Administrator continues to meet regularly with the Association of Municipalities of Ontario, Municipal Waste Association, and the Continuous Improvement Fund, as well as waste colleagues. These meetings provide valuable information and lessons learned from other transitioned municipalities.

CIRCULAR MATERIALS

[Circular Materials](#), Ryse Solutions and H2 Compliance are the producer responsibility organizations that will be operating Ontario's new [common collection system](#). This new system, operated by Circular Materials, represents the evolution from product stewardship to a more circular economy where materials are collected, recycled and returned to producers for use as recycled content in new products and packaging. More material looped into the circular economy means less waste, which not only benefits consumers but also our planet.

Some of Circular Materials members include Coca-Cola, Kraft Heinz Company, Loblaw Companies, Maple Leaf Foods, McDonalds, Metro, PepsiCo, P&G, Restaurant Brands International and The Clorox Company.

ELIGIBLE COMMUNITY DEPOT OPERATIONS AGREEMENT

It is anticipated that we will see a Depot Operations Agreement from Circular Materials before the summer. The agreement is a 38 page document, that outlines the obligations of the Municipality as a "service provider" to Circular Materials. Once received, we will have the opportunity to review and "Opt-in" or "Opt-out"

Opt-in

If Council continues to recommend opting-in to an agreement with Circular Materials' for the Depot Operations:

- Residents will continue to drop-off acceptable blue box materials at the TRI Communal Landfill & Recycling Centre;
- Obligated to reduce non-blue box materials (contamination) in the collected blue box material to no more than four percent (4%) by weight;
- The Industrial/Commercial sector (non-eligible sources) can continue to drop-off blue box materials until December 31, 2025 with the TRI R paying \$200 per metric tonne of total materials, based on 4.40% of materials being from non-eligible sources (4.40% calculated using Armour & Ryerson MPAC Codes and Circular Materials (CM) Guidance Document versus 25% estimated by CM);



STAFF REPORT

- TRI R will not incur any costs for hauling and processing of residential mixed containers (\$46,121 expense in 2023).

Opt-out

If Council “opts-out” of executing Circular Materials’ Depot Operations Agreement:

- Residents would drop-off their garbage at the TRI Communal Landfill and then drive somewhere else to drop-off acceptable blue box materials;
 - The regulation requires Circular Materials to open the same number of depots as there are garbage depots (there is no obligation for the new blue box depot to be located near the current waste disposal site);
- TRI R will not incur any costs for hauling or processing of residential blue box materials;
- Mixed Container Compactor, Cardboard Baler, Mixed Paper Baler, Forklift, and collection cages all become stranded assets (magnetic separator & Thompson Baler);
- Industrial and Commercial sector would not be provided blue box service in 2025, however the stranded assets could be used for this purpose and the municipalities would need to determine how to fund that program (user-pay or tax base).

THE UNKNOWN

Our current blue box program has three streams, two of which are processed (sorted and baled) on site with minimal contamination as quality control is preformed while the material is baled. The third stream is placed in the compactor and shipped to Waste Connections for processing. Residents are directed and information on what is accepted is there at the machine, however unwashed food containers, children’s toys, car mats and all sorts of other plastic items are assumed to be recyclable, when actually considered to be contaminants (non-blue box material). Current contamination rate of this stream is 20%, a far cry from the 4% obligated by the blanket depot operations agreement.

From the moment Circular Materials was appointed as the administrator of the new blue box collection system, they made it quite clear that it would not pay municipalities for processing material. Sorting and baling cardboard/boxboard and mixed paper is considered processing, whereas it should be recognized as consolidating material with minimal contamination for hauling to a receiving facility. We currently market this material through Continental Paper Grading in Mississauga. Our Circular Materials’ appointed receiving facility is the Waste Connections plant in Bracebridge.



STAFF REPORT

At this point, the first 67 eligible communities transitioned July 1 – December 31 2023. The next 127 eligible communities transition January to December of 2024. The final 182 eligible communities (Armour, Ryerson & the Village curb) transition January to December 2025. It is anticipated that we will see an Eligible Community Depot Operations Agreement with an offer (financial reimbursement) for service. Until it is received, it is unknown if we will be compensated for the cardboard/boxboard and mixed paper as it is handled today. Other municipalities contacted have been informed that bins will be provided and material will be shipped loose (uncompacted) to the receiving facility.

It should be noted that any compensation would be based on the Data Call reported costs of blue box operations in 2021. A review of current operations is provided as an attachment to this report.

The other “unknown” is what to do with Non-eligible source (IC&I) blue box material after January 1, 2025. (Churches, Campgrounds, municipal buildings, non-residential BIA, Stores, Businesses)

FINANCIAL IMPLICATIONS:

If the TRI R opts-in to the “Eligible Community Depot Operations Agreement”:

Revenue

TRI R would no longer receive \$62,000 - \$68,000 in funding from Stewardship Ontario as that funding program will have ended.

TRI R would no longer receive rebates from Waste Connections (\$3,646 2023 - \$27,430 2022) for mixed containers and Continental Paper Grading (\$5,321 2023 - \$10,616 2022) for cardboard/boxboard. No revenue has been received for Mixed Paper since 2019, usually paying for transport to a receiving facility.

TRI R could potentially receive \$117,000 (this includes the deduction for the inclusion of non-eligible source blue box material in 2025) to provide blue box collection for Circular Materials. This revenue would be based on full compensation for our current operations.

Expenses

TRI R would no longer have \$46,000 in blue box hauling and processing expenses.

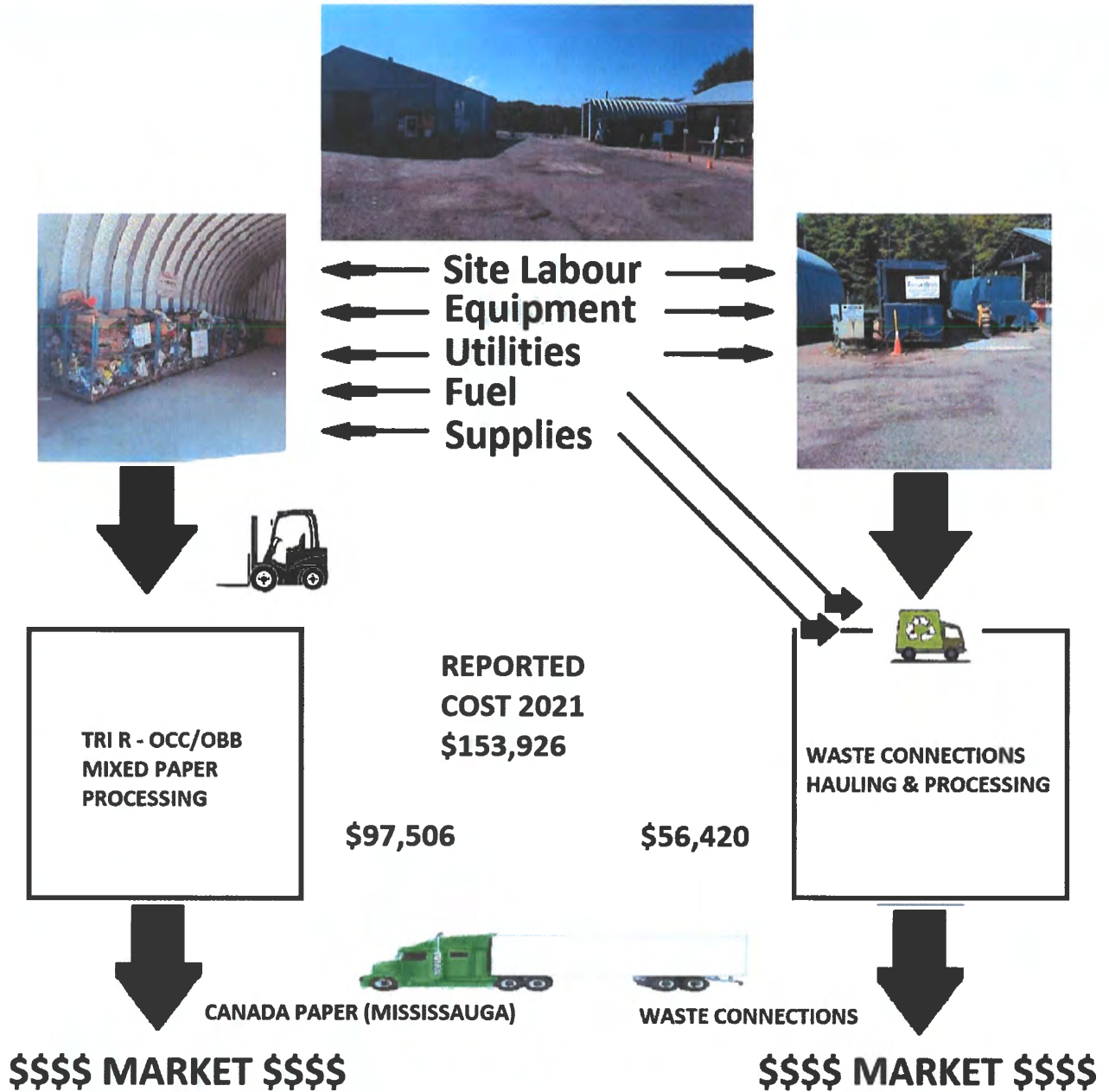
Attachments

Depot Operational Review



STAFF REPORT

DEPOT OPERATIONAL REVIEW





STAFF REPORT

MIXED CONTAINER OPERATION



Site space
Equipment
Labour
Utilities
Maintenance & repair
Site Maintenance (snow & debris)



Hauling cost

2020 = \$7,891
2021 = \$9,656
2022 = \$5,639 to July 31st PYE = \$10,278



Processing Cost

2020 = \$27,768
2021 = \$32,739
2022 = \$15,733 to July 31st PYE = \$31,466

2023 Hauling = \$14,565 --- 2023 Processing = \$31,556



STAFF REPORT

CARDBOARD/BOXBOARD & MIXED PAPER OPERATION



Cages to drop material in
Floor Space
Labour 1hr changeover
Forklift to move to processing
Site Maintenance (snow & debris)

Floor Space (working & storage)
Utilities
Labour & remittances
Baling equipment & supplies
Maintenance & repair
Insurance

Transport to market
deducted from revenue



THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #7-2024

Being a By-Law under the provisions of the Planning Act, R.S.O. 1990 to require development proponents to pre-consult with the Municipal Corporation of the Township of Armour respecting planning matters

WHEREAS the Planning and Conservation Land Statute Law Amendment Act, 2006 came into effect on January 1, 2007 and made a number of key changes to the Planning Act, R.S.O. 1990;

WHEREAS Sections 22(3.1)(b), 34(10.0.1)(b), 41(3.1) and 51(16.1) of the Planning Act, R.S.O. 1990 provides that an applicant can pre-consult with the Municipality or the Planning Board and that the Municipality may, by By-law, require applicants to pre-consult prior to submission of planning applications;

AND WHEREAS The Council of the Municipal Corporation of the Township of Armour deems it advisable to require pre-consultation with development proponents for certain planning applications;

NOW THEREFORE THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR ENACTS AS FOLLOWS:

- 1. THAT** development proponents shall pre-consult with the Municipality or the planning Board as the case may be, prior to submitting one or more of the following planning applications:
 - Official Plan Amendment
 - Zoning By-law Amendment
 - Consent to Sever
 - Draft Plan of Subdivision/Condominium
 - Final Subdivision/Condominium Approval
 - Subdivision/Condominium Agreement
 - Site Plan Control Plans and Drawings; and
- 2. THAT** By-law #9-2007 is hereby rescinded; and
- 3. THAT** this By-law shall come into force on the date it is passed by the Council of the Municipal Corporation of the Township of Armour.

Read in its entirety, approved,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council
this 23rd day of January, 2024.

Rod Ward, Mayor

John Theriault, Clerk

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #8-2024

Being a by-law to establish fees or charges for services provided by
The Municipal Corporation of the Township of Armour
and to rescind By-law #49-2023

WHEREAS Section 391(1) of the *Municipal Act*, S.O. 2001, c. 25, as amended, authorizes a municipality to pass by-laws to impose fees or charges on persons, for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control;

AND WHEREAS Section 1.3 of the *Building Code Act*, S.O. 1992 c. 23, as amended, authorizes a municipality to pass by-laws requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS Section 69 of the *Planning Act*, R.S.O. 1990 c. P.13, as amended, authorizes a municipality to pass by-laws to establish a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS pursuant to Section 270(1) of the *Municipal Act*, S.O. 2001, c. 25, as amended, the Council of The Municipal Corporation of the Township of Armour provided notice in accordance with the Township of Armour Provision of Notice Policy By-law. Notice was posted on the Township of Armour's website on November 6, 2023, posted at the Township of Armour's Municipal Office on November 6, 2023 and placed in the Township of Armour's Council Agenda Package of November 14, 2023.

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

1. That the fees and charges as set out in Schedule "A" attached hereto and forming an integral part of this By-law are hereby established and adopted by the Council of the Township of Armour.
2. That no request by any person for any information, service, activity or use of Municipal property will be provided unless and until the person requesting the information, service, activity or use of Municipal property has paid the applicable fee in the prescribed amount as set out in Schedule "A".
3. That in the event any part of this by-law is determined by a court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law shall continue to operate and to be in force and effect.
4. That in the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.
5. The Clerk of the Township of Armour is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
6. That this by-law shall be known as the "Fees and Charges By-law".
7. That By-law #49-2023 is hereby repealed.

8. That this by-law shall come into force and effect on the date of passing.

Read in its entirety a first and second time in open Council on the 23rd day of January, 2024.

Read a third time, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 13th day of February, 2024.

Rod Ward, Mayor

John Theriault, Clerk

Township of Armour
User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Index

	From page	To page
Corporate Services	1	2
Building	3	4
Animal Control	5	5
Roads	6	6
Waste Management	7	8
Planning	9	10
Cemetery	11	11
By-law Enforcement	12	12
Katrine Community Centre	13	13
Economic Development	14	14

Township of Armour

User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Page 1 of 14

Corporate Services

Description	Effective Date	2021	2022	2023	2024	2025
Admin. fees - commissioning of documents - 1st page	Jan 1st	\$15.00	\$16.00	\$16.00	\$17.00	\$17.00
- commissioning of documents - add. page	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Admin. Fees - certification of documents - per page	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Administration fees - returned cheques	Jan 1st	\$45.00	\$46.00	\$46.00	\$47.00	\$47.00
Armour books "Making the Past Visible"	Jan 1st	\$9.52	\$9.52	\$9.52	\$9.52	\$9.52
Administrative fee - Building Department	Jan 1st	5% of expenses (only charged up to the department's yearly surplus)				
Administrative fee - Replacement landfill card	Jan 1st	\$10.00	\$10.00	\$11.00	\$11.00	\$11.00
Blue recycling boxes	Jan 1st	\$10.00	\$10.00	\$11.00	\$11.00	\$11.00
Faxes - per page	Jan 1st	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Photocopies - per page	Jan 1st	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50
Photocopies - archived documents - per page	Jan 1st	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Records search - minimum fee	Jan 1st	\$35.00	\$35.00	\$36.00	\$36.00	\$37.00
Records search - hourly rate	Jan 1st	\$40.00	\$40.00	\$41.00	\$41.00	\$41.00

HST is to be added to all fees listed above except for Armour books which are charged 5% GST

User Fees/Permits and Other Charges

Corporate Services

[illegible]

Township of Armour

User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Page 3 of 14

Building Permit Fees

Description of Construction or Renovation	Effective Date	2021	2022	2023	2024	2025
Residential dwelling unit/addition(s), cottage, mobile home and guest sleeping cabin with services	Jan 1st	\$1.92/sq.ft.	\$1.94/sq.ft.	\$1.96/sq.ft.	\$1.98/sq.ft.	\$2.00/sq.ft.
existing buildings, utility sheds, garages, boat houses, docks, fire places, swimming pools, etc.	Jan 1st	\$0.56/sq.ft.	\$0.57/sq.ft.	\$0.57/sq.ft.	\$0.58/sq.ft.	\$0.59/sq.ft.
Guest sleeping cabin without services and enclosed additions to trailers	Jan 1st	\$225.00	\$230.00	\$230.00	\$235.00	\$235.00
Minor alteration, repair, renovation to a building structure	Jan 1st	\$225.00	\$230.00	\$230.00	\$235.00	\$235.00
Major alteration, repair, renovation to a building structure	Jan 1st	\$14.50 per \$1,000 of estimated value of work				
Demolition	Jan 1st	\$175.00	\$180.00	\$180.00	\$180.00	\$185.00
Change of use	Jan 1st	\$225.00	\$230.00	\$230.00	\$235.00	\$235.00
Construction or addition of a farm building other than for human habitation - barn, drive shed, etc.	Jan 1st	\$0.71/sq.ft.	\$0.72/sq.ft.	\$0.73/sq.ft.	\$0.74/sq.ft.	\$0.75/sq.ft.
Construction or addition of a building or structure for commercial, industrial or institutional purposes - Complete structure - Shell only	Jan 1st Jan 1st					
		\$1.49/sq.ft.	\$1.51/sq.ft.	\$1.53/sq.ft.	\$1.55/sq.ft.	\$1.57/sq.ft.
		\$1.14/sq.ft.	\$1.16/sq.ft.	\$1.18/sq.ft.	\$1.20/sq.ft.	\$1.22/sq.ft.
Plumbing installations inside and outside, not included in a complete building package and would include, but not limited to additions and major repairs	Jan 1st	\$225.00	\$230.00	\$230.00	\$235.00	\$235.00
Renewal	Jan 1st	\$225.00	\$230.00	\$230.00	\$235.00	\$235.00

