

TRI COUNCIL MEETING
Monday, August 25, 2025 – 7:00 p.m.
Katrine Community Centre – 6 Browns Drive, Katrine, ON
Township of Armour, Host

THIS WILL BE A COMBINED IN-PERSON/ELECTRONIC MEETING

Video Recording Disclaimer & Land Acknowledgement – Mayor Rod Ward

Welcome – Mayor Rod Ward

Approval of the Notes – May 26, 2025 – Resolution (1)

Declaration of Pecuniary Interest and General Nature Thereof

List of proposed resolutions (2)

Discussion Items:

Informal TRI Council Sub-Committee Report (3)

Library Agreement with *Resolution (Individual)* (4)

TRI-R Landfill Report: Options and Budget Implications (Blue Box) (5)

Township of Ryerson: Update on the New Fire Hall Project

Any other business?

Next Meeting – Monday, October 27, 2025 at 7:00 p.m. – Burk's Falls to Host

Adjourn

Any member of the public who wishes to attend the virtual TRI Council meeting may contact the Township of Armour's CAO by 4:00 pm on Monday, August 25, 2025 via telephone at 705-382-3332 or by email at cao@armourtownship.ca

TRI COUNCIL
TOWNSHIP OF RYERSON / VILLAGE OF BURK'S FALLS / TOWNSHIP OF
ARMOUR

NOTES OF MEETING

MAY 26, 2025

The Tri-Council meeting of the Council of the Township of Ryerson, Council of the Township of Armour and the Council of the Village of Burk's Falls was held on Monday May 26, 2025, at 7:00 p.m. at the Young at Heart Seniors Centre, 136 Yonge Street, Burk's Falls.

Attendance:

Township of Ryerson: Mayor George Sterling, Councillors Beverly Abbott, Glenn Miller, Delynn Patterson, and Dan Robertson. Staff: Brayden Robinson, CAO/Treasurer; Kelly Morissette, Administrative Assistant; Nancy Field, Clerk; Joe Readman, Fire Chief.

Township of Armour: Mayor Rod Ward, Councillors Rod Blakelock, Jerry Brandt, and Dorothy Haggart-Davis. Staff: Dave Grey, CAO; Charlene Watt, Clerk.

Village of Burk's Falls: Mayor Chris Hope, Councillors Nancy Kyte, Ashley Brandt, and Sean Cotton. Staff: Denis Duguay, Clerk-Administrator.

Public: Tiffany Mork, Doreen Mork, Ana Cultraro, Dina Cultraro, Barry Burton, Joseph Vella, Ruth Fenwick, Diane Brandt and Nieves Guijarro.

1. The meeting was called to order at 7:00 pm by Mayor Sterling.
 Mayor Sterling welcomed all the participants and advised that the meeting was being recorded.
2. Adoption of Minutes. Moved by Jerry Brandt Seconded by Sean Cotton.
 Be it resolved that the meeting notes from the Tri Council meeting of February 24, 2025, be accepted as presented. (Carried)
3. Declaration of Pecuniary Interest: None
4. Draft Fire Agreement:

Brayden Robinson provided councils with an update on the tender for the new fire hall. An Interim Fire Service Agreement was presented to the Tri-council for review and approval. The Tri-council subcommittee drafted the agreement and incorporated revisions as required, setting the parameters to move forward with the new fire hall building. Councils thanked staff for the work that went into the agreement process. It was noted that the template for the draft fire agreement allows for individual service agreements and is more flexible. A

resolution was passed by the three municipalities during the meeting authorizing the Mayor to execute the interim shared fire service agreement. Resolution noted below.

Moved by Councillor Patterson, seconded by Councillor Robertson,
Be it resolved that the Council of the Corporation of the Township of Ryerson hereby authorizes the Mayor to execute the Share Fire Service Agreement between the Township of Ryerson, the Township of Armour, and the Village of Burk's Falls, as presented.

(Carried)

Moved by Councillor Brandt, Seconded by Nancy Kyte,
Be it resolved that the Council of the Corporation of the Township of Ryerson hereby authorizes the Mayor to execute the Share Fire Service Agreement between the Township of Ryerson, the Township of Armour, and the Village of Burk's Falls, as presented.

(Carried)

Moved by Jerry Brandt, Seconded by Dorothy Davis,
Be it resolved that the Council of the Corporation of the Township of Ryerson hereby authorizes the Mayor to execute the Share Fire Service Agreement between the Township of Ryerson, the Township of Armour, and the Village of Burk's Falls, as presented.

