



VILLAGE OF BURK'S FALLS COUNCIL AGENDA

February 17, 2026

5:00 pm at the Young at Heart Seniors Centre

1. DECLARATION OF PECUNIARY INTEREST

2. INDIGENOUS LAND ACKNOWLEDGEMENT

Welcome to the Village of Burk's Falls as we gather on the traditional territory of indigenous peoples, dating back countless generations, we wish to honour the ancestral guardians of this land and its waterway and recognize the Robinson-Huron and Williams Treaties, showing respect for the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers."

3. ADDITION TO AGENDA

4. ADOPTION OF AGENDA

5. CIRCULATION OF THE MINUTES- RESOLUTION TO ADOPT PREVIOUS MINUTES: Meeting (s) dated: Regular Meeting of January 20, 2026

6. DELEGATIONS TO COUNCIL

None

7. STAFF AND COMMITTEE REPORT

- a. Arena Manager Report for February 2026
- b. Arena Manager Budget 2026 Report, Budget Review Actuals, and Capital Budget Review
- c. 2025 Council Remuneration and Expenses Report
- d. Almaguin Highlands Health Centre Basement Repair Report
- e. Theatre Advisory Committee Draft Minutes of January 28, 2026
- f. Recreation Advisory Committee Draft Minutes of February 2, 2026
- g. Rural Youth Group Draft Minutes of February 9, 2026
- h. TRI Council Informal Committee Minutes of February 3, 2026

8. ITEMS FOR DISCUSSION

- a. Digital Sign
- b. Almaguin Highlands Health Centre Partnership Effort
- c. Bowl for Kids' Sake, Donation Request, Big Brothers, Big Sisters
- d. Land of Lakes Public School Donation Request and Invitation to Valentine's Tea
- e. Tri-Council Shared Services Sub-Committee Draft Terms of Reference
- f. Power Bank Appeal, BESS Project
- g. Items for the Tri-Council Meeting of February 23, 2026
- h. Canteen Agreement, Burk's Falls Lion's Club
- i. Draft By-law 10-2026 Transfer Part Lot 5, Concession 7, Fire Hall
- j. Water System Improvement Study, Support from Township of Armour
- k. Data Centre

9. RESOLUTIONS TO BE PASSED

- a. 2025 Annual Summary Report, Drinking Water System
- b. By-law 07-2026 Regulate the Erection, Location, Class and Type of Signs and Advertising Devices
- c. By-law 08-2026 Appoint Hearing Officer
- d. By-law 09-2026 Burk's Falls AMPS
- e. Events and Festivals Policy



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- f. 2026 JBC Budget
- g. Accounts Payable

10. CONFERENCES AND INVITATIONS

- a. Almaguin Highlands Chamber of Commerce Networking Event, February 19, 2026
- b. Burk's Falls and District Historical Society AGM March 16, 2026

11. COUNCILLOR(S) REPORT

12. CORRESPONDENCE

C.1 Minutes of Committee

- a. Burk's Falls and District Historical Society Minutes of November 17, 2025, Agenda of February 16, 2026
- b. Almaguin Highlands OPP Detachment Board Minutes of November 12, 2025
- c. Joint Building Committee Minutes of January 15, 2026 and Resolution 2026-006
- d. Joint Building Committee 5 Year Permit Fee Summary
- e. Joint Building Committee Permit Summary for January 2026

C.2 Request for Support and Correspondence to Village

- a. Burk's Falls and District Historical Society regarding heating system and laptop
- b. Burk's Falls and District Historical Society regarding Heritage Week and social media spotlight
- c. Township of Armour regarding the Burk's Falls and District Historical Society meeting location
- d. Southeast Parry Sound District Planning Board regarding the Town of Kearney's withdrawal from the Planning Board
- e. Village of Sundridge regarding Canada Post's free and reduced distribution of library books
- f. Village of Sundridge regarding road salt use and reduction
- g. Village of Sundridge regarding the Joint Building Committee 2026 Budget
- h. Municipality of Shuniah and United Counties of Leeds and Grenville regarding Bill 9, Municipal Accountability Act 2025
- i. Town of Northumberland County regarding Ontario Community Infrastructure Fund
- j. Municipality of Markstay Warren and Township of Assignack regarding closure of Sudbury's LifeLabs Laboratory
- k. Municipality of North Perth and Town of Whitby regarding the removal of HST and GST from new homes.
- l. Municipality of North Perth regarding sustainable funding for police
- m. Township of Larder Lake regarding Elect Respect Pledge
- n. Town of Fort Francis regarding call on Province of Ontario to establish an Ontario airport capital assistance program
- o. Town of Parry Sound, Town of Plympton-Wyoming and the Municipality of North Grenville, Merrickville-Woldford Village OPP Detachment Board regarding municipal support for school bus safety and stop-arm camera systems
- p. Country of Prince Edward regarding support for Bill 21, Protect our Food Act 2025
- q. Township of Brundnell, Lyndoch, and Raglan regarding a call for reform and publication of the Ontario Sex Offender Registry
- r. AMO regarding legislative changes to the OMERS Act



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- s. North Bay Parry Sound District Health Unit to the Minister of Finance regarding 2026 Ontario budget consultations
- t. FONOM regarding a nation-building opportunity for Highways 11 and 17; and a clear federal signal
- u. Labour Focus January 2026
- v. 2026 AMO Lead Where You Are: 2026 Municipal Election: Key Dates
- w. Labour Market Group, Monthly Jobs Report, December 2025

13. CLOSED SESSION

Item 13a) Rural Youth Group Advisory Committee- Human Resources

Pursuant to the Municipal Act 2001, c. 25:

Section 239(2) (b) regarding an identifiable individual, or municipal employee

Item 13 b) Village Property (Reference Plan)

Pursuant to the Municipal Act 2001, c. 25:

Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board

14. CONFIRMING BY-LAW

15. ADJOURNMENT



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
January 20, 2026

The regular meeting of Burk's Falls Council was held on Tuesday, January 20, 2026

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Ryan Baptiste, Nancy Kyte Staff: CAO - Clerk Denis Duguay, Treasurer Tammy Wylie, Deputy Clerk Camille Barr, Public Works Foreman Derek Smith, Arena Manager Graham Smith
Regrets: None

DECLARATION OF PECUNIARY INTEREST

Councillor Cotton declared pecuniary interest for item 9.c, bylaw 03-2026, appointing a Deputy Clerk.

ADDITION TO THE AGENDA

2026-01 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the following items be added to the Council agenda:

8. Items For Discussion:

- g) Burk's Falls, Armour and Ryerson Union Public Library request for support Canada Post's free and reduced distribution of library books.

Carried.

ADOPTION OF AGENDA

2026-02 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the amended agenda for the Regular Meeting of January 20, 2026.

Carried.

MINUTES

2026-03 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the Regular Meeting of December 15th, 2025.

Carried.

DELEGATIONS TO COUNCIL

L. Culp provided a delegation to Council expressing concern regarding the spraying of hazardous chemicals by a business within a residential neighbourhood and requested consideration of a by-law to restrict such activity. Concerns related to waterways, wildlife habitat, and human health were raised. Council was provided with the Material Safety Data Sheet (MSDS) for the specific product involved in the incident that brought this matter forward. Council shared these concerns and directed staff to prepare a report and/or draft by-law outlining restricting use to protect residents, while remaining mindful of personal use of a homeowner's property.

REPORTS TO COUNCIL

- A. Council received the Arena Manager's Report for the month of January. Rentals have remained at a high level, and increased usage has resulted in increased operating expenses. It was noted that, with the current staffing complement, the Arena has reached its acceptable maximum level of use in order to maintain quality services.

New events are being scheduled at the Arena through bookings. Council inquired whether these events could be promoted on social media to attract spectators.

- B. Council received the Arena Manager's report regarding the need for an external garbage bin and collection services. Due to increased traffic at the facility, maintaining sanitary conditions and minimizing complaints requires that garbage be stored outdoors; however, there is currently no designated outdoor storage area. The Arena Manager presented a plan for contracted garbage collection services. Council inquired about the flexibility of collection frequency and was advised that some flexibility is available. Council approved the request and authorized the Arena Manager to proceed for 2026. The associated costs have already been incorporated into the 2026 budget.



