

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

MINUTES

November 11, 2025

The regular meeting of the Council of the Township of Armour was held on Tuesday, November 11, 2025 at 7:00 p.m. Those in attendance were: Mayor Rod Ward; Councillors Rod Blakelock, Wendy Whitwell and Dorothy Haggart-Davis; Absent: Councillor Jerry Brandt; Delegations: Amy Tilley, Waste Management Administrator and Danika McCann, Recreation Co-ordinator; Staff: Dave Gray, CAO and Charlene Watt, Municipal Clerk.

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 MEETINGS

The minutes of the TRI Council meeting held on October 27, 2025 were approved as circulated.

The minutes of the regular Council meeting held on October 28, 2025 were approved as circulated.

DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF:

No pecuniary interest and general nature thereof were declared.

DELEGATIONS:

Amy Tilley, Waste Management Administrator, presented her November 2025 report, which detailed the monthly bag counts for 2025 with comparisons to previous years. The Request for Proposal for the annual monitoring and reporting program at the landfill will close on November 21, 2025. The Circular Materials Change Order was accepted and is reflected in a By-law that will be reviewed by Council later in the meeting. Questions were asked and answered.

Amy Tilley, CEMC presented a staff report on the Emergency Management's annual exercise titled, "Operation Summer Storm 2025." The exercise was conducted at the Katrine Community Centre on September 24, 2025, to assess municipal preparedness and response to a severe summer storm scenario. The event began with a presentation on lessons learned from the June 2025 Calvin Township evacuation, where 290 people were displaced from Samuel de Champlain Provincial Park. The exercise aimed to review emergency plans, validate notification procedures, evaluate communication strategies, discuss mutual assistance and evacuation protocols, and update the Hazard Identification and Risk Assessment (HIRA). Participants found the exercise relevant and valuable, though limited in response actions, and emphasized the importance of continued training and collaboration. Key recommendations included developing a unified emergency plan for all four municipal partners, maintaining smaller group exercises for improved engagement, conducting a formal debrief, and providing additional training on the Mutual Assistance Program. Observations highlighted the need for consistent activation procedures, improved planning for vulnerable areas and large events, standardized messaging, and enhanced preparedness for reception centres and emergency operations. The Emergency Management Program Committee will meet to review outcomes and determine the 2026 annual exercise topic. Questions were asked and answered. Consideration will be made in making Emergency Management a training topic during a TRI Council meeting in 2026.

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DELEGATIONS: cont'd.

Dave Gray, CAO presented to Council a staff report detailing updates to the Employment Policy. The By-law will be brought forward later in the meeting. Senior Staff conduct this review each year to ensure alignment with industry standards and legislative requirements. The proposed updates include: adding “and/or flexible working arrangements” to Section 17.3 – Flex Hours; updating Schedule A (wage chart); amending Schedule C (mileage rate to match the Revenue Canada rate and adding a new cellular device and roaming clause for partial reimbursement of personal phone use); and revising the Organizational Chart, now listed as Schedule G, to reflect current staffing and the removal of Schedule D.

Danika McCann, Recreation Co-ordinator presented her November 2025 report on recent and upcoming events at the Katrine Community Centre. The PD Day Camp, Cornhole League, and Kids Halloween Party were successful with positive participation. Upcoming events include the Wreath Workshop, sold-out Christmas Market, Gala, Seniors Christmas Dinner, and Christmas Cookie Exchange. The committee discussed introducing bus trips in 2026 and noted challenges with the current registration system. The next meeting for the Armour Recreation Advisory Committee is scheduled for December 1, 2025.

Danika McCann, Recreation Co-ordinator, presented a staff report evaluating recreation management software options to improve program registration, facility booking, payment processing, and reporting efficiencies within the Township's Recreation Department. The report reviewed five platforms—Univerus Rec, Amilia SmartRec, Traction Rec, OptimoGov, and Xplor Recreation—and identified Amilia SmartRec as the preferred solution based on cost-effectiveness, functionality, and ease of implementation. The recommended software will consolidate multiple existing systems into one integrated platform, reducing administrative workload and improving customer service. Council passed a resolution approving the Recreation Coordinator's recommendation to proceed with the implementation of Amilia SmartRec at an annual cost of approximately \$5,500, including implementation and training.

ACCOUNTS FOR APPROVAL:

The list of accounts for November 2025 was approved by resolution.

