



P.O. Box 463, Burk's Falls, Ontario P0A 1C0  
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[www.burksfallsdistricthistoricalsociety.com](http://www.burksfallsdistricthistoricalsociety.com)  
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Heritage Centres  
Watt Century Farm House  
827 Chetwynd Road  
Armour Township  

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Wiseman's Corner Schoolhouse  
112 Midlothian Road  
Ryerson Township

**MINUTES**  
**Burk's Falls & District Historical Society**  
**Fell Homes, Burk's Falls**  
**Monday, March 27, 2017**

Members Present: Linda Maurer - President  
Betty Caldwell – Vice President  
Rakel Gray - Treasurer  
Charlene Watt – Secretary  
Diane Brandt  
Nieves Guijarro  
Lorne Main  
Bruce Campbell  
Rosalind Hall

The Members present constituted a quorum.

**Call to Order:**

The meeting was called to order at 7:02 p.m.

Linda Maurer in the Chair.

**Welcome:**

Linda welcomed Members.

**Delegation:**

None

**Approval & Amendments of the Minutes of the Last Meeting:**

Acceptance and adoption of the February 13, 2017 Meeting Minutes as circulated:

**Moved by Diane Brandt, Seconded by Betty Caldwell. Carried**

**Treasurer's Report:**

Treasurer's / Financial Report presented by Rakel Gray. The bank balance on March 1, 2017 was \$5,634.70. Total expenses for 2016 were \$21,929.20 and total revenue for 2016 was \$18,324.17. The Financial Report has been attached for review.



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**Motion to accept the treasurer's report and year end financial report and pay the monthly invoices: Moved by Rosalind Hall, Seconded by Lorne Main. Carried**

### **Committee Reports:**

*Archive Committee:* Over 185 volunteer hours have been dedicated by Diane Brandt and Betty Caldwell since January in archiving artifacts. Most of the items in the baby's room at the Watt Farm House have been archived but still lots of items to be catalogued. The schoolhouse artifacts are to be catalogued in the fall.

### **General Business:**

1. *Elections:* Charlene Watt accepted the nomination for the position of Secretary. Nominated by Betty Caldwell and seconded by Bruce Campbell. No nominations or acceptance of nominations were accepted for the positions of President, Vice-President, Treasurer and Membership Committee. The matter has been deferred until the next meeting. Linda Maurer will remain the President/Treasurer until her retirement.
2. *Audit Review Committee:* Rosalind Hall and Betty Caldwell volunteered to spot check bank statements and complete and audit review of annual banking transactions by the next meeting.
3. *Draft Budget:* Linda Maurer presented a revised 2017-2018 Budget to Members. The budget for the year is submitted at \$32,279.00. Last year's budget was \$27,400.97. The budget details are attached.
4. *Charitable Status:* We have received the documents from Revenue Canada and have obtained charity status. We can now issue receipts for donations. It was decided by Members to issue receipts for donations of \$20 or more.
5. *Summer Employment:* We are re-advertising the position of the 12 week Summer Assistant Curator Position and the Museum Curator (now renamed the Heritage Site Supervisor). Resumes will be accepted until April 13, 2017. Confirmation of employment will occur after the Historical Society receives confirmation of government and municipal financial support and funding for 2017.



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6. *2017 Themes:* The theme for 2017 at the heritage centres will be local community organizations over the years and will include the Oddfellows Lodge, Lions Club, Orange Lodge, Masonic Lodge, etc. 2017 will also focus on obtaining corporate sponsorships. We will not be selling calendars in 2018.
7. *Membership Fees:* Members in attendance submitted 2017 membership forms and dues to the President.
8. *Canada 150:* Rosalind Hall reported on behalf of the Township of Ryerson regarding the June 24, 2017 event. Ryerson will have Doug Blackmore's horse and wagon rides and Glenn Reid will entertain attendees with a musical performance. Ryerson will purchase a full slab Canada Day cake and serve it at the schoolhouse. A port-a-potty has been rented as well. There is hopes to serve peameal bacon on a bun (the BBQ) at the schoolhouse. Rosalind indicated that people will be encouraged to park at the municipal garage. The yard sale will be held on the municipal property. The school homecoming event will involve a flyer invitation to locals. The fireman's tent has been reserved and will be put up on the schoolhouse property. The Township of Ryerson will be holding a picture drawing contest for MA Wittick Junior Public School Students. It's the last year of the school being opened and Rosalind would like to have a minimum of 150 student entries. This is a project that would be completed on school time and completed artwork would be picked up by Municipal Representatives on June 2, 2017. Themes include: school days between 1867-2017, what school will be like in 2067, and the meaning of education / Canada to you. The entries will be put on display at the event and then stored in a time capsule at the Township office and be opened on Canada's 200<sup>th</sup> Anniversary in 2067! All participants will receive a commemorative Ryerson-Canada 150 pin. Linda Maurer advised that the Historical Society will have Tom Bryson of Westwind Forestry attend the event with a public awareness program, quilters will also put on a display. We will have steamship pictures/videos and students dressed in costumes. Linda will contact Henry Vanduzen/Pam Miller to promote logging games/contests. Nieves will supply videos/projector and a laptop. The schoolhouse event will run from 12:00 p.m. - 3:30 p.m.

