

TRI COUNCIL MEETING
Monday, February 26, 2024 – 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

Welcome – Mayor Rod Ward

Approval of the notes – October 23, 2023 – Resolution (1)

Declaration of Pecuniary Interest and General Nature Thereof

List of proposed resolutions (2)

Discussion Items:

Fire Department 2024 draft budget (3)

Arena 2024 draft budget (4)

Library 2024 draft budget (5)

Waste Management 2024 draft budget (6)

Report on the transitioning blue box program (7)

Update on the new fire hall project (8)

Update on the new library project (9)

Appointment of representative to OPP Detachment Board (10)

Water and sewer expansion and connections

Agricultural Society – Fall Fair / Arena ice

Any other business?

Next Meeting – Monday, May 27, 2024 at 7 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 Clerk by 4:00 pm on Monday, February 26, 2024 via telephone at 705-382-3332 or by email at clerk@armourtownship.ca

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

NOTES OF MEETING

OCTOBER 23, 2023

The Tri-Council meeting of the Council of the Township of Armour, Council of the Township of Ryerson and the Council of the Village of Burk's Falls was held on Monday October 23, 2023, at 7:00 p.m. at the Armour, Ryerson, Burk's Falls Memorial Arena, 220 Centre Street, Burk's Falls.

Attendance:

Township of Armour: Mayor Rod Ward, Councillors Rod Blakelock, Wendy Whitwell, Jerry Brandt, and Dorothy Haggart-Davis. Staff: John Theriault, Clerk-Treasurer; Charlene Watt, Deputy Clerk; Amy Tilley, Waste Management Administrator.

Township of Ryerson: Mayor George Sterling, Councillors Beverly Abbott, Glenn Miller, Delynne Patterson, and Dan Robertson. Staff: Brayden Robinson, CAO/Treasurer; Nancy Field, Deputy Clerk, Dave McNay Fire Chief; Ken Stevenson, Deputy Chief and Cam Haffner, Fire Prevention Officer.

Village of Burk's Falls: Mayor Chris Hope, Councillors John Wilson, Ryan Baptiste. Ashley Brandt and Sean Cotton. Staff: Denis Duguay, Clerk Administrator; Tammy Wylie, Treasurer; Graham Smith Arena Manager.

1. The meeting was called to order at 7:00 pm by Mayor Sterling.
2. Adoption of Minutes. (R-3-2023) Moved by Rod Blakelock Seconded by Dorothy Davis
Be it resolved that the meeting notes from the Tri Council meeting of August 28, 2023, be accepted as presented. (Carried)
3. New Fire Hall Update Report:

Delynne Patterson provided an update on the progress of the new Fire Hall project. Ryerson Staff have held preliminary discussions with Parry Sound EMS, and they have expressed interest in partnering in the building. EMS expressed their needs; they need a completed building in the next 4 years with an entirely separate space of 1,200 sf for administration and a 3-bay garage. They suggest a 30-year lease agreement with payments over the first 15 years to cover the full cost of the debenture and their portion of the building and over the final 15 years they would pay the proportionate operating costs for the building. Staff have had a similar discussion with the Fire Department to discover their requests. The Powassan Fire Hall design has been identified as the model for this new building, with some minor

modifications. Staff have been in contact with the Engineer and Architect to assist and the Engineer will take the lead as the project manager. Estimated total cost is six million dollars.

of which 2.3 million is the EMS portion and 3.7 million is allocated between the Tri-Council area municipalities. Based on the cost sharing formula Armour 's portion of the costs will be \$1,770,080., Burk's Falls \$1, 058,200. and Ryerson \$871,720. Ryerson Staff will aggressively seek grants to offset these costs. A timeline for this project, presented for a desired 2026 occupancy date.

4. Armour Township Resolutions for Library Project:

Rod Ward led a discussion about the library project and the three resolutions that were passed by Armour Township's Council for the approval of the land to build on, a commitment of up to \$500,000. for a new build or change to the existing building, and for Armour to take the lead on the library project.

To take the project to the next level so we can all look at it, more information is necessary, such as the timeline for an expected building date, what the project would encompass and the estimate of cost for the building. Grants for building new libraries are available now, and this information is vital to write the grant. A grant could help to fund 50 to 90 % of the construction cost.

Since the Library Board does not have the expertise to be the project manager it was suggested that allocating a line item into the library budget to cover the cost of hiring a project manager or an engineer to put the project together would be beneficial to help make an informed decision because right now, we are only guessing. Once we have an idea of the cost the Townships can decide themselves how they will fund this project.

5. 2024 Budgets and Reports

5.1 Burks Falls, Armour, Ryerson Union Public Library

Nieves Guijarro thanked everyone for the discussion about the library and the consideration given to the project. The library presented a video of pictures compiled from the library to share with everyone prior to her presentation of the draft 2024 Library budget.

She highlighted that 3 years ago Ryerson Township Council advised her that she should be putting 1% of her operating budget into reserves and that she has been putting funds into reserves every year since and there is \$80,000. in reserves. She believes that this will cover the cost of hiring a project manager or an engineer without the extra line item being added to her budget.

The library budget is very lean and will increase overall 4% in 2024 based on the anticipated increase in utility costs.

5.2 Armour, Ryerson and Burks Falls Memorial Arena and Community Centre

Graham Smith provided an overview of the activities at the arena for 2023 and they have seen a return to normal operations since Covid -19. Council have resolved staffing and succession planning issues. The ice rental has been great this year and going forward the hope is to see a continued upward trend. Free skating through the Christmas Break will be available to the community and surrounding area. Saturday evening skating might be a monthly option next year. There have been no serious breakdowns in the ice equipment and preventative maintenance continues. A debit machine is an update for the concession booth and there are increased sales.

It has been a busy year, and the Arena is already over the estimated budget for 2023.

Details of the 2024 budget, presented by Graham Smith.

Contracted customers should stay the same this year, but the one-off rentals are hard to predict because in 2023 they doubled. The 2024 budget will stay a bit conservative so as not to over budget and the 2025 budget will be better to project if the numbers stay up this year. Wages have increased, for the concession booth we now have an adequate number of staff and for succession planning we will have a full-time person to shadow Graham Smith in 2024 as part of the training. Health and Safety and other training courses will be available as well.

Insurance rates are high and are increasing by 11%. Hydro rates remain the same but with the increase in patrons the usage is higher. Water and sewage will increase by 2 ½ %.

Cleaning supplies are up with the greater demand for events. Capitol maintenance is the same. The roof assessed every fall and repaired if needed, and it is in decent shape. The oil separators are running well and with continued good maintenance they may not have to be replaced until it is time to replace the compressors. If the TSSA asks us to upgrade the relief pipes and increase the separator stack size, we will have a year to do that. The cracks in the floor, lintel and overhead door jams, all are restored to good working order after the facility assessment.

The budget per municipality is about \$154,296.

5.3 Tri R Waste Management

Amy Tilley highlighted the 2024 budget. The projected year end may be a bit off on the recycling sales because the bottom has fallen out of plastics, steel, and aluminum. The third load of cardboard recycling will not take place unless the weather holds out. Year-end could be higher when it comes to our grants, recycling, and operations, which is always hard to budget for because the final grant amounts are unknown until the end of the year and are

adjusted once the final number is known. An increase in operating year and the blue box, is reported in the previous year, and paid in the current.

Salary and benefit costs are higher with the increased cost of living and staffing issues. A staff medical issue, not resolved yet, and it is unknown if there will be a return to modified duties. The 2024 salaries have been pushed to reflect the unknown.

With the loss of revenue in blue box and recycling sales we see an increase in processing because when they lose money on their commodity they charge it back through processing costs to us, their customers. The lower land fill equipment repairs are a result of planned work that was not required. There was a change of plans for the purchase of a new forklift because of a higher than anticipated price and less hours of use due to the change in blue box, and less carboard to move. Repairs will be done to the existing machine. The capitol from the forklift was allocated to the Quonset hut, to be initiative-taking and repair the older building's rear wall.

5.4 Burks Falls and District Fire Department

Dave McNay presented the 2024 fire department budget and highlighted that prices have increased this year. This is a plain budget with an increase in operating costs of 9.35 percent. The expense because NFPA standard for fire departments dictates that we must change the tires on the tanker every seven years, the 2016 tanker must have new tires installed in 2024. Dave noted that a township will benefit from this. Response wages are up due to the C.O.L.A., cost of living allowance.

SCVA, self-contained breathing apparatus air packs last year when we replaced our whole SCVA system the packs were \$900, and are now \$1,900. The wild land firefighting boots were \$275. Last year and are now \$650.

There was \$300,000. Added to the budget for engineering fees for the new fire hall.

Dave informed the Councils that there are eighteen active fire fighters on the department and four new recruits starting in January 2024. The new fire truck may be stored at Perry Township and the department will not be building the addition on the existing fire hall.

6. Next meeting is February 26, 2024, with Township of Armour hosting.

7. Motion to Adjourn

(R-4-2023) Moved by Chris Hope Seconded by Rod Ward Be it resolved that we do now adjourn this October 23, 2023, Tri-Council meeting at 8:45 p.m. The next Tri-Council meeting will be held on February 26th, 2024, hosted by Armour Township, (Carried)

LIST OF PROPOSED RESOLUTIONS FOR FEBRUARY 26, 2024

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 October 23, 2023.

ITEM # ON AGENDA

(3)

That the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls approve the 2024 Burk's Falls and District Fire Department budget in the net amount of \$1,233,078 to be shared among the Township of Armour, the Township of Ryerson and the Village of Burk's Falls.

ITEM # ON AGENDA

(4)

That the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls approve the 2024 Armour Ryerson Burk's Falls Memorial Arena budget in the net amount of \$4774,359 to be shared equally between the Township of Armour, the Township of Ryerson and the Village of Burk's Falls.

ITEM # ON AGENDA

(5)

That the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls approve the 2024 Burk's Falls Armour & Ryerson Union Library budget in the net amount of \$185,739 to be shared among the Township of Armour, the Township of Ryerson and the Village of Burk's Falls.

ITEM # ON AGENDA

(6)

That the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls approve the 2024 TRI R Waste Management budget in the net amount of \$295,421 to be shared among the Township of Armour, the Township of Ryerson and the Village of Burk's Falls.

ITEM # ON AGENDA

(9)

That the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls approve that the new library be built at the location described below:

ITEM # ON AGENDA

(9)

That the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls approve the addition of their share of the cost of bringing the new library project to the tendering process stage, estimated at \$50,000, to their respective 2024 budget.

ITEM # ON AGENDA

(9)

That the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls agree to abandon the new library project.

ITEM # ON AGENDA

(10)

That the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls appoint _____ as their representative to the OPP Detachment Board.

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 May 27, 2024 to be hosted by the Village of Burk's Falls.

A	B	S	U	V	W	X	Y
BURK'S FALLS AND DISTRICT FIRE DEPARTMENT 2024 DRAFT BUDGET February 16, 2024							(3)
Account #	Description	2021 Actual	2022 Actual	2023 Budget	2023 YTD (PRE-AUDIT)	2024 Draft Budget	Comments
OPERATING ACTIVITIES							
	OPERATING REVENUE						
15-321	MVC	2,930	3,364	2,700	7,950	4,700	3-year average
15-321-01	Inspections	649	630	400	470	500	
15-321-03	Miscellaneous Revenue	14,363	41,014	1,900	8,516	3,500	Fines, burn permits
	TOTAL OPERATING REVENUE	17,942	45,008	5,000	16,936	8,700	
	OPERATING EXPENDITURES						
16-202	Vehicle Expense	19,589	29,198	22,000	16,275	28,800	
16-203	Equipment/Comm Repair	12,802	11,280	12,850	11,358	12,800	
16-206	Fire Prevention Supplies	3,072	3,514	4,000	3,319	5,100	
16-208	Training	30,050	35,414	14,000	8,827	13,400	
16-209	WSIB	7,765	6,869	7,500	6,479	9,400	
16-210	Response Wages	46,177	41,857	99,500	82,088	95,000	
16-211	Wages & Empl Related Costs	174,928	183,458	190,800	195,353	217,900	
16-212	Insurance	24,003	30,084	31,500	33,788	36,400	
16-213	Building Repair/Maintenance	8,640	2,621	6,800	2,576	4,000	
16-214	Office Expense	13,641	18,532	17,500	17,378	18,600	
16-215	Air Station Fill and Maintenance	861	1,350	1,000	765	1,000	
16-216	PPE	1,499	5,237	500	465	-	
16-217	New Equipment/Gear	48,610	42,791	34,400	22,178	43,500	Portable radios, bunker gear, helmets, boots, station wear
16-218	Miscellaneous	840	3,474	1,000	811	1,000	
16-219	Snow Removal	1,599	1,803	2,100	1,931	2,100	
16-222	Recharge Fire Extinguishers	614	359	500	379	500	
16-223	Radio License	1,514	1,565	1,650	1,672	1,750	Forecasted inflationary increase
16-224	Answering Service	1,261	1,286	1,300	1,286	1,350	