APPLICATIONS: NONE

BY-LAWS:

By-law #66-2025 being a by-law to confirm the proceedings of Council at its October 2025 meetings was read in its entirety and passed by resolution.

By-law #67-2025 being a by-law to enter into an amending agreement with Circular Materials for Depot Operations and to amend By-law #62-2024 was read in its entirety and passed by resolution.

By-law #68-2025 being a by-law to amend the Township's Employment Policy and to amend By-law #59-2019 was read in its entirety and passed by resolution.

REPORTS:

Council reviewed a staff report from the Roads Supervisor providing a monthly update. The Roads Department reported completion of several key projects and winter preparations. Snow plow turnarounds were constructed on Elk Road and Sandy Cove to improve winter operations, and the North Pickerel Bridge replacement was completed and reopened on October 29, 2025, increasing the bridge's opening area by 39% and flow capacity by approximately 50%, meeting the 100-year design flow standard. An emergency replacement of the west expansion joint on the Pickerel and Jack Lake Road Bridge was completed on October 25, 2025, with additional work required due to a concrete obstruction. Rehabilitation of Ferguson Road between civic numbers 343 and 834 included pulverizing, ditching, culvert replacement, and new gravel placement; this section will remain gravel over winter with surface treatment

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REPORTS: cont'd.

planned for summer 2026 to allow for full settlement through the freeze-thaw cycle. Staff are scheduled for snow plow training in November, all plow trucks are winter-ready, and minor equipment maintenance continues. Ongoing drainage maintenance includes collaboration with a local trapper to address beaver activity, and grading operations will continue as weather allows. Debris has also been cleared from beneath the South Horn Lake (Sterling Creek) Bridge in preparation for spring runoff.

Council reviewed the November 2025 Planning Report.

Council reviewed the draft TRI Council meeting notes from October 27, 2025.

A verbal report was given on the October 29, 2025 Planning Board meeting.

Council reviewed a letter from ARI requesting a municipal representative appointment. A resolution was passed appointing Councillor Rod Blakelock to the committee for the remainder of the Council term.

A verbal report was given on the November 4, 2025 TRI Council Informal Committee meeting. Draft budgets for 2026 were discussed. There was a discussion on the library's rent increase and a written report is to be provided by Burk's Falls. The next meeting is in January, 2026.

Council reviewed the Regional Fire Service Committee agenda from the November 6, 2025 meeting, the minutes from the March 13, 2025 meeting and the Memorandum of Understanding between the fire stations for the Live Burn Building.

A verbal update was provided on the November 6, 2025 AHHC meeting. The medical building in Burk's Falls was discussed and it was agreed to form a sub-committee to focus on buildings, facility needs and professional office and clinic requirements.

Council reviewed the Ontario Municipal Partnership Fund (OMPF) and the 2026 Allocation Notice. The Township of Armour will receive \$924,000 in 2026, which represents an increase of \$111,000.

Council reviewed the Almaguin OPP Detachment Board's agenda package and statistics for the November 12, 2025 meeting.

Council reviewed the November 7, 2025 Financial Statement. Questions were asked regarding the status of the recreation department's capital and status of grant applications for the outdoor rink improvements.

CORRESPONDENCE:

Council reviewed a resolution from the City of Cambridge requesting support in petitioning the Government of Ontario to provide adequate protection against excessive and malicious rent increases for all rental units occupied for residential purposes while maintaining the ability for landlords to operate a viable and sustainable business. Council passed a supporting resolution.

Council received a resolution from the Town of Bradford West Gwillimbury requesting support in calling upon the Federal Government to remove the GST/HST from all new homes purchased as primary residences, and to work in partnership with the Government of Ontario to ensure full elimination of the provincial portion as well. Council passed a supporting resolution.

Council received correspondence from the Town of East Gwillimbury requesting support in petitioning the Province of Ontario regarding the Protect Ontario by Unleashing Our Economy Act, 2025. The correspondence acknowledges the Act's stated goals of economic growth and development but expresses serious concerns that it interferes with local planning, limits public consultation, is inconsistent with the principles of free, prior, and informed consent in consultation processes with Indigenous communities, and weakens protections for heritage and species. The

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CORRESPONDENCE: cont'd.

correspondence further notes formal opposition to the Protect Ontario by Unleashing Our Economy Act, 2025 in its current form and endorses the position of the Association of Municipalities of Ontario (AMO) in requesting that municipalities be included in developing regulatory frameworks related to Special Economic Zones. Council passed a supporting resolution.