(Carried)

5. Property at Peggs Mountain and Ferguson Rd:

Mayor Ward of the Township of Armour provided an update on the development of the property located at the corner of Peggs Mountain Road and Ferguson Rd. and that they will be taking on the completion of the required land studies. The Greystone Project Management was hired to create concept site plans for the whole property and not just for the firehall to visualize what could fit on the property. Five acres of land will be severed to allow for the new fire hall to be built and discussions about a wellness center on the property are in the works. A workshop will be held in the fall with AHHC to determine what health services will complement each other and what services may be needed in the future. The intent is to include services in the wellness center that are tied to the Huntsville Hospital and to not replace services offered by the medical center in the Village of Burks Falls. Mayor Ward will be presenting at the Muskoka Almaguin Ontario Health Team meeting regarding the health services we need in this area and a request was received that the meeting date, time and location be shared with councils. The cost per municipality for the land the firehall will be built on, without a concrete number to provide yet, would be in the ballpark of \$7,000. per acre. It was confirmed that after the firehall and medical building there will be 12 acres left over for further development. A question was asked whether

streetlights would be required and the Fire Chief, Joe Readman, indicated streetlights would not be required.

6. Tri-Council Sub Committee:

Dave Gray provided a verbal update on the success of the Tri-council sub-committee and of their regular meetings. The first meeting was held in April and has enhanced the Tri-council communications. A draft fire agreement was reviewed by the committee and a library agreement will be created soon. Individual shared service agreements are being explored.

7. Burk's Falls, Armour, Ryerson Union Public Library Project:

Mayor Ward of Armour Township provided a verbal update on this project. Greystone Project Management provided estimated costs for three different types of foundations and site preparation works are estimated at \$300,000. The engineers advised that in order to be able to bring this project to the tender stage we need to know specifics on the foundation. At this time, Armour and Ryerson Townships have not passed resolutions selecting a foundation as there is site work that must be completed prior. A request was sent to the Village of Burk's Falls in March 2025 inquiring if they will be incurring the cost as the Village owns the property. The Mayor of the Village of Burk's Falls indicated at the meeting that the site work cost is included in the cost of the land.

Communication to the Library Board is to be sent to the Chair and not to the CEO going forward.

The library is overseen by the Burk's Falls, Armour & Ryerson Union Public Library Board, which is composed of members appointed by the municipal councils of Burk's Falls, Armour, and Ryerson. Section 19 of the Public Libraries Act does not prohibit library boards from owning capital assets like buildings or land — it explicitly allows it but requires municipal approval. A library board cannot own or alter property unless the municipal council approves it. If this approval is not given, the library board has no legal standing to claim ownership of the property, even if it contributes financially. Financial contribution to construction does not create a proprietary interest unless there is a written, enforceable agreement stating co-ownership or the library is listed on the property title (which would require prior council approval under s.19 PLA). Without either, the contribution is viewed as supportive funding, not equity.

It was agreed that the capital costs must be kept separate from the operational costs in the agreements. In regard to the new library build, the three municipalities are the ones that drive the decisions. Councils will consult with the Library Board, but the Board is not a decision maker. Armour has committed \$500,000 and Ryerson has committed \$125,000. Burk's Falls has committed the land for the build and the severance.

Concerns over job security was expressed over Armour's notice to withdraw from the library services agreement. The TRI Council sub committee will advise Councils on the next steps and are aiming to have a draft shared service agreement brought to the August TRI Council meeting as it was reiterated that the first step is to get an agreement in place for the library prior to January 1, 2026.

It was recommended that the library be reimbursed for the funds that the Board paid towards the geotechnical study and survey.

- 8. Next meeting.** The next tri-council meeting will be held on August 25, 2025, hosted by Armour Township.

9. adjournment

Motion to Adjourn. Moved by Rod Ward Seconded by Chris Hope

Be it resolved that we do now adjourn this May 26, 2025, Tri-Council meeting at 7:57 p.m. The next Tri-Council meeting will be held on August 25, 2025, hosted by Armour Township.

(Carried)

LIST OF PROPOSED RESOLUTIONS FOR AUGUST 25, 2025

ITEM # ON AGENDA

(1)

That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls approve the notes of the TRI Council meeting held on May 26, 2025, as circulated.

ITEM # ON AGENDA – Individual Resolutions

(4)

WHEREAS Section 20(1) and 20(2) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, authorizes a municipality to enter into an agreement with one or more municipalities or local bodies;

AND WHEREAS Section 5(1) of the Public Libraries Act, R.S.O. 1990, Chapter P.44, provides that the councils of two or more municipalities may make an agreement for the establishment of a union public library;

AND WHEREAS the Council of each of The Township of Armour, The Township of Ryerson, and The Village of Burk's Falls deems it appropriate and in the public interest to enter into such an agreement with respect to the Burk's Falls Armour & Ryerson Union Public Library;

NOW THEREFORE BE IT RESOLVED THAT the Council of the _____ supports entering into a Library Agreement regarding the Burk's Falls Armour & Ryerson Union Public Library;

AND FURTHER THAT the Mayor and the Clerk of each municipality be authorized to sign the said agreement on behalf of their respective municipalities;

AND FURTHER THAT each municipal Council shall bring forward a by-law authorizing the execution of the Library Agreement at their next regularly scheduled Council meeting or as soon as possible thereafter.