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- C. The Arena Manager received a new quote for a condenser, which is lower than the amount currently incorporated into the 2026 budget. In order to minimize service disruptions and ensure appropriate timing for installation, the condenser must be ordered now and should not wait until final budget approval. Council passed a resolution approving the Arena Manager to proceed with ordering the condenser at the reduced cost.
- D. Council received the Recreation Advisory Committee minutes dated November 24, 2025. Council approved the recommendation for event-based camping and directed that a policy be developed with clear guidelines for future event-based camping. The policy is to support enjoyment of the green space while balancing staff requirements, liability considerations, and protection of the grounds.
- E. Council received the Rural Youth Group Advisory Committee draft minutes dated January 12, 2026. Interviews have commenced for the Youth Coordinator position, with a significant number of applicants. Council inquired about the administrative costs referenced in the minutes and was advised that these costs relate solely to staff attendance at meetings in the role of recording secretary, and not to any day-to-day support being provided. Mayor Hope shared that the committee's wish for this expense to be waived.

ITEMS FOR DISCUSSION:

- A. Council received the Draft 2026 Budget, which was prepared with a 4% general tax revenue increase. Council had the opportunity to ask questions. By March, a clearer financial picture will be available, as the three final levies will be known, the cost of the Yonge Street revitalization will be presented, and the audit will be completed.
- B. Councillors shared their perspectives on the new two-year agreement proposed by ACED. A recorded vote was taken, with the majority voting not to enter into the agreement.
- C. Council discussed the X-ray machine at the Almaguin Highlands Health Centre, which is owned and operated by MAHC. As it was previously stated that the machine required replacement, Mayor Hope requested an update from MAHC on the status of the equipment and next steps. In addition, it was noted that the Almaguin Highlands Health Council has established a subcommittee in which CAOs be a part of and will discuss health services and space within the region.
- D. Mayor Hope discussed the function of the Planning Board and, given that few matters are referred to it by the Village of Burk's Falls, questioned whether there may be alternative approaches for the Municipality to address planning matters and its membership on the Board. The CAO was directed to prepare a report outlining options for Council's consideration.
- E. Mayor Hope advised that a promoter has approached the Village with interest in hosting summer music events. Proposed dates included the May long weekend and Labour Day weekend. Council expressed interest in learning more but noted that the Event Policy must be approved prior to entering into any commitments.
- F. Councillor Kyte, in discussion with Deputy Mayor Cotton, expressed interest in serving as the primary representative on the Library Board in addition to the Library Build Committee. Council was in favour of this arrangement, and Deputy Mayor Cotton will serve as the alternate.
- G. Council reviewed a request from the Library and passed a resolution expressing concern regarding the proposed amendment to the Canada Post Corporation Act contained within Bill C-15.

RESOLUTIONS PASSED:

2026-04 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls directs staff to prepare a report outlining options to address oil spraying and other similar hazardous materials in residential neighbourhoods that may adversely affect residents' enjoyment of their property.

Carried.



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January 20, 2026

2026-05 Moved by A. Brandt - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Arena Manager Report for the month of January.
Carried.

2026-06 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Arena Manager Garbage Bin Report and further approves an exterior garbage bin and contracted services in the amount of approximately \$2,250.00 in 2026.
Carried.

2026-07 Moved by A. Brandt - Seconded by S. Cotton
Be it resolved;
That Council accepts the quote from Black & McDonald for an evaporative condenser for the Armour, Ryerson & Burk's Falls Memorial Arena in the amount of \$146,323.00 plus HST;

AND FURTHER THAT the Arena Manager be authorized to proceed with the purchase.
Carried.

2026-08 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts the Recreation Advisory Committee minutes of November 24, 2025;

And further accepts the following recommendation:

1. Option 4 from Report REC- 04-2025 - Knight Brother's Park Weekend Event Rental - Camping Request (Trailers/Tents): Approve camping for this event (baseball/hockey tournament) with specific conditions, and allow future weekend rental event camping in principle, pending the development and adoption of a formal policy and by-law governing camping on municipal property
Carried.

2026-09 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts the Rural Youth Advisory Committee minutes of January 12, 2026.
Carried.

2026-10 Moved by N. Kyte - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Treasurer's Draft Budget Report for 2026.
Carried.

2026-11 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
WHEREAS Council previously passed a resolution approving the Municipality's withdrawal from Almaguin Community Economic Development (ACED); and

WHEREAS Council has been presented with a proposed new two-year service agreement with Almaguin Community Economic Development; and

WHEREAS Council has reviewed the proposal agreement and considered the Village's strategic priorities, financial considerations, and local economic development needs;

NOW THEREFORE BE IT RESOLVED that Council does not support entering into the proposed new two-year agreement with Almaguin Community Economic Development; and



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BE IT FURTHER RESOLVED that Council hereby confirms and maintains its previously adopted resolution to withdraw from Almaguin Community Economic Development and declines to rescind that resolution.

Carried

Recorded Vote requested by: Mayor Hope
Ryan Baptiste-For
Ashley Brandt-For
Sean Cotton-Opposed
Chris Hope-For
Nancy Kyte-Opposed

2026-12 Moved by S. Cotton - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby requests staff to review the Planning Board to determine if it serves the Village's growth strategy, or that it still serves Village needs.

Carried.

2026-13 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

WHEREAS the Village of Burk's Falls appoints representatives to external boards and committees as required; and

WHEREAS the Burk's Falls, Armour, Ryerson Union Public Library Board requires appointment of a Primary and Secondary Council representative;

NOW THEREFORE BE IT RESOLVED THAT Council hereby appoints Councillor Kyte as the Primary Council Representative to the Library Boards; and

THAT Deputy Mayor Cotton be appointed as the Secondary (Alternate) Council Representative to the Library Board; and

THAT these appointments shall take effect immediately and remain in force until amended by further resolution of Council.

Carried.

2026-14 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby expresses its concerns with the amendment to the Canada Post Corporations Act within Bill C-15 that could result in the disappearance of a reduced rate of postage for library materials lent by a library to a borrower, including by means of an interlibrary loan,

AND THAT Interlibrary loans are an essential part of how libraries operate and they provide access to material for the millions of library users in Canada.

AND THAT as a small rural library, the Burk's Falls, Armour, Ryerson Union Public Library depends on loans from other libraries to supplement its collection and relies on Canada Post to deliver those materials at a reduced rate.

AND FURTHER THAT if Canada Post is allowed to increase the postal rate that supports this service without oversight from Parliament or the Government of Canada, there could be a devastating effect, putting a strain on already tight library budgets and threatening the ability of libraries to offer this essential service that ensures access, equity and literacy for all.

NOW THEREFORE, BE IT RESOLVED THAT, The Village of Burk's Falls Council encourages other municipal councils to contact their local MP and the Honourable Joël Lightbound, Minister of Government Transformation, Public Works and Procurement to strongly urge the government to ensure that Canada Post continues to provide a library postal rate so that library services remain accessible for all of Canada through interlibrary loans.

Carried.



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January 20, 2026

2026-15 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-law 01-2026 authorizing temporary borrowing for the year 2026 as presented and considered read three times and passed this 20th day of January 2026.

Carried.

2026-16 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-law 02-2026 to being a by-law to set the interim tax levy and interest and penalty as presented and considered read three times and passed this 20th day of January 2026.

Carried.

2026-17 Moved by R. Baptiste - Seconded by N. Kyte

Deputy Mayor S. Cotton declared pecuniary interest and was not present in the room for this item

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-law 03-2026 to being a by-law to appoint a Deputy Clerk as presented and considered read three times and passed this 20th day of January, 2026.

Carried.

2026-18 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-law 04-2026 to being a by-law to regulate and license mobile food vendors, hawkers & peddlers and pawnbrokers as presented and considered read three times and passed this 20th day of January 2026.

Carried.

2026-19 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts By-law 05-2026 being a bylaw to enter into a service agreement with the Sundridge and District Medical Centre Committee for property maintenance as presented and considered read three times and passed this 20th day of January 2026.

Carried.

2026-20 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Municipal Volunteer Policy as presented and considered read three times and passed this 20th day of January, 2026.

Carried.

2026-21 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the request from the Burk's Falls & District Historical Society host the 2026 Heritage Festival, being held July 11, 2026, on the Fairgrounds, with The Township of Armour naming the Village of Burk's Falls as an additional insured party for the event.