Charlene Watt provided a written report on the Canada Day Celebration at the Watt Farm House on behalf of the Township of Armour – the report has been attached for Member review. A site plan requires drafting for the placement of the rentals and displays. It was confirmed that Hammond Horse Drawn Wagon Rides will attend. Dick Watt has provided verbal authorization to set up the Touch A Truck Display on his field. Township of Armour confirmed insurance coverage for the display.



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Linda Maurer confirmed that the Mulligan's will attend the July 8, 2017 event and set up a maple syrup display. Diane Brandt confirmed a trapper display and tractors from Weidmark.

9. *T-Shirt Order:* Diane Brandt provided a sample of the t-shirt that would be created to promote the Historical Society. The logo is very detailed and will need to be put on the t-shirt as a plastic print. The cost is \$10.00 + HST per shirt. Members discussed offering a combo membership/t-shirt offer for \$20.00. Twelve extra t-shirts were ordered for the promo. Six members will purchase t-shirts. Diane Brandt will order the items.
10. *High Park Photographs:* Diane Brandt brought in two samples of frames for the high park photographs. Betty Bloomer's son-in-law will donate \$400 towards the cost of framing the pictures. The costs were either \$515.09 or \$406.00 for the selected frame samples. Members chose the \$406.00 black frame that is UV protected glass. The work order estimate is attached for Member review.

**Other Business:**

None

**Adjournment:**

It was decided to meet on Monday, April 17, 2017 at the Fell Homes at 7:00 p.m. There being no further business, **Diane Brandt moved to adjourn the meeting at 9:09 p.m.**

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Recorded by  
Charlene Watt, Secretary

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Approved by  
Linda Maurer, President



# 2017

## Nomination Form The Burk's Falls and District Historical Society

I nominate Charlene Watt as a Secretary  
(Name) (Position)

Nominator Betty Caldwell Signed Betty Caldwell

Seconded Bruce Campbell Signed Bruce Campbell

I (name of nominee) Charlene Watt accept the nomination above.

