

Township of McMurrich/Monteith  
Regular Council Meeting - Agenda  
Tuesday, September 2nd, 2025 – 7:00pm

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*Meeting to be held inside Municipal Office/Fire Hall*

1. Call to Order:
2. Confirmation of the minutes of the previous meeting:
  - 2.1 Council – August 19, 2025
3. List of proposed resolutions for the meeting:
4. Declaration of pecuniary interest and general nature thereof:  
- should a member have a disclosure of pecuniary interest they are to declare the nature thereof now or at any time during the meeting
5. Delegations:
  - 5.1 Public Works: written report
  - 5.2 Fire Dept.: written report
  - 5.3 Bylaw Enforcement: draft Trailer Licensing Bylaw
  - 5.4 Building Dept: draft Building By-law
  - 5.5 Administration: written report, draft Fees and Charges Bylaw
  - 5.6 CAO Report: Landfill – Construction Waste Pilot Program
6. Business Arising From a Previous Meeting:  
None
7. Quotes, Tenders, RFP's:  
None
8. Accounts for Approval:
  - 8.1 August, 2025
9. Applications:  
None
10. Bylaws:
  - 10.1 37-2025 Confirm Council Meeting – August 19, 2025
  - 10.2 -2025 Fees and Charges Bylaw
  - 10.3 -2025 Building Bylaw
  - 10.4 -2025 Financial Policy Bylaw
11. Council Reports:  
None

12. Correspondence:

- 12.1 Twp of Brudenell, Lyndoch and Raglan – Resolution re: Increased Income Support Thresholds for Canadian Veterans
- 12.2 AH Health Centre – Minutes of meeting held July 3, 2025
- 12.3 Twp of Armour – Resolution re: Ontario Family Health Teams – standard and mandatory governance model
- 12.4 Twp of Ryerson – written notice to cancel shared service agreement for Fire Chief services
- 12.5 Almaguin Community Economic Development – Meeting Agenda package – August 28, 2025
- 12.6 DPS Social Services Board vacancy – Resolutions – Burk's Falls, Perry, Kearney and Ryerson

13. New Business:

None

14. Closed Session: Section 239 (2),

15. Council Concerns:

16. Adjournment:

Dates to Remember:

Monday, September 1<sup>st</sup> – Labour Day – Municipal Office Closed, Landfill is Open

Tuesday, September 9<sup>th</sup> – Recreation Committee Meeting – 7pm

Tuesday, September 16<sup>th</sup> – Regular Council Meeting – 7pm

Saturday, October 18<sup>th</sup> - Recreation Event - Oktoberfest

Sept 2  
2025  
2-1

**MINUTES OF McMURRICH/MONTEITH TOWNSHIP  
REGULAR COUNCIL MEETING – TUESDAY, AUGUST 19, 2025**

The Council of the Township of McMurrich/Monteith met Tuesday, August 19, 2025 inside the Council Chambers

Present: Mayor: Glynn Robinson; Council Members: Vicky Roeder-Martin, Daniel O'Halloran, Terry Currie, and Craig White

Staff present: Cheryl Marshall, Clerk/Treasurer; Allyson Pedwell, Deputy Clerk/Treasurer; John Theriault, CAO;

Audience: Judy Kleinhuis, Jack Marshall

1. **Opening of the meeting by the Mayor –**  
The meeting was called to order at 7:00PM
2. **Confirmation of the minutes of the previous meeting;**  
2.1 Council – August 5, 2025. See resolution below.
3. **List of proposed resolutions for the meeting;**
4. **Declaration of Pecuniary Interest and the nature thereof;**  
none
5. **Delegations;**  
5.1 Judy Kleinhuis, Grant Thornton- 2024 draft Financial Statements -Judy explained the audited financial statements. See resolution below.  
5.2 Administrative: written report- Staff informed Council that the Fee's And Charges bylaw will be brought to Council in September.
6. **Business arising From a Previous Meeting;**  
6.1 Consent File 029,030+031/24 – Consent Agreement/Easement condition (Con 7, Pt Lt 15)- Council discussed the easement, adding a benchmark to keep the water. An agreement will be drafted by staff.
7. **Quotes, Tenders, RFP's;**  
None
8. **Accounts for Approval;**  
None

**9. Applications;**

9.1 Consent Files B-035, 036, 037/25 – Con 12, Part Lot 16 (2187644 Ontario Limited), Little Falls Rd- Council discussed adding a requirement of a storm water management/drainage plan as a condition.

**10. By-laws;**

10.1 36-2025 Confirm Council Meeting – August 5, 2025

**11. Reports;**

11.1 None

**12. Correspondence;**

12.1 Ministry of Solicitor General – News Release – Fire Protection Grant increasing. Council received the correspondence.

**13. New Business**

The CAO informed Council that a notice letter was received from the Township of Ryerson that they are ending our shared service agreement, giving 90 days notice.

**14. Closed session, section 239 2**

None

**15. Council Concerns:**

Councillor O'Halloran shared that Kearney has submitted a resolution to be removed from the Southeast Parry Sound District Planning Bboard. Mayor Robinson concerned with the trailers illegally dumped on private property off Fisher Creek Rd.

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**16. Adjournment:** Council adjourned this meeting at 8:03pm. See resolution below.

**Resolutions:**

**2025-184      Roeder-Martin/Currie**

**Be It Resolved** that Council approves the minutes of the Regular Council meeting held August 5, 2025. **Carried**

**2025-185      White/O'Halloran**

**Be It Resolved** that Council thanks Judy Kleinhuis for attending this meeting and hereby accepts the draft Financial Statements for the year 2024 as prepared by Doane Grant Thornton LLP. **Carried**

**2025-186     Roeder-Martin/Currie**

**Be It Resolved** that Council has no objections to Consent File B-035,036,037/25 (2187644 Ontario Limited) as submitted provided that the following conditions apply:

1. The Township of McMurrich/Monteith requires a "Cash in lieu of Parkland" payment of 5% based on the assessed value of the severed lots.
2. The Township of McMurrich/Monteith requires four (4) copies of the new survey, together with a digital pdf copy for our records.
3. A draft reference plan of survey shall be submitted to the Secretary-Treasurer of the District Planning Board and to the Municipality, for review, prior to registration. If the reference plan or other evidence discloses that either the severed property or the retained property owned by the Applicant, contains a deviation road maintained by the Municipality as a public road, then the Applicant shall survey and transfer such deviation road to the Municipality as a condition of severance. The area to be surveyed and transferred shall generally be sixty-six (66") feet in width and centred upon the centre line of the present travelled road. In situations where this is impractical, the Applicant should discuss how this requirement will be fulfilled with the Municipality before the reference plan is finalized. Prior to the finalization of consent, the District Planning Board must be advised in writing by the Municipality that the above condition has been satisfied.
4. The Township of McMurrich/Monteith requires confirmation from the Public Works Superintendent that an entrance permit can be obtained on the newly created lots.
5. The Township of McMurrich/Monteith requires that the North Bay Mattawa Conservation Authority provide comments as to the suitability to the severed lots for sewage disposal services.
6. The Township of McMurrich/Monteith requires the severed lands to be rezoned to Settlement Residential (RS) to reflect the lot areas and frontages.
7. The Township of McMurrich/Monteith requires a storm water management/drainage plan for all lots. **Carried**

**2025-187     White/O'Halloran**

**Be It Resolved** that Council accepts first, second and third readings and hereby passes Bylaw 36-2025 to confirm the council meeting held August 5, 2025. **Carried**

**2025-188     Currie/Roeder-Martin**

**Be It Resolved** that Council adjourns this meeting at 8:03pm until Tuesday, September 2, 2025 at 8:12pm. **Carried**

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Mayor, Glynn Robinson

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Clerk, Cheryl Marshall

Sept 2  
5-1



## TOWNSHIP OF McMURRICH/MONTEITH

District of Pary Sound  
P.O. Box 70 31 William Street  
Sprucedale, Ont. P0A 1Y0  
Phone 705-685-7901 Fax 705-685-7393  
[www.mcmurrichmonteith.com](http://www.mcmurrichmonteith.com)

Mayor: Glynn Robinson

Clerk/Treasurer: Cheryl Marshall

### PUBLIC WORKS REPORT

DATE: 28 August 2025

TO: Members of Council

FROM: Neil Hellam, Public Works Superintendent

RE: Report for September 2, 2025 Council Meeting

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Brushing has started on Stisted south .

Also brushed 2<sup>nd</sup> Ave from Pomeroy Rd to 100m west of Buckvale Dr. We just did this section due to the bad sightlines. Working on Stisted South and the high priority roads as late in the year.

Machine has been down about 2 days off and on due to mechanical issues and Maintenance with the brush head.

We have graded and added material to Fern Glen Rd as well as Redam Dr and finished turn around on John Street in Bear Lake.

Calcium has been applied to Fern Glen Rd, 2<sup>nd</sup> east and 8<sup>th</sup> Ave.

Graded King Dr, Star Lake, Landfill, Jimmy Jack and Middle Rd

Calcium King, Star Lake and Landfill as well as Second Ave, Middle and Pomeroy Rd .

Jamie continues to touch up and areas that pop up.

Pickle ball court has been painted out; Fence and posts have been repaired on the ball diamonds.

Started prep for new bins and landfill

Cleaning shop inside and out. On going

A.O.R will be picking up metals and tires in the next couple weeks.

Little Falls structure Form done pouring week of the 2<sup>nd</sup> Sept

Axe Lake Structure Start date. T.B.D waiting on concrete delivery date

Trailer removal #2529 at Hwy 518 West week of the 8<sup>th</sup> sept

Rick Sittler grinding brush at land fill. Was on Holidays back 2<sup>nd</sup> sept.

Sept 27 2025  
5.3

**THE CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH**

**By-Law No. -2025**

**BEING A BY-LAW TO LICENSE TRAILERS IN THE MUNICIPALITY**

**AND WHEREAS** the *Municipal Act*, S.O. 2001, Section 164 authorizes a municipality to pass by-laws to license trailers.

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

**AND WHEREAS** section 102.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a Person to pay an Administrative Monetary Penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

**AND WHEREAS** section 391 of the *Municipal Act*, 2001 enables the Municipality to pass by-laws imposing fees or charges on any class of Person(s) for services or activities provided or done by or on behalf of it;

**AND WHERE AS** section 434.2 of the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the Municipality on a Person(s) constitutes a debt of the person to the Municipality;

**NOW THEREFORE** the Corporation of the Township of McMurrich/Monteith **REPEALS** By-law 29-2016, and **ENACTS** the following:

**TITLE AND APPLICATION – SECTION 1**

- 1.1 This By-law shall be cited as the "Trailer License By-law"
- 1.2 This by-law does not apply to:
  - a) Assessed Trailers as defined in Section 2.4
  - b) Trailers located in Campgrounds as defined in Section 2.5.
  - c) A Stored Trailer as defined in Section 2.3.
- 1.3 This By-law applies to any trailer, even if the trailer was placed on the property prior to date of enactment of this By-law.

**DEFINITIONS – SECTION 2**

- 2.1 **TOWNSHIP** means the Corporation of the Township of McMurrich/Monteith and shall be defined as the lands and premises within the corporate limits.
- 2.2 **TRAILER** means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by the motor vehicle and is capable of being used for the living, sleeping, or eating accommodation of persons on a temporary, transient or short term basis, even if the vehicle is jacked up or its running gear is removed. Examples include but are not limited to a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home, a motor home, a truck camper but does not include a mobile home, or "Trailer Park Model".
- 2.3 **STORED TRAILER** means any trailer located on a property only for the purpose of storing such trailer for use at any location other the property upon which it is stored.
- 2.4 **ASSESSED TRAILER** means any trailer legally located on a property and that is assessed under the *Assessment Act*.

**2.5 TRAILER PARK MODEL** means a manufactured building under the Ontario Building Code O. Reg. 332/12 Section 9.38 "Park Model Trailers" which has been designed and constructed in conformance with the standards of the CSA-Z241 "Park Model Trailers", and which is used as a recreation vehicle or building that meets the following criteria:

- a) Built on a single chassis mounted on wheels; and
- b) Designed to facilitate relocation from time to time; and
- c) Designed as living quarters for seasonal camping which may be connected to utilities necessary for the operation of installed fixture and appliances and
- d) Built with a gross floor area including lofts, not exceeding 50 square meters(538 sq. ft. when in the set up mode; and
- e) Built with a width greater than 2.6 metres (8.5 feet) in the transit mode.

**2.6 CAMPGROUND** means a commercial establishment used for seasonal recreational activity as grounds for camping, and wherein camping in trailers is permitted.

**2.7 PERMANENT BASIS** means either year-round occupancy or occupancy by persons who do not maintain elsewhere a usual or normal place of residence.

### **LICENSE AND REGULATIONS – SECTION 3**

**3.1** No person shall keep or permit to be kept a trailer, on any property within the Township for more than 21 consecutive days in any given year, unless such trailer is licensed under this By-law. For clarity, pursuant to Section 1.3 of this By-law this requirement to obtain a license applies to trailers which were located on property prior to the date of passage of this By-law.

**3.2** A license issued pursuant to this by-law authorizes the use and maintenance of a trailer for temporary accommodations only. The issuance of a license does not grant the licensee the authority to occupy the trailer on a permanent basis. In furtherance of the foregoing, no person shall occupy or permit to be occupied a trailer during the period commencing December 1<sup>st</sup> of a calendar year and ending April 30<sup>th</sup> of the following calendar year.

**3.3** The issuance of a license is not intended and shall not be construed as permission or consent by the Township for the holder of the license to contravene or to fail to observe or comply with any law of Canada, Ontario or any By-law of the Township.

**3.4** An uncovered deck not exceeding 10 square metres (107.6 square feet) in area and not attached to the trailer and access stairs to the trailer is allowed. No person shall construct or permit the construction of other structures located within 5 metres of the licensed trailer.

**3.5** No person shall allow more than one trailer on a single conveyable parcel of land. For clarity, the presence of one or more Stored Trailers on a conveyable parcel would not preclude the issuance of a license for one trailer.

**3.6** No person shall allow a person to locate an unlicensed trailer on their property.

### **LICENSE EXEMPTIONS – SECTION 4**

**4.1** Where the owner of land has obtained a building permit for the construction of a single detached dwelling, and that owner wishes to use a trailer for temporary accommodation while constructing such dwelling, the Owner may apply for permission to do so and be exempted from the requirement to obtain a license under this By-law. The Township may grant such exemption on the condition that

the Owner enter into an agreement with the Township which, among other things, provides for the removal of the trailer.

#### **LICENSE APPLICATION AND FEES – SECTION 5**

- 5.1 All applications for such license shall be made to the Township upon the prescribed form attached to this By-law as Schedule "A" and shall include the submissions referenced therein, including payment of the License Fee required in Schedule "B".
- 5.2 No license shall be issued or renewed:
  - a. Unless the trailer for which such license is issued is located in compliance with the setback requirements for a dwelling unit as prescribed by the Corporation of the Township of McMurrich/Monteith Zoning By-law, for the zone in which the lands are located. (Note: This subsection shall become effective upon the date upon which the foregoing Zoning By-law comes into effect.) and/or
  - b. Where there exist any prohibited decks, porches, entry stairs, sunrooms, roofed enclosures, or similar structures which are to be or are attached to a trailer or located adjacent to a trailer for the purpose of complimentary use, except as provided in Section 3.5.

- 5.3 The Township may issue the following class of licenses:
- a. Annual license – this license authorizes the placement of the trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1<sup>st</sup> and November 30<sup>th</sup> in the calendar year;
  - b. Short Term License – this license authorizes the placement of the trailer upon the property for a minimum period of one month up to a maximum of three months, between May 1<sup>st</sup> and November 30<sup>th</sup> in the calendar year.
- 5.4 Licenses shall be displayed in or upon on the trailer in a place that can be seen easily from the outside of the trailer.
- 5.5 All Annual Licenses expire on December 31<sup>st</sup> and all Short Term Licenses expire on the date specified in the license.
- 5.6 A refund may be obtained by surrendering the issued license and submitting a request in writing to the Chief Building Official and/or the By-law Officer, indicating a trailer was not located on a property and specifying the date on which it was removed. The refund will be calculated from the first day of the month following relocation. The onus is on the applicant for a refund to provide supporting documentation of the date of such removal. No refund shall be made after the expiry date.

#### **ADMINISTRATION AND ENFORCEMENT – SECTION 6**

- 6.1 The administration and enforcement of this By-law is delegated to the Clerk Treasurer, the Chief Building Official and the By-law Officer for the Township of McMurrich/Monteith. The Clerk shall have the authority to issue permits under this by-law; notwithstanding the foregoing, the clerk, in her discretion, may refer applications to Council.
- 6.2 Any Person who contravenes any provision(s) of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act and/or Penalties as described in McMurrich Monteith Administrative Monetary Penalties By-Law No. 30-2025.
- 6.3 Each day that a contravention of this By-law continues shall constitute a separate offence.
- 6.4 Every person who provides false information in any application for a license under this By-law or in an application for a renewal of license is guilty of an offence.
- 6.5 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the court in which the conviction was entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.6 If the Municipality is satisfied that a contravention of this by-law has occurred, the Municipality may make an order requiring the person who contravened this by-law or who caused or permitted the contravention or the owner or occupier of the trailer to discontinue the contravening activity.
- 6.7 Any person who contravenes an order made under subsection 6.6 is guilty of an offence.
- 6.8 Every contravention of this By-law may be restrained by application at the instance of a taxpayer or of the Municipality in accordance with the provisions of the *Municipal Act*, 2001.

- 6.9 A municipal employee, staff person, agent or contractor hired by the Municipality, accompanied by any person under his or her direction, may enter onto any land that is used or believed to be used in contravention of this by-law for the purposes set out in subsection 436 (1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436(2) of the Act. No person shall hinder or obstruct any designated person in enforcing this bylaw.
- 6.10 Any trailers used, maintained or located in contravention of this By-law shall be removed from the lot, at the expense of the Owner of the lot. Failure to remove any trailers from a lot within the time prescribed by the By-law Officer may result in the removal of said trailed by the Township, at the expense of the Owner of the lot.

#### **VALIDITY AND EFFECTIVE DATE – SECTION 7**

- 7.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 7.2 This By-law shall come into effect on the date of the third reading and it being passed, subject to the proviso in section 5.2(a) as it relates thereto.

Read a first, second and third time, signed and the Seal of the Corporation affixed thereto and finally passed this day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Clerk

## Schedule A to By-law 29-2016

Revised by Resolution 2023-283 August 15, 2023 for Fees Charged by the Corporation

### APPLICATION / RENEWAL FOR TRAILER LICENSE: Year: \_\_\_\_\_

(Complete and attach all information prior to submitting)

Information noted with an asterisk is optional subject to "Notes" set out below)

#### 1. Applicant Information

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

\*Email: \_\_\_\_\_

Note: If Applicant is not the registered owner of the property, the Applicant must have the owner's consent to apply for such license.

Note: A Phone number may be a permanent "land line" or Cell Number.

#### 2. Property Information

Property Owner: \_\_\_\_\_

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

\*Roll Number: \_\_\_\_\_

\*Proof of Ownership: Attach copy of parcel register or deed.

Note: If no civic address has been assigned for this property, one must be applied for prior to submitting this application

Note: Either the MPAC Roll Number must be included or Proof of Ownership must be attached.

#### 3. Trailer Information:

Make & Model: \_\_\_\_\_

Serial Number or VIN: \_\_\_\_\_

Please attach four pictures of trailer if already located on the property. (One of each side of trailer.)

#### 4. License Requested

Place a check mark beside applicable class of license requested

Annual \_\_\_\_\_

Short Term \_\_\_\_\_

No. of Months Requested 1 2 3 (Circle Applicable Number)

5. Services Information

Will the trailer be connected to a sewage disposal system that exists on the property?

No \_\_\_\_\_

Yes \_\_\_\_\_

If yes please provide the following:

Sewage System Building Permit or Certificate of Approval which indicates that connection of trailer to such system has been approved.

Will a grey water pit be utilized?

No \_\_\_\_\_

Yes \_\_\_\_\_

Will the site be serviced with an outhouse?

No \_\_\_\_\_

Yes \_\_\_\_\_

If the trailer is not connected to a holding tank or sewage disposal system, or is not serviced by a grey water pit or outhouse, please provide dumping receipts from an accredited dumping facility.

Will the trailer be directly connected to electrical services?

No \_\_\_\_\_

Yes \_\_\_\_\_

If yes please provide the Electrical Safety Authority approval for connection. This requirement only applies if the trailer will have a direct connection to the electricity distribution system (i.e. not an extension cord plugged into an outlet.)

6. Required Submissions

Site Plan – a drawing showing the location or proposed location of the trailer in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall be scaled or, where the property is large, measurements shall be included indicating the distance of the trailer from property boundaries, existing buildings, wells and watercourses/waterbodies.

Proof of Property Ownership – as required under section 2

Pictures - as required under section 3 above.

Permits/Approvals referenced in section 5 above if applicable.

Applicable Fee:

Annual Licence \$400.00 Is this sufficient?

Short Term License \$100.00 for 1 month, \$200.00 for 2 months or \$300.00 for 3 months

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Inspected and Approved By \_\_\_\_\_ Date: \_\_\_\_\_

If property owner and applicant are the same, please sign in both locations.

Schedule B to By-law 29-2016

Revised by Resolution 2023-283 August 15, 2023 for Fees Charged by the Corporation

License Fees:

Annual Fee: \$400.00

Short Term Fee: \$100.00 for one month; \$200.00 for two months; or \$300.00 for three months

PART 1 – PROVINCIAL OFFENCES ACT

TOWNSHIP OF MCMURRICH/MONTEITH

BY-LAW – \_\_ - 2025

TRAILER LICENSE BY-LAW

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET FINE
1	Fail to obtain a license for trailer over 21 day limit	3.1	\$300.00
2	Fail to vacate trailer from the months of December 1 <sup>st</sup> to April 30 <sup>th</sup>	3.2	\$300.00
3	Allow additions to be built to a trailer other than an uncovered, unattached deck not exceeding 10 sq. m. and access stairs	3.4	\$300.00
4	Having more than 1 trailer per property	3.5	\$300.00
5	Allow person to locate trailer on his/her property without license	3.6	\$300.00
6	Fail to display license so it can easily be seen from the outside of the trailer	5.4	\$300.00
7	Providing false information on their license application	6.4	\$300.00
8	Obstruct person designated to enforce this by-law	6.9	\$300.00

Note: The Penalty provision for the offences indicated above is Section 61 of the Provincial Offences Act, R.S.O. 1990, Chapter P.33. A copy of which has been filed.

Sep 22  
2025  
5.4

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF  
MCMURRICH/MONTEITH**

**BY-LAW # -2025**

**Being a By-law respecting building permits and  
inspections; and to repeal By-law #06-2024**

**WHEREAS** the Building Code Act, 1992, S.O. 1992, c. 23 as amended, empowers Council to pass certain by-laws respecting building permits and inspections;

**NOW THEREFORE** the Council of the Township of McMurrich/Monteith enacts as follows:

**THAT** building permits will be required for the construction, erection, alteration, repair, removal, relocation and the change of use of all buildings or structures within the Township of McMurrich/Monteith, that the building permits will be required for plumbing installations not included in the complete building package and would include but not be limited to additions and major repairs; that all permits issued by the Chief Building Official (CBO) shall comply with the provisions of the Official Plan and requirements of the Zoning By-law, that all permits will be issued by the CBO and all inspections will be performed by the CBO or Building Inspector for the Township of McMurrich/Monteith in accordance with this By-law and the Ontario Building Code.

**1. SECTION 1 - SHORT TITLE**

1.1 This By-law may be cited as the "Building By-law"

**2. SECTION 2 - DEFINITIONS**

2.1 In this By-law,

2.1.1 "**Act**" means the Building Code Act, 1992, as amended, including amendments thereto.