Carried.

2026-22 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby accepts the 2026 Municipal Insurance Program Renewal with Intact Public Entities in the total amount of \$ 178,307.00 plus taxes.

Carried.

2026-23 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby accepts the 2026 Cyber Insurance Renewal with Intact Public Entities in the total amount of \$ 7295.00 plus taxes.

Carried.



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COUNCIL MEETING MINUTES
January 20, 2026

2026-24 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$ 279,319.67 for up to and including this date is hereby approved for payment.

Carried.

2026-25 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

WHEREAS the Council of the Corporation of the Village of Burk's Falls support the Town of Prescott, Municipality of Tweed's, the Tay Valley Township's, and the Municipality of South Huron's resolutions regarding waste incineration and a more Robust Recycling Program;

AND WHEREAS it is incumbent upon the members of council, MPPs and MPs to make the decisions that will result in the most positive outcomes for now and future generations;

AND WHEREAS continuing to bury garbage in the ground will result in our future generations having lost potable groundwater as a result of garbage leachate rendering is unsuitable;

AND WHEREAS burying garbage, particularly organic waste in landfills, leads to the production of methane a greenhouse gas, which escapes into the atmosphere and contributes to climate change causing more environmental destruction;

AND WHEREAS we continue to destroy our environmental jeopardizing our future generations;

AND WHEREAS we have worldwide technology that will allow us to use of clean incineration and also produce much needed electric energy;

BE IT RESOLVED THAT the Council of the Corporation of the Village of Burk's Falls support the Town of Prescott in investigating the possibility of working together with Ontario Municipalities, Provincial and Federal Governments and manufacturing partners to form a working group to ensure that waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices, so that future generations will not suffer from our environmental mismanagement.

Carried.

2026-26 Moved by S. Cotton- Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports The Municipality of Huron Shores resolution #25-29-20 and the Township of Nairn and Hyman resolution # 2025-14-21 regarding improvements to Highway 11/17.

Carried.

2026-27 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

Whereas the Village of Burk's Falls recognizes January as Crime Stoppers Month and direct staff to share the campaign to social media.

Carried.

2026-28 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby support Northwatch regarding concerns of high-level radioactive waste being transported on highways.

Carried.

CONFERENCES AND INVITATIONS

Council received the Save the Date for the Northern Municipal Council Workshop on January 29, 2026.

COUNCILLORS REPORT

Councillor Kyte advised that the Historical Society's most recent meeting was cancelled due to weather conditions.

Mayor Hope attended the January BESS meeting, at which the Township of Armour voted against the project proceeding.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
January 20, 2026

CORRESPONDENCE DISCUSSION

Council supported the following resolutions and requests for support:

- e) The Town of Prescott regarding waste disposal issues
- k) Municipality of Huron Shores and the Township of Nairn and Hyman regarding improvements to Highways 11/17
- v) Near North Crime Stoppers, January is Crime Stoppers Month
- w) Northwatch regarding transportation of high-level radioactive waste

CLOSED SESSION

2026-29 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls now enters into a closed meeting at 7:40pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a) Health Centre

Pursuant to the Municipal Act 2001, c. 25:

Section 239 (2) (b) regarding an identifiable individual, or municipal employee.

Carried.

2026-30 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 8:05pm.

Carried.

2026-31 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts Bylaw 06-2026 being a By-law to confirm the proceedings of Council at its regular meeting of January 20, 2026, as presented and considered read three times and passed this 20th day of January 2026.

Carried.

2026-32 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:10pm.

Carried.

Chris Hope, Mayor

Denis Duguay, CAO - Clerk



The Municipality of the
VILLAGE OF BURK'S FALLS

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ARBFMA Manager's Report – February 2026

Date: February 17th, 2026

RECOMMENDATION

Accept this report as information.

BACKGROUND

January was a good month; the ice rental numbers did not surpass last year but they were very close. The weather impacted some rentals with some cancellations. There was a cancellation of a men's tournament at the end of January that lost 9 hours of ice rentals. The Huntsville Sting girls tournament at the beginning of January was well run, very busy. Staff received positive feedback from the organizers of the tournament. February has started off well and the facility will be hard pressed to meet the usage from Feb 2025. The ARBFMA hosted the Ontario 55+ winter games; the group here was the men's 75 plus hockey tournament. This event was well organized, drew a great crowd and the organizers & players gave staff positive feedback.

The January Karl Crozier room rentals were slightly lower than 2025. Some of the birthday parties booked in January were cancelled due to weather and illness. The types of room rentals included the normal monthly rentals being Seniors exercise, Friends, Bingo, and Cadets. The extra room rentals in January included 2 birthday parties, and the Bible Study Group.

ANALYSIS

- The staff received some bad news about the range in the Karl Crozier Room kitchen. The stove was red tagged by an HVAC mechanic as it is not up to code and it would be too costly to bring it up to code.
 - Facility renters could not properly utilize the stove over the 10 plus years because the Fire department placed cooking restrictions on the equipment because there was not a fire suppression system in place.
 - Staff used to light the stove weekly for groups using the stove. Facility management felt this to be unnecessary and a risk for staff. This issue was discussed with previous management and Council
 - Staff are in the process of capping the gas line to remove the red tag and then removing the stove from the facility. The stove will be scrapped
 - Staff will replace the stove with an electric stove so the groups needing to use the stove for heating, warming and baking are still able to do so. Staff will discuss with the Burk's Falls Fire Department if the electric stove requires any other safety measures to be used by facility customers.
 - Since the pandemic there has been only one big event in the facility and that event was catered and the stove and oven were only used for heating purposes.
-



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- The hot water tank for the Zamboni was also red tagged and since that equipment is a rental, the issue was dealt with by staff and Reliance.
- The Zamboni had a leak in the radiator and that was temporarily addressed before the Huntsville Sting tournament and then replaced & fixed in the first week of February.
- The extremely cold weather has affected the glycol in the refrigeration system, and this issue has caused multiple compressor malfunctions early in the AM before staff arrive on site.
- The garbage bin approved by Council in January is on site and staff were happy to see it arrive
- The snow and extremely cold weather have also been causing issues with the generator, which is why staff have asked for the repairs recommended by the facility contractor.
- Staff have purchased a battery-operated snow blower to assist with clearing snow and exits especially the area down by the Zamboni room
- Staff have sent a message to the facility snowplow operator thanking them for the fantastic work through this past winter. It's been quite a year of excessive snowfall and the job they have done is appreciated.

FINACIAL IMPACT

N/A

HUMAN RESOURCE IMPACT

N/A

OPTIONS

The Council accepts this report as information and discussion

Graham Smith

**Graham Smith RRFA/CIT
ARBFMA Manager**



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ARBFMA Arena Managers 2026 Budget Report

February 17th, 2026

RECOMMENDATIONS

It is recommended that the Village of Burk's Falls accept the 2026 ARBFMA Budget to be presented by staff for discussion and approval at the Tri-Council meeting on February 23rd, 2026.

BACKGROUND

- Senior management staff prepare an annual budget for discussion and approval.
- The operating costs rise annually. These increases are a direct result of increased facility usage, increased facility patrons, maintenance costs, insurance costs, utility rates, and weather and cost of living increases.
- The ice rental requests plateaued in 2025 with a total of 2175 hours. This total increase was 267 hours from those in 2024. The 2175 ice rental hours total far exceeded expectations for 2025.
- The total ice rental hours rented in December 2025, and January 2026 showed a small decrease from previous years. The ice rental hour decreases are expected for the remainder of the year because of changes in facility operations that's have addressed staff working alone, increased complaints, staff shortages, and facility availability.
- 1950 ice rental hours is the base used for the 2026 budget. This base will be re-evaluated annually as required.
- Staff had unexpected facility equipment costs in 2025 that affected the operational budget. Cutting the operational budget requests will result in a negative change in the service level offered.
- Staff pride themselves in the facility and the customer service provided to the community. Staff believe the level of service provided results in positive feedback, that creates new and return customers annually.
- A 5-year facility and advertising rate schedule for the facility has been approved by Burk's Falls Council and is in effect until the 2028 budget. The facility rates are set from Sept 01st to August 31st annually.
- Burk's Falls Council approved a new ice rate in 2025 for prime-time ice with 1 to 4 skaters, that was well received. This new rate added an additional 130 hours of rental for the year.
- The Capital items are discussed in order of importance. The order of importance is health & safety, mandated work, facility equipment and building maintenance.
- The anticipated 2026 Capital items have been reallocated to other years to make room for the condenser replacement.