Signed (nominee) Charlene Watt Date March 27, 2017



BURK'S FALLS DISTRICT HISTORICAL SOCIETY  
2017-2018 BUDGET

<b>EXPENSE:</b>	<b>2016-2017 Actual</b>	<b>2017 -2018 BUDGET</b>
TELEPHONE/INTERNET	\$ 1,262.28	\$ 682.00
GARDEN/SNOW REMOVAL	\$ 380.00	\$ 250.00
OFFICE SUPPLIES	\$ 378.37	\$ 300.00
BANK CHARGES	\$ 75.50	\$ 75.00
CALENDARS	\$ 828.29	\$ -
DONATIONS/MEMBERSHIPS	\$ 105.00	\$ 100.00
ADVERTISING-TOD Signs	\$ 968.49	\$ 400.00
EQUIPMENT- SHELVING		\$ -
SPECIAL EVENT DAYS- CANADA 150 CELEBRATIONS IN PARTNERSHIP WITH MUNICIPALITIES	\$ 1,416.52	\$ 1,500.00
SCHOOL HOUSE - HYDRO, GRASS CUTTING PEST CONTROL This year we will reimburse Ryerson for the expenses of the building. This provides an accurate costs to maintain the Society		\$ 3,100.00
WAGES - SUMMER AND MATURE CURATOR netted by Armour less grants received	\$ 15,547.83	
Summer students & Curator		\$ 20,572.00
BUILDING REPAIRS/CAPITAL RENOVATIONS FUND		\$ 4,500.00
INSURANCE	\$ 660.96	\$ 700.00
BOOK PURCHASES	\$ 84.00	\$ -
Petty Cash	\$ 100.00	\$ 100.00
<b>TOTAL EXPENSES</b>	<b>\$ 21,807.24</b>	<b>\$ 32,279.00</b>
<b>REVENUE:</b>		
BANK BALANCE	\$ 9,283.20	\$ 5,594.00
CALENDAR SALES 2016 - 2017 CORPORATE SPONSORS	\$ 1,712.00	\$ 1,200.00
PUBLIC DONATIONS	\$ 1,236.21	\$ 2,000.00
SALES OF BOOKS/CARDS/dvd's	\$ 501.50	\$ 500.00
MUNICIPAL GRANTS requesting each municipality consider \$5,000 each	\$ 12,602.85	\$ 15,000.00
PROVINCIAL OPERATING GRANTS	\$ 1,545.00	\$ 1,545.00
Memberships	\$ 30.00	\$ 100.00
Sale of newspapers	\$ 206.00	\$ 100.00
Msc	\$ 37.86	\$ 100.00
SUMMER STUDENT GRANT-Canada Summer Jobs and Young Canada Works if funding is received		\$ 5,690.00
BANK INTEREST		\$ 50.00
FUND RAISERS	\$ 246.35	\$ 400.00
<b>TOTAL REVENUE:</b>	<b>\$ 27,400.97</b>	<b>\$ 32,279.00</b>

BURK'S FALLS DISTRICT HISTORICAL SOCIETY  
2017-2018 BUDGET

**Notes:**

Telephone & Internet calculated at \$ 56.64 monthly charge by 12 months

Capital Fund - kept in reserve for any future work that may be required or purchase of shelving and display centres for both areas

We would like to have a curator from May to October 1 for 24 hours per week . This will help us to ensure we can staff both facilities at least 3 days per week.

We have removed the charge for garbage and MOL book as we will ensure staff remove garbage with our summer staff and volunteers.

I have removed the remuneration to volunteers as indicated in the costs for the school house provided by Ryerson Township. It is not our practice to provide a remuneration

to just one volunteer. We have several (Betty, Diane & Dona) who work tirelessly for the Historical Society throughout the whole year without their continued support and hard work we would be hard pressed to continue. Should Ryerson Township wish to acknowledge a particular volunteer that is your choice however, we will not be including it in our budget.

We decided not to pursue calendar sales again this year and will try to secure Corporate Sponsors as we now have Charitable Status and can provide income tax receipts.

Maintenance is always needed at both facilities and shelving is really needed at both locations we are applying for a Rick Hanson Accessibility grant to put in a wheel chair ramp at the Watt farmhouse however we will be required to contribute \$1,000 towards the costs.







Payee	Cheq #	Amount	Calendars	Spec. Events	Office Supplies	Internet/home	Petty Cash	Equip	Advetising	Bank Charges	Donation	Member-ships	Snow Removal/ Grass Cutting	Insurance	NECO	Watt Farm	Book purchase	Sumer Students	Totals	
Mar 1, 2017 Bank balance forward																				5,634.70
March																				
Mar Net Spectrum	Auto WD	56.44				56.44														
Mar Arm Twp - History Books	66	63.00																63.00		
Mar Diane Brandt- Off Supply	67	41.28			41.28															
Mar Client First Canda	68	502.85							502.85											
Mar Bank Charges																				
Total					41.28	56.44			502.85									63.00		

	<b>REVENUE</b>	<b>Deposit</b>	<b>Total deposit</b>	<b>Member ships</b>	<b>Post cards</b>	<b>Sale of Books + DVDs</b>	<b>Public Donation</b>	<b>Legion Donation</b>	<b>Mun Donation</b>	<b>Prov Grants</b>	<b>Fund Raisers</b>	<b>Bank Interest</b>	<b>Sale of Calendars</b>	<b>Sale of News-paper</b>	<b>Misc</b>	<b>Events</b>	<b>Bank Reconciliation</b>
Mar 1/2017	Bank balance forward																5,634.70
	March																
Mar	Membership	10.00	10.00	10.00													
Mar	Newspaper	30.00	30.00											30.00			
Mar	Calendar	50.00	50.00									50.00					
Mar 31/16	Bank Interest																
	Total			10.00									50.00	30.00			

## **Ryerson Township Celebrates Canada 150 at the Wiseman's Corner School House Museum**

Ryerson Township invites all students at M.A. Wittick to submit original art works to help us celebrate a special "Homecoming" at the School House Museum on June 24, 2017 in honour of Canada's 150<sup>th</sup> anniversary. 150 student art works will be displayed at the Museum and then stored in a 'time capsule' at the Township office to be opened for Canada's 200<sup>th</sup> anniversary in 2067!

