

THE MUNICIPAL CORPORATION OF TOWNSHIP OF ARMOUR

Amended Agenda

April 28, 2026

PUBLIC MEETING: ZBA – Shipping Containers – 6:30 p.m.

VIDEO RECORDING DISCLAIMER & LAND ACKNOWLEDGEMENT

AMENDED AGENDA: *(Resolution)*

REGULAR MEETING AT 7:00 P.M.:

- Confirmation of the minutes of the regular council meeting of April 14, 2026 (1)
- Confirmation of the minutes of the special council meeting of April 22, 2026 (2)
- List of proposed resolutions (3)

DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF:

DELEGATIONS:

- Danika McCann, Recreation Co-ordinator – April 2026 Report *(Resolution)* (4)
- Andrew McGee, Chief Building Official – Sewage System Authority from NBMCA (4a)

ACCOUNTS FOR APPROVAL: NONE

APPLICATIONS: NONE

BY-LAW(S):

- # 24-2026 – To enact load restrictions on Township Bridges (5)
- # 25-2026 – To establish fees & charges for the Township of Armour – First & Second readings (6)
- # 26-2026 – To add provisions comparable with the OBC for Shipping Containers (7)
- # 27-2026 – To appoint Screening/Hearing Officers for AMPS, Repeal By-law #25-2025 (8)
- # 28-2026 - To authorize the submission an OILC application – Wheeled Excavator (8a)

REPORTS:

- Quarterly Planning Status Report – Planscape (January – March, 2026) (9)
- Historical Society – Minutes of April 20, 2026 meeting *(Resolution)* (10)
- AHHC – Meeting Minutes of March 5, 2026 (11)
- Library Board – Meeting of April 15, 2026
- Agricultural Society – Meeting of April 16, 2025
- Planning Board – Meeting of April 22, 2026 & 2025 Financial Statements (12)
- Regional Fire – Meeting of April 23, 2026 & November 6, 2025 Minutes (13)
- ACED – Meeting of April 23, 2026, DoED Report & RED Strategic Plan RFP *(Resolution)* (14)
- Informal TRI Committee – Meeting of April 21, 2026 & Rescheduling of TRI Meeting *(Resolution)* (15)
- Any other reports?

CORRESPONDENCE:

#16 TO #21

UNFINISHED BUSINESS:

- Township of Ryerson: Approval of 2026 Library Budget (22)

NEW BUSINESS:

- Staff Report: Loss of Municipal Records Due to Basement Flooding Event (23)
- DPSMA Spring Meeting Invitation (24)
- Township of Armour: Flood Information Package for Residents (25)
- Draft Joint Services Agreement: Arena (26)
- Draft Joint Services Agreement: Landfill (27)

CLOSED SESSION: IF REQUIRED

ADJOURNMENT:

DATES TO REMEMBER:

- May 1, 2026 – Nominations Open – Municipal Election 2026
- May 4, 2026 – KCC
- May 7, 2026 – AHHC
- May 7, 2026 – Almaguin Mayors Meeting
- May 10, 2026 – Mother's Day
- May 11-13, 2026 - FONOM Conference – North Bay
- May 12, 2026 – Public Meeting – Zoning By-law Amendment – 6:30 p.m. (Armstrong)
- May 12, 2026 – Regular Council Meeting

Any member of the public who wishes to attend the virtual Council meeting may contact the Clerk by 4:00 pm on Tuesday, April 28, 2026 by email at clerk@armourtownship.ca

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 14, 2026

The regular meeting of the Council of the Township of Armour was held on Tuesday, April 14, 2026 at 7:00 p.m. Those in attendance were: Mayor Rod Ward; Councillors Jerry Brandt, Wendy Whitwell and Dorothy Haggart-Davis; and Rod Blakelock; Delegations: Dave Creasor, Roads Supervisor, Alison McGregor, Treasurer and Danika McCann, Recreation Co-ordinator; Guests: Diane Brandt, Cheri Roser, Grace McCoy, Diane Brandt, Sarah Cooke, Nieves Guijarro and Carl Martin; Staff: Charlene Watt, Municipal Clerk and Dave Gray, CAO.

VIDEO RECORDING DISCLAIMER:

Participants were informed that the meeting will be recorded to provide a record of discussions and agreements held within the meeting. By staying in the meeting, virtually or in-person, participants consented to being recorded. Participants also agreed to recordings being posted to YouTube or other distribution services.

INDIGENOUS LAND ACKNOWLEDGEMENT:

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

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING:

The minutes of the public meeting held on March 24, 2026 were approved as circulated.

The minutes of the regular Council meeting held on March 24, 2026 were approved as amended.

DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF:

No pecuniary interest and general nature thereof were declared.

DELEGATIONS:

Dave Creasor, Roads Supervisor, presented his Staff Report dated April 14, 2026, which provided a monthly update on spring maintenance activities, noting ongoing road monitoring due to snowmelt and seasonal load restrictions anticipated to remain until mid-to late May, as well as confirmation that all equipment is operational following necessary repairs, including significant engine work on the 2022 Freightliner plow truck, repairs to the 1996 John Deere loader, and rebuilding of the water tank pump. The report also outlined tender results and capital purchasing, including surface treatment and micro seal work within budget on Ferguson Road and Skyline Drive, granular material supply and placement on various roads reflecting modest year-over-year cost increases, and the evaluation of wheeled excavator options through the Canoe Public Procurement Program, identifying the lowest compliant and most readily available option with local service support. Council subsequently awarded Tender #2026-02 for Surface Treatment on Ferguson Road and Skyline Drive and Tender #2026-03 for the supply, delivery, and spreading of over 7,500 tonnes of granular materials on various roads, and approved the purchase of a wheeled excavator through the Canoe Public Procurement Program.

A verbal update was also provided by the Roads Supervisor regarding the status of flooding and temporary road closures over the past 24 hours, including issues related to sinkholes and washouts. Several roads within the municipality have been affected. A significant weather event has been declared.

Danika McCann, Recreation Coordinator presented a Heritage Festival Report requesting direction on the delivery of the annual event, including considerations related to event format, available resources, and the respective roles of the Township and the Historical Society. Following discussion, Council acknowledged the opportunities and constraints outlined in the report and deferred direction to staff until input has been received from the Historical Society Members.

MINUTES

April 14, 2026

DELEGATIONS: cont'd.

Alison McGregor, Treasurer made a final presentation of the 2026 draft budget and advised of any last-minute changes that were made to the budget. Council discussed the final presentation and would approve the budget later on in the meeting.

Council reviewed the staff report from the Treasurer detailing Ontario Regulation 284/09 and the accompanying financial report. Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada require municipalities to capitalize and amortize tangible capital assets and to accrue liabilities related to post-employment and solid waste landfill closure and post-closure expenses. Council passed a resolution approving the report.

Council reviewed the staff report from the Treasurer regarding the reallocation and consolidation of certain municipal reserve funds. The report outlined that the COVID-19 Reserve, originally established to address unforeseen pandemic-related costs, is no longer required for its intended purpose as those impacts have subsided. It also noted that operational changes have resulted in recycling services no longer being managed separately from landfill operations, making the existing separate reserves unnecessary. The proposed transfers represent internal reallocations only, with no impact on the Municipality's overall financial position or taxation levels, while supporting improved financial management through streamlined reserve accounts aligned with current service delivery. Council passed two resolutions approving the transfers.

ACCOUNTS FOR APPROVAL:

The list of accounts for April 2026 was approved by resolution.

APPLICATIONS: NONE

BY-LAWS:

By-law #16-2026 being a by-law to enter into a shared service agreement for by-law enforcement services with the Township of Machar was read in its entirety and passed by resolution.

By-law #17-2026 being a by-law to set tax ratios for 2026 was read in its entirety and passed by resolution.

By-law #18-2026 being a by-law to set tax rates for 2026 was read in its entirety and passed by resolution.

By-law #19-2026 being a by-law to confirm the proceedings of Council at its March 2026 meetings was read in its entirety and passed by resolution.

By-law #20-2026 being a by-law to appoint a fire chief for the Township of Armour was read in its entirety and passed by resolution.

By-law #21-2026 being a by-law to appoint a fire prevention officer for the Township of Armour was read in its entirety and passed by resolution.

By-law #22-2026 being a by-law to appoint a deputy fire chief for the Township of Armour was read in its entirety and passed by resolution.

By-law #23-2026 being a by-law to establish a Joint Audit Compliance Committee and appoint members for 2026-2030 was read in its entirety and passed by resolution.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 14, 2026

REPORTS:

Council reviewed the April 2026 Planning Report.

Council reviewed the minutes from the February 18, 2026 Library Board meeting.

Council reviewed the minutes from the March 23, 2026 Historical Society's AGM and monthly meeting.

Council reviewed the minutes from the February 25, 2026 Planning Board meeting. A verbal update was given on the March 25, 2026 meeting.

Council reviewed the March 26, 2026 ACED Director's Report and the minutes from the February 26, 2026 meeting. A verbal report was given on the March, 2026 meeting.

Council reviewed the minutes from the December 4, 2025, January 8, 2026 and February 5, 2026 AHHC meeting. A verbal report was given on the April 2, 2026 meeting.

A verbal update was given on the April 2, 2026 MAHC Political Leaders Forum and reviewed the minutes from the October 9, 2025 meeting.

Council reviewed the agenda package for the April 8, 2026 Almaguin Highlands O.P.P. Detachment Board meeting.

Council reviewed the Integrity Commissioner's Annual Report for the period of December 19, 2024 to December 18, 2025 and passed a resolution approving the report as presented.

A verbal update was given on the office flood damage due to the ruptured hot water tank. Over six inches of water filled the basement resulting extensive property damage, including municipal records on April 12, 2026 while the office was closed. An insurance claim has been filed. The municipal office has reopened to the public. The furnace is not operational and there is no hot water. A second SUP pump in the furnace room was recommended.

Council was advised that the MNRF has been releasing regular flood watch and flood warning updates and communicating with the municipalities.

Staff advised Council that in response to the spring thaw and heavy rainfall, sand bags are available to residents for pick up at the Katrine Community Centre. The Roads Department have dropped sand at Doe Lake Municipal Park and Dobbs Beach for Armour residents.

CORRESPONDENCE:

Council reviewed a donation request from Karis Disability Services and passed a resolution approving a donation.

Council reviewed a request from Near North Crime Stoppers to support the annual golf tournament. Council passed a resolution approving a donation.

Council reviewed a letter from Practice Leader Advocacy and Tax Policy Canada requesting support in petitioning the province to direct MPAC to create a 2027 Assessment Roll. Council passed a supporting resolution.

Council reviewed a request from FONOM to support their resolution to the Governments of Canada and Ontario to provide equitable access to housing and infrastructure funding for Northern Ontario. Council passed a supporting resolution.

Council reviewed a proposal from Craig Baird, Canadian History Ehx, offering to create a dedicated feature video about the Township's history and heritage. Council discussed the submission and the benefits of consulting with the Historical Society for the project. Council tabled a resolution approving the request and the cost.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 14, 2026

CORRESPONDENCE: cont'd.

Council reviewed a donation request from the Almaguin Highlands Secondary School regarding the Graduation Awards Program. Council passed a resolution approving a donation.

Council reviewed an Ontario News Release advising that the province is protecting drivers on the Highway 11/17 corridor by increasing enforcement.

Council reviewed a FONOM media release in response to the province increasing enforcement on the Highway 11/17 corridor and expressed appreciation for the province's engagement.

Council reviewed an invitation from Hydro One to participate in a community open house regarding the proposed Sudbury Barrie Transmission Line.

Council reviewed a public notice from Statistics Canada advising of census job opportunities in the community.

Council reviewed the February 2026 Monthly Jobs Report and the March 2026 Labour Focus from the Labour Market Group.

Council reviewed a letter from CN Rail advising of right-of-way vegetation management that will take place within the Township from April to October, 2026.

Council reviewed a letter from the Ministry of Finance advising of a proposed change to streamline municipal Education Property Tax remittance processes.

Council received an email from Almaguin Pride offering to provide inclusivity training at a cost of \$250.

Council reviewed a flyer from Almaguin Recycling Initiative promoting HazMat Days in 2026.

Council reviewed a Notice of Hearing from the Ontario Energy Board on proposed changes to the model franchise agreement.

Council reviewed an Ontario News Release advising that the province is ready for 2026 wildland fire season.

Council reviewed a letter from the MNR providing information on new regulations under the Wildland Fire Management Act. A decision was made to implement framework for issuing administrative monetary penalties and to make updates to the outdoor fire regulation.

Council reviewed an Ontario News Release advising that the province is raising minimum wage to \$17.95 effective October 1, 2026.

Council reviewed a media release from FONOM urging the province to act as Manitoba advances compassionate intervention legislation to address addiction and public safety.

UNFINISHED BUSINESS:

Council reviewed the revised 2026 budget for the Burk's Falls, Armour, Ryerson Union Public Library that was approved by the Library Board. The new cost formula is based on population, not on users. Council confirmed with the Treasurer that funds are being allocated annually to the library reserve in addition to the municipality's contributions to the annual library budget. Council discussed the increases and passed a resolution approving the budget.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 14, 2026

UNFINISHED BUSINESS: cont'd.

Council reviewed a resolution from the Township of Ryerson supporting a donation of \$5,000 to ACED for the 2026 year. It was requested that ACED provide the Township a detailed list of services that the donation will cover and a detailed list of what the Township of Ryerson would receive if they were a full member.

Council reviewed documentation pertaining to the Notice of Case Management Conference scheduled for April 29, 2026, respecting the appeal by PowerBank/Creasor to the Ontario Land Tribunal regarding the refused Official Plan Amendment and Zoning By-law Amendment application for the proposed lithium battery energy storage system at 219 Peggs Mountain Road.

Council reviewed the previously defeated Resolution No. 2026-60 from the February 24, 2026 Council meeting, along with supporting documentation provided by the Almaguin Highlands Health Centre (AHHC), including financial statements and deficit contribution invoices for 2024 and 2025. During discussion, Council recalled that approval of the invoice payments had been deferred pending the establishment of a broader agreement led by the Village of Burk's Falls in collaboration with AHHC and participating municipalities. Following further consideration, Council introduced a new resolution and approved the payment as a donation in support of residents of the Almaguin Highlands.

NEW BUSINESS:

Council reviewed a public notice advising of Council's intent to approve a revised fees and charges by-law. Fees that will be amended include the cemetery fees per a requirement of the BAO, hourly fees for the Katrine Community Centre to suit the new software system and administrative fees for the Building Department.

Council reviewed the Municipality's Notice of Nominations advertisement for the 2026 municipal election. Nominations papers may be filed from May 1, 2026 to August 20, 2026 until 2:00 p.m.

Council reviewed a public meeting notice concerning a proposed zoning by-law amendment to add provisions for a shipping container within the Township.

Council reviewed a public meeting notice concerning a proposed zoning by-law amendment to permit a lot addition for Part Lots 21, 22, 23 and 24, Concessions 3, 4 & 5 to fulfill a condition of a technical consent file B-049/25.

Council reviewed an Environmental Health Summer Beach Program by the North Bay Parry Sound District Health Unit.

Council reviewed a notice from Franco Nord Conseil Scolaire Catholique regarding the 2026 school board elections. One trustee is to be elected for the southeast sector.

Council reviewed a notice from Nipissing-Parry Sound Catholic District School Board regarding the 2026 school board elections. Two trustees are to be elected for the East and South of the City of North Bay geographic area.

Council reviewed a notice from Near North District School Board regarding the 2026 school board elections. One trustee is to be elected for Zone 5.

RESOLUTIONS:

Resolution #2026-89 - Moved by Jerry Brandt, seconded by Rod Blakelock; That the Council of the Township of Armour approve the minutes of the public meeting held on March 24, 2026, as circulated. Carried

Resolution #2026-90 - Moved by Jerry Brandt, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour approve the minutes of the regular Council meeting held on March 24, 2026, as amended. Carried

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 14, 2026

RESOLUTIONS: cont'd.

Resolution #2026-91 - Moved by Dorothy Haggart-Davis, seconded by Jerry Brandt; That the Staff Report from the Roads Supervisor dated April 14, 2026, regarding Tender #2026-02 for Surface Treatment/Micro Seal on various roads be received and that the Council of the Township of Armour approve and award the contract to Duncor Enterprises for a tender price of \$292,831.40 plus HST. Carried

Resolution #2026-92 - Moved by Wendy Whitwell, seconded by Rod Blakelock; That the Staff Report from the Roads Supervisor dated April 14, 2026, regarding Tender #2026-03 for the Supply, Delivery, and Spreading of granular materials on various roads be received and that the Council of the Township of Armour approve and award the contract to Weeks Construction Inc. for a tender price of \$138,640.00 plus HST. Carried

Resolution #2026-93 - Moved by Jerry Brandt, seconded by Rod Blakelock; That the Council of the Township of Armour hereby receives the Staff Report from the Roads Supervisor dated April 14, 2026, regarding the purchase of a wheeled excavator through the Canoe Public Procurement Program;

And further that Council approves the purchase and awards the contract to RTI Equipment Solutions Inc. in the amount of \$350,643.03 plus HST;

And further that any budget overage be funded from the Capital Reserves. Carried

Resolution #2026-94 – Intentionally omitted.

Resolution #2026-95 - Moved by Dorothy Haggart-Davis, seconded by Jerry Brandt; WHEREAS generally accepted accounting principles for local governments established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada require municipalities to capitalize and amortize tangible capital assets, and to accrue liabilities related to post-employment and solid waste landfill closure and post-closure expenses;

AND WHEREAS Ontario Regulation 284/09 states that a municipality may exclude these expenses from budgeted amounts for which revenue must be raised; AND WHEREAS Ontario Regulation 284/09 requires Councils to adopt a report that shows the impact of fully covering these expenses;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Armour approves the report entitled "Municipal Act, 2001 Ontario Regulation 284/09, 2026 Budget". Carried

Resolution #2026-96 - Moved by Wendy Whitwell, seconded by Dorothy Haggart-Davis; WHEREAS the Municipality established a COVID-19 Reserve to address costs associated with the COVID-19 pandemic;

AND WHEREAS the remaining balance of \$1,987 in the COVID-19 Reserve is no longer required for its original purpose;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour approves the transfer of the remaining balance of \$1,987 from the COVID-19 Reserve to the Capital Reserve;

AND FURTHER THAT staff be authorized to complete all necessary financial and administrative actions to implement this transfer. Carried

Resolution #2026-97 - Moved by Jerry Brandt, seconded by Rod Blakelock; WHEREAS the Municipality maintains both a Landfill Reserve and a Recycling Reserve;

AND WHEREAS the Armour Recycling Reserve has a balance of \$42,358 and the Armour Landfill Reserve has a balance of \$407,690;

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 14, 2026

RESOLUTIONS: cont'd.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour approves the consolidation of the Armour Recycling Reserve into the Armour Landfill Reserve;

AND FURTHER THAT the balance of \$42,358 be transferred to the Armour Landfill Reserve, resulting in a combined balance of \$450,048;

AND FURTHER THAT staff be authorized to complete all necessary financial and administrative actions to implement this consolidation. Carried

Resolution #2026-98 - Moved by Dorothy Haggart-Davis, seconded by Rod Blakelock; That the Council of the Township of Armour approve the April 2026 accounts, in the amount of \$884,351.71 for payment, and the Mayor and the Treasurer are hereby authorized to sign cheques for same. Carried

Resolution #2026-99 - Moved by Wendy Whitwell, seconded by Jerry Brandt; That the Council of the Township of Armour have read and approve By-law #16-2026 being a by-law to enter into an agreement for Municipal By-law Enforcement services with the Township of Machar and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #2026-100 - Moved by Wendy Whitwell, seconded by Jerry Brandt; That the Council of the Township of Armour have read and approve By-law #17-2026 being a by-law to set tax ratios for municipal purposes for 2026 and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #2026-101 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour have read and approve By-law #18-2026 being a by-law to set and levy the rates of taxation in the Township of Armour for 2026 and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #2026-102 - Moved by Jerry Brandt, seconded by Wendy Whitwell; That the Council of the Township of Armour have read and approve By-law #19-2026 being a by-law to confirm the proceedings of Council at its March 2026 meetings and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #2026-103 - Moved by Dorothy Haggart-Davis, seconded by Jerry Brandt; That the Council of the Township of Armour have read and approve By-law #20-2026 being a by-law to appoint Joe Readman as Fire Chief and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #2026-104 - Moved by Rod Blakelock, seconded by Wendy Whitwell; That the Council of the Township of Armour have read and approve By-law #21-2026 being a by-law to appoint Cameron Haffner as Fire Prevention Officer and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #2026-105 - Moved by Jerry Brandt, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour have read and approve By-law #22-2026 being a by-law to appoint Evan McEneny as Deputy Fire Chief and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #2026-106 - Moved by Rod Blakelock, seconded by Wendy Whitwell; That the Council of the Township of Armour have read and approve By-law #23-2026 being a by-law to establish a Joint Compliance Audit Committee and appoint members for the 2026-2030 municipal election period and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 14, 2026

RESOLUTIONS: cont'd.

Resolution #2026-107 - Moved by Dorothy Haggart-Davis, seconded by Rod Blakelock; That the Council of the Township of Armour accepts the Integrity Commissioner's Annual Report for the period of December 19, 2024 to December 18, 2025 and that Council approve the report as presented. Carried

Resolution #2026-108 - Moved by Rod Blakelock, seconded by Jerry Brandt; That the Council of the Township of Armour approve a donation, in the amount of \$250 to Karis Disability Services to support the events they are hosting to provide supports for vulnerable people within our area. Carried

Resolution #2026-109 - Moved by Wendy Whitwell, seconded by Rod Blakelock; That the Council of the Township of Armour approve a donation in the amount of \$200 to Near North Crime Stoppers to support the work they do in our community. Carried

Resolution #2026-110 - Moved by Wendy Whitwell, seconded by Dorothy Haggart-Davis; WHEREAS a well-functioning and up-to-date assessment system supports strong communities and makes the province an attractive place to invest; and

WHEREAS property assessments in Ontario have not been updated in over a decade, making them the most outdated in Canada, while provinces such as Alberta and British Columbia update assessments annually to reflect current market conditions; and

WHEREAS the prolonged pause in the reassessment cycle has created significant distortions in assessed values, resulting in inequities among property classes; and

WHEREAS outdated assessments negatively impact investment decisions, economic competitiveness, municipal planning, and disproportionately affect independent small businesses; and

WHEREAS reassessments are designed to be revenue neutral for the municipality, ensure fairness in taxation, maintain public confidence in the property tax system, and support long-term municipal financial planning; and

WHEREAS a coalition of municipalities, chambers of commerce, tourism organizations, small businesses, and major property owners have called upon the Government of Ontario to update property assessments;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour calls upon the Premier of Ontario and the Minister of Finance to direct the Municipal Property Assessment Corporation to promptly resume the regular property assessment cycle; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario; the Minister of Finance; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; and the Municipal Property Assessment Corporation for their consideration and timely action. Carried

Resolution #2026-111 - Moved by Dorothy Haggart-Davis, seconded by Rod Blakelock; The Council of the Township of Armour supports FONOM and calls on the Federal and Provincial Governments to ensure that housing-enabling infrastructure programs are applied equitably across all regions, including Northern municipalities that do not levy development charges, and to establish complementary funding mechanisms that provide comparable support to address infrastructure needs and enable housing growth. Carried

Resolution #2026-112 - Moved by Jerry Brandt, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour supports the request from Craig Baird of Canadian History Ehx to partner in the creation of a community history video, in consultation with the Burk's Falls and District Historical Society, subject to the proposed terms and cost of \$500 + HST, as outlined. **Tabled**

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 14, 2026

RESOLUTIONS: cont'd.

Resolution #2026-113 - Moved by Jerry Brandt, seconded by Rod Blakelock; That the Council of the Township of Armour approve a donation in the amount of \$300 to the Almaguin Highlands Secondary School to support their Graduation Awards Program. Carried

Resolution #2026-114 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour approve the 2026 Burk's Falls, Armour & Ryerson Union Library Budget, in the net amount of \$213,869, with the Township of Armour's share being \$98,722;

Furthermore, that a separate reserve budget item of 2% of the total library budget be included in Armour's Reserve. Carried

Resolution #2026-115 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; WHEREAS Resolution No. 2026-60, considered at the February 24, 2026 Council meeting, which addressed deficit contributions to the Almaguin Highlands Health Centre, was defeated;

AND WHEREAS Council has reconsidered the matter and reviewed the supporting financial documentation, including deficit contribution requirements for the 2024 and 2025 fiscal years;

AND WHEREAS the Almaguin Highlands Health Centre provides essential healthcare services to residents of the Almaguin region;

NOW THEREFORE BE IT RESOLVED THAT Council approves a donation in the amount of \$3,338.00 for the Almaguin Highlands Health Centre 2024 deficit and a donation in the amount of \$8,353.00 to the Village of Burk's Falls for the Almaguin Highlands Health Centre 2025 deficit;

AND FURTHER THAT Council affirms its support for the Almaguin Highlands Health Centre and the residents of the Almaguin communities it serves;

AND FURTHER THAT Council directs staff to follow up with the Village of Burk's Falls to review and address the ongoing deficit issues related to the Almaguin Highlands Health Centre, and to report back to Council with findings and recommendations. Carried

Resolution #2026-116 - Moved by Dorothy Haggart-Davis, seconded by Jerry Brandt; That the Council of the Township of Armour adjourns this regular council meeting at 9:57 p.m. until the next regular council meeting scheduled for April 28, 2026 or at the call of the Mayor or the Clerk. Carried

Rod Ward, Mayor

Charlene Watt, Municipal Clerk

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 22, 2026

A special meeting of the Council of the Township of Armour was held on Tuesday, April 22, 2026 at 10:00 a.m. Those in attendance were: Mayor Rod Ward; Councillors Rod Blakelock, Jerry Brandt, Wendy Whitwell and Dorothy Haggart-Davis; Municipal Lawyer, Ed Veldboom; Municipal Planner, Stefan Szczerbak; Fire Chief, Joe Readman; and Fire Prevention Officer, Cameron Haffner. Staff: Dave Gray, CAO and Charlene Watt, Municipal Clerk.

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS: None

DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF:

No pecuniary interest and general nature thereof were declared.

DELEGATIONS: None

ACCOUNTS FOR APPROVAL: None

APPLICATIONS: None

BY-LAWS: None

REPORTS: None

CORRESPONDENCE: None

CLOSED SESSION

The purpose of this closed meeting was under Section 239(2) (e) and (f) of the Municipal Act to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and for advice that is subject to solicitor-client privilege, including communications necessary for that purpose. A resolution was passed to move into closed session at 10:00 a.m.

A resolution was passed to move out of the closed session at 11:11 a.m. The Mayor reported on the items that were discussed in the closed session.

The Mayor reported on the items that were discussed in the closed session. Council passed a resolution to acknowledge that The No Lithium Way Citizens United Inc. group has submitted a request for participant status in the PowerBank BESS Ontario Land Tribunal appeal and confirmed that the Township does not oppose the granting of participant status.