ITEM # ON AGENDA

That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls adjourn this regular TRI Council meeting at _____ p.m. until the next regular TRI Council meeting scheduled for Monday, October 27, 2025 to be hosted by the Village of Burk's Falls.

TRI COUNCIL INFORMAL SUB-COMMITTEE MEETING

MINUTES

Tuesday, August 05, 2025 – 1:30PM

Location: Young at Heart Seniors Centre, 136 Yonge, Burk's Falls

Attendance: Armour Township: Councillor Wendy Whitwell, CAO Dave Gray
Ryerson Township: Councillor Delynne Patterson, CAO/Treasurer Brayden Robinson
Village of Burk's Falls: Deputy Mayor Sean Cotton (attended by Zoom)
CAO/Clerk Denis Duguay

Meeting called to order at 1:30 PM

Discussion Items:

Library Agreement review

The committee revisited the agreement changes discussed at the previous meeting, redirecting the conversation to earlier concerns about council members' and members-at-large terms on the board. The focus was on the legality of enforcing capped term limits and the overall number of board members. Armour CAO mentioned that legal counsel had not provided a response in time for the meeting.

The committee then turned to the selection process for members-at-large. It was suggested that selections be made based on the individuals' skills, with the appointment process guided by a consensus among the partners.

The committee reviewed the section of the agreement outlining the current bookkeeping process and recommended transferring responsibility for bookkeeping to the library board in one year, allowing sufficient time for staff training. There was also a question raised about whether bookkeeping duties are included in the current job descriptions or should be considered in future updates, as job descriptions are currently under review. This review could potentially impact pay equity and the pay grid, highlighting the possibility of a service delivery review.

The discussion then expanded to the potential for more comprehensive training for councillors serving on the board, focusing specifically on the Library Act.

Following that, the conversation shifted to the funding formula in the agreement, exploring the feasibility of applying a uniform formula across all agreements in order to standardize the approach.

New Library Build

The committee suggested including the topic of the new library build at the TRI-COUNCIL meeting in October, aiming to secure in principle commitments from all three partners, similar to the approach taken with the New Fire Hall project. Concerns were raised regarding the differences between a new library and a new fire hall, highlighting the importance of circulating a previously conducted “needs assessment” Strategic Plan.

Regional Services (Future of Almaguin)

The committee discussed the future of Almaguin, focusing on the services that will be needed to meet the region’s evolving demands. They also explored how community integration education could help partners address these future needs. The conversation shifted to the importance of standardizing agreements that could serve multiple municipalities. Additionally, the committee considered the structure of a shared services group, discussing how it could be organized to foster greater collaboration and efficiency across the region.

Next Step: Shared Services Agreements

Actions:

- Funding formula (%) standard for all agreements
- Timeline for the new library build
- Partner concerns/comments regarding current Fire and Arena agreements
- Partner input for sub-committees to handle operational process for individual agreements (Fire, Library, Landfill, Arena).

Armour CAO, Dave Gray, will present the library agreement at the August TRI-COUNCIL meeting for approval from all partners.

Next Meeting:

Monday September 15 @ 1:30 PM – Township of Armour Municipal Office

Adjournment
3:05 PM

LIBRARY AGREEMENT**BETWEEN**

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR
THE CORPORATION OF THE TOWNSHIP OF RYERSON
AND THE CORPORATION OF THE MUNICIPALITY OF
THE VILLAGE OF BURK'S FALLS**

WHEREAS the councils of two or more municipalities may make an agreement for the establishment of a union public library, *Public Libraries Act, R.S.O. 1990, c. P. 44* (hereinafter the "Act");

AND WHEREAS a union public library was established under the *Public Libraries Act, 1984, S.O. 1984, c.57* by The Municipal Corporation of the Township of Armour, The Corporation of the Township of Ryerson and The Corporation of the Municipality of the Village of Burk's Falls, effective January 1990 and such union public library was continued under agreement dated March 22nd, 2022 (the 2022 Agreement);

AND WHEREAS the municipal parties wish to terminate, update and replace the 2022 Agreement

NOW THEREFORE, the parties hereto agree as follows:

1. ESTABLISHMENT OF A UNION PUBLIC LIBRARY

- a. The union public library being a corporation known in English as The Burk's Falls, Armour and Ryerson Union Public Library Board (which may be referenced hereinafter as "the Board") is continued and shall be governed by the Act and this Agreement. The aforementioned 2022 Agreement is hereby terminated.
- b. The Burk's Falls, Armour and Ryerson Union Public Library Board shall be composed of seven (7) members as prescribed herein:
 - i. One (1) Councillor from each of the participating municipalities
 Township of Armour – one (1)
 Township of Ryerson – one (1)
 Village of Burk's Falls – one (1);
 - ii. Four (4) Community Members
 Community Members at Large – 4.
- c. Members shall hold office for a term concurrent with the term of the appointing Council, or until a successor is appointed. No person shall be appointed for more than two consecutive terms.
- d. Council Members shall be appointed by their respective Councils. Community Members at large shall be appointed jointly by the parties which joint appointment shall be based upon a simple majority of the three Municipal Councils

2. APPOINTMENT OF CHIEF EXECUTIVE OFFICER, SECRETARY AND TREASURER

- a. The Burk's Falls, Armour & Ryerson Union Public Library Board shall appoint a Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff, shall attend all Board meetings and shall have the other powers and duties that the Board assigns to him or her from time to time.
- b. The Board shall appoint a Secretary who shall;
 - i. Conduct the Board's correspondence; and
 - ii. Keep minutes of every meeting of the Board.
- c. The Board shall appoint a Treasurer who shall;
 - i. Receive and account for all the Board's money;
 - ii. Open an account or accounts in the name of the Board in a chartered bank, trust company or credit union, approved by the Board;
 - iii. Deposit all money received on the Board's behalf to the credit of that account or accounts; and
 - iv. Disburse the money as the Board directs.
- d. The same person may both be the Secretary and the Treasurer, and the Chief Executive Officer appointed under subsection (2) may be the Secretary and the Treasurer.
- e. The Municipal Corporation of the Township of Armour shall be responsible for the provision of bookkeeping services on behalf of the Library Board for a period of one (1) year from the latest date of execution of this agreement. Upon the expiry of the foregoing, the Board shall be responsible for its bookkeeping.

3. COMMUNICATION

- a. The key contacts for the Library Board shall be the Chief Executive Officer (CEO) and the Chair of the Board. The key contact for each municipality shall be the Municipal Clerk.
- b. Formal communications related to governance, budgeting, policy matters, or strategic planning shall be directed in writing between the designated key contacts.
- c. The Library Board shall provide timely notice to the Municipal Clerks of any Board decisions or matters requiring municipal input or approval under the Act. The participating municipalities shall provide timely notice of any Council decisions or matters related to the Library Board or its operations.

4. ESTIMATES

- a. The Board shall submit its proposed annual budget to each Municipal Council by October 1st.
- b. The Board shall submit, with its estimates, a statement as to the proportion of the estimates that is to be charged to each of the municipalities, and if the estimates of the Board are approved or amended and approved by the Councils of the municipalities representing more than one-half of the population of the area for which the Board was established, they are binding on all municipalities.
- c. The estimate proportion for each of the Councils shall be determined annually based on the population of each municipality as a percentage of the total population of the member municipalities. Population shall be based

upon the most recent Census Data available from Statistics Canada. The current census data and percentages are as follows:

| Union Member | 2021 Population | Percentage |
|-------------------------|-----------------|------------|
| Township of Armour | 1459 | 46.16% |
| Village of Burk’s Falls | 957 | 30.27% |
| Township of Ryerson | 745 | 23.57% |

- d. Payment from the municipalities to the Burk’s Falls Armour & Ryerson Union Public Library will be made as follows;
 - i. First payment due between January 1st and January 31st equal to one-half the municipal payment of the previous year;
 - ii. Remainder due when the new budget is approved.

5. DISPUTE RESOLUTION

- a. In the event of any dispute arising out of, or in connection with, this agreement, participating municipalities agree to first attempt to resolve the matter through mediation. If mediation fails the dispute may be referred to arbitration in accordance with the rules of the Ontario Arbitration Act.
- b. The dispute resolution process must be followed as prescribed in section 5, item a. prior to any participating municipality becoming eligible to withdraw from this agreement.

6. AGREEMENT WITHDRAWAL

- a. Any participating municipalities wishing to withdraw from this agreement must:
 - i. Engage the dispute resolution process prescribed in section 5 of this agreement; and
 - ii. Provide a minimum of 1-year written notice to all other participating municipalities.
- b. Upon the withdrawal, the withdrawing party shall not be entitled to any of the assets or responsible for the future liabilities of the Board.