2.1.2 "**As Constructed Plans**" means as defined in the Building Code.

2.1.3 "**Building**" means as defined in Section 1. (1) of the Act.

2.1.4 "**Building Code**" means the Regulations made under Section 34 of the Building Code Act.

2.1.5 "**CBO**" means the Chief Building Official or his designate appointed by the By-law of The Municipal Corporation of the Township of McMurrich/Monteith for the purposes of enforcement of the Act, the Building Code and the Building By-law.

2.1.6 "**Corporation**" means The Municipal Corporation of the Township of McMurrich/Monteith.

2.1.7 "**Farm Building**" means as defined in Part 2 of the 2024 OBC, including Group G classifications.

2.1.8 "**House**" definition is deleted to reflect the 2024 OBC.

2.1.9 "**Permit**" means written permission or written authorization from the CBO to perform work regulated by this By-Law, the Act and the Building Code.

- 2.1.10 **"Permit File Maintenance Fee"** means a fee charged when a request is made for an inspection of a permit that has been issued for more than 18 months.
- 2.1.11 **"Special Inspection"** means an inspection that is requested and carried out not in connection with a permit, at the discretion of the Chief Building Official.
- 2.1.12 **"Annual Permit Maintenance Fee – Non-Refundable"** means a fee charged annually for permits that have been issued, and have not passed a Final Inspection within 18 months from the date of permit issuance.
- 2.1.13 **"Construction Revision"** means revised drawings required as a result of inspection revealing construction that has not been carried out in accordance with the permit drawings.
- 2.1.14 **"Dormant Building Permit Review"** means a review by the Chief Building Official or his designate of a dormant building permit file.
- 2.1.15 **"Dormant Building Permit"** means a building permit that has been issued for more than 18 months, and has not had any inspection requested or carried out in the past 12 months.
- 2.1.16 **"Permit Revision Drawings"** mean drawings that are submitted for review and an amendment to the permit drawings as per Subsection (12) of the Building Code Act.
- 2.1.17 **"Plumbing"** means plumbing as defined in Section 1(1) of the Building Code Act.
- 2.1.18 **"Re-inspection"** means an inspection that is required due to the work subject to inspection not being completed at the time of the original request for inspection.
- 2.1.19 **"Remedy Unsafe Permit"** means a permit that has become necessary due to a building being determined to be unsafe by the Chief Building Official.
- 2.1.20 **"Sewage System"** means a sewage system as defined in the Building Code.

### **3. SECTION 3 - CLASSES OF PERMITS**

- 3.1 Classes of permits with respect to construction, renovation, demolition, and change of use of buildings shall be set out in Schedule "A" to this By-law.

### **4. SECTION 4 - REQUIREMENTS FOR APPLICATIONS**

- 4.1 All building permit submissions are now required to be submitted through the municipal online portal known as Cloudpermit unless permission is given to submit a paper-based application. A link to Cloudpermit is on the municipal website. Each paper application for a permit shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) sets of the plans, specifications and other documents which the municipality will use to convert your paper-based submission to digital, and enter the application and supporting documents into Cloudpermit. Only one copy is required if submitted through Cloudpermit. Should the applicant request to provide a paper-based permit submission, a fee as outlined in the User Fees and Services Charges By-law will be charged.

- 4.2 All applications shall include a statement, signed by the property owner, setting out the purpose for which the building permit is intended.
- 4.3. Where application is made for a building permit under subsection 8(1) of the Act, the application shall:
- 4.3.1 Identify and describe in detail the work and the occupancy to be covered by the permit for which application is made.
  - 4.3.2 Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot.
  - 4.3.3 Include a minimum of two sets of complete plans and specifications for the work to be covered by the permit and show the occupancy of all parts of the building.
  - 4.3.4 State the valuation of the proposed work including materials and labour and be accompanied by the required fee.
  - 4.3.5 State the names, addresses and telephone numbers of the owner and of the architect or engineer, where applicable, or another designer or contractor.
  - 4.3.6 Be accompanied by a written acknowledgment of the owner that he has retained an architect or professional engineer to carry out the field review of the construction where required by the Building Code and,
  - 4.3.7 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.
- 4.4 The prescribed forms for permits in **class 1,2,3,4,5,6,7,8,9,10 and 11** may include but not be limited to:
- (a) an application
  - (b) a site plan
  - (c) building plans or drawings including
    - (i) floor plans
    - (ii) cross section
    - (iii) elevation drawings
  - (d) certificate of approval for septic system
  - (e) entrance permit
  - (f) civic address property identification number
- 4.5 Where an application is made for a demolition permit, under subsection 8.1 of the Building Code Act, the owner or agent shall file an application in writing on a municipal form.
- 4.6 Where an application is made for a change of use, subsection 10(1) of the Building Code Act, of an existing building, the application shall:
- (a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
  - (b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made with sufficient information to establish compliance with the requirements of the Building Code;
  - (c) be signed by the owner of the property who shall certify the truth on the contents of the application.
- 4.7 Where an application is made for plumbing permit, **class 12** permit, the application shall include:
- (a) an application
  - (b) drawings
    - (i) for a drainage system, existing and proposed addition or repairs;

- (ii) for venting systems, proposed addition or existing and repairs;
- (iii) for a water system, proposed addition or existing and repairs;
- (iv) for sewage system, proposed addition or existing and repairs;

4.8 Alternative Solutions

The person proposing an alternative solution shall provide the documentation required by Section 2.1 DIV C of the Ontario Building Code.

4.9 Revisions to Plans

4.9.1 Where drawings, specifications or other documentation is submitted as a request for change on a permit already issued, a review of the change must be performed by the Chief Building Official and written authorization given prior to the change taking place at the project site.

4.9.2 The processing of the supplementary/altered information is subject to a revision fee which is specified in the User Fees and Services Charges By-law.

4.10 Review of Permits

4.10.1 Whereas Div. C, 1.3.1.3. of the Building Code specifies time periods for processing a complete application, if during review of an application, it is found to be incomplete or found to contravene applicable law, the Chief Building Official will advise the applicant and give the reasons in writing for the determination.

4.10.2 If an application has been found to be incomplete or contravenes applicable law, review of the application will be suspended and is no longer subject to the time periods set out in the Building Code.

4.10.3 Where 4.10.1 above has been applied, review of an application will be resumed when all of the required documentation has been provided which corrects the deficiency identified within the context above, and the re-submission fee has been paid.

4.11 Revocation of Permits

In accordance with Section 8. (10), subject to section 25 of the Act, CBO may revoke a permit issued under this Act;

- a) if it was issued on mistaken, false or incorrect information;
- b) if, after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the CBO, been seriously commenced;
- c) if the construction or demolition of the building is, in the opinion of the CBO, substantially suspended or discontinued for a period of more than one year;
- d) if it was issued in error;
- e) if the holder requests in writing that it be revoked;
- f) if a term of the agreement under clause (3)c (Conditional Permits) has not been complied with Building Code Act, 1992, S.O. 1992, c. 23, s8 (10).

5. SECTION 5 – TRANSFER OF PERMITS

5.1 If land changes ownership after a building permit has been issued, a building permit may be transferred to the new owner for a fee in accordance with the Township of McMurrich/Monteith's User Fees and Services Charges By-law.

5.2 When a building permit is transferred, the new owner assumes all responsibility and may be required to provide additional information and, if necessary, proof of engagement of a design professional.

5.3 Legibility

All plans submitted must be legible and drawn to scale upon paper or other suitable and durable material.

**6 SECTION 6 - PLANS & SPECIFICATIONS**

- 6.1 Sufficient information shall be submitted with each application for a permit to enable the CBO to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law.
- 6.2 Plans vary depending on the type of construction and may require all or any part of the following:
- (a) the site plan sketch
  - (b) floor plans
  - (c) foundation plans
  - (d) framing plans
  - (e) roof plans
  - (f) sections and details
  - (g) building elevations
  - (h) electrical drawings
  - (i) heating, ventilation and air conditioning drawings
  - (j) plumbing drawings
  - (k) sewage system
  - (l) storm water management plan
  - (m) shoreline rehabilitation plan
  - (n) site alteration rehabilitation plan
  - (o) environmental impact / site assessment plan

**7. SECTION 7 - SITE PLAN DRAWINGS**

- 7.1 Site plan drawings shall be referenced to an up-to-date survey, if available. New surveys will only be required when needed to demonstrate compliance with the Act, the Building Code, the Municipal Zoning By-law or any other applicable law. Waterfront development shall require a site plan drawing by an Ontario Land Surveyor.

**Required Format for All Ontario Land Surveyor Drawings**

1. Format: PDF files scaled to print 11" x 17"
2. Scale: Maximum – 1:200 Minimum – 1:1,000
3. All Site Plan drawings shall have both a linear scale and a graphical (bar) scale in both metric and imperial units.
4. Key Plan: (scale 1:50,000) showing:
  - i) Location of the property in relation to:
    - major roads, laneways and waterfront
    - adjacent properties showing constructed features
    - natural drainage
  - ii) Adjacent property owned by the applicant or in which the applicant has a monetary interest
  - iii) North Arrow
5. Title Block showing:
  - i) Name and location of the subject development with a north arrow
  - ii) Owners name
  - ii) Title of the drawing
  - iv) Name of the company / person who prepared the drawing
  - v) Linear and graphical (bar) scales – both required
  - vi) Date the drawing was prepared
6. Revisions Block showing:
  - i) Dates of all revisions made to the drawing
7. Signature Block with space reserved for Engineer (P.Eng.), Architect(OAA), Landscape Architect (OALA) or Planner (RPP/CIP) stamps if required.

8. Site summary chart including the following information:
- i) Total site area (includes waterfront development)
  - ii) Total ground floor area
  - iii) % of site to be covered by buildings (includes waterfront development)
  - iv) % of site to be landscaped
  - v) Total number of parking spaces required by the Zoning –By-law
  - vi) Total number of parking spaces provided
  - vii) Total number of units, if applicable
  - viii) Site density (net/gross), if applicable
- 7.2 Verification by an Ontario Land Surveyor of by-law compliance may be required before proceeding past foundation stage, if required by the CBO.
- 7.3 Site plan drawings shall show:
- a) lot size and dimensions of property lines
  - b) existing buildings and setbacks from property lines
  - c) proposed buildings and set back from property lines
  - d) existing and finished ground levels or grades, drainage patterns and storm water outlets
  - e) flood plain areas
  - f) existing rights-of-way or easements
- 7.4 Additional site plan requirements for waterfront development (see also McMurrich/Monteith Official Plan 2.2.17)
- a) For all new development, a natural vegetative buffer of not less than 15 m. (49.2 ft.) in depth along the designated shoreline or watercourse with a landscaped corridor not greater than 9 m (29.5 ft.) in width for access between any proposed development and the shoreline. Council may require that a professional competent in shoreline landscaping be engaged to prepare a shoreline vegetation management plan suitable for conserving and sustaining the natural environment.
  - b) Location of dockage, boat houses, fuel storage areas, and beach / swimming areas.
  - c) Exact location of the normal highwater mark and the Regulatory Flood Elevation, including the finished floor level (if available) defined by MNRF as required in Section 2.3 of the McMurrich/Monteith Township Official Plan.
  - d) Flood proofing plans if required by the Chief Building Official in accordance with Appendix 6 of the Ministry of Natural Resources & Forestry Technical Guide: River and Stream Systems: Flooding Hazard Limit.
  - e) Where deemed necessary, a soils report which identifies site soil characteristics including soil type, depth, leaching characteristics, depth to water table, and mitigation measures for any soil deficiency related to a proposed use. The soils report may also address slope stability and erosion concerns based on the nature of the proposal and existing site conditions.
  - f) Where deemed necessary, a groundwater or surface water quality impact study which shows the impact of the proposed use on water quality and how this impact can be effectively minimized.
  - g) Where deemed necessary, a fisheries habitat assessment of the existing shoreline or stream with recommendations on how the existing habitat conditions can be preserved and/or enhanced.
  - h) Where deemed necessary, a screening plan showing how the proposed uses will be screened from view or how the existing aesthetic landscape of the waterfront will be preserved or enhanced;
    - That a private well for an individual on-site water service can be located without danger of contamination by any on-site or off-site sewage system; and/or
    - That suitable conditions exist for an individual on-site sewage disposal system.

## **8. SECTION 8 – FIRE ACCESS ROUTE CONSIDERATION**

- 8.1 The Design of all required fire access routes shall be completed by the qualified designer of the project. All fire access routes shall be designed in conformance with Part 3 of the Ontario Building Code (including Part 9 buildings of the Ontario Building Code) unless an exemption is noted below. The following is a general outline of the requirements for access route, however all projects are subject to the municipality's approval. Additional requirements may be required based on an individual project basis.
- 8.1.1 The design of a fire access route for residential buildings shall be in accordance with Part 3 of the Ontario Building Code, if the project consists of more than 3 dwelling units or the route of travel from the road way to the building exceeding 400' in length. Sprinklers shall be considered as an alternative solution when Part 3 access routes requirements cannot be met.
- 8.1.2 The fire access route for Part 9 buildings that are serviced shall be provided to a building face in accordance with Part 3 of the Ontario Building Code. An access opening in accordance with Part 9 can be used as the principal entryway when designing the fire access route. Location of existing fire hydrants must be indicated and considered in the design.
- 8.1.3 The fire access route for Part 9 buildings located in the rural areas shall be to a building face with an access opening in accordance with Part 3 of the Ontario Building Code. Part 3 water supply requirements may be omitted, unless multi-residential units are incorporated into the design. Water availability from neighboring properties can be used provided that legal access is presented to the town.

## **9. SECTION 9 - PAYMENT OF FEES**

- 9.1 Fees for a required permit shall be as set out in the current Township of McMurrich/Monteith's Fee By-law.
- 9.2 Any owner who commences construction without first obtaining and posting a building permit shall be charged double the fee and also is liable to the penalties provided by the Ontario Building Code Act.
- 9.3 Where the fees payable in respect of an application for a construction permit are based on a floor area, floor area shall mean the total space of all storeys above grade (or below grade for an underground home) measured as the horizontal area between the exterior walls of the building.
- 9.4 Where the fees payable in respect of an application for a construction permit are based on the cost of valuation of the proposed work shall mean the total costs of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services.
- 9.5 The permit fees paid are for the review of the permit documents, creation and maintenance of the permit file and the required inspections if completed within 18 months of the permit issuance. If the project remains incomplete or the required inspections have not been requested and carried out within the 18 months, a "Annual Maintenance Fee" fee will apply.
- 9.6 Re-Inspection Fee:  
Where an inspector attends to a building site in response to a Notice given by a Permit Holder under 1.3.5.1. Division C or 1.3.5.2. Division C of the Ontario Building Code, and the construction is not ready for inspection, a re-inspection fee will be charged and be payable prior to an inspector re-attending the site.

- 9.7 Revised Plans Review – Existing Permits Fee:  
This fee will apply for existing building permits in which revised plans are re-submitted.
- 9.8 Annual Permit Maintenance Fee:  
Building permits issued after the date of the passing of this By-law will be subject to an annual fee as identified in the User Fees and Services Charges By-law if the works for which a permit was issued does not pass a Final Inspection within 18 months from the date of permit issuance. Any unpaid portion of the permit maintenance fee will then be added to the owner's property tax roll.
- 9.9 Permit File Maintenance Fee:  
When a request is made for an inspection of a permit that has been issued for more than 18 months and has not passed a Final Inspection, a Permit File Maintenance Fee will be charged and be payable prior to an inspector attending the site.

## **10. SECTION 10 – REFUNDS**

- 10.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "B" attached to and forming part of this By-law. Application for refund must be made within 6 months of the date of permit application in order to be eligible for a refund of any permit fees.

## **11. SECTION 11 – POSTING OF PERMITS**

- 11.1 All permits are required to be posted in a location that is visible from the road on the property in respect of which the permit was issued.

## **12. SECTION 12 - NOTICE REQUIREMENTS FOR INSPECTIONS**

- 12.1 The owner or an authorized agent shall notify the Chief Building Official at least two (2) Municipal Office business days prior to each stage of construction for which notice in advance is required under the Building Code. In addition to the prescribed notice contained in 1.2.5.1. DIV C of the Building Code, notice of any solid fueled fire appliance rough-in 1.3.5.2.(1)(c) is also required.

Notice of completion is also required in accordance with subsection 11(2) of the Building Code Act.

- 12.2 Notice shall be given in one of the following ways:
1. Preferred – Online through the Building Department's Cloudpermit inspection request portal.
  2. Phone message given to the Township of McMurrich/Monteith Building Department at (705) 685-7901.
  3. E-mail to [buildingadmin@mcmurrichmonteith.com](mailto:buildingadmin@mcmurrichmonteith.com)
  4. In person at the Township of McMurrich/Monteith Building Department Counter.
- 12.3 Notice must include the permit number, name of person requesting the inspection, type of inspection requested, civic address of property and name of owner. A contact number must be provided if you wish to receive confirmation of receipt of your request or for a contact number for the inspector.

The drawings and specifications approved by the Township of McMurrich/Monteith must be on site at the time of the requested inspection.

- 12.4 Inspections may be required for any or all, but is not limited to, the following stages:
- a) Footings
  - b) Backfill
  - c) Underslab Plumbing
  - d) Plumbing Rough-In
  - e) Insulation
  - f) Mechanical Rough-In
  - g) Framing
  - h) Air Barrier
  - i) Fire Protection
  - j) Fire Access Routes
  - k) Solid Fuel Fired Appliances
  - l) Plumbing Final
  - m) HVAC Final
  - n) Occupancy
  - o) Final

12.5 Occupancy and Completion of a Building

In addition to the regulations of Subsection 11. (1) of the Building Code Act which provide that no person shall occupy or use, or permit to be occupied or used, any building newly erected or renovated until notice of the date of this completion is given to the Chief Building Official (as per Div. C, 1.3.3.1 (1) of the Building Code), the following requirements must also be fulfilled:

- a) An inspection request is made and approved pursuant to such notice as outlined in Subsection 14.1 of this by-law.
- b) The occupancy inspection took place as requested and was deemed to be complete.
- c) There has been prior compliance with any order made by the Chief Building Official pursuant to the provisions of this by-law or Order of the Building Code Act or regulations.

- 12.6 Final Inspections are required prior to closing a building permit. They may be in conjunction with or subsequent to a required occupancy permit.

- 12.7 It is the responsibility of the owner of the property to request a final inspection (once all other inspections have been completed and passed) on all projects at the time of substantial completion.

- 12.8 Should there be any changes at any time to the Building Code Act which creates a conflict with the requirements stated; the Act shall supersede this by-law.

13. **SECTION 13 - AS CONSTRUCTED PLANS**

- 13.1 On completion of the construction of a building, or part of a building, the Chief Building Official may require a set of "as constructed" plans, including a plan of survey showing the location and confirming the elevation of the building.

14. **SECTION 14 - ABANDONED APPLICATIONS**

- 14.1 An application for a Permit is considered to have been abandoned by the Applicant where:
- (a) the application is incomplete and remains incomplete six months after it was submitted; or,
  - (b) the application is complete, a Permit is available to be issued, and six months have elapsed from the date upon which the municipality e-mailed notification of the Permit availability to the Applicant's address shown on the application.

14.2 Significant Progress

In regards to all buildings, significant progress shall be shown on a project within one (1) year from date of issuance of the permit and in the following two

(2) years, or the permit may be revoked at the discretion of the Chief Building Official. Should there be any changes at any time to the Building Code Act which would create a conflict with the time periods states, the Act shall supersede this By-law (as per 35. (1) of the Act).

**15. SECTION 15 – TOWNSHIP PROPERTY**

- 15.1 Plans and specifications furnished according to this By-law or otherwise required by the Act become the property of the Township and will be retained in accordance with relevant legislation.

**16. SECTION 16 - ENFORCEMENT**

- 16.1 This By-law shall be enforced pursuant to the provisions of Section 15 of The Ontario Building Code Act, as amended.

**17. SECTION 17 - PENALTIES**

- 17.1 Any person who fails to comply with an order issued pursuant to this By-law is guilty of an offence and, upon conviction, is subject to a penalty provided by the Building Code Act and/or the Provincial Offences Act.

**18. SECTION 18 - POWER OF MUNICIPALITY TO REPAIR OR DEMOLISH**

- 18.1 Where an owner or occupant of the property fails to take such steps as may be necessary to bring the property into compliance with this By-law, the Municipality, or a person acting on its behalf, shall:
- a) have the right to enter upon the property to affect such repairs, clean-up, demolition or other remedial steps as may be required to bring the property into compliance with the standards herein and neither the Municipality, not anyone acting on its behalf shall be liable to compensate the owner, occupant or any other persons by reason of anything done by or on behalf of the Municipality in the reasonable exercise of these powers; and
  - b) shall have a lien on the property for the amount spent by, or on behalf of the Municipality in accordance with this By-law, together an administration fee of 10% of the amount spent, and the total amount shall have priority lien status as described in section1 of the *Municipal Act*, 2001, S.O. 2001, c. 25.

**19. SECTION 19 - REPEAL CLAUSE**

- 19.1 By-Law #06-2024 of The Municipal Corporation of the Township of McMurrich/Monteith is hereby repealed.

**20. SECTION 20 – ENACTMENT**

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF**  
**MCMURRICH/MONTEITH**

**SCHEDULE "A" OF BY-LAW #XX-2025**

**Classes of permits**

1. Residential Dwellings – Includes single-detached, semi-detached, duplex, row/townhouse, garden suites, secondary suites, and multiplex conversions.
2. Residential Foundations/Basements – Construction under existing buildings.
3. Guest Sleeping Cabins (No Services).
4. Guest Sleeping Cabins (With Services).
5. Garages / Boathouses.
6. Accessory Structures – Sheds, docks, porches, decks, fireplaces, swimming pools, shipping containers.
7. Repairs and Renovations – Minor or major repairs and alterations.
8. Demolition Permits.
9. Change of Use Permits – In accordance with Part 10 of the 2024 OBC.
10. Farm Buildings – Group G Division 1 (High-hazard), Division 2 (Medium-hazard), Division 3 (Greenhouses), Division 4 (Not normally occupied).
11. Commercial, Industrial, and Institutional Buildings – Complete or shell only.
12. Plumbing Installations – Drainage, venting, water supply, and on-site sewage systems per Part 8 of the 2024 OBC.
13. Re-inspection Permits.

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF**  
**MCMURRICH/MONTEITH**  
**SCHEDULE "B" OF BY-LAW #XX-2025**

**Refunds**

<u>Status of Permit Application</u>	<u>Percentage of Fee Eligible for Refund</u>
1. Application filed. No processing of review of plans submitted.	75% maximum
2. Application filed. Plans reviewed and permit issued/denied	50% maximum

**NOTE:**

1. No refunds after any building inspections are carried out.
2. No refund shall result in the retention by the Township of McMurrich/Monteith of an amount less than \$100.00.
3. No refund will be given when application for refund is not made within (6) months of issuance of permits. A request for refund must be made in writing.

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF**  
**MCMURRICH/MONTEITH**  
**SCHEDULE "C" OF BY-LAW #XX-2025**

**CODE OF CONDUCT FOR CHIEF BUILDING OFFICIAL AND INSPECTORS**

**1. PURPOSE**

- 1.1 To promote appropriate standards of behavior and enforcement actions by all Building Department staff in the exercise of a power or the performance of a duty.
- 1.2 To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by all Building Department staff in the exercise of a power or the performance of duty.
- 1.3 To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of duty by all Building Department staff.

**2. SCOPE**

- 2.1 This policy applies to all Building Department staff.
- 2.2 The Code of Conduct must provide for its enforcement and include policies or guidelines to be used when responding to allegations that the Code of Conduct has been breached and disciplinary actions that may be taken if the Code of Conduct is breached.

