

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.