For the special Homecoming, students that attended the Wiseman Corner School House will be invited to join us to tour the museum, view historical displays, and share their stories. There will be entertainment and a FREE BBQ.

Current students of M.A. Wittick are also experiencing the end of an era with the closing of their school in 2017. We would like to engage these students to participate in our Homecoming event to learn about what it was like to go to school in a different era and to contribute to our shared history by illustrating what it means to them to go to school in 2017.

### Art Work Submissions:

Dimensions: 8.5 x 11 (inches)

Medium: painting, drawing, collage or digital

Themes: What is it like to go to school in Canada in 2017?  
What do you think it was like to go to school in Canada in 1867?  
What do you think school will be like in 2067?  
What does your school mean to you?  
What does Canada mean to you?

Entry Info: students are encouraged to include their name and age on the reverse of the art\*

Deadline: Friday, June 2, 2017

Exhibit: Saturday, June 24, 2017

All participants will receive a commemorative *Ryerson – Canada 150* pin!

\* works of art will only be included in the 'time capsule' if students choose to do so, and with parental permission

Questions? Contact Leanne Fetterley at Ryerson Township: [deputyclerk@ryersontownship.ca](mailto:deputyclerk@ryersontownship.ca)

**Help us create 150 new works of art in honour of Canada 150!**



## DISTRICT OF PARRY SOUND

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# Canada 150 / Heritage Day Celebration



## Theme

Canada 150 / Heritage Day at the Watt Century Farmhouse is a shared celebration being hosted by the Township of Armour and The Burk's Falls & District Historical Society and invites everyone to experience early farming life, industry and transportation.

## Event Listing

- The Township of Armour has reserved the following items for the celebration:

	<b>Description</b>	<b># of Volunteers Required</b>
<b>Sapling Trees</b>	200 White Spruce Sapling Trees have been ordered and will be handed out on a first come, first serve basis. These will be handed out in recognition of the Homestead Act, the logging industry, and encourage a greener future by distributing saplings to be planted. The tags that are attached to the sapling trees are enclosed for a reference.	1
<b>Port-a-Potty</b>	Two portable washrooms have been reserved through Northern Disposal & Sanitation for the event	0

	<b>Description</b>	<b># of Volunteers Required</b>
<b>Inflatables &amp; Games</b>	<ul style="list-style-type: none"> <li>A bouncy barn has been rented. Size of area required for set up is 27' x 23' x 20'. <b>One outlet is required for set up.</b></li> </ul>	1
	<ul style="list-style-type: none"> <li>Trackless train has been rented. Includes a locomotive, coal tender, 2 passenger cars and aboose. Cannot go on rough terrain. Gas powered. <b>Plan to run the attraction along Chetwynd Road.</b></li> </ul>	0
	<ul style="list-style-type: none"> <li>Bottle Ring Game. Loop bottles with a ring. <b>Require a table to set up.</b></li> </ul>	1
	<ul style="list-style-type: none"> <li>Hoverball Archery Game. Size of area required for set up is 15' x 10' x 11'. <b>One outlet is required for set up.</b></li> </ul>	2
<b>Tent</b>	A 20 x 20 tent has been rented for shade from the sun / shelter from the rain. Use to be determined by Armour.	
<b>Farmer's Market</b>	<p>Arrangements with Susan's Kitchen from Sprucedale made in November 2016 to attend the event and sell homemade preserves, etc. (no crafts)</p> <p>Arrangements with Grandpa's Kitchen from Kearney made in February 2017 to attend</p>	0
<b>Public Safety Programs</b>	<ul style="list-style-type: none"> <li>TransCanada Pipelines will be sending a display but no representatives.</li> <li>OPG (Ontario Power Generation) committed to attending the event</li> <li>CN Rail – CN Police to call me – safety presentation</li> <li>MNRF – pending confirmation of a Conservation Officer to attend and Learn to Fish Outreach Program with mobile unit (Watt field setup)</li> <li>May need tables to set up displays?</li> </ul>	1 – 2 ?
<b>Cake</b>	Will order from Valu-Mart. Budgeted item at \$75.00	
<b>Novelty Items</b>	72 wooden train whistles with lanyards to be handed out to small children	1