A	B	S	U	V	W	X	Y
BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2024 DRAFT BUDGET							
February 16, 2024							
Account #	Description	2021 Actual	2022 Actual	2023 Budget	2023 YTD (PRE-AUDIT)	2024 Draft Budget	Comments
16-225	Legal	-	-	1,000	6,594	1,000	
16-226	Office Space Rental	3,242	3,242	3,242	3,242	3,242	
16-229	Audit/Accounting	2,554	3,911	4,000	4,818	4,100	Audit fees \$3,600 per contract + \$400 for external accounting
16-248	Defib/Medical Supplies	829	403	500	651	500	
	TOTAL OPERATING EXPENDITURES	404,117	428,248	457,642	422,233	501,442	
	NET OPERATING EXPENDITURES	386,175	383,240	452,642	405,298	492,742	Increase in operating budget: 8.86%
CAPITAL TRANSACTIONS							
	CAPITAL REVENUE						
15-321-02	Donations	50	555	100	500	100	
15-328	Proceeds on sale of Capital Assets	-	-	-	-	10,000	
	TOTAL CAPITAL REVENUE	50	555	100	500	10,100	
	CAPITAL EXPENDITURES						
16-221	Capital Purchase	-	273,286	78,700	8,805	719,400	
	Debt Repayment						
16-212-1	Tanker Loan - interest	6,076	5,318	4,537	4,537	3,733	
16-212-2	Tanker Loan - principal	24,992	25,740	26,510	26,510	27,303	
	TOTAL CAPITAL EXPENDITURES	31,067	304,343	109,747	39,852	750,436	
	NET CAPITAL EXPENDITURES	31,017	303,788	109,647	39,352	740,336	
	NET EXPENDITURES	417,193	687,028	562,289	444,649	1,233,078	

A	B	S	U	V	W	X	Y
BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2024 DRAFT BUDGET							
February 16, 2024							
Account #	Description	2021 Actual	2022 Actual	2023 Budget	2023 YTD (PRE-AUDIT)	2024 Draft Budget	Comments
7	MUNICIPAL CONTRIBUTIONS						
3	15-621 A Armour (47.84%)	199,585	328,674	268,999	212,720	589,905	
9	15-621 B Burk's Falls (28.6%)	119,317	196,490	160,815	127,170	352,660	
0	Ryerson (23.56%)	98,291	161,864	132,475	104,759	290,513	
1		417,193	687,028	562,289	444,649	1,233,078	

BREAKDOWN OF DRAFT 2024 FIRE BUDGET				
2024-02-16				
Account #	Heading	Item Description	Cost	Total
16-202	Vehicle Expense	Safety Inspection	\$2,900	
		Undercoating	\$1,000	
		Fuel	\$10,000	
		Aerial Test	\$1,900	
		ATV Tracks on & Tires Off	\$1,500	
		Tires for unit 214	\$6,400	
		Mounting brackets for 214	\$500	
		Mounting brackets for 210	\$600	
		Miscellaneous (batteries, tires, lights, etc)	\$4,000	
				\$28,800
16-203	Equip/Comm Repair	Pump test	\$1,500	
		Bunker gear cleaning	\$5,500	
		Annual flow testing	\$1,500	
		Annual Fit testing	\$1,000	
		Maintenance on comm tower	\$300	
		Miscellaneous (radio batteries, etc)	\$3,000	
				\$12,800
16-208	Training			
		Training props	\$2,000	
		Professional memberships (OAFC, FPO)	\$1,100	
		NEFEC registration	\$6,300	
		Option for firefighters to attend RTC	\$4,000	
				\$13,400
16-210	Volunteer Fire Wages	Steps in new proposed grid: first on \$18.54, completed recruit training \$20.60, FF1 \$22.66, FF2/Hazmat \$26.78, Acting Captain \$28.84, Captain \$30.90, Deputy Chief \$33.48, Chief \$36.05	\$95,000	
				\$95,000
16-213	Building Maintenance	Cleaning supplies	\$500	
		Contracted cleaning services	\$500	
		Unanticipated building repairs	\$3,000	
				\$4,000
16-214	Office Expenses	Office cleaning	\$2,500	
		Printer	\$1,000	
		Phone costs	\$7,500	
		Utilities	\$7,000	

		Supplies including FPO	\$600	
				\$18,600
16-215	Air Station Fill & Maint	Service contract on air station (1/4 share)	\$1,000	
				\$1,000
16-217	New Equipment/Gear	Forestry boots/helmets, coveralls	\$5,000	
		iPads for Trucks	\$1,000	
		Bunker gear- 4 sets	\$12,000	
		Structural/auto-x gloves, balaclavas	\$3,750	
		Hats, t-shirts, and station wear	\$3,500	
		Hoses and nozzles	\$3,500	
		Low-level floating strainer	\$1,600	
		SCBA cylinders	\$7,400	
		Foam	\$1,250	
		Smoke alarms and CO2 detectors	\$1,000	
		Other miscellaneous	\$3,500	
				\$43,500
16-221	Capital Purchases	Pumper truck, upfitted	\$669,400	
		Engineering for new fire hall	\$50,000	
				\$719,400



The Municipality of the
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ARBFMA Arena Managers 2023 Budget Actuals Review

2023 Overview

- The arena operations in 2023 have returned to what staff would consider to be above normal operations. It has been the first full year of rentals since COVID-19 shutdowns and required mandates.
- Council addressed staffing issues with the succession plan designate and the shared arena/parks/PW staff after the 2023 budget was passed. This staffing adjustment was one of the reason the arena wages were overbudget.
- The summer ice rentals in July and August increased significantly generating more revenue and creating more operational expenses as well which included wages.
- The ice was left installed for September 2023 and staff utilized 141 hours of ice rentals which is above the normal monthly average for fall/winter monthly ice rentals.
- The increased facility rentals from September to the end of December also added to the wages and other budget costs in 2023.
- The rentals in the Karl Crozier have started to increase since the end of 2022.
- Staff secured a full sponsorship for the Free Christmas skating offered during the Christmas season.
- As of the end of December 2023 there have been no serious breakdowns to report of the refrigeration equipment, building equipment or the Zamboni. Most of the work on the building and facility equipment was regular and preventative maintenance.
- The September to December ice rentals were very positive in 2023. Staff utilized 150 ¾ more ice hours in 2023 compared to those utilized in 2022. **Note:** Without the additional September ice rented the October to December ice rentals were still 55 more hours than in 2022. The entire 2023 year of ice rentals saw staff utilize 473 ¾ hours more ice rentals than in 2022.
- The Banquet room rentals also increased in 2023 and staff can report that there were 184 more hours of use than there were in 2022.
- Staff continue to receive many compliments through the course of the year about the condition of the ice, the facility and staff's customer service.

Revenue Highlights

- The ice and room rentals have exceeded 2023 expectations ended up approximately \$34,000 above budget estimates.
 1. Increased minor hockey use in the 2023/24 ice season, busier than normal summer.
 2. Increased birthday parties using the ice surface has helped the ice rental numbers average 2 to 4 parties a month since the start of the year.
 3. The Karl Crozier rooms uses are getting busier with 1- and 2-day events, birthday parties and other weekly rentals.
- The snack bar, skate sharpening, and public skating totals exceeded 2023 expectations and were just short of \$18,000 above budget estimates.



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1. Public skating has become a pastime once again and the numbers significantly increased monthly in 2023.
 2. The Increased minor hockey rentals/games and public skating numbers has positively impacted the concession and skate sharpening numbers as well.
- Staff reviewed snack bar costs and created and posted a new price list for products offered starting October 2023.
 - The new rate categories produced 60 hours of ice rentals from September to December 2023. This new rate for limited skaters during non-prime time ice has created a lot of positive feedback.
 - Staff sold all the available ice time during the Christmas break ice time for non-prime rate. This was advertised so the facility could sell ice time given back by the Men's League and Minor Hockey as well as to promote family skates. This idea turned out again to have positive feedback and the facility ice time was sold out at least 7 days during the break.
 - The sign rentals reservations increased slightly in 2023.
 - The donations were slightly elevated in 2023 as Cadets gave back more than usual.

Operating Expenditures Highlights:

Wages and Benefits

- Council approved staff changes for the ARBFMA after the budget was passed in 2023 which affected the staff totals for the year.
- The increased facility usage also meant the manager requiring an increased use of the PW/Arena shared staff.
- Staff were also subject to a staff shortage due to personal injury. This created a need to utilize the shared staff on a full-time basis for most of November and December 2023.
- Staff holidays and Stat days also generate a staff shortage that needs to be managed as the ARBFMA does not close for stat days except for December 25th and January 01st.
- Minimum wage increased \$1.00 an hour as of October 01st 2023. This impacted the snack bar wages.

Audit and Accounting

- Audit and Accounting for 2023 was above the budgeted estimate of \$845.

Insurance

- The insurance for the arena was almost \$2,000 over the budgeted estimate.

Telephone

- The Telephone and internet numbers are on budget.

Hydro

- The Hydro use for the year has increased especially after a busier than normal summer and very humid July.
- The very busy September also will have an impact on the hydro.



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- The increased load on the arena because of the extra ice rentals had a significant impact on the hydro totals for the year.

Natural Gas

- The natural gas use for the year has increased especially after a very busy and humid summer. The desiccant dehumidifier was working overtime this summer to keep up with the humidity.
- The more the ice was resurfaced, meant higher the costs to heat the hot water required for the ice resurfacing and showers.
- The increased load on the arena because of the extra ice rentals had a significant impact on the natural gas totals for the year.
- Some of the extra gas use comes from increased hot water for floods, showering, and hand washing.

Water and Sewar

- The Water and Sewage use for the year increased from previous years especially after a very busy summer and fall ice season.
- Increased floods & showers & washroom usage impacted the increase water & sewage demand.
- The water and sewage totals at the end of the year were still within the budget estimates for 2023.

Ice Plant

- The ice plant maintenance and preventative maintenance performed through 2023 have kept the refrigeration equipment running very smoothly.
- Staff did not experience any major breakdowns for 2023.
- The ice plant room totals were under budget for 2023.

Building Maintenance

- Staff have made some facility improvements to help with staff and building efficiencies.
- The building maintenance numbers have remained steady.
- There were no major breakdowns for or expensive building maintenance in 2023.
- The building maintenance numbers were under budget for 2023.

Cleaning Supplies

- The increased facility use increased the need for cleaning and the cleaning supplies required for 2023.
- As expected, the cleaning supplies budget estimates were over budget for 2023.

Zamboni

- The 2023 budget has \$1000 charge for a Zamboni rental from summer of 2022. The invoice for this expense was received long after the 2022 books were closed and the 2023 budget was approved.
- There were no major breakdowns with the Zamboni for 2023
- The Zamboni Maintenance budget was slightly over budget because of the increased propane usage & blade sharpening and the 2022 rental charge.



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Office Supplies and Uniforms

- Staff can now accept debit at the facility for any facility rental payments and sales.
- The cost for installing the debit machine was near \$900 and was not budgeted for in the 2023 budget.
- The office supplies budget was also over for 2023. Most of this overage was the introduction of the debit machine.

Fire Safety

- The Fire safety numbers are stable were slightly over for 2023.
- There were some needed repairs to the emergency lights and fire extinguishers.

Snow Removal

- The Snow Removal numbers are stable for 2023.
- The fall snowfall was lower than normal, and the snow removal budget was under budget for the year.

Elevator

- The Elevator numbers are stable for 2023.
- The final Elevator budget numbers were under budget for 2023.

Skate Sharpener

- The Skate Sharpening maintenance was right on budget for the year.

Booth Supplies

- The booth supplies are over budget for 2023.
- Staff experienced a few malfunctions of the facility freezers causing food spoilage.
- Increased product prices and need have been offset by new prices and increased sales.

Training

- The training budget was well utilized by staff in 2023.
- The training budget was slightly under budget for the year.

Ag Society Fair Tents

- Fair tents are a new item and was not included in the 2023 budget that passed by Council.

Capital Expenditures:

Dehumidifier and Platform

- This job has yet to be completed because of the busy summer and timing of the budget being passed in 2023. This job will be completed in November 2023.
- This project was completed by the end of 2023 and was slightly over budget.



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Zamboni Rebuild

- The rebuild was slightly over budget because of a few extra items needing attention that were not identified in the summer of 2022. This project was over budget by approximately \$1,800.
- There were 2-way shipping costs as well that increased the costs for the rebuild.

Zamboni Dynascrub

- The purchase of this equipment was under budget by \$850.

Facility Structure Report

- The facility structure report was right on budget.

Safety Valves in Mechanical Room

- The Safety Valves job was over budget by \$1,350. The cost of the safety valves has increased since the time staff received the budget quote for this necessary service.

Conclusion

2023 was very busy and staff are hopeful that this will be the new norm in the facility. Staff anticipate being very cautious when planning the budget for 2024. Staff feel there has been 2 years less a month of post-COVID data to study for 2024. Staff will continue to monitor facility use monthly to help estimate budget numbers for future years.

The summer of 2023 plus a very successful September added to the success in 2023. Staff have been working on promoting the facility, birthday packages, September ice, public skating, sponsorships for skating and the new rates to increase facility rentals.

Staff have worked diligently to continue ongoing preventative maintenance, identifying building and staff efficiencies, and making them a reality within the budget.

Graham Smith RRFA/CIT
ARBFMA Arena Manager



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ARBFMA Arena Managers 2024 Budget Review

RECOMMENDATIONS

It is recommended that the Tri-Council consisting of the Village of Burk's Falls, the Township of Ryerson and the Township of Armour pass the 2024 ARBFMA Budget.

BACKGROUND

- Senior management prepare an annual budget for discussion and approval.
- The overall average operating costs annually rise 5 to 9 %
- Cutting areas of the operations budget may result in a negative change in the level of service staff provide to the facility patrons.
- Staff work hard to offer great service at the ARBFMA and believe the level of service and customer service provided results in positive feedback and return customers.
- Facility Rental rates can be adjusted to help reduce the total operating budget however large increases in the rates would negatively impact the facility use.
- The Capital items are discussed in the order of importance including the mandated work.
- Capital items can be cut, moved, or financed over a period but cutting Capital requests also can result negatively on the facility and the level of service provided.
- Staff have 23 solid months of post-COVID data to assist with the estimates for the 2024 budget. The data used, dates to October of 2021 and misses about 4 weeks of operations due to a government mandated COVID-19 facility closure in Jan 2022.