Township of Armour

User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Page 4 of 14

Building Fees

Description	Effective Date	2021	2022	2023	2024	2025
Re-inspection due to incomplete work or uncorrected deficiencies	Jan 1st	\$120.00	\$120.00	\$125.00	\$125.00	\$130.00
Minimum permit fee	Jan 1st	\$225.00	\$230.00	\$230.00	\$235.00	\$235.00
Where calculation of a permit fee on a per sq. ft. basis is unfeasible, the CBO shall determine the permit fee based on the calculated value of the works at the following rate	Jan 1st	\$14.50 per \$1,000 of estimated value of work Value of work to be calculated at \$100.00 per sq. ft.				
Minimum charge to be retained on all applications for a building permit	Jan 1st	\$120.00	\$120.00	\$125.00	\$125.00	\$130.00

Township of Armour
User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Page 5 of 14

Animal Control

Description	Effective Date	2021	2022	2023	2024	2025
Dog license - per dog - lifetime	Jan 1st	n/a	n/a	n/a	\$150.00	\$155.00
Dog license - per dog - first dog	Jan 1st	\$15.00	\$16.00	\$16.00	\$17.00	\$17.00
Dog license - per dog - second dog	Jan 1st	\$20.00	\$21.00	\$21.00	\$22.00	\$22.00
Dog license - per dog - third dog	Jan 1st	\$25.00	\$26.00	\$26.00	\$27.00	\$27.00
Dog license - per dog - fourth dog	Jan 1st	\$30.00	\$31.00	\$31.00	\$32.00	\$32.00
Private kennel	Jan 1st	\$160.00	\$170.00	\$175.00	\$180.00	\$185.00
Commercial kennel	Jan 1st	\$225.00	\$230.00	\$235.00	\$240.00	\$250.00
Replacement license	Jan 1st	\$6.50	\$6.50	\$6.50	\$6.50	\$7.00
Pickup fee	Jan 1st	\$55.00	\$55.00	\$60.00	\$60.00	\$60.00
Dog redemption - daily impound fee	Jan 1st	\$30.00	\$30.00	\$35.00	\$35.00	\$35.00

Township of Armour
User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Page 6 of 14

Roads

Description	Effective Date	2021	2022	2023	2024	2025
Entrance driveway permit - non -refundable	Jan 1st	\$90.00	\$95.00	\$95.00	\$100.00	\$100.00
Entrance driveway permit - refundable deposit	Jan 1st	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Shore Road/Road application - deposit	Jan 1st	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Shore Road/Road application - fee + HST	Jan 1st	\$605.00	\$610.00	\$620.00	\$625.00	\$630.00
Shore Road/Road application - cost of land per sq. ft. + HST	Jan 1st	\$0.57	\$0.59	\$0.61	\$0.63	\$0.65

Township of Armour

User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Page 7 of 14

Waste Management

Description	Effective Date	2021	2022	2023	2024	2025
Construction, Demolition & Agricultural Materials						
Minimal fee - waste other than non-recyclable garbage	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
1/2 ton truck (less than 50%)	Jan 1st	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
1/2 ton truck (more than 50%)	Jan 1st	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
Utility trailer based on \$1.00 per cubic foot	Jan 1st	\$1.00/ft ³	\$1.00/ft ³	\$1.00/ft ³	\$1.00/ft ³	\$1.00/ft ³
Tandem - dump truck	Jan 1st	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Tri-axle - dump truck	Jan 1st	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
20 yard container	Jan 1st	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
40 yard container	Jan 1st	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Non-Recyclable Waste						
Per bag - maximum 30" X 36" or 128 litres	Jan 1st	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Per bag - maximum 35" X 50 " or 205 liters	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
1/2 ton truck	Jan 1st	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Tandem - dump truck	Jan 1st	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Tri-axle - dump truck	Jan 1st	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
20 yard container	Jan 1st	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
40 yard container	Jan 1st	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Appliances - Refrigerator, Freezer, Air Conditioners, etc.						
Tagged and Freon removed	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Untagged	Jan 1st	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Bulky Items						
Chair, loveseat, etc. (each)	Jan 1st	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Sofa (each)	Jan 1st	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Mattress, boxspring (each)	Jan 1st	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Boat - per foot	Jan 1st	\$3.00/ ft	\$3.00/ ft	\$3.00/ ft	\$3.00/ ft	\$3.00/ ft

User Fees/Permits and Other Charges

Waste Management

Waste Management						
Description	Effective Date	2021	2022	2023	2024	2025
Yard Waste & Brush - Grass Clippings, Leaves, Brush, etc.						
Per bag/bin	Jan 1st	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
1/2 ton truck (low 40%)	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
1/2 ton truck (heavy 100%)	Jan 1st	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
PLEASE NOTE: This is not an all-inclusive listing. If items do not fall under categories listed above, they may be "Specialty Items", which may						
or may not be accepted. Contact the Waste Management Administrator for clarification.						

Township of Armour

User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Page 9 of 14

Planning

Description	Effective Date	2021	2022	2023	2024	2025
Zoning By-law amendment - minor - deposit	Jan 1st	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Zoning By-law amendment - minor - fee + HST	Jan 1st	\$910.00	\$920.00	\$925.00	\$935.00	\$945.00
Zoning By-law amend. - removing Holding (H) designation - fee + HST	Jan 1st	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Zoning By-law amend. - removing Holding (H) designation - fee + HST	Jan 1st	\$455.00	\$460.00	\$460.00	\$470.00	\$475.00
Zoning By-law amendment - major - deposit	Jan 1st	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Zoning By-law amendment - major - fee + HST	Jan 1st	\$1,720.00	\$1,730.00	\$1,750.00	\$1,770.00	\$1,785.00
Deeming By-law - deposit	Jan 1st	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Deeming By-law - fee + HST	Jan 1st	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Minor variance - fee + HST	Jan 1st	\$705.00	\$715.00	\$720.00	\$730.00	\$735.00
Severance application (consents) - fee + HST	Jan 1st	\$555.00	\$560.00	\$565.00	\$570.00	\$580.00
Subdivision/Condo applications - deposit	Jan 1st	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
Subdivision/Condo applications - fee + HST	Jan 1st	\$2,625.00	\$2,650.00	\$2,675.00	\$2,700.00	\$2,730.00
Official Plan amendment - deposit	Jan 1st	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
Official Plan amendment - fee + HST	Jan 1st	\$1,615.00	\$1,630.00	\$1,650.00	\$1,665.00	\$1,680.00
Official Plan & Zoning By-law amendment - deposit	Jan 1st	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Official Plan & Zoning By-law amendment - fee + HST	Jan 1st	\$1,820.00	\$1,835.00	\$1,855.00	\$1,875.00	\$1,900.00
Site Plan agreements - minor - deposit	Jan 1st	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Site Plan agreements - minor - fee + HST	Jan 1st	\$910.00	\$920.00	\$925.00	\$935.00	\$945.00
Site Plan agreements - major - deposit	Jan 1st	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00

User Fees/Permits and Other Charges

Planning

Description	Effective Date	2021	2022	2023	2024	2025
Site Plan agreements - major - fee + HST	Jan 1st	5% of cost of site work	5% of cost of site work	5% of cost of site work	5% of cost of site work	5% of cost of site work
Site Plan agreements - major - minimum fee + HST	Jan 1st	\$1,820.00	\$1,835.00	\$1,855.00	\$1,875.00	\$1,900.00
Site Plan agreements - major - maximum fee + HST	Jan 1st	\$6,060.00	\$6,120.00	\$6,180.00	\$6,240.00	\$6,300.00
Site Plan Agreements - amendment - fee + HST	Jan 1st	\$465.00	\$475.00	\$490.00	\$505.00	\$520.00
Solar project application and review - fee + HST	Jan 1st	\$505.00	\$510.00	\$515.00	\$520.00	\$525.00
Pre-consultation - 1st meeting	Jan 1st	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pre-consultation - 2nd & subsequent meeting(s) - fee + HST	Jan 1st	\$200.00	\$205.00	\$205.00	\$210.00	\$210.00
* All fees incurred for any of the applications listed above are the responsibility of the applicant. If the deposit does not cover all of these costs, the applicant shall be billed for the						
** Any significant changes requiring a re-submission of the original application and supporting documents will be subject to a 50% increase to the initial administrative fee.						
*** Where an approval under the <i>Planning Act</i> is sought for a development which exists or is under construction, and is in contravention of the requirements of the Township, an						

Township of Armour

User Fees/Permits and Other Charges

Schedule "A" - By-law # 8-2024 - Page 11 of 14

Cemetery

Description	Effective Date	2021	2022	2023	2024	2025
<u>PLOTS</u>						
Adult plot - Care & maintenance	Jan 1st	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Adult plot - General fund	Jan 1st	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Adult plot - Corner posts (4)	Jan 1st	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Adult plot - HST	Jan 1st	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
Total cost - Adult plot	Jan 1st	\$565.00	\$565.00	\$565.00	\$565.00	\$565.00
Adult plots are 4 feet X 10 feet and are for a single burial						
<u>CREMATION</u>						
Cremation - Care & maintenance	Jan 1st	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Cremation - General fund	Jan 1st	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Cremation - Corner posts (4)	Jan 1st	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Cremation - HST	Jan 1st	\$55.25	\$55.25	\$55.25	\$55.25	\$55.25
Total cost - Cremation	Jan 1st	\$480.25	\$480.25	\$480.25	\$480.25	\$480.25
Cremations are for a minimum of 1 X 1 X 3 and a maximum of 1.5 X 1.5 X 3						
<u>OPENING & CLOSING</u>						
Adult grave - plus HST	Jan 1st	\$505.00	\$510.00	\$515.00	\$520.00	\$525.00
Cremation & Child - plus HST	Jan 1st	\$250.00	\$255.00	\$255.00	\$260.00	\$260.00
<u>MARKER INSTALLATION</u>						
Flat marker - 173 square inches or more - plus HST	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Pillow or slant slope monument - plus HST	Jan 1st	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Upright marker up to 4 feet in height or width - plus HST	Jan 1st	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Upright marker over 4 feet in height and width - plus HST	Jan 1st	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
<u>TRANSFER FEES</u>						
Transfer fee - plus HST	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

User Fees/Permits and Other Charges

By-Law Enforcement

Description	Effective Date	2021	2022	2023	2024	2025
By-Law Enforcement Administrative Fees						
Fees invoiced to property owner when an investigation confirms their property doesn't comply with a Township By-Law						
Issuance of 1st warning letter/notice	Jan 1st	no charge	no charge	no charge	no charge	no charge
Issuance of 2nd warning letter/notice	Jan 1st	\$105.00	\$105.00	\$110.00	\$110.00	\$110.00
Issuance of 3rd warning letter/notice, if warranted	Jan 1st	\$210.00	\$215.00	\$215.00	\$220.00	\$220.00
Fees for services and materials expended by the Township in carrying out work required in the removal or alteration of any building or structure in contravention	Jan 1st	Township's expenses + 10%	Township's expenses + 10%	Township's expenses + 10%	Township's expenses + 10%	Township's expenses + 10%
Issuance of a summons	Jan 1st	\$535 + legal fees	\$540 + legal fees	\$545 + legal fees	\$550 + legal fees	\$560 + legal fees
HST is to be added to all fees listed above						

Schedule "A" - By-law # 8-2024 - Page 13 of 14

Description	Effective Date	2021	2022	2023	2024	2025
Rental fees						
Main Hall (Friday to Sunday)	Jan 1st	\$170.00	\$175.00	\$180.00	\$190.00	\$195.00
Main Hall (Friday to Sunday) with kitchen	Jan 1st	\$280.00	\$290.00	\$300.00	\$310.00	\$315.00
Main Hall (Friday to Sunday) with bar	Jan 1st	\$225.00	\$230.00	\$240.00	\$245.00	\$255.00
Main Hall (Friday to Sunday) with kitchen & bar	Jan 1st	\$340.00	\$350.00	\$360.00	\$370.00	\$380.00
Main Hall (Monday to Thursday)	Jan 1st	\$115.00	\$115.00	\$120.00	\$125.00	\$125.00
Main Hall (Monday to Thursday) with kitchen	Jan 1st	\$225.00	\$230.00	\$240.00	\$245.00	\$255.00
Main Hall (Monday to Thursday) with bar	Jan 1st	\$225.00	\$230.00	\$240.00	\$245.00	\$255.00
Main Hall (Monday to Thursday) with kitchen & bar	Jan 1st	\$340.00	\$350.00	\$360.00	\$370.00	\$380.00
Main Hall - Short rental (Under 4 hours)	Jan 1st	\$55.00	\$60.00	\$60.00	\$60.00	\$65.00
Main Hall - Funeral	Jan 1st	\$55.00	\$60.00	\$60.00	\$60.00	\$65.00
Lower Hall (Friday to Sunday)	Jan 1st	\$140.00	\$145.00	\$150.00	\$155.00	\$160.00
Lower Hall (Friday to Sunday) with kitchen	Jan 1st	\$200.00	\$205.00	\$210.00	\$215.00	\$220.00
Lower Hall (Monday to Thursday)	Jan 1st	\$95.00	\$100.00	\$100.00	\$105.00	\$110.00
Lower Hall (Monday to Thursday) with kitchen	Jan 1st	\$150.00	\$155.00	\$160.00	\$165.00	\$170.00
Lower Hall - Short rental (Under 4 hours)	Jan 1st	\$45.00	\$45.00	\$50.00	\$50.00	\$50.00
Lower Hall - Funeral	Jan 1st	\$45.00	\$45.00	\$50.00	\$50.00	\$50.00
Cleaning/Damage Deposit (Added to rental fee)	Jan 1st	\$115.00	\$140.00	\$170.00	\$200.00	\$225.00
Cleaning/Damage Deposit - Short term or funeral (Added to rental fee)	Jan 1st	\$55.00	\$60.00	\$60.00	\$60.00	\$65.00
All rental fees for the Katrine Community Centre are reduced by 50% when the rental is being held by a non-profitable or charitable organization						
HST is included in all fees listed above						

Schedule "A" - By-law # 8-2024 - Page 14 of 14

Description	Effective Date	2021	2022	2023	2024	2025
Business Development Services - Non-ACED Members						
Administrative fee - Custom directory listing	Jan 1st	n/a	n/a	n/a	\$25.00	\$25.00
Administrative fee - consultation (1 hour)	Jan 1st	n/a	n/a	n/a	\$65.50	\$68.12
Business support services (hourly)	Jan 1st	n/a	n/a	n/a	\$65.50	\$68.12
Funding application support (hourly)	Jan 1st	n/a	n/a	n/a	\$74.22	\$77.19
Marketing & promotional support (hourly)	Jan 1st	n/a	n/a	n/a	\$34.97	\$38.71
Site visit trip fee (per KM)	Jan 1st	n/a	n/a	n/a	\$0.75	\$0.75
Business Development - ACED Members						
Funding application support (hourly)	Jan 1st	n/a	n/a	n/a	\$50.00	\$52.00
Economic & Community Development Services - Non-ACED Members						
Administrative fee - event listing	Jan 1st	n/a	n/a	n/a	\$20.00	\$20.00
Administrative fee - council delegation	Jan 1st	n/a	n/a	n/a	\$74.22	\$77.19
Administrative fee - project consultation (1 hour)	Jan 1st	n/a	n/a	n/a	\$65.50	\$68.12
Communications & marketing support (hourly)	Jan 1st	n/a	n/a	n/a	\$34.97	\$38.71
Municipal funding application support (hourly)	Jan 1st	n/a	n/a	n/a	\$74.22	\$77.19
Regional project inclusion	Jan 1st	Determined on a case specific basis				
Site visit trip fee (per KM)	Jan 1st	n/a	n/a	n/a	\$0.75	\$0.75
Economic & Community Development Services - ACED Members						
Municipal funding application support (hourly)	Jan 1st	n/a	n/a	n/a	\$50.00	\$52.00
Other Services - Non-ACED Members						
General support for other services (hourly)	Jan 1st	n/a	n/a	n/a	\$65.50	\$68.12
HST is to be added to all fees listed above						



DISTRICT OF PARRY SOUND

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

(705) 382-3332

Cell: (705) 477-3793

Fax: (705) 382-2068

Email: bylaw@armourtownship.ca

Website: www.armourtownship.ca

STAFF REPORT: By-Law Enforcement (Annual Report)

COMPLETED BY: Jason Newman & Bryan Austin

DATE: January 23, 2024

In reviewing 2023 By-law Services, the changes are unparalleled and the growth has been best described explosive. We concluded 2022 with agreements to service 2 (Two) municipalities and were expecting some projected growth.