UNFINISHED BUSINESS:

A verbal update was given on the municipal office building flooding and the restoration of the basement. Insurance coverage details and a repair quote will be brought forward to a future council meeting. A staff report on destroyed records will be presented at the next regular council meeting.

NEW BUSINESS: None

RESOLUTIONS:

Resolution #2026-117 – Moved by Dorothy Haggart-Davis, seconded by Rod Blakelock; That the Council of the Township of Armour hereby move into a closed session at 10:00 a.m. as per Section 239(2) (e) and (f) of the Municipal Act to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and for advice that is subject to solicitor-client privilege, including communications necessary for that purpose. Carried

Resolution #2026-119 – Moved by Rod Blakelock, seconded by Jerry Brandt; That the Council of the Township of Armour hereby adjourn and move out of closed session at 11:11 a.m. and report. Carried

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

April 22, 2026

RESOLUTIONS: cont'd.

Resolution #2026-120 – Intentionally omitted.

Resolution #2026-121 – Moved by Jerry Brandt, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour acknowledges that The No Lithium Way Citizens United Inc. group has submitted a request for participant status in the PowerBank BESS Ontario Land Tribunal appeal, and, noting that PowerBank's solicitor has indicated no opposition to the request, confirms that the Township is not opposed to the granting of participant status. Carried

Resolution #2026-122 – Moved by Dorothy Haggart-Davis, seconded by Rod Blakelock; That the Council of the Township of Armour adjourns this special council meeting at 11:19 a.m. until the next regular council meeting scheduled for April 28, 2026 or at the call of the Mayor or the Clerk. Carried

Rod Ward, Mayor

Charlene Watt, Municipal Clerk

ITEM # ON AGENDA (1)

That the Council of the Township of Armour approve the minutes of the regular council meeting held on April 14, 2026, as amended.

ITEM # ON AGENDA (2)

That the Council of the Township of Armour approve the minutes of the special council meeting held on April 22, 2026, as circulated.

ITEM # ON AGENDA (4)

That the Council of the Township of Armour accepts the Staff Report from the Recreation Co-ordinator, dated April 7, 2026 and directs staff to defer Heritage Day programming for 2026 in order to undertake strategic planning and develop a sustainable, well-coordinated approach to future community events, aligned with available resources and long-term objectives.

ITEM # ON AGENDA (4a)

THAT the Council of the Township of Armour accepts the Staff Report from the Chief Building Official dated April 28, 2026 regarding the transfer of on-site sewage system authority from North Bay Mattawa Conservation Authority to the Township of Armour, effective May 1, 2026;

AND THAT Council directs Staff to initiate a review of the current Shared Services Agreement with the Township of McMurrich-Monteith, with a view to exploring options that better reflect the current scope and complexity of service delivery;

AND THAT that consideration be given to transitioning Chief Building Official responsibility for McMurrich-Monteith to another party such as such as RSM Building Consultants with the Armour Township Building Department continuing to provide inspection and plans review services to McMurrich-Monteith.

ITEM # ON AGENDA (5)

That the Council of the Township of Armour have read and approve By-law #24-2026 being a by-law to enact load restrictions on municipal bridges and repeal By-law #38-2024 and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto.

ITEM # ON AGENDA (6)

That the Council of the Township of Armour have read a first and second time By-law #25-2026 being a by-law to update the fees or charges for services provided by the Township of Armour and to repeal By-law #57-2025.

ITEM # ON AGENDA (7)

That the Council of the Township of Armour have read and approve By-law #26-2026 being a by-law to amend Zoning By-law #27-95 to restrict and control the use of shipping containers and authorize the Mayor and the Clerk to sign this by-law and affix the Seal of the Corporation thereto.

ITEM # ON AGENDA (8)

That the Council of the Township of Armour have read and approve By-law #27-2026 being a by-law to establish the position of Screening Officer and Hearings Officer and to appoint persons as

Screening Officers and Hearings Officers in the Township of Armour and repeal By-law #25-2025 and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto.

ITEM # ON AGENDA (8a)

That the Council of the Township of Armour approve By-law #28-2026 being a by-law to approve a long-term loan application to OILC to finance the replacement of the wheeled excavator and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto.

ITEM # ON AGENDA (14)

That the Council of the Township of Armour accepts the recommendation of the Almaguin Community Economic Development (ACED) Board and approves the award of the contract for the Almaguin Highlands Regional Economic Development (RED) Strategic Plan Review and Update to _____ in the amount of \$_____ plus HST.

ITEM # ON AGENDA (15)

That Council for the Township of Armour adopts the recommendation of the TRI Council Sub-Committee to reschedule the TRI Council meeting originally set for May 25, 2026 to June 22, 2026, to be hosted by the Township of Armour, and further approves the cancellation of the TRI Council meeting scheduled for August 24, 2026.

ITEM # ON AGENDA (16)

That the Council of the Township of Armour supports the Municipality of Magnetawan and its opposition to the relocation of the Huntsville Cancer Clinic to Bracebridge, urging the Province to retain local oncology services in Huntsville to ensure equitable, accessible care for rural residents.

ITEM # ON AGENDA

That the Council of the Township of Armour adjourn this regular council meeting at _____ p.m. until the next regular council meeting scheduled for May 12, 2026 or at the call of the Mayor or the Clerk.



STAFF REPORT

Date: April 23, 2026
To: Council
From: Danika McCann – Recreation Coordinator
Subject: April Update

Updates and General Information Items from April Rec Meeting

Easter 2026 Recap

Feedback from participants indicated strong appreciation for the event’s relaxed atmosphere and level of organization, particularly in comparison to similar events attended within the region. Suggestions for future improvements included the addition of simple interactive activities, such as an egg toss.

Heritage Day 2026

The Recreation Department attended the Burk’s Falls & District Historical Society meeting on April 20, 2026. During this meeting, the Historical Society expressed concern that it is too late in the year to adequately plan a 2026 event. As a result, they have indicated support for Option 3 as outlined in the previous Recreation report presented to Council.

The Recreation Coordinator recommends initiating preliminary discussions with Joe Readman to determine a realistic timeline for the grand opening of the new fire hall. In addition, it is recommended that the Recreation Department and Fire Chief, Joe Readman meet and get a budget established to assess how the allocated funding may be utilized. Any remaining funds could then be explored for reallocation toward additional community programming opportunities.

- RESOLUTION -

Katrine Family Baseball Tournament (July 3–5, 2026)

Preparations for the tournament are progressing well, with six teams already expressing interest and enthusiasm for participation.

Planned enhancements for 2026 include engaging an external community organization to operate the food booth, allowing them to benefit from event proceeds, while the Township continues to manage the bar service. A Glow-in-the-Dark Fundraiser Dance will also be held on Saturday evening to support future improvements to the ball field.

The Township has also been successfully awarded the Jays Care Foundation program once again, which will provide equipment and supplies to support our baseball programming.

Ball Hockey Program (May 19 – June 23, 2026)

The Ball Hockey program reached full capacity quickly and was closed on March 26, 2026, with a total of 22 participants. Enrollment was limited due to available coaching resources and rink capacity.

Sponsorship from The Grooming Barn and Browns Services supported the purchase of team jerseys for participants.

Soccer Program (May 25 – June 29, 2026)

Registration for the Soccer program closed on April 22, 2026, with a total of 64 participants enrolled.

Ransome Well Drilling has generously supported the program for a second consecutive year through sponsorship of team jerseys.

Fall Fashion Frenzy – October 1, 2026

Planning is currently underway for the Fall Fashion Frenzy event. The Recreation Department is actively accepting donations of women's clothing and accessories in preparation.

Next Meeting

The next meeting is scheduled for May 3, 2026.



STAFF REPORT

Date: April 7, 2026
To: Council
From: Danika McCann – Recreation Coordinator
Subject: Heritage Day 2026 Direction and Decision

Purpose

The purpose of this report is to seek Council direction on the format and delivery of Heritage Day 2026. Three potential options have been identified through consultation with a subcommittee of the Historical Society and are being brought forward for Council's consideration.

Background

The Heritage Festival has historically operated as a larger-scale event. Council and staff have since shifted direction toward smaller, more focused heritage-based programming that better reflects the Township's historical assets and operational capacity.

Historically, the event has also required a significant level of involvement and operational support from Township staff, with less direct lead from the Historical Society than originally intended. As part of the shift in direction, there is an opportunity to better define roles and responsibilities moving forward to ensure a more balanced and sustainable approach.

In collaboration with a subcommittee of the Historical Society, two event options were developed and are presented below (Option 1 and Option 2). Following further review and internal discussion, a third option (Option 3) has also been identified for Council consideration.

Option 1: Heritage Day at Heritage Sites

Location: Watt Farm House and Wiseman Corner School House

Date: TBD

Estimated Cost: \$4,500

Example Activities:

Butter churning, BBQ, corn boil, kids' games, bake sale, lemonade station, raffle

Armour Staff Responsibilities:

- Organizing rentals
- Assisting with day-of logistics
- Creating and circulating promotional materials

Historical Society Responsibilities:

- Lead event coordination
- Volunteer recruitment and scheduling
- Site map and activity planning

Historical Society Concern:

Limited parking capacity

Recreation Department Comments:

This option aligns most closely with the Township's goal of refocusing on heritage assets and experiences.

Option 2: 50's/60's Dance at Katrine Community Centre

Location: Katrine Community Centre

Date: July 25, 2026

Estimated Cost: \$1,000

Event Details:

Dance event with a corn boil

Armour Staff Responsibilities:

- Organizing rentals for event
- Assisting with event logistics
- Creating and circulating promotional materials
- Bartending

Historical Society Responsibilities:

- Lead event coordination
- Volunteer recruitment and scheduling
- Event layout planning

Recreation Department Comments:

While this option presents a lower cost and simpler logistics, it does not strongly reflect the heritage-focused direction Council has identified.

It is also important to note that Armour Recreation Family Baseball will be hosting a Family Dance on Friday, July 3 as part of the annual Baseball Tournament, which may impact attendance and participation levels for a similar style event being hosted within the same month.

Option 3: Defer 2026 Programming to Allow for Strategic Planning

Description:

Do not proceed with a new event in 2026. Instead, utilize this time to develop a well-planned, sustainable, and intentional approach to future community programming.

This option focuses on avoiding the need to deliver a short-notice or reactive event and instead prioritizes long-term success through proper planning, coordination, and alignment with community needs and available resources.

Benefits:

- Allows for more thoughtful and strategic planning
- Supports development of sustainable programming models
- Improves overall quality and long-term success of future initiatives
- Reduces pressure on staff and volunteers to deliver within tight timelines

Recreation Department Comments:

This option provides the opportunity to step back and ensure that future programming is meaningful, well-organized, and sustainable, rather than delivering an event simply to maintain continuity.

Additional Consideration:

Along with any of these options, Council may wish to consider utilizing a portion or all of the available funds toward a future Grand Opening Celebration of the new fire hall. This could include a festival-style event at the new facility once completed and may provide an opportunity to reintroduce the Firefighters Challenge or develop a similar concept.

Joe Readman, Fire Chief, has expressed willingness to act as a liaison with neighbouring fire departments and Chiefs to support coordination and participation.

This type of event could be explored as a joint initiative involving multiple participating fire departments, with shared financial contributions and the potential to expand into a broader first responder-focused event.

Financial Overview

- Option 1: \$4,500
- Option 2: \$1,000
- Option 3: No immediate event cost (planning year)

Next Steps

Pending Council direction, staff will:

- Coordinate with the Historical Society and/or partners based on the selected option
- Confirm logistics, timelines, and responsibilities
- Develop and distribute promotional materials
- Provide updates to Council as required

Others Consulted

- Dave Gray, CAO
- Melissa Marshall, Recreation Assistant
- Joe Readman, Fire Chief
- Nancy Kyte, Historical Society
- Barry Burton, Historical Society



P.O. Box 463, Burk's Falls, Ontario P0A 1C0
Phone: 705-571-3308
Email: info@burksfallsdistricthistoricalsociety.com
www.burksfallsdistricthistoricalsociety.com
Like us on Facebook

Heritage Centres
Walt Century Farm House
827 Chelwynd Road
Armour Township
Wiseman's Corner Schoolhouse
112 Middleton Road
Riverson Township

Date: April 20, 2026

Notice of Motion #2026-04-20-01

Heritage Festival 2026

That the Burk's Falls and District Historical Society acknowledges the April 7, 2026 Staff Report regarding Heritage Day and the Township of Armour's Council request for consultation through the Recreation Co-ordinator, and supports Option # 3 as outlined in the report regarding Heritage Festival 2026.

to defer the event

Moved By: *Nancy Kite*
Seconded By: *D Hall*

Carried
 Defeated

Diane Brandt
Diane Brandt, President



STAFF REPORT

Date: April 28, 2026
To: Council of the Township of Armour
From: Andrew McGee, CBO
Subject: Transfer of On-Site Sewage System Authority from NBMCA to the Township

Purpose:

This report is presented to notify Council of the Township of Armour of the following:

- The transfer of administration and enforcement authority for on-site sewage systems from the North Bay Mattawa Conservation Authority (NBMCA) to the Township, effective May 1, 2026; and
- The anticipated impact of this transition on Building Department staff capacity, which may not have been fully reflected in the July 22, 2025 Staff Report prepared by the former CBO.

Background:

Effective May 1, 2026, responsibility for the enforcement of sewage system requirements under the Ontario Building Code (OBC) will be transferred from the NBMCA to the Townships of Armour (AT) and McMurrich-Monteith (MM).

The Building Department is currently coordinating with the NBMCA to receive all associated files - covering the period 2020–2026 for AT and 2018–2026 for MM - which will be provided in paper format.

CBO Andrew McGee holds MMAH qualification in Part 8 On-Site Sewage Systems; however, he has not previously enforced the OBC in this discipline. Perry Township CBO Mike Wilmon and Inspector Amanda Savage (formerly of the NBMCA) have generously offered transitional support and resources during this period.

Financial Considerations:

While the July 2025 Staff Report suggested that transition costs would be modest, a more thorough assessment indicates that this change will likely result in a near-doubling of the enforcement and administrative workload currently carried by the Building Department.

To provide context: the CBO currently serves as the sole Building Official for two municipalities, performing all enforcement, inspections, and plans review, as well as the majority of administrative and technical customer service functions. This is occurring concurrently with the

onboarding of one new shared staff member and the continued development of a second, who - while progressing well - is not yet operating independently.

The addition of on-site sewage enforcement will introduce the following new responsibilities for each applicable project or property:

- A second, separate plans review for each new build
- Three additional on-site inspections per new build
- Planning consultation for every new lot created through severance
- Reviews for additions and renovations to existing dwellings
- Clearance and proximity inspections for all additions
- Investigations into malfunctioning systems
- Administration and inspections related to mandatory maintenance programs

The Building Department has already been managing a demanding workload including improvements to the plans review process and resolution of a significant legacy enforcement backlog, particularly within MM. The addition of sewage system responsibilities, even with the welcomed assistance of the Perry Township Building Department, will place the department under considerable strain.

Recommendation:

THAT Council receive this report for information regarding the transfer of on-site sewage system authority to the Township of Armour, effective May 1, 2026.

AND THAT Council direct staff to initiate a review of the current Shared Services Agreement with the Township of McMurrich-Monteith, with a view to exploring options that better reflect the current scope and complexity of service delivery. In particular, it is recommended that consideration be given to transitioning CBO responsibility for MM to another party such as such as RSM Building Consultants with the AT Building Department continuing to provide inspection and plans review services to MM.

The volume and complexity of legacy enforcement matters in MM, combined with the challenges of the current transition period, make it prudent to reassess the existing arrangement to ensure sustainable and effective service delivery for both municipalities.

Others Consulted:

Dave Gray, Chief Administrative Officer
Rod Ward, Mayor

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #24-2026

Being a by-law to enact load restrictions on Municipal Bridges.

WHEREAS Section 20(1) of the *Municipal Act*, S.O. 2001, Chapter 25 as amended, authorizes Municipalities to pass By-laws in respect of a highway under its jurisdiction; and,

AND WHEREAS Section 123(2) of the *Highway Traffic Act* R.S.O. 1990 Chapter H.8, authorizes a municipality to limit the gross vehicle weight of any vehicle passing over a bridge for which the municipality has jurisdiction,

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

1. Limiting the load on the following bridges in the Township of Armour.
 - a. Horn Lake Road Bridge #8; triple load limit posting of 22 / 16 / 8 tonnes.
 - b. East Road Bridge #10; triple load limit posting of 23 / 16 / 8 tonnes.

As outlined and recommended in the report by Tulloch Engineering Inc. in association with C2S Engineering Inc. and Tulloch Engineering Inc.'s letter dated April 10, 2026 regarding the removal of load limits on the new North Pickerel Lake Bridge.

2. That the by-law be in effect for a period of 3 years.
3. That in the event that one of the listed bridges is replaced during the lifetime of this by-law, the weight restrictions on that bridge shall no longer apply.
4. That the Clerk of the Township of Armour is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
5. That By-law #38-2024 is hereby repealed.
6. That this By-law shall come into force and take effect as of 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 28th day of April, 2026.

Rod Ward, Mayor

Charlene Watt, Municipal Clerk



Planners | Surveyors | Biologists | Engineers

**April 10, 2026
201219**

Dave Creasor A.Sc.t, CRS
Road Supervisor
PO Box 533, 56 Ontario Street
Burks Falls, ON P0A 1C0

Re: North Pickerel Lake Road Bridge
Bridge Load Restriction Removal

Dear Dave,

In 2025, the above-noted bridge was replaced with a new structure. TULLOCH was the responsible engineer.

The new structure has been designed in accordance with the requirements of the Canadian Highway Bridge Design Code. The structure has been specifically designed to accommodate the CL-625-ON design truck loading specified for Ontario, representing full highway truck loading conditions.

Accordingly, the bridge is suitable for normal and heavy commercial vehicle use without restriction, consistent with current provincial and national design standards. Any previous load restrictions established under municipal bylaw for the former structure may now be removed.

Yours truly,
TULLOCH Engineering Inc.



Chris Stilwell, P. Eng.
Civil Engineering Lead / Principal

Huntsville Office 80 Main St. W., Huntsville, ON. P1H 1W9
T: 705.789.7851 | TF: 800.797.2997



THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW # 25-2026

Being a by-law to establish fees or charges for services provided by
The Municipal Corporation of the Township of Armour
and to rescind By-law #57-2025

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

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

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

AND WHEREAS the Funeral Burial & Cremation Services Act, 2002, S.O. 2002, provided that C. 33 (1) Every operator shall maintain a pricelist of the licensed supplies and services that are provided by the operator in accordance with the regulation;

AND WHEREAS the Funeral Burial & Cremation Services Act, 2002, S.O. 2022 also states that (2) Every licensee shall make the price list maintained under subsection (1) available to the public;

AND WHEREAS pursuant to Section 270(1) of the *Municipal Act*, S.O. 2001, c. 25, as amended, the Council of The Municipal Corporation of the Township of Armour provided notice in accordance with the Township of Armour Provision of Notice Policy By-law. Notice was posted on the Township of Armour’s website on March 27, 2026, posted at the Township of Armour’s Municipal Office on March 27, 2026 and placed in the Township of Armour’s Council Agenda Package of April 14, 2026.

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

1. That the fees and charges as set out in Schedule “A” attached hereto and forming an integral part of this By-law are hereby established and adopted by the Council of the Township of Armour.
2. That no request by any person for any information, service, activity or use of Municipal property will be provided unless and until the person requesting the information, service, activity or use of Municipal property has paid the applicable fee in the prescribed amount as set out in Schedule “A”.
3. That in the event any part of this by-law is determined by a court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of Council that such invalid part of the by-law shall be severable and that the remainder of this by-law shall continue to operate and to be in force and effect.
4. That in the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.

5. The Clerk of the Township of Armour is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
6. That this by-law shall be known as the "Fees and Charges By-law".
7. That By-law #57-2025 is hereby repealed.
8. That this by-law shall come into force and effect on the date of passing.

Read in its entirety a first and second time in open Council on the 28th day of April, 2026.

Read a third time, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 12th day of May, 2026.

Rod Ward, Mayor

Charlene Watt, Municipal Clerk

Township of Armour
User Fees/Permits and Other Charges

Schedule "A" - By-law # 25-2026 - Index

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Township of Armour
User Fees/Permits and Other Charges

Schedule "A" - By-law # 25-2026 - Page 1 of 16

Corporate Services

Description	Effective Date	2025	2026	2027	2028	2029
Admin. fees - commissioning of documents - 1st page	Jan 1st	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
- commissioning of documents - add. page	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Admin. Fees - certification of documents - per page	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Administration fees - returned cheques	Jan 1st	\$47.00	\$47.00	\$47.00	\$50.00	\$50.00
Armour books "Making the Past Visible"	Jan 1st	\$9.52	\$9.52	\$9.52	\$9.52	\$9.52
Administrative fee - Building Department	Jan 1st	5% of expenses (only charged up to the department's yearly surplus)				
Administrative fee - Replacement landfill card	Jan 1st	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Blue recycling boxes	Jan 1st	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Faxes - per page	Jan 1st	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Photocopies - per page	Jan 1st	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50
Photocopies - archived documents - per page	Jan 1st	\$2.00	\$3.00	\$3.00	\$3.00	\$3.00
Records search - minimum fee	Jan 1st	\$37.00	\$50.00	\$50.00	\$50.00	\$50.00
Records search - hourly rate	Jan 1st	\$41.00	\$45.00	\$45.00	\$45.00	\$45.00
HST is to be added to all fees listed above except for Armour books which are charged 5% GST						

Township of Armour
User Fees/Permits and Other Charges

Schedule "A" - By-law # 25-2026 - Page 2 of 16

Corporate Services

Description	Effective Date	2025	2026	2027	2028	2029
License fees - lottery/raffle/bingo	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Trailer license - annual renewal - By-law # 10-2023 (Years 1 to 5)	Jan 1st	\$615.00	\$615.00	\$620.00	\$620.00	\$625.00
- annual renewal By-law #10-2023 (Year 6)	Jan 1st	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
- annual renewal By-law #10-2023 (Year 7)	Jan 1st	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
- one month - By-law # 10-2023	Jan 1st	\$185.00	\$185.00	\$185.00	\$185.00	\$185.00
- two months - By-law # 10-2023	Jan 1st	\$310.00	\$310.00	\$310.00	\$310.00	\$310.00
- three months - By-law # 10-2023	Jan 1st	\$430.00	\$430.00	\$430.00	\$430.00	\$430.00
Civic address sign	Jan 1st	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Civic address post & hardware	Jan 1st	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Interest charge - overdue accounts - per month	Jan 1st	1.25%				
Tax certificates - per roll number	Jan 1st	\$80.00	\$80.00	\$80.00	\$85.00	\$85.00
Building/Zoning compliance letter/per roll #	Jan 1st	\$100.00	\$100.00	\$100.00	\$110.00	\$110.00
Sale of land for tax arrears - Administration fees only (excludes legal fees and disbursements) - HST to be added to fees						
Up to delivery to solicitor	Jan 1st	\$680.00	\$685.00	\$685.00	\$685.00	\$685.00
Extension agreement	Jan 1st	\$340.00	\$345.00	\$345.00	\$345.00	\$345.00
Processing of First Notice	Jan 1st	\$205.00	\$210.00	\$210.00	\$210.00	\$210.00
Processing of Final Notice	Jan 1st	\$205.00	\$210.00	\$210.00	\$210.00	\$210.00
Processing of Tax Arrears Cancellation Certificate	Jan 1st	\$205.00	\$210.00	\$210.00	\$210.00	\$210.00
Processing of tax sales up to open of tenders	Jan 1st	\$340.00	\$345.00	\$345.00	\$345.00	\$345.00
Tender opening	Jan 1st	\$340.00	\$345.00	\$345.00	\$345.00	\$345.00
Processing of property transfer to new purchaser	Jan 1st	\$340.00	\$345.00	\$345.00	\$345.00	\$345.00
Distribution of proceeds of tax sale	Jan 1st	\$340.00	\$345.00	\$345.00	\$345.00	\$345.00
HST is to be added to all fees listed above						

Township of Armour
User Fees/Permits and Other Charges

Schedule "A" - By-law # 25-2026 - Page 3 of 16

Building Permit Fees

Description of Construction or Renovation	Effective Date	2025	2026	2027	2028	2029
Residential dwelling unit/addition(s), cottage, mobile home and guest sleeping cabin with services	Jan 1st	\$2.00/sq.ft.	\$2.02/sq.ft.	\$2.04/sq.ft.	\$2.06/sq.ft.	\$2.08/sq.ft.
existing buildings, utility sheds, garages, boat houses, docks, fire places, swimming pools, etc.	Jan 1st	\$0.59/sq.ft.	\$0.60/sq.ft.	\$0.62sq/ft.	\$0.64/sq.ft.	\$0.66/sq.ft.
Guest sleeping cabin without services and enclosed additions to trailers	Jan 1st	\$235.00	\$240.00	\$245.00	\$250.00	\$255.00
Minor alteration, repair, renovation to a building structure	Jan 1st	\$235.00	\$240.00	\$245.00	\$250.00	\$255.00
Major alteration, repair, renovation to a building structure	Jan 1st	\$14.50 per \$1,000 of estimated value of work				
Demolition	Jan 1st	\$185.00	\$190.00	\$195.00	\$200.00	\$205.00
Change of use	Jan 1st	\$235.00	\$240.00	\$245.00	\$250.00	\$255.00
Construction or addition of a farm building other than for human habitation - barn, drive shed, etc.	Jan 1st	\$0.75/sq.ft.	\$0.76/sq.ft.	\$0.78/sq.ft.	\$0.80/sq.ft.	\$0.82/sq.ft.
Construction or addition of a building or structure for commercial, industrial or institutional purposes						
- Complete structure	Jan 1st	\$1.57/sq.ft.	\$1.59/sq.ft.	\$1.61/sq.ft.	\$1.63/sq.ft.	\$1.65/sq.ft.
- Shell only	Jan 1st	\$1.22/sq.ft.	\$1.22/sq.ft.	\$1.24/sq.ft.	\$1.26/sq.ft.	\$1.28/sq.ft.
Plumbing installations inside and outside, not included in a complete building package and would include, but not limited to additions and major repairs	Jan 1st	\$235.00	\$240.00	\$245.00	\$250.00	\$255.00
Building without a permit - Building By-law	Jan 1st	Double the permit fee, minimum \$600.00				
Orders Issued	Jan 1st	\$150.00	\$155.00	\$160.00	\$165.00	\$170.00
Registering a Building Code Act Order on title (includes legal fees)	Jan 1st	\$1,060.00	\$1,100.00	\$1,150.00	\$1,200.00	\$1,250.00
Tents & temporary buildings/structures for special events	Jan 1st	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00