**3. CONTENTS**

- 3.1 Conduct
  - a) Always act in the public interest.
  - b) Apply all relevant laws, codes, and standards in an impartial, consistent, fair, and professional manner, independent of any external influence and without regard to any personal interests.
  - c) Maintain required legislated qualifications, discharging all duties in accordance with recognized areas of competency.
  - d) Extend professional courtesy to all.
  - e) Ensure interactions are in keeping with the Township's Corporate Values and associated behaviours.

**4. BREACHES OF THE CODE OF CONDUCT**

- 4.1 Lodging a Complaint

A complaint must be in writing and must be signed by the person making the complaint. The complaint may be a letter or an e-mail.
- 4.2 Withdrawal of Complaint

A Complainant may withdraw their complaint at any time; although the Township may continue to investigate the complaint if deemed appropriate to do so.
- 4.3 Confidentiality

The entire investigation process will be handled in as confidential a manner as possible by all parties involved. All records are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA") and may be subject to disclosure under MFIPPA or by a court of law.

**5. REVIEW OF ALLEGATIONS**

- 5.1 The Chief Building Official will review any allegations of breaches of this Code of Conduct made against a Building Department staff member. Where the allegations are against the Chief Building Official, the Clerk of the Township will review allegations.

5.2 Disciplinary action arising from violation of this Code of Conduct is the responsibility of the Township and will be based on the severity and frequency of the violation in accordance with relevant employment standards.

5.3 The Chief Building Official or Clerk of the Township will provide written response to the complainant within 30 calendar days of receipt of the written complaint.

**6. REVIEW OF DECISION**

6.1 If, upon receipt of the results of the review, the complainant is not satisfied, they may forward their concerns to the Clerk of the Township.

DRAFT

**Fees and Charges Bylaw Review:**

A draft, revised bylaw is included in the agenda package along with the current bylaw. The format of the schedules has changed and there is now a four year time period. Annual fee reviews are still recommended.

**Housekeeping Zoning Bylaw Amendments:**

The Public meeting is scheduled for Tuesday, September 16<sup>th</sup>. The required notice of the meeting has been mailed according to the regulations and posted on the municipal website.

**District of Parry Sound Municipal Association Meeting:**

The Fall meeting is scheduled for Friday, September 26<sup>th</sup> in Orrville. The agenda is attached to this report.

Sept 2  
5.5



## **District of Parry Sound Municipal Association**

c/o Township of McKellar, 701 Hwy 124 McKellar, ON P0G 1C0

**President:** Lynda Carleton

**Secretary-Treasurer:** Karlee Britton

**Fall 2025 Agenda – 171<sup>st</sup> Meeting – Friday, September 26, 2025**

**Hosted by the Township of Seguin**

**Orrville Community Centre, 1207 Highway 518, Orrville, ON P2A 0B6**

**8:15-9:00**

Registration / Coffee sponsored by **MPAC**

**9:00-10:00**

Introduction of the Head Table

Welcome and Opening Remarks - **Mayor Ann MacDiarmid**, Township of Seguin

Land Acknowledgement & Ceremony led by **Wasauksing First Nation**

Greetings from Parry Sound-Muskoka MPP, **Graydon Smith**

Greetings from Parry Sound-Muskoka MP, **Scott Aitchison** (*invited*)

FONOM Update *presented by* **Lynda Carleton**

The Almaguin Community Hatchery Program Funding Announcement, **Jerry Brandt**

**10:00-10:15**

**Parry Sound Area Municipal Airport** *presented by* Neil Pirie, Airport Manager

**10:15-10:35**

**Property Tax Sale** *presented by* RealTax President, Narbe Alexandrian

**10:35-10:50**

Coffee break sponsored by **TBA**

**10:50-11:10**

**Almaguin Housing Task Force Update** *presented by* Acting Vice-Chairs Rod Ward, Armour Mayor and Dave Gray, Director of Economic Development, Almaguin Community Economic Development & Armour CAO

**11:10-11:40**

**AI (Artificial Intelligence) in the Workplace** *presented by* Forrest Pengra, Director of Strategic Initiatives, Township of Seguin

**11:40-12:00**

**The Effect of Excessive Wakes on Our Lakes** *presented by* Dr. Timothy James, Board Director, Safe Quiet Lakes

**12:00-1:00**

Lunch – Turkey Dinner and Dessert by **Jim Macoubrey**

**1:00-2:00**

**Natural Resource Asset Management Planning: Risks of Overlooking Assets and Insights from a Moderated Panel Discussion** *featuring:*

**Oscar Poloni**, Partner, KPMG

and **Representatives from the District's Municipalities & Partner Agencies**

**2:00**

**Resolutions / Business Meeting**

- Adoption of the Minutes of the Spring 2025 Meeting
- Treasurer's Report January 1, 2025 to July 31, 2025
- Minutes of the August 12, 2025 Executive Meeting

Draw for Mystery Door Prize from the **Rosseau General Store**: Must be present to claim

**Host and Date of Next Meeting:** Friday, May 29, 2026, *hosted by the Town of Kearney*

Adjournment

*A sweet treat of jam provided to you compliments of Seguin's own **Crofter's Organic***

Sept 2  
2025  
5.5

**THE CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH**

**BY-LAW # -2025**

**Being a By-law to provide for Fees Charged by the Corporation**

**WHEREAS** the Corporation of the Township of McMurrich/Monteith charges various fees for licenses, permits and services offered by the Corporation;

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

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

**AND WHEREAS** Section 391 of the Act authorizes municipalities to impose fees or charges on persons;

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

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

**NOW THEREFORE** the Municipal Council of the Corporation of the Township of McMurrich/Monteith enacts as follows:

1. That the fees and charges as set out in Schedules "A" to "I" attached hereto and forming an integral part of this By-law are hereby established and adopted by the Council of the Township of McMurrich/Monteith.
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 Schedules "A" to "I".
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. That this By-law shall be known as the "Fees and Charges By-law".
6. That By-law #15-2022 be hereby repealed.
7. This By-law shall come into force and effect on \_\_\_\_\_, 2025.

Read a first, second and third and final reading, signed and the seal of the Corporation affixed thereto and finally passed in open Council this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk-Treasurer

**Township of McMurrich/Monteith**  
**User Fees/Permits and Other Charges**

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# Township of McMurrich/Monteith

## User Fees/Permits and Other Charges

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### Building Permit Fees

**Permit Fees - \$12.00 per \$1,000.00 of value of total Construction Costs**

**Example of Permit Fee Calculation:** 1,000 square foot residence x \$225.00 per square foot (construction cost) = \$225,000(value of construction), divide by 1,000 to give the value per one thousand (\$225,000/1,000) = 225, multiple by \$12 per \$1,000.00 value of construction = 225 x \$12 = **\$2,700.00 permit fee**

Classes of Permits	Description	Construction Cost
A permit for the construction or addition of a building or structure within the meaning of the Act and the code and which use is intended for human habitation	Residential - Single or first story	\$225.00/sq. ft.
	Residential - Upper stories or 1 1/2 or 2 stories	\$150.00/sq. ft.
A permit for the construction of foundation/basements under existing buildings	Residential - Foundations/basements under existing buildings	\$60.00/sq. ft.
A permit for the construction of a guest sleeping cabin without services	Residential	\$300.00
A permit for the construction of a guest sleeping cabin with services	Residential	\$150.00/ sq. ft.
A permit for the construction of a garage, attached or detached	Garages/Boat house	\$150.00/ sq. ft.
A permit for the construction or addition of a building or structure and which is intended to compliment the main residential use	Storage shed, fireplace, swimming pool	\$60.00/sq. ft.
A permit to alter, repair, renovate or do a material alteration to a building within the meaning of the Building Code Act and the Ontario Building Code	(at the discretion of the CBO)	\$300.00 minimum
A permit to demolish a building or a material part thereof within the meaning of the Building Code Act and the Ontario Building Code	Demolition	\$225.00
A permit to locate a building within the meaning of the Building Code Act and the Ontario Building Code	Residential - 50% of class 1, minimum permit fee	\$300.00
A permit to change the use of an existing building even though no construction is proposed	From residential	\$300.00
A permit for construction or addition of a farm building other than for human habitation	Barn, drive shed	\$37.50/sq. ft.
A permit for the construction or addition of a building within the meaning of the Building Code Act and the Ontario Building Code and which use is intended for commercial, industrial or institutional	Complete structure	\$142.50/sq. ft.
	Shell only	\$97.50/sq. ft.
A permit for plumbing installations, inside and outside, not included in a complete building package and would include but not be limited to additions and major repairs	Minimum permit fee	\$300.00
<b>Annual permit maintenance fee</b>	<b>Fee</b>	<b>\$235.00</b>
Permit application submission to be applied to Permit Fee once issued	Minimum permit fee	\$300.00
Re-inspection due to incomplete work or uncorrected deficiencies	Fee	\$150.00
Minimum permit fee	Minimum permit fee	\$300.00
Shipping container	Shipping container	\$225.00
Paper submission	For paper application with PDF drawings	\$55.00
	For complete paper-based submission	\$100.00
Permit file maintenance fee	Permits that have been dormant for a year or more	\$125.00
Building without a permit	2 times the building permit fee	Minimum \$600.00
Orders issued	Fee	\$150.00
Registering a Building Code Act Order on title	Fee	\$1,060.00

# Township of McMurrich/Monteith

## User Fees/Permits and Other Charges

Schedule "A" - By-law #-2025 - Page 3 of 8

### Animal Control

Description	Effective Date	2025	2026	2027	2028	2029
Dog license - per dog - lifetime	Jan 1st	\$155.00	\$155.00	\$155.00	\$155.00	\$155.00
Dog license - per dog - first dog	Jan 1st	\$17.00	\$17.00	\$18.00	\$18.00	\$19.00
Dog license - per dog - second dog	Jan 1st	\$22.00	\$22.00	\$23.00	\$23.00	\$24.00
Dog license - per dog - third dog	Jan 1st	\$27.00	\$27.00	\$28.00	\$28.00	\$29.00
Dog license - per dog - fourth dog	Jan 1st	\$32.00	\$32.00	\$33.00	\$33.00	\$34.00
Private kennel (5 - 20 dogs)	Jan 1st	\$185.00	\$185.00	\$190.00	\$190.00	\$195.00
Commercial kennel (21 + dogs)	Jan 1st	\$250.00	\$250.00	\$275.00	\$275.00	\$300.00
Replacement license	Jan 1st	\$7.00	\$7.00	\$8.00	\$8.00	\$9.00
Pickup fee	Jan 1st	\$60.00	\$60.00	\$65.00	\$65.00	\$70.00
Dog redemption - daily impound fee per day	Jan 1st	\$35.00	\$35.00	\$40.00	\$40.00	\$45.00

### Roads

Description	Effective Date	2025	2026	2027	2028	2029
Entrance driveway permit - non -refundable	Jan 1st	\$100.00	\$100.00	\$125.00	\$125.00	\$150.00
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	\$630.00	\$700.00	\$700.00	\$700.00	\$700.00
Shore Road/Road application - cost of land per sq. ft. + HST	Jan 1st	\$0.65	\$0.67	\$0.69	\$0.70	\$0.72
Open Cut/Bore Road application - deposit	Jan 1st	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Open Cut/Bore Road application - fee + HST	Jan 1st	\$250.00	\$275.00	\$275.00	\$300.00	\$300.00

### User Fees/Permits and Other Charges

Schedule "A" - By-law #-2025 - Page 4 of 8

## Waste Management

Description	Effective Date	2025	2026	2027	2028	2029
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 or 4' X 8' trailer (less than 50%)	Jan 1st	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
1/2 ton truck or 4' X 8' trailer (more than 50%)	Jan 1st	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
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 litres	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
1/2 ton truck or 4' X 8' trailer	Jan 1st	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
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	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Bulky Items						
Furniture (such as chairs, loveseat, sofa), toilets (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
Truck caps, fiberglass /plastic	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Boat - per foot (maximum 20 feet)	Jan 1st	\$10.00/ ft	\$10.00/ ft	\$10.00/ ft	\$10.00/ ft	\$10.00/ ft
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 Public Works Supervisor for clarification.						

# Township of McMurrich/Monteith

## User Fees/Permits and Other Charges

Schedule "A" - By-law # -2025 - Page 5 of 8

Planning		2025	2026	2027	2028	2029
Description	Effective Date					
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	\$945.00	\$950.00	\$950.00	\$950.00	\$950.00
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	\$475.00	\$500.00	\$500.00	\$500.00	\$500.00
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	\$1,785.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
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	\$325.00	\$330.00	\$330.00	\$330.00	\$330.00
Minor variance - fee + HST	Jan 1st	\$735.00	\$750.00	\$750.00	\$750.00	\$750.00
Severance application (consents) - fee + HST	Jan 1st	\$580.00	\$600.00	\$600.00	\$600.00	\$600.00
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	\$2,730.00	\$2,775.00	\$2,775.00	\$2,775.00	\$2,775.00
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	\$1,785.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
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	\$1,900.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
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	\$945.00	\$950.00	\$950.00	\$950.00	\$950.00
Site Plan agreements - major - deposit	Jan 1st	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
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	\$1,900.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Site Plan agreements - major - maximum fee + HST	Jan 1st	\$6,300.00	\$6,400.00	\$6,400.00	\$6,400.00	\$6,400.00
Site Plan Agreements - amendment - fee + HST	Jan 1st	\$520.00	\$530.00	\$530.00	\$530.00	\$530.00
Site Plan Agreement - title release - deposit	Jan 1st	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Site Plan Agreement - title release - fee + HST	Jan 1st	\$325.00	\$330.00	\$330.00	\$330.00	\$330.00
Solar project application and review - fee + HST	Jan 1st	\$525.00	\$550.00	\$550.00	\$550.00	\$550.00
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	\$210.00	\$220.00	\$220.00	\$220.00	\$220.00
Ontario Land Tribunal - filing fee + HST	Jan 1st	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00

\* 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 difference.

\*\* 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 *Planning Act* is sought for a development which exists or is under construction, and is in contravention of the requirements of the Township, an additional administrative/processing fee in the amount of 75% of the respective application fee, as defined herein, shall be required at the time of the submission of the application.

# Township of McMurrich/Monteith

## User Fees/Permits and Other Charges

Schedule "A" - By-law #-2025 - Page 6 of 8

Cemetery						
Description	Effective Date	2025	2026	2027	2028	2029
<b>PLOTS</b>						
Single plot - Care & maintenance	Jan 1st	\$290.00	\$290.00	\$290.00	\$290.00	\$290.00
Single plot - General fund	Jan 1st	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00
Single plot - Corner posts (4)	Jan 1st	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Single plot - HST	Jan 1st	\$117.00	\$117.00	\$117.00	\$117.00	\$117.00
<b>Total cost - Single plot</b>	<b>Jan 1st</b>	<b>\$1,017.00</b>	<b>\$1,017.00</b>	<b>\$1,017.00</b>	<b>\$1,017.00</b>	<b>\$1,017.00</b>
Single plots are 3 feet X 10 feet and are for a single casket and up to 3 cremated remains						
<b>CREMATION</b>						
Cremation - Care & maintenance	Jan 1st	\$290.00	\$290.00	\$290.00	\$290.00	\$290.00
Cremation - General fund	Jan 1st	\$360.00	\$360.00	\$360.00	\$360.00	\$360.00
Cremation - Corner posts (4)	Jan 1st	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Cremation - HST	Jan 1st	\$100.75	\$100.75	\$100.75	\$100.75	\$100.75
<b>Total cost - Cremation</b>	<b>Jan 1st</b>	<b>\$875.75</b>	<b>\$875.75</b>	<b>\$875.75</b>	<b>\$875.75</b>	<b>\$875.75</b>
Cremations are for a minimum of 1 X 1 X 3 and a maximum of 1.5 X 1.5 X 3						
<b>OPENING &amp; CLOSING</b>						
Single grave - plus HST	Jan 1st	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
Cremation & Child - plus HST	Jan 1st	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
<b>MARKER INSTALLATION</b>						
Flat marker - 17 3/4 square inches or more - plus HST			Care and maintenance - \$100			
Pillow or slant slope monument - plus HST			Care and maintenance - \$100			
Upright marker up to 4 feet in height or width - plus HST			Care and maintenance - \$200			
Upright marker over 4 feet in height and width - plus HST			Care and maintenance - \$400			
<b>TRANSFER FEES</b>						
Transfer fee - plus HST	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<b>COLUMBARIUM</b>						
<b>Niche</b>						
Single - Top		Care & Maintenance	General Fund	Wreath Plaque	Cost	HST
		\$165.00	\$540.00	\$250.00	\$955.00	\$124.15
Single - Middle		\$165.00	\$450.00	\$250.00	\$865.00	\$112.45
Single - Bottom		\$165.00	\$360.00	\$250.00	\$775.00	\$100.75
Maximum Urn Size - 5 1/2"W x 10"D x 10"H						
First opening & closing cost of \$250 included in cost of purchasing Niche						
Second cost of opening & closing Niche = \$250.00 + HST = \$282.50						
<b>Total</b>						

### User Fees/Permits and Other Charges

Schedule "A" - By-law #-2025 - Page 7 of 8

## By-Law Enforcement

[illegible]

## Sprucedale Community Centre

Description	Effective Date	2025	2026	2027	2028	2029
Daily rental - less than 4 hour block	Jan 1st	\$100.00	\$100.00	\$105.00	\$105.00	\$110.00
Daily rental - over than 4 hour block	Jan 1st	\$200.00	\$205.00	\$205.00	\$210.00	\$215.00
Funeral/Celebration of Life events - Monday to Friday	Jan 1st			Rental Fees Waived		
Cleaning/Damage Deposit (Added to rental fee)	Jan 1st	\$150.00	\$155.00	\$155.00	\$160.00	\$160.00
Lost key to Community Centre	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$55.00
Sound System Rental Deposit	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$55.00
Ice Surface (includes washrooms) - less than 4 hour block	Jan 1st	\$100.00	\$100.00	\$105.00	\$105.00	\$110.00
Ice Surface (includes washrooms) -over than 4 hour block	Jan 1st	\$200.00	\$205.00	\$205.00	\$210.00	\$215.00
Sprucedale Senior Friendship Club (SSFC) - Monday only	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$55.00
Bartender #1 (price per hour) - first 100 people for attendance	Jan 1st	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Bartender #2 (price per hour) - needed when more than 100 people in attendance	Jan 1st	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
All rental fees for the Sprucedale Community Centre are reduced by 50% when the rental is being held by a non-profitable or charitable organization						
HST is to be added to all fees listed above						

### User Fees/Permits and Other Charges

Schedule "A" - By-law #-2025 - Page 8 of 8

## Fire Department

[illegible]

## Administrative Monetary Penalty System

[illegible]

**THE CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH**

**BY-LAW #15-2022**

**Being a By-law to provide for Fees Charged by the Corporation**

**WHEREAS** the Corporation of the Township of McMurrich/Monteith charges various fees for licenses, permits and services offered by the Corporation;

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

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

**AND WHEREAS** Section 391 of the Act authorizes municipalities to impose fees or charges on persons;

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

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

**NOW THEREFORE** the Municipal Council of the Corporation of the Township of McMurrich/Monteith enacts as follows:

1. That the fees and charges as set out in Schedules "A" to "I" attached hereto and forming an integral part of this By-law are hereby established and adopted by the Council of the Township of McMurrich/Monteith.
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 Schedules "A" to "I".
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. That this By-law shall be known as the "Fees and Charges By-law".
6. That By-law 24-2017 be hereby repealed.
7. This By-law shall come into force and effect on July 18, 2022.

Read a first, second and third and final reading, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 18<sup>th</sup> day of July, 2022.

Original Signed by: \_\_\_\_\_

Reeve

Original Signed by: \_\_\_\_\_

Clerk-Treasurer

Township of McMurrich/Monteith  
SCHEDULE "A" to BY-LAW #15-2022  
*Revised by Resolution 2023-283 August 15, 2023*

**Corporate Services**

<b>Description</b>	<b>Cost</b>
Sprucedale History Book	\$30.00
Certification of Documents	\$5.00
Commissioning of Documents	\$10.00
Faxes	\$1.25 for up to 4 pages
Photocopies	.25 per page
Colour Photocopies	.50 per page
Records Search	\$20.00 min. (first 15 mins free)
Records Search – hourly rate	\$15.00 every 15 minutes
Official Plan – copy	\$30.00

**Licensing**

Lottery – Raffle	\$5.00
Nevada	\$5.00
Other	As allowed by AGCO
Trailer – annual renewal	\$400.00

**Roads**

Civic Address Blade with Post & Hardware	\$50.00
Replacement Sign or Replacement Post	\$25.00 each
Entrance Driveway Permit – Non Refundable	\$75.00
- Refundable	\$300.00

Township of McMurrich/Monteith

SCHEDULE "B" to BY-LAW #15-2022

*Revised by Resolution 2023-283 August 15, 2023*

**Corporate Services – Treasury/Taxes**

<b>Description</b>	<b>Cost</b>
Credit Card Transaction Fee	2.5% of payment total
Interest Charges – Overdue Accounts	1.25% per month
NSF Cheques	\$35.00
Tax Certificates	\$50.00 per roll #
Building/Zoning Compliance	\$75.00 per roll #
Fire Inspection	\$75.00 per roll #
Fire Summary Report for Insurance	\$75.00

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**Sale of Land for Tax Arrears – Scale of Costs – Administration Fees Only**

**(Excludes legal fees and disbursements)**

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Up to time of delivery to Solicitor	\$500.00
Extension Agreement	\$250.00
Up to mailing first notice	\$150.00
Delivery of first notice	\$20.00
Preparation of Statutory Declaration	\$75.00
Mailing Final Notice, Per Notice	\$150.00
Preparation of Extension Agreement	\$250.00
Up to Registration of Cancellation Certificate	\$150.00
Publication of Advertisements	\$75.00
Opening of Tenders	\$250.00
Mailing Responses to Tender	\$25.00
Preparation of Deed	\$400.00
Payment into Court (Solicitor to Court)	\$300.00
Payment out of Court	\$500.00
Distribution of Proceeds of tax sale	\$250.00

Township of McMurrich/Monteith  
SCHEDULE "C" to BY-LAW #15-2022

*Revised by Resolution 2023-283 August 15, 2023*

**Planning Fees**

All fees prescribed in this schedule do not include professional fees and disbursement for lawyers, planners, and other professional consultants whose actual cost to the municipality will be charged in addition to the prescribed administration fee. The cost of such professional services and disbursements varies widely with the complexity of the matter. The right-hand column below gives a fixed deposit amount with may be required of the applicant in addition to the fixed administration fee, but which is subject to be increased or decreased by Council depending upon the complexity of the matter and estimates provided by professional consultants. Deposits are intended to cover actual costs paid by the municipality to third parties and any excess amount not so used will be refunded to the Applicant.