As you are now aware the present reality is we service 6 municipalities, resulting in the addition of another officer, and a By-law mobile (General Lee).

This growth quickly occurred as the result of an opportunity to support other municipalities as they abruptly required services.

Although there is much success it has come to fruition in reality because the team Management, Staff and Council. These supports are incredible and much appreciated.

Moving forward into 2024 the additional officer will develop primarily in Armour Township where he can experience the consistency of one municipality while learning the position.

I am pleased to announce at this time and would like to introduce Bryan Austin to the position of By-law Officer. I look forward to working with him, teaching him, and watching him have the same opportunities I have had working within the Township.

Armour Township there has had a significant increase in calls for service in 2023. The attached statistics are not 100 percent accurate as some recording methods changed by CGIS.



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Trailers and animals remain the highest percentage of calls. We are also at the conclusion of some 5 year durations for trailers and removals have been ordered, or the opportunity for extensions provided at the increased cost.

Short term rentals were monitored this year and remain a political area of discussion across the country. In 2024 we had two (2) referrals pertaining to their use.

The management and staff at Armour Township have created a Short Term Rental By-law at the direction of council for considerations. At this time it is not felt a By-law is required based on demand. Additionally federal and provincial governments are potentially becoming involved. Armour however is ready if required and can move forward as Council wishes.

In 2024, we in the By-law Enforcement Department look forward to working with everyone and representing Armour Township to the best of our abilities.

Respectfully Submitted

Jason Newman
Senior By-law Enforcement Officer

Bryan Austin
By-Law Enforcement Officer



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Approx Calls for Service 2023

- Animal	20
- Trailer	35
- Zoning	7
- Weed Inspector	0
- Property Standards	5
- Dumping	2
- Noise	1
- Other	29
- Snow	3
- Parking	3

Totals	105
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STAFF REPORT

Date: January 23, 2024
To: Council
From: Danika McCann – Recreation Coordinator
Subject: January Report

Renovations:

Outside: Contractor has to finish the door pillars, and garbage bin. Main entrance and basement entrance doors are on back order and hopefully will be here before our grand opening.

Outdoor Bathroom/Food Bar: Siding will begin end of February/March

Inside: Main Hall is 95% complete with the finishing touches needing to be touched up after all the construction.

Kitchen is awaiting a slab of counter top and roller door for serving window.

Bar is awaiting a slab of counter top and door handles and possibly a new door.

Seniors' hallway will begin to be painted before the end of the month.

Electrical closet in basement will be completed before Karnival.

Events:

Past Workshops:

November 30

18 participants registered. Very successful workshop

Crafting in Katrine - Gnomes

December 2

Workshop sold out in 12 hours with 20 registrants.

Mitten Making Workshop

December 13

9 participants registered. Great night of games, sharing all of our upcoming events and swapping treats for the holiday season.

Cookie Swap

December 14

24 participants registered. Great turn out and beautiful Christmas ornaments made.

Fused Glass Workshop

December 21

17 participants registered. Participants created Christmas Oil Candles.

Crafting in Katrine – Candles

January 6**Mitten Making Workshop**

11 participants registered. Beautiful leather gauntlet mittens were made.

Every Tuesday**Square Dancing**

Square dancing is still running unless there is poor weather.

Every Thursday**Connect 55+**

We are running programs every Thursday which is open to all ages. This program currently has poor attendance but going to be running the program until April in hopes we can get this program up and running with good attendance with the purpose of getting seniors out and socializing.

Upcoming Events:

Event	Date	Income (Estimated)	Expense (Estimated)
Winter Paint Night	January 17	\$1200	\$1000
Connect 55+ Knitting & Crochet	January 25	\$60	\$30
Dance Classes 1 yr - Adult	February 21 – April 10	\$2000	1919.52
Karnival	February 23-25	TBD	TBD
March Break Camp	March 11 - 15	TBD	TBD
Mother's Day Tea	May 11	360	160
PD Day Camp	April 26 & June 10	TBD	TBD
Summer Camp	July 2 – August 30	TBD	TBD

These events listed above are estimated totals, the totals depend on the response with the community and enrollment. The expenses are totals of both instructor costs and food costs for the workshops.

Grants / Funding:

Applied for Canada Summer Jobs Grant to help subsidize Summer Camp Staff wages.



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

Minutes: January 4, 2024, 10:00 am via Zoom in the Almaguin Highlands Health Centre

Present: Rod Ward (Chair), Delynn Patterson, Margaret Ann MacPhail, Brad Kneller, Chris Hope, Fraser Williamson (Vice Chair), Vicky Roeder-Martin, Tom Bryson, Norm Hofstetter, Jim Ronholm, Camille Barr (Secretary)

Regrets: Cheryl Phillip

Guest: Susan Keast (HHR MAOHT), Isabel Pereira, Courtney Metcalf (ACED)

Called to order at 10:01 am by Chair R. Ward

1. 2024-01 Moved by F. Williamson - Seconded by N. Hofstetter
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of December 7, 2023 as circulated. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:** None
4. **RESOLUTIONS PASSED:**
 - 2024-02 Moved by T. Bryson - Seconded by V. Roeder- Martin
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council approves the concept of the brochure as designed by ACED, for promotional use by the MAOHT Health Human Resource Recruiter. Carried.
 - 2024-03 Moved by D. Patterson - Seconded by V. Roeder-Martin
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council agrees to fund the Burk's Falls Family Health Team up to \$2000.00 one time towards the rebranding project. Carried.
 - 2024-04 Moved by N. Hofstetter - Seconded by B. Kneller
THEREFORE BE IT RESOLVED THAT members of the Almaguin Highlands Health Council will approach individual Councils for a contribution of \$1000.00 for 2024 to cover healthcare related activities in the Almaguin Highlands, to be revisited annually. Carried.

5. ITEMS FOR DISCUSSION:

a) Update on 'Local Share'

MAHC has selected the site for the Bracebridge location- 300 Pine Street. The next stage of the project requires discussions as to what services will be housed in which location. Determination of services at each location is still under discussion. There have been no concrete decisions made at this time. User Groups are assisting in the determination. Note that Emergency services are not on table for discussion – Emergency will be available at both locations. MAHC will visit communities early this new year to receive feedback on the matter. When the community meetings are announced, please share widely.

b) Progress Report: R. Ward provided the group with an overview of the Progress Report.

Potential Health and Wellness Centre

The individual with interest in building the health and wellness centre in Armour is collecting costing and pulling together a business plan. Armour is looking at how the funding model could work and the feasibility of the options (i.e. is there an approach that makes sense for the region?). They are working through scenarios and hope to bring information to the table soon.

This discussion led to another regarding the current Burk's Falls building and the ability for an expansion, what Burk's Falls plans are for the building. It was noted that the replacement of the x-ray machine has prompted a lot of thought about healthcare in the area. All options must be coordinated with a view to the future. Is there room for expansion on the new potential build in Armour if it is needed? What would it take to expand the current Burk's Falls location? The group agrees they need to work towards a mutual plan both model and structure. Council will keep their focus on Almaguin wide healthcare and not on one building. The solutions need to stand the test of time.

c) Other business

Promotional Material for Healthcare Recruitment

ACED was approached by S. Keast, HHR Recruiter with the MAOHT to develop a promotional tool for Almaguin. A draft brochure was shared. Feedback included images that better represent the facilities, wording/contact adjustments, and service changes. C. Metcalf collected feedback from the group and will use it to prepare a new draft. The brochure will also be shared with R. Paul and S. McKinnon for their FHT input. Once complete it would be a product used in a variety of formats including social media.

C. Metcalf will attain quotes on a finished glossy product. If the Recruiter budget is used for printing it is said there will be less money to attend events as it is the same budget.

The goal would be to have the brochure available for recruitment events scheduled end of January and beginning of February.

Branding Support Request from the Burk's Falls Family Health Team

The Burk's Falls Family Health Team is without branding or a website. They have been able to attain a grant from ACED for \$3000.00 for a branding project but are short approx. \$4300.00 to complete it. They are seeking assistance from the AHH Council for the remaining balance. After discussion about funds remaining in the bank account which contains only \$4767.00 of unallocated funds, the Council determined they would be comfortable to provide \$2000.00 towards the project considering there may be future requests from others for branding, or additional requests for support from other Almaguin communities.

Unused OTN Funds

C. Barr will contact Machar and South River regarding their \$2500.00 donations towards OTN replacement and if they agree to redirect the funds towards other initiatives related to healthcare in Almaguin. Initial request was not responded to.

Funding for Health Care initiatives in Almaguin

N. Hofstetter presented the idea of requesting \$1000.00 annually from the 10 municipal councils that would be held in the AHHC account for future requests. The requests may include subsidies for new providers as was done for the dentist in Burk's Falls, or for requests from Health Teams etc. It was suggested that a process for approving, and review requests be established for equity. The funds would be considered for all the Almaguin communities. \$1000.00 requested annually would potentially provide \$10,000.00 and eliminate the individual requests to Council, streamlining the process.

2024-05 Moved by T. Bryson - Seconded by C. Hope

THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:15 am to meet again on February 1, 2024, at 10:00 am at the Almaguin Highlands Health Centre. Carried.

AHH Council – Key Areas of Focus & Progress- January 2024

This summary provides the information related to the key areas of Focus and Progress as outlined in June 2019 for the Almaguin Highlands Health Council...



Ontario Health Team Partnership

Document and communicate the specific healthcare needs of the entire Almaguin Highlands in order to create our vision of people-centred care within our own community. Establish partnership with OHT (or OHT's) which aligns with and supports our vision.



High-Speed Internet Throughout Almaguin Highlands

Ensure that high-speed internet, a key component in the future of healthcare delivery, is available to every resident of the Almaguin Highlands. The goal is to help level the playing field and ensure our residents can access existing and future digital healthcare options.



Attract & Retain Healthcare Professionals

Ensure excellent healthcare to our region through continuous efforts to both attract new professionals and retain the ones we have. The goal is to build an exceptional team of healthcare professionals, working together across the region.



Coordinate Healthcare Services to Serve Entire Region

Advocate for new and expanded healthcare services and help influence decisions which protect our region. Continually partner with our healthcare providers in support of the specific healthcare needs of our community.

Progress: Items in red and bolded below are new this month...

- AHHC participation in MAOHT Collaboration Steering Committee, Digital Working Group, Health Human Resources Working Group and Home and Community Care Working Group (on-going); Joined Palliative Care Task Force (May 2023)
- Burk's Falls FHT now full partner of the Ontario Health Team, joining Sundridge Medical Team

- Additional high-speed announcements for Almaguin Highlands confirmed – April 2023

- BFFHT renovations completed
- Provided letters of support from across the region for additional Primary Care funding – BFFHT and Sundridge Medical Team
- MAOHT "recruitment funding" complete

- Forecast funds raised by AHHC municipalities as of 1-Sep-2023 - \$4,518,000 (MAHC Local Share) and \$1,253,000 (Almaguin)
- MAHC hospital build now a 'go' with Local share confirmations – **Bracebridge site now selected (December 2023)**
- On-going discussions and investigations regarding potential new Health and Wellness Centre for Almaguin Highlands

Agricultural Society Meeting

January 18, 2024 – 7:00 p.m.

Notes

AGM held first – executive remains the same

Treasurer's Report

\$14,599 in the bank

Website Update

Ruth to follow up as no response from Go Daddy to date.

Santa Claus Parade

Concerns that prizes only given to businesses, non-profits not recognized – discouraging and needs to be addressed with Danika

Peacock Signs

Wilma to follow up with Leonard regarding signs for Quonset hut – quoted \$200 each

GIC

Investment of \$3500 up to \$3655. Renewed at 5.35% for up to 17 months

Fall Fair Discussion

Horse Show – Presentation by Emily to have the Horse Show at Fall Fair. Members questioned cost effectiveness due to loss in 2023. Emily advised sponsorship to increase, consideration to having a clinic at the summer. Extreme cowboy wants to be on the Saturday.

Concerns:

- limited volunteers for three days (long weekend)
- need use of arena to allow for possible 2 day fair
- Wilma to investigate volunteer concerns and advise

Animal Display

- Wilma advised of an animal display that available that is cheaper than the petting zoo from the past. Need to provide fencing. Much cheaper than previous company

Judges

- Wilma to send letters to last year's judges requesting to judge again for 2024

Heritage Festival

Permission for use of fairgrounds granted. Agreed to charge flat rate of \$500 to hand out bottled water. Armour to buy the water this year. Wilma to speak to Carl about keeping the same rate for cutting the grass.

Grants

Angie to seek help from Dave Gray about completing applications. Rod Blakelock to assist in providing quotes for building improvements.

Members suggested to seek funding for entrance new gates.

Fundraising for 2024

Easter Egg Hunt – budget will be presented in February

Christmas Craft Sale in 2024

Ideas were suggested for new fundraising ideas. Monster Bingo will be brought back for 2024.


Rod Blakelock To Do List for 2024

- Quonset hut cabinets
- Paint Food Booth
- Bleachers

Adjourned at 8:46 p.m.

Armour, Ryerson, Burk's Falls Agricultural Society
Treasurer Report
Thursday January 18, 2024

Main		Withdraw	Deposit	Balance
	Balance Forward			3,492.67
09-Nov-23	cheque - Pat Tompkins fair award	292.00		3,200.67
10-Nov-23	cheque - South River Agricultural Society Annual luncheon	80.00		3,120.67
14-Nov-23	deposit craft sale and bake table		615.75	3,736.42
17-Nov-23	transfer from fair account		2,000.00	5,736.42
20-Nov-23	Cheque OAAS dues	60.00		5,676.42
21-Nov-23	Cheque District meeting south river ag soc	100.00		5,576.42
21-Nov-23	Cheque Martin Forest fairground maint	2,825.00		2,751.42
24-Nov-23	Cheque Bev Moore Propane	24.00		2,727.42
28-Nov-23	Deposit Silent Action		485.00	3,212.42
04-Dec-23	Cheque Madison Burgess Santa Parade	100.00		3,112.42
07-Dec-23	Online Bill Payment to Lakeland Power Distribution Ltd.	44.66		3,067.76
07-Dec-23	Online Bill Payment to Lakeland Power Distribution Ltd.	56.52		3,011.24
08-Dec-23	Cheque Ruth Fenwick Honourarium	800.00		2,211.24
12-Dec-23	Cheque Arlene Anderson Honourarium	400.00		1,811.24
15-Dec-23	transfer from Maint account		1,007.00	2,818.24
20-Dec-23	Cheque Rod Blakelock Bleachers	544.29		2,273.95
22-Dec-23	Cheque Arlene Anderson flowers for Ruth Armstrong	91.52		2,182.43
29-Dec-23	e-Transfer - Debit Payee: Vince OAAS	142.38		2,040.05
29-Dec-23	e-Transfer - Debit TXN Fee Payee: Vince OAAS	1.00		2,039.05
01-Jan-24	Online Bill Payment to Lakeland Power Distribution Ltd.	40.96		1,998.09
01-Jan-24	Online Bill Payment to Lakeland Power Distribution Ltd.	47.15		1,950.94
02-Jan-24	Deposit - food both leftovers sold		262.50	2,213.44
	totals	867.30	262.50	
Fair Account		Withdraw	Deposit	Balance
	Balance Forward			10,009.82
06-Nov-23	cheque - Alice Evangelista fair award	143		9,866.82
07-Nov-23	cheque - Coral Mason fair award	38		9,828.82
08-Nov-23	cheque - Margaret Burgess fair award	56		9,772.82
10-Nov-23	cheque - Nancy Nix fair award	143		9,629.82
15-Nov-23	cheque - Jean Sterritt fair award	108		9,521.82
17-Nov-23	transfer to main	2000		7,521.82
27-Nov-23	Cheque Wyatt Prentice fair award	23		7,498.82
06-Dec-23	Cheque Ruth Armstrong fair award	112		7,386.82
11-Dec-23	Cheque Hunter Boyes fair award	30		7,356.82
11-Dec-23	Cheque Erin Boyes fair award	45		7,311.82
27-Dec-23	Cheque Colin Lowes fair award	11		7,300.82
04-Jan-24	Cheque Anna Branch fair award	26		7,274.82
	totals	2,735.00	-	
Bingo Account		Withdraw	Deposit	Balance
	Balance Forward			639.65
14-Nov-23	transfer from maint to bank correct error in october		1408.5	2,048.15
22-Nov-23	Cheque Bingo Pro	727.91		1,320.24
16-Dec-23	transfer from main to correct error in october		252.5	1,572.74
16-Dec-23	transfer from main to correct bank error in dec		312	1,884.74
08-Jan-24	Cheque Burks Falls Bingo License	195		1,689.74
11-Jan-24	Deposit		435.5	2,125.24
	totals	922.91	2,408.50	
Maintenance Account		Withdraw	Deposit	Balance
	balance forward			3,371.37
10-Nov-23	Deposit bingo		312	5069.32
10-Nov-23	Deposit bingo		332	5401.32
14-Nov-23	transfer to bingo to bank correct error in october	1408.5		3992.82
14-Dec-23	Deposit bingo		312	4304.82
14-Dec-23	Deposit bingo		252.5	4557.32
15-Dec-23	transfer to main to cover cheques	1007		3550.32
16-Dec-23	transfer to bingo to bank correct error in october	252.5		3297.82
16-Dec-23	transfer to bingo to bank correct error in october	312		2985.82
	totals	2,980.00	1,208.50	
Total Balance				14,599.32
Total Expenditures & Deposits		4,837.21	2,671.00	