2024 Overview

- The increase in ice and room rentals in 2023 was great for the facility. Staff for-see the monthly contracted facility rentals to remain steady in both the summer and winter seasons.
- The one-off rentals are harder to isolate and predict. Staff know there will be those types of rentals however realize those one-off rentals will vary weekly and monthly.
- The staffing levels have been set by Council for 2024. The ARBFMA will have 3 full time staff and 1 a full-time staff that is shared with public works.
- The plan is that the staff member selected for the succession plan will be able to work more closely with the Arena Manager for training purposes however due to staff shortages in the last part of 2023 and the first 2 months of 2024 this plan has yet to materialize.
- Minimum wage increased October 01st, 2023 and will add to facility wages for 2024.
- Staff expect lowering the banked ice time for Winning Techniques up to 100 plus hours in 2024.
- The Karl Crozier room requests are slowing increasing and staff expect that trend to continue in 2024. Staff are starting to get a few inquires for small meetings, tournament use, teas, trade shows, and some martial arts sparring.



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- The skate sharpening demands have increased with more people in the facility. The options for the community and surrounding communities for skate sharpening is limited which also helps increase this service.
- With 2023 in the rear-view mirror, it's with confidence that staff can state utilities, equipment maintenance, building maintenance and staff wages increase the operating budget for the facility.
- The success of the public skating program is expected to continue into 2024. However, Public Skating has now stabilized week to week.
- Arena Staff will continue working with Recreation Staff to get public skating sponsorships for March Break as well as the Christmas Break.
- Although it's hard to predict breakdowns arena staff believe preventive maintenance is the best practice to avoid serious operation malfunctions. The previous used extra preventative maintenance dollars will be added back to the Zamboni budget for 2024.
- Staff will continue their "YES" approach for facility rental requests. That approach means a somewhat changing monthly or weekly work schedule for arena staff. This continued approach should not cost the village or arena budget any overtime.
- Facility revenues have been adjusted to reflect a rate increase of 2 1/2 % from 2023. Staff project steady facility demands but remain optimistic as staff are not yet confident that the 2023 spike was not just an out of the ordinary year in the facility.
- The Town of Huntsville will be putting their ice in for the first of June 2024. This is a new venture for Huntsville and ARBFMA staff expect this decision to impact some of the summer ice rentals.
- Staff continue to monitor neighboring arenas and community centre's to insure the ARBFMA rate remain competitive. Staff feel that the level of service provided, and the different rate options gives the ARBFMA an edge for increased facility rentals.
- Ice rentals are already being booked for September 2024, and staff are following a resolution of the Burk's Falls Council dated July 07th, 2022 that states 2022 would be the last time that ice would be removed for September.
- Staff anticipate that some of the summer contracts will extend their ice into September, there is a ladies tournament booked, Minor Hockey also anticipate starting early, in September as well. Winning Tech. will extend their program again one-week, contracted fall ice users will also be starting earlier, staff will also run a fall public skating program and staff are also confident the one-off inquiries and rentals will also continue.
- Staff anticipate the September ice usage in 2024 to resemble that of 2023 which was 140 ½ hours.
- The extension of the summer ice also allows Winning Techniques to use up more of their banked hours of ice time.
- Concession, Public Skating and Skate sharpening are also anticipated to remain positive and have been adjusted from 2023. Staff however remain optimistic and are not yet confident that 2023 spike was not just an out of the ordinary year in the facility.
- Hall rentals have been adjusted to include the senior's programs and the exercise and yoga programs. Inquiries for major hall use for large functions has declined significantly. Staff are projecting an increase in the hall rentals based on the steady increase in inquiries.
- Ice, hall and advertising rates have also been projected to be approved and should increase as of September 2024.
- Staff expect the donations from the facility to remain the same as in 2023.



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2024 Budget Notes

Operating Revenues:

User Fees and Sign Rentals

- Staff expect the monthly contract customers will remain the same for 2024 and those hours and rates are included in revenue estimates.
- The one-off ice rental requests vary from week to week and can't be easily estimated annually. Staff know they will happen and have made an educated estimate in the numbers for 2024. Staff hope the trend in 2023 will continue into 2024. As facility use stabilizes to a new norm, staff expect verifying this new trend will help future budget estimates.
- The banquet and kitchen room rentals are estimated to be like those achieved in 2023. Staff are aware with the current trend of increased rental inquiries; the facility revenues will continue to increase into 2024.
- Staff are somewhat optimistic about the large increase in facility use in 2023 but are still cautious when trying to predict budget revenues for the year. After 2024 staff will have a solid 3 years of post-COVID data to use for the 2025 budget.
Note: Staff feel overestimating revenues based on a fantastic 2023 is not a realistic approach for the 2024 budget estimates. Overestimating revenues to try and lower the operating deficit is not recommended. Once the facility demands level off, staff will have a better understanding of budget requirements.
- Staff expect the advertising revenues in the arena to be like those achieved in 2023.

Concessions, Public Skating, and Skate Sharpening

- The concession stand is and has been operated as more of a convenience for the facility users. The local coffee franchise does hurt annual sales. The increase in facility use will help increase the monthly sales.
- The concession does help provide local young people a chance to get into the work force and save for school.
- The use of the debit machine has made it necessary to report Concession, Public Skating and Skate Sharpening sales as one line in the budget. Staff will still be able to estimate data for budget purposes. The debit sales however don't breakdown the sales into separate accounts when processing the sales.
- The snack bar costs are continuing to rise including part-time wages and the staff managing the snack bar will have to monitor this closely to be sure the ARBFMA snack bar prices are not too low.
- The increase rates for skate sharpening and public skating should result in an increase in budget dollars especially based on the increased interest in both activities.

Donations

- The donations for 2024 are estimated at \$300. Previous years the ARBFMA has received between \$200 and \$500 annually.



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Operating Expenditures:

Wages and Benefits

- The 2024 wages are currently set at the Council approved pay grid wage rates. Cost of living adjustments for 2024 will be determined by Council during 2024 budget discussions.
- The wages for 2024 are set with a compliment of 3 full-time staff which includes the staff member chosen for the succession plan to be working full time in 2024.
- The shared worker with Public Works and the Arena is estimated to be utilized 720 hours in 2024.
- The snack bar wages are estimated to accommodate all public skating hours, Minor Hockey practices & games, special events, and tournaments.
- Staff will monitor facility use to determine if the current staff supplement is adequate to manage the facility. If the facility usage continues to grow, there may be a need to investigate additional staff hours which could be increased hours for the shared worker or a couple of students.
- The shared department employee will be utilized as needed if full-time arena staff decide to request summer holidays in 2024. This may affect the final total for wages in 2024.

Audit and Accounting

- The Audit and Accounting estimate is based on 2023 actuals with an anticipated annual increase.

Insurance

- The Insurance estimate is based on 2023 actuals with an anticipated increase of 12% for 2024.

Telephone

- The Telephone and internet estimates are based on the 2023 actuals.
- Staff have inquired about better internet service for the facility and that service will be in place before the spring of 2024.
- This faster internet service will help the business side of the operations. Currently the ARBFMA will not offer a free guest WI-FI due to the cost of this extra service. This decision can be reviewed annually at budget time.

Hydro

- Based on a report from the Ontario Energy Board (O.E.B), there is no rate increase for 2024 for the facilities hydro provider. The Hydro increased in 2023 because of the large increase in facility use.
- Staff have based the estimates for 2024 on that increased facility use in 2023.
- The weather and humidity can affect the summer hydro consumption as well.
- Staff will be doing some trials in 2024 during the ice season operating at a higher ice temperature to see if that affects the hydro consumption and not affect the ice quality.
- The replacement of the desiccant dehumidifier should also help decrease the hydro consumption as well.



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Natural Gas

- Based on a report from the O.E.B. the rate increase for 2024 for the facilities natural gas is set at 7%.
- The natural gas consumption increased in 2023 because of the large increase in facility use.
- Staff have based the estimates for 2024 on that increased use in 2023 plus the 7% rate increase.
- The weather and humidity greatly increase the natural gas consumption in the summer months.
- The operation of the 2nd dehumidifier should help reduce the natural gas consumption especially through the summer months into September.
- The replacement of the current desiccant dehumidifier should help decrease the natural gas consumption depending on when that replacement takes place.
- Staff may be faced with an issue again having to use the current desiccant dehumidifier again this summer even. Staff previously mentioned that the current desiccant dehumidifier is defunct, and it is very difficult to get parts in the event of a breakdown.
- The more the ice needs resurfaced, the higher the costs to heat the hot water required for the ice resurfacing.
- The increased number of people using the facility also increases the costs of natural gas for the rest of the facility because of the hot water required for showers and washrooms.

Water and Sewer

- The Water and Sewage use for 2024 are expected to increase 2 ½%. The 2024 budget has been adjusted based on 2023 actuals plus the additional increase in rates.
- The increased number of people using the facility also increases the usage and costs for the rest of the facility because of the water required for showers and in the washrooms.

Ice Plant

- The ice plant maintenance and preventative maintenance for 2024 is estimated on the 2023 budget plus an additional \$1875 for the required condenser cleaning during plant shutdown in the spring.
- The capital work required on the refrigeration system in 2024 will help with reducing any major breakdowns during normal operations.
- Staff do not for-see any major breakdowns for 2024 however staff do not recommend underestimating the budget for the ice plant to reduce the budget deficit.

Building Maintenance

- Staff will continue to make facility improvements to help with facility and staff efficiencies.
- 2024 budget is 2 ¼% above the 2023 budget estimate plus an additional amount to repair the downspouts as recommended in the 2023 Building Assessment Report.
- The increased use in the facility will increase wear and tear on the facility which will increase repairs and breakdowns that will require attention.
- Staff were faced with an issue with the facility generator in early January and have since entered a service contract that will keep the generator operational year-round. This is required because the ARBFMA is listed as an evacuation centre as well as a warming and cooling centre for the Village. The cost of the service contract is about \$3600 plus annual increases.
- Staff will continue to replace plexi-glass on the ice surface as one of the major jobs for 2024.



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Cleaning Supplies

- The increased facility use has caused staff to increase the cleaning supplies required for 2024.
- The 2024 estimate is based on 9 months of operation in 2023 plus a 2 ½% increase for the year.

Zamboni

- The budget estimates for the Zamboni operations are set at 5% increase from the 2023 budget estimates and this includes propane, repairs blade sharpening and parts.
- The 2024 budget estimate for the Zamboni will also need to reinstate the \$5,000 of preventative maintenance that takes place annually during ice shutdown.
- The Zamboni engine is still under warranty for 2024. The annual preventative maintenance will be on the other movable parts and the conditioner.

Office Supplies and Uniforms

- The new way of business for booking and sales will impact the budget annually however this cost helps staff be more efficient, accountable and allows less cash flow through the facility daily.
- The Office supplies and uniforms for 2024 is estimated to be an \$1,000 increase from the 2023 budget.

Fire Safety

- The Fire safety numbers for 2024 are estimated to increase 2 ½% from the 2023 budget.

Snow Removal

- The Snow Removal numbers for 2024 are estimated to increase 2 ½% from the 2023 budget.

Elevator

- The Elevator numbers for 2024 are estimated to increase 2 ½% from the 2023 budget.

Skate Sharpener

- The Skate Sharpening maintenance budget has been increased \$100 due to the increase in stones and diamonds required for operation the equipment.

Booth Supplies

- The booth supplies are set at 45% of the Concession sales estimates.

Training

- The training budget is set as per staff needs and the succession plan schooling and training.

Ag Society Fair Tents

- Council will need to decide whether to include the fair tents as part of the ARBFMA budget.
- The resolution of council July 07th 2023 states the ice will no longer be removed for the fall fair.
- The estimates for the Fall Fair tents required for 2024 is estimated at 5% increase for 2024.



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Capital Expenditures:

Generator Repairs and 5 Year inspection

- The Generator has not been working well for most of 2023.
- Staff eventually were informed that the service required was no longer available though our service technician.
- Staff made many inquiries and eventually ended up talking to Generac US to find a company that could inspect, do the necessary repairs, and provide the semi-annual service required.
- This project started in early January and is set to be completed by the end of February.
- The amount set aside for this capital expense is \$10,000.

Top End Rebuilds

- This is a preventative maintenance item in the 10-year capital plan and will be performed by the facilities ice plant contractor during shutdown.
- Staff are still awaiting updated pricing for this item.

Desiccant or Mechanical Dehumidifier

- This job will replace the 15-year-old equipment that has been struggling and band-aided to continue to work until this job could be addressed.
- Staff are pricing price both a gas desiccant, electric desiccant and a mechanical dehumidifier and then make recommendations to council based on the best scenario for the Village.
- The mechanic responsible has recommended if the Village adds another mechanical unit, we should be pricing at least a 10-ton unit.
- A 10-ton mechanical may exceed the budget amount, a gas fired desiccant will exceed the budget amount and a electric desiccant may also exceed the budget amount.
- Staff needed pre-approval for this item so an RFP can be created and sent out by the first week in January so that the replacement can take place during ice plant shutdown. This replacement now may have to wait until the fall again once the summer ice is finished.
- Once staff receive prices from the RFP a meeting will need to be held with the CAO and Council to discuss the options especially if the prices received are extremely high.

LED Score clock

- The score clock was to be replaced during COVID years and that project was scrapped back then because there were discussions about the future of the fall/winter ice and the building especially after the summer ice season ended.
- The post COVID ice use was slow to get back to normal but 2023 showed there is a strong desire for the community and surrounding communities to use the ARBFMA during all times of the year.
- Staff believe that the Village should sell a sponsorship to advertise on and beside the new clock.
- Staff feel 2024 would be an ideal time to purchase the new LED score clock.