Description	Cost
Planning Committee Meetings (held separate from Regular Council meetings)	\$550.00
Zoning By-Law Amendment – minor Application Fee	\$1,500.00 deposit \$800.00
Zoning By-Law Amendment – major Application Fee	\$3,000.00 deposit \$1,500.00
Sub-division/Condominium Applications Application Fee	\$5,000.00 deposit \$2,000 .00
Official Plan Amendments Application Fee	\$3,500.00 deposit \$1,000.00
Official Plan & Zoning By-Law Amendment Application Fee	\$5,000.00 deposit \$1,500.00
Minor Variance	\$650.00
Severance Applications (Consents)	\$450.00
Site Plan Agreements – minor Application Fee	\$1,500.00 deposit \$800.00
Site Plan Agreements – major	\$6,000.00 deposit
Unused portion refundable except a non-refundable administration fee of 5% of cost of site works to a maximum fee of \$6,000.00	
*Any significant changes requiring a re-submission of the original application & 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 additional administrative/processing fee in the amount of 75% of the respective application fee, as defined herein, shall be required at the time of submission of the application.	
<b>Shore Road Allowance/Inland Road Allowance</b>	
Administration Fee	\$500.00
Minimum Deposit	\$3,000.00
Cost of Shore Road Land	\$0.65 sq. ft
Cost of Inland Road Land	\$0.65 sq. ft

Township of McMurrich/Monteith  
SCHEDULE "D" to BY-LAW #15-2022  
Revised by Resolution 2023-283 August 15, 2023

**Permit Fees - \$12.00 per \$1,000.00 of value of total Construction Costs**

**Example of Permit Fee Calculation:**

1,000 square foot residence x \$225.00 per square foot (construction cost)  
= \$225,000(value of construction), divide by 1,000 to give the value per one thousand  
(225,000/1,000) = 225, multiple by \$12 per \$1,000.00 value of construction = 225 x \$12  
= **\$2,700.00 permit fee**

Classes of Permits	Description	Construction Cost
1. A permit for the construction or addition of a building or structure within the meaning of the Act and the code and which use is intended for human habitation	Residential Single or first story	\$225.00 sq. ft.
	Upper stories or 1 ½ or 2 stories	\$150.00 sq. ft.
2. A permit for the construction of foundation/basements under existing buildings	Residential Foundations/basements Under existing buildings	\$60.00 sq ft.
3. A permit for the construction of a guest sleeping cabin without service	Residential	\$300.00
4. A permit for the construction of a guest sleeping cabin with services	Residential	\$150.00 sq ft.
5. A permit for the construction of a garage, attached or detached	Garages/Boat House	\$150.00 sq ft.
6. A permit for the construction or addition of a building or structure and which use is intended to compliment the main residential use	Storage Sheds Fireplaces Swimming Pools	\$60.00 sq ft.
7. A permit to alter, repair, renovate or do a material alteration to a building within the meaning of the Building Code Act and the Ontario Building Code	(at discretion of CBO)	\$300.00 min
8. A permit to demolish a building or a material part thereof within the meaning of the Building Code Act and the Ontario Building Code	Demolition	\$225.00
9. A permit to locate a building within the meaning of the Building Code Act and the Ontario Building Code	Residential 50% of class 1 Minimum permit fee	\$300.00
10. A permit to change the use of existing building even though no construction is proposed	From Residential	\$300.00
11. A permit for construction or addition of a farm building other than for human habitation	Barn Drive Shed	\$37.50 sq ft.
12. A permit for the construction or addition of a building within the meaning of the Building Code Act and the Ontario Building Code and which use is intended for commercial, industrial or institutional	Complete Structure  Shell only	\$142.50 sq ft.  \$97.50 sq ft.

13.	A permit for plumbing installations, inside and outside, not included in a complete building package and would include but not be limited to additions and major repairs	Minimum permit fee	\$300.00
14.	Renewal		\$300.00
15.	Permit application submission to be applied to Permit Fee once issued	Minimum permit fee	\$300.00
16.	Re-inspection due to incomplete work or uncorrected deficiencies		\$150.00
17.	Minimum Permit Fee		\$300.00

Township of McMurrich/Monteith  
SCHEDULE "E" to BY-LAW #15-2022  
*Revised by Resolution 2023-283 August 15, 2023*

**Dog License Fee**

<u>Description</u>	<u>Annual Fee</u>
Lifetime Dog Tag (for the dog registered)	\$50.00
Annual Dog Tag	\$10.00
Replacement Dog Tag	\$3.00
Dog Redemption Impound	fee at incurred cost of the pound

Township of McMurrich/Monteith  
SCHEDULE "F" to BY-LAW #15-2022  
*Revised by Resolution 2023-283 August 15, 2023*

**Cemetery Fees**

**Tariff of Rates**

For all Cemeteries under the ownership of the Township of McMurrich/Monteith

**PLOTS**

Plots 3' x 10"	Care & Maintenance 40%	General Fund	Cost	Corner Posts	H.S.T. 13%	Total
Single plot	\$290.00	\$360.00	\$650.00	*\$250.00 (4)	\$117.00	\$1,017.00

\*Fee for cornerstones includes installation

\*\* Up to 3 cremated remains can be placed in with a casket per plot.

**CARE AND MAINTENANCE FEES ARE DETERMINED BY BEREAVEMENT AUTHORITY OF ONTARIO AND ARE SUBJECT TO CHANGE**

**OPENING AND CLOSING (Collected by Funeral Home)**  
**(Subject to change)**

Opening & Closing	Cost	H.S.T. 13%	Total
Adult Grave	\$375.00		\$375.00
Cremation & Child	\$100.00		\$100.00

**MARKER INSTALLATION**

Marker	Care & Maintenance	H.S.T. 13%	Total
Flat Marker 173 square Inches or more	\$100.00	\$13.00	\$113.00
Pillow or Slant Slope Monument	\$100.00	\$13.00	\$113.00
Upright marker up to 4 Feet in height or width	\$200.00	\$26.00	\$226.00
Upright marker over 4 Feet in height or width	\$400.00	\$52.00	\$452.00

**TRANSFER FEES**

	Cost	H.S.T. 13%	Total
Transfer Fee (per plot)	\$40.00	\$5.20	\$45.20

**COLUMBARIUM**

*Niche	Row Location	Care & Maintenance	General Fund	Wreath Plaque	Cost	H.S.T. 13%	Total
*Single	Top	\$165.00	\$540.00	\$250.00	\$955.00	\$124.15	\$1,079.15
	Middle	\$165.00	\$450.00	\$250.00	\$865.00	\$112.45	\$977.45
	Bottom	\$165.00	\$360.00	\$250.00	\$775.00	\$100.75	\$875.75

\*Maximum Urn Size: 5 ½"W x 10"D x 10"H

\*First Opening & Closing Cost of \$250.00 included in cost of purchasing Niche

\*\* Second Cost of Opening & Closing Niche = \$250.00 + HST = \$282.50

Township of McMurrich/Monteith  
SCHEDULE "G" to BY-LAW #15-2022

*Revised by Resolution 2023-283 August 15, 2023*

**Tipping Fees – Landfill Site**

<b>Description</b>	<b>Cost</b>
Tires	
- Car tires (on rims)	
- Truck Tires (on rims)	Free
- Tires larger than 19" (on rims)	
- Truck tires (1/2 ton or larger)	
Furniture, Couches, Chairs, Loveseats	\$10.00 each piece
Mattresses, Box Springs (any size)	\$25.00 each piece
Fridges/Freezers/Air Conditioners/Water Coolers (must have door removed)	\$35.00
Tagged with Freon removed	Free
Non Metal Sinks, Toilets	\$10.00
Non Metal Canoes	\$50.00
Yard Waste, Vegetation per bag	\$2.00
Yard Waste per cubic yard - maximum 5 cubic yards (1/2 ton truck box equals 2 cubic yards)	\$5.00

**Truckloads larger than defined above are prohibited**

**Residential & Commercial Demolition Material**

Non-burnable demolition materials (asphalt shingles/drywall) will be determined by the Landfill Site Attendant by the amount of materials ranging from \$40.00 - \$150.00

Asphalt Shingles per Truckload (truckload = 1/2 ton truck or 4'x8' trailer)	\$150.00
Fibreglass Boats maximum 20 feet	\$10 per foot
Truck Caps, fiberglass/plastic	\$ 50.00

**Truckloads larger than defined above are prohibited**

40 yard container Not Permitted

20 yard container Not Permitted

Tandem Truck Not Permitted

Electronics	Free
Landfill Gate Cards	
- Transfer	Free
- 1 <sup>st</sup> Card (new residents)	\$20.00
- 2 <sup>nd</sup> Card	\$20.00
- Lost Card	\$20.00

Township of McMurrich/Monteith

SCHEDULE "H" to BY-LAW #15-2022

*Revised by Resolution 2023-283 August 15, 2023*

**Community Center**

<u>Description</u>	<u>Cost</u>
Daily Rental – less than 4 hour block	\$100.00
Daily Rental – over 4 hour block	\$200.00
Funeral/Celebration of Life events – Monday to Friday	Rental Fees Waived
Cleaning/Damage Deposit	\$150.00 (separate cheque)
Lost Key to Community Center	\$50.00
Sound System Rental Deposit	\$50.00 (separate cheque)
Ice Surface (includes washrooms)	\$200.00 over 4-hour block \$100.00 less than 4-hour block

***\*\*Residents and Ratepayers receive a 50% discount on above rental fees\*\****

Sprucedale Seniors Friendship Club (SSFC) – Monday rentals are set at \$50.00

**MMCAP**

Black & White photocopy	.25 each
Colour Print (regular paper)	.50 each
(card stock)	\$1.00 each
(photo paper)	\$2.00 each
Digital Camera Loan (4 day maximum)	DONATION
Scanner Use (pictures, negatives or slides)	DONATION
Projector	DONATION
Lamination per sheet	\$1.50 each
Binding Machine Use	\$1.00 per spine

Township of McMurrich/Monteith  
SCHEDULE "I" to BY-LAW #15-2022

*Revised by Resolution 2023-283 August 15, 2023*

**Fire Regulating**

Penalties to be imposed for contravention of regulations in McMurrich/Monteith  
Township By-law

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET FINE
1	Set open air fire during prohibited hours	2.1	300.00
2	Set or permit a flying lantern	2.4	300.00
3	Fail to comply with permit conditions	4.2	300.00
4	Fail to extinguish fire otherwise allowed under permit when ordered to do so	4.6	500.00
5	Recreational fire in fire pit larger than permitted	5.1	300.00
6	Set or permit recreational fire – burn prohibited materials	5.2	300.00
7	Allow recreational fire to adversely affect other persons	5.3	300.00
8	Set or permit recreational fire - burn oversized wood	5.5	300.00
9	Set or permit recreational fire within 33 feet (10 metres) of adjacent property	5.6	300.00
10	Set or permit recreational fire within 33 feet (10 metres) of combustible structure	5.7	300.00
11	Set or permit recreational fire without extinguishing provisions and devices	5.8	300.00
12	Fail to supervise recreational fire	5.9	300.00
13	Set or permit recreational fire during high winds or smog alert	5.10	300.00
14	Fail to take reasonable precautions during recreational fire	5.11	300.00
15	Fail to extinguish recreational fire when ordered to do so	5.12	500.00
16	Set or permit recreational fire during fire ban	5.13	500.00
17	Set or permit non-recreational fire without a permit	6.1	300.00
18	Set or permit non-recreational fire with oversized burn pile	6.1	300.00

19	Set or permit non-recreational fire of prohibited materials	6.2	300.00
20	Set or permit non-recreational fire – burn materials other than dry wood or permitted yard waste	6.3	300.00
21	Set or permit non-recreational fire within 33 feet (10 metres) of adjacent property	6.4	300.00
22	Allow non-recreational fire to adversely affecting other persons	6.5	300.00
23	Fail to supervise non-recreational fire	6.6	300.00
24	Set or permit non-recreational fire without extinguishing provisions and devices	6.7	300.00
25	Set or permit non-recreational fire during high winds or smog alert	6.8	300.00
26	Fail to take reasonable precautions during non-recreational fire	6.9	300.00
27	Fail to extinguish non-recreational fire when ordered to do so	6.10	500.00
28	Set or permit non-recreational fire during fire ban	6.11	500.00
29	Non-recreational open air fire during 01 November–31 March exceeds permitted size	6(b)	300.00
30	Fail to extinguish fire when ordered to do so	8.3	500.00
31	Hinder or obstruct any person exercising a power or performing a duty under this By-law	12.1	500.00

Note: The general penalty provision for the offences listed above is Section 11 of

By-law #08-2023, a certified copy of which has been filed.

#### **Emergency Fire Fighting Service Charges**

- a. \$500.00 for each Fire Department vehicle attending for the first hour or part thereof;
- b. \$250.00 for each Fire Department vehicle attending for every additional half hour, or part thereof;
- c. \$500.00 for responding to a call where services are not required.

#### **By-law 14-2017 states:**

“That all unpaid penalties/fines that were imposed for contravention of regulations in McMurrich/Monteith Township By-law 14-2017 be collected in the manner of municipal taxes.”

Section 398(1) of the Act provides the Municipality with authority to add unpaid fees and charges, including any interest on the unpaid balance, to the tax roll for any real property within the Municipality owned by the person responsible for paying the fees and charges, and the amount may be collected in the same manner as municipal taxes;

**Open Air Burning Permits**

6 Day Period	\$3.00 (this includes Open Air Burning and Consumer Fireworks)
Annual Fire Seasonal Period	\$50.00 (April 1 – October 31)
Incinerator (Burn Barrel)	\$50.00 (April 1 – October 31)
Display Fireworks	\$50.00 per event



Sept 2  
2025  
5.6

## STAFF REPORT

**Date:** September 2<sup>nd</sup>, 2025  
**To:** Council  
**From:** John Theriault, Chief Administrative Officer  
**Subject:** Landfill – Construction Waste Pilot Program

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### Recommendation:

That the Staff Report from the Chief Administrative Officer dated September 2<sup>nd</sup>, 2025, regarding the construction waste pilot program be received and that Council direct staff cancel the construction waste pilot program and investigate the purchase of a commercial chipper for the landfill.

### History:

In June 2025, the Township of McMurrich/Monteith implemented a pilot program to see if we could take out the construction waste from our landfill and save some space for the future. The latest number we have, show that we have taken 26.75 tonnes of construction waste out of our landfill at a cost the Township of approximately \$5,400. To recoup this cost, we would have to almost triple the tipping fees that we charge for construction waste.

On the other hand, our engineers advised me that the savings of landfill space for the construction waste being diverted over 10 years would be about 10 months for a cost of approximately \$250,000 if we do not adjust our tipping fees. In my opinion and in our engineer's opinion, this does not make much sense. They are recommending that instead of this program, put money aside in a reserve for the work we will need to do to keep the landfill open.

Based on our engineer's email, another option I would recommend to Council, is to investigate purchasing a commercial chipper which could be used to shred mattresses and wood. This would keep these items out of the landfill and whatever is chipped could be used as cover for the landfill. Commercial chippers could cost up to \$50,000, which would represent only two years of the cost of the present pilot program.

### **Financial Considerations**

If the Township continues with the pilot program and does not adjust the tipping fees, we will have to add at least \$25,000 to the yearly landfill budget. If we decide to purchase a chipper, we will have to budget for this purchase and the training we would need to efficiently operate this machine.

### **Attachment:**

August 8, 2025, email from our landfill engineers

### **Others consulted:**

Neil Hellam, Public Works Superintendent  
Troy Gordon, CET, EP, Greenstone Engineering

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**RE: McMurrich Landfill**

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**From** Troy Gordon <troy@greenstoneengineering.ca>

**Date** Mon 8/18/2025 4:04 PM

**To** Chief Administrative Officer <cao@mcmurrichmonteith.com>

**Cc** Christian Tenaglia <chris@greenstoneengineering.ca>; Clerk <clerk@mcmurrichmonteith.com>

Thanks John,

A few things here that I can provide. In brief, if you have 10,000 cubic meters or essentially 10,000 metric tonnes left in your landfill based on my rough upfront calculations. So, 80 tonnes over 10 years is 800 tonnes will take up about 8% of your remaining landfill space, which would reduce the life expectancy by just under a year, down from approximately 10-years to 9.2-years.

With regard to commercial waste, what are they bringing? Materials should be segregated and concrete and asphalt should be sent for crushing and reuse; all wood / lumber should go through a chipper and can be used for interim top cover (there is a lot of wood/trees/branches that should go through the chipper at the landfill currently); shingles can also be used for interim top cover instead of dirt/soil to save room. Hopefully any metals can be removed and recycled too. I know you know much of this already but just making suggestions to maximize available space over the next 10-years. You really need to work closely with the demolition contractors on the segregation of materials.

I had mentioned to the staff when I was at the landfill last time that the footprint of the waste pile needs to be kept smaller. Try to build and compact upwards as opposed to sprawling out in each direction. This will help lengthen to the lifespan, as well.

In my opinion, taking the commercial waste would be acceptable and the preferred route vs costing the municipality money. Perhaps it makes more sense to put money aside for future landfill considerations and expansion costs? Segregation and significant compaction will be the key to lengthening the landfill lifespan.

Let me know if you need me to speak further on costs. As far as I can tell, you are charging approximately \$105/tonne but paying about \$305/tonne for removal to another municipality. If you are asking me what the cost per tonne is against your available space, that would be somewhat difficult to assess. All of this said, when the time comes, I do believe that the municipality will be able to expand the landfill with the province, as opposed to finding a new one. The existing landfill is in a good spot what I believe the municipality owns the surrounding lands.

Let me know what else I can try and help with.

**Troy Gordon, CET, EP**

*Regional Manager - Northeastern Ontario*

Sudbury - Sault Ste. Marie - North Bay

705-471-1376

[www.greenstoneengineering.ca](http://www.greenstoneengineering.ca)

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**From:** Chief Administrative Officer <cao@mcmurrichmonteith.com>

**Sent:** August 18, 2025 1:59 PM

**To:** Troy Gordon <troy@greenstoneengineering.ca>

**Cc:** Christian Tenaglia <chris@greenstoneengineering.ca>; Clerk <clerk@mcmurrichmonteith.com>

**Subject:** Re: McMurrich Landfill

Good afternoon Troy,

Thanks for the quick response, but what I was looking for is more of what kind of savings to the Township would one tonne of construction materials save in space in the future.

Over the last couple of months, we have kept 26.75 tonnes of construction materials out of the landfill for a cost of \$8,200 for which we collected \$2,800 in tipping fees. Therefore, this endeavor is costing us \$5,400 per 2 months of construction season.

Therefore, over the six months of the construction season, we would keep over 80 tonnes of construction materials out of the landfill, but it would cost the Township approximately \$25,000. So do we adjust our fees to cover our costs, this would mean that, unless there is a significant cost saving in the amount of construction waste we are depositing in the landfill, we would have to triple our fees to cover the cost, but if there is a saving to be had because we are extending the life of the landfill, we could deduct this savings from the tipping fees increase. In order to do this, I need an opinion on how much we are saving in extending the life of the landfill.

The other side of the coin is, is this program really worth it, are the savings in landfill space worth the cost of shipping the construction waste to another landfill?

If you have any questions or require more information, please contact me.

Regards,

**John Theriault, AMCT**

Chief Administrative Officer

Township of McMurrich/Monteith

Cell: 705-783-5521

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**From:** Troy Gordon <[troy@greenstoneengineering.ca](mailto:troy@greenstoneengineering.ca)>

**Sent:** Monday, August 18, 2025 11:02 AM

**To:** Chief Administrative Officer <[cao@mcmurrichmonteith.com](mailto:cao@mcmurrichmonteith.com)>

**Cc:** Christian Tenaglia <[chris@greenstoneengineering.ca](mailto:chris@greenstoneengineering.ca)>; Clerk <[clerk@mcmurrichmonteith.com](mailto:clerk@mcmurrichmonteith.com)>

**Subject:** RE: McMurrich Landfill

In the grand scheme of things, this is a small amount, I think. This volume would consume less than 0.5% of your existing landfill space.

I'm not sure if that answers your question, but tipping fees for this amount in Sudbury would be around \$2k, which does not include the trucking.

Let me know if I can answer any further questions.

**Troy Gordon, CET, EP**

*Regional Manager - Northeastern Ontario*

Sudbury - Sault Ste. Marie - North Bay

705-471-1376

[www.greenstoneengineering.ca](http://www.greenstoneengineering.ca)



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**From:** Chief Administrative Officer <[cao@mcmurrichmonteith.com](mailto:cao@mcmurrichmonteith.com)>

**Sent:** August 18, 2025 10:42 AM

**To:** Troy Gordon <[troy@greenstoneengineering.ca](mailto:troy@greenstoneengineering.ca)>

**Cc:** Christian Tenaglia <[chris@greenstoneengineering.ca](mailto:chris@greenstoneengineering.ca)>; Clerk <[clerk@mcmurrichmonteith.com](mailto:clerk@mcmurrichmonteith.com)>

**Subject:** Re: McMurrich Landfill

Good morning Troy,

We are presently diverting construction waste from the landfill by transporting this waste to another landfill, but this is costing us a lot of money. Therefore, Council is looking at adjusting the tipping fees to compensate for this cost.

In order to be fair, could you please tell me, in your opinion, approximately what 26.75 tonnes of construction waste not going into the landfill would be worth to the Township as far as saving space for the future.

If you have any questions or require more information, please contact me.