BURKS FALLS HORSE SHOW

EXTREME COWBOY

Saturday August 31, 2024
OXC AND EXCA POINT SHOW

WESTERN GAMES

SUNDAY 1, 2024

FOOD TRUCKS
ONSITE

CAMPING
AVAILABLE

ENGLISH

SUNDAY 1, 2024

WESTERN PERFORMANCE

MONDAY 2, 2024



The Corporation of the Township of Georgian Bluffs

January 18, 2024

Re: Township of Georgian Bluffs Resolution - AMO - Social and Economic Prosperity Review

To whom I may concern,

Please be advised that Council for the Township of Georgian Bluffs considered the above-noted matter and passed resolution RES2024-004 at the January 17, 2024, meeting of Council:

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Tobin Day

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life; and

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation; and

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure; and

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need; and

WHEREAS the province can, and should, invest more in the prosperity of communities; and

- Resolution -



The Corporation of the **Township of Georgian Bluffs**

WHEREAS municipalities and the provincial government have a strong history of collaboration; and

THEREFORE, BE IT RESOLVED THAT the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.

Thank you,

Rayburn Murray
Deputy Clerk
Township of Georgian Bluffs
519-376-2729 x. 603 | rmurray@georgianbluffs.ca



Sent via email: premier@ontario.ca
minister.mto@ontario.ca

January 15, 2024

Hon. Doug Ford
Premier of Ontario

Hon. Prabmeet Sarkaria
Minister of Transportation

Dear Premier Ford and Minister Sarkaria:

On January 9th, 2024, Council for the Town of Mono passed the following resolution declaring a **Road Safety Emergency**, calling on the province to take action to address traffic safety through measures including public education, increased Highway Traffic Act fines and expanded use of Automated Speed Enforcement.

Resolution #4-1-2024

Moved by Elaine Capes, Seconded by Melinda Davie

WHEREAS road safety is of continuing and increasing concern to Ontarians;

AND WHEREAS, the number of traffic collisions, injuries and fatalities are at unacceptable levels[i];

AND WHEREAS, recent statistics and media reports show increasing fatalities and police roadway activities[ii];

AND WHEREAS, speeding is a leading contributing factor in many accidents including fatalities[iii];

AND WHEREAS, fines for basic speeding have not increased for three decades or more thus losing at least 50% of their deterrent value through inflation;

AND WHEREAS, over 60% of all other Highway Traffic Act (HTA) Set Fines remain at \$85, an amount also suggesting no increase in decades[iv];

AND WHEREAS, municipalities are frustrated in their attempt to roll out Automated Speed Enforcement (ASE) with current rules that restrict it to less than 80 km/h speed zones and make it contingent upon declaring Community Safety Zones where not warrant except to use ASE;

P: 519.941.3599
F: 519.941.9490

E: info@townofmono.com
W: townofmono.com

347209 Mono Centre Road
Mono, ON L9W 6S3

-Resolution -

AND WHEREAS, Administrative Monetary Penalties (AMPs) are the logical and efficient means of dealing with offences including parking violations, red light camera infractions and ASE charges, the Regulations involving its use are mired in red tape leading to unnecessary complexity and cost.

BE IT RESOLVED that we call on other municipalities and the Province of Ontario to recognize a Road Safety Emergency and take the following actions;

1. Launch a province wide road safety educational program to be funded from a portion of monies currently spent by the Ontario Lottery and Gaming Corporation (OLG) to advertise games of chance and lotteries in Ontario.
2. Review and increase all HTA fines and penalties to reflect a deterrent amount and consequence that sends a message that driving is a privilege subject to conditions.
3. Permit municipalities to deploy ASE in 80 km/h zones or less without having to declare Community Safety Zones and without onerous conditions.
4. Establish a Working Group with municipalities to identify and recommend elimination of regulatory red tape associated with the use of ASE and AMPs.
5. Develop mechanisms that ensure POA fines and penalties do not lose their deterrent effect over time.
6. Work with municipalities to create better means of collecting outstanding POA fines and Victim Surcharge monies estimated to exceed \$1 billion as far back as 2011 [v].

"Carried"

[i] The Preliminary 2022 Ontario Road Safety Annual Report indicates a total of 25,165 fatal and personal injury collisions and of that, some 530 fatal collisions (3.9 persons per 100,000 in Ontario).

[ii] https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article_3131acaf-acae-5b21-bee4-a67a33600c33.html. Since publication of this article, the number of Caledon fatalities has increased to nearly 20 last year. The Town of Mono has experienced an explosion of traffic stop occurrences, up over 300% since 2019.

[iii] Speeding convictions account for over 50% of all HTA convictions - see <https://www.ontariocourts.ca/ocj/statistics/>.

[iv] <https://www.ontariocourts.ca/ocj/provincial-offences/set-fines/set-fines-i/schedule-43/>.

[v] <http://oapssb.ca/wp-content/uploads/2021/05/OAPSB-POA-WHITE-PAPER-FINAL-1-Nov-2011.pdf>. This report, prepared by the Ontario Association of Police Services Boards,

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Mono, ON L9W 6S3

suggests a number of effective mechanisms to collect unpaid fines including garnishment of Federal income tax refunds and other payments as is currently done in other provinces.

Respectfully,

Fred Simpson

Digitally signed by Fred Simpson
Location: Town of Mono
Date: 2024-01-15 13:56-05:00

Fred Simpson, Clerk

Copy: Minister of Finance
Honourable Sylvia Jones, Dufferin-Caledon MPP
Association of Municipalities of Ontario
All Ontario municipalities

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F: 519.941.9490

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W: townofmono.com

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Mono, ON L9W 6S3

John Theriault (Treasurer)

From: Ontario News <newsroom@ontario.ca>
Sent: January 17, 2024 11:36 AM
To: John Theriault (Treasurer)
Subject: Ontario Taking Next Steps in Plan to Further Reduce Wait Times for Surgeries and Diagnostic Procedures

**NEWS RELEASE****Ontario Taking Next Steps in Plan to Further Reduce Wait Times for Surgeries and Diagnostic Procedures**

Community surgical and diagnostic centres connecting people to faster, more convenient care with your health card

January 17, 2024

[Ministry of Health](#)

MISSISSAUGA — As part of the next steps to implement [Your Health](#), a plan for connected and convenient care, the Ontario government is proposing regulatory changes that, would name Accreditation Canada as the inspection body responsible for ensuring the highest quality standards and strong oversight of the 900+ current and all future community surgical and diagnostic centres, effective April 1, 2024.

“When it comes to reducing wait times for surgeries, we aren’t accepting a status quo that leaves too many people waiting too long for care,” said Sylvia Jones, Deputy Premier and Minister of Health. “Instead, our government is expanding community surgical and diagnostic centres so we can reduce wait times by doing more surgeries in state-of-the-art, convenient and safe facilities, always paid for by your OHIP card never your credit card.”

Given its national leadership role in this type of work for over 65 years, Accreditation Canada has been chosen to develop an enhanced oversight and quality assurance program for current and future community surgical and diagnostic centres that will have the same strong requirements as public hospitals in order to improve quality standards at facilities and ensure consistent patient safety and quality health care. Over the coming weeks, the province will consult extensively with health care sector partners, regulatory colleges representing providers, and patients and families on the development of the new oversight and quality assurance program.

Beginning in Spring 2024, the government will also take the next step in expanding the number of community surgical and diagnostic centres licensed in the province to deliver



additional OHIP insured services to people closer to home, including more MRI/CT scans, GI endoscopies, and orthopedic surgeries.

Through the actions taken to date as part of [Your Health](#), Ontario is connecting more people to surgeries and diagnostics care and reducing wait times. Progress over the past year includes:

- Achieving the shortest surgical wait times of any province in Canada in 2023, with nearly 80 per cent of people receiving their procedure within clinically recommended target times;
- Reducing the surgical waitlist since its peak in March 2022, resulting in 16,000 fewer people waiting for the surgeries they need;
- Eliminating the backlog of cervical cancer screening tests at the end of August 2023. Testing turnaround times returned to the pre-pandemic standard of 10 to 14 days;
- Completion rates of pediatric surgeries are reaching 112 per cent of pre-pandemic levels, as of December 2023; and
- Increasing diagnostic imaging capacity by an additional 97,767 MRI and 116,443 CT operating hours.

As Ontario continues to make progress implementing [Your Health](#), the government will continue making bold, innovative and creative changes to make it faster and easier for people to conveniently connect to care closer to home.

Quick Facts

- People are encouraged to submit any questions or feedback on the proposed regulatory changes to surgicalfeedback@ontario.ca
- For over 30 years, community surgical and diagnostic centres (formerly known as Independent Health Facilities) have been a part of Ontario's publicly funded health care system. These community-based health care centres are licensed under the [Integrated Community Health Services Centres Act](#) (ICHSCA) and provide a range of OHIP insured services.
- With more than 65 years' experience, AC is the largest and most comprehensive oversight and assessment provider for Canadian health care and social services. In Ontario, AC establishes quality standards for Ontario public hospitals and medical diagnostics who also participate in AC's accreditation program.
- There are currently over [900 licensees](#) in operation throughout Ontario, with the majority of them providing diagnostic imaging services.
- Every community surgical and diagnostic centre must have a process for receiving and responding to [patient complaints](#).

Quotes

"Accreditation Canada is pleased to be partnering with the Ontario Ministry of Health on the development of a quality oversight and assessment program for community surgical and diagnostic centres. As the largest, most comprehensive, not-for-profit provider of



independent assessments to public and private health care organizations in Canada, we bring over 65 years of experience in setting health care standards and conducting independent, third-party assessments focused on quality and safety of patient care. We look forward to helping ensure that patients in Ontario have access to safe, high-quality care."

- Leslee J. Thompson

CEO, Health Standards Organization and Accreditation Canada

Additional Resources

- [Community surgical and diagnostic centres](#)
- [Your Health: A Plan for Connected and Convenient Care](#)
- [Ontario Reducing Wait Times for Publicly Funded Surgeries and Diagnostics](#)

Media Contacts

Hannah Jensen

Minister Jones' Office

Hannah.R.Jensen@ontario.ca

Anna Miller

Communications Branch

media.moh@ontario.ca

[416-314-6197](tel:416-314-6197)

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Join Muskoka Algonquin Healthcare for a Community Chat about the Future of Made-in-Muskoka Healthcare

(Thursday, January 11, 2024, Muskoka, ON) – Muskoka Algonquin Healthcare (MAHC) is hosting a series of community chats across the region, both in-person and virtually, starting January 29, 2024, to introduce the Made-in-Muskoka Healthcare system of the future.

Through a significant capital redevelopment over the next 10 years, MAHC will build two new hospitals, one in Huntsville on the existing property, and one in Bracebridge on the recently announced Pine Street location. Through reviewing the development of two new hospital sites and an innovative and sustainable model of care for decades to come, the hospital team has planned enhancements to the local healthcare system for communities in and around Muskoka.

“We are looking forward to engaging members of the communities we serve once again to talk about our future hospitals,” says MAHC President & CEO Cheryl Harrison.

Over the course of the past year, 250 subject matter experts from the hospital team and key healthcare partners have invested hundreds of hours sharing their hearts, their smarts and their experience in an iterative planning process to explore options and develop the best possible model of care to meet the needs of our communities and our healthcare providers. Throughout the planning journey, creative thinking has considered future projections of volumes, current realities and the changing healthcare landscape, technology advancements and opportunities to expand care locally — all with the goal of a model of care that is within budget and that will preserve and enhance the viability of programs and services in the most sustainable way.

“Input from our staff, physicians, midwives, patient experience partners and our communities has played a significant role in developing a new approach to care in the future through a Made-in-Muskoka Healthcare system,” says Harrison. “We’re excited to update our communities on the future of healthcare and how care will be provided. Please join us at a community chat nearest you.”

Sessions are being held:

Monday, January 29 at 7 p.m. – Dwight Community Centre

Tuesday, January 30 at 7 p.m. – Gravenhurst Terry Fox Auditorium

Wednesday, January 31 at 7 p.m. – Armour, Ryerson & Burk’s Falls Arena Hall

Thursday, February 1 at 7 p.m. – Huntsville Active Living Centre

Tuesday, February 6 at 7 p.m. – Bracebridge Rotary Centre for Youth

Wednesday, February 7 at 7 p.m. – Port Carling Community Centre

Virtual chats are also scheduled on Friday, February 2 at 10:30 a.m. and Monday, February 5 at 7 p.m. Please visit www.mahc.ca/communitychats to register to attend a virtual chat via Zoom, and for more information.

Muskoka Algonquin Healthcare (MAHC) is a multi-site health care organization accredited with exemplary standing that provides acute care services at the Huntsville District Memorial Hospital and South Muskoka Memorial Hospital in Bracebridge. Find out more about Muskoka Algonquin Healthcare by visiting www.mahc.ca. Connect with us on [Twitter](#), [Facebook](#) and [Instagram](#).

For more information or to arrange an interview, please contact:

Allyson Snelling, Corporate Communications
705-789-2311 ext. 2544; allyson.snelling@mahc.ca



**Let's talk about
our new hospitals...**

Join your hospital team for a
community chat about the future
of Made-in-Muskoka Healthcare

Join us at a Community Chat!

**Dwight
Community Centre**
Monday, January 29
7 p.m.

**Gravenhurst
Terry Fox Auditorium**
Tuesday, January 30
7 p.m.

**Armour, Ryerson &
Burk's Falls Arena Hall**
Wednesday, January 31
7 p.m.

**Huntsville
Active Living Centre**
Thursday, February 1
7 p.m.

Virtual via Zoom
(register for link)
Friday, February 2
10:30 a.m.

Virtual via Zoom
(register for link)
Monday, February 5
7 p.m.

**Bracebridge
Rotary Centre for Youth**
Tuesday, February 6
7 p.m.

**Port Carling
Community Centre**
Wednesday, February 7
7 p.m.

For more information, and to register for Zoom link
visit www.mahc.ca/communitychats



ROBERT J. MILLER Land Use Planning Services

15 Brock Street RR#3 NIAGARA-ON-THE-LAKE ONTARIO L0S 1J0 905.468.0582 cell/txt 289.213.4421

Robert J. Miller
Professional Land Use Planner

Email robertj.miller@sympatico.ca

January 8, 2024

VIA EMAIL: clerk@armourtownship.ca

Township of Armour
c/o Mr. John Theriault, Clerk-Treasurer/Administrator
56 Ontario Street
Burk's Falls, ON P0A 1C0

Dear Mr. Theriault, Mayor Rod Ward and Members of Council:

RE: Additional/Expected Planning Act Changes and New Provincial Planning Statement (PPS)

Background

In February 2023 I provided a report to Council describing how the provisions of Bill 109, More Homes for Everyone Act, 2022 and omnibus Bill 23, More Homes Built Faster Act, 2022 were now embodied in Planning Act 2023 which came in force January 1, 2023.

On April 26, 2023 I provided a second report to Council regarding a New Provincial Planning Statement (PPS 2023) released on April 6, 2023 to replace the Provincial Policy Statement (PPS 2020). Also released on the same date were many more proposed changes to the Planning Act under Bill 97 the Helping Homebuyers, Protecting Tenants Act, 2023.