Council reviewed a resolution from Halton Region petitioning the Provincial and Federal Governments regarding bail and sentencing reform. Council passed a supporting resolution.

Council reviewed a letter from the Burk's Falls Lions Club thanking the Township for volunteering at the annual Halloween event, continued support and for the donation to purchase candy for the children.

Council reviewed correspondence from The Royal Canadian Legion expressing appreciation for Council's support of the Royal Canadian Legion Ontario Command Military Service Recognition Book – Volume XII through the purchase of an advertisement, and providing a copy of the publication for Council's information.

Council reviewed an AMO Policy Update on speed camera legislation, first-time homebuyer HST relief, AMO's homelessness research update and energy advocacy.

Council reviewed the September 2025 Monthly Jobs Report and the October 2025 Labour Focus Report from the Labour Market Group.

Council reviewed an Ontario News Release advising that the Province is creating a new conservation authority agency to improve service delivery and to protect communities.

Council reviewed an Ontario News Release advising that the Province is increasing support to municipalities through the Ontario Municipal Partnership Fund. An increase of \$50 million will support 388 municipalities across the province in providing critical services.

Council reviewed a news release dated November 4, 2025 from Muskoka Algonquin Healthcare (MAHC) declaring a gastro-related outbreak on East and South Wings at the Huntsville District Memorial Hospital (HDMH) Site. Due to the outbreak, general visitors are not permitted, and visitation is limited to one essential caregiver only.

UNFINISHED BUSINESS:

Council reviewed a resolution from the Township of Ryerson supporting the new library agreement's funding formula.

A verbal update was provided to Council by the CAO on the status of the Industrial Park developments. The new entrance construction for the 520 Industrial Park will begin before the end of the month and natural gas extension services are pending to the other Industrial Park on Pickerel and Jack Lake Road.

NEW BUSINESS:

Council received a donation request from the Burk's Falls Firefighter Association requesting a donation to their annual firefighters' Christmas event. Council passed a resolution approving a donation.

Council discussed the annual donation to the Burk's Falls and District Food Bank. Council passed a resolution approving a donation.

Council reviewed a staff report from the Treasurer on the 2025 employee Christmas Bonuses. After some discussion Council passed a resolution supporting the recommendation in the report.

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NEW BUSINESS: cont'd.

Council reviewed a staff report from the Clerk on the renewal of the Doe Lake Park washroom contract. After some discussion, Council passed a resolution awarding the contract.

Council reviewed the Public Meeting Notice for the Zoning By-law Holding Removal for the new Fire Hall property. The By-law will be brought to the next Council meeting.

RESOLUTIONS:

Resolution #339 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour approve the minutes of the TRI Council meeting held on October 27, 2025 as circulated. Carried

Resolution #340 - Moved by Dorothy Haggart-Davis, seconded by Wendy Whitwell; That the Council of the Township of Armour approve the minutes of the regular Council meeting held on October 28, 2025 as circulated. Carried

Resolution #341 - Moved by Wendy Whitwell, seconded by Dorothy Haggart-Davis; WHEREAS the Recreation Co-ordinator conducted an evaluation of available recreation management software solutions; and

WHEREAS the report of the Recreation Coordinator dated November 11, 2025, recommends the adoption of Amilia SmartRec as the Township of Armour's recreation management software platform and offers the best balance of cost, functionality, and improving efficiency and customer service;

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Armour hereby approves the implementation of a new recreation management software platform and authorize staff to enter into an agreement with Amilia Technologies Inc. at an annual cost of approximately \$5,500 + HST, including implementation and training, to be funded through the existing Recreation operating budget. Carried

Resolution #342 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour approves the November 2025 accounts, in the amount of \$814,912.16 for payment, and the Mayor and the Treasurer are hereby authorized to sign cheques for same. Carried

Resolution #343 - Moved by Dorothy Haggart-Davis, seconded by Rod Blakelock; That the Council of the Township of Armour have read and approved By-law #66-2025 being a by-law to confirm the proceedings of Council at its October 2025 meetings and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #344 - Moved by Wendy Whitwell, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour have read and approved By-law #67-2025 being a by-law to enter into an agreement with Circular Materials for depot operations and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #345 - Moved by Rod Blakelock, seconded by Wendy Whitwell; That the Council of the Township of Armour have read and approved By-law #68-2025 being a by-law to amend the Township of Armour's Employment Policy and that we authorize the Mayor and Clerk to sign this by-law and affix the seal of the Corporation thereto. Carried