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- The Health and Safety items requested are needed to protect staff's health and safety in the workplace.
- A newly developed Village of Burk's Falls Health and Safety policy has identified working alone as a risk. Staff have been asked to address this issue within the 2026 budget.

Revenue Update

- Facility rental revenues have been adjusted to reflect a 2.5% increase for all facility rental rates.
- 1900 ice rental hours of ice rentals as the base to determine the estimated rental revenue. Council is reminded that there are no-charge ice rentals as well as ice rentals at various rates to determine the estimated revenue.
- There have been 4 years of continuous growth in ice and facility rentals and with recent trends the rental growth has plateaued.
- Staff continue to find sponsorships for public skating during Christmas holidays, Family Day and March Break.
- Concession revenues include skate sharpening and public skating.
- Hall rentals include senior's programs, yoga, Bingo, Cadets, birthday parties, private rentals, physic teas, the wellness fair, private meetings and a few large functions. Inquiries for Karl Crozier Room use for large functions remain significantly low.
- Council should be aware there are over 500 hours of no-charge rentals annually in the Karl Crozier Room. These rentals include Agricultural Society, Cadets, and Seniors groups.
- Staff anticipate renting over 600 hours of summer ice again in 2026.
- Staff have booked the 3 on 3, Woman of the Winter, BFHL Finals, summer mini tournament, a summer old-timer tournament, Huntsville Sting, Puck and Ball, and Minor Hockey tournaments for 2026.
- Staff have new rates which have been approved by Village of Burk's Falls Council. The new rates have helped rent the ice surface during difficult times or to renters who have a limited number of skaters for training and family use.
- The ice surface did exceed 2000 ice rental hours in 2025, and staff anticipate another good year in 2026. Staff are cautious that 2000 plus ice rental hours are not guaranteed annually. Staff will continue working diligently in their facility booking practices and advertising of open ice times.



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Expenses Update

Wages

- Wages are the approved 2026 rates of pay and reflect current levels of operations for the facility.
- The VBOF Health and Safety policy has identified working alone as a risk. Staff and the Health and Safety team investigated various ideas to reduce the risks to staff working alone.
- The original 2026 budget presented in October 2025 had a budget line in the amount of \$22,000 for additional part-time staff. This additional request was to help reduce the times when staff are working alone at nights, weekends and Stat Days.
- Management has addressed the working alone issue currently by limiting the availability of the facility at certain times of the month. Staff are also working on a Standard Operating Procedure to address staff working alone.

Insurance

- Insurance premiums continue to increase
- Staff believe Ontario Municipalities should band together and take this issue to the Province.

Telephone

- The phone expense line includes the landline and the cell phone

Utilities

- Water, Gas and Hydro reflect 2025 actuals
- Staff anticipate a minimum of 5% to 10 % increase in rates for both gas and hydro and those rates are still under the process for approval for 2026
- In July there was 1 extremely large hydro bills that included increased KWH, rates and a global rate. The extreme heat/humidity this past summer in June, July and August resulting in higher-than-normal bills in the summer months.
- The increased ice rentals also increase the utility demands for the facility.
- Natural gas charges decreased in 2025 as the facility now uses 2 electric powered dehumidifiers instead of the one that was gas-powered.
- Water usage depends on ice usage for flood water, heat & humidity for condenser water, Dressing room showers and washroom usage.



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Ice Plant

- Although staff spend money for preventative maintenance annually the 9 ½ months of wear and tear on the refrigeration equipment does increase the risk of potential breakdowns and repairs.
- The increased hours of operations does increase the wear and tear on the equipment which increases the potential breakdowns and service repairs.
- There is water treatment for the refrigeration equipment and that service will continue in 2026. Water treatment helps the equipment run cleaner, more efficiently and helps extend the life of the refrigeration condenser.

Building Maintenance

- Staff will continue to replace the tempered arena glass and damaged plexi glass with plexi. The plexi is safer to replace when it breaks and its lighter for staff to handle when there is a maintenance issue.
- Building maintenance occurs monthly through the seasons.
- Staff take on the larger projects in the months the ice surface has been removed.
- As the facility rentals continue to increase, staff anticipate more small maintenance items to be addressed by either arena staff or experts as required.
- Building Maintenance also Includes all other Facility equipment excluding the Refrigeration room.
- This Equipment includes - Scrubbers, Rooftop units, Stink pipe vent motor, Vacuum, Wet-Vac, Furnace, Lobby Hot water tanks, Fridges & Freezers, Deep Fryer, Arena Time-Clock, Facility Fans, Ammonia Detector, and Zamboni Hot water heater.
- Some of these issues were previously included in building maintenance and some of the equipment was controlled annually by other departments under the Village.
- A garbage disposal bin is also included in the Building maintenance for 2026
- The gas range in the Kitchen was red tagged and needs to be removed and replaced with an electric range
- There is no place for garbage storage outside of the building
- The Village of Burk's Falls Council has approved entering a contract for a garbage bin which falls within the estimated budgeted costs.

Cleaning Supplies

- The cleaning supplies continue to rise as the building gets busier; the budget amount has been adjusted to reflect the increased facility use.
- Includes all cleaning chemicals, soaps, wipes, brooms, mops, dustpans, toilet brushes, mop buckets & ringers, hand soap, sanitizer, disposal gloves, and toiletries.



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Zamboni

- The Zamboni maintenance will continue to rise as the ice rentals increase or remain stable and have been adjusted to reflect current rentals.
- Staff have found a good mechanic that keeps the machine running properly and keeps staff updated when there may be extra service required.
- The Zamboni expenses that are not often seen are propane, blade sharpening and Zamboni parts (including the board brush, impellers, and spreader cloth).

Office Supplies and Uniforms

- The Office supplies have been adjusted to monitor the day-to-day operations of the office like pens, paper, desk calendars, note pads, and other administration requirements.
- The office supplies include staff work boots, work gloves, work shirts, and work coats.
- The computer is starting to act up and freezes during operations and needs to be replaced. The computer is used daily arena business operations. Tech advancement in the daily arena operations includes emails, facility booking software, invoicing, payments, statements, and operational reports.
- The IT, Clover (debit machine), and BookKing program expenses are part of the Office supplies budget line.
- The BookKing program creates efficiencies with reports, AR lists, online contract signing, online customer rental requests, reduction in double bookings, and staff accountability.

Fire Safety

- The fire safety expense remains constant annually with a slight increase to the facility budget

First Aid Supplies

- The first aid supplies are monitored by staff for the public first aid kits and the staff first aid kit that are mandatory under the OHSA.
- Staff are also responsible for the Defibrillator batteries (every 5 years) and pads (every 2 years) as this is no longer maintained by the area paramedics.
- The VOFB Health and Safety policy also states that staff are responsible for replacing and keeping current the Naloxone kits in case of a drug overdose in the facility.



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Snow Removal and Parking Lot Maintenance

- The snow removal for the year varies depending on snowfall annually
- Includes Parking lot sweeping and painting

Elevator

- The elevator expense is mandated by the TSSA, so the facility elevator is up to code.

Skate Sharpener

- For general supplies for sharpening skates

Snack Booth Supplies

- The snack booth supplies will reflect product required for the snack bar and are determined at approximately 45% of the total anticipated revenues.

Training

- Most of the training budget will be utilized by the staff chosen for the succession training
- There will be some training required by the other facility staff as well to keep them current with standards associated with the OHS.A.

FINANCIAL IMPACT

The 2025 municipal contribution for the arena was initially projected at \$162,872; however, through cost efficiencies and revised operating assumptions, the final contribution has been reduced to \$136,295. This adjustment represents a savings of \$26,577, providing a direct financial benefit to all partner municipalities while maintaining the agreed-upon service levels for arena operations.

The current net operating cost is estimated to be \$381,818

The current Capital net cost is estimated to be \$168,323. The Capital amount is significantly higher than is the previous budget years because of the request for the condenser.