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Zamboni and Compressor Room Roof

- A report from 2021 and 2022 recommends replacing and repairing the roof above the compressor room and the Zamboni room.
- The estimate for this repair is set at \$45,000.

Lintel and Overhead Door Jams

- This job is one of the recommendations for the Facility Assessment Report completed in 2023 and is one of the short-term recommendations in the report.

Crack Repairs in Floor Slab and Walls

This job is one of the recommendations for the Facility Assessment Report completed in 2023 and is one of the short-term recommendations in the report.

Oil Separators update

- This job was suspended 1 year in 2023 so the new dehumidifier could be purchased.
- It was also suspended in 2023 because the facilities ice plant mechanic suggested it could wait a year.
- The refrigeration mechanic has suggested that this Capital expense can be delayed possibly until the year the compressors need to be replaced. Since starting the ice plant in June 2023 staff have used very little oil meaning the refrigeration equipment is still operating very efficiently.
- Staff have removed this item from the Capital requests for 2024.

Upgrade Relief Pipe/Stack Size update

- This job was suspended 1 year in 2023 so the new dehumidifier could be purchased.
- It was also suspended because the facilities ice plant mechanic suggested it could wait a year.
- When doing the oil separators, the TSSA will require this work to also be completed and registered.
- The refrigeration mechanic has suggested that this Capital expense can be delayed possibly until the year the compressors need to be replaced. Since starting the ice plant in June 2023 staff have used very little oil meaning the refrigeration equipment is still operating very well.
- The only warning to mention to Council is that the TSSA may do an inspection and ask that this work be completed however if that order happens the Village will be given adequate time to complete the order.
- Staff have removed this item from the Capital requests for 2024.

Conclusion

The estimated operating deficit for 2024 has increased mainly because of the added needed increased staff levels for the Village and Arena which were approved by council. Other factors that have increased the annual operation costs are rising insurance costs, rising utility costs, and increased Capital needs for 2024, Staff hope the facility will continue to increase revenues to help reduce the operating deficit.

Although it is hard for Council to keep taxes low it is recommended that staff are consulted before budget cuts are made. Most cuts in the operating budget will result in cuts to the facilities level of service. Staff



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have worked hard over the past 3 plus years to bring that level of service back up to a respectable level and wish to continue working on this positive trend as the facility moves forward.

Staff have worked diligently to continue ongoing preventative maintenance, identifying building and staff efficiencies, and making them a reality within the budget.

FINACIAL IMPACT

The total Municipal Contribution is currently set at \$158,120 per municipality in the Tri-Council.

HUMAN RESOURCE IMPACT

None to report

OPTIONS

Approve the 2024 budget as presented or amended and recommend that the Village of Burk's Falls adopt the 2024 Arena budget as presented or amended.

Graham Smith RRFA/CIT
ARBFMA Arena Manager

**BURK'S FALLS, ARMOUR AND RYERSON MEMORIAL
ARENA
2024 DRAFT BUDGET**

Updated February 16, 2024

Account #	Description	2018 Actuals	2019 Actuals	2020 Actuals	2021 Actuals	2022 Actuals	2023 Draft Budget	2023 Actuals as of December 31	2024 Draft
1	OPERATING ACTIVITIES								
2	15-372 OPERATING REVENUE								
3	User fees, Sign Rentals	102,965	101,626	22,735	58,678	108,925	106,650	140,249	130,000
4	Concessions, Public Skate, Skate Sharpening	17,529	14,229	5,811	2,602	6,920	12,900	31,143	25,000
5	Donations/Other Revenue	246	236	285	202	3,700	300	500	300
6									
7	TOTAL OPERATING REVENUE	120,740	116,092	28,831	61,482	119,545	119,850	171,892	155,300
	OPERATING EXPENDITURES								
8	16-721 Arena-Wages & Benefits	160,921	177,640	113,806	111,321	193,052	197,346	227,061	255,600
9	16-723 Arena Bad Debt Expense		327	3,644	3,643	0	0		
10	16-724-1 Audit & Accounting	1,775	2,480	2,500	2,500	2,500	2,500	3,345	4,360
11	16-724-10 Insurance	20,136	21,983	24,894	24,894	35,445	37,250	39,218	43,778
12	16-724-2 Telephone	1,461	1,594	1,459	1,459	1,488	2,100	1,958	2,200
13	16-724-3 Hydro	48,167	49,069	23,648	23,648	51,145	55,525	58,278	58,301
14	16-724-4 Natural Gas	12,394	10,337	9,139	9,139	13,646	15,750	19,148	22,675
15	16-724-5 Water & Sewer	6,266	4,484	2,375	2,375	3,130	7,535	4,492	7,825
16	16-724-6 Ice Plant	40,147	14,209	4,524	4,524	21,878	16,880	10,769	19,575
17	16-724-7 Building Maintenance	20,932	40,006	15,936	15,936	19,925	24,900	20,727	25,000
18	16-724-8 Cleaning Supplies	3,503	3,443	1,680	1,680	3,169	4,750	6,216	6,400
20	16-724-9 Zamboni Maintenance, Fuel and Blade Sharpening	9,523	9,872	9,327	9,327	14,247	8,000	8,990	13,900
23	16-724-90 COVID related expenses			7,560	7,560				
21	16-724-91 Office supplies and uniform	5,892	1,845	2,791	2,791	5,660	5,500	5,361	6,500
22	16-724-92 Fire Safety	1,849	3,547	1,266	1,266	3,475	3,225	3,775	3,500
23	16-724-93 Snow Removal	6,540	6,895	8,466	8,466	5,360	5,460	1,706	5,750
24	16-724-94 Elevator	1,027	1,432	1,165	1,165	2,355	2,805	1,657	2,945
25	16-724-95 Skate Sharpener		1,422	0	0	270	500	410	600
26	16-724-96 Booth Supplies	11,340	7,609	5,046	5,046	6,269	5,000	13,556	7,500
27	16-724-97 Training	2,180	4,324	270	270	1,162	4,500	2,288	4,500
28	80-123 to be recovered (V/S)-Telephone-Arena			1,343	1,343	0	0		
29	Capital: Telephone			0	0	0	0		
30	16-725-2 Interest on Telephone Capital Lease	95	61	25	25	0	0		
31	16-724-98 Ag-Society - Fall Fair Tents							3,956	4,500
32	TOTAL OPERATING EXPENDITURES	354,148	362,579	261,655	259,169	384,176	399,526	432,911	495,409
33									
34	NET OPERATING EXPENDITURES	233,408	246,487	232,824	197,687	264,631	279,676	261,019	340,109

NOTES

Arena Revenue Budget Break Down

	2022	2023	2024
Ice Rentals	78,000	96,600	120,675
Hall Rentals	5,300	6,500	7,725
Sign Rentals	2,000	1,550	1,600
Public Skate	2,500	2,000	3,650
Skate Sharpening	675	900	1,350
Concessions	10,400	12,000	20,000
Donations	300	300	300
Totals	99,175	119,850	155,300

new rates effective Sept 01st
new rates effective Sept 01st
Cadets donation

2024 wages rates used + min. wage increases - CM working FT/DA average 2.5 days a week

Based on 2023 Actual plus 11%
Based on 2023 Budget Estimate

No rate adjustment from OEB - plus busier ice usage
estimated 7% increase - plus busier ice usage
estimated 2.5% increase - busier ice usage
estimated 5% increase plus \$1,850 for condensor cleaning
modify downspouts \$1,000, busier facility use/no estimated increase
estimated 2.5% increase - plus \$1,000 for busier facility use

est. 5% increase - plus \$5,000 preventative maintenance, plus increase ice use

increase program fees, debit machine costs and supplies

estimated 2.5% increase
estimated 5% increase
estimated 5% increase

Skate Stones and diamond costs have increased
estimated 50% of sales estimates

Staff training and required safety training

New expense added to Arena Budget in 2023

Account #	Description	2018 Actuals	2019 Actuals	2020 Actuals	2021 Actuals	2022 Actuals	2023 Draft Budget	2023 Actuals as of December 31	2024 Draft Budget
CAPITAL TRANSACTIONS									
35 15-372	CAPITAL REVENUE								
36	Exhaust Fan inspection/repairs				24,500	0	0	0	
37						0	0	0	
38	TOTAL CAPITAL REVENUE	0	0	0	24,500	0	0	0	
39									
40 16-725	CAPITAL EXPENDITURES								
41	Capital Expense		8,040	1,552	34,334	64,258		109,900	
42									
	Generator Repairs								8,250
43	Top End Rebuilds					65,000		5,000	As per 10 year Capital plan
44	Dessicant Dehumidifier					26,000		50,000	As per 10 year Capital plan - replace current Dessicant unit
45	Scoreclock					6,500		15,000	Delayed from COVID shutdown - facility is now running full operations
49	Roof					4,000		45,000	As per roof report from 2022
50	Oil Separators								Moved to future years
51	Upgrade Relief Pipe/Stack/Size								Moved to future years
52	Lintel and Overhead Door Jams							7,500	As per 2023 Building assesment - short term upgrades
53	Crack repairs in Floor Slab and Walls						4,500	3,500	As per 2023 Building assesment - short term upgrades
54									
55	TOTAL CAPITAL EXPENDITURES	0	0	1,552	34,334	64,258	106,000	109,900	134,250
56									
57	NET CAPITAL EXPENDITURES	0	0	1,552	34,334	64,258	106,000	109,900	134,250
58									
59	NET EXPENDITURES	233,408	246,487	234,376	232,021	328,889	385,676	370,919	474,359
60									
61	MUNICIPAL CONTRIBUTIONS								
62 15-672	Armour	76,599	83,572	77,340	88,867	109,630	128,559	123,640	158,120
63 15-6721	Ryerson	76,599	83,572	77,340	88,867	109,630	128,559	123,640	158,120
64	Burk's Falls	76,599	83,572	77,340	88,867	109,630	128,559	123,640	158,120
65		229,797	250,716	232,020	266,601	328,890	385,677	370,919	474,359

ARBF Memorial Arena
10 year Capital Plan

Department	Item	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Ice Plant	condenser cleaning		1,850		1,900		1,950		2,000		2,050
	top end overhaul (6000 hours)			12,000						12,000	
	top end Rebuilds Compressor #1 & #2		8,250								
	Safety Valves Inspected/Replaced	4,500					5,000				
	Plate/Frame Chiller Regasket			35,000							
	Compressor #1 overhaul (6000 hours)									8,500	
	Compressor #2 overhaul (6000 hours)										8,500
	Compressor #1 Replacement					50,000					
	Compressor #2 Replacement					50,000					
	Compressor Oil Separators			20,000							
	Dehumidifier Replacement & Platform	65,000	50,000								
	Evaporator Condenser Replacement				130,000						
	Upgrade Relief Pipe/Stack/Size			15,000							
	Install Soft Starts										
Building	Structure report	4,000					9,000				
	Replace Gas Range in Kitchen					9,780					
	Replace Dishwasher			7,650							
	Puck Board Upgrade/Ice Surface			65,000							
	Zamboni Replacement						145,000				
	Zamboni Rebuild	26,000									
	Zamboni Dynascrub (Board Scrubber)	6,500									
	Generator Repairs		6,500								
	Arena Roof					212,000					
	Zamboni/Compressor Roof		45,000								
	Remove and replace Lintel & Overhead Door Jams		7,500								
	Crack repairs in Floor Slab, washroom walls,		3,500								
	Expansion Joints caulking			5,000							
	Remove and repair delaminating parging				5,000						
	Replace damaged masonry blocks			3,000							
	In depth Inspection of Steel Members						12,000				
	HVAC Replacement			30,000		30,000					
	Compact Floor Scrubber										
	Lobby Washroom Rubber Flooring					6,500					
	Lobby Washroom Upgrades					12,500					
	Scoreclock		15,000								
	LED Lighting Lobby & Washrooms					5,000					
	Replace all Dressin Room Benches						22,000				
Totals		106,000	137,600	192,650	136,900	163,780	261,950	145,000	2,000	20,500	10,550

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2024 BUDGET
25-Sep-23

Account #	Description	2021 Actual	2022 Actual	2023 Final Budget	2023 Year to Date at Sept 25/23	2024 Budget	Budget Increase (Decrease) vs. 2022 Actual	Budget Increase (Decrease) vs. 2023 Budget	Comments
1	OPERATING ACTIVITIES								
2	REVENUE								
3	GRANTS								
4	15-375-003 McMurich/Monteith	2,589	2,589	2,589	0	2,589	0	0	
5	15-375-013 Gov't of Ontario annual funding	13,814	13,814	13,814	0	13,814	0	0	
6	15-375-015 Student Grants	2,887	1,800	3,000	5	3,000	1,200	0	Canada Summer Jobs grant budgeted re 1 summer student position for 2024.
	15-375-016 Federal YCW Grant	7,036	442	3,000	0	0	(442)	(3,000)	Only 1 student budgeted for 2024
10	15-375-018 Miscellaneous grants:	1,637	1,637	300	(23)	300	(1,337)	0	Internet Connectivity and ILL postage grant in 2022. Status of connectivity grant for 2023 or 2024 is unknown. Budget = ILL.
12	DONATIONS								
13	15-375-023 Donations - in house (Jar donations)	2,786	1,970	1,900	1,101	1,200	(770)	(700)	
14	15-375-025 Donations - Miscellaneous	0	11,600	0	362	0	(11,600)	0	Large in-memorium donation received in 2022.
15	15-375-027 Donations - Adopt-a-book	584	1,003	800	618	800	(203)	0	
16	15-375-029 Donations - Earmarked	1,300	1,000	0	0	0	(1,000)	0	
17	OTHER REVENUE								
18	15-375-033 Fines	266	0	0	0	0	0	0	Late fees no longer being charged.
19	15-375-043 Faxes sent	252	267	250	313	250	(17)	0	
20	15-375-053 Used book sales	948	1,624	1,000	1,038	1,000	(624)	0	
21	15-375-063 Photocopies	488	1,104	600	1,135	800	(304)	200	
22	Donations account interest	0	0	0	0	0	0	0	Any interest earned on bursary reserve is recorded directly as an increase in the reserve, with no net impact on the budget.
23	15-375-073 Investment interest	491	875	864	18	2,265	1,390	1,401	GIC earning 1.6% and is locked in until May 15/24. Assuming 4.5% at time of renewal.
25	15-375-083 Non-resident memberships	363	425	375	288	375	(50)	0	
26	15-375-093 Miscellaneous revenues	355	195	180	258	0	(195)	(180)	
27	15-375-103 Transfer from Bursary Reserve	600	333	0	0	0	(333)	0	Any bursary-related costs in the transferred from related reserve.
27	TOTAL OPERATING REVENUE	36,395	40,677	28,672	5,111	26,393	(14,284)	(2,279)	
28									
29	OPERATING EXPENDITURES								
30	WAGES								
31	16-800-000 Salaries & Benefits	124,761	140,352	157,114	100,924	160,537	20,185	3,423	Salary and benefits accounts were combined in 2022. 2024 budget is based on 4.0% CPI increase (most recently published per Bank of Canada at Sep 25/23).
38	ACQUISITIONS								
39	16-800-001 Books	7,614	9,872	10,410	5,776	10,000	128	(410)	
40	16-800-002 DVDs		1,002	1,065	799	1,700	698	635	
40	16-800-003 Magazines		312	525	382	300	(12)	(225)	
41	FACILITIES								
42	16-800-012 Telephone	269	269	270	202	270	1	0	No change in current rate anticipated.