The stated goal of the above omnibus legislation (impacting almost a dozen statutes) was to facilitate "**prescribed provincial priorities**" defined through the enactment of Bill 3, the Strong Mayors, Building Homes Act, 2022. The Strong Mayors policies originally applied to Toronto and Ottawa but were later expanded to 26 other municipalities on July 1, 2023. I believe the policies for "prescribed provincial priorities" apply to "Schedule 1- A List of 29 Large and Fast-Growing Municipalities" included as an Appendix in the draft New PPS 2024. No municipality north of Barrie is included.

Not Applicable to the Rural North (yet) but what are "Strong Mayors Powers"?

Rules regarding the use of Strong Mayor Powers are contained in O. Reg 530/22. Relating specifically to Land Use Planning matters, the Strong Mayor Powers permit a Strong Mayor to advance a personal opinion to:

- (1) Provide certain directions to municipal employees.
- (2) Hire / Dismiss the head of the planning department and/or reorganize the organizational structure of the municipality in a manner that impacts the planning department.
- (3) Despite any procedural by-law passed by the municipality, require Council to consider a

matter at a Council meeting if in the Mayor's opinion it would advance a **prescribed provincial priority**.

- (4) Subject to certain restrictions and procedural requirements, veto a by-law made under the Planning Act if the Strong Mayor is of the opinion that the bylaw will interfere with a prescribed provincial priority.
- (5) The above referenced "**prescribed provincial priorities**" are as follows:
 - (a) Building 1.5 million new residential units by December 31, 2031.
 - (b) Constructing and maintaining infrastructure to support housing, including, transit, roads, utilities and servicing.

As a planner, I believe the above prescribed powers raise several questions. Will planners still provide independent planning opinions in Strong Mayor municipalities or, for fear of being fired, only advance opinions which agree with the "mayor's opinion" which at this point is undefined? And will Strong Mayors not be exposed to lobbying?

The wheels fell off. Where are we now?

The provincial government stormed ahead in the summer of 2023 granting dozens of questionable Minister's Zoning Orders inside the Green Belt and the Oak Ridges Moraine; terminating about a dozen County and Regional Planning Departments in the Greater Golden Horseshoe and moving to dissolve the Region of Peel. The results were predictable and it was not surprising to see a new Minister of MMAH in 2023.

Early in December 2023 a series of Statutes were passed to enact robust liability protection to legally boiler plate the province against potential charges from needless Official Plan program staffing, misguided Zoning Orders, closed planning departments, the Peel Region mess etc.

The vast majority of changes do not involve Armour Township directly. But many do, indirectly.

OPPI WeirFoulds Annual Seminar December 18, 2023 "A Legislative Update"

I attended this two-hour webinar with about 1,750 on-line plus 65 attending in person. The panel of three experts in municipal law plus the President of OPPI was Chaired by Denise Baker, Managing Partner of WeirFoulds LLP.

As recorded in the video minutes of the webinar, Ms Baker described the recent wave of corrective legislation from the province as both a "God-awful mess", a "quagmire" and a "legislative mess".

The following points are from my own notes plus parts of a 43 page Power Point Presentation used by the panel members which I believe are relative to Armour Township.

New Provincial Planning Statement (PPS)

- The New PPS, when adopted, will replace the *Growth Plan 2006* and the *Provincial Policy Statement 2020* and will function as an integrated Province-wide land use planning policy document.
- The New PPS will be considered a policy statement under the *Planning Act*, and the

requirement for consistency with its policies will apply to all planning applications in Ontario.

- The New PPS is intended to provide more autonomy and flexibility to municipalities to plan for and manage their own growth and development.
- The word “optimization” is removed. A test therefore remains for planners to advance planning principles to prove a *Planning Act* application is appropriate.
- Municipal comprehensive reviews of OP’s are eliminated. Growth forecasts and land needs are left up to municipalities.
- Municipalities can consider settlement area boundary expansions at any time.
- Affordable housing references are removed and replaced with “full range of housing options”.
- Broadens ability for private communal services on rural lands.
- All natural heritage policies are carried forward from the current PPS 2020. Minor changes have been made to some definitions.
- Watershed planning is now “encouraged” to be undertaken rather than required.
- Anticipated to be brought forward by the province early in 2024, possibly Q1.

Bill 109, the *More Homes for Everyone Act*, 2022

- There is no fee refund for Official Plan amendment applications. The fee refund applies in the event that a decision is not made on a zoning by-law amendment or draft plan of subdivision within the 90 or 120 days as the case may be.
- For site plans, the fee refund applies in the event that the site plan is not approved within 60 days of the application being deemed complete.
- The different fee refund provisions for various applications has resulted in a variety of municipal objections to this legislation. The intent of the legislative change was to speed up the approval process by requiring faster decisions on applications. That, however, has simply not borne out in reality.
- Municipalities have responded by implementing new requirements for applications to be deemed complete applications. This has included changes to the process which may or may not be in an Official Plan. There is a major problem figuring out what OP’s are legally in force with the requirements for complete applications. Some municipalities have changed their process without passing an OPA. Some passed an OPA which is not yet in force. Some of these OPA’s have been appealed.
- In my view, Armour’s OP contains rigorous provisions for complete applications (Section 5.1.2) but they will need re-testing against final provisions in the new *Planning Act* whenever they are available.

Latest Press Release by Queen’s Park

On December 13, 2023 the Province issued a press release entitled: “Ontario Taking Action to Support Municipal Partners in Building More Homes and Protecting Taxpayers”.

- This press release suggested that further reversals to the work that was done by the Housing Action Plan and the legislation flowing from that (Bill 109 and Bill 23) are forthcoming.
- Bill 150, *The Planning Statute Law Amendment Act*, 2023 was passed in error prior to the consultation period being over and prior to the timeframe that was given to municipalities to provide their feedback on the proposed rollbacks. Additional legislation is therefore required to implement changes coming from the feedback related to Bill 150 that arrived after it was given Royal Assent, and changes that were not considered during the municipal consultation period.
- The definition of “affordable housing” will now include “attainable housing”.

- The definition of “attainable housing” will apply only to modular home demonstration sites, including surplus provincial lands and surplus lands made available by municipalities, in order to incentivize early development of modular, attainable homes. The province will be consulting with key stakeholders over the coming months on this definition of attainable.
- The province will engage in consultations with its municipal partners on the impacts of Bill 23, the *More Homes Built Faster Act, 2022* and municipalities’ ability to fund growth-related infrastructure that will support the construction of more homes.
- The province will consult with municipalities on the planning application fee refund framework introduced through Bill 109, the *More Homes For Everyone Act, 2022*.

I anticipate several rounds of discussion with staff and Council as the above issues with changes to the planning process are resolved during 2024.

Yours very truly

A handwritten signature in black ink, appearing to read "Robert J. Miller".

Robert J. Miller
Professional Land Use Planner



STAFF REPORT

Date: January 23, 2024
To: Council
From: John Theriault, Clerk-Treasurer/Administrator
Subject: New Library Project

Recommendation:

That the Staff Report from the Clerk-Treasurer/Administrator dated January 23, 2024, regarding the new library project be received.

History:

I was asked to look into the new library project to help move it forward. In order to accomplish this, I recruited the help of Greystone, represented by Jon Morton, P. Eng., MBA, PMP, and requested he advise on the best site for the new library and provide an estimate of what the cost for a new 5,000 sq. ft. library.

Based on the attached report, it was recommended that we build the new library on Huston Street, at the corner of Huston and Red Cross Hospital Streets. The report also stated that the estimate for the construction of the new library would be between \$2,000,000 and \$2,250,000.

Since there is a question of whether or not the Village of Burk's Falls would support the site recommendation and since the EMS may be looking at moving to the new fire hall when it is built, I also requested Greystone look at using the EMS building for a new library. The report I received, copy attached, is that it would be advantageous to use the EMS building and that it would likely save \$300,000 to \$400,000 in construction costs.

We presently have three resolutions, copies attached, one from the Township of Ryerson and two from the Township of Armour on this project. The resolution from the Township of Ryerson allocates \$125,000 to this project, one resolution from the Township of Armour supports the recommended site selection from Greystone and one allocates \$500,000 to this project.

In order to go forward on this project, I now require confirmation of where the three partners wish this library to be built, a confirmation that the partners wish to go forward with this project and a budget to bring this project to the tendering stage.

If the partners are willing to go forward with this project, I can then look at applying to different organizations in order to secure some grants for this project.

Financial Considerations

The estimate I have received to bring this project to the tendering stage is \$50,000. The estimate for the overall cost of this project is between \$2,000,000 and \$2,250,000.

From what I have been able to deduce, at this time, I believe we could get a 50% grant for this project.

Attachments:

Site Analysis Report
EMS Building Analysis Report
Armour & Ryerson Resolutions

John Theriault (Clerk-Treasurer Administrator)

From: Jon Morton <jon@greystoneconstruction.ca>
Sent: November 27, 2023 4:43 PM
To: John Theriault (Clerk-Treasurer Administrator)
Cc: Stefan Knaus
Subject: New Library - Site Selection Options - Preliminary Analysis
Attachments: Burk's Falls Library - Site Options - 2023.11.27.pdf

Hi John,

Hope all is well. Following up on our site visit with you, we have done some preliminary work to look at the high level pros/cons of each of the building location options that you are contemplating.

Attached is a plan showing the scale / size of these options, assuming a basic 5000 square foot rectangular building shape.

A brief analysis of each "Option" is provided below, for your review, discussion and input.

Option 1:

- Pros
 - o Site has good access from the road and would be in a logical position in relation to the medical building
 - o Site is flat and generally would be easy to build on
 - o Sanitary, water, gas and hydro services appear nearby so the building could be serviced without issue
 - o If the building is situated as shown, there should be enough area available to provide parking to the facility. Based on Huntsville standards, this building would require about 20 parking stalls.
- Cons
 - o Likely some of the mature trees would need to be removed.

Option 2:

- Pros
 - o Site has good access from the road and would be in a logical position in relation to the medical building
 - o Site is flat and generally would be easy to build on
 - o Sanitary, water, gas and hydro services appear nearby so the building could be serviced without issue
 - o Parking could be provided to the west of the building. Based on Huntsville standards, this building would require about 20 parking stalls.
- Cons
 - o Likely some of the mature trees would need to be removed.
 - o Concern with proximity to sanitary sewer. As shown, this may not be possible. Depth of sewer would need to be confirmed to establish proper setback to the sewer for long term maintenance, replacement and structural integrity, and the building location designed accordingly.

Option 3:

- Pros
 - o Site has access to the road but the slope into the site is steep. This could be managed but is less than ideal
 - o Sanitary, water, gas and hydro services appear nearby so the building could be serviced without issue

- Parking could be provided to the west of the building. Based on Huntsville standards, this building would require about 20 parking stalls.
-
- Cons
 - Site has a significant slope this would need to be incorporated into the building design and site grading. Possibly at increased cost for extended foundations or a retaining wall, or both.
 - Likely some of the mature trees would need to be removed.
 - Concern with proximity to sanitary sewer and hydro line. As shown, this location may not be possible. Depth of sewer would need to be confirmed to establish proper setback to the sewer for long term maintenance, replacement and structural integrity, and the building location designed accordingly. Further, required setback from Hydro would need to be confirmed as well.

In our experience with recent projects, we would estimate that the cost of a 5,000 sq ft library in the current market would be in the \$400-\$450 per square foot range, including design fees in a Design-Build format.

Let us know if there are any questions on the above, happy to assist further.

Thank you,

Jon Morton, P.Eng., MBA, PMP
Chief Operating Officer

GREYSTONE

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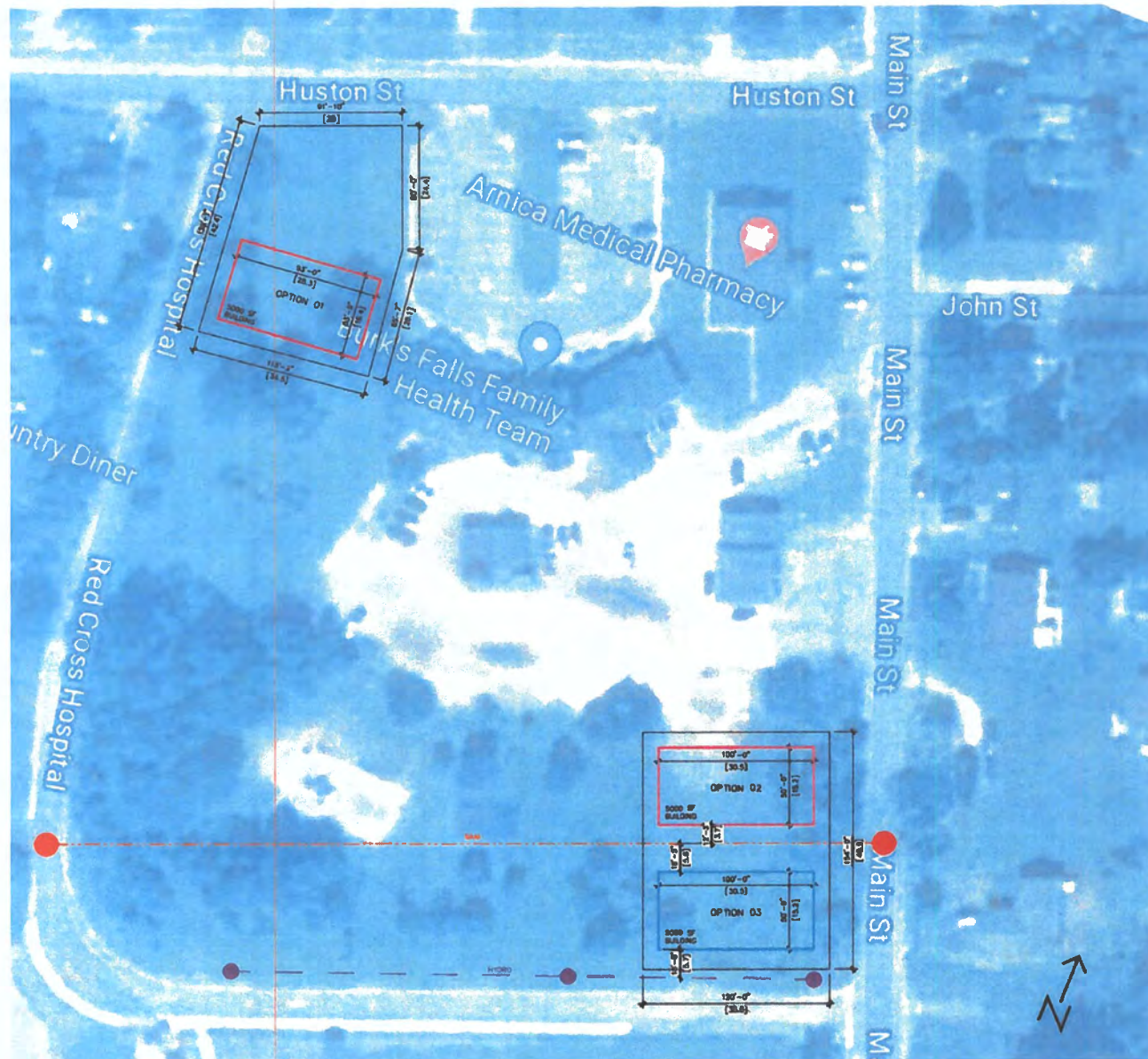
jon@greystoneconstruction.ca

<http://www.greystoneconstruction.ca/>



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The Architect is not responsible for the accuracy of survey, structural, mechanical, electrical, etc. engineering information shown on the drawings. Refer to the appropriate engineering drawings before proceeding with work.

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This drawing is not to be used for construction.

Issued for Pricing:

Signature: _____

Date: _____

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PROJECT TITLE

BURK'S FALLS LIBRARY

PROJECT LOCATION

Burk's Falls, ON

GREYSTONE

9 Commercial Road, Unit 2-1
North York, Ontario
M2N 0B5

T: 416 739-6610
F: 416 739-6611
E: greystone@greystoneconstruction.com

TITLE

Preliminary Site Plan

Drawn By: _____

Checked By: _____

Scale: _____

Date: 2023.11.23

Project No.: _____

John Theriault (Clerk-Treasurer Administrator)

From: Jon Morton <jon@greystoneconstruction.ca>
Sent: December 14, 2023 1:59 PM
To: John Theriault (Clerk-Treasurer Administrator)
Subject: RE: New Library - Site Selection Options - Preliminary Analysis
Attachments: Burks Falls Library - Fire Hall Addition.pdf

Hi John,

That is great, thank you for the update. We have done a lot of Fire Halls and EMS projects, under design-build format, so if you need input or advice on planning that project, feel free to reach out.