Resolution #346 - Moved by Dorothy Haggart-Davis, seconded by Wendy Whitwell; WHEREAS the Township of Armour is a participating member of the Almaguin Recycling Initiative Committee; and

WHEREAS it is necessary and in the best interest of the Township of Armour to appoint a representative to the Committee to ensure continued participation and representation;

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RESOLUTIONS: cont'd.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour hereby appoints Councillor Rod Blakelock as the Representative to the Almaguin Recycling Initiative Committee for the remainder of the current Council term; and

FURTHER THAT staff be directed to notify the Almaguin Recycling Initiative Committee of this appointment. Carried

Resolution #347 - Moved by Rod Blakelock, seconded by Wendy Whitwell; That the Council of the Township of Armour supports the City of Cambridge and request the Province of Ontario provide adequate protection against excessive and malicious rent increases for all rental units occupied for residential purposes while maintaining the ability for landlords to operate a viable and sustainable business. Carried

Resolution #348 - Moved by Rod Blakelock, seconded by Wendy Whitwell; That the Council of the Township of Armour supports the Town of Bradford West Gwillimbury and calls on the Government of Canada to remove the GST/HST from all new homes purchased as primary residences, and to work in partnership with the Government of Ontario to ensure full elimination of the provincial portion as well. Carried

Resolution #349 - Moved by Wendy Whitwell, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour supports the Town of East Gwillimbury and acknowledges the stated goals of economic growth and development in the Protect Ontario by Unleashing Our Economy Act, 2025, but expresses serious concerns that the Act interferes with local planning, limits public consultation, is inconsistent with the principles of free, prior, and informed consent in consultation processes with Indigenous communities, and weakens protections for heritage and species; and that Council formally opposes the Protect Ontario by Unleashing Our Economy Act, 2025 in its current form, and endorses the position of the Association of Municipalities of Ontario (AMO) in requesting that municipalities be included in the development of any regulatory frameworks related to Special Economic Zones. Carried

Resolution #350 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Council of the Township of Armour supports Halton Region and recognizes the federal government's actions through Bill C-48 and its commitment to further reforms, and calls on the Government of Canada to prioritize and expedite bail and sentencing reform in the upcoming parliamentary session; and further calls on the Province of Ontario to strengthen the administration of justice by enhancing bail enforcement and monitoring, increasing resources for prosecutors and courts, and expanding judicial and detention capacity; and encourages a coordinated national approach to close gaps in bail and sentencing systems;

AND BE IT FURTHER RESOLVED THAT Council urges future reforms to include stronger reverse onus provisions for repeat violent offenders, mandatory bail conditions, limits on multiple bail releases, improved inter-agency information sharing, and greater consideration of victim and community impacts; and calls on both federal and provincial governments to review Criminal Code time limits and stay-of-proceedings rules for serious and violent offences. Carried

Resolution #351 - 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 the Burk's Falls Firefighter Association to support their Annual Christmas Event. Carried

Resolution #352 - Moved by Dorothy Haggart-Davis, seconded by Wendy Whitwell; That the Council of the Township of Armour approve a donation in the amount of \$5,000 to the Burk's Falls and District Food Bank to support the work they do in our community. Carried

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RESOLUTIONS: cont'd.

Resolution #353 – Moved by Wendy Whitwell, seconded by Dorothy Haggart-Davis; That the Staff Report from the Treasurer dated November 11, 2025 regarding the 2025 employee Christmas bonus be received and that Council, in recognition of their appreciation of staff, approve an employee Christmas bonus for 2025 as per the recommendation of the report. Carried

Resolution #354 - Moved by Rod Blakelock, seconded by Dorothy Haggart-Davis; That the Staff Report from the Clerk dated November 11, 2025, regarding the 2026 Doe Lake Park washroom contract be received and that the Council of the Township of Armour exempt the Doe Lake Park washroom contract from the requirement of obtaining three quotes and award the 2026 Doe Lake Park Washroom Cleaning and Maintenance Contract to Klink Enterprises for a contract price of \$8,280 plus HST. Carried

Resolution #355 - Moved by Dorothy Haggart-Davis, seconded by Wendy Whitwell; That the Council of the Township of Armour adjourns this regular council meeting at 9:00 p.m. until the next regular council meeting scheduled for November 25, 2025 or at the call of the Mayor or the Clerk. Carried

Original signed by Rod Ward
Rod Ward, Mayor

Original signed by Charlene Watt
Charlene Watt, Municipal Clerk