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2024 BUDGET
25-Sep-23

Account #	Description	2021 Actual	2022 Actual	2023 Final Budget	2023 Year to Date at Sept 25/23	2024 Budget	Budget Increase (Decrease) vs. 2022 Actual	Budget Increase (Decrease) vs. 2023 Budget	Comments
43	16-800-014 Hydro	1,625	1,902	2,000	881	2,080	178	80	4% inflationary increase budgeted for 2024.
44	16-800-016 Heat	714	711	950	641	988	277	38	4% inflationary increase budgeted for 2024.
45	16-800-018 Water	982	1,003	1,030	683	1,071	68	41	4% increase budgeted for 2024.
46	16-800-022 Cleaning supplies	523	159	400	652	400	241	0	
47	16-800-024 Weekly cleaning	2,105	2,465	2,200	1,700	2,200	(265)	0	
48	16-800-032 Insurance	2,211	2,600	2,730	3,443	3,723	1,123	993	4% inflationary increase budgeted for 2024.
49	16-800-042 Repairs & maintenance	23	238	500	17	500	262	0	
50	16-800-052 Rent	6,738	6,991	7,201	5,401	7,417	426	216	3% annual increase per 2022-2024 lease agreement
51	ADMINISTRATIVE AND PROGRAM EXPENSES								
52	16-800-062 ILLO expenses re damaged books	0	0	50	0	50	50	0	
53	16-800-072 Computer support	494	739	1,000	39	1,000	261	0	
54	16-800-082 Program expenses	1,408	1,668	1,500	1,639	1,800	132	300	
55	16-800-084 Bursary Program	600	333	0	300	0	(333)	0	Bursary funded from bursary reserve created in 2016.
56	16-800-092 Training	125	580	1,600	200	1,600	1,020	0	
57	16-800-102 Bank charges	304	467	450	95	200	(267)	(250)	\$12.50 CAFT fees monthly + non-recurrent bank charges
58	16-800-112 Office & clerical supplies	1,383	2,248	2,000	1,922	2,000	(248)	0	
59	16-800-114 Postage	249	396	400	149	400	4	0	
60	16-800-122 Annual dues & licences	4,331	3,608	4,725	3,594	4,914	1,306	189	4% inflationary increase budgeted for 2024.
61	16-800-132 Internet connectivity	1,343	1,343	1,343	1,007	1,343	(0)	0	No change in current rate anticipated.
62	16-800-142 Audit & accounting	5,751	3,779	3,570	(1,079)	4,300	521	730	
63	16-800-152 Advertising	0	0	500	0	500	500	0	
64	16-800-162 Miscellaneous expenses	707	151	500	187	500	349	0	
65	16-800-172 Contingency	0	0	500	0	500	500	0	
66	TOTAL OPERATING EXPENDITURES	164,261	183,190	204,533	129,555	210,293	27,103	5,760	
67									
68	NET OPERATING EXPENDITURES	127,866	142,513	175,861	124,444	183,900	41,387	8,039	
69									
70	CAPITAL TRANSACTIONS								
71	FROM OPENING SURPLUS								
72	15-375-001 Previous year surplus (deficit)	10,511	9,870	14,317	4,839	0			2023 year-end surplus, if any, to be transferred to bursary reserve (10% of prior year surplus up to \$300) and forward needs reserve (balance of 2023 surplus)
74	15-375-105 Transfer from Future Needs Reserve	0	6,869	0	0	0			
75	TOTAL CAPITAL REVENUE	10,511	16,739	14,317	4,839	0			
76									
77	CAPITAL EXPENDITURES								
78	16-800-182 Capital purchases	1,523	13,623	0	0	0			New Library Building Project omitted from 2024 budget. No other capital expenditures anticipated for 2024.
	16-800-192 Transfer to Bursary Reserve	300	300	300	0	0			10% of prior-year surplus up to \$300

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2024 BUDGET
25-Sep-23

Account #	Description	2021 Actual	2022 Actual	2023 Final Budget	2023 Year to Date at Sept 25/23	2024 Budget	Budget Increase (Decrease) vs. 2022 Actual	Budget Increase (Decrease) vs. 2023 Budget	Comments
79	16-800-202 Transfer to Future Needs Reserve	10,511	11,110	15,776	0	1,839			Balance of prior-year surplus if any (after transfer to bursary reserve) + 1% total annual budgeted municipal contributions. Currently budgeted to show 1% contribution only.
80	TOTAL CAPITAL EXPENDITURES	12,334	25,033	16,075	0	1,839			
81									
82	NET CAPITAL EXPENDITURES	1,823	8,294	1,758	(4,839)	1,839	(6,455)	81	
83									
84	NET EXPENDITURES	129,688	150,807	177,619	119,605	185,739	34,932	8,120	
85									
86	MUNICIPAL CONTRIBUTIONS								
87	15-375-009 Armour	52,725	59,099	67,780	67,780	70,432	11,333	2,652	
88	15-375-005 Burk's Falls	54,721	61,807	69,929	70,533	73,646	18,925	3,717	
89	15-375-007 Ryerson	32,112	34,740	39,911	39,911	41,661	9,549	1,750	
90		139,558	155,646	177,619	178,224	185,739	39,807	8,120	
91		January 2024 Patrons by Municipality: <u>Armour 460; Burk's Falls 481; Ryerson 272</u>							2024 budget distribution will be based on January 1st 2024 membership count. Current budget is based on the 2023 membership count: BF 39.65% R 22.43% A 37.92%
92	OPERATING SURPLUS (DEFICT)	9,870	4,839	0	58,619	0			

2024 Budget Sheets - Actuals as of December 31st, 2023

Township of Armour

Burk's Falls, Armour and Ryerson Union Library - Page 1

GL Number	Description	2023 Actual	2023 Budgeted	2024 Departmental Estimate	Notes
	Operating Revenues				
15-375-001	Pervious year surplus/deficit	\$0.00	(\$14,317)	\$0	
15-375-003	Contribution McMurrich/Monteith	(\$2,589.00)	(\$2,589)	(\$2,589)	
15-375-005	Contribution Village of Burk's Falls	(\$69,929.00)	\$0	\$0	
15-375-007	Contribution Township of Ryerson	(\$39,911.00)	\$0	\$0	
15-375-009	Contribution Township of Armour	(\$67,780.00)	\$0	\$0	
15-375-012	Provincial grant - Operating	\$0.00	(\$13,814)	(\$13,814)	
15-375-015	Provincial grant - Students	(\$1,860.00)	(\$3,000)	(\$3,000)	
15-375-016	Federal YCW Grant	\$0.00	(\$3,000)	\$0	
15-375-018	Miscellaneous grants	(\$2,116.72)	(\$300)	(\$300)	
15-375-023	Donations - In house	(\$1,872.60)	(\$1,900)	(\$1,200)	
15-375-025	Donations - Miscellaneous	(\$462.40)	\$0	\$0	
15-375-027	Donations - Adopt a book	(\$1,124.55)	(\$800)	(\$800)	
15-375-029	Donations - Earmarked	(\$1,000.00)	\$0	\$0	
15-375-043	Faxes sent	(\$476.00)	(\$250)	(\$250)	
15-375-053	Used book sales	(\$1,425.90)	(\$1,000)	(\$1,000)	
15-375-063	Photocopies	(\$1,734.45)	(\$600)	(\$800)	
15-375-073	Investment interest	(\$17.89)	(\$864)	(\$2,265)	
15-375-083	Non-resident memberships	(\$350.02)	(\$375)	(\$375)	
15-375-093	Miscellaneous revenues	(\$272.99)	(\$180)	\$0	
15-375-103	Transfer from bursary reserve	\$0.00	\$0	\$0	
	Total library operating revenues	(\$192,922.52)	(\$42,989)	(\$26,393)	
	Operating Expenditures				
16-800-000	Salaries & Benefits	\$147,306.31	\$157,114	\$160,537	4.0% CPI increase
16-800-001	DVD's	\$1,428.49	\$1,065	\$1,700	
16-800-002	Books	\$10,389.16	\$10,410	\$10,000	
16-800-003	Magazines	\$403.72	\$525	\$300	
16-800-012	Telephone	\$268.67	\$270	\$270	
16-800-014	Hydro	\$1,839.70	\$2,000	\$2,080	
	Subtotal library operating expenditures	\$161,636.05	\$171,384	\$174,887	

2024 Budget Sheets - Projected actuals as of December 31st, 2023

Township of Armour

Burk's Falls, Armour and Ryerson Union Library - Page 2

[illegible]



TRI COUNCIL REPORT FEBRUARY 2024

TO: Mayors and Members of Council
FROM: Amy Tilley, Waste Management Administrator
DATE: February 26, 2024

Budget & Financial – Attachment A

- 2023 Actual and Draft 2024 for discussion and review.
 - Adjusted Overall Bag Count for 2023
- Revised Ten Year Capital Plan – Landfill & Recycling
 - Investigating options for landfill grants.

Landfill Operational Review

- Landfill Utilization for 2023 – 1,251.4 cubic meters received, leaving 13,924.3 cubic meters of airspace. Annual rate of disposal ($1,500 \text{ m}^3$) = 9 years life expectancy.
 - Capital project scheduled for 2026 – Landfilling mining
- Second 4-Season Waste Audit completed, full report in progress by Stewardship Ontario. Historic waste reports can be found at <https://thecif.ca/centre-of-excellence/policy/waste-composition-studies/> Compliance Audit also completed on Incoming Mixed Paper to determine contamination levels.
 - All information and reports available for councils to review if requested.
- Administrator investigating Mattress Recycling Program, as they continue to pile up. Unable to ship for disposal as was done in previous years. Mattresses must be stored in a container for shipping. Saturated and filthy mattresses will not be accepted for recycling. Current disposal fee (\$25/unit) to cover cost of program (\$12 recycling fee/unit + hauling and container rental).
 - It takes decades for a mattress to disintegrate in a landfill, but Recyc-Mattress has found an innovative, sustainable and environmentally friendly solution.
 - Managing the increasing number of old mattresses is a significant challenge. There is still no policy or program for the environmentally sound management of old mattresses and box springs.
 - Between Quebec and Ontario, more than 400,000 units are recycled each year.
 - 2024 Capital Project to shred and dispose of existing pile stored in the outside elements (5-year stockpile).