Township of Armour
User Fees/Permits and Other Charges

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Building Fees

Description	Effective Date	2025	2026	2027	2028	2029
Annual Permit Maintenance Fee: Year 2 & 3	Jan 1st	\$235.00	\$235.00	\$235.00	\$235.00	\$235.00
Permit Maintenance Fee: Fee to maintain building permit that remains open for four (4) or more years. The fee is an annual amount based on the length of time the permit remains open	Jan 1st	Year 4 - \$400.00 / Year 5 - \$800.00 / Year 6+ - \$1,200.00				
Permit File Maintenance Fee	Jan 1st	\$125.00	\$130.00	\$130.00	\$135.00	\$135.00
Submission Fee	Jan 1st	\$55.00 if paper application is accompanied by PDF version of drawings \$100.00 if complete submission is paper based				
Revised Plans Review - First Revision	Jan 1st	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Revised Plans Review - Second Revision and/or Major Revision (per submission) at CBO discretion	Jan 1st	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Revised Plans Review - Beyond Second Revision and/or Major Revision (per submission) at CBO discretion	Jan 1st	\$60/hr	\$60/hr	\$60/hr	\$60/hr	\$60/hr
Transfer of Permits	Jan 1st	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Re-inspection due to incomplete work or uncorrected deficiencies	Jan 1st	\$130.00	\$130.00	\$135.00	\$135.00	\$140.00
Minimum permit fee	Jan 1st	\$235.00	\$240.00	\$245.00	\$250.00	\$255.00
Where calculation of a permit fee on a per sq. ft. basis is unfeasible, the CBO shall determine the permit fee based on the calculated value of the works at the following rate	Jan 1st	\$14.50 per \$1,000 of estimated value of work Value of work to be calculated at \$100.00 per sq. ft.				
Minimum charge to be retained on all applications for a building permit	Jan 1st	\$130.00	\$130.00	\$135.00	\$135.00	\$140.00

Township of Armour
User Fees/Permits and Other Charges

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Septic Fees

Description	Effective Date	2025	2026	2027	2028	2029
Class 2 (Greywater) & 3 (Cesspool) Sewage System Permit	Jan 1st		\$300.00	\$300.00	\$300.00	\$300.00
Class 4 Sewage System Permit (Tank & Bed)	Jan 1st		\$500.00	\$500.00	\$500.00	\$500.00
Class 5 Holding Tank	Jan 1st		\$400.00	\$400.00	\$400.00	\$400.00
Class 4 Tank Only	Jan 1st		\$250.00	\$250.00	\$250.00	\$250.00
Planning Act Proposal Desktop Review (lots > 10 acres)	Jan 1st		\$150.00 + \$50.00 for each additional lot	\$150.00 + \$50.00 for each additional lot	\$150.00 + \$50.00 for each additional lot	\$150.00 + \$50.00 for each additional lot
Planning Act Proposal Desktop Review with Site Inspection	Jan 1st		\$200.00 + \$75.00 for each additional lot	\$200.00 + \$75.00 for each additional lot	\$200.00 + \$75.00 for each additional lot	\$200.00 + \$75.00 for each additional lot
Subdivision / Plan of Condominium (10 lots max)	Jan 1st		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Sewage System Building and Zoning Compliance Letter	Jan 1st		\$100.00	\$100.00	\$100.00	\$100.00
Inspection Fee For Re-Inspection	Jan 1st		\$75.00	\$75.00	\$75.00	\$75.00
Amendment to Design	Jan 1st		\$50.00	\$50.00	\$50.00	\$50.00
Records Search (no additional charge if part of full municipal records search)	Jan 1st		\$75.00	\$75.00	\$75.00	\$75.00

Township of Armour
User Fees/Permits and Other Charges

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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	Jan 1st	\$35.00	\$35.00	\$40.00	\$40.00	\$45.00

Township of Armour
User Fees/Permits and Other Charges

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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

Township of Armour
User Fees/Permits and Other Charges

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

Township of Armour
User Fees/Permits and Other Charges

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Waste Management

Description	Effective Date	2025	2026	2027	2028	2029
Yard Waste & Brush - Grass Clippings, Leaves, Brush, etc.						
Per bag/bin	Jan 1st	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
1/2 ton truck (low 40%)	Jan 1st	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
1/2 ton truck (heavy 100%)	Jan 1st	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
PLEASE NOTE: This is not an all-inclusive listing. If items do not fall under categories listed above, they may be "Specialty Items", which may or may not be accepted. Contact the Waste Management Administrator for clarification.						

Township of Armour
User Fees/Permits and Other Charges

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Planning

Description	Effective Date	2025	2026	2027	2028	2029
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

Township of Armour
User Fees/Permits and Other Charges

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Planning

Description	Effective Date	2025	2026	2027	2028	2029
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
Ontario Land Tribunal Deposit *****	Jan 1st	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00

* 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.

**** Refunds apply to the remaining deposit balance after deduction of applicable fees, including any incurred legal or planning fees. Where the application is not complete and the deposit has been totally offset by costs, an additional deposit shall be required until the application is complete. Refund administration fee: \$40 + HST. Refund Breakdown: After file opened but before circulated: 90%, After file circulated but before considered at a public meeting: 50%, After file considered at a public meeting: 0%. Pre-consultation fees or fees incurred for additional reviews, site visits or recirculation of applications shall not be refundable.

***** Where the Municipality determines that peer review of any application, study, plan, or supporting material is required, all costs associated with such peer review, including any administrative fees, shall be borne by the Applicant.

***** Ontario Land Tribunal Appeal Deposit: If Council supports an application and its decision on the application is appealed to the Ontario Land Tribunal (OLT) by someone other than the applicant, the applicant will be responsible for all Municipal costs to defend the decision. These costs may include all planning fees, legal fees, engineering fees, fees of other professionals, disbursements, reproduction costs, telephone charges, facsimile charges, peer review fees and any other reasonable costs which may be incurred by the Municipality. The applicant will submit a deposit to the Municipality, upon submission of the file to the Ontario Land Tribunal (OLT), and will enter into an agreement with the Municipality to fully cover Municipal expenses with regard to the appeal. Additional funds may be requested to fully cover the Municipal expenses. Work will not be completed by the Municipality, its solicitor or consultants until such deposit has been paid by the applicant.

Township of Armour
User Fees/Permits and Other Charges

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Cemetery

Description	Effective Date	2025	2026	2027	2028	2029
<u>PLOTS</u>						
Adult plot - Care & maintenance	Jan 1st	\$250.00	\$290.00	\$290.00	\$290.00	\$290.00
Adult plot - General fund	Jan 1st	\$100.00	\$150.00	\$150.00	\$150.00	\$150.00
Adult plot - Corner posts (4)	Jan 1st	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Adult plot - HST	Jan 1st	\$65.00	\$76.70	\$76.70	\$76.70	\$76.70
Total cost - Adult plot	Jan 1st	\$565.00	\$666.70	\$666.70	\$666.70	\$666.70
Adult plots are 4 feet X 10 feet and are for a single burial						
<u>CREMATION</u>						
Cremation - Care & maintenance	Jan 1st	\$250.00	\$290.00	\$290.00	\$290.00	\$290.00
Cremation - General fund	Jan 1st	\$100.00	\$150.00	\$150.00	\$150.00	\$150.00
Cremation - Corner posts (4)	Jan 1st	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00
Cremation - HST	Jan 1st	\$55.25	\$70.20	\$70.20	\$70.20	\$70.20
Total cost - Cremation	Jan 1st	\$480.25	\$610.20	\$610.20	\$610.20	\$610.20
Cremations are for a minimum of 1 X 1 X 3 and a maximum of 1.5 X 1.5 X 3						
<u>OPENING & CLOSING</u>						
Fee specified by an independent contractor						
<u>MARKER INSTALLATION</u>						
Flat marker - 173 square inches or more - plus HST		Fee specified by an independent contractor				
Pillow or slant slope monument - plus HST		Fee specified by an independent contractor				
Upright marker up to 4 feet in height or width - plus HST		Fee specified by an independent contractor				
Upright marker over 4 feet in height and width - plus HST		Fee specified by an independent contractor				
<u>TRANSFER FEES</u>						
Transfer fee - plus HST	Jan 1st	\$50.00	\$75.00	\$75.00	\$75.00	\$75.00

Township of Armour
User Fees/Permits and Other Charges

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By-Law Enforcement

Description	Effective Date	2025	2026	2027	2028	2029
By-Law Enforcement Administrative Fees						
Fees invoiced to property owner when an investigation confirms their property doesn't comply with a Township By-Law						
Issuance of 1st warning letter/notice	Jan 1st	no charge	no charge	no charge	no charge	no charge
Issuance of 2nd warning letter/notice	Jan 1st	\$110.00	\$125.00	\$125.00	\$125.00	\$125.00
Issuance of 3rd warning letter/notice, if warranted	Jan 1st	\$220.00	\$250.00	\$250.00	\$250.00	\$250.00
Fees for services and materials expended by the Township in carrying out work required in the removal or alteration of any building or structure in contravention	Jan 1st	Township's expenses + 10%	Township's expenses + 10%	Township's expenses + 10%	Township's expenses + 10%	Township's expenses + 10%
Issuance of a summons	Jan 1st	\$560 + legal fees	\$570 + legal fees	\$570 + legal fees	\$570 + legal fees	\$570 + legal fees
HST is to be added to all fees listed above						

Township of Armour
User Fees/Permits and Other Charges

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Katrine Community Centre

Description	Effective Date	2025	2026	2027	2028	2029
Rental fees per hour						
Main Hall - Per Hour (Min. 4 Hour Rental)	Jan 1st	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00
Kitchen Add On - Per Day/Rental	Jan 1st	\$0.00	\$120.00	\$120.00	\$120.00	\$120.00
Lower Hall - Per Hour (Min. 4 Hour Rental)	Jan 1st	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00
Cleaning/Damage Deposit (Added to rental fee)	Jan 1st	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00
Cleaning/Damage Deposit - 5 hour short rental (Added to rental fee)	Jan 1st	\$0.00	\$70.00	\$70.00	\$70.00	\$70.00
Bartender #1 (price per hour) - first 100 people for attendance	Jan 1st	\$0.00	\$30.00	\$30.00	\$30.00	\$30.00
Bartender #2 (price per hour) - needed when more than 100 people in attendance	Jan 1st	\$0.00	\$30.00	\$30.00	\$30.00	\$30.00
All rental fees for the Katrine Community Centre are reduced by 50% when the rental is being held by a non-profitable or charitable organization						
HST is included in all fees listed above						

Township of Armour
User Fees/Permits and Other Charges

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Economic Development Services - Almaguin Community Economic Development (ACED)

Description	Effective Date	2025	2026	2027	2028	2029
<u>Business Development Services - Non-ACED Members</u>						
Administrative fee - Custom directory listing	Jan 1st	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Administrative fee - consultation (1 hour)	Jan 1st	\$65.50	\$68.00	\$68.00	\$68.00	\$68.00
Business support services (hourly)	Jan 1st	\$65.50	\$68.00	\$68.00	\$68.00	\$68.00
Funding application support (hourly)	Jan 1st	\$74.22	\$75.00	\$75.00	\$75.00	\$75.00
Marketing & promotional support (hourly)	Jan 1st	\$34.97	\$35.00	\$35.00	\$35.00	\$35.00
Site visit trip fee (per KM)	Jan 1st	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75
<u>Economic & Community Development Services - Non-ACED Members</u>						
Administrative fee - event listing	Jan 1st	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Administrative fee - council delegation	Jan 1st	\$74.22	\$75.00	\$75.00	\$75.00	\$75.00
Administrative fee - project consultation (1 hour)	Jan 1st	\$65.50	\$68.00	\$68.00	\$68.00	\$68.00
Communications & marketing support (hourly)	Jan 1st	\$34.97	\$35.00	\$35.00	\$35.00	\$35.00
Municipal funding application support (hourly)	Jan 1st	\$74.22	\$75.00	\$75.00	\$75.00	\$75.00
Regional project inclusion	Jan 1st	Determined on a case specific basis				
Site visit trip fee (per KM)	Jan 1st	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75
<u>Economic & Community Development Services - ACED Members</u>						
Municipal funding application support (hourly)	Jan 1st	\$50.00	no longer charging this fee to members			
<u>Other Services - Non-ACED Members</u>						
General support for other services (hourly)	Jan 1st	\$65.50	\$68.00	\$68.00	\$68.00	\$68.00
HST is to be added to all fees listed above						

Township of Armour
User Fees/Permits and Other Charges

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Administrative Monetary Penalty System

Description	Effective Date	2025	2026	2027	2028	2029
Late Payment Fee	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
MTO Plate Denial Fee	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
MTO Search Fee	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Screening No Show Fee	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Hearing No Show Fee	Jan 1st	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Adjudication Fee Hearing Officer Decision	Jan 1st	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
HST is to be added to all fees listed above						

ZONING BY-LAW NO. 26-2026

A BY-LAW TO AMEND
ZONING BY-LAW NO. 27-95 AS AMENDED

Shipping Containers

MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

56 Ontario Street
Burk's Falls, Ontario
P0A 1C0

Planning Consultant:

Robert J. Miller
Professional Land Use Planner

EXPLANATORY NOTE

To Zoning By-law No. 26-2026

Passed by the Council of the Municipal Corporation of the Township of Armour

- Lands Affected:** This By-law applies to all lots of record in Armour Township zoned Rural (Ru), Commercial (C), Recreational Commercial (RC), Rural Industrial (M), and Industrial Extractive (MX) Zones under the provisions of the comprehensive Armour Township Zoning By-law No. 27-95 as amended.
- Present Zoning:** Armour Township Zoning By-law No. 27-95, as amended, currently contains provisions requiring a building permit for any shipping container (known locally as sea cans) proposed as an accessory use to a permitted principal use, already existing on the same lot.
- Proposed Zoning:** The Ontario Building Code (OBC) no longer requires a building permit for a shipping container as an accessory use equal to or less than 15 m² (161.5 sq. ft.). This proposed Amendment clarifies the maximum floor area for shipping containers as accessory uses and thereby brings the provisions of Armour Zoning By-law in parallel with the OBC.
- By-Law Purpose:** The purpose of this Amendment is to add provisions comparable with the Ontario Building Code, that accessory shipping containers with floor areas greater than 15 m² (161.5 sq. ft.) and/or exceeding a height of 3m (10 ft.) are defined as structures in the Armour Zoning By-law and subject to Zoning By-law Amendments, accordingly.
- This proposed Amendment also adds provisions requiring a Zoning By-law Amendment for any structural alterations to a shipping container, including additional modification of openings, doors or windows or any addition of roofs, canopies, awnings or any attached structure. In addition, any approved structural alteration shall have been designed by a Professional Engineer.
- Official Plan:** This proposed Amendment conforms with the regulations of the Armour Township Official Plan.

ZONING BY-LAW NO. 26-2026

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

Being a By-law under the provisions of Sections 34 of the **Planning Act, R.S.O. 1990**, to amend Zoning By-law No. 27-95, as amended, of the Municipal Corporation of the Township of Armour with respect to certain provisions applying to the use of shipping containers as accessory uses for storage purposes in the Rural (Ru), Commercial (C), Recreational Commercial (RC), Rural Industrial (M), and Industrial Extractive (MX) Zones.

WHEREAS THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR has reviewed Zoning By-law No. 27-95, as amended, and deems it advisable to amend same:

NOW THEREFORE THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR ENACTS as follows:

1. **THAT GENERAL PROVISIONS** Subsection 5.24.1(a) **“Shipping Containers”** of Zoning By-law No. 27-95, as amended, is hereby changed by deleting the entire clause and replacing it with the following:
 - (a) A shipping container shall only be permitted as a detached accessory use for storage-related purposes if it is incidental to, subordinate to, or exclusively devoted to a principal use already existing on the same lot therewith, as per Definitions Section 2.4 of Armour Township Zoning By-law No. 27-95 as amended; and
2. **THAT GENERAL PROVISIONS** Subsection 5.24.1(d) **“Shipping Containers”** of Zoning By-law No. 27-95, as amended, is hereby changed by deleting the entire clause and replacing it with the following:
 - (d) “Any structural alterations to a shipping container, including additional modification of openings, doors or windows or any addition of roofs, canopies, awnings or any attached structure shall require a Zoning By-law Amendment. In addition, any proposed structural alteration shall also have been designed by a Professional Engineer”; and
3. **THAT GENERAL PROVISIONS** Subsection 5.24.1(e) **“Shipping Containers”** of Zoning By-law No. 27-95, as amended, is hereby changed by deleting the words “total length of 16.76 m (55 ft.)” and replacing them with the words “maximum floor area of 15 m² (161.5 sq. ft.). Any shipping container exceeding this maximum height or floor area will require a Zoning By-law Amendment as a building or structure”; and
4. **THAT GENERAL PROVISIONS** Subsection 5.24.1 **“Shipping Containers”** of Zoning By-law No. 27-95, as amended, is hereby changed by adding a new clause as follows:
 - (n) “Shipping containers shall be maintained in good repair and free from structural defects, rust, and deterioration that compromises their structural integrity”; and
5. **THAT** this By-law shall come into force on the date it is passed by the Council of the Municipal Corporation of the Township of Armour, subject to the provisions of the **Planning Act, R.S.O., 1990**.

Read in its entirety, approved,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council this
28th day of April, 2026.

Rod Ward, Mayor

Charlene Watt, Municipal Clerk

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #27-2026

A By-law to establish the position of Screening Officer and Hearings Officer and to appoint persons as Screening Officers and Hearings Officers in the Township of Armour

WHEREAS Council of The Township of Armour considers it desirable and necessary to establish the position of a Screening Officer and Hearings Officer to who may be delegated quasi-judicial and other authority under various Municipal By-laws.

AND WHEREAS Council of The Township of Armour deems it advisable to appoint the Screening Officers and Hearings Officers hereinafter referred to for the purposes designated.

NOW THEREFORE the Council of The Municipal Corporation of the Township of Armour ENACTS AS FOLLOWS:

1. In this By-law:
 - a) "Township" means The Municipal Corporation of the Township of Armour;
 - b) "Council" means the council of the Township;
 - c) "Delegated Power of Decision" means a power or right, conferred by or under a Township By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any person or party;
 - d) "Hearings Officer" means the person from time to time appointed by Council pursuant to the By-law;
 - e) "Relative" includes any of the following persons:
 - i. Spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
 - ii. Parent, including step-child and grandchild;
 - iii. Siblings and children of siblings;
 - iv. Aunt, uncle, niece, and nephew;
 - v. In-laws, including mother, father, sister, brother, daughter, and son; or;
 - vi. Any other person who lives with the person on a permanent basis.
 - f) "Screening Officer" means the person from time to time appointed by Council pursuant to this By-law; and
2. The position of Screening Officer is established for the purpose of exercising Delegated Powers of Decision, and shall be appointed by Council.
3. The following are not eligible for appointment as a Screening Officer:
 - a) A member of Council of the Township; or
 - b) The relative of a person referenced in paragraph 3(a);
4. The position of Hearings Officer is established for the purpose of exercising Delegated Powers of Decision, and shall be appointed by Council.

5. The following are not eligible for appointment as a Hearings Officer:
 - a) An employee or member of Council of the Township;
 - b) The Relative of a person referenced in paragraph 5(a); or
 - c) A person indebted to the Municipality other than
 - i. In respect of current real property taxes; or
 - ii. Pursuant to an agreement with the Municipality the terms with which the person is in compliance.

6. No person shall attempt, directly or indirectly, to communicate for the purpose of influencing a Screening Officer or a Hearings Officer respecting the determination of an issue respecting a Delegated Power of Decision in a proceeding that is or will be pending before the Screening Officer or Hearings Officer except a person who is entitled to be heard in the proceeding or the person's lawyer or licensed paralegal and only by that person or the person's lawyer or licensed paralegal during the hearing of the proceeding in which the issue arises. Failure to comply with this section constitutes an offence.

7. The person listed in Schedule A is appointed as the Hearing Officer.

8. The persons listed in Schedule B are appointed as Screening Officers.

9. That the AMPS Screening Officer and Hearing Officer Process in relation to the AMPS Policy #ADM-015 for The Township of Armour, attached hereto as "Schedule C" and forming part of this By-law be adopted.

10. That the Screening Officer Decision Form attached hereto as "Schedule D" form part of this By-law.

11. That By-law #25-2025 is hereby repealed.

Administrative Corrections

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

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 28th day of April, 2026.

Rod Ward, Mayor

Charlene Watt, Clerk

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #27-2026

Schedule "A"

Hearing Officer Appointment:

1. Debbie Ann Hall
Debbie Ann Hall Paralegal Services Professional Corporation
280 Manitoba Street
Bracebridge, ON
P1L 1S5

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #27-2026

Schedule "B"

Screening Officer Appointment:

1. Charlotte Wagar
2. Alison McGregor
3. Ashley Soudy

SUBJECT:	AMPS Screening Officer and Hearing Officer Process Policy for the Administrative Monetary Penalty System (AMPS) Program By-law #25-2025 – Schedule C	POLICY #: ADM-015	PAGE 1 of 4
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1. POLICY STATEMENT

1.1. The Township of Armour deployed an Administrative Monetary Penalty System (AMPS) for the administration of the various by-laws in force in the Township. The Township has authorized the appointment and use of Screening and Hearing Officers to hear and decide the outcome of disputes related to Penalty Notices issued for by-law violations.

2. PURPOSE

2.1. This Policy is to provide guidelines for Screening Reviews and Hearing Appeals conducted pursuant to the Township of Armour Administrative Monetary Penalty System By-law.

3. PROCEDURE

Screening Officer Review

The Screening Officer is selected by the Clerk and appointed by Council to conduct screening reviews in the public interest. A screening review may be held in the following manner:

- a) Virtual meeting: conducted online by electronic means, using web conferencing technology with specific link provided by the Township.
- b) In person: Designated room at the Township of Armour Municipal office located at 56 Ontario Street, Burk’s Falls, Ontario.

You may have an agent attend the Screening Meeting to represent you.

You may have someone attend the Screening Meeting as your interpreter. An interpreter will not be provided by the Township.

The review will be informal and is an opportunity to explain to the Screening Officer why they should reduce or cancel the Administrative Penalty. You may also request an extension of time to pay the Penalty as specified in the AMPS By-law. If you are making arguments that the Penalty will cause you financial hardship, you must provide documentation as listed in the Financial Hardship Policy.

After review of a Screening Review request, a Screening Officer may affirm the Administrative Penalty, including any Administrative Fee(s), or cancel or reduce the Administrative Penalty, including any Administrative Fee(s), or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s) on the following grounds:

- a) where a Person establishes on a balance of probabilities, that they did not contravene the Designated By-law as described in the Penalty Notice;
- b) the Penalty Notice is defective in substance or form;
- c) the Penalty Notice was not served in accordance with Section 6 of the AMPS By-law; or
- d) where a Person provides clear and sufficient evidence to establish that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.

You may request an appeal of the Screening Decision by a Hearing Officer within 15 days of the Screening Decision. The Notice will indicate the date, time, and link for virtual meeting, along with any documents the Township deems necessary for you to have prior to the Hearing Appeal.

APPROVED BY: Council	ISSUE DATE: April 8, 2025	REVISION DATE:
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Hearing Officer Appeal

These Rules shall be broadly interpreted so as to ensure the most just and expeditious determination of a Hearing on its merits. Where procedures are not provided for in these Rules, a Hearing Officer may do whatever is necessary and permitted by law to effectively determine the matter before them. A Hearing Officer may exercise any of their powers under these Rules on their own initiative or at the request of a party.

Hearing Officers are individuals appointed by Council to conduct Hearing Appeals in the public interest.

If the owner is not satisfied with the Screening Decision, they have the opportunity to request a Hearing Appeal before a Hearing Officer. All Hearing Appeals will be scheduled by the By-law Enforcement Department.

A Hearing meeting shall be held in the following manner:

- a) Virtual meeting: conducted online by electronic means, using web conferencing technology with specific link provided by the Township.

You may have an agent attend the Hearing Appeal to represent you.

A party at any hearing may:

- a) Present evidence and submissions; and
- b) Call and examine witnesses and conduct cross-examinations of witnesses reasonably required for a full and fair disclosure of all matters relevant to the issues in the Hearing.

Unless the Hearing Officer directs otherwise, the process for all Hearings shall be as follows:

- a) The Hearing Officer will call the Hearing to order and may advise the parties of the Hearing process;
- b) The Hearing Officer will swear or affirm the witnesses or parties presenting evidence;
- c) The Hearing Officer will ask the officer for all information relevant to the Penalty Notice;
- d) The Hearing Officer will ask the Owner, or their representative to make submissions;
- e) If witnesses are called, the process for each witness to give evidence is: direct examination, cross-examination and re-examination, if any;
- f) The Hearing Officer may ask questions of the witness or parties at any time;
- g) A party may make a brief closing statement;

This process is subject to change by the Hearing Officer if they find that there is a fairer way of proceeding.

The Hearing Officer may adjourn a Hearing at any time on such conditions as they consider just.

Where a person is properly notified of a Hearing and does not attend at the time and place appointed, the Hearing Officer may proceed in that person's absence and without further notice to that person.

Where a person fails to attend at the date, time and place scheduled for a hearing, the process of Section 5.6 of the Township's current Administrative Monetary Penalty System By-law shall apply.

After conducting a Hearing, a Hearing Officer may affirm the Administrative Penalty, including any Administrative Fee(s), or cancel or reduce the Administrative Penalty, including any Administrative Fee(s), or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s) on the following grounds:

- a) where a Person establishes on a balance of probabilities, that they did not contravene the Designated By-law as described in the Penalty Notice;
- b) the Penalty Notice is defective in substance or form;
- c) the Penalty Notice was not served in accordance with Section 6; or
- d) where a Person provides clear and sufficient evidence to establish that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.

The Hearing Officer does not have the power to award costs of the Hearing to a party.

The Hearing Officer will provide their decision with their reasons in support of the decision, if any, to the By-law Enforcement Department who shall send a copy of the decision to the parties.

The Hearing Officer may at any time correct a typographical error, error of calculation, misstatement, ambiguity, technical error or other similar error made in their decision, direction or order.

The Decision of a Hearing Officer is final.

Adjudication Fee

An individual who receives an upheld decision in a review by a Hearing Officer in relation to a Penalty Notice issued through AMPS shall be responsible for an additional Adjudication fee of \$25.00.

Submitting Documents

You must submit any documents or supporting evidence you wish to use in your Screening Review or Hearing Appeal 14 days prior to the date via electronic mail to the following address: admin@armourtownship.ca

Where a document is submitted in advance, Township staff shall date stamp the document. The date stamped on the document shall be deemed to be the date of receipt. The party producing the documents should ensure to have originals, where possible and that all documents are legible.

Dismissing request for hearing appeal before hearing date

The Hearing Officer may dismiss a Request without a Hearing if:

- a) the request is frivolous, vexatious, or is commenced in bad faith;
- b) the request relates to matters that are outside the jurisdiction of the Hearing Officer;
- c) the request was not commenced within the proper time limits required in the Township's by-law or the Owner failed to demonstrate extenuating circumstances that warrant the extension of time; or
- d) some aspect of the statutory requirements for requesting a Hearing has not been met.