<b>Description</b>	<b># of Volunteers Required</b>
<b>BBQ</b>	Free catered BBQ for 200 people by the Girl Guides Guild and sponsored by Armour. Included menu items are: Burgers, Hotdogs, Sausages, Chips, Water and Pop.
<b>Touch A Truck</b>	<ul style="list-style-type: none"> <li>• To obtain permission from Richard Watt to use his field to set up the event.</li> <li>• Hoping to secure at least 10 vehicles for Touch-A-Truck.</li> <li>• Due date for Commitment Form is May 5, 2017</li> <li>• Targeted participants include Fire Dept, OPP, EMS, Hydro One, Military, Contractors, Municipal Public Works, Tow Truck, Vintage &amp; Racing</li> </ul>
<b>Petting Zoo</b>	Reservation cancelled. Provincial funding not received for the Celebration.
<b>Advertising</b>	<ul style="list-style-type: none"> <li>• Tri-fold brochure – Dave Gray BACED</li> <li>• Newspaper ad</li> <li>• Facebook / Website Promo</li> <li>• Flyers around town</li> </ul>
<b>Promotional Material</b>	Celebration Canada Promotional Material has been received and I have ordered for 600 participants: Canadian Flag Pins, Paper Hand Canadian Flags, Bookmarks with National Anthem, and Maple Leaf Tattoos.

## Considerations

A site plan drawing for the layout of the event items and displays is required in order to direct the exhibitors on the Celebration Day as to where to set up.

A power source (1 outlet) is required for the bouncy barn and another power source (1 outlet) for the archery game.

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## Historical Society Bookings

The below list are of items that the Historical Society has booked in the past for Heritage Day *or* mentioned in planning for the Canada 150.

Please consider the list for booking/purchasing to assist in planning another successful event:

- Fire Association Tent
- Speaker system (if speeches are to be presented)
- Hammond Horse Drawn Wagon Rides
- Maple Syrup Display
- Trapper Display
- Antique Tractor Display
- Archives of Ontario Display
- Additional farmer's market vendors?
- Music / live band of the era? (will another power source be required)
- Local Artist Display (Brad Crozier)
- Decorations (Canada Day theme)
- Paper Plates / Napkins / Utensils for Cake
- Free popcorn and/or cotton candy
- Tables and chairs
- Shuttle bus transportation from Burk's Falls
- Set up Volunteers
- Clean up Volunteers
- Waste Bins / Recycle Bins
- If historic games (sack races) are to be planned, props & volunteers to run the games are required

Report submitted by Charlene Watt, Senior Administrative Assistant

March 27, 2017





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# WORK ORDER Estimate

Date

Tue, Mar 14, 2017

ID Number	Company	Name	Phone	Job#
7665	Burk's Falls and District Historical Society	Diane Brandt	(705) 982-6502	

**A20297** Qty: **1** Description: Panoramic 1949 Art Price:

Print No: Condition: Artist: Size: 8 x 34 1/8

Moulding: 81.17	Fillet:	Readymade:
Matboard:	Mat Design:	Glass: 48.09
Mounting: 26.82	Fitting: 27.50	Hardware:
Multi-Angle:	Extra:	Other:

WO Total: 183.58 Art Total: Labor Total: Other Total:

**A20299** Qty: **1** Description: Panoramic 1947 Art Price:

Print No: Condition: Artist: Size: 8 x 33

Moulding: 79.23	Fillet:	Readymade:
Matboard:	Mat Design:	Glass: 44.63
Mounting: 25.35	Fitting: 26.50	Hardware:
Multi-Angle:	Extra:	Other:

WO Total: 175.71 Art Total: Labor Total: Other Total:

This estimate is good for 30 days from the date it was given. It only applies to materials selected in our pricing program. Selecting different materials or changing sizes may result in a price change.

Estimate given by Coles

Subtotal	hst	Total
359.29	46.71	406.00



3R Volunteer Program  
*Review* → *Recruit* → *Renew*

### Introduction:

Simply stated, community organizations and committees can be viewed as the lifeblood of the communities within the Almaguin Highlands. The efforts of volunteers within these organizations have a direct impact on the quality of life for all citizens within their communities. These organizations and volunteers have served our communities, in some cases, for decades by donating their time and money with the altruistic goal of serving people.