TRI COUNCIL REPORT FEBRUARY 2024

BAG TALLY – GATE INFORMATION 2023

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January - December 2023	17,127	4,006	1,866	10,561	955	34,575
2023 % OF TOTAL	61.296%		5.397%	33.307%		100%
January - December 2022	17,547	3,860	1,596	10,533	527	34,063
2022 % OF TOTAL	62.845%		4.685%	32.469%		100%
January - December 2021	19,778	3,883	1,248	10,209	439	35,557
2021 % OF TOTAL	66.544%		3.510%	29.946%		100%

DIVERSION PROGRAMS	2023	2022	2021
E-Waste & Batteries	20.88 mt = \$3,131	19.12 mt = \$2,917	20.76 mt = \$3,114
	0.960 mt = \$145	0.412 mt = \$62	.552 mt = \$0
Tires	Unavailable	Unavailable	1,301
Bulbs & Tubes	1,734	2,859	2,263
Scrap Metal	35.59 mt = \$2,140	28.51 mt = \$1,751	39.86 mt = \$2,196

BLUE BOX	2023		2022		2021	
PRODUCT	Metric ton	Amount	Metric ton	Amount	Metric ton	Amount
OCC/OBB	51.09	\$5,321	61.58	\$10,616	61.63	\$10,506
Mixed Container	115.30	\$3,646	122.60	\$27,430	136.15	\$31,679
TOTAL	166.39	\$8,877	184.18	\$38,046	197.78	\$42,185
	2020		2019		2018	
PRODUCT	Metric ton	Amount	Metric ton	Amount	Metric ton	Amount
OCC/OBB	81.14	\$6,368	44.55	\$2,502	87.93	\$5,556
Mixed Container	112.78	\$1,792	107.27	\$5,321	99.70	\$8,940
TOTAL	193.92	\$8,160	151.82	\$7,823	187.63	\$14,496

TRI R WASTE MANAGEMENT BUDGET						
	Account #	Description	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 DRAFT
	TRI R WASTE MANAGEMENT OPERATING REVENUE					
1	15-341-000	TRI R Landfill Sales	\$180,627	\$145,000	\$176,335	\$145,000
2	15-341-001	TRI R - Recycling Revenue - Equipment(2023 Filters)	\$619	\$0	\$560	\$560
3	15-342-000	TRI R Recycling Sales	\$38,698	\$15,000	\$11,108	\$15,000
4	15-344-000	TRI R Recycling Revenue - Blue Box Sales	\$190	\$150	\$33	\$150
5	15-540-000	TRI R Govt. Grants Recycling Operating	\$66,299	\$65,000	\$70,970	\$63,000
6	TRI R WASTE MANAGEMENT TOTAL REVENUE		\$286,434	\$225,150	\$259,005	\$223,710
	TRI R WASTE MANAGEMENT OPERATING EXPENDITURES					
7	16-451-000	TRI R - Salaries & Benefits	\$269,764	\$279,000	\$331,833	\$314,231
8	16-451-001	TRI R - Landfill Training, Health & Safety	\$4,712	\$3,000	\$1,843	\$2,000
9	16-452-000	TRI R - Landfill - Supplies	\$1,292	\$2,500	\$738	\$2,000
10	16-454-000	TRI R - Skid & Packer Fuel	\$5,666	\$4,000	\$8,391	\$8,000
11	16-455-000	TRI R - Insurance	\$6,610	\$7,000	\$7,266	\$7,900
12	16-455-002	TRI R - Audit & Accountant Fees	\$4,321	\$4,500	\$4,500	\$4,700
13	16-456-000	TRI R - Landfill - Hazardous Waste Disposal	\$3,358	\$3,500	\$2,375	\$2,000
14	16-460-000	TRI R - Landfill - Dozer/Site Maintenance	\$346	\$3,000	\$113	\$2,000
15	16-460-005	TRI R - Landfill - Contracted Services	\$18,267	\$6,000	\$5,363	\$4,000
16	16-461-000	TRI R - Landfill - Office & Advertising	\$1,711	\$2,500	\$1,323	\$2,000
17	16-461-001	TRI R - Landfill Bank Charges	\$3,682	\$2,500	\$3,453	\$3,500
18	16-462-000	TRI R- Payment in Lieu of taxes	\$3,587	\$3,800	\$3,639	\$3,800
19	16-464-000	TRI R - Landfill - Monitoring	\$20,974	\$20,000	\$24,207	\$24,000
20	16-465-000	TRI R - Landfill - Equipment Maintenance	\$46,005	\$30,000	\$8,063	\$30,000
21	16-475-001	TRI R - Recycling Training, Health & Safety	\$1,815	\$2,500	\$2,768	\$2,500
22	16-476-000	TRI R - Recycling - Freight	\$15,379	\$15,000	\$15,636	\$15,000
23	16-476-005	TRI R - Recycling - Processing Fee	\$30,154	\$30,000	\$31,556	\$32,000
24	16-477-000	TRI R - Recycling - Equipment Maintenance	\$16,381	\$20,000	\$9,195	\$15,000
25	16-478-000	TRI R - Recycling - Building Maint.	\$0	\$1,500	\$90	\$1,000
26	16-479-000	TRI R - Recycling - Promotion	\$0	\$0	\$0	\$0
27	16-480-000	TRI R - Recycling - Natural Gas	\$3,152	\$2,500	\$2,420	\$3,000
28	16-481-000	TRI R - Recycling - Hydro & Telephone	\$3,537	\$2,500	\$2,791	\$3,000
29	16-483-000	TRI R - Recycling - Supplies	\$2,261	\$2,000	\$1,847	\$2,000
30	16-484-000	TRI R - Recycling - Office & Advertising	\$1,097	\$2,500	\$3,400	\$2,500
31	16-486-000	TRI R - Recycling - Winter Maintenance	\$1,178	\$4,500	\$1,948	\$3,000
32	TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES		\$465,251	\$454,300	\$474,760	\$489,131
33	TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES		\$178,817	\$229,150	\$215,755	\$265,421

TRI R WASTE MANAGEMENT BUDGET						
	Account #	Description	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 DRAFT
	TRI R WASTE MANAGEMENT CAPITAL REVENUE					
34	15-343-000	TRI R - Sale of Equipment - OLD COMPACTION BIN	\$0	\$0	\$1,200	\$0
35	15-649-001	TRI R - Food Cycler Sales	\$16,330	\$0	\$0	\$0
36	TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE		\$16,330	\$0	\$1,200	\$0
	TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES					
37	16-489-003	TRI R - Landfill - Mattress Shred & Disposal	\$0	\$0	\$0	\$15,000
38	16-489-004	TRI R - Recycling - Compaction bins	\$0	\$15,000	\$12,000	\$0
39	16-489-005	TRI R - Recycling - Quonset Repair	\$0	\$0	\$0	\$15,000
40	16-489-006	TRI R - Landfill - Equipment Repairs	\$0	\$30,000	\$13,941	\$0
41	16-489-503	TRI R - Food Cycler (2022 Pilot) (2023 Filters)	\$28,179	\$0	\$490	\$0
42	TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES		\$28,179	\$45,000	\$26,431	\$30,000
43	TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES		\$11,849	\$45,000	\$25,231	\$30,000
44	TRI R WASTE MANAGEMENT NET EXPENDITURES		\$190,667	\$274,150	\$240,986	\$295,421
45	TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY		2022 budgeted 15% Plus % of Bags	2023 budgeted 15% Plus % of Bags	2023 budgeted 15% Plus % of Bags Year End	2024 budgeted 15% Plus % of Bags Draft
46	Armour	15% of Net Expenditures	\$28,600	\$41,123	\$36,148	\$44,313
47	2023 total bags 34,575 - 21,193 = 61.296% OF TOTAL BAGS		\$65,905	\$94,761	\$83,297	\$99,595
48	TOTAL CONTRIBUTION		\$94,505	\$135,883	\$119,445	\$143,908
49	Burks Falls	15% of Net Expenditures	\$28,600	\$41,123	\$36,148	\$44,313
50	2023 total bags 34,575 - 1,866 = 5.397% OF TOTAL BAGS		\$4,913	\$7,064	\$6,210	\$8,769
51	TOTAL CONTRIBUTION		\$33,513	\$48,187	\$42,357	\$53,082
52	Ryerson	15% of Net Expenditures	\$28,600	\$41,123	\$36,148	\$44,313
53	2023 total bags 34,575 - 11,516 = 33.307% OF TOTAL BAGS		\$34,049	\$48,958	\$43,035	\$54,118
54	TOTAL CONTRIBUTION		\$62,649	\$90,080	\$79,183	\$98,431
55	TOTAL OF ALL CONTRIBUTIONS		\$190,667	\$274,150	\$240,986	\$295,421
53	Final 2023 Garbage bag count for total contribution by municipality. 2023 total bags = 34,575 (Armour = 21,193 (61.296%) Burks Falls = 1,866 (5.397%) Ryerson = 11,516 (33.307%))					

DEPOT ASSETS

Description	Type of Equipment	Year of Purchase	Quantity	Cost per Unit
Quonset Hut	Building	2006	1	\$65,000
Steel Collection Cage	Rolling Stock	2006	19	\$1,800
Stationary Compactor	Equipment	2017	1	\$19,184
Self-Contained Compactor	Equipment - IDLE	2018	1	\$18,000
40 yard Compaction Bin	Rolling Stock	2017 & 2023	2	\$4,000
Three phase power converter	Building	2017	1	\$9,512

MATERIAL RECOVERY FACILITY ASSETS

Description	Type of Equipment	Year of Purchase	Quantity	Cost per Unit
Processing & Mtc. Building	Building	1979	1	\$262,000
Baler 1 - IDLE	Equipment - STRANDED	1990	1	\$7,500
Baler 2 - MIXED PAPER	Equipment	1990	1	\$25,000
Baler 3 - OCC/OBB	Equipment	2010	1	\$12,684
TCM Forklift	Equipment	2012	1	\$27,219
Magnetic Separator	Equipment - STRANDED	1990	1	\$2,500
Pallet Scale	Building	2011	1	\$2,500

LANDFILL ASSETS

Description	Type of Equipment	Year of Purchase	Quantity	Cost per Unit
816F CAT Landfill Compactor	Equipment	2009	1	\$201,000
333E Skid Steer	Equipment	2014	1	\$56,500

PLANNED CAPITAL EXPENDITURES - 10 YEAR

Description	Type of Equipment	Expected Project Date	Quantity	Total Cost
Quonset Hut - Repair Back Wall	Building	2024	1	\$15,000
Mattress Shred & Disposal	Operational Landfill	2024	1	\$15,000
CAT Compactor rebuild	Equipment	2025	1	\$600,000
Landfill Mining - Option 3	Capacity	2026	1	\$200,000
Cylinders for recycle compactor	Equipment	2027	2	\$16,800
Baler 3 - OCC/OBB	Equipment	2028	1	\$28,000
Stationary Compactor	Equipment	2029	1	\$32,000
Skid Steer rebuild/replace	Equipment	2030	1	\$165,000
CAT Compactor REPLACE	Equipment	2031	1	\$950,000
Landfill Mining - Option 1	Capacity	2032	1	\$250,000
Processing & Mtc. Building - Repairs	Building	2033	1	\$75,000



STAFF REPORT

7

Date: February 26, 2024
To: TRI Council
From: Amy Tilley, Waste Management Administrator
Subject: Transitioning the Blue Box to Full Producer Responsibility

RECOMMENDATION:

That the Staff Report from the Waste Management Administrator, dated February 26, 2024, regarding the Blue Box Transition to Full Producer Responsibility be received and that the Councils review and discuss the information. Furthermore, that direction be given to the Waste Management Administrator with regard to Non-Eligible Source Material (Depot & Curb).

BACKGROUND INFORMATION

In 2021 Ontario Regulation 391/21 "Blue Box" passed. This regulation aims to expand the residential Blue Box to more communities, standardize acceptable Blue Box materials across the province, and to make producers of paper products, packaging and packaging-like products 100% financially and operationally responsible for the residential Blue Box program.

The legislation applies to Blue Box materials generated from the following properties:

- Residential & Multi-residential
- Schools (only if collected on a residential curbside collection route)
- Places of worship (only if collected on a curbside collection route)
- Non-profit long-term care facilities and non-profit retirement homes
- Public space bins in municipal parks, and on sidewalks (collected on a curb route)

This regulation excludes the industrial and commercial sectors and segments of the institutional sector. These are referred to as "non-eligible sources" of blue box materials.

A breakdown by Property Code is provided as Table 1 of this report.

The new regulation is being implemented in two phases:

1. Transition – July 1, 2023 to December 31, 2025
2. Post-Transition – starting January 1, 2026

Transition of the TRI R blue box program is scheduled for January 1, 2025. It is anticipated that we will see a Depot Operations Agreement from Circular Materials. The agreement is a 38-page document, that outlines the obligations of the Municipality as a "service provider" to Circular Materials.



STAFF REPORT

CIRCULAR MATERIALS

Circular Materials, Ryse Solutions and H2 Compliance are the producer responsibility organizations that will be operating Ontario's new common collection system. This new system, operated by Circular Materials, represents the evolution from product stewardship to a more circular economy where materials are collected, recycled and returned to producers for use as recycled content in new products and packaging. More material looped into the circular economy means less waste, which not only benefits consumers but also our planet.

Some of Circular Materials members include Coca-Cola, Kraft Heinz Company, Loblaw Companies, Maple Leaf Foods, McDonalds, Metro, PepsiCo, P&G, Restaurant Brands International and The Clorox Company.

Circular Materials provided a payment calculator for Residential Depot Collection Cost. It required the input of our 2020 Residential Depot/Transfer Costs, \$94,647, as reported in the Datacall. Placeholder estimates for CPI and fuel escalators are used to adjust to the year of transition. Estimate of annual compensation using the provided calculator \$118,696 for 2025. Table 2 presents a five-year review of the reported blue box costs and the funding received, under the provincial funding model.

The transition reports presented by the Waste Management Administrator, have provided information on the transition of the blue box program. However, without an offer of compensation from Circular Materials, it is difficult to determine if the cost of operations will be fully funded, thus reducing the cost to the residents. Funding received in previous years covered 38% to 50% of our blue box operating cost. The following points are offered for discussion as to whether the TRI R opts-in as a service provider or opts-out.

Opt-in

If Council continues to recommend opting-in to an agreement with Circular Materials' for the Depot Operations:

- Residents will continue to drop-off acceptable blue box materials at the TRI Communal Landfill & Recycling Centre;
- Obligated to reduce non-blue box materials (contamination) in the collected blue box material to no more than four percent (4%) by weight;
- The Industrial/Commercial sector (non-eligible sources) can continue to drop-off blue box materials until December 31, 2025 with the TRI R paying \$200 per metric tonne of total materials, based on 4.40% of materials being from non-eligible sources. This calculation is based on Armour and Ryerson Townships' usage.