Remainder of Page Intentionally Blank

7. ENTIRE CONTRACT

- a. In the event of a conflict between any provisions of this Agreement and any provisions of the Act, the provision of the Act prevails.
- b. This Agreement constitutes the entire Agreement between the parties.

IN WITNESS THEREOF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR HAS HERETO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at Armour, this _____ day of _____, 2025

| | |
|-----------------|----------------------|
| _____ | _____ |
| Rod Ward, Mayor | Charlene Watt, Clerk |

IN WITNESS THEREOF THE CORPORATION OF THE TOWNSHIP OF RYERSON HAS HERETO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at Ryerson, this _____ day of _____, 2025

| | |
|------------------------|--------------------|
| _____ | _____ |
| George Sterling, Mayor | Nancy Field, Clerk |

IN WITNESS THEREOF THE CORPORATION OF THE MUNICIPALITY OF VILLAGE OF BURK’S FALLS HAS HERETO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at Burk’s Falls, this _____ day of _____, 2025

| | |
|-------------------|---------------------|
| _____ | _____ |
| Chris Hope, Mayor | Denis Duguay, Clerk |



STAFF REPORT

5

Date: August 25, 2025
To: TRI Council
From: Amy Tilley, Waste Management Administrator
Subject: Budget Implications of Change Notice from Circular Materials

RECOMMENDATION:

That the Staff Report from the Waste Management Administrator, dated August 25, 2025 regarding the Change Notice from Circular Materials be received and that the Councils review the budget implications with the intent to provide direction to the Waste Management Administrator with regard to negotiations with Circular Materials.

BACKGROUND INFORMATION

Depot Operations Agreement

Negotiations for a Depot Operations Agreement with Circular Materials Ontario (CMO) took place in September 2024. Compensation for services was based on 2020 program costs, with CPI adjustments. The Waste Management Administrator worked through costs and agreed on a suitable compensation rate, requiring only minor modifications to the existing collection system. Under this arrangement:

- **Cardboard and Mixed Paper** would no longer be baled on site but shipped loose for auditing.
- **Mixed Containers** would continue to be shipped using the compaction bin system.

Operational Changes by Contractor

In late December 2024, Emterra, the hauling contractor engaged by CMO, visited the site to review mixed fiber collection. Instead of aligning with the negotiated system, Emterra dictated that **all streams of Blue Box materials be collected in front-load bins**, as they would only be operating front-load trucks in the region.

- This conflicted with the agreed-upon use of compaction bins (requiring roll-off trucks).
- Front-load bins meant that trucks would be required on-site almost daily, versus the weekly service model with compaction bins.

Stakeholder Response

The Waste Management Administrator contacted Reverse Logistics Group (RLG), noting that this arrangement was not part of the agreement with CMO and imposed operational inefficiencies. However, Emterra's contract with RLG is at a flat rate, RLG indicated there was no financial impact to CMO and therefore had no incentive to reconsider.



STAFF REPORT

Transition and Current Status

Given that the transition date of January 1, 2025, was imminent, municipalities accepted the contractor-imposed changes with the understanding that CMO and RLG might re-evaluate prior to 2026 negotiations.

On June 27, 2025, Circular Materials issued a Change Notice extending the existing system and contract from January 1, 2026 to December 31, 2028. The Change Notice confirmed that no re-evaluation of the approach would occur, and it also introduced a reduction in compensation rates. While the reduced rates were not unexpected—given PROs' ongoing complaints to the Province about program costs—the lack of system review highlights ongoing operational concerns for municipalities.

2025 Monthly Contract Price Formula

Contract Price = (a) + (b) – (c)

(a) Promotion & Education (P&E) Payment

$\$1.00 \times 1,916 \text{ households} \div 12 = \159.67 per month

(b) Residential Depot Operation Costs

Fixed amount = \$4,080 per month

(c) Deduction for Non-Eligible Sources

$= 4.40\% \text{ (Non-Eligible Source Deduction)} \times \text{(Monthly Tonnage BB material)} \times (\$200/\text{tonne})$

2025 Operating Revenue Allocation = \$47,000

2026 Monthly Contract Price Formula

Contract Price = (a) + (b) – (c)

(a) Promotion & Education (P&E) Payment

$\$0.35 \times 1,916 \text{ households} \div 12 = \55.88 per month

(b) Residential Depot Operation Costs

Fixed amount = \$1,223 per month

(c) Deduction for Non-Eligible Sources – **Regulation amended July 4, 2025**

$= 4.40\% \text{ (Non-Eligible Source Deduction)} \times \text{(Monthly Tonnage BB material)} \times (\$200/\text{tonne})$



STAFF REPORT

2026 Operating Revenue Allocation = \$15,000

The following table was used to allocate costs with Circular Materials. No justification for reduction in compensation was provided with the Change Notice.