Regards,

**John Theriault, AMCT**

Chief Administrative Officer

Township of McMurrich/Monteith

Cell: 705-783-5521

Sept 2025  
8.1

**Township of McMurrich-Monteith**  
**List of Accounts for Approval**  
Batch: 2025-00075 to 2025-00078

Date Printed  
08-27-2025 8:54 AM

Page 1

Bank Code - AP - ACCOUNTS PAY

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>9601</b>	<b>08-05-2025</b>	<b>Abell Pest Control Inc.</b>			
A7142914		16-734-11 - Community Centre	Pest Control	61.52	
		11-200 - A/R - HST Receivable	HST Tax Code	6.80	
		99-996 - HST Paid	HST Tax Code	7.86 NL	68.32
A7192934		MT-GA - Garage And Shop Sup	Pest Control	52.92	
		11-200 - A/R - HST Receivable	HST Tax Code	5.84	
		99-996 - HST Paid	HST Tax Code	6.76 NL	58.76
			Payment Total:		127.08
<b>9602</b>	<b>08-05-2025</b>	<b>Auto Parts Centres</b>			
3781950		16-124-16 - Admin - Misc Suppli	garbage bags, cleaner	134.42	
		11-200 - A/R - HST Receivable	HST Tax Code	14.85	
		99-996 - HST Paid	HST Tax Code	17.17 NL	149.27
<b>9603</b>	<b>08-05-2025</b>	<b>Champion Commercial Products Inc.</b>			
593830		MT-GA - Garage And Shop Sup	batteries	858.77	
		11-200 - A/R - HST Receivable	HST Tax Code	94.86	
		99-996 - HST Paid	HST Tax Code	109.71 NL	953.63
<b>9604</b>	<b>08-05-2025</b>	<b>Environmental 360 Solutions Ltd.</b>			
214814		16-735-10 - Parks - Materials	Portable Toilet Rental	244.58	
		11-200 - A/R - HST Receivable	HST Tax Code	27.02	
		99-996 - HST Paid	HST Tax Code	31.25 NL	271.60
214812		16-735-10 - Parks - Materials	Portable Toilet Rental	244.58	
		11-200 - A/R - HST Receivable	HST Tax Code	27.02	
		99-996 - HST Paid	HST Tax Code	31.25 NL	271.60
214813		16-735-10 - Parks - Materials	Portable Toilet Rental	244.58	
		11-200 - A/R - HST Receivable	HST Tax Code	27.02	
		99-996 - HST Paid	HST Tax Code	31.25 NL	271.60
			Payment Total:		814.80
<b>9605</b>	<b>08-05-2025</b>	<b>Private Payroll Information</b>			
2024-16		12-710 - Temporary Liabilities	Remittance	605.00	605.00
<b>9606</b>	<b>08-05-2025</b>	<b>Huntsville Fuels</b>			
638013		EQ-00F - Roads - Fuel	Clear diesel 1660.6L	2,059.90	
		11-200 - A/R - HST Receivable	HST Tax Code	227.53	
		99-996 - HST Paid	HST Tax Code	263.16 NL	2,287.43
637949		EQ-00F - Roads - Fuel	Dyed diesel 2030.1L	2,291.01	
		11-200 - A/R - HST Receivable	HST Tax Code	253.05	
		99-996 - HST Paid	HST Tax Code	292.68 NL	2,544.06
633970		EQ-00F - Roads - Fuel	Dyed diesel 1750.7L	1,993.51	
		11-200 - A/R - HST Receivable	HST Tax Code	220.19	
		99-996 - HST Paid	HST Tax Code	254.67 NL	2,213.70
			Payment Total:		7,045.19
<b>9607</b>	<b>08-05-2025</b>	<b>Hydro One Networks Inc</b>			
Hydro July 2025		16-380 - Street Lighting	Hydro July 2025	188.67	
		PR-B1M - Hydro Garage	Hydro July 2025	245.91	
		16-734-13 - Community Centre	Hydro July 2025	528.21	
		16-458-13 - Landfill - Hydro	Hydro July 2025	1,543.39	
		16-124-23 - Admin - Hydro	Hydro July 2025	234.77	
		11-200 - A/R - HST Receivable	Hydro July 2025	387.51	
		16-458-13 - Landfill - Hydro	Hydro July 2025	-2,287.41	

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		16-214-32 - Fire - Hydro - Statio	Hydro July 2025	315.73	1,156.78
<b>9608</b>	<b>08-05-2025</b>	<b>Kidd's Home Hardware</b>			
2969778		16-734-11 - Community Centre	faucet	50.87	
		11-200 - A/R - HST Receivable	HST Tax Code	5.62	
		99-996 - HST Paid	HST Tax Code	6.50	NL 56.49
2970344		16-735-10 - Parks - Materials	dock ladder	274.74	
		11-200 - A/R - HST Receivable	HST Tax Code	30.35	
		99-996 - HST Paid	HST Tax Code	35.10	NL 305.09
			Payment Total:		361.58
<b>9609</b>	<b>08-05-2025</b>	<b>Marjorie Robinson</b>			
2025-18		16-131 - Audit/Accounting Expe	Accounting assistanceApr-J	990.03	
		11-200 - A/R - HST Receivable	HST Tax Code	109.35	
		99-996 - HST Paid	HST Tax Code	126.48	NL 1,099.38
<b>9610</b>	<b>08-05-2025</b>	<b>Minister Of Finance</b>			
3823072513261		16-220 - Policing	Policing May 2025	18,898.00	18,898.00
<b>9611</b>	<b>08-05-2025</b>	<b>Near North Business Machines</b>			
64301		16-124-15 - Admin - Copier fees	copier maintenance July	319.88	
		11-200 - A/R - HST Receivable	HST Tax Code	35.34	
		99-996 - HST Paid	HST Tax Code	40.87	NL 355.22
<b>9612</b>	<b>08-05-2025</b>	<b>Pollard Distribution Inc.</b>			
11474		MT-D3P - Dust Layer - Material	Dustmaster 35 - 30,022L	11,838.30	
		11-200 - A/R - HST Receivable	HST Tax Code	1,307.59	
		99-996 - HST Paid	HST Tax Code	1,512.36	NL 13,145.89
11526		MT-D3P - Dust Layer - Material	Dustmaster 35 - 60873L	24,003.49	
		11-200 - A/R - HST Receivable	HST Tax Code	2,651.28	
		99-996 - HST Paid	HST Tax Code	3,066.48	NL 26,654.77
			Payment Total:		39,800.66
<b>9613</b>	<b>08-05-2025</b>	<b>Receiver General For Canada</b>			
July 2025		12-520 - Income Tax Liability	Remittance July 2025	22,840.09	22,840.09
<b>9614</b>	<b>08-05-2025</b>	<b>Ryerson Township</b>			
2025-059		16-212-01 - Fire Chief - Expense	Fire Chief Hrs/Mileage June	4,382.46	4,382.46
<b>9615</b>	<b>08-05-2025</b>	<b>Staples Professional</b>			
70645463		16-124-16 - Admin - Misc Suppli	2 cases of paper	134.18	
		11-200 - A/R - HST Receivable	HST Tax Code	14.82	
		99-996 - HST Paid	HST Tax Code	17.14	NL 149.00
<b>9616</b>	<b>08-05-2025</b>	<b>Jean (John) Theriault</b>			
July 2025		16-121-02 - Consulting Fees	CAO Contract July 2025	3,975.00	3,975.00
MileageJuly2025		16-121-02 - Consulting Fees	Mileage July 2025	338.45	
		11-200 - A/R - HST Receivable	HST Tax Code	37.39	
		99-996 - HST Paid	HST Tax Code	43.24	NL 375.84
			Payment Total:		4,350.84
<b>9617</b>	<b>08-05-2025</b>	<b>Weeks Contruction Inc</b>			
104753		MT-D5P - Mtc Gravelling - Mate	7/8" granite 127.22T stockp	2,485.61	
		16-315-05 - Reconstruction - Sti	7/8" granite 2391.4T applier	47,453.14	
		11-200 - A/R - HST Receivable	HST Tax Code	5,515.92	
		99-996 - HST Paid	HST Tax Code	6,379.74	NL 55,454.67
105253		MT-D5P - Mtc Gravelling - Mate	7/8" granite 122.41T stockp	2,391.64	
		16-315-06 - Reconstruction - Gr	7/8" granite 893.37T applier	17,727.36	

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		16-315-06 - Reconstruction - Gr	7/8" granite 5858.76T appli	68,803.68	
		11-200 - A/R - HST Receivable	HST Tax Code	9,821.85	
		99-996 - HST Paid	HST Tax Code	11,359.99 NL	98,744.53
			Payment Total:		154,199.20
<b>9618</b>	<b>08-05-2025</b>	<b>Home Building Centre</b>			
4303195		MT-GA - Garage And Shop Sup	orange fencing x3, boatsna	247.23	
		11-200 - A/R - HST Receivable	HST Tax Code	27.30	
		99-996 - HST Paid	HST Tax Code	31.58 NL	274.53
4303097		MT-GA - Garage And Shop Sup	orange fencing x2	142.44	
		11-200 - A/R - HST Receivable	HST Tax Code	15.74	
		99-996 - HST Paid	HST Tax Code	18.20 NL	158.18
4303073		EQ-02P - Truck # 2 - Repairs (P	2x10 boards	70.46	
		EQ-04P - Truck # 4 Repairs (P	2x10 boards	70.46	
		EQ-12P - Truck #12 - Repairs (F	2x10 boards	70.46	
		11-200 - A/R - HST Receivable	HST Tax Code	23.34	
		99-996 - HST Paid	HST Tax Code	27.00 NL	234.72
2264981		16-724-15 - Recreation - Capital	latex paint, varsol	57.96	
		11-200 - A/R - HST Receivable	HST Tax Code	6.40	
		99-996 - HST Paid	HST Tax Code	7.40 NL	64.36
2265360		16-734-15 - Community Centre -	tape,spraypaint	115.94	
		11-200 - A/R - HST Receivable	HST Tax Code	12.80	
		99-996 - HST Paid	HST Tax Code	14.81 NL	128.74
1-2265441		16-734-11 - Community Centre -	service fees	33.40	33.40
2263549		MT-GA - Garage And Shop Sup	hinges	22.87	
		11-200 - A/R - HST Receivable	HST Tax Code	2.52	
		99-996 - HST Paid	HST Tax Code	2.92 NL	25.39
2263836		MT-GA - Garage And Shop Sup	door, shims, knobset	249.28	
		11-200 - A/R - HST Receivable	HST Tax Code	27.54	
		99-996 - HST Paid	HST Tax Code	31.85 NL	276.82
2263925		MT-GA - Garage And Shop Sup	sparkplug,tape,staples,shar	74.23	
		11-200 - A/R - HST Receivable	HST Tax Code	8.20	
		99-996 - HST Paid	HST Tax Code	9.48 NL	82.43
4302133		MT-GA - Garage And Shop Sup	quick link	17.46	
		11-200 - A/R - HST Receivable	HST Tax Code	1.93	
		99-996 - HST Paid	HST Tax Code	2.23 NL	19.39
2264077		16-214-11 - Fire - Bldg.Maint, PI	shackle anchors, concrete r	134.59	
		11-200 - A/R - HST Receivable	HST Tax Code	14.86	
		99-996 - HST Paid	HST Tax Code	17.19 NL	149.45
2264078		MT-GA - Garage And Shop Sup	knobset	57.99	
		11-200 - A/R - HST Receivable	HST Tax Code	6.41	
		99-996 - HST Paid	HST Tax Code	7.41 NL	64.40
1-2264446		MT-GA - Garage And Shop Sup	service fee	20.63	20.63
			Payment Total:		1,532.44
<b>9619</b>	<b>08-19-2025</b>	<b>VOID - Cheque Printing</b>			
<b>9620</b>	<b>08-19-2025</b>	<b>VOID - Cheque Printing</b>			
<b>9621</b>	<b>08-19-2025</b>	<b>VOID - Cheque Printing</b>			
<b>9622</b>	<b>08-19-2025</b>	<b>6S Graphics</b>			

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1375		16-735-10 - Parks - Materials	beach signs & sidexside de	377.16	
		11-200 - A/R - HST Receivable	HST Tax Code	41.66	
		99-996 - HST Paid	HST Tax Code	48.18 NL	418.82
<b>9623</b>	<b>08-19-2025</b>	<b>Town Of Parry Sound</b>			
2024-15		16-520 - Ambulance	Land Ambulance Levy	7,454.00	7,454.00
<b>9624</b>	<b>08-19-2025</b>	<b>Armour Township</b>			
ARM 25-117		16-245 - Contracted Services - E	Bylaw-July hours, mileage &	2,016.09	
		11-200 - A/R - HST Receivable	HST Tax Code	222.69	
		99-996 - HST Paid	HST Tax Code	257.56 NL	2,238.78
ARM 25-113		16-244 - Building - Contracted C	CBO Hours & expenses	5,339.23	
		11-200 - A/R - HST Receivable	HST Tax Code	589.74	
		99-996 - HST Paid	HST Tax Code	682.09 NL	5,928.97
ARM 25-101		16-245 - Contracted Services - E	BY-law: June hours, mileag	2,104.78	
		11-200 - A/R - HST Receivable	HST Tax Code	232.48	
		99-996 - HST Paid	HST Tax Code	268.89 NL	2,337.26
			Payment Total:		10,505.01
<b>9625</b>	<b>08-19-2025</b>	<b>Bell Mobility</b>			
Aug 2025		16-458-17 - Landfill - Misc. Supp	LF Internet stick	94.84	
		11-200 - A/R - HST Receivable	HST Tax Code	10.48	
		99-996 - HST Paid	HST Tax Code	12.12 NL	105.32
<b>9626</b>	<b>08-19-2025</b>	<b>Bonazza Fire Extinguishers</b>			
011588		16-458-17 - Landfill - Misc. Supp	extinguisher service	132.80	
		11-200 - A/R - HST Receivable	HST Tax Code	14.67	
		99-996 - HST Paid	HST Tax Code	16.97 NL	147.47
<b>9627</b>	<b>08-19-2025</b>	<b>C-Max Fire Solutions</b>			
93937		16-214-25 - Fire - Pumper Testi	pump service & ladder test;	1,989.46	
		11-200 - A/R - HST Receivable	HST Tax Code	219.75	
		99-996 - HST Paid	HST Tax Code	254.16 NL	2,209.21
<b>9628</b>	<b>08-19-2025</b>	<b>Duncor Enterprises Inc.</b>			
2025104		16-315-07 - Slurry Seal Projects	Surface Treatment Almagui	135,032.02	
		11-200 - A/R - HST Receivable	HST Tax Code	14,914.80	
		99-996 - HST Paid	HST Tax Code	17,250.52 NL	149,946.82
<b>9629</b>	<b>08-19-2025</b>	<b>Environmental 360 Solutions Ltd.</b>			
245859		16-735-10 - Parks - Materials	Portable Toilet Rental-Ball f	244.58	
		11-200 - A/R - HST Receivable	HST Tax Code	27.02	
		99-996 - HST Paid	HST Tax Code	31.25 NL	271.60
245684		16-735-10 - Parks - Materials	Portable Toilet Rental-Beac	244.58	
		11-200 - A/R - HST Receivable	HST Tax Code	27.02	
		99-996 - HST Paid	HST Tax Code	31.25 NL	271.60
245685		16-735-10 - Parks - Materials	Portable Toilet Rental-Alma	244.58	
		11-200 - A/R - HST Receivable	HST Tax Code	27.02	
		99-996 - HST Paid	HST Tax Code	31.25 NL	271.60
245686		16-735-10 - Parks - Materials	Portable Toilet Rental- birch	244.58	
		11-200 - A/R - HST Receivable	HST Tax Code	27.02	
		99-996 - HST Paid	HST Tax Code	31.25 NL	271.60
			Payment Total:		1,086.40
<b>9630</b>	<b>08-19-2025</b>	<b>Huntsville Fuels</b>			
639620		EQ-00F - Roads - Fuel	Dyed low sulphur diesel	549.66	
		11-200 - A/R - HST Receivable	HST Tax Code	60.71	

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		99-996 - HST Paid	HST Tax Code	70.22 NL	610.37
<b>9631</b>	<b>08-19-2025</b>	<b>Grenville</b>			
AR319702		16-124-15 - Admin - Copier fees	admin fee	5.09	
		11-200 - A/R - HST Receivable	HST Tax Code	0.56	
		99-996 - HST Paid	HST Tax Code	0.65 NL	5.65
<b>9632</b>	<b>08-19-2025</b>	<b>Northbay Parrysound Healthunit</b>			
2024-15		16-518 - Public Health Unit	Health Unit Levy	2,297.67	2,297.67
<b>9633</b>	<b>08-19-2025</b>	<b>1000405530 Ontario Inc</b>			
1038		16-214-22 - Fire - Vehicle Fuel, i	Fuel & supplies	239.59	
		16-124-16 - Admin - Misc Suppli	Fuel & supplies	19.36	
		16-458-17 - Landfill - Misc. Supp	Fuel & supplies	17.97	
		16-735-10 - Parks - Materials	Fuel & supplies	331.48	
		EQ-00F - Roads - Fuel	Fuel & supplies	823.30	
		11-200 - A/R - HST Receivable	HST Tax Code	154.01	
		99-996 - HST Paid	HST Tax Code	178.13 NL	1,585.71
<b>9634</b>	<b>08-19-2025</b>	<b>Muskoka Auto Parts</b>			
605485/1		EQ-11P - Truck #11 - Repairs (F	oil filter, lube, oil	170.51	
		11-200 - A/R - HST Receivable	HST Tax Code	18.83	
		99-996 - HST Paid	HST Tax Code	21.78 NL	189.34
<b>9635</b>	<b>08-19-2025</b>	<b>McMurrich/Monteith Township</b>			
JulyPC2025		16-124-09 - Admin - Donations/	lunch	20.00	
		16-724-05 - Recreation - Summ	admail summerfest	63.66	
		16-245 - Contracted Services - E	bylaw registerd letter	14.63	
		16-124-13 - Admin - Postage	oversized stamps	19.49	
		16-724-16 - Recreation - Misc E	admail- yardsale	60.49	
		11-200 - A/R - HST Receivable	HST Tax Code	17.48	
		99-996 - HST Paid	HST Tax Code	20.22 NL	195.75
<b>9636</b>	<b>08-19-2025</b>	<b>MacDonald Electrical Services</b>			
202508081		16-123-03 - Municipal Office Exj	replacelights council/training	2,667.13	
		11-200 - A/R - HST Receivable	HST Tax Code	294.60	
		99-996 - HST Paid	HST Tax Code	340.73 NL	2,961.73
202008082		16-315-10 - Upgrades to Municij	generator rds dept	10,684.82	
		11-200 - A/R - HST Receivable	HST Tax Code	1,180.18	
		99-996 - HST Paid	HST Tax Code	1,365.00 NL	11,865.00
			Payment Total:		14,826.73
<b>9637</b>	<b>08-19-2025</b>	<b>Minister Of Finance</b>			
3806082509111		16-220 - Policing	June Police Services	18,898.00	18,898.00
<b>9638</b>	<b>08-19-2025</b>	<b>M&amp;L Supply</b>			
026857		16-214-27 - Fire - Ladder/SCBA	flow testing	1,209.50	
		11-200 - A/R - HST Receivable	HST Tax Code	133.60	
		99-996 - HST Paid	HST Tax Code	154.52 NL	1,343.10
026371		16-214-19 - Fire - Tools, Alarms	fibre glass pike pole	344.48	
		11-200 - A/R - HST Receivable	HST Tax Code	38.05	
		99-996 - HST Paid	HST Tax Code	44.01 NL	382.53
			Payment Total:		1,725.63
<b>9639</b>	<b>08-19-2025</b>	<b>Moore Propane Ltd</b>			
163006113		16-734-31 - Community Centre	liquid propane Q 530.40L	335.34	
		11-200 - A/R - HST Receivable	HST Tax Code	37.04	

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WO-38067		99-996 - HST Paid	HST Tax Code	42.84 NL	372.38
		16-734-31 - Community Centre	liquid propane Q75	46.56	
		11-200 - A/R - HST Receivable	HST Tax Code	5.14	
		99-996 - HST Paid	HST Tax Code	5.95 NL	51.70
			Payment Total:		424.08
<b>9640</b>	<b>08-19-2025</b>	<b>Mulligan's Enterprise Inc</b>			
696		MT-B1P - Roadside Mowing - M	road side mowing tender 20	5,698.57	
		11-200 - A/R - HST Receivable	HST Tax Code	629.43	
		99-996 - HST Paid	HST Tax Code	728.00 NL	6,328.00
<b>9641</b>	<b>08-19-2025</b>	<b>Near North Business Machines</b>			
64613		16-124-22 - Admin - Telephone	admin telephone system	260.07	
		16-458-19 - Landfill - Telephone	landfill telephone system	52.01	
		16-214-33 - Fire - Telephone	Fire telephone system	104.01	
		PR-R2W - Telephone	Roads telephone system	52.01	
		11-200 - A/R - HST Receivable	HST Tax Code	51.70	
		99-996 - HST Paid	HST Tax Code	59.80 NL	519.80
<b>9642</b>	<b>08-19-2025</b>	<b>Omers</b>			
JulyPen		12-540 - OMERS Liability	Employee Pension	9,832.52	9,832.52
<b>9643</b>	<b>08-19-2025</b>	<b>Planscape</b>			
477235		16-815 - Planning/Zoning	corresp re prop dev	140.43	
		11-200 - A/R - HST Receivable	HST Tax Code	15.51	
		99-996 - HST Paid	HST Tax Code	17.94 NL	155.94
477234		16-815 - Planning/Zoning	corresp, site plan approval	281.86	
		11-200 - A/R - HST Receivable	HST Tax Code	31.13	
		99-996 - HST Paid	HST Tax Code	36.01 NL	312.99
477233		16-815 - Planning/Zoning	coreesp, revw site plan & m	794.75	
		11-200 - A/R - HST Receivable	HST Tax Code	87.78	
		99-996 - HST Paid	HST Tax Code	101.53 NL	882.53
25.19.048611		16-815 - Planning/Zoning	official plan review	3,561.61	
		11-200 - A/R - HST Receivable	HST Tax Code	393.39	
		99-996 - HST Paid	HST Tax Code	455.00 NL	3,955.00
477237		16-815 - Planning/Zoning	OP submissio/fol/up	3,231.64	
		11-200 - A/R - HST Receivable	HST Tax Code	356.94	
		99-996 - HST Paid	HST Tax Code	412.84 NL	3,588.58
477232		12-710 - Temporary Liabilities	Round Lake- corresp on ap	743.97	743.97
			Payment Total:		9,639.01
<b>9644</b>	<b>08-19-2025</b>	<b>Pollard Distribution Inc.</b>			
11637		MT-D3P - Dust Layer - Material	Dust control - Q 27,343 L	10,781.91	
		11-200 - A/R - HST Receivable	HST Tax Code	1,190.90	
		99-996 - HST Paid	HST Tax Code	1,377.40 NL	11,972.81
11589		MT-D3P - Dust Layer - Material	dust control Q 29,283L	11,546.89	
		11-200 - A/R - HST Receivable	HST Tax Code	1,275.40	
		99-996 - HST Paid	HST Tax Code	1,475.13 NL	12,822.29
11573		MT-D3P - Dust Layer - Material	dust control Q58,061L	22,894.66	
		11-200 - A/R - HST Receivable	HST Tax Code	2,528.80	
		99-996 - HST Paid	HST Tax Code	2,924.82 NL	25,423.46
			Payment Total:		50,218.56
<b>9645</b>	<b>08-19-2025</b>	<b>Purolator Inc.</b>			
595180530		16-124-16 - Admin - Misc Suppli	shipment OP	8.03	
		11-200 - A/R - HST Receivable	HST Tax Code	0.89	

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		99-996 - HST Paid	HST Tax Code	1.03 NL	8.92
<b>9646</b>	<b>08-19-2025</b>	<b>Ryerson Township</b>			
2025-062		16-311-03 - Consulting Fees	PWS shared service hours	1,323.98	
		11-200 - A/R - HST Receivable	HST Tax Code	146.24	
		99-996 - HST Paid	HST Tax Code	169.14 NL	1,470.22
2025-060		16-213-02 - Medical - Supplies	New AED	2,495.33	
		11-200 - A/R - HST Receivable	HST Tax Code	275.62	
		99-996 - HST Paid	HST Tax Code	318.78 NL	2,770.95
			Payment Total:		4,241.17
<b>9647</b>	<b>08-19-2025</b>	<b>Staples Professional</b>			
70809110		16-124-16 - Admin - Misc Suppli	office supplies	66.64	
		11-200 - A/R - HST Receivable	HST Tax Code	7.36	
		99-996 - HST Paid	HST Tax Code	8.51 NL	74.00
<b>9648</b>	<b>08-19-2025</b>	<b>Sunbelt Rentals of Canada Inc</b>			
78696650-0001		16-734-15 - Community Centre	45'man lift - netting project	1,722.66	
		11-200 - A/R - HST Receivable	HST Tax Code	190.27	
		99-996 - HST Paid	HST Tax Code	220.07 NL	1,912.93
<b>9649</b>	<b>08-19-2025</b>	<b>TD Canada Trust</b>			
JulVisa		16-124-16 - Admin - Misc Suppli	adobe	26.45	
		16-214-20 - Fire - Office Expens	adobe	26.45	
		16-724-05 - Recreation - Summ	balloons, flags, -summerfes	199.11	
		16-124-16 - Admin - Misc Suppli	indeed	52.06	
		16-724-05 - Recreation - Summ	audio rental equipment	47.44	
		11-200 - A/R - HST Receivable	HST Tax Code	33.08	
		99-996 - HST Paid	HST Tax Code	38.26 NL	384.59
<b>9650</b>	<b>08-19-2025</b>	<b>TJB Construction</b>			
1122		16-458-17 - Landfill - Misc. Supp	Disposal Bin (40 yrd)	1,131.47	
		11-200 - A/R - HST Receivable	HST Tax Code	124.98	
		99-996 - HST Paid	HST Tax Code	144.55 NL	1,256.45
1114		16-458-17 - Landfill - Misc. Supp	Disposal Bin (40 yrd)	1,320.85	
		11-200 - A/R - HST Receivable	HST Tax Code	145.89	
		99-996 - HST Paid	HST Tax Code	168.74 NL	1,466.74
			Payment Total:		2,723.19
<b>9651</b>	<b>08-19-2025</b>	<b>Uline Canada Corporation</b>			
16582447		MT-GA - Garage And Shop Sup	first aid kits,	1,379.50	
		11-200 - A/R - HST Receivable	HST Tax Code	152.37	
		99-996 - HST Paid	HST Tax Code	176.23 NL	1,531.87
<b>9652</b>	<b>08-19-2025</b>	<b>Waste Connections of Canada In</b>			
7113-000035551		16-458-12 - Landfill - Recycled M	roll off & dump x 4	2,927.93	
		11-200 - A/R - HST Receivable	HST Tax Code	323.40	
		99-996 - HST Paid	HST Tax Code	374.05 NL	3,251.33
			Total Computer Cheque:		562,118.49

**Township of McMurrich-Monteith**  
**List of Accounts for Approval**  
Batch: 2025-00075 to 2025-00078

Council Remuneration – August, 2025	\$4,787.53
Payroll – August, 2025	<u>\$37,597.46</u>
TOTAL AP:	\$604,503.48

Sept 2  
2025  
1001

THE CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH

BY-LAW 37 - 2025

Being a By-Law to confirm the proceedings of Council  
Meetings: August 19, 2025

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 24, as amended, requires a municipal Council to exercise a municipal power, including a municipality's capacity, rights powers and privileges under Section 9, by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Township of McMurrich/Monteith deems it desirable to confirm the proceedings of Council at its meeting hereinafter set out.