STAFF REPORT

Opt-out

If Council "opts-out" of executing Circular Materials' Depot Operations Agreement:

- Residents would drop-off their garbage at the TRI Communal Landfill and then drive somewhere else to drop-off acceptable blue box materials. Tires, E-waste, bulbs & tubes, would continue to be diverted at our site;
 - The regulation requires Circular Materials to open the same number of depots as there are garbage depots (there is no obligation for the new blue box depot to be located near the current waste disposal site);
- TRI R will not incur any costs for hauling or processing of residential blue box materials;
- Mixed Container Compactor, Cardboard Baler, Mixed Paper Baler, Forklift, and collection cages all become stranded assets (magnetic separator & Thompson Baler);
- Industrial and Commercial sector would not be provided blue box service starting in 2025.

FINANCIAL IMPLICATIONS:

If the TRI R opts-in to the "Eligible Community Depot Operations Agreement":

Revenue

TRI R would no longer receive \$62,000 - \$68,000 in funding from Stewardship Ontario as that funding program will have ended.

TRI R would no longer receive rebates from Waste Connections (\$3,646 2023 - \$27,430 2022) for mixed containers and Continental Paper Grading (\$5,321 2023 - \$10,616 2022) for cardboard/boxboard. No revenue has been received for Mixed Paper since 2019, usually paying for transport to a receiving facility.

TRI R could potentially receive \$118,696 (this does not include the deduction non-eligible source blue box material in 2025) to provide blue box collection for Circular Materials. This revenue would be based on full compensation for our current operations.

Expenses

TRI R would no longer have \$46,000 in blue box hauling and processing expenses.



STAFF REPORT

TRI R would incur costs to collect, haul, and process, IC&I blue box materials. After January 1, 2026 additional costs would be incurred to collect in separate bins/containers (cannot be comingled with residential blue box).

FOR DISCUSSION

Circular Materials would prefer blue box materials be collected, hauled and tipped loose. Baled Cardboard/boxboard may not be accepted, although compacted material is accepted. Circular Materials has requested more information with regard to current operations and costs.

Is this a deal breaker for TRI R?

If operations must change to suit Circular Materials and its contractors, would the TRI R opt-out and stop accepting blue box materials at the TRI Communal Landfill & Recycling Center?

Circular Materials will allow the comingling of residential and commercial blue box materials in 2025, recognizing a rate of utilization at 4.40% and applying chargeback to TRI R.

After January 1, 2026, will the TRI Communal Landfill & Recycling Center stop accepting blue box materials from commercial and industrial properties in all three municipalities? How will communicating this information to commercial and industrial properties be handled and when should it start?

Or will commercial and industrial properties continue to use our facility for their blue box needs and at what cost? Will all properties in the three municipalities foot the bill for business owners?

Attachments

Table 1 – Non-Eligible Source Usage Rate

Table 2 – Datacall Reported Blue Box Costs



TABLE 1


Property Code	Property Code Description	Burks Falls	Armour	Ryerson
100	Vacant residential land	165	565	389
200	Farm property	2	120	187
300	Single family detached (Multi-Residential also included)	362	1,116	545
400	Commercial	43	23	4
500	Industrial	20	26	13
600	Institutional	2	0	0
700	Special Purpose	9	9	1
800	Government	2	1	0
Total Exempt (100s&200s)		167	685	576
Total Eligible Sources (300s) (ES)		362	1,116	545
Total Non-eligible Sources (400s, 500s, 600, 700s, 800s) (N-ES)		76	59	18
Non-eligible Source Usage Rate (N-ES)/(ES+N-ES)		17.35%	5.02%	3.20%
3 Combined Total Exempt (100s&200s)		1,428	1,261	2 combined
3 Combined Total Eligible Sources (300s)		2,023	1,661	2 combined
3 Combined Total Non-eligible Sources		153	77	2 combined
3 Combined Non-eligible Source Usage Rate (N-ES)/(ES+N-ES)		7.03%	4.43%	2 combined

STAFF REPORT



TABLE 2

YEAR	MT	FUNDS RECEIVED	GROSS	HAUL & PROCESS	REVENUE	NET COST
DEPOT		Remove 2025	Reported operating	Remove 2025	Remove 2025	GROSS-H&P-REV.
2018	287	\$46,154	\$125,246	\$28,575	\$23,903	\$72,768
2019	152	\$42,930	\$136,695	\$31,089	\$8,053	\$97,553
2020	177	\$62,764	\$138,796	\$35,828	\$8,321	\$94,647
2021	198	\$66,870	\$162,358	\$42,395	\$42,285	\$77,678
2022	184	\$61,231	\$158,187	\$41,135	\$38,227	\$78,825
TOTAL	998	\$279,949	\$721,282	\$179,022	\$120,789	\$421,471
AVERAGE	199.6	\$55,990	\$144,256	\$35,804	\$24,158	\$84,294
4.40% Non-Eligible				Non-Eligible Charge = \$200 x 8.78 MT		\$1,756
Non-Eligible MT	8.78			Estimate of Compensation (DEPOT)		\$82,538
CURB						
2018	45	\$11,947	\$41,866			
2019	58	\$14,589	\$38,339			
2020	58	\$18,492	\$38,442			
2021	60	\$21,158	\$37,988			
2022	62	\$20,708	\$40,571			
TOTAL	283	\$86,894	\$197,206	\$0	\$0	\$0
AVERAGE	56.6	\$17,379	\$39,441	\$0	\$0	\$0

	Tri-Council Report
To:	Tri-Council
Date of Meeting:	February 26, 2024
Report Title:	Fire Hall Project Update
Report Date:	February 16, 2024

Recommendation:

Received for information purposes.

Purpose/Background:

The purpose of this memo is to follow up on the report issued at the October 23, 2023 Tri-Council meeting regarding the fire hall build project.

Although it is not official as of the date of writing this report, it is expected that EMS will be withdrawing from participation and focusing on renovations to their existing site. The Tri-Council municipalities will therefore be pursuing this project alone.

Although EMS has dropped out, the build concept for the fire department component remains as illustrated in the previous report; an approximately 9,000 square foot facility similar in nature to that located in Powassan. Based on discussions with a design build contractor, two similar halls have been built recently at an average total build cost of \$290/sq ft. This imputes an approximate total build cost of \$2.6 million; with contingencies, and allowing for future inflation, the total build may be in the range of \$3.0 million; still under the \$3.7 million as indicated in the initial report. Based on the existing cost-sharing formula, each municipality's share of the estimated build cost is as follows:

Armour	Burk's Falls	Ryerson
\$1,435,200	\$858,000	\$706,800

Below is a table illustrating the timelines indicated in the previous version of this report:

Investigations	Fall 2023 to Spring 2024
Preliminary Design	Spring 2024
60% Design	Summer 2024
90% Design	Fall 2024
100% Design and Tender Ready	Winter 2024 to Spring 2025
Construction Start	Spring 2025
Occupancy	Fall 2026

If the project is to proceed without EMS involvement at the same schedule, the Township will be required to prepare and issue a tender towards the end of 2024. In the initial draft fire budget, \$300,000 was allocated for investigations, project management, engineering (civil, electrical, mechanical, structural), architectural building design, landscape design and approval applications to be completed. However, with EMS dropping out and the switch to a design build model, this has changed to a contingency of \$50,000 towards project management costs associated with bringing the project to tender.

As noted previously, Ryerson will continue to explore other partnership options that may be available. We will also enlist the support of our new Fire Chief, once the position is filled, to ensure that the project proceeds in a manner that meets both the current and future needs of the department.



STAFF REPORT

Date: February 26, 2024
To: TRI Council
From: John Theriault, Clerk-Treasurer/Administrator
Subject: New Library Project

I was asked to look into the new library project to help move it forward. In order to accomplish this, I recruited the help of Greystone, represented by Jon Morton, P. Eng., MBA, PMP, and requested he advise on the best site for the new library and provide an estimate of what the cost for a new 5,000 sq. ft. library.

Based on the attached report, it was recommended that we build the new library on Huston Street, at the corner of Huston and Red Cross Hospital Streets. The report also stated that the estimate for the construction of the new library would be between \$2,000,000 and \$2,250,000.

We presently have three resolutions, copies attached, one from the Township of Ryerson and two from the Township of Armour on this project. The resolution from the Township of Ryerson allocates \$125,000 to this project, one resolution from the Township of Armour supports the recommended site selection from Greystone and one allocates \$500,000 to this project.

On February 14, 2024, I had a meeting with members of the Library Board who confirmed that they were not in favor of building the library on the property where the sewer line is located.

If there is no consensus on the present options on where the new library can be built, the Council of the Township of Armour has been discussing offering a piece of land in one their two industrial parks.

In order to go forward on this project, I now require confirmation of where the three partners wish this library to be built, a confirmation that the partners wish to go forward with this project and a budget to bring this project to the tendering stage.

So here are the questions which have to be answered and agreed upon by the TRI Council:

1. Where does TRI Council want the new library to be built?
 - a) Corner of Huston Street and Red Cross Hospital Drive – This is the location recommended by the engineer.
 - b) Corner of Main Street and Red Cross Hospital Drive in front of the sewer line – This location may not be ideal, but depending on the depth of the sewer line and how the new library is designed, it may work.
 - c) Corner of Main Street and Red Cross Hospital Drive in back of the sewer line – This location may not be ideal, but depending on the depth of the sewer line and how the new library is designed, it may work. A big drawback to this location is having the sewer line in the front and a slope in the back. The slope may add significantly to the cost of the build.
 - d) We could build this new library on the Highway 520 industrial park (Concession 8 Part of Lot 1, RP 42R12212, Part 3). This location would be central to the three municipalities, but would require a septic system and well and that most users drive to the library.
 - e) The new Hwy 11 industrial park (Concession 7 Part of Lot 5, Part 2 of RP 42R9024) where the new fire hall is to be built would also require that most users drive to the library and a septic system and well.
2. If TRI Council does not agree on a location to build the new library at this time, is TRI Council willing to allocate monies to bring this project up to the tendering process (shovel ready)? Here each municipality would cover a share of this cost and add it to their 2024 budget.
3. If Tri Council agrees on a location to build the new library, is TRI Council ready to allocate monies to bring this project up to the tendering process (shovel ready)? Here each municipality would cover a share of this cost and add it to their 2024 budget.
4. If TRI Council cannot agree on a location and/or on an allocation of monies for this project, is TRI Council willing to abandon this project?

Financial Considerations

The estimate I have received to bring this project to the tendering stage is \$50,000. The estimate for the overall cost of this project is between \$2,000,000 and \$2,250,000.

From what I have been able to deduce, at this time, I believe we could get a 50% grant for a new build. If new employment is created by the new library, which is likely, we may be able to get more grants.

Attachments:

Site Analysis Report
Armour & Ryerson Resolutions

John Theriault (Clerk-Treasurer Administrator)

From: Jon Morton <jon@greystoneconstruction.ca>
Sent: November 27, 2023 4:43 PM
To: John Theriault (Clerk-Treasurer Administrator)
Cc: Stefan Knaus
Subject: New Library - Site Selection Options - Preliminary Analysis
Attachments: Burk's Falls Library - Site Options - 2023.11.27.pdf

Hi John,

Hope all is well. Following up on our site visit with you, we have done some preliminary work to look at the high level pros/cons of each of the building location options that you are contemplating.

Attached is a plan showing the scale / size of these options, assuming a basic 5000 square foot rectangular building shape.

A brief analysis of each "Option" is provided below, for your review, discussion and input.

Option 1:

- Pros
 - o Site has good access from the road and would be in a logical position in relation to the medical building
 - o Site is flat and generally would be easy to build on
 - o Sanitary, water, gas and hydro services appear nearby so the building could be serviced without issue
 - o If the building is situated as shown, there should be enough area available to provide parking to the facility. Based on Huntsville standards, this building would require about 20 parking stalls.
- Cons
 - o Likely some of the mature trees would need to be removed.

Option 2:

- Pros
 - o Site has good access from the road and would be in a logical position in relation to the medical building
 - o Site is flat and generally would be easy to build on
 - o Sanitary, water, gas and hydro services appear nearby so the building could be serviced without issue
 - o Parking could be provided to the west of the building. Based on Huntsville standards, this building would require about 20 parking stalls.
- Cons
 - o Likely some of the mature trees would need to be removed.
 - o Concern with proximity to sanitary sewer. As shown, this may not be possible. Depth of sewer would need to be confirmed to establish proper setback to the sewer for long term maintenance, replacement and structural integrity, and the building location designed accordingly.

Option 3:

- Pros
 - o Site has access to the road but the slope into the site is steep. This could be managed but is less than ideal
 - o Sanitary, water, gas and hydro services appear nearby so the building could be serviced without issue

- Parking could be provided to the west of the building. Based on Huntsville standards, this building would require about 20 parking stalls.
-
- Cons
 - Site has a significant slope this would need to be incorporated into the building design and site grading. Possibly at increased cost for extended foundations or a retaining wall, or both.
 - Likely some of the mature trees would need to be removed.
 - Concern with proximity to sanitary sewer and hydro line. As shown, this location may not be possible. Depth of sewer would need to be confirmed to establish proper setback to the sewer for long term maintenance, replacement and structural integrity, and the building location designed accordingly. Further, required setback from Hydro would need to be confirmed as well.

In our experience with recent projects, we would estimate that the cost of a 5,000 sq ft library in the current market would be in the \$400-\$450 per square foot range, including design fees in a Design-Build format.

Let us know if there are any questions on the above, happy to assist further.