The total Capital and operating request for 2026 is \$550,141.

The no-charge and subsidized use, although a value to those receiving the lower charge, the no-charge use costs the facility operating dollars with no incoming revenue to offset those costs.



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HUMAN RESOURCE IMPACT

Nothing to report

ENVIROMENTAL IMPACT

Nothing to report.

OPTIONS

- 1) It is recommended that the Village of Burk's Falls Council accept the 2026 budget for presentation on Monday February 23rd, 2026, to the Tri-Council.
- 2) It is recommended that the Tri-Council accept and pass the 2026 budget as presented.

Graham Smith RRFA/CIT
ARBFMA Manager



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ARBFMA Arena Managers 2025 Budget Actuals Review

Rental Revenues

- The ice and hall rental revenues exceeded budget estimates and were the best since the pandemic
- There were a variety of tournaments, floor rentals, ice rentals, sponsored public skates, birthday parties and hall banquet events that helped increase the facility use
- Staff did not offer public skating in the summer of 2025 because the success of the program the last 2 summer was very disappointing
- The adjustment in the public skating hours in the summer of 2025 allowed staff to increase paid ice rentals on Friday evenings and Sunday afternoons.
- Staff adjusted the public skating schedule for the fall and winter public skating and are offering 1 ½ hours on Fridays from 7 to 8:30 pm and 1 ½ hours on Sundays from 2 to 3:30 pm. The public skating turnouts have been disappointing since September.
- This decision to shorten public skating has increased ice requests at 8:30 pm on Friday evenings
- The summer ice rentals were the highest ever at 680 hours of ice rented compared to 583 ½ in 2024.
- Staff had Council add a new rate to help sell the prime ice that often is not used. The rate is for 1 to 4 skaters during prime-time use. This rate is used primarily for training and family skating. The new rate has generated 130 hours of ice rentals.
- The rentals the Karl Crozier room usage and rentals increased, which increased the revenues for the hall rentals in 2025.
- Staff have secured full sponsorship for the Family Day, March Break, and Christmas public skating
- With assistance from Councilor Davis the ARBFMA was able to offer sponsored free Friday night public skating from the End of October until January 23rd 2026.
- 2025 offered events like Roller Derby, Woman's Hockey Tournament, Ball Hockey, Physic teas, annual Holistic Show, Yuks Yuks Dinner, Halloween party, tree lighting ceremony, Provincial & Federal Elections and a Bible Study group.

Sales Revenues

- The snack bar sales have decreased because of small attendances at public skating and there have been fewer AMHA games in Burk's Falls since October 2025.
- The public skating revenues are also down because of the donations offered for free skating on Friday evenings and through the March and Christmas Breaks
- The donation revenues are up in 2025 due to various donations for public skating, cadets, tables & chairs usage
- The skate sharpening and public skating totals will now be included with the snack bar revenues.
- Staff have received various donations including the annual donation offered by the cadets.
- Staff sold the round tables to Armour Township and used the money from the sale to replace some of the damaged 8-foot tables for the hall.



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Operating Expenditures Highlights:

Wages and Benefits

- Wages include 4 full-time staff.
- Staff had a total of 14 weeks of holidays to manage in 2025
- Wages were down in 2025 due to some short-term leave and reduced snack bar wages
- When staff are on leave, holidays or stat days the scheduling of the facility and staff becomes challenging on certain days and weeks.
- ARBFMA does not close for stat days except for December 25th and January 01st. Staff still have the responsibility to check and monitor the ice plant on the days and stat days the facility is closed.
- Minimum wage increased again in 2025.

Audit and Accounting

- Audit and Accounting expenses were on budget for 2025.

Insurance

- The insurance expense for the arena was over the budgeted estimate.

Telephone

- The Telephone and internet expenses were under budget

Hydro

- The Hydro use for the year increased significantly in 2025 and was over budget by \$21,009
- Historically, the summer bills for hydro are the highest use, in 2025 the usage was higher than historically due to the oppressive heat experienced through June, July and August. July saw a large increase in Hydro Costs as explained below.
 - July 2024 July was 49,297 kWh and July 2025 usage was 61,757 kWh.
- Two key rates fluctuated higher than normal for July 2025
 - Cost of Power - the price of electricity which fluctuates with the market
 - Global Adjustment Cost – set by the Provincial gov't which fluctuates monthly
 - As a billing comparison, see isolated just the electricity charge breakdown for July 2024 usage and July 2025 usage to illustrate the impact of a higher cost of power and global adjustment.
 - July 2024 usage: 49,297kWh - Cost of Power 49,297 * \$0 .03942 = \$1,943.29
 - Global Adjust 49,297 * \$0 .04590 = \$2,261.75 - 2024 Electricity charges = \$4,205.04
 - July 2025 usage: 61,757kWh - Cost of Power 61,757 * \$0.084322 = \$5,207.55
 - Global Adjust 61,757 * \$0 .115930 = \$7,159.59 - 2024 Electricity charges = \$12,367.14



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- The global adjustment rate accounted for most of the overage for the year – this is expected to continue into 2026.
- The increased usage and demand in the facility increased the hydro consumption.

Natural Gas

- The natural gas use for the year has decreased from the budget estimates and was under budget
- The natural gas equipment in the facility are 2 furnaces, 3 hot water heaters and the 4 roof top units (which barely run in the winter)

Water and Sewar

- The water and sewage numbers were lower than estimated. The water and sewage use fluctuate annually based on different variables in the facility – floods, compressor operations, showers, patrons using the washrooms and cleaning.

Ice Plant

- The ice plant had some major issues in 2025 that needed to be dealt with in a timely manner
- After the refrigeration plant start-up staff experienced some mechanical issues and needed all refrigeration fittings to be repaired.
- The extremely cold weather caused far too many shutdowns that required technical service
- The soft start also had some issues related to the humid summer and the extremely cold days in the winter.
- The abundant power issues also resulted in shutdowns and issues with the soft start for the condenser
- As the refrigeration plant use increases it is common to see more breakdowns and increased costs for maintenance.
- The power outages also affected the 2 dehumidifiers

Building Maintenance

- The building maintenance was under budget for the year
- There were no real major issues inside the facility in 2025
- Expenses included the regular day-to-day maintenance required for the facility.
- From Mid-April to Mid-June staff removed the ice surface, scrubbed the floor, scrubbed the arena boards & arena glass, scrubbed mats in the washrooms & players benches, painted the goal nets, painted the lobby floor, painted the washroom floors, painted lobby benches, touch up paint in the dressing rooms, scrubbed dressing room & washrooms walls and major facility cleaning & scrubbing.
- Some of the higher expenses were some plumbing issues, electrical issues, Hall floor resurfacing, ice paint & lines, roof top units service, annual roof inspection, time clock module repair, and door & lock repairs.



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Cleaning Supplies

- The cleaning supplies budget was under budget in 2025
- The supplies needed daily and weekly vary based on use, quantity and time of the orders.

Zamboni

- The Zamboni budget was on target
- There were a few issues in 2025 that were addressed including replacing the flood water tank, repairing an issue with the condenser auger, the replacement of a hydraulic arm, plus the regular spring maintenance.
- Staff experienced an increase in propane use and blade sharpening because of extra ice hours sold in 2025

Office Supplies, Uniforms, Software and Tech support

- This budget was well over budget in 2025
- The office supplies now include Software and Tech Support
- The BookKing program cost for 2025 was \$4,200
- The tech support for the facility for 2025 cost \$3,500
- There are also data fees for debit machine use.
- Staff Safety Boots
- Plus, the regular supplies required in the office

Fire Safety

- The Fire safety numbers were slightly over budget

Snow Removal

- The Snow Removal budget was under for the year
- The snow removal numbers will differ annually depending on snowfall and standing needs in the parking lot.

Elevator

- The Elevator numbers for 2025, were under and there were no major issues with the elevator past the quarterly maintenance contract expenses.



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Skate Sharpener

- The Skate Sharpening maintenance budget was under for 2025

Booth Supplies

- The snack booth supplies were over budget for 2025
- The operation of the snack booth is complicated as there are limits on the order quantity for the snack bar which often results in food spoilage.
- The snack bar weekly is only open 2 days normally due to the lack of games played in Burk's Falls weekly
- Staff still experience some food
- Snack bar product prices have increased, and staff have adjusted prices appropriately.