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH HEREBY ENACTS AS FOLLOWS:

**1. Ratification and Confirmation**

That the action of this Council of the Township of McMurrich/Monteith at its meetings set out below with respect to each motion, resolution and other action passed and taken by this Council at its meetings, except where otherwise required, is hereby adopted, ratified and confirmed as if such proceedings and actions were expressly adopted and confirmed by its separate By-law.

**2. Execution of all Documents**

That the Mayor of the Council of the Township of McMurrich/Monteith and the proper officers of the Township of McMurrich/Monteith are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Read a first, second and third time, signed and the Seal of the Corporation affixed thereto and finally passed this

\_\_\_\_\_  
Mayor  
Glynn Robinson

\_\_\_\_\_  
Clerk-Treasurer  
Cheryl Marshall

Sept 2  
10.4

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH

BY-LAW #

Being a By-law to establish a Financial Policy for The Corporation of the  
Township of McMurrich/Monteith

WHEREAS Section 8 of The Municipal Act, S.O. 2001, c. M. 25, states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Section 9 of The Municipal Act, 2001, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to a) enable municipalities to govern their affairs as they consider appropriate and, b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 11 of The Municipal Act, 2001, provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

AND WHEREAS it is deemed expedient to establish financial policies for The Municipal Corporation of the Township of McMurrich/Monteith;

NOW THEREFORE the Council for The Municipal Corporation of the Township of McMurrich/Monteith hereby enacts as follows:

1. That this By-law shall be known and may be cited as the "Financial Policy By-law".
2. That Schedule "A" attached hereto form part of this by-law.
3. That this by-law repeals By-law #XX
4. That this by-law shall come into effect upon its passing.

Read a first, second and third time, signed and the Seal of the Corporation affixed thereto and finally passed this

---

Mayor, Glynn Robinson

---

Clerk/Treasurer, Cheryl Marshall

50x8  
2025  
10.4

Schedule "A"

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH

BY-LAW #

Financial Policy By-law

**1. Definitions and Interpretations**

- a) "Council" means the Municipal Council of The Municipal Corporation of the Township of McMurrich/Monteith.
- b) "Township" means The Municipal Corporation of the Township of McMurrich/Monteith.
- c) In this by-law, unless the context requires otherwise, words in the singular shall include the plural and words in the masculine gender, shall include the feminine.

**2. Payment of Accounts**

- a) Approval of Invoices for Payment
  - i. Each invoice shall be approved for payment by the appropriate Department Head and the Treasurer or designate. The Department Head and Treasurer shall indicate approval by initialing the invoice.
  - ii. Approved invoices must be forwarded to the Treasury Department for processing.
  - iii. Upon completion of the processing of the invoices, a list of accounts for approval shall be generated disclosing details of each invoice processed. The list of accounts for approval will be included in the agenda of the first council meeting of each month.
  - iv. Unless an expenditure is not included in the current budget, payment of invoices shall be approved by the Treasurer or designate. If the expenditure is not included in the current budget, a Council resolution will be required for the payment of the invoice.
- b) Payment of Invoices and Cheque Signing
  - i. All payment of invoices shall be by cheque, electronic fund transfer, credit card or pre-authorized payment and on-line banking payment.
  - ii. Cheques require two signatures and shall be signed by the Head of Council or the Deputy-Mayor or the Treasurer or the Deputy-Treasurer.
- c) Petty Cash Fund
  - i. A Petty Cash Fund shall be maintained to pay small accounts as deemed expedient.
  - ii. This Fund shall be maintained by the Deputy-Treasurer.

**3. Reporting of Financial Results**

After the budget has been approved, the Treasurer shall present to Council and Department Heads, at minimum every three months, a financial statement indicating the amount of the approved budget, the amount expended to the end of the month and any comments necessary to explain differences in any given budgeted versus actual amounts.

**4. Budgeting**

- a) Early October - The Treasurer sends to all Department Heads, a memorandum asking for budgets to be submitted by November 30th. The memorandum stipulates the procedures to be followed and includes any special instructions from Council.
- b) October and November - Department Heads compile their proposed budgets for the following year, including all anticipated revenues and expenditures, except permanent full and part-time wages and benefits. Temporary and student wages should be included. Each department should provide such additional explanatory notes and information that may assist the Treasurer and Council in their review of the budgets.
- c) December and January - The Treasurer shall compile all information and budgets. The Treasurer and Clerk-Administrator shall review all budgets with Department Heads and prepare a complete draft budget for submission to Council. Council shall review all budgets and consult with Department Heads to evaluate the draft budget presented. All Council budget meetings shall be open to the public.
- d) February - March - After Council has reviewed the budget and made any amendments, a resolution shall be passed to approve the budget. The municipality shall advertise the meeting at which the public can attend to ask questions or provide comments for consideration by council. This will be followed by the passing of the tax ratio and tax rate by-laws.

**5. Investments**

The Treasurer or designate is authorized to invest monies not required immediately by the Township in an amount and for a period of time determined by the Treasurer in accordance with Ontario Regulation 399/02 of the Municipal Act, 2001 S.O. 2001, c. 25, as amended.

**6. Borrowing**

- a) The Treasurer or designate is authorized by by-law, on behalf of the Township, to borrow from time to time by way of a promissory note a sum or sums to meet, until taxes are collected and other revenues are received, the current expenditures of the municipality for the year.
- b) The Treasurer or designate is authorized by by-law, on behalf of the Township, to borrow sums of money for capital items which will be financed over a period of 5 years or more.

**7. Setting of Fees**

- a) Each Department Head shall annually review user fees, fines, license and permit fees and rates charged for services rendered and submit any proposed changes to the Treasurer. The Treasurer will submit any proposed changes to Council for consideration.
- b) Fees and rates shall be established by by-law.

**8. Collection of Revenue**

- a) All funds received shall be payable to the account of The Municipal Corporation of the Township of McMurrich/Monteith.
- b) Department Heads shall advise the Treasury Department of amounts to be billed for services rendered or recovery of costs incurred. The Treasury Department shall then prepare and issue an invoice.

- c) Interest shall be charged on overdue non-tax receivables at the rate of interest applied to arrears of taxes.

**9. Tax Registration**

The Treasurer or designate is authorized to proceed with tax registration proceedings against any property for which taxes are in arrears for the period stipulated in the Municipal Act 2001, as amended.

**10. Disposal of Township Equipment**

a) General Policies

- i. When equipment is no longer required by a department, the Department Head shall assess its functionality and determine if the equipment has a net realizable value.
- ii. If the equipment is functional, the equipment shall first be offered to the other Township Departments.
- iii. If the equipment has a net realizable value (over \$1,000), the equipment shall be declared surplus and sold.

Sept 2  
12.1



## TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

42 Burnt Bridge Road, PO Box 40  
Palmer Rapids, Ontario K0J 2E0  
TEL: (613) 758-2061 · FAX: (613) 758-2235

August 6, 2025

Prime Minister of Canada, The Right Honourable Mark Carney  
80 Wellington St.  
Ottawa, ON  
K1A 0A2

**RE: Advocacy for Increased Income Support Thresholds for Canadian Veterans**

Dear Hon. Mark Carney,

Please be advised that at the Regular Council Meeting on August 6, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Town of Bradford West Gwilliambury.

**Resolution No: 2025-06-06-11**  
**Moved by: Councillor Quade**  
**Seconded by: Councillor Banks**

**"Be it resolved** that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Town of Bradford West Gwilliambury resolution regarding Advocacy for Increased Income Support Thresholds for Canadian Veterans.

**And further that** this resolution be forwarded to The Honourable Jill McKnight, Minister of Veterans Affairs; The honourable Andrew Scheer, Acting Leader of the Official Opposition; Cheryl Gallant, MP Algonquin-Renfrew-Pembroke; The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities."

**Carried.**

Sincerely,

Tammy Thompson  
Deputy Clerk  
Township of Brudenell, Lyndoch and Raglan

June 17, 2025

VIA EMAIL

**Re: Advocacy for Increased Income Support Thresholds for Canadian Veterans**

At its Regular Meeting of Council held on Tuesday, June 3, 2025, the Town of Bradford West Gwillimbury Council ratified the following motion:

**Resolution 2025-185**

**Moved by:** Councillor Harper

**Seconded by:** Councillor Scott

WHEREAS the Town of Bradford West Gwillimbury recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values;

WHEREAS the 2021 Census, conducted by Statistics Canada, identified more than 460,000 veterans residing across Canada, a significant population segment deserving of comprehensive, accessible, and modernized federal support;

WHEREAS Veterans Affairs Canada (VAC) currently administers income support programs to assist veterans in need, including the Income Replacement Benefit (IRB) program;

WHEREAS the eligibility threshold for the Income Replacement Benefit (IRB) program which was created in 2019—set at \$20,000 annually for a single-person household—fails to reflect today's economic reality, particularly in light of inflation, soaring housing costs, and the general increase in cost of living;

WHEREAS such low eligibility thresholds may disincentivize employment and community participation by penalizing veterans for earning beyond an outdated benchmark, thereby discouraging reintegration and contribution to civic life;

WHEREAS it is the duty of all levels of government to stand in unified support of our veterans and to advocate for policy changes that enable them to live with dignity and financial stability;

THEREFORE, BE IT RESOLVED That the Council of the Town of Bradford West Gwillimbury formally calls on the Government of Canada and all federal parties to increase the eligibility threshold for the Income Replacement Benefit (IRB) program from \$20,000 to no less than \$40,000 annually for a single-person household; and

THAT Council urges Veterans Affairs Canada to review all income support programs with the intent to modernize eligibility criteria in line with the current cost of living across Canada;

**THAT this motion be formally endorsed and sent to:**

- **The Right Honourable Mark Carney, Prime Minister of Canada;**
- **The Honourable Jill McKnight, Minister of Veterans Affairs;**
- **The Honourable Andrew Scheer, Acting Leader of the Official Opposition**
- **Scot Davidson, Member of Parliament for New Tecumseth-Gwillimbury;**
- **All 444 municipalities across the Province of Ontario;**
- **The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) for broader distribution and endorsement; and**

**THAT a copy of this resolution be published on the Town's official website and communicated through the Town's official channels to raise awareness and gather public support.**

**Regards,**



**Tara Reynolds**  
**Clerk, Town of Bradford West Gwillimbury**  
**(905) 775-5366 Ext 1104**  
[treynolds@townofbwg.com](mailto:treynolds@townofbwg.com)

**CC: Hon. Mark Carney, Prime Minister of Canada**  
**Hon. Jill McKnight, Minister of Veterans Affairs**  
**Hon. Andrew Scheer, Acting Leader of the Official Opposition**  
**Scot Davidson, MP New Tecumseth-Gwillimbury**  
**All Ontario Municipalities**  
**The Federation of Canadian Municipalities (FCM)**  
**Association of Municipalities of Ontario (AMO)**

Sept 2  
12.2



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

**Minutes:** July 3, 2025, 10:00 am in person & via Zoom and at the Township of Perry Municipal Office

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Vicky Roeder-Martin (Vice-Chair), Sean Cotton, Brad Kneller, Jim Ronholm, Cheryl Philip, Tom Bryson, Luke Preston, Deb Duce (Secretary).

Regrets: Norm Hofstetter.

Guest: Dr. Sarah MacKinnon, Shelly van den Heuvel, Sandy Zurbrigg, Courtney Metcalfe, Greg Stevens, David Gravelle, Nav Othi.

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

1. **2025-17** Moved by Margaret Ann MacPhail - Seconded by Vicky Roeder-Martin  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council adopt the minutes from the regular meeting of June 5, 2025, as circulated. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:**

- a) **Muskoka Almaguin Ontario Health Team (MAOHT), HHR Recruiter 3-Year Funding Renewal Request**  
**Greg Stevens, David Gravelle, Nav Othi, with Dr. Sarah MacKinnon and Shelly van den Heuvel.**

The MAOHT team presented the recommendation of the Health & Human Resources Task Force to continue with a 3-year extension of the 3-year Recruiter funding term that expires on December 31, 2025. The initial term was implemented to address the persistent shortage of primary care providers; municipalities in Muskoka Almaguin contributed as well as healthcare services organizations (health teams/hospital/foundations).

The presentation overview included a workforce analysis, population growth throughout the regions, totals for unattached patients, ideas, plans for expansion of access to healthcare support and services, and recruiter engagement at conferences and physician recruitment events in the UK, USA, and other provinces.

Sundridge District Medical Centre shared they have been fortunate in part because of recruiter support, programs such as Practice Ready Ontario (PRO), and

assistance with the recruitment process (appointments, tours, dinners, hotels, etc.). Almaguin Highlands Family Health Team also benefited from the support.

It was noted that primary care provider recruitment will continue to be a problem until there is a larger solution by the MOH/OH across the province.

Council members noticed that Joly Township and Town of Kearney were not included in the first term and asked that they be included in the recommendation from AHHC to municipalities in Almaguin Highlands.

#### **4. RESOLUTIONS PASSED:**

**2025-18** Moved by Delynne Patterson - Seconded by Tom Bryson.

**THEREFORE BE IT RESOLVED THAT** Be it resolved that the Almaguin Highlands Health Council will request commitment from each municipality for \$1000 per year for the years 2026, 2027, and 2028 for the continued MAOHT Health Human Resources Recruiter

#### **5. ITEMS FOR DISCUSSION:**

##### **a) Almaguin Health and Wellness Summit – October 7, 2025**

The plan for the summit scheduled was amended following a discussion on what healthcare providers are doing now and how they would like to do things in the future. A survey will be created and distributed to healthcare providers and organizations. Following a review of the survey data, one-on-one interviews may be coordinated to gather greater detail. The information received will be used to create a report to the municipalities on what the desired and future needs in healthcare and what they can do to help.

Members shared questions on building requirements (planning/development), patient waitlists, PCAT funding (\$1.6 billion), feedback from patients, families and caregivers (PFC), and access to a list of resources that are available to assist people navigation the healthcare system (i.e. MAOHT Community Helpline & other community resources). D. Duce will share links to information following the meeting and introduce them to the MAOHT communications leads – Jessica North and Louise Picot – who will be able to assist in creating healthcare resource lists for distribution at summer events and community offices.

Next steps include a presentation to the MAOHT Alliance Council or Collaboration Steering Committee to connect with healthcare providers and organizations and promote the information gathering survey. S. van den Heuvel will coordinate the survey plan (questions, marketing, accessibility) with a team. L. Metcalf will create the online survey. D. Duce will connect with G. Stevens regarding presentation at the August CSC meeting.

The Summit on October 7<sup>th</sup> will be put on hold with the committee determining plans following the review of survey data.

##### **b) Progress Report:**

At the next meeting, a proposal for municipal funding supports for an in-depth building engineering study will be presented

c) **Other Business: none**

**6. ADJOURNMENT**

2025-19 Moved by Jim Ronholm - Seconded by Tom Bryson

**THEREFORE, BE IT RESOLVED THAT** the Almaguin Highlands Health Council adjourn at 11:20 a.m. to meet again on September 4, 2025, at 10:00 am at Perry Township. Carried.



# CORPORATION OF THE TOWNSHIP OF ARMOUR

Sept 2  
12.3

## RESOLUTION

**Date:** August 12, 2025

**Motion #** 248

WHEREAS Ontario's Family Health Teams provide team-based healthcare which is critical to our communities;

AND WHEREAS healthcare in Ontario is publicly funded;

AND WHEREAS municipalities invest significant additional public/taxpayer money in support of Family Health Teams and other healthcare-related organizations, including supports for primary care recruitment, healthcare facilities, and additional community healthcare needs;

AND WHEREAS the governance models for Family Health Teams in Ontario do not follow mandatory standards;

AND WHEREAS governance models are designed to ensure appropriate representation, transparency, and guardrails with respect to potential conflicts of interest for the organizations they represent;

AND WHEREAS many boards of Family Health Teams are not balanced in terms of representation from the communities and municipalities that they cover;

AND WHEREAS the lack of a standard and balanced governance model means that the needs of the local communities are not necessarily fully represented;

AND WHEREAS the province is directing the Primary Care Action Team (PCAT), through Dr. Jane Philpott, to ensure connected and convenient healthcare across the province;

AND WHEREAS Family Health Teams are crucial in the delivery of the mandate of PCAT;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Township of Armour urges the Province of Ontario to implement a standard and mandatory governance model for the boards of Family Health Teams across the province, which ensures that community members make up 50% of the overall board membership to ensure appropriate representation for the communities which use and support healthcare in their local area;

AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Deputy Premier and Minister of Health; Dr. Jane Philpott, Chair of the Primary Care Action Team; the Association of Municipalities of Ontario (AMO); the Association of Family Health Teams of Ontario (AFHTO); and all municipalities in Ontario.

**Moved by:**

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

**Seconded by:**

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

*R*

**Declaration of Pecuniary Interest by:**

**Recorded vote requested by:**

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

Haggart-Davis, Dorothy

Ward, Rod

Whitwell, Wendy

For

☐

☐

☐

☐

☐

Opposed

☐

☐

☐

☐

☐



## DISTRICT OF PARRY SOUND

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

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: [rward@armourtownship.ca](mailto:rward@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

### *Mayor's Report – Governance of Family Health Teams*

To: Members of Council  
From: Rod Ward, Mayor  
Date: August 12, 2025

#### **Subject: Support for Standardized Governance Models for Family Health Teams**

Family Health Teams are a vital part of Ontario's healthcare system, particularly in rural and underserved communities like ours. These teams provide collaborative, team-based care that improves patient outcomes and relieves pressure on hospitals and emergency services.

Our municipality, like many others across the province, continues to invest local taxpayer dollars to support healthcare delivery — through physician recruitment efforts, infrastructure, and other community health initiatives. However, despite this investment and our community's reliance on these services, municipal and community voices are often underrepresented on the boards that govern Family Health Teams.

Currently, there is no mandatory governance framework for these boards, which has led to inconsistent representation and, in some cases, governance structures that do not reflect the communities they serve. This can lead to decisions being made without sufficient local input, oversight, or accountability.

The attached resolution calls on the Province of Ontario to implement a standardized and mandatory governance model for Family Health Teams, requiring that at least 50% of board members be community representatives. This would help ensure local interests are considered in decision-making, and strengthen transparency and trust in our healthcare system.

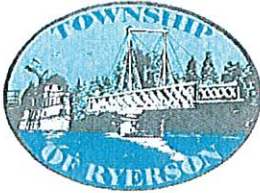
I recommend Council's support for this resolution and the forwarding of it to the appropriate provincial bodies and municipal partners.

Sincerely,

*Rod Ward*

Rod Ward  
Mayor

Sept 2  
12.4



28 Midlothian Road, R.R. No. 1, Burk's Falls, Ontario P0A 1C0

705-382-3232 • Fax 705-382-3286 • [www.ryersontownship.ca](http://www.ryersontownship.ca)

August 18, 2025

John Theriault  
Chief Administrative Officer  
Township of McMurrich Monteith  
31 William Street  
Sprucedale, ON P0A 1Y0

Dear John,

Ryerson Township has recently undergone an assessment of its personnel needs in the fire service, particularly in light of the ongoing Fire Hall build project.

It has been determined that there is a need for our Fire Chief to return to the position on a full-time basis, to better fulfil his obligations to the Burk's Falls and District Fire Department.

On this basis, and in accordance with Section 12 of the Service Agreement, please consider this letter as formal written notice of our intent to cancel our participation in that Agreement. Ryerson will continue to provide services until Friday November 21, 2025.

If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "BRAYDEN ROBINSON", with a long horizontal flourish extending to the right.

Brayden Robinson  
CAO/Treasurer  
Township of Ryerson

Sept 2  
2025  
12.5



## Board Meeting Agenda

Date: Thursday, August 28<sup>th</sup>, 2025  
Time: 6:00PM  
Location: Strong Township Office – 28 Municipal Ln, Sundridge

### Join Zoom Meeting

<https://us02web.zoom.us/j/88155890358?pwd=RBSRa3fKT6wKga97xp7wRfnZJCetx0.1>

Meeting ID: 881 5589 0358

Passcode: 921070

### AGENDA

1. Call to Order
2. Acceptance of the June 26, 2025, ACED Meeting Minutes (Resolution 2025-22)
3. Round table introductions (if required)
4. Staff Report
  - a. Discussion Items
    - i. Almaguin Summer Star Party Report
    - ii. Staffing Transition Staff Report (Resolution 2025-23)
    - iii. Finalizing the Shared Services Agreement & Funding Formula – Next steps
5. Round table comments or updates from Board Members
6. FedNor / MND updates
7. Closed Session (if required)
8. Next meeting date: Thursday, September 25<sup>th</sup>, 2025 – Strong Township Office
9. Adjournment (Resolution 2025-\_\_)

### Attachments:

1. Almaguin Star Party Report
2. Staff Report – 2 Person Department
3. ACED Information Package 2025

# **ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)**

## **MINUTES June 26, 2025**

A regular meeting of the ACED Board was held at the 105 Main Street in Sundridge on June 26<sup>th</sup>, 2025, at 6:32 pm.

Present: Chris Nicholson, Township of Joly, Chair  
Rod Ward, Township of Armour  
Dan Robertson, Township of Ryerson  
Tim Bryson, Township of Strong  
Vicky Roeder-Martin, Township of McMurrich/Monteith  
Sheri Norman, AHCC Representative  
Margaret Ann McPhail, Township of Perry  
Brenda Scott, Village of South River  
Luke Preston, Village of Sundridge  
Noel Walker, FedNor  
Trista Porter, MND  
Wendy Whitwell, Township of Armour

Regrets: Trista Porter, MND  
Chris Hope, Village of Burk's Falls

Staff: Dave Gray, Director of Economic Development  
Courtney Metcalf, Economic Development Officer

Guests: Sarah Cooke, Almaguin News

### **Call to Order**

The meeting was called to order at 6:00 pm.

### **Minutes**

The minutes of the meeting of Thursday, May 22<sup>nd</sup>, 2025, were adopted as presented.

### **Director's Report**

The Director covered the following items from the report:

1. An update on core activity tracking, which lists what the department has done over the past month was provided. These included business assistance, marketing, ACED website updates, social media activities, and communications.
2. Report updates included:

- a) Planning of a district-wide tariff response roundtable event
  - b) Individual municipal support/projects
  - c) Signage plan application update
  - d) CMO transition document
  - e) Discussions on the draft economic development article and feedback
  - f) Updates on the Almaguin Summer Star Party event
3. Partnerships/Content Development with businesses in unorganized townships was discussed. Staff provided an overview of a proposed content marketing partnership involving services from ACED and a brand ambassador business in an unorganized township. A member proposed that businesses in unorganized townships should reach out to their MPP and MP to financially contribute to economic development on behalf of the unorganized townships. It was recommended that a draft letter to the provincial government be created, and unorganized township businesses can sign and submit to the government to advocate for support.
  4. CMO Hiring Process: Applications for the position are coming in for the position with a range of experiences. The application deadline is July 3<sup>rd</sup>, 2025.
  5. Staff Report – Percentage Based Contribution Concept: It was recommended to investigate the operating budgets from unorganized townships. Concerns were raised regarding individual municipal needs. It was discussed that staff are taking steps towards communication improvements.
  6. FedNor Update: Any tariff threat has not stopped projects from moving forward. Program evaluations are currently taking place. A few programs include Regional Housing program,

### **Resolutions**

1. 2025-19– Moved by Luke Preston; Seconded by Sheri Norman  
Be it resolved that the Almaguin Community Economic Development Board approve the May 22<sup>nd</sup>, 2025, meeting minutes, as circulated. Carried
2. 2025- 20 – Moved by Tim Bryson; Seconded by Wendy Whitwell  
Be it resolved that the Almaguin Community Economic Development Board accept the June 12th Staff Report regarding the percentage of tax levy funding concept from the Director of Economic Development as amended with addition.  
Furthermore, the Board requests that all member municipalities discuss the staff report at their next council meeting and provide feedback to the ACED Board for the July ACED meeting.