Table 1 Cost Allocation for 2025 Compensation

| 2020 General Ledger/Sub Ledger Account Names | 2020 GL Entry Amount | EC Allocation % | SubTotal EC Claim |
|---|----------------------------|-----------------------|-------------------------|
| Depot Facility Staffing | \$ 57,917.53 | 72% | \$ 41,695.26 |
| Foreman/Supervisors | \$ 12,581.74 | 50% | \$ 6,290.87 |
| Training | \$ 148.13 | 0% | \$ - |
| Equipment Repairs | \$ 7,040.81 | 55% | \$ 3,855.24 |
| Equipment Fuel | \$ 528.83 | 50% | \$ 264.42 |
| Equipment Insurance | \$ 2,063.05 | 0% | \$ - |
| Miscellaneous Supplies | \$ 559.61 | 0% | \$ - |
| Building Repairs and Maintenance | \$ 755.69 | 100% | \$ 755.69 |
| Building Insurance | \$ 1,263.09 | 100% | \$ 1,263.09 |
| Utilities-Hydro | \$ 2,191.23 | 15% | \$ 328.68 |
| Utilities-Gas | \$ 2,417.73 | 0% | \$ - |
| Taxes | \$ 3,566.12 | 0% | \$ - |
| | \$ 91,033.56 | | \$ 54,453.25 |
| | | 12 | \$ 4,537.77 |

Table 2 Applicable usage

| CM Staff Data & GL Entry Review Notes/ Questions |
|--|
| Reduced to remove time spent baling >10% of overall costs Required Needed to lift BBM into 40 yard roll off bins, used 40% of time Needed to lift BBM into 40 yard roll off bins, used 40% of time Needed to lift BBM into 40 yard roll off bins, used 40% of time No baling Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) |



STAFF REPORT

Table 3 Cost Allocation for 2026 - 2028 Compensation

| 2025 General Ledger/Sub Ledger Account Names | 2025 GL Entry Amount | EC Allocation % | SubTotal EC Claim |
|---|----------------------------|-----------------------|-------------------------|
| Depot Facility Staffing | \$ 90,304.00 | 82% | \$ 74,081.73 |
| Foreman/Supervisors | \$ 18,496.00 | 66% | \$ 12,205.13 |
| Training | \$ 300.00 | 0% | \$ - |
| Equipment Repairs | \$ 5,000.00 | 36% | \$ 1,814.43 |
| Equipment Fuel | \$ 1,000.00 | 26% | \$ 264.42 |
| Equipment Insurance | \$ 2,063.05 | 0% | \$ - |
| Miscellaneous Supplies | \$ 559.61 | 0% | \$ - |
| Building Repairs and Maintenance | \$ 755.69 | 100% | \$ 755.69 |
| Building Insurance | \$ 1,263.09 | 100% | \$ 1,263.09 |
| Utilities-Hydro | \$ 2,191.23 | 15% | \$ 328.68 |
| Utilities-Gas | \$ 2,417.73 | 0% | \$ - |
| Taxes | \$ 3,566.12 | 0% | \$ - |
| | \$ 127,916.52 | | \$ 90,713.17 |
| | | 12 | \$ 7,559.43 |

Table 4 Applicable usage – Front End Load Bins

| CM Staff Data & GL Entry Review Notes/ Questions |
|---|
| <p>More traffic control, packing material and moving bins >10% of overall costs Required Needed to move FEL bins and decks used 40% of time Needed to move FEL bins and decks used 40% of time Needed to move FEL bins and decks used 40% of time No baling Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%) Consistent with other CM allocations, BBM is 1 of 8 programs (12.5%)</p> |



STAFF REPORT

For Councils Consideration

Funding & Compensation

- Under Ontario Regulation 391/21 (Blue Box Regulation), only registered Producer Responsibility Organizations (PROs) such as Circular Materials are responsible for funding the collection, management, and recycling outcomes.
- If municipalities opt out of the Common Collection System, they will not receive any compensation for blue box services.
- That means all operational, capital, and processing costs (staff, bins, hauling, recycling markets, etc.) fall back on the municipalities and taxpayers.

Regulatory Compliance

- Municipalities are no longer obligated under the Regulation to provide Blue Box services as that obligation shifted fully to producers (PROs).
- However, if we choose to operate our own parallel system, we can — but we will be doing it outside the Regulation (essentially running a voluntary recycling program).
- We would not be reporting into RPRA (Resource Productivity & Recovery Authority) for Blue Box, since municipalities are no longer the obligated parties.