Training

- The training budget is being used annually by the manager training.
- The training budget is also used for staff training for First Aid/CPR/AED, Propane Handling, Bloodborne Pathogens, and other training assigned by the CAO

Ag Society Fair Tents

- The fair tents should not be included as ARBFMA budget expenses as an operating expense.

Conclusion

2025 was the best year in ice rentals and room rentals since the pandemic. The rental hours far exceeded expectations. The increased rentals did increase complaints about the facility however staff take pride in the efforts they perform daily. Staff also had issues being short staffed for over half of the summer/fall ice season. These shortages are a result of staff vacation days, stat days, and sick days. Staff worked through these issues to serve daily the needs of the facility customers.

The increases in the expenses in 2025 have been addressed appropriately in the 2026 budget.

Graham Smith RRFA/CIT
ARBFMA Arena Manager



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ARBFMA Arena Managers 2026 Capital Budget Review

February 20th, 2026

RECOMMENDATIONS

It is recommended that Burk's Falls Council accept the 2026 Arena Managers Capital budget for discussion to present and discuss at the Tri-Council meeting on Monday Oct 27th, 2025.

2025 Capital Request Overview

The 2025 Capital items are listed in order of importance.

Replacement of the Refrigeration Condenser

- The facility refrigeration mechanic and their team have let staff know the condenser needs to be replaced.
- The purpose of a condenser is to release heat by converting refrigerant gas back into liquid— it's the core of the cooling cycle.
- When working properly, it improves energy efficiency and keeps indoor temperatures stable.
- Warning signs like unusual noises, less airflow, or higher bills often point to condenser trouble.
- The current condenser is working harder which means increased hydro and water use.
- The life expectancy of a refrigeration condenser when well-maintained is 15 to 20 years.
- The ARBFMA has a 10-month ice season. The condenser has been ordered to insure delivery by Mid-April 2026.
- The timetable for the installation is between April 13th and May 31st, 2026. This timeframe will avoid delays in the ice preparations for opening day on June 28th, 2026.
- The budget cost for this job is \$146,323

Generator Capital Contract

- The ARBFMA is listed as and cooling, warming and evacuation centre for the Village of Burk's Falls.
- As an evacuation centre staff must ensure the facility can be well prepared when called on for such an emergency.
- This preparation calls for the facility to have a working generator
- Staff have signed a Capital service contract to keep the Generator in operation.
- The cost of this contract in 2026 is \$3,500



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Generator Demand Regulators and Solenoids

- Based on a recent inspection, it is recommended replacing both demand Regulators within the unit. Including new fuel solenoids and cold start solenoid with all new hoses and clamps.
- Current demand Regulators appear to be original to the unit, and the engine is having trouble creating enough vacuum to lift the diaphragm off the seat.
- Diaphragms tend to become more hardened as they age. There could also be pinholes/cracks in the diaphragms which are causing issues.
- To combat this issue, throttle position at startup has been programmed to a different value from the factory set point.
- Staff have had issues with the generator starting through the extreme cold this past winter
- The cost of this repair is \$7,500

Man-Gate Handle Replacement

- The man-gate handles for the ice surface need replaced.
- The man-gate handles receive a lot of abuse and wear and tear.
- The man-gate handles can be repaired. The repairs only give staff temporary relief until another repair is required.
- Staff often receive complaints about the man-door handles.
- The door handles are a health and safety risk to the ice surface patrons. This means the Village assumes the risk and liability if these door handles are not functioning as designed.
- The cost to update the man-gate handles is \$5,000 to 8,000 which fixes all 9 handles.
- Staff have contacted 3 different companies to be sure the budget price is not overestimated.

Karl Crozier Room Floor Refinishing

- The floor in the Karl Crozier room needs to be refinished annually at a minimum
Note:
 - 1) Staff are not floor finishers and have no expertise in the field
 - 2) Staff time should be better utilized on performing tasks within their expertise
 - 3) The Facility does not have the proper equipment for refinishing floors
 - 4) The combined facility rentals have increased significantly over the past 5 years
 - 5) Staff time is now being more focused facilitating on the daily facility rentals
- Staff have found 1 local company that performed the refinishing in 2025 and expect the same company to complete the work again in 2026
- The total cost of the floor refinishing is \$3,000



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Conclusion

The Capital Requests for 2026 are listed order of priority as to their importance.

Staff understand that it is a challenge for Council to keep property taxes increases to a minimum, so it is recommended that staff are consulted before Capital budget cuts are made.

Staff have worked diligently to continue ongoing preventive maintenance, health and safety needs, building and staff efficiencies, and making them a reality within the day-to-day operations.

FINACIAL IMPACT

The Capital request impact for the 2026 Capital budget is \$167,825.

HUMAN RESOURCE IMPACT

N/A

OPTIONS

Approve the 2026 Capital budget requests.

Graham Smith RRFA/CIT
ARBFMA Arena Manager

Account #	Description	2020 Actuals	2021 Actuals	2022 Actuals	2023 Actuals	2024 Actuals	2025 Budget	2025 Actuals as of August 31	2026 Draft	
CAPITAL TRANSACTIONS										
32	15-372	CAPITAL REVENUE								
33			24,500	0	0	0	0	0	0	
34				0	0	0	0	0	0	
35		0	24,500	0	0	0	0	0	0	
36										
37	16-725	CAPITAL EXPENDITURES								
38		1,552	34,334	64,258	109,900	109,981	132,100	86,539		
39										
									146,323	Ordered January 2026
40									3,500	Annual Capital Service Contract
41									7,500	Capital Maintenance
42									7,500	Public Health and Safety Issue
46									3,500	Annual Floor Maintenance
47										
48										
49										
50										
51										
52		1,552	34,334	64,258	109,900	109,981	132,100	86,539	168,323	
53										
54		1,552	34,334	64,258	109,900	109,981	132,100	86,539	168,323	
55										
56		225,448	223,093	328,889	370,919	417,958	488,615	408,886	550,141	
57										
58	MUNICIPAL CONTRIBUTIONS									
59	15-672	77,340	88,867	109,630	123,640	139,319	162,872	136,295	183,380	
60	15-6721	77,340	88,867	109,630	128,559	139,319	162,872	136,295	183,380	
61		77,340	88,867	109,630	128,559	139,319	162,872	136,295	183,380	
62		232,020	266,601	328,890	380,758	417,958	488,615	408,886	550,141	

ARBF Memorial Arena
10 year Capital Plan

Department	Item	2,025	2,026	2,027	2,028	2,029	2,030	2,031	2,032	2,033	2,034	
Ice Plant	condenser cleaning	1,850			2,150		2,450		2,700		3,000	
	top end overhaul (6000 hours) Comp #1 & #2					10,000		10,000				
	Safety Valves Inspected/Replaced									5,500		
	Plate/Frame Chiller Regasket				45,000							
	Compressor #1 overhaul (6000 hours)					10,000				10,000		
	Compressor #2 overhaul (6000 hours)					10,000				10,000		
	Compressor #1 Replacement			40,000								
	Compressor #2 Replacement	35,000										
	Compressor Oil Separators (2)	15,300		40,000								
	Oil Separator Reserve Fund											
	Evaporator Condenser Replacement		146,323									
	Upgrade Relief Pipe/Stack/Size	21,000		27,500								
	Building	Structure report				12,500					11,000	
		Replace Dishwasher				7,750						
Floor Machine Scrubber		12,500										
Man Gate Handle Replacement			7,500			15,000						
Man-gate Replacement				25,500								
Puck Board Upgrade/Ice Surface									60,000			
2 - Zamboni Roll Up Door Replacement		6,500										
Battery Operated Edger & Lawn Equipment		7,000										
Zamboni Replacement							145,000					
Generator Repairs and Capital Contract		12,500	3,500	3,500	3,500	9,000	4,000	4,000	4,000	4,000		
Generator Demand Regulators and Solenoids			7,500									
Condensor Water Tank Level Control		3,750										
Karl Crozier Room Floor Refinishing			3,000	3,100	3,200	3,300	3,400	3,500	3,600	3,700	3,800	
Arena Roof								225,000				
Remove and replace Lintel & Overhead Door Jams		7,500										
Lobby Tankless - Hot Water Heater		6,200										
Replace damaged masonry blocks		3,000										
In depth Inspection of Steel Members					15,000							
HVAC Replacement						50,000						
Lobby Washroom Rubber Flooring					13,000							
Washroom Partitions and Counter Upgrades				17,500								
Dressing Room & Players Benches Replacement					40,000							
Totals		132,100	167,823	139,600	119,600	147,300	154,850	242,500	70,300	44,200	6,800	



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2025 Council Remuneration and Expenses

RECOMMENDATION

That the 2025 Council Remuneration and Expenses Report be received for information.