Many community organizations throughout the regions are facing very imminent challenges that are limiting their capacity to achieve their goals. These challenges include volunteer fatigue and aging, dwindling sources of income and funding, and a general loss of strategic direction. The 3R Volunteer Program aims to assist these organizations by improving their organizational efficiency and re filling their volunteer ranks.

### Program Rationale:

The broad objective of the 3R Volunteer Program (3R) is to engage community organizations throughout the region that are experiencing difficulties with achieving their desired potential within the communities they are serving. Specifically, the 3R program is aimed at addressing the following shared key issues:

- Lack of clear and/or shared organizational vision, mission and direction;
- Lack of capacity to improve, modernize and grow existing programming; and
- Difficulties in recruiting and retaining volunteers and implementing effective succession planning.

Through executing the program outlined below, participating organizations will ensure that they are equipped with tools and best practices that encourage volunteerism within their community.

### Program Description

The 3R program will leverage the support of municipal staff members to deliver a series of **4 training sessions** to community group board members and leaders **over a period of 8 weeks**. The program will include **two optional one hour one-on-one meetings** with community economic development staff which will provide assistance to individual groups. The sessions will be focused on the following broad topics:

1. Reaching or renewing a collective vision and mission within the organization AND defining the core functions of the organization and identifying desired areas for growth.
2. Determining the volunteer needs of each organization at all levels (board, permanent and function specific) AND creating role descriptions for board members.
3. Learning the basics of volunteer recruitment and how to establish a mutually beneficial volunteering experience for both the organization and the volunteer.
4. Creating a comprehensive volunteer needs list, preparing to onboard and wrap-up.



3R Volunteer Program  
*Review* → *Recruit* → *Renew*

Once the training sessions have been completed, the community economic development staff will launch a **volunteer recruitment campaign** targeted at filling the specific roles identified in the volunteer needs list.

### Program Outputs

Once each organization has completed the training sessions, they will be equipped with the following tools for onboarding volunteers:

- **Concise mission and vision statements** for all participating organizations. This will be used to resonate with current members and prospective volunteers.
- **Clearly defined position descriptions** and an accurate view of time requirements involved with each position. This will be crucial for succession planning and recruitment.
- **Up to date lists of volunteer needs** including full and part time volunteer needs.
- **Increase knowledge regarding volunteer management and recognition.**

### Desired Outcomes

The 3R program is designed to assist organizations with improving their overall operational efficiency through ensuring a clear organizational direction and improved volunteer management and leadership. The specific and measurable desired outcomes of the program are:

- 1) **Improved organizational efficiency:** Through the creation and documentation of vision statements, vision statements and outlines of their core functions / areas of impact each participating organization will be in a better position to attract new volunteers. This process will also provide the beginnings to the creation of comprehensive strategic plans.

**Measures of success include:**

- a) Number of organizations that reached completion;
- b) Number of newly created mission / vision statements;
- c) Number of updated strategic plans / business plans; and
- d) Number of identified opportunities for expansion (organizational or functional).

- 2) **Create manageable volunteer opportunities:** Through the creation of descriptive volunteer roles and requirements, both organizations and volunteers will benefit from a mutually rewarding experience. Organizations will know exactly what to expect from new recruits; and new recruits will have security in stepping in to a clearly defined role.

**Measures of success include:**

- a) Number of volunteer opportunities created and ready to be promoted;
- b) Number of volunteers recruited during campaign; and
- c) Percentage of roles filled within each organization.

\*\* These outcomes will be tracked through post-program follow up with each organization.



**DISTRICT OF PARRY SOUND**

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March 24, 2017

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Historical Society Members,

As the Health and Safety Coordinator for the Corporation of the Township of Armour, I have been directed to schedule Orientation to the Health and Safety Program for the incoming staff at the Watt's Farmhouse.

My preference would be to schedule this session prior to their first day of employment at the site. I would be willing to make myself available on a Saturday as I understand two of the positions will be filled by students that may still be in school. The session usually takes 4 hours.

Regular volunteers at the Farmhouse, Betty Caldwell and Dona Crawford should also attend this session as the Township has a legislated responsibility for the safety of its staff and volunteers.

Please contact me to schedule this session at the convenience of the society members.

Thank you,

Amy Tilley