Operational Considerations

- Return to our previous depot system, which may be more efficient for the site.
- Have full control over infrastructure, traffic flow, and staffing; avoid the health & safety/liability issues created by the CCS bins and contractors.
- Would have to arrange your own processor/market outlets (e.g., through a broker, or shipping directly to a MRF willing to take rural tonnage – Waste Connections Bracebridge has capacity to process).

Resident Expectations

- Residents may be confused, since the public message from the Province and PROs is that producers are now responsible for Blue Box recycling.
- You'll need a strong communications plan if you revert to a municipal-run system — explaining why it's safer, more efficient, and more cost-effective locally.

Legal / Contractual Risk

- Consult legal counsel to review agreement with Circular Materials before cancelling.
- Ensure you don't inadvertently trigger a dispute with Circular Materials (e.g., breach of contract).

Budget implications for 2026 are attached for discussion. 2026 with Circular Materials and 2026 standalone program without funding.

2025 TRI R WASTE MANAGEMENT BUDGET

| | Account # | Description | 2024 BUDGET ACTUAL | 2025 BUDGET | 2026 DRAFT CMO DEPOT | 2026 DRAFT NO FUNDING |
|----|---|--|---|---|-------------------------|--------------------------|
| | TRI R WASTE MANAGEMENT OPERATING REVENUE | | | | | |
| 1 | 15-341-000 | TRI R Landfill Tipping Fees | \$101,098 | \$75,000 | \$75,000 | \$75,000 |
| 2 | 15-341-001 | TRI R - 2023 Filters - Foodcycler | \$220 | \$250 | \$250 | \$250 |
| 3 | 15-341-002 | TRI R Landfill Tipping Fees - Municipal Payments | \$86,070 | \$85,000 | \$85,000 | \$85,000 |
| 4 | 15-341-003 | TRI R - Short Term Rental Kits | \$0 | \$0 | \$150 | \$150 |
| 5 | 15-342-000 | TRI R Recycling Sales (scrap, ewaste) | \$20,391 | \$11,000 | \$5,500 | \$5,500 |
| 6 | 15-344-000 | TRI R Recycling Revenue - Sale of Blue Boxes | \$121 | \$150 | \$150 | \$150 |
| 7 | 15-540-000 | TRI R Govt. Grants Recycling Operating | \$68,392 | \$0 | \$3,043 | \$3,043 |
| 8 | 15-541-000 | TRI R - Circular Materials Contract | \$0 | \$47,000 | \$14,000 | \$0 |
| 9 | TRI R WASTE MANAGEMENT TOTAL REVENUE | | \$276,291 | \$218,400 | \$183,093 | \$169,093 |
| | TRI R WASTE MANAGEMENT OPERATING EXPENDITURES | | | | | |
| 10 | 16-451-000 | TRI R - Salaries & Benefits | \$281,313 | \$340,000 | \$340,000 | \$340,000 |
| 11 | 16-451-001 | TRI R - Landfill Training, Health & Safety | \$1,006 | \$4,500 | \$4,500 | \$4,500 |
| 12 | 16-452-000 | TRI R - Landfill - Supplies | \$1,192 | \$2,000 | \$2,000 | \$2,000 |
| 13 | 16-454-000 | TRI R - Mobile Equipment Fuel | \$7,368 | \$9,000 | \$9,000 | \$9,000 |
| 14 | 16-455-000 | TRI R - Insurance | \$8,373 | \$9,200 | \$9,200 | \$9,200 |
| 15 | 16-455-002 | TRI R - Audit & Accountant Fees | \$11,378 | \$4,900 | \$4,900 | \$4,900 |
| 16 | 16-456-000 | TRI R - Landfill - Hazardous Waste Disposal | \$1,335 | \$2,000 | \$2,000 | \$2,000 |
| 17 | 16-460-000 | TRI R - Landfill - Dozer/Site Maintenance | \$334 | \$2,000 | \$2,000 | \$2,000 |
| 18 | 16-460-005 | TRI R - Landfill - Contracted Services | \$9,601 | \$5,000 | \$5,000 | \$5,000 |
| 19 | 16-461-000 | TRI R - Landfill - Office & Advertising | \$3,099 | \$2,500 | \$2,500 | \$2,500 |
| 20 | 16-461-001 | TRI R - Landfill Bank Charges | \$4,163 | \$4,000 | \$4,000 | \$4,000 |
| 21 | 16-462-000 | TRI R - Payment in Lieu of taxes | \$3,668 | \$3,800 | \$3,800 | \$3,800 |