For the library, the cost of new construction is higher than it has ever been. What this means is that existing buildings, in good condition, are valuable. I drove by the building yesterday and it looks to be in pretty good shape from the exterior. If this is an option, I think it should be considered. Measuring from Google Earth, it looks like this building is around 2000-2500 sq ft. We have overlaid an addition onto this building to show what it could look like as a 5000 sq ft building (this could change, only preliminary).

To summarize this option of renovating the EMS building:

- Overall it would likely save \$300,000-400,000. These are rough estimates, but it would certainly amount to savings that are worth considering.
- It makes efficient use of existing infrastructure that is already connected to services, so there is only a very small impact on the existing land that the municipality owns. Therefore leaving more space in the future for other buildings.
- There appears to be ample room for parking at the back, using the existing parking lot.
- It somewhat limits potential layouts of the library space, but only in a minor way. We do not think this is a major impediment to the future library interior space planning or operations.
- It is an opportunity to upgrade the exterior finish of the existing EMS building, and possibly upgrade insulation levels.
- We would suggest that a proper review of the interior condition, including heating/cooling equipment, plumbing and insulation should be completed in order to properly assess this option and what could be salvaged in the new build, just to be sure that there are no major roadblocks.

Let me know if this helps, or if there are any questions.

Cheers,

Jon

From: John Theriault (Clerk-Treasurer Administrator) <clerk@armourtownship.ca>
Sent: Wednesday, December 13, 2023 12:08 PM
To: Jon Morton <jon@greystoneconstruction.ca>
Subject: RE: New Library - Site Selection Options - Preliminary Analysis

You don't often get email from clerk@armourtownship.ca. [Learn why this is important](#)



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Issued for Pricing:

Signature: _____

Date: _____

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PROJECT TITLE

BURK'S FALLS LIBRARY

PROJECT LOCATION

Burk's Falls, ON

GREYSTONE

8 Crescent Road, Unit A-1
Huntsville, Ontario
P1H 0B3

T: (705) 789-1416
F: (705) 789-4543
E: greystone@greystoneconstruction.ca

TITLE

Fire Hall Renovation

DWN. BY:

CHE'D:

SCALE:

DATE: 2023.11.23

PROJECT NO.

DWG. No.



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: December 12, 2023

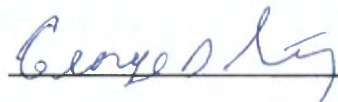
Resolution Number: R-198 - 23

Moved by: Councillor Robertson

Seconded by: Councillor Abbott

Be it resolved that Ryerson Township Council approves in principle the allocation of \$125,000.00 to the new library project, to serve the users of Armour, Ryerson and Burks's Falls Union Public Library.

Carried ☒ **Defeated** ☐


(Chair Signature)

Declaration of Pecuniary Interest by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yea	Nay	Abstention	Absent
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: December 12, 2023

Motion # 322

That the Council of the Township of Armour, after reviewing the options report from Jon Morton, Engineer for Greystone Building Muskoka, regarding the property on which the new library could be built, rescind their support for building the new library on the property located at the corner of Main Street and Red Cross Hospital Street next to the EMS building in the Village of Burk's Falls and supports Option "1", being the building of the new library on the property located at the corner of Huston Street and Red Cross Hospital Street next to the parking lot of the Burk's Falls Health Centre in the Village of Burk's Falls.

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

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

Carried / Defeated 2

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:

Blakelock, Rod

For

☐

Opposed

☐

Brandt, Jerry

☐☐

Haggart-Davis, Dorothy

☐☐

Ward, Rod

☐☐

Whitwell, Wendy

☐☐



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date:

September 26, 2023

Motion #

244

That the Council of the Township of Armour approves, in principle, the allocation of a maximum of \$500,000 to the building of a new library, which would serve the users of the Armour, Ryerson & Burk's Falls Union Public Library under the condition that the new library and the land on which it will be built has shared ownership between the Township of Ryerson, the Village of Burk's Falls and the Township of Armour based on the percentage of the total amount of funds provided for the construction of the new Union Library by each municipality.

Moved by:

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

Seconded by:

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

Carried / Defeated

2

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

Haggart-Davis, Dorothy

Ward, Rod

Whitwell, Wendy

For

☐☐☐☐☐

Opposed

☐☐☐☐☐

The Corporation of the Township of Armour

Council Statement of Remuneration and Expenses

For the Period of January 1st to December 31st 2023

Name	Elected Position	Period	Salary	Benefits	Expenses	Total
Rod Ward	Mayor	Jan 1 - Dec 31	\$20,122.00	\$1,381.44	\$368.70	\$21,872.14
Rod Blakelock	Councillor	Jan 1 - Dec 31	\$14,955.00	\$973.20	\$0.00	\$15,928.20
Gerald Brandt	Councillor	Jan 1 - Dec 31	\$14,955.00	\$291.60	\$240.90	\$15,487.50
Dorothy Haggart-Davis	Councillor	Jan 1 - Dec 31	\$14,955.00	\$973.20	\$2,933.16	\$18,861.36
Wendy Whitwell	Councillor	Jan 1 - Dec 31	\$14,955.00	\$973.20	\$155.00	\$16,083.20
TOTALS			\$79,942.00	\$4,592.64	\$3,697.76	\$88,232.40

January 15, 2024

Alison McGregor - Deputy Treasurer

ROBERT J. MILLER Land Use Planning Services

15 Brock Street RR#3 NIAGARA-ON-THE-LAKE ONTARIO L0S 1J0 905.468.0582 cell/bxt 289.213.4421

Robert J. Miller
Professional Land Use Planner

Email robertj.miller@sympatico.ca

January 17, 2024

VIA EMAIL: clerk@armourtownship.ca

Township of Armour
c/o Mr. John Theriault, Clerk-Treasurer/Administrator
56 Ontario Street
Burk's Falls, ON P0A 1C0

Dear Mr. Theriault, Mrs. Charlene Watt, Mayor Rod Ward and Members of Council:

RE: Planning Review - Adding Flag Lot Provisions to the Armour Zoning By-law

Following our telecon on January 9, 2024 and informal pre-consultation with Mr. Gosbee on January 11, 2024 I have prepared the report you requested in this letter.

I spent some time exploring what other municipal and County planning departments in Ontario are doing with Flag lot consents. In doing so, I discovered that using the term "panhandle lot" is problematic owing to a partnership of all three gas companies across the province partnering with the Canadian Association of Energy & Pipeline Landowners Associations (CAEPLA) to conduct monitoring studies of all gas distribution and storage systems. For some reason this group also adopted the names Panhandle Transmission System which includes the Panhandle Loop and the Panhandle Pipeline. It seems hundreds of municipalities now have Panhandle on their agenda's and in their minutes. Fortunately the term "Flag Lot" is the most commonly used expression for land division, so let's forget about Panhandle.

In summary, here's what Google turned up:

- Unlike BC, parts of Alberta and some of the Maritime Provinces, Ontario has no Province-wide legislation dealing with flag lots or other similar types of land division using different terminology.
- Flag lot style of land division has been used for decades in the major Great Lakes waterfront areas and other natural areas of southern Ontario. They access old cottage colony areas such as the Beaches in Toronto, Grimsby Beach, Wasaga Beach, Lake Erie beaches, Hamilton Beach Strip etc. Flag lots were a natural solution to developing waterfront areas where there simply was not enough road frontage to go around. For example, here in Niagara-on-the-Lake there are 13 unassumed Firelane Roads leading from Lakeshore Road to hundreds of cottages and permanent dwellings fronting Lake Ontario. Neither school busses or garbage trucks will go down Firelanes and apparently the Fire Department is also reluctant to do so.
- In Ontario single O.Reg's for Flag Lots have been passed for non-residential uses simply to gain access to resources such as timber and aggregates.

- Flag lots are universally prohibited in Heritage Conservation Districts across Ontario.
- Most southern Ontario Official Plans do not even mention Flag Lots, but those who do such as London, prohibit them in development areas and instruct their committees to “discourage” them in rural areas.
- Rural areas in the GTA, especially within the Niagara Escarpment Planning Area have spawned dozens of Flag Lot applications and appeals to the OMB and LPAT. For example, a triple Flag Lot application along Lover’s Lane in the Ancaster section of the Dundas Valley produced a 20-page decision by LPAT in favour of the applicants. Several other decisions in Waterloo Region with no zoning guidelines went the same way.
- Many rural municipalities along the Trent-Severn Waterways and in the Thousand Islands area actually define Flag Lots in their zoning by-laws but fail to provide zoning provisions in the bodies of their by-laws. Preferring to go the rezoning route I suppose. These areas include Stormont North & South, South Glengarry and others. On the flip side of the coin, several municipalities in the Thousand Islands Counties of Leeds & Grenville such as Augusta Township and North & South Frontenac have fabulous provisions for Flag Lots in their zoning by-laws but not a word in their OP’s.

Proposed Provisions for Flag Lots in the Armour Zoning By-law

Based on the above review, I see no reason to carry out an Official Plan Amendment adding Flag Lot policies to the Armour OP. Following on the approach by planner Glenn Tunnock, however, in several rural zoning by-laws in the Thousand Islands area of eastern Ontario, my proposal is therefore that Council consider adding the following draft provisions to the Zoning By-law.

“Flag Lot” means a lot with two distinct parts:

- a) the flag, which is the only area to be used for the building envelope, and is located to the rear of the back lot line of another lot.
- b) the pole, which connects the flag to an open and maintained public road and provides the only lot frontage for the lot. The pole and the flag are to be registered as one lot only.

The following provisions shall apply to flag lots:

- (a) The flag part of the lot shall contain a lot area at least equal to the minimum required lot area of 0.8 hectares (2 acres) for the non-waterfront, non-floodplain and non-wetland Rural (Ru) Zone areas in which the flag lot must be located. The area of the pole shall not be included in the calculations of the required minimum lot area for the purposes of consent; and
- (b) No part of the pole or access strip shall be granted or created by way of a right-of-way, or easement; and

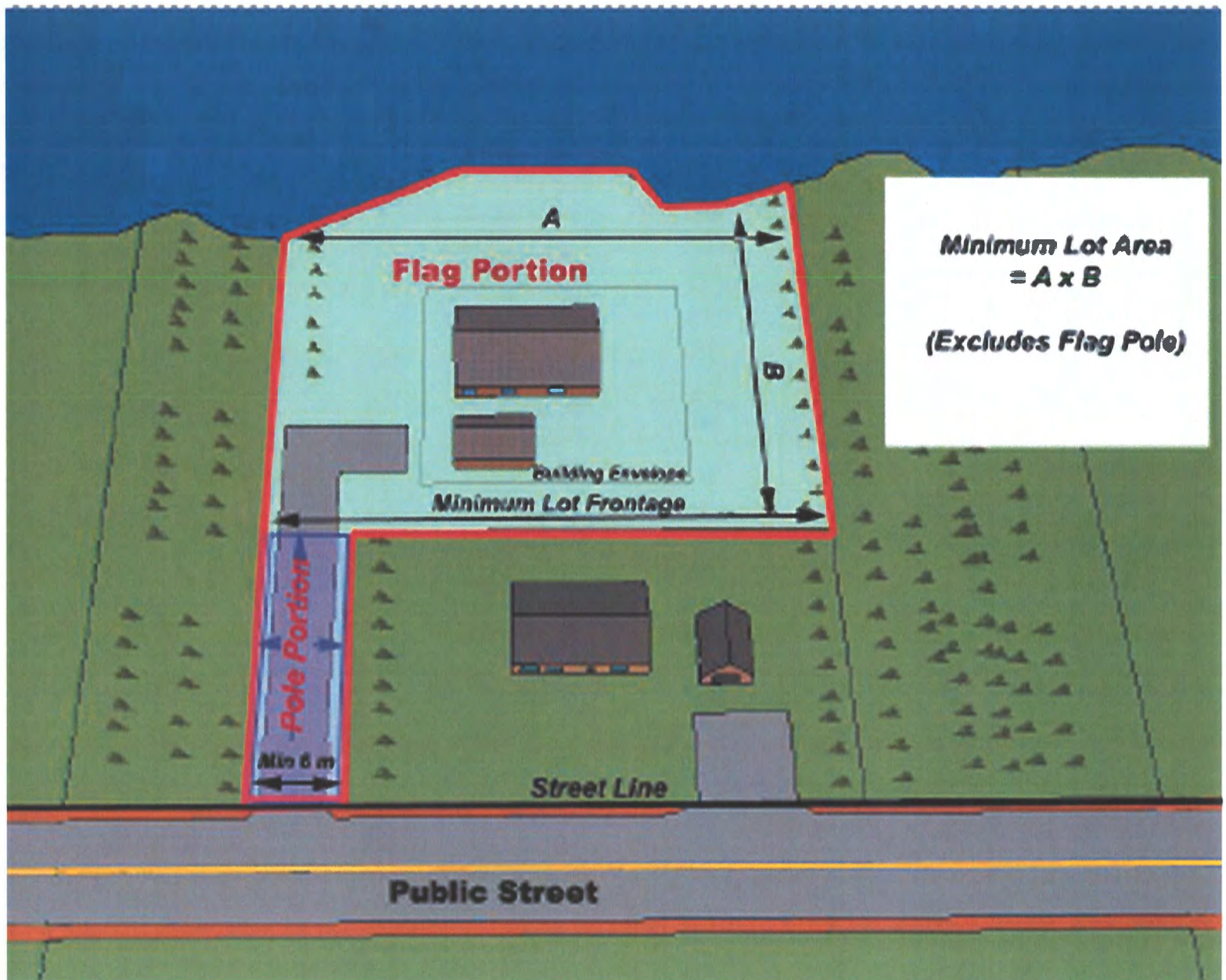
- (c) The minimum lot frontage of the pole at the open public road allowance, and the minimum continuous width of the lot along the pole or access from the public road to the flag shall be a continuous 31 metres (102 feet); and
- (d) The minimum width of the flag shall be equal to the minimum lot frontage of 61 metres (200 feet) required for dwellings in the Rural Ru Zone in which the flag lot must be located; and
- (e) The front yard for the flag shall be measured from the point where the pole meets the flag; and
- (f) The pole or access strip shall be suitable for the construction of an access driveway designed to provide continuous access from the public street to the flag and its building envelope; and
- (g) A flag lot shall not be further subdivided; and
- (h) Any flag lot shall meet all other applicable zone standards including standards for accessory residential uses and buildings which shall not be located in the front yard; and
- (i) No flag lot shall abut any part of another flag lot; and
- (j) At the time of application for consent to create a flag lot, Council must be assured that a single detached dwelling already exists legally on either the severed or the retained parcels; and
- (k) Consents will not be granted for flag lots which have the effect of limiting access to back lands for future uses or which have the effect of creating land locked parcels for either of the severed or retained parcels.

I look forward to discussing the above proposal with you.