Before dismissing a request under this Rule, the Hearing Officer shall give notice of their intention to dismiss the request to all parties setting out the reasons for the dismissal.

Adjournments/Re-scheduling

A party may request to re-schedule a Screening Review or Hearing Appeal within at least fourteen (14) days prior to the hearing date to the following email: admin@armourtownship.ca

Only one single adjournment will be made available to the owner.

Last minute requests to re-schedule will be forwarded to the Hearing Officer, in writing, who will use their discretion in determining whether to grant or deny the request.

Sharing Information

The Hearing Officer may, at any stage in a matter make orders for:

- a) the exchange of documents;
- b) the oral or written examination of a party; or

- c) any other form of sharing information.

The Hearing Officer's power to make such orders for sharing information is subject to any statute or regulation that applies to the Hearing and nothing in this Rule requires the sharing of any information which is privileged by law.

Disclosure Request

The person who is requesting a Hearing Appeal may request disclosure of documents thirty (30) days prior to the date of the Hearing Appeal. This request must be on prescribed form submitted via email to admin@armourtownship.ca.

Witnesses

Unless these Rules provide otherwise, witnesses at a Hearing shall be examined orally and the examination may consist of direct examination, cross-examination and re-examination. The Hearing Officer may determine whether or not evidence from a witness needs to be given under affirmation.

There shall be no undue harassment or embarrassment of a witness as they are giving evidence. The Hearing Officer may disallow a question put to the witness that is vexatious or irrelevant to any matter that may be properly inquired into at the Hearing.

The Hearing Officer may at any time during a Hearing direct that a witness be recalled for further examination.

Evidence at Hearings

The Hearing Officer may admit the following as evidence at a Hearing:

- a) any oral testimony; and
- b) any document or other thing, relevant to the subject matter of the Hearing and may act on such evidence, but the Hearing Officer may exclude anything unduly repetitious.

Nothing is admissible in evidence at a Hearing, that would be inadmissible in a court by reason of any privilege under the law of evidence or that is inadmissible by the statute or by law under which the Hearing arises or any other statute.

Where the Hearing Officer is satisfied as to its authenticity, a copy of a document or other thing may be admitted as evidence at a Hearing.

Record of Hearing

The By-law Enforcement Department shall compile a record of any Hearing before a Hearing Officer which shall include:

- a) the notice of the Hearing;
- b) all decisions made by the Hearing Officer;
- c) all documentary evidence filed at the Hearing; and
- d) any other documents that in the opinion of the Clerk or designate, or the Hearing Officer should be included in the record of Hearing.

4. SEVERABILITY

4.1 If any provision of these Rules is or becomes illegal, invalid or unenforceable, the illegality, invalidity or enforceability of that provision shall not affect the legality, validity or enforceability of the remaining provisions of these Rules.

5. ADMINISTRATION

5.1 This policy shall be administered by the Clerk.

6. EVALUATION

6.1 The effectiveness of this policy will be evaluated by the CAO and Clerk from time to time or as required by legislative changes.

6.2 Any identified deficiencies or non-compliance issues will be addressed promptly, with corrective measures documented and implemented.



SCREENING OFFICER DECISION
 Township of Armour
 P.O. Box 533, 56 Ontario Street
 Burk's Falls, Ontario
 P0A 1C0

Applicant's Name	
Penalty Notice Number	

1	<input type="checkbox"/>	The administrative penalty is cancelled and no further action is required.	
2	<input type="checkbox"/>	The administrative penalty is reduced to \$ _____ is payable on or before: _____ Please see <i>Note</i> below.	
3	<input type="checkbox"/>	The administrative penalty is affirmed . The amount of \$ _____ is payable on or before: _____ Please see <i>Note</i> below.	
4	<input type="checkbox"/>	The request for extension is refused . Please see <i>Note</i> below.	
5	<input type="checkbox"/>	The request for extension is allowed and the new date is: _____ Please see <i>Note</i> below.	
6	<input type="checkbox"/>	Other Decision:	
7	<input type="checkbox"/>	<u>Screening Officer Comments:</u>	
Screening Date:		Screening Officer Signature:	

Note: An additional \$50 late payment fee will be added if payment is not made within the due date time frame.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW NUMBER #28-2026

A BY-LAW TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR FINANCING OF CERTAIN CAPITAL WORK(S) OF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR (THE “MUNICIPALITY”); AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK(S) THROUGH THE ISSUE OF DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “Act”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS subsection 401 (1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS subsection 408 (1) of the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS subsection 408 (3) of the Act provides that the term of a debt of a municipality or any debenture or other financial instrument for long-term borrowing issued for it shall not extend beyond the lifetime of the capital work for which the debt was incurred and shall not exceed 40 years;

AND WHEREAS clause 408 (4)(a) of the Act provides that a debenture by-law shall provide for raising in each year as part of the general upper-tier levy or the general municipality levy the amounts of principal and interest payable in each year under the by-law to the extent that the amounts have not been provided for by other taxes or by fees or charges imposed on persons or property by a by-law of any municipality and clauses 408 (4) (b) and (c) provide that a debenture by-law shall include provisions that contemplate the payment of principal and interest in each year. Subsection 408 (5) of the Act further provides that the total amount of principal and interest that must be raised in a year under clause 408 (4)(a) of the Act does not include any outstanding amount of principal specified as payable on the maturity date of a debenture if one or more refinancing debentures are issued by the municipality on or before the maturity date in respect of the outstanding principal;

AND WHEREAS OILC has invited Ontario municipalities wishing to obtain debt financing in order to meet capital expenditures incurred or to be incurred in connection with eligible capital works, to make an application to OILC for such financing by completing and submitting an application in the form provided by OILC (the “Application”);

AND WHEREAS the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“Schedule “A”) authorizing the capital work(s) described in column (2) of Schedule “A” (the “Capital Work(s)”) in the respective amount of the estimated expenditure set out in column (3) of Schedule “A” (the “Estimated Expenditure”) and authorizing long-term borrowing pursuant to the issuance of debentures for the Capital Work(s) in a principal amount which does not exceed the respective maximum debenture amount set out in column (4) of Schedule “A” (the “Maximum Debenture Amount”);

AND WHEREAS before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the "**Regulation**"), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "**Updated Limit**"), and the Treasurer calculated the estimated annual amount payable in respect of the Capital Work(s) based on long-term financing for such Capital Work(s) in an amount that did not exceed the respective Maximum Debenture Amount for the Capital Work(s), and determined that the estimated annual amount payable in respect of each respective Maximum Debenture Amount, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal, pursuant to the Regulation, was not required before any such Capital Work(s) was authorized by the Council of the Municipality;

AND WHEREAS the Municipality has completed and submitted, or is in the process of completing and submitting, the Application to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC;

AND WHEREAS OILC has accepted and has approved, or will notify the Municipality only if it accepts and approves, the Application, as the case may be;

AND WHEREAS at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement in OILC's standard form (the "**Rate Offer Letter Agreement**").

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

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in an amount that does not exceed **\$250,000** (the aggregate of the Maximum Debenture Amount(s) set out in column (4) of Schedule "A"), substantially in the form of Schedule "B" attached hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2. The Head of Council and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. Subject to the terms and conditions of the Rate Offer Letter Agreement and such other terms and conditions as OILC may otherwise require, the Head of Council and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures, including refinancing debentures, if applicable, to OILC on the terms and conditions provided in the Rate Offer Letter Agreement and on such other terms and conditions as such authorized officials may approve (the "**Debentures**"); provided that the principal amount of the Debentures issued in respect of the Capital Work(s) does not exceed the respective Maximum Debenture Amount for each such Capital Work.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality

to OILC in respect of the Debentures and to pay such amounts to OILC from the Consolidated Revenue Fund.

5. The Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year in respect of any Debenture outstanding, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality, subject to the ability of the Municipality to issue one or more refinancing debentures on or before the maturity date in respect of the outstanding principal, if applicable.
6. The Head of Council and the Treasurer are hereby authorized to enter into, execute and deliver the Rate Offer Letter Agreement and to issue the Debentures, one or both of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the obligations of the Municipality under the Rate Offer Letter Agreement and to issue the Debentures, and the Clerk or the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.
7. The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
8. This By-law takes effect on the day of passing.

Read in its entirety, approved,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council this
28th day of April, 2026.

Rod Ward, Mayor

Charlene Watt, Clerk

Schedule "A"
to By-Law Number 28-2026

	(1)	(2)	(3)	(4)
<u>Item #</u>	<u>Authorizing By-Law Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Maximum Debenture Amount</u> (cannot exceed the Estimated Expenditure)
1	18-2026	Purchase of Wheeled Excavator	\$350,643	\$250,000

**Schedule "B"
to By-Law Number 28-2026**

[Insert the OILC Application into Schedule "B"]

**True Copy Certification
of By-Law Number 28-2026**

I, Charlene Watt, Municipal Clerk of the Municipality do certify that the foregoing by-law is a true copy of By-law No. 28-2026 passed by the Council of the Municipality on _____, 20__.

DATED as of _____.

Charlene Watt
Municipal Clerk

[MUNICIPAL SEAL]

Planning Status Report



56 Ontario Street
P.O. Box 533
Burk's Falls, Ontario
T: 705-382-3332

9

Quarterly Planning Status Report

THE CORPORATION OF THE TOWNSHIP OF ARMOUR

Prepared by: Planscape Inc.

Report Period: January 1, 2026, to March 31, 2026

Prepared by: Ryan Lloyd, MCIP, RPP – Planner, Planscape Inc.

Date: April 21, 2026

This quarterly report summarizes planning activities for the Township of Armour, including new applications received, active planning files, completed or closed files, and upcoming planning considerations. It also identifies emerging planning issues such as legislative updates, policy changes, and matters requiring Council direction.

Summary of Planning Activity - Applications Received this Quarter:

- Township and Planscape have facilitated 6 pre-consultation meetings (4 potential Consent Applications; 1 Potential Zoning Amendment; 1 potential Official Plan and Zoning By-law Amendment)
- Processed One Zoning By-law Amendment (Prentice Plan of Subdivision)
- Prepared One Planning Opinion (Armour Industrial Park)
- OLT Case Nos. OLT-26-000137; OLT-26-000138 (PowerBank Appeal) on-going



Policy, Legislative, and Policy Updates:

On March 30, 2026, the Minister of Municipal Affairs and Housing (MMAH) introduced Bill 98: Building Homes and Improving Transportation Infrastructure Act, 2026. The proposed Bill 98 reflects the continued focus by the Ontario government to modernize planning framework by reducing complexity and improving consistency across Ontario municipalities. Below are some of the key proposed changes that will impact planning across the province:

1. Standardized Official Plans

- Municipal official plans will be required to follow a provincial template and structure.
- The template includes mandatory chapters, schedules, and standardized land use designations.
- Municipalities must bring their Official Plans into compliance at their next OP review/update with implementation timing of 2028 / 2029 depending on the tier.
- This reduces local flexibility but increases consistency across Ontario.

Implication for Armour

- Armour's next Official Plan review will need to closely follow the Provincial format.
- Existing locally-specific policies may need to be simplified, reorganized, or removed.

2. Limits on Site Plan Control and Design Standards

- Municipalities will be restricted from imposing enhanced design standards through site plan control, except where related to health and safety.
- Requirements related to energy efficiency, EV charging, green building measures, or sustainability features may be prohibited unless explicitly allowed by regulation.
- This builds on earlier reforms and further limits municipal requirements at the site plan stage.

Implication for Armour

- Fewer tools to negotiate site design details.
- Site plan review may become more administrative and less discretionary.

3. Streamlined "Complete Application" Requirements

- The province will further standardize what studies and reports municipalities can require. They are suggesting a list of primary studies and contingent studies.
- Proposes allowing the Province to designate additional qualified professionals who can prepare and certify required studies and reports for planning applications, supporting a more standardized "complete application" framework.



- The intent is to reduce municipal discretion to request additional materials and limit delays by shifting greater reliance onto provincially prescribed professional expertise rather than case-by-case municipal review.

Implication for Armour

- Faster applications, but reduced ability to request specialized local studies unless provincially authorized.

4. Standardization of Parkland Dedication

- Brings into force long-delayed parkland dedication reforms first introduced under Bill 23, aiming to reduce costs and add flexibility in how parkland obligations are met.
- The changes allow greater use of alternative parkland arrangements, including recognition of encumbered or publicly accessible lands and other flexible means, rather than requiring only traditional land conveyance.
- The intention is to increase predictability and reduce barriers to housing delivery while still supporting the provision of parks and open space.

Implication for Armour

- Parkland dedication options will change and need to be reflected in local policies or by-laws.

5. Minimum Residential Lot Sizes

- Proposing to establish a province-wide minimum residential lot size of 175 m² (≈1,900 sq ft) on fully serviced urban residential lands, excluding the Greenbelt.
- If implemented, the regulation would override municipal zoning standards (including frontage and depth) that prevent meeting the minimum, while applying only to zoning, not subdivision control.
- This is intended to enable smaller lots, increase housing supply, and improve affordability in urban areas.

Implication for Armour

- Nothing currently. No “urban” lots exist within the Township, so this potential change will not have to be implemented in this Township.

The complete proposed changes can be found through the Environmental Registry of Ontario, and the commenting period is open until May 14, 2026 (link below).



Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 1, 2 and 7 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026) | Environmental Registry of Ontario

Completed or Closed Files

- File #: ZBA – 2026-01 (Prentice) – Appeal Period over April 14, 2026

Upcoming Planning Considerations

- Shipping Containers – Housekeeping By-law – Public Meeting to be held on April 28, 2026
- File #: ZBA – 2026-02 (Armstrong) – Public Meeting to be held on May 12, 2026





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Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

**MINUTES
REGULAR MEETING
Burk's Falls & District Historical Society
Armour Council Chamber, Burk's Falls
Monday, April 20, 2026**

Members Present: Diane Brandt – President
Jenny Hall - Treasurer
Charlene Watt – Deputy Treasurer/Secretary
Nancy Kyte
Jarv Osborne
Peter Hall
Krista Trulsen
Nieves Guijarro
Lynn McGregor (New Member)

The Members present constituted a quorum.

Guests: Danika McCann and Melissa Marshall

Call to Order:

The meeting was called to order at 7:00 p.m.
Diane Brandt in the Chair.

Welcome:

Diane welcomed Members. Regrets from Barry Burton. Members welcomed Lynn McGregor as a new Member.

Election of Director and Nomination of Vice-President:

As noted in the February minutes, Barry Burton was elected as a Director and nominated for the position of Vice-President by Diane Brandt, seconded by Jarv Osborne. As Mr. Burton was not in attendance at that time and unable to attend this meeting, consideration of the nomination was deferred to the May 2026 meeting.

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance of minutes and adoption of the March 23, 2026 AGM and regular meeting minutes as circulated: **Moved by Krista Trulsen, Seconded by Jenny Hall. Carried**



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Treasurer's Report:

Treasurer's / Financial Report was presented by Jenny Hall. The main bank account balance on March 1, 2026 was \$8,006.95. During the month, expenses totalled \$67.76 for fixed telephone and internet costs, while revenue totalled \$130.00 from eleven individual memberships and one family membership. This resulted in an end-of-month balance of \$8,069.19. All account records for the period March 1, 2025 to February 28, 2026 have been submitted for audit. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Nancy Kyte, Seconded by Peter Hall. Carried**

Committee Reports:

Wiseman's Corner Schoolhouse Update:

Diane Brandt reported to Members that the schoolhouse requires spring cleaning. A quote has been received. Carol and Michelle, cleaners for the Township of Armour municipal office, have proposed Monday, May 4, 2026 for the spring cleaning of the Schoolhouse. They indicated they can pick up the key from the Ryerson Township office at 10:00 a.m. and return it upon completion of the work. Their quoted rate for 2026 is \$75.00 per hour for both cleaners. They also confirmed they will bring their own water and are awaiting approval to proceed. **Motion to authorize the spring-cleaning services of the Wiseman's Corner Schoolhouse up to the amount of \$375 + HST from Michelle Woodman and Carol Pease: Moved by Jarv Osborne, Seconded by Krista Trulsen. Carried**

Watt Farm House Update:

Diane Brandt advised that the Heritage Centre is currently closed for the season and will require light spring cleaning. She will coordinate the organization of the facility and ensure it is prepared for the upcoming seasonal opening.

Membership Committee:

Peter Hall advised members that there are 12 paid individual memberships and 1 family membership for the year to date.

Facilities and Function Committee:

No report for April, 2026.

Heritage Festival:

Members discussed the annual event with the Township of Armour's Recreation Co-ordinator. Members reviewed the Staff Report dated April 7, 2026 to the Council of the Township of Armour that provided three options on the event. Council deferred a decision until the Recreation Co-ordinator discussed the topic with the Historical Society. Members agreed that, with summer approaching, it is unlikely the event can be organized in time, as no date has



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been confirmed and volunteer availability has declined. Option #3 proposes deferring the event to allow for strategic planning toward 2027, supporting the development of sustainable programming models, improving overall quality, and reducing pressure on volunteers. This approach would enable greater focus on planning rather than delivering an event solely to maintain continuity. Members further noted that deferring the 2026 event may create opportunities for more meaningful fundraising initiatives. Members will discuss fundraising ideas as an agenda item in the May, 2026 meeting. **Motion to make a decision on the direction of the 2026 Heritage Festival: That the Burk's Falls and District Historical Society acknowledges the April 7, 2026 Staff Report regarding Heritage Day and the Township of Armour's Council request for consultation through the Recreation Co-ordinator, and supports Option #3 to defer the event as outlined in the report regarding Heritage Festival 2026: Moved by Nancy Kyte, Seconded by Peter Hall. Carried**

Correspondence:

Members were informed of an email from Travis Shaw regarding a research consent inquiry. Questions were asked and answered.

General Business:

Annual Audit:

Jarv Osborne reported that the audit of the 2025 Financial Statements were completed. Jarv Osborne and Krista Trulsen, as bona fide Members of the Burk's Falls and District Historical Society, have reviewed the revenues and expenses recorded for 2025 to 2026 which comprised of the statement of financial position as of February 28, 2026, the statement of cash flows for the year and notes to the financial statement and records of activity. The financial reviews were considered sufficient and appropriate to provide the opinion that the records and banks statements are true and accurate. **Motion to accept the 2025 Report on the Audit of Financial Statement and Records of the Burk's Falls and District Historical Society and the recommendation in the Report: Moved by Peter Hall, Seconded by Nancy Kyte. Carried**

New Business:

Young Canada Works – Heritage Co-ordinator Summer Student:

Diane Brandt updated Members on the status of the Young Canada Works program. The Historical Society was approved for \$6,000 this year. Diane discussed the requirement for summer staff. The employment opportunity notice has been circulated with a closing date for submissions being May 15, 2026. Questions were asked and answered.

The Interview Committee will consist of Diane Brandt and Jenny Hall.



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Adjournment:

The next meeting will be held on Monday, May 18, 2026 at the Armour Township Council Chambers. There being no further business, **Nieves Guijarro moved to adjourn the meeting at 7:42 p.m.**

Recorded by
Charlene Watt, Deputy-Treasurer/Secretary

Approved by
Diane Brandt, President



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

Minutes: March 5, 2026, 10:00 am 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, Norm Hofstetter, Jim Ronholm, Cheryl Philip, Tom Bryson, Joel Baylis, Courtney Metcalf, David Gravelle, Sandy Zurbrigg, Dr. Sarah Mackinnon, Cheryl Harrison, Sarah Cooke, Deb Raynard, Deb Duce (Secretary)

Regrets: Dr. Sarah MacKinnon

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

1. 2026-05 Moved by Sean Cotton - Seconded by Delynne Patterson
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the amended minutes from the regular meeting of February 5, 2026. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:** None
4. **RESOLUTIONS PASSED:** None
5. **ITEMS FOR DISCUSSION:**

a) Updates

I. Almaguin Highlands Family Health Team – Deb Raynard

- The HCC unattached waitlist is down to sixty-six (66) and the AFHT has hired contractors with MAOHT PC funding to assist with reduction of the internal waitlist.
- Participated in the first round of trauma-informed training with AFT & SDMC and planning for cancer screening sessions.
- AFHT welcomed a new nurse practitioner, and the space is at capacity. They are investing next steps. D. Raynard and S. Cotton will coordinate a meeting for discussion.

II. MAOHT Recruiter – David Gravelle

- At the March 17th HHR Task Force member he reported on the budget, events being attended in 2026, recruitment for SDMC.
- Noted that the HHR TF will likely be moving to meeting bi-monthly and is also seeking a new co-chair.

- III. MAOHT PFCPAC Partner – Sandy Zurbrigg
- Information about guests at the February PFCPAC meeting, overview of SCOPE a service supporting primary care providers with referrals and information access.
 - Other topics include succession planning, MAOHT meeting with Jane Philpott on April 28th, and the agenda for the next MAOHT PCAT meeting which will include the McMurrich Monteith access issue.
 - Discussion of inviting Marsha Barnes, MAOHT Strategic Advisor to a future AHHC meeting to discuss some OH and MOH items.

IV. Introduction of Joel Baylis, Almaguin Family Dental in South River

- Opened new practice and connecting with communities throughout Almaguin Highlands.
- He will be attending AHHC meeting.

b) Armour Township – Expression of Interest – New Health & Innovation Centres for its property at Pegg’s Mountain Road & Ferguson Road.

- Overview of the EOI that will open March 11th and close April 27.
- Armour Township has purchased the property and donated the land for a health and wellness centre. Looking forward 40 years – what will be needed.
- Seeking input from primary care providers, community members, patient, families & caregivers, and developers.
- Discussion of municipal commitments/steps: costs, funding, fundraising, and agreements, and upcoming election.

c) Update from Space & Building Subcommittee – Meeting on February 23, 2026.

d) Bank Account Statement

- No change from the last month.

e) Progress Report

- Cambridge area denturist keen to come to Almaguin Highlands. Will share email with information.
- Resolution put forward for approval regarding the Mapping of McMurrich Monteith.

2026-07 Moved by Vickey Roeder-Martin - Seconded by Tom Bryson

THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council approved members of Almaguin Highlands Health Council advocating for mapping based on postal codes in healthcare related agreements in the Province of Ontario as per physician letter dated [date] in order to correct the omissions of Kearney & McMurrich Monteith.
CARRIED

f) Other Business’

- Good work of the AHHC and the development of the infographic to share with councils and community members.

- ROI (return on investment) discussion of the size requirement for the health and wellness centre, meetings to date, needs, costs, agreements and municipal responsibilities.
- Also scenarios if the AHHC no longer existed.

6. ADJOURNMENT

2026-06 Moved by Norm Hofstetter - Seconded by Jim Ronholm

THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:33 pm to meet again on April 2, 2026, at 10:00 am at Perry Township. Carried.

SOUTHEAST PARRY SOUND DISTRICT
PLANNING BOARD
Regular Meeting

Wednesday, April 22, 2026 – 6:30 p.m.
VIA ZOOM

Hearings;

- 6:30 p.m.: 1) B-005/26 - October 14th Holdings Inc.
- 2) B-050/25 - Certificate of Cancellation
(1001078955 Ontario Inc.)

Regular Meeting:

1. Review and Approval of the Minutes
2. Business Arising from the Minutes
3. Administrative
Insurance
4. Correspondence
5. Status of Applications
B-041/23, B-042/23 & B-043/23 (Armstrong) – Amend Conditions
6. Financial Report
2025 Financial Statements
7. Other Business
8. Adjournment

SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

Financial Statements

Year Ended December 31, 2025

(Unaudited- See Notice To Reader)



Township of Perry
1695 Emsdale Road, Emsdale, ON P0A 1J0

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NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of the Southeast Parry Sound District Planning Board as at December 31, 2025 and the statements of financial activities and changes in net assets for the year then ended.

I have not performed an audit or review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Emsdale, Ontario
March 16, 2026

Kim Seguin
Treasurer - Township of Perry

SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

Statement of Financial Position

Year Ended December 31, 2025

(Unaudited- See Notice To Reader)

	2025	2024
ASSETS		
CURRENT		
Cash	\$ 18,736	\$ 21,483
Short Term Investments	2,748	2,691
Accounts Receivable	19,606	17,330
Prepays	-	-
	<u>\$ 41,090</u>	<u>\$ 41,503</u>
 LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 3,630	\$ 4,136
Deferred Revenue	4,800	-
	<u>8,431</u>	<u>4,137</u>
NET ASSETS	<u>32,660</u>	<u>37,367</u>
	<u>\$ 41,090</u>	<u>\$ 41,503</u>

SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

Statement of Financial Activities

Year Ended December 31, 2025

(Unaudited- See Notice To Reader)

	2025	2024
REVENUE		
Application Fees	\$ 77,783	\$ 71,900
Consultation Fees	-	-
Miscellaneous Revenue	-	-
Interest	57	59
	<u>\$ 77,840</u>	<u>\$ 71,959</u>
EXPENSES		
Salaries and Wages	75,489	68,756
Insurance	-	-
Office	2,546	4,927
Interest and Bank Charges	95	95
Training/Seminars	448	-
Planning Fees	3,969	-
	<u>82,547</u>	<u>73,778</u>
INCOME (LOSS) FROM OPERATION	(4,707)	(1,819)
OTHER INCOME		
Other Income #1	-	-
EXCESS OF REVENUE OVER EXPENSES	\$ (4,707)	\$ (1,819)

SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

Statement of Change in Net Assets

Year Ended December 31, 2025

(Unaudited- See Notice To Reader)

	<u>2025</u>	<u>2024</u>
NET ASSETS - BEGINNING OF YEAR	\$ 55,297	\$ 57,116
Excess of Revenue over Expenses	(4,707)	(1,819)
NET ASSETS - END OF YEAR	<u>\$ 50,589</u>	<u>\$ 55,297</u>

The South Almaguin Highlands Regional Fire Services Committee (RFSC)

Meeting Agenda

Thursday, April 23, 2026 7:00 P.M.
Perry Township Council Chambers

1. Call to Order
2. Minutes – November 2025 Meeting {Res}
3. Live Fire Training Unit Agreement - Discussion
4. Recruitment and Retention – Update
5. Regional Training – Update
6. New FirePro program, management of training records – Discussion
7. GPS / camera systems on Fire Vehicles - Discussion
8. Any other business
9. Next Meeting (if required)
10. Adjourn

**Southeast Almaguin Highlands Regional Fire Services Committee
(RFSC)**

MINUTES

Thursday, November 6, 2025

Perry Township Council Chambers
(Sign-in sheet attached)

1. Call to Order

Mayor Norm Hofstetter opened the meeting at 7:00 p.m.

2. Minutes

Resolution No. 2025-02

Moved by: Rod Ward

Seconded by: Dan Robertson

Be it resolved that the Regional Fire Services Committee hereby approves the Minutes of the March 13, 2025 Meeting, as presented.