| 23 | 16-464-000 | TRI R - Landfill - Monitoring | \$21,898 | \$24,000 | \$24,000 | \$24,000 |
| 24 | 16-465-000 | TRI R - Landfill - Equipment Maintenance | \$32,103 | \$35,000 | \$35,000 | \$35,000 |
| 25 | 16-475-001 | TRI R - Recycling Training, H & S | \$600 | \$0 | \$0 | \$500 |
| 26 | 16-476-000 | TRI R - Recycling - Freight | \$21,689 | \$8,000 | \$8,000 | \$24,000 |
| 27 | 16-476-005 | TRI R - Recycling - Processing Fee | \$30,135 | \$4,300 | \$4,300 | \$31,300 |
| 28 | 16-477-000 | TRI R - Recycling - Equip Mtc. | \$19,379 | \$0 | \$0 | \$5,000 |
| 29 | 16-478-000 | TRI R - Recycling - Building Maint. | \$183 | \$1,000 | \$1,000 | \$1,000 |
| 31 | 16-480-000 | TRI R - Recycling - Natural Gas | \$2,333 | \$3,000 | \$3,000 | \$3,000 |
| 32 | 16-481-000 | TRI R - Recycling - Hydro & Telephone | \$3,234 | \$3,000 | \$3,000 | \$3,000 |
| 33 | 16-483-000 | TRI R - Recycling - Supplies | \$1,905 | \$0 | \$0 | \$500 |
| 34 | 16-484-000 | TRI R - Recycling - Office & Ad | \$0 | \$0 | \$0 | \$1,916 |
| 35 | 16-486-000 | TRI R - Recycling - Winter Maintenance | \$1,741 | \$3,000 | \$3,000 | \$3,000 |
| 36 | TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES | | \$468,031 | \$470,200 | \$470,200 | \$521,116 |
| 37 | TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES | | \$191,741 | \$251,800 | \$287,107 | \$352,023 |
| | TRI R WASTE MANAGEMENT CAPITAL REVENUE | | | | | |
| 38 | 15-343-000 | TRI R - Sale of Equipment - OLD COMPACTION BIN | \$0 | \$0 | | |
| 39 | 15-649-001 | TRI R - Food Cycler Sales | \$0 | \$0 | | |
| 40 | TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE | | \$0 | \$0 | | |
| | TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES | | | | | |
| 41 | 16-489-003 | TRI R - Landfill - Mattress Shred & Disposal | | | | |
| 42 | 16-489-004 | TRI R - Recycling - Compaction bins | | | | |
| 43 | 16-489-005 | TRI R - Recycling -Site Layout for new recycling system | | | | |
| 44 | 16-489-006 | TRI R - Landfill - CAT 816F Review and Repair | | | | |
| 45 | 16-489-503 | TRI R - Food Cycler (2022 Pilot) (2023 Filter inventory) | | | | |
| 46 | TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES | | \$0 | \$0 | \$0 | \$0 |
| 47 | TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES | | \$0 | \$0 | \$0 | \$0 |
| 48 | TRI R WASTE MANAGEMENT NET EXPENDITURES | | \$191,741 | \$251,800 | \$287,107 | \$352,023 |
| 49 | TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY | | 2024 budgeted 15% Plus % of Bags | 2025 budgeted 15% Plus % of Bags | | |
| 50 | Armour | 15% of Net Expenditures | \$28,761 | \$37,770 | \$43,066 | \$52,803 |
| 51 | 2024 total bags 36,721 - 22,139 = 60.290% OF TOTAL BAGS | | \$63,580 | \$83,496 | \$95,203 | \$116,729 |
| 52 | TOTAL CONTRIBUTION | | \$92,341 | \$121,266 | \$138,269 | \$169,533 |
| 53 | Burks Falls | 15% of Net Expenditures | \$28,761 | \$37,770 | \$43,066 | \$52,803 |
| 54 | 2024 total bags 36,721 - 2,480 = 6.754% OF TOTAL BAGS | | \$7,123 | \$9,354 | \$10,665 | \$13,077 |
| 55 | TOTAL CONTRIBUTION | | \$35,884 | \$47,124 | \$53,731 | \$65,880 |
| 56 | Ryerson | 15% of Net Expenditures | \$28,761 | \$37,770 | \$43,066 | \$52,803 |
| 57 | 2024 total bags 36,721 - 12,102 = 32.957% OF TOTAL BAGS | | \$34,756 | \$45,641 | \$52,040 | \$63,807 |
| 58 | TOTAL CONTRIBUTION | | \$63,517 | \$83,411 | \$95,107 | \$116,610 |
| 59 | TOTAL OF ALL CONTRIBUTIONS | | \$191,742 | \$251,800 | \$287,107 | \$352,023 |