Thank you,

Jon Morton, P.Eng., MBA, PMP
Chief Operating Officer

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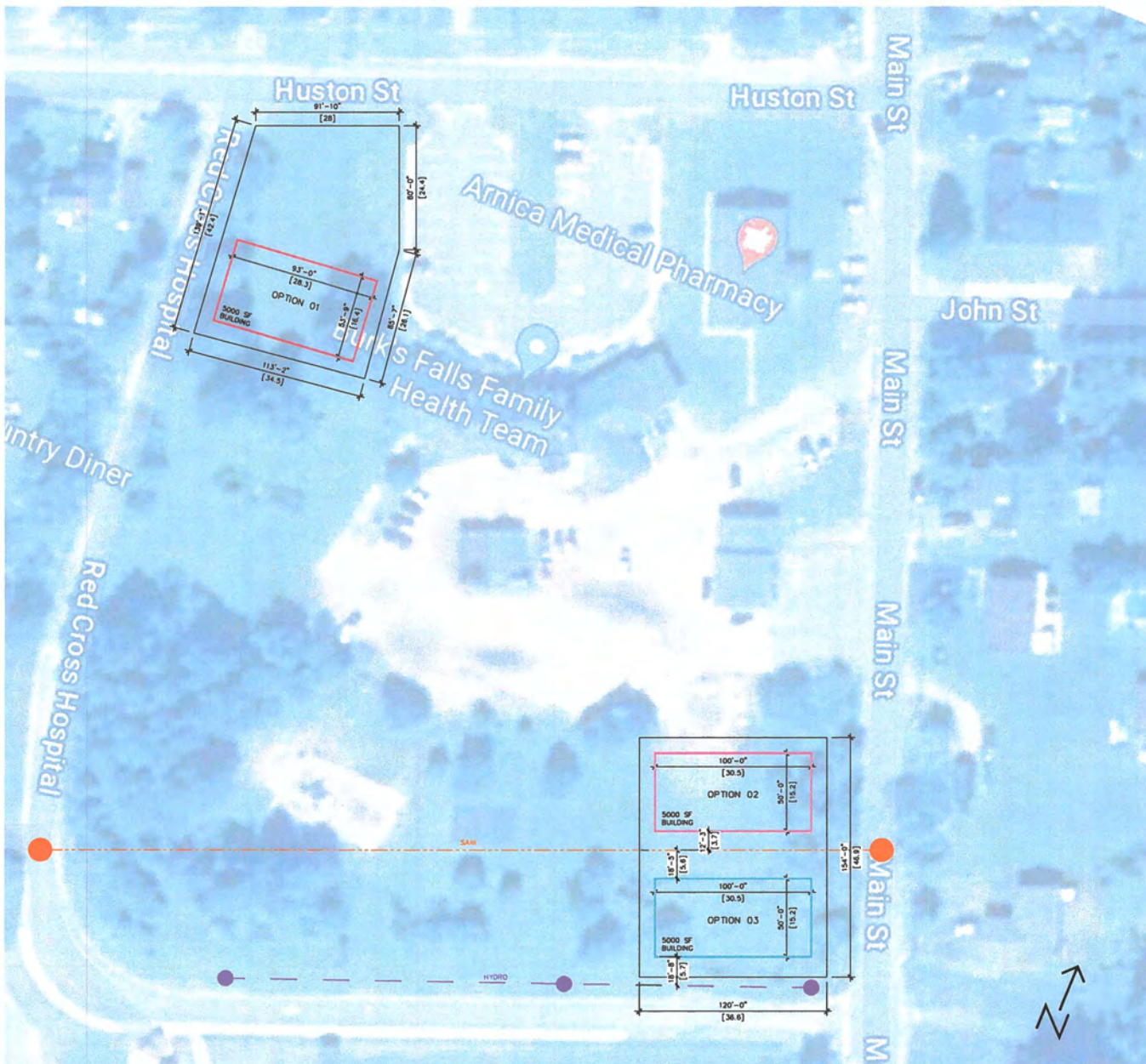
8 Crescent Road Unit A-1, Huntsville, Ontario, P1H 0B3
p. 705-789-1418 ext.103 | m. 705.788.5911 | f. 705-789-8543

jon@greystoneconstruction.ca

<http://www.greystoneconstruction.ca/>

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The Architect is not responsible for the accuracy of survey, structural, mechanical, electrical, etc. engineering information shown on the drawing. Refer to the appropriate engineering drawings before proceeding with work.

Contractor shall check all dimensions on the work and report any discrepancy to the Architect before proceeding. Construction must conform to all applicable Codes and Requirements of Authorities having jurisdiction.

All drawings, specifications and related documents are the copyright property of Greystone Project Management and must be returned upon request. Reproduction of drawings, specifications and related documents in part or whole is forbidden without Greystone's permission.

This drawing is not to be used for construction.

Issued for Pricing:
Signature: _____
Date: _____

REV	REMARKS	DATE
1		
2		
3		

REV	REMARKS	DATE
1		
2		
3		

PROJECT TITLE

BURK'S FALLS LIBRARY

PROJECT LOCATION

Burk's Falls, ON

GREYSTONE

8 Crescent Road, Unit A-1
Hurontario, Ontario
P1H 8B3

T: (763) 729-1418
F: (763) 729-0400
E: greystone@greystoneconstruction.ca

TITLE
Preliminary Site Plan

DRAWN BY:	DWG. No.
CHECKED:	
SCALE:	
DATE:	2023.11.23
PROJECT NO.:	

John Theriault (Clerk-Treasurer Administrator)

From: John Theriault (Clerk-Treasurer Administrator)
Sent: November 28, 2023 4:39 PM
To: 'Brayden Robinson'; Denis Duguay
Cc: 'Rod Ward (rward@armourtownship.ca)'; 'Rod ward'
Subject: New Library Project
Attachments: Nov 27, 2023 - Report on site options and cost of new 5,0000 sq. ft. library.pdf

Good afternoon,

Attached you will find the preliminary analysis I received from Greystone Construction on building a 5,000 sq.ft. new library.

They have given three options with the pro and cons for each option on the health centre property. I know that the Library Building Committee had chosen the back of the property as their choice for the construction of the new library, but based on their analysis there could be some problems building a library on that space especially if, in the future, some work is needed on the sewer line.

I believe option 1 would be more suitable space to build the new library and it would give the municipalities space for adding to the library in the future, if it is needed.

Additionally, they believe that a 5,000 sq.ft. design build new library would cost between \$2,000,000 and \$2,250,000. Please discuss the report with your Council and advise me on what they would like our next steps to be on this project. If you have any questions or require more information, please contact me.

Regards,

John Theriault, AMCT
Clerk-Treasurer/Administrator

Township of Armour
56 Ontario Street, Box 533
Burk's Falls, Ontario P0A 1C0
Email: clerk@armourtownship.ca
Tel: 705-382-3332 ext. 106
Fax: 705-382-2068



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: September 26, 2023

Motion # 244

That the Council of the Township of Armour approves, in principle, the allocation of a maximum of \$500,000 to the building of a new library, which would serve the users of the Armour, Ryerson & Burk's Falls Union Public Library under the condition that the new library and the land on which it will be built has shared ownership between the Township of Ryerson, the Village of Burk's Falls and the Township of Armour based on the percentage of the total amount of funds provided for the construction of the new Union Library by each municipality.

Moved by:

Blakelock, Rod ☐
Brandt, Jerry ☐
Haggart-Davis, Dorothy ☒
Ward, Rod ☐
Whitwell, Wendy ☐

Seconded by:

Blakelock, Rod ☐
Brandt, Jerry ☐
Haggart-Davis, Dorothy ☐
Ward, Rod ☐
Whitwell, Wendy ☒

Carried / Defeated 2

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod
Brandt, Jerry
Haggart-Davis, Dorothy
Ward, Rod
Whitwell, Wendy

For

☐
☐
☐
☐
☐

Opposed

☐
☐
☐
☐
☐



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: December 12, 2023

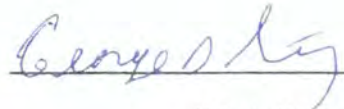
Resolution Number: R-198 - 23

Moved by: Councillor Robertson

Seconded by: Councillor Abbott

Be it resolved that Ryerson Township Council approves in principle the allocation of \$125,000.00 to the new library project, to serve the users of Armour, Ryerson and Burks's Falls Union Public Library.

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				



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: December 12, 2023

Motion # 322

That the Council of the Township of Armour, after reviewing the options report from Jon Morton, Engineer for Greystone Building Muskoka, regarding the property on which the new library could be built, rescind their support for building the new library on the property located at the corner of Main Street and Red Cross Hospital Street next to the EMS building in the Village of Burk's Falls and supports Option "1", being the building of the new library on the property located at the corner of Huston Street and Red Cross Hospital Street next to the parking lot of the Burk's Falls Health Centre in the Village of Burk's Falls.

Moved by:

Blakelock, Rod ☒
Brandt, Jerry ☒
Haggart-Davis, Dorothy ☐
Ward, Rod ☐
Whitwell, Wendy ☐

Seconded by:

Blakelock, Rod ☒
Brandt, Jerry ☐
Haggart-Davis, Dorothy ☐
Ward, Rod ☐
Whitwell, Wendy ☐

Carried / Defeated

2

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod
Brandt, Jerry
Haggart-Davis, Dorothy
Ward, Rod
Whitwell, Wendy

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Opposed

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John Theriault (Clerk-Treasurer Administrator)

From: Beth Morton <beth.morton@townshipofperry.ca>
Sent: February 9, 2024 5:53 PM
To: Cheryl Marshall ; Brenda Paul; Nicole Gourlay; John Theriault (Clerk-Treasurer Administrator); Nancy Field; Township of Joly ; Nancy Austin; Caitlin Haggart; Don McArthur; Brayden Robinson; Denis Duguay; Kerstin Vroom
Cc: Erica Cole; Kim Seguin
Subject: FW: OPP Detachment Board Description Update – Posting on the Ontario Regulatory Registry (ORR)

Importance: High

Good evening:

I hope everyone is doing well.

I received correspondence with an OPP Detachment Board update. What I did not realize until now is that it appears that I was to forward it to the communities in our Detachment unless this was a comment for our Ministry Rep, therefore I am apologizing for not providing you with ample notice to review this email and its attachments if it was me that was required to send it. The Ministry is requesting comments by February 13, 2024, see below email.

I have reviewed the Appendix 'A' which you can access through the link. It appears to me that the composition for the Almaguin Highlands Board on Page 1 of 30 is as per what was agreed upon by the municipalities in Spring 2021, the other 29 pages are applicable to the other Detachment Boards. Appendix 'B' is not applicable to the Almaguin Highlands.

The Proposed Regulations seem to be fairly straight forward with the composition, term of office, remuneration and expenses, and allocation of estimated costs among municipalities. A brief breakdown as I understand it is as follows: The composition is broken down in the Appendix 'A' which appears to be as per the May 2021 resolutions and correspondence by our municipalities. The Term of office outlines that it will be set out by the municipality, but shall not exceed the term of office of the council that appointed the member. I expect this to be consistent with any other Board appointments that are done among the municipalities to be for the full four year term of Council. Remuneration and expenses are suggested to be an amount determined by unanimous agreement by the municipalities in the detachment area and if unable to mutually agree, the minister shall determine the amount. Finally, the allocation of estimated costs among municipalities will be allocated equally among all municipalities unless municipalities unanimously decide to allocate the costs themselves in another manner.

Comments are being received up until February 13, 2024 through the link below.

Wishing everyone a wonderful weekend.

Take care,

Beth Morton, Clerk-Administrator



Township of Perry | 1695 Emsdale Road
Emsdale ON | (705)636-5941
www.townshipofperry.ca

The Municipal Office is open to the public Monday to Friday from 8:30 am to 4:30 pm. **If you wish to discuss a planning application, kindly email me or call 705-636-5941 to schedule an appointment.** We also are continuing to provide services online, by telephone, and by email. You can also visit our website www.townshipofperry.ca for more information.

The Perry Township Public Library is now open at 25 Joseph St, Emsdale! For more information or to view their hours, visit their [website](#).

[My working day may differ from your working day. Please do not feel obliged to reply to this email outside of your normal working hours.](#)

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From: Jensen, Michele (SOLGEN) <Michele.Jensen@ontario.ca> **On Behalf Of** Caldwell, Sarah (She/Her) (SOLGEN)
Sent: January 31, 2024 10:57 AM
Cc: Sukhdeo, Devendra (SOLGEN) <Devendra.Sukhdeo@ontario.ca>; Subramanian, Sheela (SOLGEN) <Sheela.Subramanian@ontario.ca>; Ryerson, Rachel (SOLGEN) <Rachel.Ryerson@ontario.ca>
Subject: OPP Detachment Board Description Update – Posting on the Ontario Regulatory Registry (ORR)

CAUTION: This email originated from outside of the organization. Do not click links, follow instructions or open attachments unless you recognize the sender and know the content is safe.

Some people who received this message don't often get email from sarah.caldwell@ontario.ca. [Learn why this is important](#)

Good Morning,

To prepare for the *Community Safety and Policing Act, 2019* (CSPA) coming into force on April 1, 2024, the Ministry of the Solicitor General has been working with municipalities and First Nations since March 2021 to develop and finalize the detachment board compositions for the Ontario Provincial Police (O.P.P.) that will be newly established across the province. I would like to express my gratitude for your support and contributions to this ongoing process.

I am writing to let you know that the description of the regulation that will set out O.P.P. Detachment Board compositions and other related matters has been posted on the Ontario Regulatory Registry (ORR) for public review and feedback. We hope that the description accurately reflects your input to-date.

The Ministry welcomes your feedback, particularly any corrections to board descriptions, at the following link: <https://www.ontariocanada.com/registry/view.do?postingId=46373&language=en>.

The posting will be open until **February 13, 2024**. If you have any questions, please contact SOLGENinput@ontario.ca at your earliest convenience.

Once again, thank you for your support and collaboration and we look forward to receiving your input.

I kindly request that you forward this email to all communities in your detachment.

Sincerely,

Sarah Caldwell
Assistant Deputy Minister, Strategic Policy Division
Ministry of the Solicitor General