Carried

3. Live Fire Training Unit

The Live Fire Training Unit is working extremely well so far. Each Fire Station has cycled through it a minimum of three times. Training has been a joint effort and has been completed in the evenings due to schedules, but the department is working to schedule a weekend training. The fire simulation is as real as can be achieved. The unit has also been used for search and rescue, ladder work, as well as other training.

4. Proposed Second Training Unit for Search and Rescue

The Fire Chiefs are not sure it is the right time to focus on a second unit. With new Fire Halls being built, it is best to consider in a few years. Looking at spreading resources out in the future. The existing Live Fire Training Unit can be used for fire and rescue. The Fire Chiefs confirmed that the former Perry Municipal Office is no longer required for search and rescue training. They have a few props and materials to get out prior to demolition, but can be cleared prior to demo in 2026.

5. MOU – Live Fire Training Unit

Resolution No. 2025-03

Moved by: Dan Robertson

Seconded by: Chris Hope

Be it resolved that the Regional Fire Services Committee hereby recommends that the Councils of the 7 member municipalities hereby support that the Township of Perry forward the MOU and comments from their insurance to Russell Christie's Office for their legal opinion and update;

And that the costs associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference;

And that the Final Agreement be circulated to each municipality to be adopted by By-law.

Carried

6. Updates on Recruitment and Retention

Online portion of the Recruitment Class starts December 4, 2025. There are 18-20 recruits.

7. Regional Training – Update and Discussion

This item came up for discussion as a reminder that the contract expires in 2027 and the RTO has mentioned potential retirement. The Chiefs outlined that this has been a discussion with consideration of hiring someone in the area that would work 5 days a week rotating within the 5 stations and also would respond to calls.

8. Shared Equipment

RDC was purchased and in service as of May 2025. In addition, the department acquired an additional one by donation that has been incorporated into the training.

9. DZ Driver Training Program

The DZ Driver Training Program has begun. Perry hosted the one-day training and opened it to all stations. The 10 firefighters within the region attended the one-day training session covering off the requirements for daily checks, including but not limited to testing air brakes, low pressure sensors, etc. Each firefighter is required to complete the driving practice within their own stations. November 27 and 28 has been blocked off at MTO in Huntsville for drive test.

10. Other Business

Rod Ward requested an update on reporting. Chiefs outlined with the new FirePro program reporting will be made simpler and Chiefs will be able to report on training, response hours, response times, number of calls for service, etc. Most stations have or are getting the program.

Burk's Falls, Armour and Ryerson together and Magnetawan are in the process of building new halls. Kearney is looking at a new hall, planned in approximately 3 years.

The Chiefs outlined that drones are being used within the department and have already had success using them in various situations, including assisting in search and rescue of a lost person.

11. Next Meeting

The next meeting will be in February 2026.

12. Adjourn

The meeting adjourned at 7:45 p.m.

Dated this _____ day of _____, 2026.

Norm Hofstetter, *Chair*

From: Courtney Metcalf <director@explorealmaguin.ca>
Sent: April 20, 2026 9:55 AM
To: Charlene Watt
Cc: Dave Gray
Subject: Resolution for Armour Council Regarding RED Plan Update

Good Morning Charlene,

We have been going through the RFP process, which closed this past Friday. We are currently reviewing proposals, and will be making a recommendation for the ACED Board on Thursday.

Here is the resolution that can be included for Armour Council next Tuesday. Currently the resolution is blank, as we will have the review done and our recommendation from the ACED Board after our ACED meeting.

Resolution #2026-__ - Moved by _____, seconded by _____;
That the Council of the Township of Armour accepts the recommendation of the Almaguin Community Economic Development (ACED) Board and approves the award of the contract for the Almaguin Highlands Regional Economic Development (RED) Strategic Plan Review and Update to _____ in the amount of \$ _____ plus HST; **Carried**

Thank you!

Courtney Metcalf
Director of Economic Development
Almaguin Community Economic Development
(705) 349-2710 | director@explorealmaguin.ca



-RESOLUTION-



RESOLUTION

2026-16

Be it resolved that the Almaguin Community Economic Development Board accepts the recommendation of the Review Committee and hereby approves the award of the contract for the Almaguin Highlands Regional Economic Development (RED) Strategic Plan Review and Update to KAREN JONES CONSULTING in the amount of \$ 15,000.00 plus HST.

CIRCULATED

AMENDED

MOVED BY: WENDY

SECONDED BY: TIM B.

CARRIED: Yes No

Comments:

ACED Staff Report

Subject: Recommendation for Consultant – Regional Economic Development Strategic Plan Update

Date: April 23, 2026

Prepared by: Courtney Metcalf

Recommendation

That the ACED Board approve the awarding of the contract for the Regional Economic Development Strategic Plan Update to Karen Jones Consulting.

Background and Evaluation Summary

ACED issued a Request for Proposals (RFP) for the update of the Regional Economic Development (RED) Strategic Plan, which closed on April 17, 2026. A total of 11 submissions were received and evaluated by a review committee using a standardized scoring matrix based on understanding of the project, proposal and methodology, cost, and relevant experience.

Following the evaluation process, three proponents were identified as the top-ranked submissions: Karen Jones Consulting, Town Hall Consulting, and Planscape Inc. All three proponents demonstrated the ability to deliver a strong and effective RED Strategic Plan, and each submission presented unique strengths for consideration.

Karen Jones Consulting received the highest overall score, with 98%. Their proposal demonstrated a thorough understanding of the project and the current context of the Almaguin region, supported by their direct experience working within the area on previous economic development initiatives. Their approach is clear, detailed, and practical, with a strong emphasis on collaboration with ACED staff and meaningful in-person engagement. In addition, their proximity to the region supports efficient project delivery and stakeholder engagement. The proposal is also cost-effective and comes in below the allocated budget, while still delivering a comprehensive and implementation-focused plan.

Town Hall Consulting also submitted a strong proposal with a highly detailed and innovative methodology, with a score of 91%. Their approach includes unique engagement strategies (such as a Monopoly Night community consultation) and additional elements such as a six-month follow-up to support implementation. Their proposal reflects a strong desire to fully understand the region and explore opportunities in depth, including governance and long-term organizational considerations. While their experience with municipal strategic planning is extensive, they demonstrated less familiarity with the Almaguin region specifically and their proposal is at the upper end of the available budget.

Planscape Inc. provided a well-structured and thorough proposal, with a score of 89%, including a detailed review of the previous RED Strategic Plan and strong familiarity with local municipalities. Their approach is grounded in solid technical planning expertise and includes a clear and organized workplan. However, their experience is more heavily focused on land use planning and policy development, with less emphasis on broader economic development strategy and regional marketing.

Conclusion

All three shortlisted proponents are capable of delivering a strong Regional Economic Development Strategic Plan. Through the evaluation process, Karen Jones Consulting emerged as the highest-ranked proponent, demonstrating the strongest overall combination of project understanding, relevant experience within the Almaguin region, a clear and manageable methodology, and strong value for cost.

At the same time, both Town Hall Consulting and Planscape Inc. offer strengths that may be of interest to the Board. In particular, they bring an external perspective to the region, along with opportunities to explore governance structure, long-term organizational viability, and new approaches to engagement. These factors were considered by the review committee, especially in the context of ACED's evolving role and long-term sustainability. While Town Hall Consulting and Planscape Inc. present valuable perspectives, particularly in relation to governance and bringing new ideas to the region, Karen Jones Consulting provides the strongest overall alignment with ACED's needs. Their combination of local knowledge, demonstrated experience, practical approach, and cost efficiency positions them as the preferred proponent.



Director of Economic Development (DoED) Report
 April 23, 2026

Core Activity Tracking – (Since last report)

Activity:	Interactions	Description
Business Assistance		
Start Up Files	1	Armour (1)
Expansion Files		
Developer Files		
General Support		
Brand Ambassador	2	South River (2)
High Priority		
Business Visits	8	Strong (3), Sundridge (3) Burk's Falls (1) Armour (1)
Program Referrals		
Non-Member Support Requests	3	South River (2), Laurier (1)
Marketing*		
ACED Website Updates	30	Events, Tourism & Lifestyle News, Business News, Lease & Investment Properties
Social Media Posting	20	(EXPLORE) 13 (ACED) 2
Facebook/Instagram Reach	73.7k	(EXPLORE) 67.3k (ACED) 6.4k
Facebook/Instagram Views	146.5k	(EXPLORE) 140k (ACED) 6.5k
Facebook/Instagram Likes/Followers	6455	(EXPLORE Facebook) 2956 (EXPLORE Instagram) 1119 (EXPLORE TikTok) 508 (ACED Facebook) 1872
Website Tracking		
Total Users / Views	2.3k	
Most viewed pages (besides landing page)		Events, Business Directory, ACED
Communications		
Email Blasts	2	ACED Business monthly, Quarterly Seasonal email
Organization Meetings	4	RCIP, NECO, SFEP, AHHC
Partnership Projects	2	QuickBooks Workshop, Agilec Workforce week
Municipal Visits	3	Sundridge, Strong, Perry
Member Interactions / Support Requests	1	Strong OP and Zoning Update Stakeholder session,
Media Comment Requests	1	Almaguin News Return of Ontario Northlander

Current Files & Projects

Project 1A – Business Support

Contractors and Trades Support

The QuickBooks workshop was held on April 8th in partnership with the Almaguin Highlands Chamber of Commerce and The Business Centre Nipissing/Parry Sound, with 20 attendees representing trades and home-based businesses. Feedback was mixed and will be used to inform future training opportunities. ACED also promoted the potential upcoming Trades and Business Show and a business support survey during the session; however, response to the survey has been limited to date. To increase participation, a promotional poster with a QR code has been developed and will be distributed through local contractors, trades, and Home Hardware locations across the region.

Almaguin Trade Show

ACED Staff developed a draft concept plan for a proposed Almaguin Business & Trades Show (attached), outlining key considerations including event format, budget, partnerships, and anticipated benefits and challenges. The concept positions the event as a one-day, community-focused showcase featuring local businesses, trades, and short workshop sessions, with a recommended timeframe of April to May to align with peak activity for trades and improved community participation.

The estimated budget identifies the event as an initial investment of approximately \$5,900-\$6,700, with opportunities to leverage partnerships to offset costs and support delivery. The concept also highlights the significant staff time and coordination required to successfully plan and execute an event of this scale.

Given current resource constraints, it is recommended that if ACED chooses to move forward with the Business & Trades Show, consideration be given to cancelling the RED Gala for the year. Planning and delivering two large-scale events would exceed available staff capacity and budget, and partner organizations would likely face similar limitations in their ability to contribute to both initiatives simultaneously.

Project 1C – AHCC Partnerships

As reported above: ACED partnered with the AHCC to host the QuickBooks workshop in Sundridge on April 8th.

Project 2A- Community Organization Support

The CMO created an Easter events listicle and accompanying social media posts highlighting community events across the region, including activities hosted by libraries, community centres, agricultural societies, legions, and other local organizations.

The CEO of the Perry Township Public Library requested assistance in compiling a list of local businesses within Perry Township, utilizing ACED's business directory data, to support the development of a prize basket for an adult summer reading program.

Partnership Request:

Agilec from Burk's Falls reached out to ACED to partner on Workforce Week initiatives. ACED staff participated on Wednesday, April 22, from 9:00 a.m. to 12:00 p.m., hosting

in-office hours at the Agilec office to connect with Almaguin-area businesses. During this time, staff provided consultations on ACED services, distributed handouts outlining core ACED services, and shared a Marketing 101 resource highlighting key opportunities for business growth.

Project 2B – Regional Recreation & Municipal Support

Village of Sundridge Support

Following the meet last month, the DoED met with the private business to help develop 2 concept models that provide further detail on the proposal for Council. It was recommended that the business put in a delegation request to Council, and the DoED would be available to attend the Council meeting and support the proposal.

Strong Township Support

The DoED participated in the Township of Strong's stakeholder engagement session in support of their Official Plan and Zoning By-law Update. The session was attended virtually via Zoom and brought together the Township's consulting team, along with key local business owners and developers, to provide input and share perspectives.

Participation in this session provided an opportunity to contribute to discussions on land use planning, economic development considerations, and future growth within the municipality. The DoED offered insights to help ensure that the updated Official Plan and Zoning By-law reflect the needs of the local business community and support sustainable economic development across the region.

Project 3C AHSS Student Engagement

The DoED met with 2 of the Student Senate representatives from AHSS. The meeting focused on key deliverables for the Life Skills Workshops, and the support ACED needs from the school, such as selecting a date and helping coordinate the rotation of the students through the different workshops. It was determined that a date in May would be selected, and they are in talks with the principal and several teachers to provide a list of dates that work in the school. The proposed topics include managing credit, budgeting as a student, interview skills, goal setting, and developing healthy living and meal planning habits. These sessions are intended to provide practical, real-world knowledge that supports students as they prepare for greater independence.

Project 3D Almaguin RED Strategic Plan Update

The RFP was posted on the Township of Armour's website and circulated through ACED's network of consultants. It was also shared more broadly through communications distributed by the Economic Developers Council of Ontario (EDCO), helping to extend its reach across the provincial economic development community.

A total of three proponents submitted clarification questions during the posting period; responses were compiled and issued through an addendum to ensure consistency and transparency for all interested parties. The submission deadline was Friday, April 17th at 4:00 p.m., and 11 proposals were received from consulting firms.

ACED staff will undertake a review of all submissions and present a written recommendation for consideration at the April ACED meeting.

Project 4A – Brand Strategy Implementation

Phase 2 – Physical Brand Roll Out

No updates at this time.

Social Media/Explore Almaguin Website/Email Marketing/Content

The CMO developed an Easter weekend roundup website article and accompanying social media post highlighting events hosted by community organizations across the region, including pancake breakfasts, egg hunts, markets, and Easter dinners.

A “Things to Do on a Rainy Day” listicle was published on the website and supported by accompanying social media posts. The piece highlighted 22 local businesses, showcasing a range of indoor activities and experiences available across the region, and was designed to drive web traffic and encourage community engagement during inclement weather.

A third “We’re From Almaguin” video was produced and shared, accompanied by a blooper reel, featuring five local businesses. The content generated strong engagement across platforms, achieving a total of 57,774 views and 933 likes. This performance demonstrates sustained audience interest in the series and supports its continuation as a seasonal initiative highlighting Almaguin businesses.

ACED staff had the opportunity to capture sighting of the Northlander during testing in Sundridge. Footage of the train was recorded and subsequently shared on the Explore Almaguin social media accounts. The post generated the highest engagement to date across all channels, with over 140,000 views, more than 1,000 likes, and 142 shares. This exceptional reach highlights strong public interest in the Northlander project and demonstrates the effectiveness of timely, locally relevant content in driving engagement.

Project 4B – Tourism Promotion

The CMO attended the Explorers’ Edge webinar “Optimizing Your Website for AI Travel Recommendations,” presented by guest speaker Peter Coish, President of Kuration Inc. The session explored how travellers are increasingly using AI tools to plan trips and how tourism businesses can improve their visibility within AI-driven recommendations. It also reinforced the connection between AI discoverability and strong SEO fundamentals, with practical strategies for application.

Almaguin End-Of-Summer Star Party

Planning continues for the 2026 Almaguin Star Party, building on the success of last year’s event. Planning has included several phone meetings with Stéphane Picard of Cliff Valley Astronomy to discuss the development of a Dark Sky campaign. This work supports ongoing efforts related to dark sky preservation and tourism promotion, including plans for a dedicated website resource page and an accompanying social media campaign.

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)

MINUTES March 26, 2026

A regular meeting of the ACED Board was held at the Strong Township on March 26, 2026 at 6:00 pm.

- Present:** Chris Nicholson, Township of Joly
Craig White, Township of McMurrich/Monteith
Margaret Ann MacPhail, Township of Perry
Luke Preston, Village of Sundridge
Rod Ward, Township of Armour
Tim Bryson, Township of Strong
Dan Robertson, Ryerson Township
Sheri Norman, AHCC Representative
Noel Walker, FedNor
- Regrets:** Trista Porter, MND
Wendy Whitwell, Township of Armour
Vicky Roeder-Martin, Township of McMurrich/Monteith
Dave Gray, CAO Armour Township
- Staff:** Courtney Metcalf, Director of Economic Development
Megan Yemm, Communications and Marketing Officer

Call to Order

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

Video Recording Disclaimer:

Participants were informed that the meeting will be recorded to provide a record of discussions and agreements held within the meeting. By staying in the meeting, virtually or in-person, participants consented to being recorded.

Minutes

The minutes of the meeting of Thursday, February 26th, 2026 were adopted as amended.

Round table introductions took place.

Director's Report

ACED Staff 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. These included business assistance, marketing, ACED website updates, social media activities, and communications.
2. Some of the updates in the report included:
 - a. Trades support and the Almaguin Tradeshow survey
 - b. AHCC Partnerships – Chamber after hours event and Quickbooks workshop
 - c. Transportation & Housing Task Force
 - d. AHSS Student Engagement and Life Skills Workshop
 - e. RED Strategic plan
 - f. Tourism promotion and the 2026 Summer Star Party
3. Partnership request – Forgotten Trails Adventure Trails Map: Discovery Routes requested ACED’s support including a financial contribution and assistance promoting local business participation. Staff recommended a \$2,000 contribution from the regional projects budget and outreach to non-member municipalities for additional support.
4. District Municipality Discussion: The group discussed the concept of a municipal services corporation or district level government and emphasized the importance of continued regional collaboration.
5. The board discussed the importance of establishing consistent regional identifier signage along the highway 11 corridor.

FedNor Update

Programs are fully subscribed as the fiscal year closes, with housing-related infrastructure remaining the top priority. Regional economic opportunities were noted, along with upcoming events in North Bay and Bracebridge.

MND Update

No update at this time.

Resolutions

1. 2026-12– Be it resolved that the Almaguin Community Economic Development Board approve the February 26, 2026 ACED meeting minutes as amended.
Moved by Rod Ward; Seconded by Margaret Ann MacPhail
Carried
2. 2026-13 – Be is resolved that the Almaguin Community Economic Development Board approve a contribution of up to \$2000 from the 2026 regional projects budget to support the development, design, and distribution of the Adventure Trails Map by Discovery Routes;

And further that ACED support outreach efforts to non-member municipalities, requesting a contribution of \$200 per municipality in exchange for inclusion opportunities;

And further that ACED provide in-kind marketing support through promotion of the trail map, associated advertising opportunities, and collaboration with Almaguin Highlands Brand Ambassadors.

Moved by Tim Bryson; Seconded by Rod Ward Carried

Adjournment

3. 2026 - 14 – Be it resolved that the Almaguin Community Economic Development Board adjourn the March 26, 2026 ACED Meeting at 7:34PM.
Moved by Luke Preston; Seconded by Margaret Ann McPhail
Carried.

The next meeting will be April 23rd, 2026, at 6:00 p.m. at the Strong Township Office. If this changes, members will be advised.

TRI COUNCIL SUB-COMMITTEE MEETING **MINUTES**

Tuesday, April 21, 2026 – 1:00PM

Location: Burk's Falls Senior Centre

Attendance: Armour Township: Councillor Wendy Whitwell, CAO Dave Gray
Village of Burk's Falls: Deputy Mayor Sean Cotton, CAO/Clerk Denis Duguay
Ryerson Township: Councillor Delynne Patterson, CAO/Clerk Nancy Field

Meeting called to order at 1:02PM

No changes to the March 10, 2026, minutes.

Discussion Items:

Establish procedures for Committee

Armour CAO (Dave) brought forward a discussion for the committee's consideration regarding the format and documentation of resolutions. The committee agreed that recommendations should be numbered and that all parties should retain a copy of the resolutions.

Shared Services Agreement (Arena – Landfill)

The committee reviewed the two shared service agreements and discussed next steps. It was agreed that the agreements should be circulated to the respective councils as soon as possible to allow sufficient time for feedback prior to the next tri-council meeting. The committee further agreed to target approval of the agreements by August 21, with the agreements to take effect upon passage. Any concerns or comments received in hope to be addressed at the May 19 tri sub-committee meeting.

Next steps.

- Circulate the Arena and Landfill shared service agreements to respective councils
- Provide all comments or feedback to the Tri Sub-committee on May 19th.

Arena – In-kind Donation (Non-Profit).

Burk's falls CAO brought forward a matter for consideration regarding in-kind donations from the arena to non-profit organizations, including whether the committee wished to review the annual impact. The committee discussed the donations and suggested that a detailed breakdown of donations to non-profit organizations would be beneficial to provide a clearer understanding.

New Fire Hall Building Update

Fire chief update provided by Nancy (Ryerson CAO)- Construction of the Fire Hall is progressing well. The roof has been completed, and windows and garage doors have been installed. Temporary construction heating is in place as preparation continues for the concrete floor pour scheduled for April 27.

Electrical and plumbing work in the attic has been completed. Ceiling installation in both the apparatus bays and office areas is also complete. Attic insulation is currently being installed. A radio technician from Spectrum has completed installation of wiring for the facility's radio system. In coordination with Lakeland, a phone and internet system has been designed to support both daily operations and potential Emergency Operations Centre (EOC) activation. Following the curing of the concrete floor, the next phase will include completion of interior framing and scheduling of remaining trades.

Members of Council and staff who wish to view the site are invited to contact the fire chief to arrange a visit. Fridays are preferred.

Other Business:

Tri-Council May 25th meeting

The committee discussed and recommended rescheduling the May 25 Tri-Council meeting to June 22 to allow sufficient time to review feedback and finalize the two agreements in advance of the meeting at which they may be adopted. The committee also noted that, should the agreements be approved in June, the August Tri-Council meeting could be cancelled, in order to avoid potential "lame duck" circumstances.

Councillor D. Patterson brought forward a discussion for future consideration regarding the possibility of establishing an annual Tri-Council meeting dedicated to special training for councils, staff, and the public.

Recommendations:

1-2026 Committee recommends postponing the Tri-Council meeting from May 25th to June 22nd

2-2026 Committee recommend cancelling the August Tri-Council meeting.

Next Meeting:

Tuesday, May 19, 2026 @ 1:00 PM – Twp of Armour

Adjournment - Moved by W. Whitwell - Seconded by D. Patterson

Be it resolved;

That the Tri Council Sub-committee hereby adjourns at 2:41 pm.

Carried.



The Municipality of the
VILLAGE OF BURK'S FALLS

Moved By: RB Date: April 21, 2026

Seconded By: NK Resolution # 2026- 133

Be it resolved;

That the Council for the Village of Burk's Falls hereby *supports change of*
date of next TRI-R from May 25th
to June 22.

Recorded Vote requested by: _____

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

<u>1</u>	_____	_____
Carried	Defeated	Deferred

Pecuniary Interest declared by:

[Signature]
Mayor

Corporation of the
Municipality
of
Magnetawan

Tel: (705) 387-3947
Fax: (705) 387-4875
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

RESOLUTION NO. 2026 - 87 APRIL 15, 2026

Moved by: John Hetherington

Seconded by: Bishop

WHEREAS the Council of the Municipality of Magnetawan thanks Austin Toth for his Deputation Huntsville Cancer Clinic;

AND WHEREAS the Huntsville Cancer Clinic currently provides vital oncology services to residents of Huntsville and surrounding communities, including residents of the Municipality of Magnetawan;

AND WHEREAS cancer patients often require frequent visits for treatment, making proximity to care a critical factor in patient well-being, treatment adherence, and overall outcomes and relocating these services to Bracebridge would require significantly farther distances for treatment, increasing hardship for individuals already facing serious health challenges;

AND WHEREAS rural and northern residents already experience barriers to accessing healthcare, including transportation limitations, weather conditions, and financial constraints and maintaining equitable access to healthcare services across the region is essential to supporting healthy communities;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan strongly opposes the relocation of the Huntsville Cancer Clinic to Bracebridge and Council calls upon the Government of Ontario, the Ministry of Health, and Ontario Health to retain cancer care services in Huntsville;

AND FURTHER THAT the Municipality of Magnetawan urges other municipalities and stakeholders to join in advocating for the preservation of this critical healthcare service;

AND THAT this resolution be circulated to the Honourable Doug Ford, Premier, the Honourable Sylvia Jones, Deputy Premier and Minister of Health, the Honourable Graydon Smith MPP Muskoka Parry Sound, the Honourable Scott Aitchison MP Muskoka Parry Sound, FONOM, AMO, NOMA, and all affected Municipalities including Armour, Burk's Falls, Callander, Joly, Kearney, Machar, Magnetawan, McMurrich-Monteith, Nipissing, Perry, Powassan, Ryerson, South River, Strong, Sundridge, Whitestone, Bracebridge, Gravenhurst, Huntsville, Lake of Bays, and Muskoka Lakes.

Carried Defeated Deferred

Sam Dunnett
Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future*

- RESOLUTION -



PUBLIC SERVICE ANNOUNCEMENT

For immediate release: April 21, 2026

Health Unit Reminds Residents to Test Private Drinking Water After Flooding Events

NORTH BAY, ON – Following recent periods of heavy rainfall and localized flooding, the North Bay Parry Sound District Health Unit (Health Unit) is urging residents who rely on private drinking water systems to test their drinking water.

Significant weather events, such as flooding, heavy rain, rapid snowmelt or saturated ground, can overwhelm natural soil filtration and introduce harmful bacteria into drinking water supplies. Contamination can occur without any changes in taste, colour, or odour, making testing the only reliable way to confirm water safety. These bacteria can cause serious gastrointestinal illness, particularly in young children, older adults, and those with weakened immune systems.

The Health Unit provides free drinking water testing for bacteria in private drinking water systems.

Residents can:

- Pick up free water sample bottles and drop off bottled samples in Burk’s Falls, Parry Sound, North Bay or Sturgeon Falls
- Access results securely once testing is complete

Test sample bottle pick-up locations, drop-off locations, and submission times are listed on the Health Unit’s website at myhealthunit.ca.

Residents who have questions about their private drinking water are encouraged to contact the Health Unit’s Environmental Health Program at [705-474-1400](tel:705-474-1400) Ext. 5400 or environmental.health@healthunit.ca.

– 30 –

Media Inquiries

Kylie Wurdell, Public Relations Specialist
P: 705-474-1400, ext.5221 or 1-800-563-2808
E: communications@healthunit.ca

*Your lifetime partner in healthy living.
Votre partenaire à vie pour vivre en santé.*

myhealthunit.ca

	345 Oak Street West, North Bay, ON P1B 2T2		90 Bowes Street, Suite 201, Parry Sound, ON P2A 2L7
	1-800-563-2808 705-474-1400		1-800-563-2808 705-746-5801
	705-474-8252		705-746-2711

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél.: 416 585-7000



234-2026-1390

April 22, 2026

Dear Head of Council:

I am writing to update you on amendments to Ontario Regulation 584/06 under the *Municipal Act, 2001* (MA) and O. Reg 595/06 of the *City of Toronto Act, 2006* (COTA) that were filed on April 17, 2026. These changes come into force on July 16, 2026.