Yours very truly

Bob

Robert J. Miller
Professional Land Use Planner



**Minimum Lot Area
= A x B
(Excludes Flag Pole)**

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #-2024

Being a By-law to govern and regulate the proceedings of Council and Committees of The Municipal Corporation of the Township of Armour and to repeal By-law 19-2022

WHEREAS Section 238(2) of the *Municipal Act*, S.O. 2001, Chapter M.25, as amended, requires that every municipality shall pass a Procedure By-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238 (3.3) of the *Municipal Act*, 2001 further provides that a procedure by-law may provide that a member of council, of a local board or of a committee of either of them may participate electronically in a meeting that is open or closed to the public and members who are participating electronically may be counted in determining whether or not quorum of members is present at any point in time;

AND WHEREAS the Council of The Municipal Corporation of the Township of Armour deems it expedient to enact a By-law to govern and regulate the proceedings of Council and committees;

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

1. SHORT TITLE

1.1 This By-law shall be cited as the "Procedural By-law".

2. DEFINITIONS

2.1. For the purpose of this By-law the following words shall have the meaning given herein:

- (a) "By-law" means a law created by the Municipality exercised by Council authority in accordance to the *Municipal Act*, 2001.
- (b) "Chair" shall mean the Head of Council or the Presiding Officer at a committee meeting;
- (c) "Clerk" shall mean the Clerk of The Municipal Corporation of the Township of Armour or his/her designate who shall have all the powers and duties of the Clerk under this and every other Act;
- (d) "Closed Session" shall mean closed to the public as described in Subsection 4.7 of this By-law;
- (e) "Committee" means any advisory or other committee, sub-committee or similar entity composed of members of the Township of Armour Council alone or together with members of another Council or the public;
- (f) "Conflict of Interest" means a direct or indirect pecuniary interest as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, chapter M.50 as amended (MCIA), and any successor legislation thereto;
- (g) "Corporation" means The Municipal Corporation of the Township of Armour;
- (h) "Council" means the elected and sworn members of the Council of the Township of Armour;
- (i) "Deputation / Delegation" means an individual/group who has submitted a request for delegation to the Clerk within the prescribed timelines to address Council or Committee;
- (j) "Deputy Mayor" means the Councillor appointed to act in the absence of the Mayor in accordance with this By-law;

- (k) "Electronic Meeting" means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in person attendance.
- (l) "Emergency" means any period of time during which an emergency has been declaration to exist in all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the Emergency Management Act.
- (m) "Emergency Management Act" means the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E. 9, as amended.
- (n) "Head of Council" means the Mayor or any member acting in the capacity of the Mayor;
- (o) "Holiday" means:
 - Any holiday as defined in the *Legislation Act, 2006* S.O. Chapter 21, Schedule F
 - Any other holiday proclaimed by the Head of Council as a Civic Holiday.
- (p) "Indigenous Land Acknowledgement" means the following statement:
"Armour Township is situated on the traditional lands of the Anishinabe. Armour Township recognizes the historical and contemporary contributions of the local first nations and the peoples of Turtle Island."
- (q) "Local Board" means a local board as defined in the *Municipal Act, 2001*;
- (r) "Majority" means for the purpose of voting, more than half of the members of Council or Committee present at the vote and not prohibited by statute from voting;
- (s) "Meeting" means any regular, special, committee or other meeting of Council or a Committee or Local Board, where,
 - a. A quorum of members is present, and
 - b. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee;
- (t) "Member" means a member of the Council of the Township and includes the Head of Council, or a Member of Committee, including the Chair;
- (u) "Municipal Act" means the Municipal Act S.O. 2001, c. 25, as amended and any successor legislation thereto;
- (v) "Municipal Conflict of Interest Act" (MCIA) means regulations under the Municipal Conflict of Interest Act R.S.O. 1990, c. M.50 as amended, and where Members shall declare any pecuniary interest in common with electors within the area of jurisdiction and/or where the matter under consideration affects only part of the area of jurisdiction;
- (w) "Municipality" means the Municipal Corporation of the Township of Armour;
- (x) "Public Meeting" means a portion of a meeting for either public hearings on a planning matter, or a matter added to the already adopted Agenda to allow for free public delegation;
- (y) "Quorum" shall mean a majority (more than half) of the whole number of members of Council or a Committee. Where a member has or members have declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, the quorum may be less than half plus one of the whole number of members but shall not be less than two;

- (z) "Recorded Vote" means the recording of the name and vote of every member of any matter of question. In the case of a Member who has declared a conflict of interest in the matter or question, the minutes shall reflect the Members declaration and the general nature thereof;
- (aa) "Regular Meeting" means any regular Council or Committee meeting when a quorum is present;
- (bb) "Resolution" means a record of decisions or wishes of Council and includes routine administrative and management matters such as appointing of an auditor;
- (cc) "Township" means The Municipal Corporation of the Township of Armour.

3. GENERAL PROVISIONS

- 3.1. The rules and regulations hereinafter provided shall govern the proceedings of the Council and the committees thereof. Any part or parts of this By-law may be suspended if agreed upon by a majority of the members present unless the part or parts prescribed by statute or law.
- 3.2. All points of order or procedure not provided for in these rules shall be decided in accordance with the rules of procedure commonly known as Robert's Rules of Procedure.
- 3.3. Except as provided by law and Section 19 and 20 herein, a person not a member of the Council shall not be allowed to address the Council or committee except upon approval of the Council or committee. Any person desiring to be heard shall provide notice as defined in Section 19 and 20 herein. The written request shall state the nature of the business including specific detailed information to allow Council, through staff, to research the matter prior to the meeting at which the person wishes to be heard. Persons addressing the Council or committee shall confine their remarks to the stated business. All requests shall be made pursuant to and in accordance with the provisions of this By-law.

4. CONVENING OF COUNCIL MEETINGS

- 4.1. An inaugural meeting of Council in an election year shall be held in the Council Chambers on the fourth Tuesday in the month of November at 7:00 p.m. for the purpose of swearing in the new Council and conducting regular business.
- 4.2. The Council shall hold its regular and special meetings at the Township office, Council Chambers at 56 Ontario Street, Burk's Falls, or other designated locations, in compliance with the *Municipal Act*, as amended.
- 4.3. Regular meetings of Council shall be held on the second and fourth Tuesday of each month commencing at 7:00 p.m. or on such other day as may be determined from time to time by resolution of Council.
- 4.4. When the day for a regular meeting of Council is a public or civic holiday, the Council shall meet at the same hour on the next following day which is not a public or civic holiday.
- 4.5. If a quorum is not present within thirty (30) minutes after the time fixed for a regular or special meeting, the Clerk shall record the names of the members present and the Council shall stand adjourned until the next regular meeting, or at the call of the Mayor.
- 4.6. The use of audio, still camera and video recording equipment (electronics) during a meeting that is not closed to the public is permitted providing it is not disruptive to the conduct of the meeting and that Council is advised it is being used. Any and all audio/camera/video recordings recorded other than by the municipality under any circumstances, shall not be deemed to be the official records.

- 4.7. All meetings of Council, and all meetings of any Committees of the Council, shall be open to the public, except that they may be closed to the public if the subject matter being considered involves:
- (a) The security of the property of the municipality or local board;
 - (b) Personal matters about an identifiable individual, including municipal employees or local board members;
 - (c) A proposed or pending acquisition of land for municipal or local board purposes;
 - (d) Labour relations or employee negotiations;
 - (e) Litigation or potential litigation, including matters before the administrative tribunals, affecting the municipality or local board;
 - (f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) A matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act;
- 4.8. A meeting or part of a meeting shall be closed to the public if the subject matter being considered is:
- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman.
- 4.9. A meeting of a Council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
- (a) The meeting is held for the purpose of educating or training the members.
 - (b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 4.10. Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:
- (a) The fact of the holding of the closed meeting and the general nature of the matter to be considered; or
 - (b) In the case of a meeting for educational or training purposes, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed for that reason.
- 4.11. Unless otherwise directed by the Clerk, staff attendance at the Closed Meeting is limited to the Clerk, Senior Management, Deputy Clerk and/or designate. Staff are to remain outside the Closed Meeting room until called upon to speak to their specific matter and vacate the meeting once the matter has been dealt with.
- 4.12. All votes of Council shall be open to the public except those votes taken during a meeting or part thereof that is closed to the public in accordance with Section 4.7 of this By-law if said vote is for a procedural matter or for giving directions or instruction to officers, employees or agents of the Township, Committee or local board or persons retained by or under contract with the Township, committee or local board or to rise from closed session.

- 4.13. When at any session of the Council the hour of 11 o'clock in the afternoon shall be reached, the Mayor, or other presiding officer, shall declare the Council adjourned and leave the chair, unless the Council by unanimous consent and by resolution determines otherwise.

5. NOTICE OF MEETINGS

- 5.1. Notice of Council meetings and committee meetings shall be given by publication of future meetings in previous Agendas, posting of Agendas on the Township website (www.armorntownship.ca) and by posting notice at the municipal office prior to the meeting.
- 5.2. Where a regular meeting of the Council is to be held at a time of day other than as set out in Section 4.3 above, the Council shall give notice at least seven (7) days in advance of such meeting by posting a notice at the municipal office and on the municipal website.

6. MEETINGS OF COUNCIL – SPECIAL

- 6.1. The Mayor may at any time call a special meeting of the Council and it shall be the Mayor's duty to call a special meeting whenever requested by a majority of the members of the Council. In addition, the Clerk shall, upon receipt of a written petition signed by the majority of the members of the Council, summon a special meeting for the purpose and at the time mentioned in the petition. Notice of such a special meeting shall be given by the clerk's office contacting members.
- 6.2. The notice calling a special meeting of the Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such meeting except with the unanimous consent of all members present at such meeting.
- 6.3. In the case of special meetings notice shall be given by posting of the Agenda on the Township website and at the municipal office as soon as practicable after notice of the special meeting has been given and any other notification that is permitted within the time frame.
- 6.4. In accordance with Section 236 of the Municipal Act, an Emergency Meeting of Council may be called by the Mayor at any time and at any location as may be convenient. For the purposes of this section an Emergency Meeting may be called for an emergency within the meaning of the Township's Emergency Plan or any other similar unforeseeable circumstance.

7. COUNCIL MINUTES

- 7.1. The minutes of Council as taken by the Clerk or designate shall consist of a record of all proceedings taken in Council. Pursuant to the *Municipal Act*, 2001, the minutes shall be a factual recount without note or comment.
- 7.2. The Clerk may delegate its duties with respect to recording minutes within a public or within a Closed Meeting of Council or Committee, to a staff person who has been delegated this task under Section 228(4) of the *Municipal Act*, 2001 only.
- 7.3. Minutes of a closed session of Council or a Committee of Council shall be presented for adoption at the next closed session portion of a regular meeting of Council / Committee.
- 7.4. The adoption of the minutes is a procedural matter and does not affect the validity or affect the resolutions recorded in the minutes.
- 7.5. All minutes and committee minutes following adoption by Council and all By-laws passed by the Council shall be kept in the Clerk's office and shall be made available for viewing during normal office hours and shall be posted on the Township website, save and except those minutes recorded during a meeting or part thereof that was closed to the public in accordance with Section 4.7 and 4.8 of the By-law and subject to the provisions of any applicable By-law, act or statute.

8. ROLE OF THE MAYOR

8.1. It is the role of the Mayor as the Head of Council:

- (a) To act as Chief Executive Officer of the municipality;
- (b) To preside over Council meetings so that its business can be carried out efficiently and effectively;
- (c) To provide leadership to Council;
- (d) To provide information and recommendations to the Council with respect to the role of Council.
- (e) To represent the municipality at official functions;
- (f) To carry out the duties of the Head of Council under any Act; and
- (g) To provide overall leadership to the Municipal Emergency Control Group in responding to an emergency as detailed in the Emergency Response Plan for the Township of Armour.

8.2. As Chief Executive Officer of the Township, the Head of Council shall:

- (a) Uphold and promote the purposes of the municipality;
- (b) Promote public involvement in the municipalities activities;
- (c) Act as the representative of the municipality both within and outside the municipality; and
- (d) Participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.

8.3. Role of Deputy Mayor:

- (a) In the absences of the Chair, preside at meetings as the acting Chair and while so acting shall have all the powers and duties of the Chair with respect to the role of presiding at the meeting;
- (b) During a meeting of the Council or Committee, and at the request of the Chair, take the Chair as the acting Chair and while so acting shall have all the powers and duties of the Chair with respect to the role of presiding at the meeting.

9. DUTIES OF THE HEAD OF COUNCIL

9.1. The Mayor, or the member acting as the Head of Council, shall:

- (a) Preserve order and decorum in the Council Chambers;
- (b) Open the meeting of the Council by taking the Chair and calling the members to order;
- (c) Announce the business before the Council in the order in which it is to be acted upon;
- (d) Read aloud the Township of Armour's Indigenous Land Acknowledgement statement following the Call to Order of a meeting;
- (e) Receive and submit, in the proper manner, all motions presented by members of Council;
- (f) Decide questions of order;
- (g) Put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;

- (h) Decline to put to vote motions which infringe on the rules of procedure;
- (i) Restrain the members, within the rules of order when engaged in debate;
- (j) Enforce on all occasions the observance of order and decorum among the members;
- (k) Call by name any member persisting in breach of the rules of the order of the Council, thereby ordering that member to vacate the Council Chamber;
- (l) Receive all messages and other communications and announce them to the Council;
- (m) Authenticate, by signature when necessary, all By-laws, resolutions and minutes of the Council;
- (n) Represent and support the Council, declaring its decision in all things;
- (o) Ensure that the decisions of the Council are in conformity with the laws and By-laws governing activities of the Council;
- (p) Represent Council by communicating its decisions as indicated by resolution;
- (q) Expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting;
- (r) Adjourn the meeting when the business is concluded; and
- (s) Adjourn the meeting without question in the case of grave disorder arising in the Council Chamber.

10. ROLE OF COUNCIL

10.1. It is the role of Council:

- (a) To represent the public and consider the well-being and interests of the Township of Armour;
- (b) To develop and evaluate the policies and programs of the municipality;
- (c) To determine which services the municipality provides;
- (d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decision of Council;
- (e) To ensure the accountability and transparency of the operations of the Township including the activities of the senior management of the Township;
- (f) Attend scheduled meetings;
- (g) Vote on motions put to a vote;
- (h) To maintain the financial integrity of the Township; and
- (i) To carry out the duties of Council under any Act.

10.2. Limits on Role of Individual Members of Council:

- (a) No Member of Council or Committee has direct authority to interfere or circumvent the performance of any work being performed for the Township by Township Administration or Consultants.

11. CONDUCT OF MEMBERS OF COUNCIL / COMMITTEES AND STAFF

11.1. No member shall:

- (a) Use offensive words or unparliamentarily language in or against the Council

or any member thereof;

- (b) Speak on any subject other than the subject in debate;
- (c) Criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- (d) Disobey the rules of the Council or a decision of the Head of Council on questions or order or practice, or upon the interpretation of the rules of the Council;
- (e) Disturb another, or the Council itself, by any disorderly deportment disconcerting to any member speaking;
- (f) Be permitted to retake a Council seat at any meeting after being ordered by the Head of Council to vacate after committing a breach of any rule of order of the Council, without making an apology and receiving the consent of the Council expressed by a majority vote of the other members present, determined without debate;
- (g) Speak until after having addressed himself to the Head of Council;
- (h) Interrupt another participant who is speaking, except to raise a point of order or point of privilege;

12. RULES OF DEBATE IN COUNCIL

- 12.1. Every member, when speaking to any question or motion, shall respectfully address the Head of Council.
- 12.2. The Head of Council shall designate the member who has the floor when two or more members rise to speak.
- 12.3. When a member is speaking, no other member shall pass between the member speaking and the Chair, or interrupt the member except to raise a point of order.
- 12.4. Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 12.5. No member shall speak more than once to a motion or to the same question or in reply for longer than five (5) minutes. With the leave of the Council, a supplementary question with a further three (3) minutes may be granted.
- 12.6. A member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereof.
- 12.7. All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions.
- 12.8. The Chair may state relevant facts and his/her position on any matter before the Council without leaving the Chair, but shall not be permitted to debate a question without first leaving the Chair.
- 12.9. If the Chair wishes to take part in the debate of any matter before Council or for any other reason, the Chair shall first relinquish the Chair to the Deputy Mayor or Vice Chair. In the absence of the Deputy Mayor or Vice Chair or should the Deputy Mayor or Vice Chair decline in order to take part in the debate, the Chair shall designate another Member to fill the seat until the matter being debated has been disposed of, after which the Chair shall continue chairing the meeting.

13. VOTING ON QUESTIONS

- 13.1. When the Head of Council calls for the vote on a question, each member shall occupy their seat and shall remain there until the result of the vote has been declared, and during such time no member shall walk across the room or speak to any other member or make any noise or disturbance.

- 13.2. If a member who has voted on a question disagrees with the declaration of the Head of Council that the question is carried or lost, the member may but only immediately after the declaration, object to the declaration and require a recorded vote to be taken in the manner prescribed in subsection 13.3 of this By-law.
- 13.3. When a member requests a recorded vote, each member shall announce his respective vote openly and individually unless otherwise prohibited by statute. The Clerk shall announce each members name, request each members vote and immediately record each vote, commencing with the member who requested the vote, and continuing in alphabetical order by last name, followed by the Head of Council. The Head of Council shall always vote last. When all votes have been recorded, the Clerk shall announce the result of the vote.
- 13.4. Every member present at a meeting of the Council when a question is put shall vote thereon, except that if the member has any pecuniary interest, direct or indirect in the question, the member shall at the first opportunity disclose that interest and shall refrain from taking part in the discussion and from voting on the particular question. Every member present who is required to vote on a question, but in fact does not want to vote thereon, shall be deemed to be voting in the negative and shall be so recorded.
- 13.5. The Mayor (except where disqualified from voting by reason of interest or otherwise) may vote with the members on all questions. Any questions on which there is an equality of votes shall be deemed to be negative.

14. AGENDA

- 14.1. The Clerk shall have prepared and circulated for the use of the members at the regular meetings of the Council, an agenda under the following headings:
- (a) Opening of the meeting by the Mayor;
 - (b) Read aloud of the Indigenous Land Acknowledgment Statement;
 - (c) Confirmation of the minutes of the previous meeting;
 - (d) List of proposed resolutions for the meeting;
 - (e) Declaration of Pecuniary Interest and the nature thereof;
 - (f) Delegations;
 - (g) Business arising From a Previous Meeting;
 - (h) Quotes, Tenders, RFP's;
 - (i) Accounts for Approval;
 - (j) Applications;
 - (k) By-laws;
 - (l) Reports;
 - (m) Correspondence;
 - (n) Unfinished Business;
 - (o) New Business;
 - (p) Closed session, if required
 - (q) Minutes of closed session, if any
 - (r) Adjournment.