### **Adjournment**

3. 2025-21 – Moved by Vicky Roeder-Martin; Seconded by Tim Bryson  
Be it resolved that the Almaguin Community Economic Development Board adjourn the June 26<sup>th</sup>, 2025 ACED meeting at 9:03 p.m. Carried

The next meeting will be Thursday, July 24<sup>th</sup>, 2025, at 6:00 p.m. at the Strong Township Office. If this changes, members will be advised.



**Director of Economic Development (DoED) Report**  
August 28, 2025

**Core Activity Tracking – (Since last report)**

Activity:	Interactions	Description
<b>Business Assistance</b>		
Start Up Files	2	2 Burk's Falls
Expansion Files	1	1 Sundridge
Developer Files	1	1 Strong
General Support	-	
Brand Ambassador	-	
High Priority	-	
Business Visits	-	
Program Referrals	5	NECO (2), The Business Centre (2), NOW (1)
<b>Marketing*</b>		
ACED Website Updates		Business Directory, investment properties, events, Eat Local (updated farmers markets information)
Social Media Posting		5 (ACED) 20 (Explore)
Facebook/Instagram Reach		5,655 (ACED) 12,900 (Explore)
Facebook/Instagram Views		4,327 (ACED) 49,4000 (Explore)
Facebook/Instagram Likes/Followers		1816 (ACED) 2808 (Explore)
<b>Website Tracking</b>		
Total Users / Views	3,700	
Most viewed pages (besides landing page)	585	Screaming Heads (business directory)
<b>Communications</b>		
Email Blasts	7	4 (Almaguin Summer Star Party), 2 (Business Updates), 1 (Newsletter)
Organization Meetings	3	AHHC, Parry Sound CBDC, RNIP
Partnership Projects	1	Almaguin Summer Star Party
Municipal Visits	7	Perry, BF, Sundridge, SR, Strong, Joly, M/M
Member Interactions / Support Requests	1	South River (1)
Media Comment Requests	1	Almaguin Summer Star Party article

## Current Files & Projects

### Project 1A – Business Support

#### *RCIP Update*

The EDO attended the August RCIP meeting on Friday, August 22. There were 12 applications submitted and reviewed, and 11 applications approved.

#### *Business Directory Update:*

The CMO has completed 70% of the annual Business Directory update. An email blast and social media callout were issued to all businesses currently listed, requesting updated information. Follow-up cold calls have also begun for outstanding businesses that have not yet been reached directly, to ensure all listings on the website remain accurate and up to date.

ACED Staff have been engaging with businesses in the community weekly to help the CMO build familiarity and connections with local stakeholders and strengthen relationships.

#### Project 2A – Community Organization Support

The CMO will be leading the AVEMP program and has received the contact list. Outreach to community organizations will resume in the coming weeks.

#### Project 2B – Regional Recreation & Municipal Support

##### *McMurrich Monteith Facility Improvement Support*

The Community Survey for McMurrich/Monteith is live until August 22, with 94 responses to-date. Once the survey is closed, a summary report will be compiled and shared with McMurrich/Monteith staff.

##### *Village of Burk's Falls Support*

*Carried from last month: Staff met with a Councillor from Burk's Falls to discuss a funding application for the Burk's Falls theatre. It was mentioned that the topic will be discussed at the next Burk's Falls Council Meeting. ACED staff are waiting for further direction following the Council Meeting, as no new update had been provided.*

##### *Village of South River Support*

Staff created a Site Package Overview for the South River Brewery/Happy Landing Location that was shared with the South River Clerk and Economic Development Intern for more information. The package includes land development information, planning and zoning considerations, available incentives, up-to-date labour market considerations, and a breakdown of the service infrastructure. A meeting was held with the Real Estate Broker to establish a relationship of support for interested businesses or developers, and the Site Overview Package will be shared with the Broker once it has been completed.

#### Project 3B – Transportation

##### *Almaguin Community Transportation Committee*

*Carried from last report: Efforts continue to investigate local service models such as the EPS Support Services and the Ontario Northland Bus service. The next ACT committee meeting will be scheduled for September.*

##### *The Return of Passenger Rail Service*

The EDO and CMO met with Christine Puma from Ontario Northland to discuss marketing opportunities. Different marketing tactics were presented, from digital and print advertisements to ad spaces available at the train stations and on the trains. Marketing opportunities regarding the Ontario Northland Train will begin in the Spring 2026. Marketing opportunities are available for businesses and tourism opportunities. Communications will be shared with businesses so everyone is made aware of the marketing that can be accessed, and ACED/Explore Almaguin will begin exploring avenues to promote the region and the tourism in Almaguin through ONR.

##### *Carpool Almaguin Campaign*

The CMO developed a Carpool Almaguin promotional campaign, featuring an article highlighting local carpool sites and their locations, updated photos, and information about the Poparide app.

The campaign generated 31 page views on the website, 695 views and with a reach of 475 on Facebook.

## Project 4A – Brand Strategy Implementation

### *Phase 2 – Physical Brand Roll Out*

Staff are finalizing the FedNor Phase 2 application to support the project. The EDO participated in a webinar for the ROD program. Staff are working to complete the ROD application. To date, Staff have received resolutions of support from South River, Strong, Burk's Falls, Perry, McMurrich Monteith, and Armour.

### *Social Media/Explore Almaguin Website/ Email Marketing/Content*

The CMO updated the Feast in Almaguin web page and launched weekly social media posts highlighting the various Almaguin Farmers' Market, aiming to boost visitor engagement and drive traffic.

The CMO created and distributed the fall edition of the digital quarterly newsletter. It was distributed to email subscribers, highlighting local fall events such as fairs, special promotions from area businesses, and additional attractions shared by our brand ambassadors to support regional engagement and economic activity.

The CMO developed 25 new social media posts and reels emphasizing visually engaging photos and videos that showcase local businesses, farmers' markets, upcoming events such as fall fairs, and regional attractions including parks, beaches, and trails, supporting tourism promotion and community engagement. This content resulted in an 11.8% increase in views across Explore Almaguin platforms and a 13.9% increase on the ACED Facebook page.

## Project 4B – Tourism Promotion

### *Almaguin Summer Star Party*

The Almaguin Summer Star Party took place on August 11 and 12<sup>th</sup>. A summary report is attached with demographics and final numbers for event attendance.

### **Monday – South River**

The evening in South River offered a relaxed and welcoming atmosphere. Guests enjoyed:

- Food prepared by *The Banger*
- A Disc Golf demonstration by the local Disc Golf Club
- A scenic sunset over the water
- Guided stargazing with Stéphane Picard (Cliff Valley Astronomy) and members of the North Bay Astronomy Club
- Live musical performances by Sean Cotton and Bill Stewart

### **Tuesday – Screaming Heads**

Despite variable weather, the evening proved highly successful due to both participant flexibility and strong programming. The event began indoors, featuring:

- Food service from *The Banger* (including grilled cheese offerings)
- Live music by Sean Cotton

- An engaging astronomy presentation by Stéphane Picard
- At 9:00 p.m., a decision was made to move activities outdoors to Screaming Heads. This shift provided participants with a memorable stargazing experience, which included:
  - Meteor sightings
  - Guided telescope viewing
  - A surprise rocket launch visible from the grounds

Overall, participant enthusiasm and adaptability contributed significantly to the success of both evenings, showcasing the community's capacity to host engaging astronomy and cultural programming even under uncertain conditions.

The CMO launched a social media campaign using a combination of carousel posts and reels to promote and recap the Almaguin Summer Star Party. The campaign highlighted stakeholder involvement and achieved a reach of 13,973, with a total of 23,143 views across platforms, increasing visibility for both the event and its partners.

The Almaguin Summer Star Party has received attention from several media outlets, including NorthBayNipissing.com and Travel and Tour World.

[https://www.northbaynipissing.com/news/written-in-the-stars-almaguin-primed-to-become-astrotourism-destination/article\\_32c4a702-d70a-5b27-aa99-c808087584d0.html](https://www.northbaynipissing.com/news/written-in-the-stars-almaguin-primed-to-become-astrotourism-destination/article_32c4a702-d70a-5b27-aa99-c808087584d0.html)

<https://www.travelandtourworld.com/news/article/discover-the-starry-skies-of-almaguin-the-rise-of-astro-tourism-in-ontario-canada/>

#### *Experiential Tourism Article with Deer Lake Wilderness Retreat*

The EDO developed an experiential tourism article that featured Deer Lake Wilderness Retreat, as well as 6 other businesses, with the theme of experiencing the night sky and the stars in Almaguin. The article performed well, with all organic views.

Facebook/Instagram views – 6,707

Reach–2,784

Interactions–19

Link Clicks – 110 from Facebook

Google Analytics from our website – 160 views

Deer Lake Wilderness Retreat was impressed with the article and response to the content and has expressed an interest in another partnership in the future, featuring winter accommodations and tourism opportunities.

#### Project 4C Shop in Almaguin Campaigns

A Shop Local reel was posted from July 2-31<sup>st</sup>, encouraging participants to like, share, comment and follow to be entered into the draw. Results can be seen below:

	<b>Views</b>	<b>Reach</b>	<b>Interactions</b>	<b>Follows</b>
<b>Facebook</b>	16,355	5,659	82	5
<b>Instagram</b>	7,227	4,496	148	39
<b>Totals:</b>	23,582	10,155	230	44

### Project 5A – RED Gala

The RED Gala venue has been booked, taking place at the Sprucedale Community Centre on December 9<sup>th</sup>, 2025. Both NECO and the Labour Market Group has expressed an interest in partnering and providing funding for this year's event.

### ACED Shared Services Agreement, Evolution of Service Delivery, ETC.

The DoED has attached the Transitioning to a Two-Staff Department Staff Report to the agenda package for the Board's Review.

#### *ACED Department Information Package 2025*

Based on the feedback received from municipal staff during the ACED in-office visits, staff have prepared the ACED Department Information Package which contains an overview of ACED including a brief history and timeline, a review of investments and funding, a review of core services, and a quick-reference guide on how to best utilize the department. This document will help stakeholders understand ACED in a greater capacity and assist with communicating the value of the department.

#### *Finalizing the Revised Shared Services Agreement & Funding Formula*

Step 1 – The Board will need to determine if they approve the 2-staff department report.

Step 2 – The Board will need to determine whether they support the percent-to-levy funding formula concept or keep the existing formula. Should the Board support the new funding concept, it will be reflected in the 2026 budget projections and circulated to all members in October for approval.

Step 3 – The new shared services agreement will need to be finalized and circulated to all municipalities for review and acceptance. The DoED is recommending that the shared services agreement term should be set at two years (2026 and 2027) and treated as a transitional agreement wherein which the Board and Staff can identify and evaluate options for departmental funding once the current CIINO agreement expires.

Once the new agreement is finalized, it will be circulated to all Almaguin municipalities (member and non-members) for their consideration along with the attached ACED Information Package. The goal of this is to encourage all Almaguin Municipalities to consider membership and take part in planning for the future of economic development in Almaguin.



## RESOLUTION

2025-22

Be it resolved that the Almaguin Community Economic Development Board approve the June 26<sup>th</sup>, 2025 ACED meeting minutes as: (please circle).

**CIRCULATED**

**AMENDED**

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

CARRIED:           Yes           No

Comments:



## RESOLUTION

2025-23

Be it resolved that the Almaguin Community Economic Development Board receives and approves the staff report regarding the transition to a two-staff department. Furthermore, the Board requests that the Township of Armour proceed with administering the transition effective January 1st, 2026.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

CARRIED:           Yes           No

Comments:



## RESOLUTION

2025-\_\_

Be it resolved that the Almaguin Community Economic Development Board adjourn the August 28, 2025, ACED Meeting at \_\_\_\_\_ P.M.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

CARRIED:           Yes           No

Comments:



## RESOLUTION

2025-\_\_

Be it resolved that the Almaguin Community Economic Development Board move in to closed session at \_\_\_\_\_ p.m. under section 239(2) of the municipal act to discuss personal matters about an identifiable individual, including municipal or local board employees.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

CARRIED:                      Yes   /   No

Comments:



## RESOLUTION

2025-\_\_

Be it resolved that the Almaguin Community Economic Development Board hereby move out of closed session at \_\_\_\_\_ p.m.

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

CARRIED:                      Yes   /   No

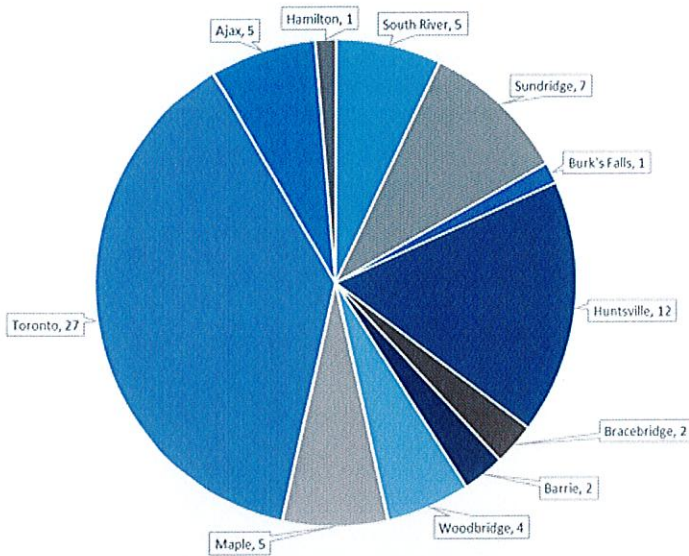
Comments:

# Almaguin Summer Star Party

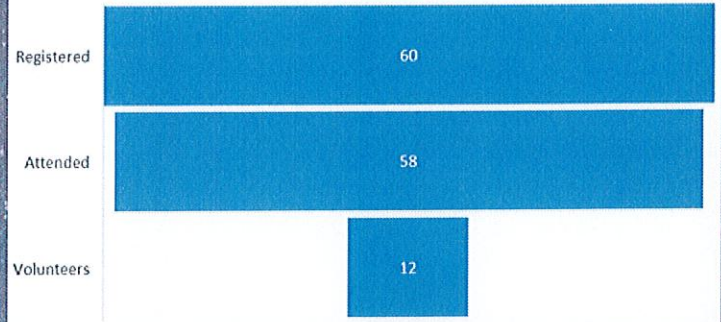
## Summary Report

South River- Tom Thomson Park  
Monday, August 11, 2025

Dispersion of Registered Tickets  
South River

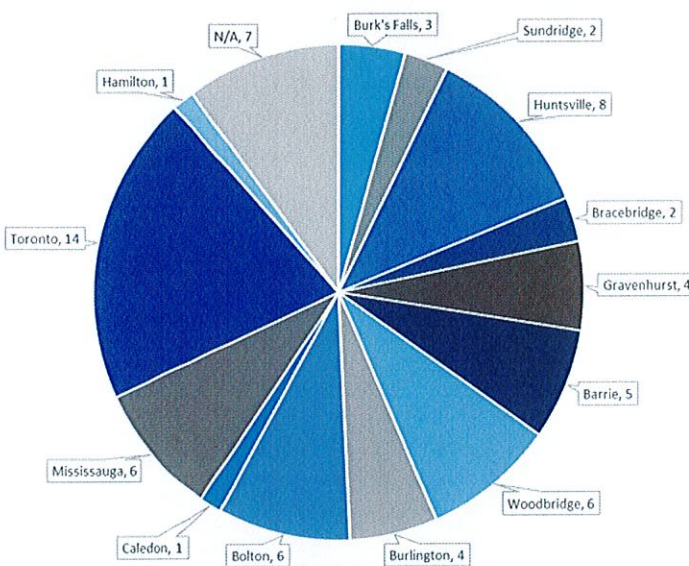


Almaguin Summer Star Party  
South River Attendance

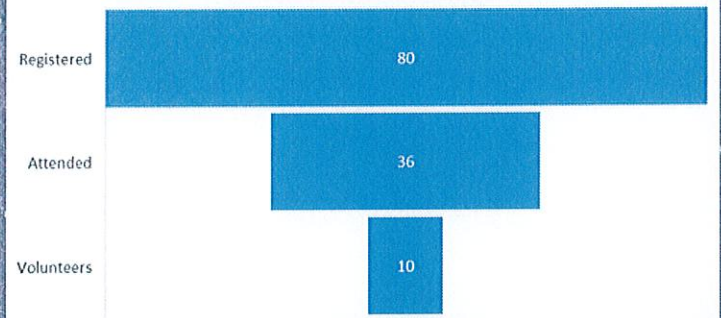


Burk's Falls - Arena and Screaming Heads  
Tuesday, August 12, 2025

Dispersion of Registered Tickets  
Screaming Heads



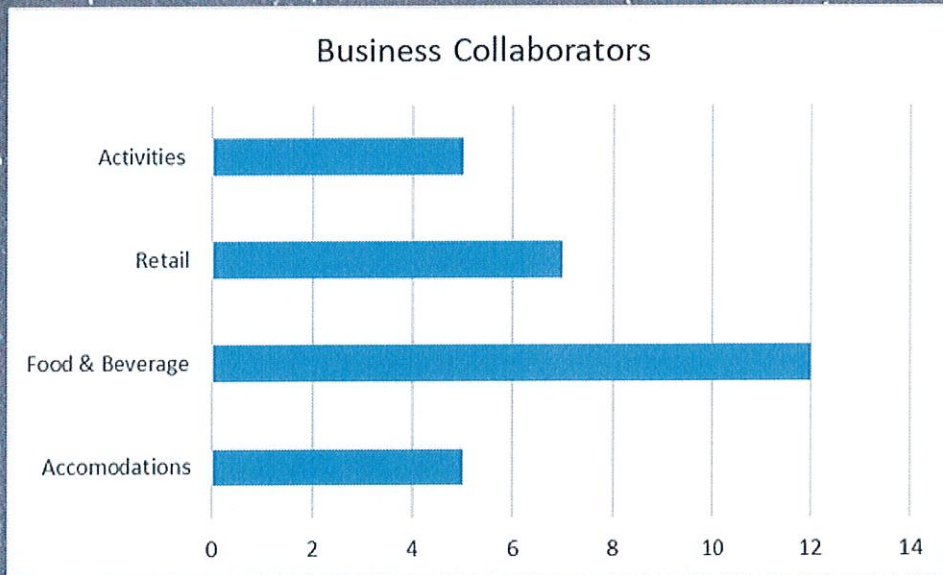
Almaguin Summer Star Party  
Screaming Heads Attendance



# Almaguin Summer Star Party

## Summary Report

### Business Collaborations - 29 Businesses



### Event Highlights

#### Monday – South River

- Guests enjoyed a relaxed evening on the waterfront.
- Food was provided by The Banger.
- The Disc Golf Club hosted a demonstration.
- Attendees experienced a sunset over the water followed by guided stargazing with Stéphane Picard (Cliff Valley Astronomy) and the North Bay Astronomy Club.
- Live music was performed by Sean Cotton and Bill Stewart.

#### Tuesday – Screaming Heads

- Weather conditions required flexibility, with the evening beginning indoors at the Armour, Ryerson Burk's Falls Arena.
- Participants enjoyed food from The Banger and music by Sean Cotton.
- Stéphane Picard delivered an astronomy presentation.
- At 9:00 p.m., activities shifted outdoors to Screaming Heads.
- Guests experienced meteor sightings, guided telescope viewing, and a surprise rocket launch visible from the site.



August 28, 2025

To: Almaguin Community Economic Development (ACED) Board  
From: Dave Gray, Director of Economic Development

**Subject: Transitioning to a two-staff department**

#### Recommendation

That the Almaguin Community Economic Development Board receives the staff report regarding the transition to a two-staff department and requests that the Township of Armour proceed with administering the transition effective January 1<sup>st</sup>, 2026.

#### Background

Through 2025, the ACED Department has shared the full-time leadership position of Chief Administrative Officer / Director of Economic Development with the Township of Armour. This temporary, dual-purpose role was intended to serve both parties in that it supported succession planning for both organizations.

The Township of Armour is currently evaluating the need for a full-time Chief Administrative Officer, which will be discussed at the August 12<sup>th</sup> Regular Council Meeting. This transition will affect the ACED Department's current 2.5 FTE structure by creating a vacancy in the DoED position. Armour remains committed to providing administrative services to ACED, as well as direct mentorship support to ACED staff through their subsequent transition and in the future.

Through 2025, the ACED EDO has completed several training opportunities as identified in the Leadership and staff considerations pertaining to the planned exit of the Director of Economic Development staff report (October 21, 2024). Additionally, the ACED Board and Department have committed to evolving the delivery of ACED services through enhanced member communication, the creation of a new draft shared services agreement, and creating a new cost sharing concept. These action items have been undertaken based on feedback from municipal members to ensure fairness and value to all members while reflecting their local priorities in the activities of ACED. Reducing the department to two full-time staff, with future potential for internship support, will result in significant short-to-mid-term cost savings to municipal partners while also creating an attractive entry (or re-entry point) for past and/or future members.

#### Financial Considerations

Transition structure	Line 370-000 Total <sup>1</sup> (2026)	2026 Savings VS 2026 Projection (\$220,300)
Replace current Director w/o backfilling EDO Position	\$142,300	\$78,000
Replace EDO with ED Intern <sup>2</sup>	\$163,584	\$56,716

1 – Provides the sum of the figures presented in Line 15-370-000 "Total Municipal & Chamber Contribution"

2 – Estimated costs based 35 hours per week at a wage of \$28.74/hour plus deductions, less \$35,000 internship grant. Estimated start for Spring 2026.



Impacts to the current FedNor CIINO agreement

Both remaining full-time staff positions are supported under the current CIINO contribution agreement. There is no anticipated impact on the agreement, which is expected to expire in Q3, 2027.

#### Additional Considerations

The Township of Armour's Employment Policy stipulates that Township position postings must be made internally for a minimum of 1 week prior to being posted publicly. Should the ACED board wish to deviate from the policy for any reason, a request from the board would need to be made to Council. Additionally, should the Board select a candidate from outside the organization, budget adjustments would be required to reflect 3 permanent, full-time staff.