As you know, since spring 2024 the province has encouraged municipalities designing stormwater fees and charges to ensure that there are no unintended consequences that would disproportionately impact farmers and greenhouse operators.

In the province's 2025 Fall Economic Statement, our government stressed the importance of the agri-food sector and that protecting Ontario's local agriculture and food industry is essential to ensuring a strong, self-sufficient food supply chain.

Agricultural properties generally have invested in their own stormwater-mitigating measures and have large areas of green space that contribute significantly to stormwater runoff management.

In this respect, the province is making changes to remove the authority for municipalities to impose stormwater fees and charges on portions of properties that are classified in the farm or managed forests property class, if they are not connected to a municipal storm sewer.

As we continue to work together to build up our communities, I look forward to our continued collaboration in investing in key infrastructure projects while making life more affordable for members of the agri-food sector and supporting the viability of their operations. Please accept my best wishes.

Sincerely,

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. **Municipal Chief Administrative Officer and/or Treasurer**
 Hon. Trevor Jones, Minister of Agriculture, Food and Agribusiness
 Robert Dodd, Chief of Staff to the Minister of Municipal Affairs and Housing
 Ryan Puviraj, Chief of Staff to the Minister of Agriculture, Food and Agribusiness
 Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
 Laurie Miller, Assistant Deputy Minister, Local Government Division,
 Municipal Affairs and Housing

Charlene Watt (Deputy Clerk)

From: Ryan B <ryanbaptiste0@gmail.com>
Sent: April 22, 2026 9:02 AM
To: Charlene Watt (Deputy Clerk); Dave Gray
Subject: FW: Thank you

Can you please pass this on to your Council on behalf of the Muskoka Hornets 13U select team : 😊

Dear Members of Council,

On behalf of the Muskoka Hornets 13U select team, I would like to extend our sincere gratitude for your generous donation to our team.

Your contribution has made a meaningful impact on our program and, more importantly, on the young athletes who are part of it. Because of support like yours, we are able to provide opportunities that go well beyond the field: helping to build confidence, teamwork, and a strong sense of community.

We are especially proud to share that three of the girls from our team have recently been invited to try out for the 16U Girls Provincial Team. This is an exciting and well-earned opportunity, and it reflects both their dedication and the quality of the program your support helps sustain.

Thank you again for investing in our athletes and believing in the value of youth sport in our community. We are truly appreciative of your commitment and encouragement.

Sincerely,
Ryan Baptiste
Head Coach Muskoka Hornets 13U

Ryan Baptiste
Councillor, The Village of Burk's Falls

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Flood Warning

Bracebridge-Minden-Parry Sound District

Wednesday, April 22, 2026
11:30am

The Ministry of Natural Resources – Bracebridge-Minden-Parry Sound District is advising area residents and visitors that a Flood Warning is in effect in the district **until Wednesday, April 29, 2026**.

This message applies district-wide across the MNR Bracebridge–Minden–Parry Sound District, including portions of the District of Parry Sound, District of Muskoka, and County of Haliburton. All watersheds within the district are affected, including the Severn, Boyne, Black, French, Burnt, Gull, Pickerel, Seguin, South, Magnetawan, and Muskoka River watersheds.

MNR advises municipalities and residents to take immediate action to safeguard homes and property. Flooding could occur quickly and with little or no warning.

Several areas are experiencing elevated water levels and flows. In some locations, levels are comparable to those observed in 2019 and may result in localized infrastructure impacts and flooding.

Residents and visitors should anticipate lake and river water levels to start to stabilize in some areas over the next week, with decreases possible in some locations.

Municipalities hold primary responsibility for emergency response to flood events, including protecting residents and property, undertaking first response actions, and coordinating recovery.

Go to <https://www.ontario.ca/page/floods> and your local municipality for more information.

Residents that have been affected by high water and flow conditions in the past should continue to take necessary action to protect or secure any vulnerable property in proximity to rivers and lakes and closely monitor developing conditions.

Lower-lying portions of known flood-prone areas may be impacted to varying degrees as runoff enters local watercourses.

MNR advises residents to exercise extreme caution concerning ice conditions. No ice is safe ice. Most lakes within the area are ice-free or have limited ice cover remaining. Increased water levels and temperatures may erode the ice and create floating ice hazards that could damage waterfront infrastructure.

MNR also advises extreme caution when using forest access roads for outdoor activities, as many are seasonally inundated with water and prone to washouts. These roads may be impassable due to current water levels.

Slippery stream banks and fast-flowing, cold water will create hazardous conditions around all water bodies. Residents are reminded to keep a close watch on weather conditions, regularly check for updated messages, exercise caution near fast-moving rivers and streams and maintain close supervision of children and pets.

The ministry is closely monitoring the weather and developing watershed conditions. Further updates will be issued as appropriate.

TECHNICAL INFORMATION

Description of Weather System

Generally dry and warm conditions are expected over the next seven days, which may limit additional runoff.

The 7-day weather forecast is predicting daytime highs of 12°C to 17°C and overnight lows between 1°C and 7°C with up to 10 mm of rainfall.

Description of Current Conditions

River levels and flows within the district remain elevated and are expected to persist across most locations.

Lake water levels in several areas are near or have exceeded the upper limits of the Normal Operating Zone (NOZ) and are now in the High-Water Zone.

Remaining snowpack is limited and is expected to have minimal impact on runoff.

DEFINITIONS

- **WATERSHED CONDITIONS STATEMENT – WATER SAFETY:** indicates that high flows, melting ice or other factors could be dangerous for such users as boaters, anglers and swimmers but flooding is not expected.

- **WATERSHED CONDITIONS STATEMENT – FLOOD OUTLOOK:** gives early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high winds or other conditions
- **FLOOD WATCH:** potential for flooding exists within specific watercourses and municipalities
- **FLOOD WARNING:** flooding is imminent or occurring within specific watercourses and municipalities.

LEARN MORE

- Surface Water Monitoring Centre public webpage www.ontario.ca/page/surface-water-monitoring-centre
- Environment Canada bulletins: www.weather.gc.ca
- A close watch on local conditions and weather forecasts from Environment and Climate Change Canada is recommended.

Water Management Team, Bracebridge Minden Parry Sound
District Office, 705-645-8747 or
watermanagement.psdistrict@ontario.ca

ontario.ca/mnr
Disponible en français

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement, de
la Protection de la nature et des Parcs



Environmental Assessment
Modernization Branch

Direction de la modernisation des processus
d'évaluation environnementale

135 St. Clair Avenue West
4th Floor
Toronto ON M4V 1P5

135, avenue St. Clair Ouest
4^e étage
Toronto ON M4V 1P5

April 22, 2026

TO: Stakeholder Distribution List

RE: Requirements for waste disposal site service area and fill rate changes

Earlier this week, I wrote to you about proposed amendments to the *Environmental Assessment Act* (EAA) as part of ongoing efforts to modernize the environmental assessment (EA) program.

Today, the Ministry of the Environment, Conservation and Parks posted a new proposal on the Environmental Registry of Ontario (ERO) for public comment and invites your feedback.

Ontario is proposing changes to requirements for waste disposal sites. These changes would support more efficient use of existing waste disposal capacity and provide communities with more options to meet their waste disposal needs while maintaining strong environmental protection.

The proposal would allow operators more flexibility to change the area where the waste comes from (the service area) and to change the rate at which they can accept it (the fill rate).

The ministry would continue to review these changes through the Environmental Compliance Approval amendment process, which is expected to reduce the time it takes to make these types of changes.

This proposal would not allow landfill expansions beyond a site's approved size, nor would it change the types of waste a site is authorized to receive. These types of changes would continue to require separate approvals under existing legislation.

More information is available [here](#), and input is being accepted until **June 8, 2026**.

If you have any questions, please feel free to contact us at EAModernization.MECP@ontario.ca. Any comments on the proposal can be submitted through the ERO posting via the link above, or by email to us.

We are committed to keeping you apprised about EA modernization and working with you to build a strong EA program for Ontario. We value your perspectives on the EA program and look forward to your further participation. More information on our other efforts to modernize the EA program can also be found [here](#).

Sincerely,



Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: April 14, 2026

Resolution Number: R- 7:1 - 26

Moved by: Councillor Robertson,

Seconded by: Councillor ^{Abbott}~~Patterson~~,

Be it resolved that Ryerson Township Council approve the 2026 net Library Budget in the amount of \$213,869.00. Ryerson's share to be \$50,409.00.

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				



STAFF REPORT

Date: April 28, 2026
To: Council
From: Charlene Watt, Municipal Clerk
Subject: Loss of Municipal Records Due to Basement Flooding Event

RECOMMENDATION

That Council receive this report for information.

BACKGROUND

On April 12, 2026, a flooding event occurred in the municipal office basement, resulting in severe water damage to stored physical records. The extent of the damage rendered a number of records irrecoverable.

All records listed in this report have been confirmed as destroyed, with the exception of certain Council meeting minutes for which digital copies exist.

In addition, the Township had been storing historical records belonging to the local Agricultural Society. While these documents were not municipal records, they were also damaged as a result of the flooding. These records appear to be somewhat salvageable but it has not been confirmed.

INVENTORY OF DESTROYED RECORDS

The following municipal records have been permanently lost:

TRI-R (Tri-Council) Records

- All TRI-R Agendas and Resolutions
- All TRI-R Meeting Minutes and Annual Monitoring Reports

Assessment and Taxation Records

- 1926–1947 Roll Books
- 1968–1974 Roll Books
- 2001–2002 Tax Collector Rolls and Records
- 1960–1970 Tax Registrations
- 1977–1981 Tax Registrations
- 1982–1987 Tax Registrations

Recent Taxation and Financial Records

- 2024 Tax Roll Interest, Interim and Final Billings
- 2024 Assessment Download files
- 2024 Names Suspense records
- 2024 Minutes of Settlements
- 2024 Omits and Supplementals

Civic and Emergency Services Records

- Civic Addressing and 911 Number Assignments

Infrastructure Records

- 2006–2013 Bridge Reports

Capital Projects and Facilities

- 2019–2020 Katrine Community Centre Renovations (including outdoor ice rink and all associated funding files)

Council and Governance Records

- 2007–2011 Council Closed Meeting Minutes
- 2006 Closed Session Resolutions
- 2011–2026 Closed Session Meeting Minutes
- 2013–2014 Council Meeting Agenda Packages
- 2015–2016 Burk's Falls–Armour Restructuring Committee Minutes

Council Meeting Minutes (Physical Copies Destroyed; Digital Copies Available)

- 2012 Council Meeting Minutes
- 2013 Council Meeting Minutes
- 2014 Council Meeting Minutes
- 2015 Council Meeting Minutes
- 2019 Council Meeting Minutes
- 2024 Council Meeting Minutes

Planning and Procurement

- 2025 Municipal Planning Services RFP

Financial Planning and Accountability

- 2018–2024 Municipal Budgets
 - 2018–2020 Municipal Audits
-

IMPACTS

The permanent loss of these records has the following implications:

- **Legislative and Compliance Impacts:**
Certain records required under applicable legislation are no longer available in original form.
 - **Loss of Historical Records:**
Archival materials, including early roll books (1926–1947), have been permanently lost.
 - **Operational Impacts:**
The absence of several administrative and financial records may affect internal reference and response to inquiries.
 - **Partial Continuity of Council Records:**
While physical copies of Council meeting minutes from 2012 onward were destroyed, digital copies have been retained and remain accessible.
 - **Legal and Accountability Impacts:**
Missing closed session records, financial documents, and other files may limit the Township’s ability to respond to audits, legal matters, or information requests.
-

FINANCIAL IMPLICATIONS

Any financial implications related to this loss are not yet fully determined and will be reported to Council if required.

CONCLUSION

The basement flooding event has resulted in the complete and permanent destruction of a significant volume of municipal records. While most records cannot be recovered or reconstructed, digital copies of some records (minutes, taxation records) from 2012 onward have been preserved.

This report is provided to formally document the loss.



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

Spring 2026 Agenda – 172nd Meeting – Friday, May 29, 2026

Hosted by the Town of Kearney

Kearney Community Centre; 8 Main Street, Kearney, ON P0A 0B1

- 8:15-9:00** Registration / Coffee sponsored by **AL G. Brown & Associates**

- 9:00-9:30** Singing of O Canada
 Acknowledgement of the Passing of Township of the Archipelago Councillor, Tom Lundy
 Introduction of the Head Table
 Welcome and Opening Remarks – **Cheryl Philip**, Town of Kearney
 Town of Kearney Land Acknowledgement
 Greetings from Parry Sound-Muskoka MPP, **Graydon Smith**
 Greetings from Parry Sound-Muskoka MP, **Scott Aitchison**
 FONOM Update presented by **Lynda Carleton**
 ROMA Update presented by ROMA Zone 9 Director, **Mark Wilson**

- 9:30-10:15** **Road Assumption - Stay in Your Lane** *presented by Jaden Hodgins, P. Eng. Roads Specialist from Intact Public Entities*

- 10:15-10:35** **Care on the Move: What's New in Community Paramedicine** *presented by Tom Smith, Community Paramedicine Superintendent*

- 10:35-10:50** Coffee break sponsored by **MuniSoft ... Municipal Software & More!**

- 10:50-11:10** **Ready When It Matters: Emergency Management in Action** *presented by Diane Ploss, Field Officer, Emergency Management Ontario*

- 11:10-11:30** **Dollars & Decisions: Making Municipal Budgets Work** *presented by the Ministry of Municipal Affairs and Housing*

- 11:30-12:00** **Destination District of Parry Sound! Growing Tourism in Our Backyard** *presented by James Murphy, CEO, Explorers' Edge*

- 12:00-1:00** **Lunch** will be served by Colleen Comer and will feature a delicious variety of lasagna, fresh Caesar salad, warm garlic toast, and an assortment of desserts.

- 1:00-2:00** **The Path Forward: DSSAB's Approach to Housing Loss Prevention and Encampments** *presented by Tammy MacKenzie, CAO and Jeff Degagne, Director of Income Support and Stability, District of Parry Sound Social Services Administration Board*

- 2:00** **Resolutions / Business Meeting**
 - Adoption of the Minutes of the Fall 2025 Meeting
 - Treasurer's Report August 1, 2025 to December 31, 2025
 - Minutes of the November 27, 2025 Executive Meeting

Draw for Mystery Door Prize: Must be present to claim!

Host and Date of Next Meeting: Friday, September 25, 2026, *hosted by the Township of Carling*

Adjournment

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

DPSMA 2026 Spring Meeting

The Spring Meeting of the District of Parry Sound Municipal Association will be held on **Friday, May 29, 2026** hosted by the Town of Kearney. The location of the meeting is at the **Kearney Community Centre**, 8 Main St, Kearney, ON P0A 0B1.

Registration/coffee begins at 8:15 am with the Meeting starting at 9:00 am.

The cost is **\$50.00** per person and includes lunch and refreshment breaks. Please notify if a vegan, vegetarian or other dietary restriction option is needed.

_____ will be sending (Name of Municipality/Organization)

_____ delegates @ \$50.00 each, for a total of _____.

The following delegates will be attending:

Please confirm attendance on or by Friday, May 15, 2026, so that catering arrangements can be finalized.

Registration can be made by:

Email: clerk@mckellar.ca | Fax: 705-389-1244 | Phone: 705-389-2842 x4
By mail: 701 Highway 124 P.O. Box 69 McKellar, ON P0G 1C0

Payment to follow registration.

Cheques - please send cheques in the mail or bring to the event; payable to 'District of Parry Sound Municipal Association'

EFT - *new* please email Karlee your organization's vendor form to arrange payment

Payment is expected for all delegates registered, regardless of whether they attend, as meal payment is based on the registration.



DISTRICT OF PARRY SOUND

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

(705) 382-3332
Fax: (705) 382-2068
Email: clerk@armourtownship.ca
Website: www.armourtownship.ca

FLOOD INFORMATION PACKAGE & LINKS

During the Flood

Do not pump your septic tank during flooded or saturated drain field conditions. Pumping it out could cause the tank to float out of the ground and may damage the inlet and outlet pipes. The best solution is to plug all drains in the basement and drastically reduce water use in the house.

After the Flood and floodwater has receded

- Do not drink well water until it is tested. Contact your local health department.
- Do not use the sewage system until water in the soil absorption field is lower than the water level around the house.
- Have your septic tank professionally inspected and serviced if you suspect damage. Signs of damage include settling or an inability to accept water. Most septic tanks are not damaged by flooding since they are below ground and completely covered. However, septic tanks and pump chambers can fill with silt and debris and must be professionally cleaned. If the soil absorption field is clogged with silt, a new system may have to be installed.
- Only trained specialists should clean or repair septic tanks because tanks may contain dangerous gases.
- If sewage has backed up into the basement, clean the area and disinfect the floor. Use a chlorine solution of 120 ml of chlorine bleach to 3.8 litres of water to disinfect the area thoroughly.
- Pump the septic system as soon as possible after the flood (not during or if drainfield is saturate). Be sure to pump both the tank and lift station (if applicable). This will remove silt and debris that may have washed into the system.
- Do not compact the soil over the soil absorption field by driving or operating equipment in the area.
- Examine all electrical connections for damage before restoring electricity (if applicable).
- Be sure the septic tank's manhole cover is secure and that inspection ports have not been blocked or damaged.
- Check the vegetation over your septic tank and soil absorption field. Repair erosion damage and sod or reseed areas as necessary to provide turf grass cover.
- Aerobic sewage systems, up-flow filters, trickling filters, and other media filters have a tendency to clog due to mud and sediment. These systems will need to be inspected and serviced to ensure they are in good working condition.



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From the Electrical Safety Authority

There is a heightened risk of electric shock when water contacts electrical systems that could seriously injure or kill you. Follow these electrical safety steps; it could save your life, or the lives of first responders and utility personnel working in the area.

- Do not enter your basement if you know or suspect water has risen above the level of electrical outlets, baseboard heaters, furnace or is near your electrical panel. Electricity can move through water or wet flooring and cause a severe electrical shock.
- In the event that flood water has risen above outlets, baseboard heaters or your furnace, covers power cords, or is near the electrical panel, contact your local electric utility immediately and arrange for them to disconnect power to your home.
- Watch out for downed powerlines in flood-affected areas. If you see one, stay back 10 metres or the length of a school bus and call 9-1-1 and your local electric utility to report it.

Returning home after a flood

If you have water contact or damage to your electrical system:

- If water in your basement has risen above the electrical outlets, baseboard heaters, furnace or electrical panel, DO NOT enter the basement until the power has been disconnected by the local electric utility.
- If your electrical system has been affected, your utility may not be able to restore power to your property until damage has been assessed and necessary repairs have been made.
- Hire a Licensed Electrical Contractor to evaluate your home's electrical system to determine if it is safe to have the local electric utility restore power to your home.
- Find a licensed electrical contractor.

The contractor will file for a permit with the ESA so there is a record of the work;

- When the contractor completes the work, the contractor will notify ESA and the ESA Inspector will confirm work has been done safely and power can be reconnected;
- ESA will inform the utility that it is safe to reconnect;



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- The utility will reconnect when it is able to do so.

Ask the contractor for a copy of the ESA Certificate of Inspection for your records and insurance.

Fact Sheets

- Collecting and Sending Drinking Water Samples – Health Unit Information
- Eat Safe Food – Proper food handling after a flood
- 8 Tips to Mold Clean Up – Things to consider during clean up
- Shopping List for Cleaning Mold – Checklist for consideration
- Mold Clean – Up After Disasters – When to use Bleach

More information can be found by following the links listed below. These links can also be found under Public Notices on the Armour Township website www.armourtownship.ca

1. Health Canada: www.health.gov.on.ca/en/public/programs/emu/flood.aspx
2. North Bay Parry Sound Public Health Unit:
www.myhealthunit.ca/en/health-topics/emergencies-and-being-prepared.asp
3. North Bay Mattawa Conservation Authority (Septic information and more):
www.nbmca.ca
4. Disaster Recovery Assistance for Ontarians (DRAO)
<https://www.ontario.ca/document/guidelines-apply-disaster-recovery-assistance-ontarians-drao>



IMPORTANT STEPS

Collecting and Sending Drinking Water Samples

Well-water and **treated surface water** used for drinking can be sent for testing. Untreated surface water will not be tested. You should test your water three times per year: Spring, Summer, and Fall.

Follow the instructions in your water sample kit to collect your drinking water sample.

Fill out the form completely. Note: Your Health Unit # is **2247**.

Samples are not accepted on Fridays, Saturdays, and Sundays, the day before or day of statutory holidays.

Bring your drinking water sample to the Health Unit on the **SAME DAY** you collect it. Keep your sample cool. Samples can be dropped off at the following locations:

MONDAY TO THURSDAY

North Bay Parry Sound District Health Unit Burk's Falls Village Office

8:00 a.m. to 12:00 noon
172 Ontario Street, Burk's Falls

Parry Sound Office
7:00 a.m. to 3:00 p.m.
70 Joseph Street, Parry Sound

North Bay Office
7:30 a.m. to 3:00 p.m.
345 Oak Street West, North Bay

WEDNESDAY ONLY
West Nipissing Municipal Office
8:30 a.m. to 2:00 p.m.
225 Holditch Street, Sturgeon Falls

Getting Your Lab Results

Telephone:

Prior to submission, remove one of the barcodes from the sample bottle and place it on the **Water Results by Telephone Card (Blue)**. Follow the instructions on the card.

Mail:

Select the box "**Please mail to my mailing address above**". The report will be mailed to the address in the top left-hand box of the form.

Pick up at the Laboratory:

Select the box "**Pick up at the laboratory**". The laboratory will hold the report for two weeks after the sample is



received; it will be mailed after this date. No report will be released without proper identification (photo ID). You may pick up your report at the Orillia Public Health Laboratory (Parry Sound Office submissions) or the Sudbury Public Health Laboratory (North Bay Office, Burk's Falls Office, and West Nipissing Municipal Office submissions).

You will not be able to pick up the report at the North Bay Parry Sound District Health Unit or the West Nipissing Municipal Office.

Food Safety After a Flood

Flood water can jeopardize the safety of food. Identifying and discarding potentially unsafe food will help to reduce the risk of food-borne illness.

How does a flood make food unsafe?

Flood water may carry dirt, raw sewage, oil, or chemical waste. If flood water comes into contact with a food item, it may be contaminated and should be discarded. Even if a food package appears to be dry, it may have been contaminated and should be discarded.

What do I do with food that may be unsafe because of a flood?

The best thing to do is throw away any food item that has been in contact with contaminated flood water. Even if the food or package appears to be dry, it still may not be safe.

Food that has been contaminated or spoiled may not look different. You cannot usually see chemicals or pathogens on food. The following food safety tips can help you determine which foods to throw out and which to save.

Inspect all items carefully and throw out:

- **All foods with permeable packaging** such as cardboard, plastic wrap, or screw-top lids. This includes home-canned products and dry foods such as flour, sugar, candy, cereal, baked goods, dried beans, and rice.
- **All screw-top containers and food in opened glass or plastic jars and bottles.** Flood water may have seeped into the lids of these containers and contaminated the food.

Only food in sealed, undamaged, airtight metal cans may be considered safe once the cans are cleaned and sanitized before use, according to the instructions in the cleaning section below.

How do I clean after a flood?

It is important to clean and sanitize all surfaces and equipment that has been in contact with flood water. This includes: utensils/silverware, cookware, dishware, food contact surfaces, food preparation equipment, floors, floor sinks, floor drains, and furniture.

Use the following cleaning and sanitizing method to clean and disinfect:

1. Thoroughly wash with soap and water
2. Rinse with clean water
3. Sanitize by immersing in:
 - A mild bleach solution made with 5 ml (1 tsp) bleach per 750 ml (3 cups) water; or
 - Hot water of 77°C (170°F) or hotter
4. Air dry thoroughly.

Closed, undamaged cans containing food can be sanitized by placing them in water and allowing the water to boil for at least two minutes.

Alternatively, you can immerse them for two minutes in a mild bleach solution made with 5 ml (1 tsp) bleach per 750 ml (3 cups) of water.

Remove labels prior to washing and sanitizing.

Cans that have been cleaned and sanitized should be used as soon as possible as they may rust.

Cans that are bulging or damaged are unsafe and unusable and should be thrown away immediately.

If you suspect that your equipment and utensils have become contaminated during storage, clean and sanitize them just prior to use, even though you may have already cleaned, or sanitized them.

If you have had a power failure as a result of the flood:

- Without power, the refrigerator section will keep foods cool for 4-6 hours if the door is kept closed.
- Throw out perishable foods such as meat, fish, poultry, eggs, and leftovers that have been at temperatures above 4°C (40°F) for more than two hours.
- Keep the freezer door closed to keep it cold inside.
- Without power, an upright or chest freezer that is completely full will keep food frozen for about two days. A half-full freezer will keep food frozen for one day.
- Foods that have thawed in the freezer may be re-frozen if they still contain ice crystals.
- Discard any items in either the freezer or the refrigerator that have come into contact with raw meat juices.
- If you're not sure whether an item is spoiled, play it safe and throw it out.

If there was a flood at your food premises, please notify Huron Perth Public Health. A flood damaged food premises cannot reopen until permitted by a public health inspector.

Reminder

When there is any doubt about the safety of a food product, it should be thrown out as a precaution.

IF IN DOUBT, THROW IT OUT!

Questions?

Call 1-888-221-2133 ext 3670.

December 2025

Adapted with permission of Wellington Dufferin Guelph Public Health

8 TIPS TO CLEAN UP MOLD



Protect Yourself

Put on personal protective equipment (gloves, mask, goggles) to protect your eyes, nose, mouth, and skin.



Toss!

Take it out! Anything that was wet with flood water and can't be cleaned and dried completely within 24 to 48 hours should be taken outside. Take photos of discarded items for filing insurance claims.



Air it out

Open all doors and windows when you are working, and leave as many open as you safely can when you leave.



Circulate

When electricity is safe to use, use fans and dehumidifiers to remove moisture.



Don't mix cleaners

If you use cleaning products, do not mix cleaning products together. **DO NOT** mix bleach and ammonia because it can create toxic vapors.



Scrub surfaces

Clean with water and a detergent. Remove all mold you can see. Dry right away.



Don't cover it, remove it

Painting or caulking over mold will not prevent mold from growing. Fix the water problem completely and clean up all the mold before you paint or caulk.



Dry it up

Dry your home and everything in it as quickly as possible – within 24 to 48 hours if you can.

<http://www.cdc.gov/mold/cleanup.htm>



What to do if your home is flooded?

- If water rises near your electrical outlets, baseboard heaters or furnace, or electrical panel, call 1-800-434-1235 to have your power disconnected.
- If any water damage to electrical equipment occurs, a Licensed Electrical Contractor needs to conduct an evaluation and make any necessary repairs before Hydro One can restore power.
- Be sure to keep your emergency kit in a backpack and make sure everyone in your home knows where to find it. See below for what to include.