- 14.2. The business of Council shall be considered in order set forth on the agenda provided, however, the Head of Council, with approval of the members, may vary the order of business to better deal with matters before Council.
- 14.3. Except as otherwise decided by a majority vote of the members present and voting, Council shall not consider any report, or any matter, that has not been included on the agenda.
- 14.4. Agendas will be sent electronically by email no later than 4:00 p.m. on the Friday preceding the meeting of Council.

15. MOTIONS AND ORDERS OF PUTTING QUESTIONS TO COUNCIL

- 15.1. The following matters may be introduced orally without written notice and without leave:
 - (a) A point of order or personal privilege;
 - (b) A motion to suspend a rule of procedure or in compliance with a rule of procedure; and
 - (c) A motion that the vote now be taken.
- 15.2. The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:
 - (a) To refer;
 - (b) To amend;
 - (c) To suspend the Rules of Procedure;
 - (d) A motion that the Council resolve itself into a Closed Session (not debatable) to be in writing;
 - (e) A motion to adjourn (not debatable) to be in writing.
- 15.3. Except as provided in subsection 15.1 above, all other motions and notices thereof shall be in writing.
- 15.4. A motion for the previous question shall not be put until all speakers listed by the Chair have spoken and the mover has replied.
- 15.5. Any motion on any item included on the agenda, may be introduced without notice if Council, without debate, dispenses with notice on the affirmative vote of a majority of the members present and voting.
- 15.6. All motions shall be seconded before being debated. When a motion is seconded, it shall be read or stated by the Chair before debate.
- 15.7. After a motion has been read or stated by the Chair, it shall be deemed to be in the possession of the Council but it may, with the majority consent, be withdrawn at any time before decision or amendment.
- 15.8. A motion to amend:
 - (a) Shall be presented in writing;
 - (b) Shall receive disposition of the Council before a previous amendment or the question;
 - (c) Shall not be further amended more than once provided that further amendments may be made to the main question;
 - (d) Shall be relevant to the question;
 - (e) Shall not propose a direct negative to the question;

- (f) May propose a separate and distinct disposition of a question; and
 - (g) Shall be put in the reverse order to that in which it is moved.
- 15.9. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer, that the vote now be taken or to adjourn the meeting. A motion that the vote now be taken shall take precedence over any other motion except a motion to adjourn the meeting, and subject to Section 15.1 shall be put to a vote immediately without debate.
- 15.10. Immediately preceding the taking of the vote, the Head of Council may state the question in the form introduced. If required by a member, except when a motion for the previous question has been resolved in the affirmative, the Head of Council shall state the question in the precise form in which it will be recorded in the minutes.
- 15.11. After a question is put by the Head of Council, no member shall speak to the question nor shall any other motion be made until after the results of the vote have been declared.
- 15.12. Any resolution shall require a majority of votes in order to be valid and binding on the Council.
- 15.13. After any question has been decided the following shall prevail:
- (a) Subject to subsections 15.13(b) and 15.13(c), no question after it has been decided, shall be reconsidered more than once in a calendar year;
 - (b) Any member of the Council may give notice within the calendar year in which the question was decided, for a reconsideration of the question at any regular meeting of the Council. A majority vote will be required to carry the motion for reconsideration.
 - (c) No discussion of the main question shall be allowed until the motion for reconsideration is carried, and no question shall be reconsidered more than once in the calendar year.
- 15.14. Should the Head of Council desire to introduce a motion or By-law, another member shall be appointed to take the Chair until the Head of Council resumes the Chair.

16. DISCLOSURE OF CONFLICT OF INTEREST

- 16.1 All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the *Municipal Conflict of Interest Act R.S.O. 1990*.
- 16.2 It is the responsibility of the Member to identify and disclose any interest and complete a Declaration of Conflict of Interest Form to be filed with the Clerk prior to the meeting.
- 16.3 The Member shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 16.4 Where a Member has declared a conflict of interest, and the matter is being discussed at a public meeting, the Member shall not participate in any debate or vote.
- 16.5 Where a meeting is not open to the public, the Member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

- 16.6 Where a Member is absent from a meeting which includes a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.
- 16.7 The Clerk shall record every declaration of interest and general nature thereof made by a Council Member under MCIA in the minutes of a Council meeting which is open to the public and maintain the declaration within a registry to be made available for public viewing.
- 16.8 The Clerk shall record every declaration of interest, but not the general nature thereof, made by a Council Member under MCIA in the minutes of the Council meeting, which is not open to the public.

17. JOINT MEETINGS (Section 236(2) of the Municipal Act, 2001)

- 17.1 Joint Council Meetings:
- a. The procedural By-law of the hosting municipality shall prevail.
 - b. A quorum for the joint meeting or two or more Councils shall be a majority of Members from each Council.

18. CLERK AS SECRETARY TO COUNCIL OR COMMITTEE

- 18.1. The Clerk shall be the Secretary to all committees and Council meetings and may assign the duties of secretary to an employee of the Clerk's department. It shall be the duty of the Secretary of every Council or Committee to cause notice of each regular and special meeting of committee, together with the agenda and all matters so far as are known that are to be brought before Council or committee at such meeting.

19. PETITIONS AND COMMUNICATIONS

- 19.1. Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language, or language considered to be derogatory to other members of the public, Council or Township staff, and shall be signed and dated by at least one person, filed with the Clerk, and shall include an address and telephone number where return correspondence or contact is to be directed.
- 19.2. Every petition or communication shall be delivered to the Clerk's office by 2:00 p.m. on the Thursday (Wednesday in the case of a holiday weekend) prior to the Council meeting.

20. DEPUTATIONS

- 20.1. All persons wishing to make a deputation / delegation to Council on a matter currently before Council may do so at a regular Council meeting. Persons desiring to make such presentations shall give notice to the Clerk's office by 2:00 p.m. on the Thursday (Wednesday in the case of a holiday weekend) prior to the Council meeting, stating the purpose of the deputation and providing a general outline of the subject matter of the presentation.
- 20.2. The Clerk may require that a prescribed form setting out the required information for the deputation be completed prior to adding the person as a deputation for the meeting.
- 20.3. If a written text is used at the deputation, copies of the submission shall be provided to members and the Clerk's office at the time of the deputation.
- 20.4. Deputations are heard by leave of Council and shall be limited in speaking to not more than fifteen (15) minutes except a delegation consisting of more than two (2) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.
- 20.5. Council, by a vote of the majority of its members, may limit the total number of delegations heard at any Council meeting.

- 20.6. Notwithstanding the provisions of Section 20.1 to 20.5, the Council may, at its sole discretion, entertain deputations with less notice as the circumstance may warrant.

21. READING OF BY-LAWS AND PROCEEDINGS THEREON

- 21.1. Every By-law shall be introduced upon motion by a Member, specifying the number of the By-law.
- 21.2. Every By-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be completed by the Clerk with the exception of the number and date thereof.
- 21.3. All amendments to any By-law approved by the Council shall be deemed to be incorporated into the By-law and if the By-law is enacted and passed by Council, the amendments shall be inserted therein by the Clerk.
- 21.4. The Council may permit the presentation of a synopsis in place of the complete reading of the By-law.
- 21.5. Every By-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the corporation and signed by the Clerk and the Head of Council and shall be deposited by the Clerk in the office of the Clerk for safekeeping.

22. INFORMATION LIST

- 22.1. The Clerk may produce and circulate an "Information List" to accompany the agenda for each meeting.
- 22.2. This Information List will contain information of a general nature which does not necessarily require any action or special resolution at the meeting including specific correspondence received for the information of or action by Council.
- 22.3. The recommendations for disposition are prepared by the Clerk. Only correspondence for Council's information or which requires action by Council shall be put before Council. Items personal to or directed solely at an individual Council member shall not form part of the Information List or agenda but shall be passed directly to that member by the Clerk.

23. ESTABLISH AD HOC OR SPECIAL COMMITTEES

- 23.1. Council may from time to time, establish Ad Hoc or special committees, and appoint certain Councilors, ratepayers, staff, professionals, etc. to serve on such committees to deal with specific issues and report to Council. This By-law shall apply, with necessary instructions, to those committees.

24. SUSPENSION OF RULES

- 24.1. Any procedure under this By-law which is discretionary and not mandatory under statute may be suspended with unanimous consent of the members present and indicated in a motion.
- 24.2. The suspension shall only apply to the suspension of the procedure(s) or rule(s) for the stated purpose and only during the meeting in which such motion was introduced.
- 24.3. The following procedure(s) or rule(s) shall not be suspended:
- a. No additional business to be added to a previously called special meeting.
 - b. The requirement of a Majority of Members to make a quorum.

25. ELECTRONIC & HYBRID MEETING

- 25.1 A regular meeting or special meeting of Council may be conducted by Electronic

Meeting, in accordance with this Section and the Electronic Meeting Protocol (Appendix A).

- 25.2 Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the meeting in person. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.
- 25.3 ~~A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.~~ An Electronic Meeting shall permit public attendance electronically that requests to attend a meeting be received in advance of the meeting, which shall be submitted to the Clerk or Deputy Clerk via email or by telephone by 4:00 p.m. of the day of the meeting.
- 25.4 An Electronic Meeting shall not permit public delegations or comments, except by way of electronic submission received in advance of the meeting, which shall be submitted to the Clerk prior to the start of the Electronic Meeting, and shall be provided to members at the meeting.
- 25.5 Notwithstanding the foregoing, Council Procedural By-Law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that any Provincial legislation or order shall prevail to the extent of any conflict.
- 25.6 Members may choose to participate in an Electronic Meeting or Hybrid Meeting either in-person or electronically, and shall notify the Clerk or Deputy-Clerk via email or by telephone by 4:00 p.m. of the day of the meeting..
- 25.7 Upon being apprised that an Electronic/Hybrid Meeting has been interrupted and livestreaming of the meeting cannot proceed due to loss of connection, sound or video, the meeting will be recessed for up to 15 minutes to try and resume the connection.
- 25.8 If the livestreaming of an Electronic/Hybrid Meeting cannot be resumed within 15 minutes, the meeting shall be allowed to continue as long as quorum has been maintained and the connection will be resumed as soon as possible.

26. SEVERABILITY

- 26.1 Should any section, subsection, clause, paragraph or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

27. WORD USAGE

- 27.1. As used in the By-law, words used in the present tense include the future, words used in the masculine gender include the feminine, and the singular number included in the plural and the plural the singular.
- 27.2. The headings and subheadings used in this By-law shall be deemed to be inserted for convenience of reference.

28. ADMINISTRATIVE CORRECTIONS

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

29. EFFECTIVE DATE

- 29.1. By-law No. 19-2022 is hereby repealed upon the passing of this By-law.

29.2. This By-law shall come into effect on the date it receives final reading by the Council of The Municipal Corporation of the Township of Armour.

Read in its entirety, approved,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council
this day of , 2024.

Rod Ward, Mayor

John Theriault, Clerk

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #-2024

APPENDIX "A"

ELECTRONIC MEETING PROTOCOL

The Township of Armour Procedural By-law shall continue to apply to an Electronic Meeting held pursuant to this Protocol, and that amendments to this Protocol may be permitted to be made by simple majority vote of Council and committee members, known as Members, to accommodate an effective and efficient meeting, so long as any such amendments are consistent with the intent of the Procedural By-law and do not directly conflict with the Procedural By-law or are contrary to prevailing Provincial legislation or orders.

General:

- The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the CAO and Clerk, in consultation with the Mayor or Acting Mayor, or by the majority vote of Council, based on advice and resources available from the Township's Information Technology staff and the prevailing circumstances and context for a meeting.
- The Mayor or Acting Mayor and Committee Chair or Vice Chair or Clerk may determine at any time that Electronic Participation will be required for all Members attending a Meeting.
- The Mayor or Acting Mayor and Committee Chair or Vice Chair, or designate, shall lead the meeting and be present from a designated meeting location supported by the Clerk, or designate, where possible.
- Members shall follow meeting leadership of the Chair being the Mayor or Acting Mayor, Committee Chair or Vice Chair or his/her designate.
- The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.

Request to Speak and Speaker's List:

- Any Member participating in-person or electronically shall indicate to the Chair or Clerk a request to speak by putting up their hand either electronically or by raising their hand towards the screen;
- Chair or Clerk are to maintain a speaker's list, based on the Chair's discretion, to ensure all members are able to participate in debate in keeping with meeting rules;
- Chair will call out the name of the Member assigned to speak.

Member Speaking:

- Time allotment may be used to speak, ask questions of staff and/or introduce a motion/amendment;
- Members to speak through the Chair.

Voting:

- A Member shall vote by one of the following methods:
 - (i) By raising their hand to the screen on their computer (must be in video mode) when the Chair calls for the vote.
 - (ii) Verbally when the Chair calls for the vote, if the video mode is unavailable.
 - (iii) Through a recorded vote, when a recorded vote is requested by a Member.

- When a recorded vote is requested by a Member, at the direction of the Chair the Clerk shall call the name of each Member deemed present;
- If Member is present in person or electronically and no response to indicate vote is provided, Clerk will ask one more time and if no indication of vote, the vote is recorded in the negative.

Member Conduct:

- Each Member shall remain silent and attentive to the proceeding when not assigned as the speaker;
- Each Member to listen for their name to be assigned as speaker or to vote;
- Each Member to take direction from the Chair in order to facilitate an effective, efficient and orderly Electronic Meeting.



Township of Armour
Town Council
56 Ontario St, Burk's Falls
P0A 1C0

January 16, 2023

Dear Armour Council Members,

I'm writing to you today on behalf of the Almaguin Pride Network. We are a newly established not-for-profit organization serving the Almaguin Highlands.

The Almaguin Pride Network serves the Almaguin region to support the representation, de-stigmatization and growth of community between LGBTQ+ individuals and their allies. Promoting through events, projects and campaigns, the respect, celebration and beauty of the community.

Almaguin Pride is requesting a one-time annual donation of \$700 towards our event budget for 2024. We will host four seasonal events over the course of 2024. These events include:

- [A Potluck & Community Conversation Event January 27 in Kearney](#)
- Music Bingo Gathering Event hosted by queer performers April 20 in South River or Magnetawan
- 2nd Annual Almaguin Pride Party July 20 Location TBD
- A movie night October 26 in Burks Falls

Benefits to the ratepayers of Armour: All of our events have a pay-what-you-can entry fee. We aim to consistently provide no/low barrier entertainment and gathering opportunities for municipal residents. Additionally encouraging pride and celebration of our LGBTQ+ community members leads to a sense of happiness, well being and adjustment- having the potential to decrease isolation, depression and anxiety among participants.

These kinds of events spread joy and self love to individuals of course but it also has a trickle down effect on family, co-workers and friends. It would mean so much to those attending to know that the Municipality of Armour stands behind the LGBTQ+ community.

Almaguin Pride is committed to funding our 2024 programming through grants, donations and sponsorships so that we can continue to offer low/no barrier entry to all community members. A Go Fund Me Campaign for this purpose has been started and is circulating through our networks. We applied for funding from Fierté Canada's Rural & Remote Projects stream for our 2023-2024 programming and received a \$1500.00 grant from that organization. We will also apply to the community streams of the Ontario and Canada Arts Councils to fund arts and entertainment at our future events.

-Resolution -



It is our goal to increase membership and build community while creating safe spaces for the LGBTQ+ community in Almaguin. At these events we will canvas for volunteers while encouraging people to sign up for our mailing list. All of our events will be "pay what you can afford," keeping a low barrier for entry and participation. Since Almaguin is a fairly sizable region we will spread the events over the entire geographic area in order to reach varying people in the catchment.

LGBTQ+ Community members and allies in the Almaguin Highlands. Almaguin is made up of nine different townships that each cover at least one and up to three municipalities. We will market our events in each township through outreach and cross promotion with township councils, local businesses and news outlets. We will also do some guerilla marketing by posterizing each township. By the end of the year we'd like all of the queers in Almaguin to know that the organization exists.

Supporting an organization like Almaguin Pride is a service to the municipality as a whole. Pride events are about human rights. They empower LGBTQ+ individuals while fighting shame and social stigma. Almaguin Pride provides a valuable service to community members and their immediate social networks - we help forge confidence and a sense of happiness in what could otherwise be an isolating existence.

We very much appreciate you considering our request for funding.

Thank you very much,

Claire Burns
Co-Chair Almaguin Pride Network
2491 Hwy 518 West
Sprucedale, Ontario
[@almaguinpride](https://www.instagram.com/almaguinpride)
www.almaguinpride.com