#### Others Consulted

Alison McGregor, Treasurer, Township of Armour

Chris Nicholson, ACED Chair & Township of Joly Council Representative

Courtney Metcalf, EDO, ACED

Rod Ward, Mayor, Township of Armour

#### Attachments:

1. Costing scenario based on percent-to-levy concept w/ 2 permanent, full-time staff
  - a. 14 Partners
  - b. 10 partners
  - c. 8 partners
2. Costing scenarios based on percent-to-levy concept w/ 2 permanent full-time staff and 1 full-time intern.
  - a. 14 Partners
  - b. 10 partners
  - c. 8 partners
3. Current cost share formula / budget
  - a. 10 partners
  - b. 8 partners

## Attachment 1 – Scenarios with 2 permanent full-time staff

Figure 1A – Scenario with 14 Partners

Municipality	Tax Levy 2024	0.35% of Tax Levy	Difference /Municipality
Perry	\$ 3,848,017.56	\$ 13,468.06	\$ 29,805.94
Armour	\$ 3,201,570.00	\$ 11,205.50	\$ 20,729.51
Strong	\$ 3,035,099.28	\$ 10,622.85	\$ 18,940.15
McMurrich/Monteith	\$ 2,160,272.00	\$ 7,560.95	\$ 16,398.05
Sundridge	\$ 1,922,304.00	\$ 6,728.06	\$ 12,555.94
South River	\$ 1,366,381.00	\$ 4,782.33	\$ 14,713.67
Burk's Falls	\$ 1,491,745.00	\$ 5,221.11	\$ 13,989.89
Joly	\$ 880,625.00	\$ 3,082.19	\$ 5,595.81
Ryerson (2023)	\$ 2,345,528.00	\$ 8,209.35	
Kearney	\$ 4,596,666.00	\$ 16,088.33	
Magnetawan	\$ 5,983,907.00	\$ 20,943.67	
Powassan	\$ 4,500,387.00	\$ 15,751.35	
Machar	\$ 2,509,174.00	\$ 8,782.11	
AHCC		\$ 10,000.00	
		\$ 142,445.87	

Figure 1B – Scenario with 10 Partners

Municipality	Tax Levy 2024	0.711% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 27,359.40	\$ 15,914.60
Armour	\$ 3,201,570.00	\$ 22,763.16	\$ 9,171.84
Strong	\$ 3,035,099.28	\$ 21,579.56	\$ 7,983.44
McMurrich/Monteith	\$ 2,160,272.00	\$ 15,359.53	\$ 8,599.47
Sundridge	\$ 1,922,304.00	\$ 13,667.58	\$ 5,616.42
South River	\$ 1,366,381.00	\$ 9,714.97	\$ 9,781.03
Burk's Falls	\$ 1,491,745.00	\$ 10,606.31	\$ 8,604.69
Joly	\$ 880,625.00	\$ 6,261.24	\$ 2,416.76
Ryerson (2023)	\$ 2,345,528.00	\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 142,311.76	

Figure 1C – Scenario with 8 Partners

Municipality	Tax Levy 2024	0.846% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 32,554.23	\$ 10,719.77
McMurrich/Monteith	\$ 2,160,272.00	\$ 18,275.90	\$ 5,683.10
Armour	\$ 3,201,570.00	\$ 27,085.28	\$ 4,849.72
Strong	\$ 3,035,099.28	\$ 25,676.94	\$ 3,886.06
Sundridge	\$ 1,922,304.00	\$ 16,262.69	\$ 3,021.31
Joly	\$ 880,625.00	\$ 7,450.09	\$ 1,227.91
Ryerson		\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 142,305.13	

## Attachment 2 – Scenarios with 2 permanent full-time staff and one full-time intern

Figure 2A – Scenario with 14 Partners

Municipality	Tax Levy 2024	0.406% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 15,622.95	\$ 27,651.05
Armour	\$ 3,201,570.00	\$ 12,998.37	\$ 18,936.63
Strong	\$ 3,035,099.28	\$ 12,322.50	\$ 17,240.50
McMurrich/Monteith	\$ 2,160,272.00	\$ 8,770.70	\$ 15,188.30
Sundridge	\$ 1,922,304.00	\$ 7,804.55	\$ 11,479.45
South River	\$ 1,366,381.00	\$ 5,547.51	\$ 13,948.49
Burk's Falls	\$ 1,491,745.00	\$ 6,056.48	\$ 13,154.52
Joly	\$ 880,625.00	\$ 3,575.34	\$ 5,102.66
Ryerson (2023)	\$ 2,345,528.00	\$ 9,522.84	
Kearney	\$ 4,596,666.00	\$ 18,662.46	
Magnetawan	\$ 5,983,907.00	\$ 24,294.66	
Powassan	\$ 4,500,387.00	\$ 18,271.57	
Machar	\$ 2,509,174.00	\$ 10,187.25	
AHCC		\$ 10,000.00	
		\$ 163,637.20	

Figure 2B – Scenario with 10 Partners

Municipality	Tax Levy 2024	0.83% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 31,938.55	\$ 11,335.45
Armour	\$ 3,201,570.00	\$ 26,573.03	\$ 5,361.97
Strong	\$ 3,035,099.28	\$ 25,191.32	\$ 4,371.68
McMurrich/Monteith	\$ 2,160,272.00	\$ 17,930.26	\$ 6,028.74
Sundridge	\$ 1,922,304.00	\$ 15,955.12	\$ 3,328.88
South River	\$ 1,366,381.00	\$ 11,340.96	\$ 8,155.04
Burk's Falls	\$ 1,491,745.00	\$ 12,381.48	\$ 6,829.52
Joly	\$ 880,625.00	\$ 7,309.19	\$ 1,368.81
Ryerson (2023)	\$ 2,345,528.00	\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 163,619.91	

Figure 2C – Scenario with 8 Partners

Municipality	Tax Levy 2024	0.988% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 38,018.41	\$ 5,255.59
McMurrich/Monteith	\$ 2,160,272.00	\$ 21,343.49	\$ 2,615.51
Armour	\$ 3,201,570.00	\$ 31,631.51	\$ 303.49
Strong	\$ 3,035,099.28	\$ 29,986.78	\$ 423.78
Sundridge	\$ 1,922,304.00	\$ 18,992.36	\$ 291.64
Joly	\$ 880,625.00	\$ 8,700.58	\$ 22.58
Ryerson		\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 163,673.13	

Figure 3A - Current formula with 2 staff and 10 partners

Description	2024 Actual	2024 Budget	2025 Department Estimate 10 partners	2026 Department Estimate 10 partners	2027 Department Estimate 10 partners	2028 Department Estimate 10 partners
<b>Revenues</b>						
<b>Municipal &amp; Chamber Contributions</b>						
Armour	(\$33,969.00)	(\$36,851)	(\$31,808)	(\$19,535)	(\$28,304)	(\$43,628)
Burk's Falls	(\$19,980.00)	(\$21,181)	(\$19,142)	(\$13,996)	(\$17,671)	(\$24,093)
Joly	(\$9,012.00)	(\$9,494)	(\$8,664)	(\$6,602)	(\$8,075)	(\$10,649)
Perry	(\$46,254.00)	(\$50,615)	(\$43,055)	(\$24,451)	(\$37,741)	(\$60,965)
Ryerson	(\$5,000.00)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)
South River	(\$20,268.00)	(\$21,503)	(\$19,457)	(\$14,134)	(\$17,935)	(\$24,578)
Strong	(\$31,321.00)	(\$33,885)	(\$29,495)	(\$18,496)	(\$26,311)	(\$39,965)
Sundridge	(\$20,075.00)	(\$21,287)	(\$19,193)	(\$14,018)	(\$17,714)	(\$24,172)
<b>Kearney</b>	\$0	\$0	\$0	\$0	\$0	\$0
McMurrich/Monteith	(\$13,937.00)	\$0	(\$23,879)	(\$16,068)	(\$21,649)	(\$31,400)
Chamber of Commerce	(\$10,000.00)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)
<b>Total Municipal &amp; Chamber Contribution</b>	<b>(\$209,816.00)</b>	<b>(\$209,816)</b>	<b>(\$209,693)</b>	<b>(\$142,300)</b>	<b>(\$190,400)</b>	<b>(\$274,450)</b>

Figure 3B - Current Formula with 2 Staff and 8 Partners

Description	2024 Actual	2024 Budget	2025 Department Estimate 10 partners	2026 Department Estimate 10 partners	2027 Department Estimate 10 partners	2028 Department Estimate 10 partners
<b>Revenues</b>						
<b>Municipal &amp; Chamber Contributions</b>						
Armour	(\$33,969.00)	(\$36,851)	(\$31,808)	(\$25,510)	(\$35,829)	(\$53,859)
Burk's Falls	(\$19,980.00)	(\$21,181)	(\$19,142)	\$0	\$0	\$0
Joly	(\$9,012.00)	(\$9,494)	(\$8,664)	(\$7,614)	(\$9,352)	(\$12,391)
Perry	(\$46,254.00)	(\$50,615)	(\$43,055)	(\$33,709)	(\$49,482)	(\$77,044)
Ryerson	(\$5,000.00)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)
South River	(\$20,268.00)	(\$21,503)	(\$19,457)	\$0	\$0	\$0
Strong	(\$31,321.00)	(\$33,885)	(\$29,495)	(\$23,921)	(\$33,183)	(\$49,367)
Sundridge	(\$20,075.00)	(\$21,287)	(\$19,193)	(\$16,667)	(\$21,102)	(\$28,852)
<b>Kearney</b>	\$0	\$0	\$0	\$0	\$0	\$0
McMurrich/Monteith	(\$13,937.00)	\$0	(\$23,879)	(\$19,879)	(\$26,452)	(\$37,937)
Chamber of Commerce	(\$10,000.00)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)
<b>Total Municipal &amp; Chamber Contribution</b>	<b>(\$209,816.00)</b>	<b>(\$209,816)</b>	<b>(\$209,693)</b>	<b>(\$142,300)</b>	<b>(\$190,400)</b>	<b>(\$274,450)</b>

## ACED & Regional Economic Development Overview

Almaguin Community Economic Development (ACED) represents a multi-municipal effort to provide economic development services throughout the Almaguin Highlands Region. While ACED is the current face of regional economic development, there is a clear and demonstrable history of collaborative economic development efforts in Almaguin that has, and continues to, drive observable growth in the region.

This information package is intended to serve several key purposes:

1. Provide a functional understanding of who ACED is.
2. Review the history of collaborative economic development in the Almaguin Highlands, including the investments that have been in, and attracted to, the region.
3. Define the services that ACED provides within the regions with some highlights of services and initiatives to-date.
4. Illustrate how municipal partners can best utilize and benefit from ACED's services.

### Who is ACED, and what do they do?

In April of 2019, municipal partners formed ACED as the first-ever multi-staff, fully regional, economic development services department. After years of successful multi-municipal partnerships, such as the Central Almaguin Economic Development Association, Burk's Falls & Area Economic Development, or EcoDev, regional partners developed a regionally inclusive economic development plan and formed ACED. This marked a significant milestone.

ACED operates as a shared services department that is comprised of the ACED Board and ACED staff. The ACED Board was established to oversee ACED Staff and provide direction based on regionally shared goals, objectives and interests. ACED currently (as of 2025), has three staff roles, which are

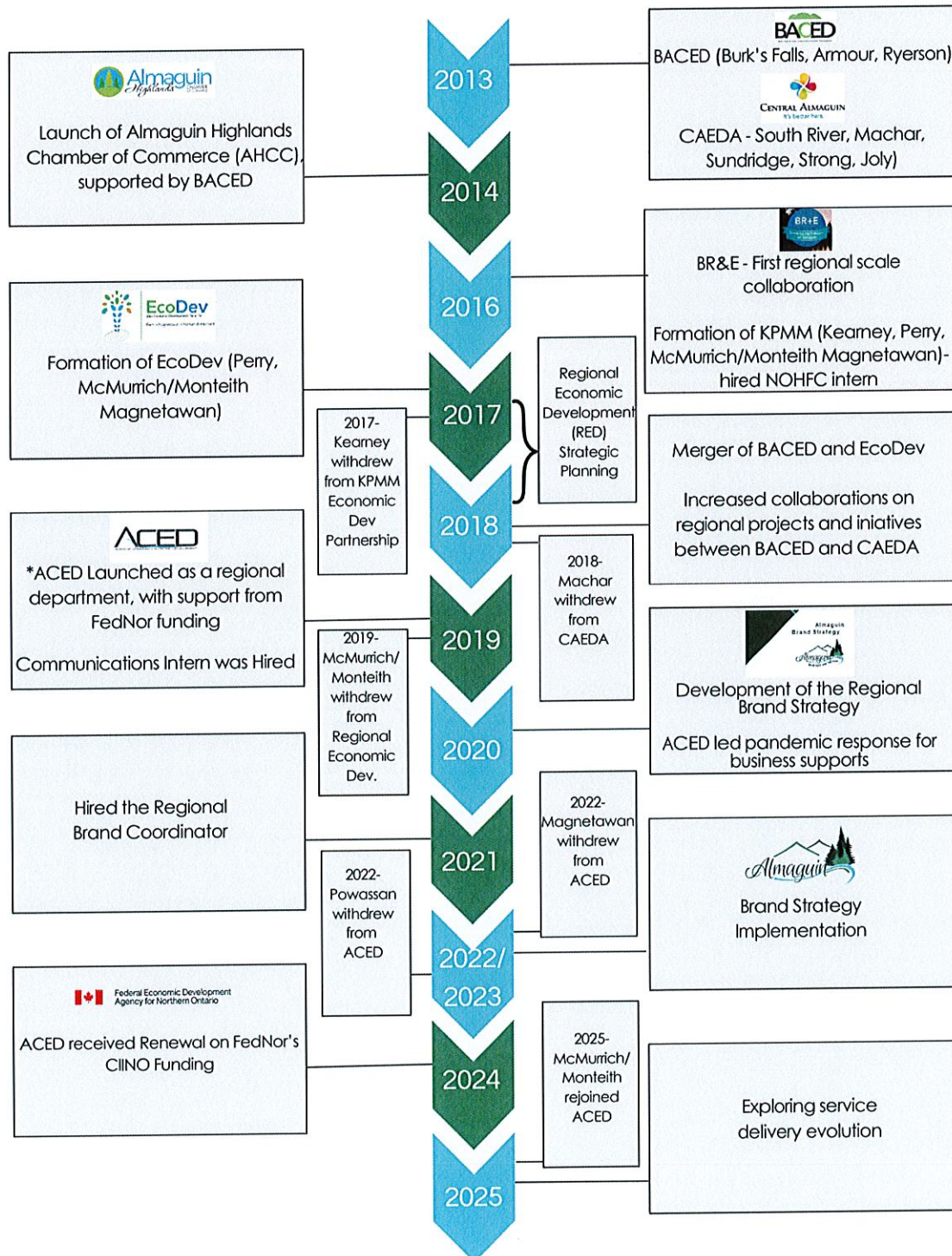
- Director of Economic Development (.5FTE for 2025)
- Economic Development Officer
- Communications and Marketing Officer.

### *Organizational Structure*

ACED operates under a shared services agreement, which is currently undergoing the first major update since 2019. ACED is administered by the Township of Armour, who provides services such as human resources, financial administration (including grants and payroll), office space, etc. The ACED Board interfaces with the Armour Township Council through providing recommendations (via resolution) which are implemented through complimentary council decisions.

## REGIONAL ECONOMIC DEVELOPMENT TIMELINE

This timeline highlights key milestones in collaborative economic development initiatives across the Almaguin region, showcasing growth, partnerships, and strategic planning from 2013–2025



\*ACED Launched with the following partners: Powassan, South River, Strong, Sundridge, Joly, Magnetawan, Ryerson, Burk's Falls, Armour, Perry

## ACED & Regional Funding History and Highlights

The following summary provides an at-a-glance perspective of the investments and partnership funds invested into regional initiatives and economic development departments over the 12-year period from 2013 to 2025. Several points to consider:

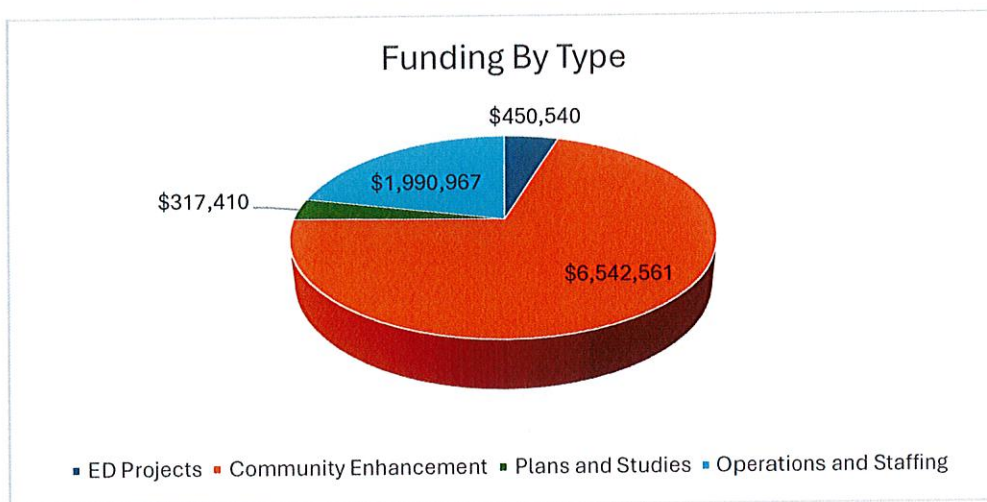
1. These totals include funding for initiatives that occurred prior to ACED; however, represent projects that benefited multiple municipalities (including fully regional projects).
2. Totals include both ACED/ ED Staff led and supported applications.
3. Municipal contributions only reflect the application portion of approved grants and do not include municipal contributions to ACED operating budgets.

## Public Sector Funding

Senior Government Funding (Approved grant funds secured)	Municipal Contributions <sup>1</sup> (Municipal / Applicant portion)	Total Invested in Local Economic Development Initiatives (public sector)
\$6,181,091.00	\$3,120,387.00	\$9,301,478.00

1 – Municipal contribution amounts were not provided for some projects where staff provided direct application support.

*Figure 1 - Funding Breakdown by Type*



## Private Sector Funding – High Level Total

Senior Government Funding (Approved grant funds secured)	Applicant Investment (Estimated)	Total known investment
\$4,991,652	\$6,425,652	\$11,417,304

\*These figures represent large projects where ACED Staff supported all or some of the application process (including letters of support, etc.)

## Defining ACED's Services

The term 'economic development' can evoke a wide range of perceived definitions and an even wider range of expected activities or desired results. Objectively, nearly anything that happens in a municipality that involves a financial transaction and/or the delivery or procurement of a service impacts the economy (local and/or regional). ACED's workplans are broken up in to five distinct categories, or focus areas, that broadly define the work that ACED Staff perform.

1. Business Support & Development
  - ✓ One on one support for start-ups, expansions, developments, and general business needs.
  - ✓ Promotes local business through shop local campaigns and the online regional business directory (as well as other promotional and marketing efforts)
2. Economic Development Planning
  - ✓ Creation and execution of strategic plans & studies at both the regional and local levels.
  - ✓ Click Here to view [ACED's Guiding Documents](#) for examples
3. Community Development
  - ✓ Providing supports for municipalities and community organizations such as grant writing support, volunteerism supports, and other functions.
  - ✓ Supports fundraising for the development or improvement of community facilities.
4. Tourism Marketing & Promotion
  - ✓ Administers the Explore Almaguin digital presence ([Website](#), [socials](#), etc.).
  - ✓ Produces engaging tourism content and campaigns.
  - ✓ Supports the development of joint marketing initiatives with local businesses and brand ambassadors.
5. Special Projects & Events

ACED Staff create annual workplans, which are approved by the ACED Board. Staff report on the progress of activities through monthly reports provided to the Board, as well as with an annual report.

Another important function of ACED is that the department serves as a critical connecting link to numerous support agencies and their representatives. Agencies include, but are not limited to: FedNor, The Ministry of Northern Development, NECO Community Futures, The Business Centre NPS, IION, Explorer's Edge (RTO12), The Labour Market Group, BlueSky, The Almaguin Chamber of Commerce.

## How can Municipalities best utilized ACED services?

ACED operates best when all partners and stakeholders are working together. This involves open and dynamic communication and information sharing between Councils and the Board, and Municipal Staff and ACED staff.

### Keep open lines of communication

- Maintain open communication with ACED.
- Update ACED on projects, events, developments, or land for sale.
- Refer start-ups to ACED for support.
- Councillors and staff may contact ACED for information at any time.
- Invite ACED to present at Council or community meetings to share updates and opportunities on a yearly basis.

### Stay informed on ACED-led projects

- Review ACED monthly reports and ask questions as needed.
- Give input on ACED's annual Workplan during year-end planning.
- Partner with ACED on regional marketing campaigns to promote local assets and tourism.

### Promote our Rotating Office Days

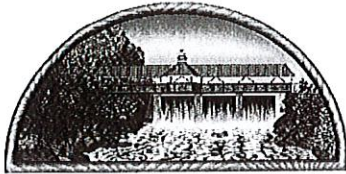
- Post ACED monthly office dates on municipal social media.
- If needed, arrange and share alternative dates.

### Engage us to assist with funding applications

- Contact ACED for help with grant applications for municipal or regional assets.
- Support may include drafting, letters of support, and regional data from ACED plans/studies.
- Share municipal infrastructure plans with ACED early to explore funding and partnership opportunities.



Sept 2  
12.6



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

Moved By: NK Date: August 19, 2025

Seconded By: AB Resolution # 2025- 282

Be it resolved;

Whereas the District of Parry Sound Social Services Board Area 4 Representative has forfeited their position;

And whereas there is a need for a new Area 4 representative on the board;

Now therefore be it resolved that the Council for the Village of Burk's Falls wishes to nominate  
SEAN COTTON to represent Area 4 on the District of Parry Sound Social Services Board.  
COUNCIL

Recorded Vote requested by: \_\_\_\_\_

Ryan Baptiste	for / opposed
Ashley Brandt	for / opposed
Sean Cotton	for / opposed
Chris Hope	for / opposed
Nancy Kyte	for / opposed

10  
Carried

Defeated

Deferred

Pecuniary Interest declared by:

\_\_\_\_\_  
\_\_\_\_\_

AB  
Mayor



**The Corporation of the  
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0


Date: August 20, 2025

Resolution No.: 2025-284

Moved By: Margaret Ann MacPhail Seconded By: Paul Sowrey

**Be it resolved that** the Council of the Corporation of the Township of Perry does hereby make recommendation for the appointment of Sean Cotton as an Area 4 representative to the Parry Sound District Social Services Administration Board.

Carried: ✓ Defeated:                     

  
Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
Councillors Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
Mayor Norm Hofstetter		



# Town of Kearney

## COUNCIL RESOLUTION # 2025 - 223

Date: August 13, 2025

**MOVED BY:**

- ☐ Beaucage, Keven
- ☐ Pateman, Heather
- ☒ Rickward, Michael – Deputy Mayor
- ☐ Sharer, Jill

**SECONDED BY:**

- ☐ Beaucage, Keven
- ☐ Pateman, Heather
- ☐ Rickward, Michael – Deputy Mayor
- ☒ Sharer, Jill

**BE IT RESOLVED** that the Council of the Corporation of the Town of Kearney hereby receives the request from DSSAB regarding a Board Vacancy for Area 4 Representation;

**AND FURTHER** supports the appointment of:

1. Sean Cotton or
2. \_\_\_\_\_

**CARRIED** ☒

**DEFEATED** ☐

\_\_\_\_\_

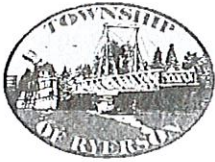
Recorded Vote Requested by: \_\_\_\_\_

**Recorded Vote:**

**For**

**Opposed**

Beaucage, Keven	<input type="checkbox"/>	<input type="checkbox"/>
Pateman, Heather	<input type="checkbox"/>	<input type="checkbox"/>
Philip, Cheryl – Mayor	<input type="checkbox"/>	<input type="checkbox"/>
Rickward, Michael – Deputy Mayor	<input type="checkbox"/>	<input type="checkbox"/>
Sharer, Jill	<input type="checkbox"/>	<input type="checkbox"/>



## CORPORATION OF THE TOWNSHIP OF RYERSON

Date: August 12, 2025

Resolution Number: R- 114 - 25

Moved by: Councillor Robertson

Seconded by: Councillor Patterson

**WHEREAS** the District Parry Sound Social Services Board Area 4 Representative has forfeited their position;

**AND WHEREAS** there is a need for a new Area 4 representative on the board;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Township of Ryerson wishes to nominate Sean Cotton to represent Area 4 on the District of Parry Sound Social Services Board.

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				