HydroOne.com/Safety



1.888.664.9376

Customer Care Centre
Weekdays 7:30am – 8pm



1.800.434.1235

Emergencies and Power Outages
24/7

Emergency preparedness kit



Water
(recommend 2L per person/day)



Canned or dried food that won't spoil



A manual can opener



Cash



Windup or battery powered flashlight



Windup or battery powered radio



Extra batteries



Any medical items you require



First aid kit



Blankets



Candles and matches. Remember to never leave a burning candle unattended



At least one corded phone; a cordless phone will not work in a power outage



Fully charged cell-phone and portable power bank chargers



Hydro One's emergency power outage hotline

1.800.434.1235

JOINT ARENA SERVICES AGREEMENT

This Agreement made effective this [redacted] day of April, 2026

BETWEEN:

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

-and-

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK’S FALLS

-and-

THE CORPORATION OF THE TOWNSHIP OF RYERSON

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may enter into an agreement with one or more municipalities or local bodies to jointly provide for their joint benefit any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS Armour, Burk’s Falls and Ryerson have jointly operated, and desire to continue to jointly operate, Arena Services;

AND WHEREAS Armour, Burk’s Falls and Ryerson wish to set out their respective rights and obligations regarding the provision of such Services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of good and other valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, the receipt whereof is hereby acknowledged, the parties hereto hereby covenant, promise and agree with each other as follows:

I. DEFINITIONS

- 1. In this Agreement including in the recitals above,
 - (a) “**Act**” means the *Municipal Act, 2001*, S.O. 2001, c.25;
 - (b) “**Administer**” means to provide the Service to the public in accordance with Applicable Law, and “**Administration**” has the same meaning;
 - (c) “**Administrative Services**” means those services as set out in section 10 of this Agreement;
 - (d) “**Agreement**” means this Joint Arena Services Agreement and all Schedules and Exhibits attached to this Agreement;
 - (e) “**Arena Services**” means all Services related to the provision of a place of recreation, known as the “Armour, Ryerson and Burk’s Falls Memorial Arena and

Karl Crozier Community Centre” located at 220 Centre Street in Burk’s Falls, Ontario; including an ice surface, banquet hall, kitchen, bar, and ancillary interior and exterior space, with parking;

- (f) “**Applicable Law**” means any applicable statute, ordinance, decree, regulation or by-law or any rule, circular, directive, license, consent, permit, authorization, concession or other approval issued by any Government Authority which has appropriate jurisdiction;
- (g) “**Armour**” means The Municipal Corporation of the Township of Armour;
- (h) “**Burk’s Falls**” means The Corporation of the Municipality of the Village of Burk’s Falls;
- (i) “**Business Days**” means any day other than a Saturday, Sunday or statutory holiday;
- (j) “**Calendar Days**” means consecutive days, including Saturday, Sunday or statutory holiday;
- (k) “**Capital Expenditure**” means any expenditure related to machinery, equipment, vehicles and furniture reported as a tangible capital asset on the audited financial statement of the Service;
- (l) “**Capital Items**” means machinery, equipment, vehicles and furniture required to provide the Service;
- (m) “**Council**” means the municipal council of each of Armour, Burk’s Falls and Ryerson, or all of them together, as the context requires;
- (n) “**Emergency**” means any unplanned event, activity, circumstance that constitutes a threat to the operation of the Service and/or requires the stoppage of the delivery of the Service, in whole or in part and may include both person-caused and natural-caused events, activities and circumstances;
- (o) “**Expenditure**” means funds used by the Administering Municipality to obtain new assets, improve existing ones or reduce a liability;
- (p) “**Government Authority**” means any government, regulatory authority, ministry, board, department, court or other law, regulation or rule-making entity, having jurisdiction or authority over the matter in issue, but excludes a municipality or any of its local boards;
- (q) “**Head of Council**” means the Mayor of each Municipality, as applicable;
- (r) “**Municipality**” means any of Armour, Burk’s Falls or Ryerson, as the context requires, and “**Municipalities**” means all of them or any two of them, as the context requires;

- (s) “**Net Cost**” means all operating, capital and real property capital expenditures of the Service less all revenues generated by the Service including, but not limited to, government grants, user fees, rents, sales and donations and “**Net Costs**” has the same meaning;
- (t) “**Real Property**” means land, land improvement and any building or buildings erected upon the land used to provide a Service;
- (u) “**Real Property Capital Expenditure**” means any expenditure related to land, land improvements and buildings reported as a tangible capital asset on the audited financial statements of a Service;
- (v) “**Remaining Municipality**” means one or more Municipalities which elect to continue providing Arena Services after receiving notification of withdrawal from one or more Parties to this agreement, and “**Remaining Municipalities**” has the same meaning.
- (w) “**Report**” means that Report referred to in clause 10(f) of the Agreement, in the form required by the Administering Municipality and “**Reporting**” has the same meaning;
- (x) “**Ryerson**” means The Corporation of the Township of Ryerson;
- (y) “**Service**” means the Arena Services, and “**Services**” has the same meaning;
- (z) “**Tri-Council Meeting**” means a meeting between the Councils of each of the parties, with a quorum from the Council of each party present, such quorum including the Head of Council or designate from each party.
- (aa) “**Withdrawing Municipality**” means a Municipality which has provided written notice of its intent to withdraw from the Agreement, as per the notice provisions outlined in Section 3.

II. TERM OF THE AGREEMENT

2. This Agreement takes effect on January 1, 2028 and the term of this Agreement is five (5) years. For clarity, the Agreement expires at 11:59 p.m. on December 31, 2032.
3. This Agreement will be automatically renewed every five (5) years unless one of the Municipalities advises the other Municipalities, in writing one (1) year in advance of the date of expiry set out in Section 2 of this Agreement, that it wishes to withdraw or renegotiate all or part of this Agreement.
4. If one of the Municipalities has requested a renegotiation of this Agreement and the renegotiated agreement is not in place at the expiry date of this Agreement as set out in Section 2 of this Agreement, this Agreement will remain in place until a new agreement is in force and effect.

5. Upon receipt of a notice of withdrawal from another Municipality, the Head of Council of a municipality may call a Tri-Council Meeting to discuss such notice and to consider steps that may be taken to either engage the dispute resolution provisions of this Agreement or to terminate this Agreement and prepare for dissolution related to the Service.
6. If the Council that sent notice pursuant to Section 2 of this Agreement sends further notice within the one (1) year period set out in Section 2 of this Agreement, the provisions of Sections 9 and 10 of this Agreement are no longer applicable and the Agreement renews as provided for in this Agreement as if the original notice was never given.

III. THE JOINT SERVICE

Ownership, Operation and Maintenance

7. The ownership of the Real Property upon which the Service is provided is set out in **Schedule "A"** to this Agreement.
8. The Administering Municipality shall operate and maintain the Real Property and Capital Items associated with the Service it Administers in good condition and in accordance with Applicable Law.

Administration, Cost Sharing, Oversight and Reporting

9. Burk's Falls shall serve as the Administering Municipality of the Joint Arena Service.
10. For the purposes of this Agreement, the Administrative Services to be provided by the Administering Municipality is as follows:
 - (a) Operation of the Service in compliance with Applicable Law;
 - (b) Staffing for the Service, through employees, contractors or agents, as the Municipality deems appropriate, in accordance with its policies and procedures and Applicable Law;
 - (c) Ensure that policies and procedures are in place with respect to procurement, employment, health and safety, asset management, fees and charges, and record retention, all in compliance with Applicable Law;
 - (d) Reporting to and communicating with any government ministry or agency, including but not limited to the Ontario Ministry of the Environment, Conservation, and Parks, the Ontario Ministry of Municipal Affairs, the Ontario Ministry of Sport, and the Ontario Ministry of Finance, with respect to the Service, as may be required by Applicable Law;
 - (e) Maintain financial records with respect to the Service and report to the other Municipalities as required by this Agreement with respect to budgets, revenues, expenses, audits and other financial activities related to the Service; and

(f) Reporting, on a quarterly basis, in the form required by the Administering Municipality, to the other Municipalities.

11. Burk's Falls shall not charge any additional fees to the other Municipalities to Administer the Service.

IV. TRI-COUNCIL AND SUBCOMMITTEE MEETINGS

12. Tri-Council meetings shall be held up to four (4) times each calendar year, and shall be subject to the following provisions:

- (a) Meetings shall be held at 7:00 p.m. local time on the last Monday of the month.
- (b) The February and October meetings shall primarily serve for the purposes of reviewing and finalizing the budget for the Joint Arena Service.
- (c) Tri-Council meetings shall be hosted by each Municipality on a rotating basis, commencing with Armour, followed by Burk's Falls, and then followed by Ryerson, and shall be chaired by the Head of Council or designate of the host Municipality.
- (d) Tri-Council meetings shall be open to the public except for those meetings or parts thereof that may be closed to the public pursuant to Section 239 of the *Municipal Act, 2001, as amended*.
- (e) The Procedural By-law of the host Municipality shall be used to govern the Tri-Council meetings hosted by such host Municipality.

13. The Tri-Council Shared Services Sub-Committee (the "Committee") shall serve as a secondary forum for discussion regarding the joint Arena Services, and function based on the Terms of Reference established therefor.

14. This Committee exists to strengthen the partnership formed through the development and provision of Joint Arena Services, and to work collaboratively to improve service delivery and future planning regarding the Arena Service. The Committee exists to keep Partners informed on operational challenges faced by the Arena Service, service delivery issues, and provide representation from each of the Partner Councils.

15. The Arena Manager, and/or designate, may be present at select Committee meetings to provide technical input or advise relating to the Arena Service.

16. The Committee shall endeavour to meet quarterly, at a schedule to be determined amongst its members.

17. The Committee shall not direct any of the Administrative Services provided by Burk's Falls or provide direction to employees of the Arena Service.

V. BUDGETS AND FINANCIAL REPORTING

18. The Administering Municipality shall prepare, on an annual basis, a draft operating and a capital budget for the Arena Service.
 - (a) Such draft budgets shall be presented at the October Tri-Council Meeting of each calendar year and, once reviewed at such Tri-Council Meeting, shall be presented for consideration to each Municipality's Council at its next regular meeting and each Municipality shall report to the other Municipalities the outcome of such meeting.
 - (b) Based on the comments received, the Administering Municipality shall prepare a final budget proposal and forward it to the other Municipalities, through the respective Municipal clerks, by the last Friday in January of each year.
 - (c) Each Municipality shall bring a resolution to the February Tri-Council Meeting indicating whether or not it supports the budget for the Arena Service.
 - (d) The Budget for the Arena Service shall be implemented once approved by all Municipalities subject to this Agreement.
19. Prior to the preparation and presentation of the annual budget, the Administering Municipality shall notify the other Municipalities of the user fees established for the Arena Service and shall send, on an annual basis, a copy of its by-law establishing such fees to the other Municipalities when it circulates the annual budget.
20. If any Municipality does not agree to the proposed budget, the contributions from all Municipalities to the budget shall not change from the most recently approved budget until all Municipalities agree to the proposed budget.
21. From the time the annual budget for the Service is approved by each Council, the Administering Municipality shall provide, every three (3) months thereafter, in writing, a budget to actual report to the other Municipalities, through the Clerk of each Municipality.
22. Once the budget is approved by each Municipality, the following will apply:
 - (a) Any change(s) to the approved budget which would increase the net total of the approved budget shall require the approval of each of the Municipalities in order to be implemented. The Municipality requesting such change shall notify the Clerks of the other Municipalities with an explanation of the requested change and shall request that a Tri-Council meeting be held within fifteen (15) Calendar Days of such request.
 - (b) An overspending of the budget does not constitute a change to the budget but shall be reported by the Administering Municipality to the other Municipalities with an explanation of and reason(s) for the overspending.

23. If circumstances arise in any calendar year where any unbudgeted Expenditure becomes necessary, as determined by the Administering Municipality, the Administering Municipality shall provide a written explanation of the unbudgeted Expenditure, including its impact on the Administration and delivery of the Service, and shall provide an estimate of the cost of the unbudgeted Expenditure to each of the other Municipalities, through the respective Clerks, for consideration by each, to consider such item at its next regularly scheduled meeting of Council.
- (a) If all Municipalities cannot agree on proceeding with the unbudgeted Expenditure, within thirty (30) Calendar Days of the date of the written explanation, the Head of Council for the Administering Municipality shall call a Tri-Council Meeting, to be held no later than fifteen (15) Calendar Days following the call of the meeting and at that meeting the unbudgeted Expenditure shall be considered and will only go forward if approved by each Municipality. The Municipality requesting such change shall notify the Clerks of the other Municipalities with an explanation of the requested change and shall request that a Tri-Council meeting be held within fifteen (15) Calendar Days of such request.
24. The Administering Municipality is responsible to ensure that its auditor carries out an audit, on an annual basis, for the Service and shall provide a copy of its audited financial statements to the other Municipalities within ten (10) Business Days after they are received from its auditor.

VI. ADMINISTRATION OF COST SHARING

25. The Net Cost of the Services shall be shared annually as follows:
- (a) Township of Armour: 1/3
- (b) Village of Burk's Falls: 1/3
- (c) Township of Ryerson: 1/3
26. The Administering Municipality shall invoice the other Municipalities quarterly (March 1st, June 1st, September 1st and December 1st) for their share of the Service and such invoices are due within thirty (30) Calendar Days of issuance.
27. After the annual audit is complete, the Administering Municipality shall either invoice or refund to the other Municipalities the difference between the budgeted amount paid by each Municipality and the actual amount to be paid as determined by the audit.

VII. INDEMNIFICATION AND INSURANCE

28. Each Party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other Parties, their respective officials, employees, agents, and contractors (the "Indemnified Parties") from and against any and all claims, demands, suits, losses, liabilities, damages, and expenses (including reasonable legal fees and costs) arising out of or related to:

- (a) Any act or omission of the Indemnifying Party or its employees, agents, contractors, or representatives in the performance of their obligations under this Agreement;
 - (b) Any breach by the Indemnifying Party of any provision of this Agreement;
 - (c) The operation and funding the Arena Services during the term of this Agreement, except to the extent caused by the gross negligence or willful misconduct of the Indemnified Parties.
29. This indemnification obligation shall survive the termination or expiration of this Agreement, and each Party's indemnification obligations shall be limited to its proportional contribution to the funding and operation of the Arena Services as set out herein.
30. During the term of this Agreement, each Municipality shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability, environmental liability and property damage. Such policy shall:
- (a) Have inclusive limits of not less than five million dollars (\$5,000,000.00) for injury, loss or damage resulting from any one occurrence;
 - (b) Name the other parties as an additional insured with respect to any claim arising out of the obligations under this Agreement; and
 - (c) Include a Non-Owned automobile endorsement.
31. During the term of this Agreement, each Municipality shall obtain and maintain in full force and effect, automobile liability insurance in the amount of two million dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.
32. If any Municipality receives a notice of claim, action, application, order, or any other insurance or legal proceeding in respect of the Arena Service, it shall, within five (5) Business Days, provide a copy of such to the other Municipalities.

VIII. EMERGENCY SITUATIONS

33. From time-to-time Emergencies may arise and, in such circumstances, the Municipalities shall cooperate to the best of their abilities regarding public communication about the impact of the Emergency on the Service. The Administering Municipality shall take the lead on the response to the Emergency.
34. As soon as practical following the identification and initial handling of an Emergency, the Head of Council for the Administering Municipality shall call for a Tri-Council Meeting to address any Administration and budget issues that may have arisen due to the Emergency.

IX. RESOLUTION OF DISPUTES

35. In the event of any dispute arising out of or in connection with this Agreement, the Chief Administrative Officer and one representative Member of Council from each of the Parties shall meet to discuss the dispute and attempt to form a resolution. Should informal discussions fail to resolve the dispute, the Parties agree to then attempt to resolve the matter through formal mediation. If mediation fails, the dispute shall be referred to arbitration in accordance with the rules of the Ontario Arbitration Act. Parties agree that all of the aforementioned steps are required to be taken, prior to issuing a notice of withdrawal.

X. TERMINATION OF AGREEMENT/WITHDRAWAL FROM SHARED SERVICES

36. If any Municipality wishes to withdraw from participation in the shared delivery of the Service and wishes to terminate the Agreement, it shall give such notice in writing, as provided for in Sections 2 and 9 of this Agreement, to the other Municipalities, accompanied by a resolution of Council indicating such decision to withdraw.
37. If notice of withdrawal is received prior to the dispute resolution procedures as established in Section 9 being engaged, said notice shall be deemed not to be in effect and the party issuing the notice shall be directed to engage in the formal dispute resolution procedures as outlined.
38. If notice to terminate this Agreement/withdraw from the shared delivery of the Services is given and the Municipality giving such reverses such decision within the notice period provided for in Section 2 of this Agreement, the shared delivery of Services and this Agreement will continue as if such notice was never given, unless the Municipalities amend or reconstitute this Agreement and then such agreement will continue on such new terms as may be memorialized in this Agreement or any successor agreement.

XI. DISSOLUTION

39. Upon the effective termination of this Joint Arena Services Agreement, the assets and liabilities shall be distributed in accordance with the provisions set out in **Schedule "B"** to this Agreement.

XII. NOTICE

40. Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to have been properly given when delivered personally, by facsimile transmission, or by electronic mail with the sender's name, address, electronic mail address and telephone number included and confirmation of receipt is provided (which confirmation shall not be unreasonably withheld by any Municipality) as follows:

The Municipal Corporation of the Township of Armour

Attention: Clerk
 56 Ontario Street, P.O. Box 533
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-2068
 Email: clerk@armourtownship.ca

The Corporation of the Municipality of the Village of Burk's Falls

Attention: Clerk
 172 Ontario Street, P.O. Box 160
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-2273
 Email: clerk@burksfalls.ca

The Corporation of the Township of Ryerson

Attention: Clerk
 28 Midlothian Road
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-3286
 Email: clerk@ryersontownship.ca

41. Any notice or communication delivered personally shall be deemed to have been received by the addressee on the day upon which it is delivered. Any notice delivered or sent by facsimile or electronic mail transmission shall be deemed to have been received by the addressee on the next business day after the notice is sent by facsimile or electronic mail transmission. Any Municipality may change its notice information for the purpose of this Agreement by directing a notice in writing of such change to the other Municipalities at the above addresses and thereafter such changed information shall be effective for the purposes hereunder.

XIII. FORCE MAJEURE

42. Whenever and to the extent that any Municipality is unable to fulfil, or is delayed or restricted in the fulfilment of, any obligation hereunder in respect of the supply or provision of the Service or utility or the doing of any work or the making of any repairs, by reason of being unable to obtain the material, goods, equipment, service, utility or labour required to enable it to fulfil such obligation, or by reason of any statute, law, by-law or order-in-council or any regulation or order passed or made pursuant thereto, or by reason of the order or direction of any legislative, administrative or judicial body, controller or board, or any governmental department or any governmental officer or other authority having jurisdiction, or by reason of its inability to procure any licence or permit required therefor, or by reason of not being able to obtain any permission or authority required therefor, or by reason of any strikes, lockouts, slow-downs or other combined action of workmen, or shortages of material, or act of war, act of God, adverse weather conditions, unexpected

soil, groundwater or other subsurface or other conditions or any other cause beyond its reasonable control, such Municipality shall be relieved from the fulfilment of such obligation so long as such cause continues. In such event the impacted Municipality will immediately notify the other Municipalities, and each will work together to communicate with the public and explore options for the provision of the Service.

XIV. GENERAL PROVISIONS

Severability and Jurisdiction

43. If any provision of this Agreement is determined by a Court of competent jurisdiction to be illegal or beyond the power, jurisdiction, or capacity of any party bound hereby, such provision shall be severed from this Agreement and the remainder of this Agreement shall continue in full force and effect and in such case, the parties agree to negotiate in good faith to amend this Agreement in order to implement the intentions as set out herein. It is agreed and acknowledged by the parties that each is satisfied as to the jurisdiction of each party to enter into this Agreement. The parties agree that they shall not question the jurisdiction of any party to enter into this Agreement nor question the legality of any portion hereof, nor question the legality of any obligation created hereunder and the parties, their successors and assigns are and shall be estopped from contending otherwise in any proceeding before a Court of competent jurisdiction or any administrative tribunal.

Legislative Change

44. References in this Agreement to any legislation (including but not limited to regulations and by-laws) or any provision thereof include such legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

Entire Agreement

45. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any prior agreements, undertakings, declarations or representations, written or verbal, in respect thereof.

Laws of Ontario

46. This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

Amendments

47. This Agreement may only be amended by a written agreement executed by all Parties.

Counterparts

48. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Headings and Wording

49. The inclusion of headings in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
50. In this Agreement, unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders.
51. Any section, clause or provision in this Agreement shall be deemed to be severable should it be declared invalid by a court of competent jurisdiction and said severed section, clause or provision shall not be taken to invalidate the remaining provisions of this Agreement.
52. The Municipalities have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Municipalities, and no presumption or burden of proof shall arise favouring or disfavouring any Municipality by virtue of the authorship of any of the provisions of this Agreement.
53. This Agreement shall not be modified or amended except with the written consent of all Municipalities and no modification or amendment to this Agreement binds any Municipality unless in writing and executed by the Municipality intended to be bound.
54. No Municipality shall assign or transfer any of the rights, benefits and obligations in or under this Agreement without the prior written consent of the other Municipalities. Any such assignment shall not relieve any Municipality of its obligations herein. This agreement shall be binding upon and endure to the benefit of the parties and their successors and permitted assigns and heirs.
55. No Municipality shall call into question, directly or indirectly, in any proceedings whatsoever, in law or in equity, before any court or before any administrative tribunal, the right of the Municipalities, or any of them, to enter into this Agreement, or the enforceability of any term, agreement, provision, covenant or condition contained in this Agreement, and this clause may be pled as estoppel as against any such Municipality in such proceedings.
56. This Agreement may be executed in counterparts and delivered by facsimile transmission and each such counterpart, whether delivered executed in its original form or by facsimile transmission, shall be, and be deemed to be, an original instrument and all such counterparts when taken together, shall constitute one and the same document.
57. The Schedules attached hereto which form part of this Agreement are as follows:
 - Schedule "A" - Real Property Ownership
 - Schedule "B" - Dissolution of Assets

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement, made and effective as of the [redacted] day of April, 2026.

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

**THE CORPORATION OF THE
MUNICIPALITY OF THE VILLAGE OF
BURK'S FALLS**

Mayor

Mayor

Clerk

Clerk

**THE CORPORATION OF THE TOWNSHIP OF
RYERSON**

Mayor

Clerk

**SCHEDULE A
REAL PROPERTY OWNERSHIP**

Armour, Ryerson and Burk's Falls Memorial Arena and Karl Krozier Community Centre

- Municipally known as 220 Centre Street, Burk's Falls, Ontario.
- The Village of Burk's Falls is listed on the parcel register/title solely as registered owner of the property.
- Each Municipality holds one third (1/3) of the unregistered equitable ownership in the Real Property, which terminates immediately upon the termination or dissolution of this Agreement.

SCHEDULE B DISSOLUTION OF ASSETS

Upon dissolution of Joint Arena Services or termination of the Agreement, the assets for the Service shall be distributed as set out below.

1.1. Ownership of the Real Property

- a. **Termination of Agreement by Burk's Falls:** If Burk's Falls is the Withdrawing Municipality, the title ownership of the Real Property remains with Burk's Falls, and the equitable ownership interests of the other Municipalities revert to Burk's Falls with no compensation owing to those Municipalities.
- b. **Termination of Agreement by Other Party:** If Armour or Ryerson is the Withdrawing Municipality, the title ownership of the Real Property remains with Burk's Falls, and the equitable ownership interests of the Withdrawing Municipality reverts to Burk's Falls with no compensation owing to that Municipality. The other Remaining Municipality, if any, shall continue to hold an unregistered equitable interest in the Real Property.

1.2. Dissolution of Capital Items

Upon termination of the Joint Arena Services Agreement, the dissolution of non-Real Property Capital Items shall be addressed as follows:

- a. **Joint Assumption by Remaining Municipalities:** The Remaining Municipalities shall have the right of first refusal to jointly assume all Capital Items for the continued operation and funding of the Arena Service. The Withdrawing Municipality shall have no entitlement to any share of the Capital Items following its withdrawal.
- b. **Sole Assumption by One Municipality:** If only one of the Remaining Municipalities elects to assume all Capital Items, that municipality shall compensate the other Remaining Municipality in accordance with their respective cost-sharing percentages. The Withdrawing Municipality shall not be entitled to any compensation in respect of the Capital Items.
- c. **Disposal of Capital Items:** If neither of the Remaining Municipalities elects to assume the Capital Items, the Capital Items shall be sold or otherwise disposed of. The net proceeds of such disposal shall be distributed among all Parties in accordance with their respective cost-sharing percentages. Notwithstanding the foregoing, the Withdrawing Municipality's share of the proceeds shall be reduced by an amount equal to any costs or losses reasonably incurred by the Remaining Municipalities as a result of the withdrawal.

1.3. Long Term Debt and Capital Leases

Upon termination of the Joint Arena Services Agreement, any long-term debt or capital leases listed on the Arena Service's audited financial statements shall be assumed by the municipality or municipalities assuming responsibility for the Arena Service. No compensation shall be owed by the other municipality or municipalities for such debt or leases.

1.4. Other Recorded Assets or Liabilities

All other Assets and Liabilities recorded on the Service's audited financial statements shall be assumed by the municipality or municipalities assuming responsibility for the Arena Service. No compensation shall be owed by the other municipality or municipalities for the assumption of such assets and liabilities.

1.5. Unrecorded Assets or Liabilities

Upon termination of the Joint Arena Services Agreement, any unrecorded assets or liabilities of the Arena Service shall be the responsibility of the Remaining Municipality or Municipalities that assume the Arena Service. The Withdrawing Municipality shall have no entitlement to any share of such assets, nor shall it bear any responsibility for such liabilities, regardless of whether they relate to activities that occurred before or after termination of the Joint Arena Services Agreement.

In the event that only one of the Remaining Municipalities assumes the Arena Service, that municipality shall compensate the other Remaining Municipality for its share of any such unrecorded asset or liability in accordance with their respective cost-sharing percentages.