BACKGROUND:

Section 284(1) of the Municipal Act and By-law 3-2015, being a By-law to establish rates of remuneration for Members of Council and Resolution No. 2017-213, being a Council Resolution to adjust Council remuneration, the following is submitted in respect of 2025 Council remuneration.

ANALYSIS:

The Municipal Act, 2001, S.O. 2001 c. 25 Section 284, states the following:

- (1) The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:
 - (a) each member of council in respect of his or her services as a member of the council or any other body, including local board, to which the members has been appointed by council or on which the member holds office by virtue of being a member of council;*
 - (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and*
 - (c) each person, other than a member of council, appointed by the municipality to service as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c.25, s.284(1).**
- (2) The statement shall identify the by-law under which the remuneration or expenses were authorized to be paid. 2001, c.25, s.284(2).*
- (3) If, in any year, any body, including a local board, pays remuneration or expenses to one of its members who was appointed by a municipality, the body shall on or before January 31 in the following year provide to the municipality an itemized statement of the remuneration and expenses paid for the year. 2001, c.25, s.284(3).*
- (4) Despite the Municipal Freedom of Information and Protection to Privacy Act, statements provided under subsections (1) and (3) are public record. 2001, s.25, s.284(4).*



The Municipality of the
VILLAGE OF BURK'S FALLS

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The following table sets out the remuneration and expenses paid to Members of Council in 2025.

Name	Remuneration	Benefits	Expenses Workshops, Conferences, Mileage	Total
Mayor Chris Hope	\$15,600.00	\$ 380.64	\$ 522.30	\$16,502.94
Deputy Mayor/Councillor Sean Cotton	\$10,800.00		\$ 50.00	\$10,850.00
Councillor Ryan Baptiste	\$10,800.00			\$10,800.00
Councillor Ashley Brandt	\$10,800.00	\$1,022.30	\$ 522.30	\$12,344.60
Councillor Nancy Kyte	\$ 8,775.00	\$1,022.30	\$ 233.17	\$10,030.47
Councillor John Wilson	\$ 300.00			\$ 300.00
Totals	\$57,075.00	\$2,425.24	\$1,327.77	\$60,828.01

District of Parry Sound Social Services Administration Board				
Deputy Mayor/Councillor Sean Cotton	\$ 300.00			\$ 300.00

CONCLUSION:

That the 2025 Council Remuneration and Expenses Report be received for information, as required by the Municipal Act, 2001, S.O. 2001, c. 25, Section 284.

Respectfully Submitted by

Tammy Wylie
Treasurer



The Municipality of the
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Almaguin Highlands Health Centre Basement Upgrades- Update

Date: February 2, 2026

PURPOSE

To provide Council with an update on the significant improvements completed in the basement of the Almaguin Highlands Health Centre.

BACKGROUND

The Almaguin Highlands Health Centre required a sewer line replacement due to ongoing performance issues resulting in significant costs to clear, extensive clean up, and at times loss of service for basement tenants.

ANALYSIS

To address the problem, sections of the basement floor were opened to allow access to the existing plumbing infrastructure and the pipe was replaced. As part of the restoration, an epoxy coating was selected as the new flooring material to provide a smooth, durable, and long-lasting finish throughout most of the lower level. With the aged flooring and the damaged, non-functioning sewer line now replaced, the building has experienced significant improvements. These upgrades are expected to enhance tenant satisfaction, prevent future building damage, and reduce service disruptions.

Before Work Began



During





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Finished Result



*Trim to be laid by Village maintenance personnel

RECOMMENDATIONS

That Council receive this report for informational purposes.

C Barr

Camille Barr
Deputy Clerk



Theatre Advisory Committee Meeting

January 28, 2026, at 11:00am, at 136 Yonge St., Young at Heart Senior Centre

Present: Chair Councillor Sean Cotton, Mayor Chris Hope, Wanda Hill, Jillian Peever, Colin Love, Carrie Schiffler, Recording Secretary

Regrets: None

1. **Call to Order:** The meeting was called to order at 11:04am by Chair Councillor S. Cotton
2. **Disclosure of Interest:** None
3. **Adoption of Previous Meeting Minutes:** September 30, 2025 & October 30, 2025 Moved by C. Hope – Seconded by W. Hill. Carried.
THEREFORE BE IT RESOLVED THAT The Village of Burk's Falls Theatre Advisory Committee approves the minutes of September 30, 2025 and October 30, 2025. Carried

4. Old Business:

a) Programs/ Partnerships/ Non-Profit Cost

The Committee discussed opportunities to expand Theatre use through programs, partnerships, and non-profit involvement in order to increase utilization and build a strong theatre culture. It was noted that additional financial information is required before pursuing these opportunities to ensure they are cost-neutral to the Municipality.

The Committee is recommending to Council for Village staff to research and prepare a detailed cost analysis report outlining operational costs associated with various types of Theatre use throughout the year, to support informed decision-making regarding future programs and partnerships.

Moved by C. Hope – Seconded by C. Love. Carried.

b) 2026 Plan of Events

The Committee discussed potential event ideas for 2026 but noted that feasibility cannot be determined until a detailed cost analysis is completed. Members agreed to continue brainstorming ideas via email.

Chair, Councillor S. Cotton, requested that all proposed ideas consider full cost coverage in order to remain cost-neutral to the Municipality. This item will be included on the agenda for the next Committee meeting.

c) 2026 Budget

The Committee was advised that the 2026 Budget has not yet been approved; however, the Theatre lobby upgrade has received pre-budget approval. This item will remain on the Committee's agenda until the 2026 Budget is formally approved.

5. New Business:

a) Member Resignation- Justin O'Brian

The committee has accepted resignation from Justin O'Brian for personal reasons. The committee is recommending to Council posting to fill the position.

Moved by C. Hope – Seconded by J. Peever. Carried

b) Logo

The Committee reviewed logo concept samples provided by the Recording Secretary. It was noted that these designs were intended solely for discussion purposes and assisted the Committee in identifying preferred elements and design considerations.

The Committee was advised that pro bono graphic design services have been offered by Andrew McCracken, with the request for non-pecuniary recognition at a later date.

The Committee is recommending to Council to approve the use of Andrew McCracken's services.

Moved by- J. Peever – Seconded by C. Schiffler. Carried.

c) Lobby- Update

Chair, Councillor S. Cotton, requested an update from the Recording Secretary regarding the theatre lobby upgrade, which has received pre-budget approval. It was reported that two separate tenders for flooring and painting are currently open and are scheduled to close on February 12, 2026, at 2:00 p.m.

The Committee requested that the Recording Secretary confirm the anticipated project completion date to determine whether partnering with the Library for National Canadian Film Day is feasible this year.

6. Recommendations to Council

THEREFORE BE IT RESOLVED THAT The Village of Burk's Falls Theatre Advisory Committee recommend to Council

- To direct Village staff to research and prepare a detailed cost analysis report.
- Post a call for volunteer to fill the open seat on the Theatre Advisory Committee.
- The use of pro bono graphic design services provided by Andrew McCracken to develop the new Theatre logo.

7. Attachments: None

8. Date of Next Meeting: To be determined.

9. Meeting Adjourned: 12:55pm Moved by W. Hill – Seconded by C. Schiffler. Carried.

Chair Signature



Recreation Advisory Committee Meeting
February 2, 2026, at 5:30pm, at 136 Yonge St., Young at Heart Senior Centre

Present: Chair Councillor Ashley Brandt, Debbie Hope, Matthew Orr, Brady Peever, Krista Trulsen,
Recording Secretary

Regrets: Diane Landstrom, Councillor Ryan Baptiste

Guests: None

1. The meeting was called to order at 5:34pm by Chair Councillor A. Brandt
2. **Disclosure of Interest:** None

Adoption of Previous Meeting Minutes: 2026-01 Moved by K. Trulsen – Seconded by B. Peever
THEREFORE BE IT RESOLVED THAT The Village of Burk's Falls Recreation Advisory Committee
approves the minutes of November 24, 2026. Carried.