JOINT WASTE MANAGEMENT SERVICES AGREEMENT

This Agreement made effective this [redacted] day of April, 2026

BETWEEN:

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

-and-

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK’S FALLS

-and-

THE CORPORATION OF THE TOWNSHIP OF RYERSON

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may enter into an agreement with one or more municipalities or local bodies to jointly provide for their joint benefit any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS Armour, Burk’s Falls and Ryerson have jointly operated, and desire to continue to jointly operate, Waste Management Services;

AND WHEREAS Armour, Burk’s Falls and Ryerson wish to set out their respective rights and obligations regarding the provision of such Services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of good and other valuable consideration and the sum of Two Dollars (\$2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, the receipt whereof is hereby acknowledged, the parties hereto hereby covenant, promise and agree with each other as follows:

I. DEFINITIONS

- 1. In this Agreement including in the recitals above,
 - (a) “**Act**” means the *Municipal Act, 2001*, S.O. 2001, c.25;
 - (b) “**Administer**” means to provide the Service to the public in accordance with Applicable Law, and “**Administration**” has the same meaning;
 - (c) “**Administrative Services**” means those services as set out in section 10 of this Agreement;
 - (d) “**Agreement**” means this Joint Waste Management Services Agreement and all Schedules and Exhibits attached to this Agreement;
 - (e) “**Applicable Law**” means any applicable statute, ordinance, decree, regulation or by-law or any rule, circular, directive, license, consent, permit, authorization,

concession or other approval issued by any Government Authority which has appropriate jurisdiction;

- (f) “**Armour**” means The Municipal Corporation of the Township of Armour;
- (g) “**Burk’s Falls**” means The Corporation of the Municipality of the Village of Burk’s Falls;
- (h) “**Business Days**” means any day other than a Saturday, Sunday or statutory holiday;
- (i) “**Calendar Days**” means consecutive days, including Saturday, Sunday or statutory holiday;
- (j) “**Capital Expenditure**” means any expenditure related to machinery, equipment, vehicles and furniture reported as a tangible capital asset on the audited financial statement of the Service;
- (k) “**Capital Items**” means machinery, equipment, vehicles and furniture required to provide the Service;
- (l) “**Council**” means the municipal council of each of Armour, Burk’s Falls and Ryerson, or all of them together, as the context requires;
- (m) “**Emergency**” means any unplanned event, activity, circumstance that constitutes a threat to the operation of the Service and/or requires the stoppage of the delivery of the Service, in whole or in part and may include both person-caused and natural-caused events, activities and circumstances;
- (n) “**Expenditure**” means funds used by the Administering Municipality to obtain new assets, improve existing ones or reduce a liability;
- (o) “**Government Authority**” means any government, regulatory authority, ministry, board, department, court or other law, regulation or rule-making entity, having jurisdiction or authority over the matter in issue, but excludes a municipality or any of its local boards;
- (p) “**Head of Council**” means the Mayor of each Municipality, as applicable;
- (q) “**Municipality**” means any of Armour, Burk’s Falls or Ryerson, as the context requires, and “**Municipalities**” means all of them or any two of them, as the context requires;
- (r) “**Net Cost**” means all operating, capital and real property capital expenditures of the Service less all revenues generated by the Service including, but not limited to, government grants, user fees, rents, sales and donations and “**Net Costs**” has the same meaning;

- (s) **“Real Property”** means land, land improvement and any building or buildings erected upon the land used to provide a Service;
- (t) **“Real Property Capital Expenditure”** means any expenditure related to land, land improvements and buildings reported as a tangible capital asset on the audited financial statements of a Service;
- (u) **“Remaining Municipality”** means one or more Municipalities which elect to continue providing Waste Management Services after receiving notification of withdrawal from one or more Parties to this agreement, and **“Remaining Municipalities”** has the same meaning.
- (v) **“Report”** means that Report referred to in clause 10(f) of the Agreement, in the form required by the Administering Municipality and **“Reporting”** has the same meaning;
- (w) **“Ryerson”** means The Corporation of the Township of Ryerson;
- (x) **“Service”** means the Waste Management Services, and **“Services”** has the same meaning;
- (y) **“Tri-Council Meeting”** means a meeting between the Councils of each of the parties, with a quorum from the Council of each party present, such quorum including the Head of Council or designate from each party.
- (z) **“Waste Management Services”** means the operation, administration, and decommissioning of a landfill and recycling/re-use centre located at 141 Chetwynd Road in the Township of Armour, all in accordance with Certificate of Approval A521003, issued February 10, 1972 as amended on March 28, 2017 and as may be further amended by the Ontario Ministry of the Environment, Conservation and Parks pursuant to the *Environmental Protection Act*, R.S.O. 1990, c. E.19 or other applicable legislation.
- (aa) **“Withdrawing Municipality”** means a Municipality which has provided written notice of its intent to withdraw from the Agreement, as per the notice provisions outlined in Section 3.

II. TERM OF THE AGREEMENT

2. This Agreement takes effect on January 1, 2028 and the term of this Agreement is five (5) years. For clarity, the Agreement expires at 11:59 p.m. on December 31, 2032.
3. This Agreement will be automatically renewed every five (5) years unless one of the Municipalities advises the other Municipalities, in writing one (1) year in advance of the date of expiry set out in Section 2 of this Agreement, that it wishes to withdraw or renegotiate all or part of this Agreement.

4. If one of the Municipalities has requested a renegotiation of this Agreement and the renegotiated agreement is not in place at the expiry date of this Agreement as set out in Section 2 of this Agreement, this Agreement will remain in place until a new agreement is in force and effect.
5. Upon receipt of a notice of withdrawal from another Municipality, the Head of Council of a municipality may call a Tri-Council Meeting to discuss such notice and to consider steps that may be taken to either engage the dispute resolution provisions of this Agreement or to terminate this Agreement and prepare for dissolution related to the Service.
6. If the Council that sent notice pursuant to Section 2 of this Agreement sends further notice within the one (1) year period set out in Section 2 of this Agreement, the provisions of Sections 9 and 10 of this Agreement are no longer applicable and the Agreement renews as provided for in this Agreement as if the original notice was never given.

III. THE JOINT SERVICE

Ownership, Operation and Maintenance

7. The ownership of the Real Property upon which the Service is provided is set out in **Schedule "A"** to this Agreement.
8. The Administering Municipality shall operate and maintain the Real Property and Capital Items associated with the Service it Administers in good condition and in accordance with Applicable Law.

Administration, Cost Sharing, Oversight and Reporting

9. Armour shall serve as the Administering Municipality of the Joint Waste Management Service.
10. For the purposes of this Agreement, the Administrative Services to be provided by the Administering Municipality is as follows:
 - (a) Operation of the Service in compliance with Applicable Law;
 - (b) Staffing for the Service, through employees, contractors or agents, as the Municipality deems appropriate, in accordance with its policies and procedures and Applicable Law;
 - (c) Ensure that policies and procedures are in place with respect to procurement, employment, health and safety, asset management, fees and charges, and record retention, all in compliance with Applicable Law;
 - (d) Reporting to and communicating with any government ministry or agency, including but not limited to the Ontario Ministry of the Environment, Conservation and Parks, the Ontario Ministry of Municipal Affairs, the Ontario Ministry of Sport,

and the Ontario Ministry of Finance, with respect to the Service, as may be required by Applicable Law;

- (e) Maintain financial records with respect to the Service and report to the other Municipalities as required by this Agreement with respect to budgets, revenues, expenses, audits and other financial activities related to the Service; and
 - (f) Reporting, on a quarterly basis, in the form required by the Administering Municipality, to the other Municipalities.
11. Armour shall not charge any additional fees to the other Municipalities to Administer the Service.

IV. TRI-COUNCIL AND SUBCOMMITTEE MEETINGS

12. Tri-Council meetings shall be held up to four (4) times each calendar year, and shall be subject to the following provisions:
- (a) Meetings shall be held at 7:00 p.m. local time on the last Monday of the month.
 - (b) The February and October meetings shall primarily serve for the purposes of reviewing and finalizing the budget for the Joint Waste Management Service.
 - (c) Tri-Council meetings shall be hosted by each Municipality on a rotating basis, commencing with Armour, followed by Burk's Falls, and then followed by Ryerson, and shall be chaired by the Head of Council or designate of the host Municipality.
 - (d) Tri-Council meetings shall be open to the public except for those meetings or parts thereof that may be closed to the public pursuant to Section 239 of the *Municipal Act, 2001, as amended*.
 - (e) The Procedural By-law of the host Municipality shall be used to govern the Tri-Council meetings hosted by such host Municipality.
13. The Tri-Council Shared Services Sub-Committee (the "Committee") shall serve as a secondary forum for discussion regarding the joint Waste Management Services, and function based on the Terms of Reference established therefor.
14. This Committee exists to strengthen the partnership formed through the development and provision of Joint Waste Management Services, and to work collaboratively to improve service delivery and future planning regarding the Waste Management Service. The Committee exists to keep Partners informed on operational challenges faced by the Waste Management Service, service delivery issues, and provide representation from each of the Partner Councils.

15. The Waste Management Administrator, and/or designate, may be present at select Committee meetings to provide technical input or advise relating to the Waste Management Service.
16. The Committee shall endeavour to meet quarterly, at a schedule to be determined amongst its members.
17. The Committee shall not direct any of the Administrative Services provided by Armour or provide direction to employees of the Waste Management Service.

V. BUDGETS AND FINANCIAL REPORTING

18. The Administering Municipality shall prepare, on an annual basis, a draft operating and a capital budget for the Waste Management Service.
 - (a) Such draft budgets shall be presented at the October Tri-Council Meeting of each calendar year and, once reviewed at such Tri-Council Meeting, shall be presented for consideration to each Municipality's Council at its next regular meeting and each Municipality shall report to the other Municipalities the outcome of such meeting.
 - (b) Based on the comments received, the Administering Municipality shall prepare a final budget proposal and forward it to the other Municipalities, through the respective Municipal clerks, by the last Friday in January of each year.
 - (c) Each Municipality shall bring a resolution to the February Tri-Council Meeting indicating whether or not it supports the budget for the Waste Management Service.
 - (d) The Budget for the Waste Management Service shall be implemented once approved by all Municipalities subject to this Agreement.
19. Prior to the preparation and presentation of the annual budget, the Administering Municipality shall notify the other Municipalities of the user fees established for the Waste Management Service and shall send, on an annual basis, a copy of its by-law establishing such fees to the other Municipalities when it circulates the annual budget.
20. If any Municipality does not agree to the proposed budget, the contributions from all Municipalities to the budget shall not change from the most recently approved budget until all Municipalities agree to the proposed budget.
21. From the time the annual budget for the Service is approved by each Council, the Administering Municipality shall provide, every three (3) months thereafter, in writing, a budget to actual report to the other Municipalities, through the Clerk of each Municipality.
22. Once the budget is approved by each Municipality, the following will apply:
 - (a) Any change(s) to the approved budget which would increase the net total of the approved budget shall require the approval of each of the Municipalities in order to

be implemented. The Municipality requesting such change shall notify the Clerks of the other Municipalities with an explanation of the requested change and shall request that a Tri-Council meeting be held within fifteen (15) Calendar Days of such request.

- (b) An overspending of the budget does not constitute a change to the budget but shall be reported by the Administering Municipality to the other Municipalities with an explanation of and reason(s) for the overspending.
23. If circumstances arise in any calendar year where any unbudgeted Expenditure becomes necessary, as determined by the Administering Municipality, the Administering Municipality shall provide a written explanation of the unbudgeted Expenditure, including its impact on the Administration and delivery of the Service, and shall provide an estimate of the cost of the unbudgeted Expenditure to each of the other Municipalities, through the respective Clerks, for consideration by each, to consider such item at its next regularly scheduled meeting of Council.
- (a) If all Municipalities cannot agree on proceeding with the unbudgeted Expenditure, within thirty (30) Calendar Days of the date of the written explanation, the Head of Council for the Administering Municipality shall call a Tri-Council Meeting, to be held no later than fifteen (15) Calendar Days following the call of the meeting and at that meeting the unbudgeted Expenditure shall be considered and will only go forward if approved by each Municipality. The Municipality requesting such change shall notify the Clerks of the other Municipalities with an explanation of the requested change and shall request that a Tri-Council meeting be held within fifteen (15) Calendar Days of such request.
24. The Administering Municipality is responsible to ensure that its auditor carries out an audit, on an annual basis, for the Service and shall provide a copy of its audited financial statements to the other Municipalities within ten (10) Business Days after they are received from its auditor.

VI. ADMINISTRATION OF COST SHARING

25. The Net Cost of the Services shall be shared annually as follows:
- (a) Each Municipality shall pay fifteen percent (15%) of the net costs; and
 - (b) The balance of net costs shall be shared based on the number of garbage bags the residents for each Municipality have deposited into the landfill in the prior calendar year.
26. Each year, at the February budget meeting, the Waste Management Administrator shall provide the final total number of garbage bags each Municipality's residents have deposited into the landfill in the prior calendar year, and these figures shall be used to allocate the remainder of the net costs between each Municipality.

27. Each Municipality, at its discretion, may elect to provide an allocation of subsidized garbage bags to each household in its Municipality per calendar year. The Administering Municipality shall invoice the other Municipalities monthly for the cost of any subsidized garbage bags brought to the landfill in the previous month, and such invoices are due within thirty (30) Calendar Days of issuance.
28. The Administering Municipality shall invoice the other Municipalities quarterly (March 1st, June 1st, September 1st and December 1st) for their share of the net costs of the Service and such invoices are due within thirty (30) Calendar Days of issuance.
29. After the annual audit is complete, the Administering Municipality shall either invoice or refund to the other Municipalities the difference between the budgeted amount paid by each Municipality and the actual amount to be paid as determined by the audit.

VII. INDEMNIFICATION AND INSURANCE

30. Each Party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other Parties, their respective officials, employees, agents, and contractors (the "Indemnified Parties") from and against any and all claims, demands, suits, losses, liabilities, damages, and expenses (including reasonable legal fees and costs) arising out of or related to:
 - (a) Any act or omission of the Indemnifying Party or its employees, agents, contractors, or representatives in the performance of their obligations under this Agreement;
 - (b) Any breach by the Indemnifying Party of any provision of this Agreement;
 - (c) The operation and funding the Waste Management Services during the term of this Agreement, except to the extent caused by the gross negligence or willful misconduct of the Indemnified Parties.
31. This indemnification obligation shall survive the termination or expiration of this Agreement, and each Party's indemnification obligations shall be limited to its proportional contribution to the funding and operation of the Waste Management Services as set out herein.
32. During the term of this Agreement, each Municipality shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability, environmental liability and property damage. Such policy shall:
 - (a) Have inclusive limits of not less than five million dollars (\$5,000,000.00) for injury, loss or damage resulting from any one occurrence;
 - (b) Name the other parties as an additional insured with respect to any claim arising out of the obligations under this Agreement; and

- (c) Include a Non-Owned automobile endorsement.
33. During the term of this Agreement, Armour shall obtain and maintain in full force and effect an Environmental Liability Policy in an amount of not less than five million dollars (\$5,000,000) per occurrence, against claims for bodily injury, including sickness, disease, shock, mental anguish, mental injury, as well as injury to or physical damage to tangible property, or the prevention, control, repair, cleanup, or restoration of environmental impairment of the lands, the atmosphere or any water course or body of water on a sudden or accidental basis and/or gradual release. The policy will be renewed for three (3) years after termination of this Agreement. Should the policy be non-renewed, ninety (90) days' notice of said cancellation or non-renewal must be provided by the Administering Municipality to the other Municipalities, and any of the Municipalities have the right to request that an extended policy period be purchased by the Administering Municipality. Said policy shall name the other parties as an additional insured with respect to any claim arising out of the obligations under this Agreement.
34. During the term of this Agreement, each Municipality shall obtain and maintain in full force and effect, automobile liability insurance in the amount of two million dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.
35. If any Municipality receives a notice of claim, action, application, order, or any other insurance or legal proceeding in respect of the Waste Management Service, it shall, within five (5) Business Days, provide a copy of such to the other Municipalities.

VIII. EMERGENCY SITUATIONS

36. From time-to-time Emergencies may arise and, in such circumstances, the Municipalities shall cooperate to the best of their abilities regarding public communication about the impact of the Emergency on the Service. The Administering Municipality shall take the lead on the response to the Emergency.
37. As soon as practical following the identification and initial handling of an Emergency, the Head of Council for the Administering Municipality shall call for a Tri-Council Meeting to address any Administration and budget issues that may have arisen due to the Emergency.

IX. RESOLUTION OF DISPUTES

38. In the event of any dispute arising out of or in connection with this Agreement, the Chief Administrative Officer and one representative Member of Council from each of the Parties shall meet to discuss the dispute and attempt to form a resolution. Should informal discussions fail to resolve the dispute, the Parties agree to then attempt to resolve the matter through formal mediation. If mediation fails, the dispute shall be referred to arbitration in accordance with the rules of the Ontario Arbitration Act. Parties agree that all of the aforementioned steps are required to be taken, prior to issuing a notice of withdrawal.

X. TERMINATION OF AGREEMENT/WITHDRAWAL FROM SHARED SERVICES

- 39. If any Municipality wishes to withdraw from participation in the shared delivery of the Service and wishes to terminate the Agreement, it shall give such notice in writing, as provided for in Sections 2 and 9 of this Agreement, to the other Municipalities, accompanied by a resolution of Council indicating such decision to withdraw.
- 40. If notice of withdrawal is received prior to the dispute resolution procedures as established in Section 9 being engaged, said notice shall be deemed not to be in effect and the party issuing the notice shall be directed to engage in the formal dispute resolution procedures as outlined.
- 41. If notice to terminate this Agreement/withdraw from the shared delivery of the Services is given and the Municipality giving such reverses such decision within the notice period provided for in Section 2 of this Agreement, the shared delivery of Services and this Agreement will continue as if such notice was never given, unless the Municipalities amend or reconstitute this Agreement and then such agreement will continue on such new terms as may be memorialized in this Agreement or any successor agreement.

XI. DISSOLUTION

- 42. Upon the effective termination of this Joint Waste Management Services Agreement, the assets and liabilities shall be distributed in accordance with the provisions set out in **Schedule “B”** to this Agreement.

XII. NOTICE

- 43. Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to have been properly given when delivered personally, by facsimile transmission, or by electronic mail with the sender’s name, address, electronic mail address and telephone number included and confirmation of receipt is provided (which confirmation shall not be unreasonably withheld by any Municipality) as follows:

The Municipal Corporation of the Township of Armour

Attention: Clerk
56 Ontario Street, P.O. Box 533
Burk’s Falls, ON P0A 1C0
Fax: 705-382-2068
Email: clerk@armourtownship.ca

The Corporation of the Municipality of the Village of Burk's Falls

Attention: Clerk
172 Ontario Street, P.O. Box 160
Burk's Falls, ON P0A 1C0
Fax: 705-382-2273
Email: clerk@burksfalls.ca

The Corporation of the Township of Ryerson

Attention: Clerk
28 Midlothian Road
Burk's Falls, ON P0A 1C0
Fax: 705-382-3286
Email: clerk@ryersontownship.ca

44. Any notice or communication delivered personally shall be deemed to have been received by the addressee on the day upon which it is delivered. Any notice delivered or sent by facsimile or electronic mail transmission shall be deemed to have been received by the addressee on the next business day after the notice is sent by facsimile or electronic mail transmission. Any Municipality may change its notice information for the purpose of this Agreement by directing a notice in writing of such change to the other Municipalities at the above addresses and thereafter such changed information shall be effective for the purposes hereunder.

XIII. FORCE MAJEURE

45. Whenever and to the extent that any Municipality is unable to fulfil, or is delayed or restricted in the fulfilment of, any obligation hereunder in respect of the supply or provision of the Service or utility or the doing of any work or the making of any repairs, by reason of being unable to obtain the material, goods, equipment, service, utility or labour required to enable it to fulfil such obligation, or by reason of any statute, law, by-law or order-in-council or any regulation or order passed or made pursuant thereto, or by reason of the order or direction of any legislative, administrative or judicial body, controller or board, or any governmental department or any governmental officer or other authority having jurisdiction, or by reason of its inability to procure any licence or permit required therefor, or by reason of not being able to obtain any permission or authority required therefor, or by reason of any strikes, lockouts, slow-downs or other combined action of workmen, or shortages of material, or act of war, act of God, adverse weather conditions, unexpected soil, groundwater or other subsurface or other conditions or any other cause beyond its reasonable control, such Municipality shall be relieved from the fulfilment of such obligation so long as such cause continues. In such event the impacted Municipality will immediately notify the other Municipalities, and each will work together to communicate with the public and explore options for the provision of the Service.

XIV. GENERAL PROVISIONS

Severability and Jurisdiction

46. If any provision of this Agreement is determined by a Court of competent jurisdiction to be illegal or beyond the power, jurisdiction, or capacity of any party bound hereby, such provision shall be severed from this Agreement and the remainder of this Agreement shall continue in full force and effect and in such case, the parties agree to negotiate in good faith to amend this Agreement in order to implement the intentions as set out herein. It is agreed and acknowledged by the parties that each is satisfied as to the jurisdiction of each party to enter into this Agreement. The parties agree that they shall not question the jurisdiction of any party to enter into this Agreement nor question the legality of any portion hereof, nor question the legality of any obligation created hereunder and the parties, their successors and assigns are and shall be estopped from contending otherwise in any proceeding before a Court of competent jurisdiction or any administrative tribunal.

Legislative Change

47. References in this Agreement to any legislation (including but not limited to regulations and by-laws) or any provision thereof include such legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

Entire Agreement

48. This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any prior agreements, undertakings, declarations or representations, written or verbal, in respect thereof.

Laws of Ontario

49. This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

Amendments

50. This Agreement may only be amended by a written agreement executed by all Parties.

Counterparts

51. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Headings and Wording

52. The inclusion of headings in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.

53. In this Agreement, unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders.
54. Any section, clause or provision in this Agreement shall be deemed to be severable should it be declared invalid by a court of competent jurisdiction and said severed section, clause or provision shall not be taken to invalidate the remaining provisions of this Agreement.
55. The Municipalities have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Municipalities, and no presumption or burden of proof shall arise favouring or disfavouring any Municipality by virtue of the authorship of any of the provisions of this Agreement.
56. This Agreement shall not be modified or amended except with the written consent of all Municipalities and no modification or amendment to this Agreement binds any Municipality unless in writing and executed by the Municipality intended to be bound.
57. No Municipality shall assign or transfer any of the rights, benefits and obligations in or under this Agreement without the prior written consent of the other Municipalities. Any such assignment shall not relieve any Municipality of its obligations herein. This agreement shall be binding upon and endure to the benefit of the parties and their successors and permitted assigns and heirs.
58. No Municipality shall call into question, directly or indirectly, in any proceedings whatsoever, in law or in equity, before any court or before any administrative tribunal, the right of the Municipalities, or any of them, to enter into this Agreement, or the enforceability of any term, agreement, provision, covenant or condition contained in this Agreement, and this clause may be pled as estoppel as against any such Municipality in such proceedings.
59. This Agreement may be executed in counterparts and delivered by facsimile transmission and each such counterpart, whether delivered executed in its original form or by facsimile transmission, shall be, and be deemed to be, an original instrument and all such counterparts when taken together, shall constitute one and the same document.
60. The Schedules attached hereto which form part of this Agreement are as follows:
- Schedule "A" - Real Property Ownership
- Schedule "B" - Dissolution of Assets

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement, made and effective as of the day of April, 2026.

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

Mayor

Clerk

**THE CORPORATION OF THE
MUNICIPALITY OF THE VILLAGE OF
BURK'S FALLS**

Mayor

Clerk

**THE CORPORATION OF THE TOWNSHIP OF
RYERSON**

Mayor

Clerk

**SCHEDULE A
REAL PROPERTY OWNERSHIP**

TRI-R Communal Landfill

- Municipally known as 141 Chetwyn Road in Burk's Falls, Ontario
- The Village of Burk's Falls is listed on the parcel register/title as sole registered owner of the Real Property.
- Unregistered equitable ownership is as follows:
 - Armour holds forty percent (40%) of the equitable ownership
 - Burk's Falls holds forty percent (40%) of the equitable ownership
 - Ryerson holds twenty percent (20%) of the equitable ownership

SCHEDULE B DISSOLUTION OF ASSETS

Upon dissolution of Joint Waste Management Services or termination of the Agreement, the assets for the Service shall be distributed as set out below.

1.1. Ownership of the Real Property

The title ownership of the Real Property remains with Burk's Falls, and the equitable ownership interests of the other Municipalities revert to Burk's Falls with no compensation owing to those Municipalities.

1.2. Dissolution of Capital Items

Upon termination of the Joint Waste Management Services Agreement, the dissolution of non-Real Property Capital Items shall be addressed as follows:

- a. **Joint Assumption by Remaining Municipalities:** The Remaining Municipalities shall have the right of first refusal to jointly assume all Capital Items for the continued operation and funding of the Waste Management Service. The Withdrawing Municipality shall have no entitlement to any share of the Capital Items following its withdrawal.
- b. **Sole Assumption by One Municipality:** If only one of the Remaining Municipalities elects to assume all Capital Items, that municipality shall compensate the other Remaining Municipality in accordance with their respective cost-sharing percentages. The Withdrawing Municipality shall not be entitled to any compensation in respect of the Capital Items.
- c. **Disposal of Capital Items:** If neither of the Remaining Municipalities elects to assume the Capital Items, the Capital Items shall be sold or otherwise disposed of. The net proceeds of such disposal shall be distributed among all Parties in accordance with their respective cost-sharing percentages. Notwithstanding the foregoing, the Withdrawing Municipality's share of the proceeds shall be reduced by an amount equal to any costs or losses reasonably incurred by the Remaining Municipalities as a result of the withdrawal.

1.3. Long Term Debt and Capital Leases

Upon termination of the Joint Waste Management Services, any long-term debt or capital leases listed on the Waste Management Service's audited financial statements shall be assumed by the municipality or municipalities assuming responsibility for the Waste Management Service. No compensation shall be owed by the other municipality or municipalities for such debt or leases.

1.4. Other Recorded Assets or Liabilities

All other Assets and Liabilities, with the exclusion of closure/post-closure liabilities, recorded on the Service's audited financial statements shall be assumed by the municipality or municipalities assuming responsibility for the Waste Management Service. No compensation shall be owed by the other municipality or municipalities for the assumption of such assets and liabilities.

1.5. Unrecorded Assets or Liabilities

Upon termination of the Joint Waste Management Services Agreement, any unrecorded assets or liabilities of the Waste Management Service shall be the responsibility of the Remaining Municipality or Municipalities that assume the Waste Management Service. The Withdrawing Municipality shall have no entitlement to any share of such assets, nor shall it bear any responsibility for such liabilities, regardless of whether they relate to activities that occurred before or after termination of the Joint Waste Management Services Agreement.

In the event that only one of the Remaining Municipalities assumes the Waste Management Service, that municipality shall compensate the other Remaining Municipality for its share of any such unrecorded asset or liability in accordance with their respective cost-sharing percentages.

1.6. Post Closure Liability

No immediate compensation is owing from or to any Municipality regarding the landfill closure/post-closure liability as recorded on the audited financial statements. Burk's Falls will be responsible for paying all future landfill closure/post-closure costs, and the other Municipalities will be required to pay Burk's Falls for their share of these actual costs within thirty (30) days of being invoiced. Cost shares shall be fixed as the cost-sharing percentage in effect for the 2028 calendar year.

If any financial security in respect to the post-closure costs of the Waste Management Service has been provided to the Ministry of the Environment, Conservation, and Parks, or are required to be provided to the Ministry of the Environment, Conservation, and Parks, the Municipalities agree that the financial security is to be provided in proportion to the cost-sharing percentage in effect for the 2028 calendar year.