3. Old Business:

a) Tree Lighting/ Santa Skate- Follow Up

The Committee discussed the overall success of the Tree Lighting and Santa Skate event. Members expressed that the event was well received and that feedback was very positive. It was noted that the event coincided with the Town of Huntsville's Tree Lighting, which may have impacted attendance; however, the event was still considered a success. The Committee discussed the potential of partnering with the Santa Claus Parade Committee in the future and agreed to proceed with this partnership should the opportunity arise.

b) Business Decorating Contest – Follow Up

The Committee discussed the success of the Business Decorating Contest and noted the positive feedback received from the community. Members commented on the many compliments regarding the appearance of the downtown throughout the Christmas season. The Committee also shared ideas and suggestions for potential enhancements to the contest for next year.

4. New Business:

a) Downtown Celebration- Planning- Vendor Fees

The Committee discussed the annual Downtown Celebration, held on the Saturday of the May long weekend. Members noted that as the event continues to build its reputation and grow, the current vendor fee presents challenges when booking vendors, particularly when comparable events offer free participation. The Committee is recommending to Council that the vendor fee be set at \$25, as permitted under the Hawkers & Peddlers By-Law 30-2024, Section 4.1(d).

Moved by K. Trulsen – Seconded by B. Peever. Carried.

The Committee also discussed the success of the popcorn at last year's event and is recommending to Council the use of the popcorn machine and cotton candy machine from the Theatre for the Downtown Celebration.

Moved by K. Trulsen – Seconded by D. Hope. Carried.

The Committee will continue planning through email.

b) Ball Hockey- Coaching

The Recording Secretary requested confirmation regarding the two coaches for the Ball Hockey program and was advised that both coaches have been confirmed. Two Committee members also offered their support should additional assistance be required or if circumstances change.

c) Recreation Closet- Arena

The Recording Secretary advised the Committee that a storage closet has been set aside for Committee use at the arena. The Committee discussed potential dates to clean out and organize the space.

5. Recommendations to Council:

2026-02 Moved by B. Peever – Seconded by K. Trulsen

THEREFORE, BE IT RESOLVED THAT the Village of Burk's Falls Recreation Advisory Committee recommends the following to Council:

- approve the Downtown Celebration vendor fee being set at \$25, as permitted under the Hawkers & Peddlers By-Law 30-2024, Section 4.1(d).
- approve the use of the popcorn machine and cotton candy machine from the Theatre for the Downtown Celebration event.

6. Attachments: None

7. Date of Next Meeting: April 13, 2026, at 5:00pm

8. Meeting Adjourned: 7:25pm

Moved by M. Orr – Seconded by K. Trulsen. Carried.

Chair Signature



Rural Youth Group Committee Meeting

February 9, 2026, at 5:30p.m. at 136 Yonge Street, Burk's Falls

Present: Chair Barry Burton, Mayor Chris Hope, Jeannette Godfrey, Corrine Penstone, Recording Secretary

Guests: None

Regrets: Mary Thomson, Co-Chair Ashley Brandt

Delegations: None

1. The meeting was called to order at 5:40 p.m. by Chair B. Burton
2. **Land Acknowledgement:**
C. Penstone provided the Land Acknowledgement for the Committee.
3. **Disclosure of Interest:**
None
4. **Acceptance of the Agenda:**
Moved by C. Penstone - Seconded by J. Godfrey
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the agenda of the meeting of February 9, 2026.
Carried.
5. **Adoption of Previous Meeting Minutes:**
Moved by C. Hope - Seconded by C. Penstone
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the minutes of the meeting held on January 12, 2026.
Carried.
6. **Old Business:**
 - a) **Results of the Council Meeting**
No recommendations were forwarded to Council for consideration last meeting.
 - b) **Updates regarding interviews and next steps**
The interviews went very well. The committee received 14 applications and interviewed 12 candidates. Overall, the interview panel was very impressed with the quality of the candidates. Each candidate was evaluated using the same ranking system. The committee wishes to proceed with an offer, which will be discussed further.
 - c) **Updates regarding facility rental**
Not discussed
 - d) **Quotes for electrical and plumbing**
Not discussed
 - e) **Finance update**
No new donations have been received since the last meeting. Chair B. Burton inquired with the Mayor if the Village is willing to cover the expenses for the Recording Secretary's wages for 2025 and onward. Mayor C. Hope said the conversation had occurred but no definitive answer at this time. Chair. B. Burton was encouraged to set a time to meet with CAO-Clerk to discuss.

The Recording Secretary provided the committee with a breakdown of the all in hourly rate for this position, including 4% vacation pay and applicable government deductions. The option of the staff member being engaged as a contractor for the Village was discussed however, the Recording Secretary advised that the position would need to be a Village employee, with all required coverage (including insurance).

f) Fundraising

It was noted that the committee currently has a vacancy that should be filled. The Village has advertised the position but has not received any applications. Discussion took place regarding the need for a candidate with an interest in grant writing and fundraising. This will also be a significant component of the Coordinator role.

C. Penstone will request that this year's sticker sale proceeds at the Pulled Smoke House Welcome Centre and Canteen go towards the Youth Centre.

g) Naming of the centre

This item was deferred to a future meeting where more members can participate.

7. New Business

a) Downtown celebration

The Recreation Committee has asked whether the RYG would like to once again participate in the Downtown Celebration taking place on May 16 from 11:00 a.m. to 3:00 p.m. Options include hosting an information booth in the Home Hardware parking lot or offering games and information in Stan Darling Park. C. Penstone will explore whether high school students would be interested in assisting in exchange for volunteer hours. Committee members will take time to develop one game idea to present at the next RYG meeting.

Other

The Committee was approached by CTS Canadian Career College to host a student placement and wishes to support this request. The program is administrative, and the Committee anticipates that the student would assist with tasks such as preparing forms, grant writing, and other administrative needs required prior to the Centre opening. The placement is six weeks in duration, beginning March 23 and concluding May 1. Committee members would provide daily check-ins and oversight throughout the placement.

A motion was passed to support the placement.

8. Closed session:

The Committee moved into Closed session at 6:20 p.m. regarding Item 8.a: Human Resources Pursuant to the Municipal Act 2001, c.25:

Section 239 (2) (b) regarding an identifiable individual or municipal employee

The Committee came out of Closed Session at 6:54 p.m.

9. Recommendations to Council:

Moved C. Penstone – Seconded by J. Godfrey

THEREFORE, BE IT RESOLVED THAT the Rural Youth Group Committee recommends the following to Council:

That Council approves the Rural Youth Group proceeding with providing a co-op placement opportunity to a student from CTS Canadian Career College from March 23 to May 1. The Rural Youth Group Committee members will provide daily check-ins and direction.

Further, that Council approves the provision of workspace within the Municipal Office for the student, including internet access and a laptop.

Carried.

10. Date of Next Meeting: March 9, 2026, at 5:30 p.m.

11. Meeting adjourned at 6:56 p.m.

Signature of Chair

TRI COUNCIL INFORMAL SUB-COMMITTEE MEETING **MINUTES**

Tuesday, February 03, 2025 – 1:00PM

Location: Armour Township Office

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

Meeting called to order at 1:01PM

No changes to the November 4, 2025 were requested by committee members.

Discussion Items:

Sub-Committee Terms of Agreement review

The final Draft Terms of Reference was reviewed individually by committee members prior to the meeting. The Sub-Committee discussed the process for passing the Terms of Reference. Each member Council will have the opportunity to review the draft prior to the Tri-Council meeting on February 23rd. Should all member councils agree, the Terms of Reference can be passed at the Tri-Council meeting by resolution of each council.

Service and Budget Updates

Landfill

A revised Landfill Budget was presented to the Committee with an approximate 10% decrease versus the budget presented in October, 2025. An update was provided regarding current policy considerations related to keeping staff and residents safe during periods of extreme weather; specifically, temperatures above 30 degrees and below -30 degrees.

Fire

Various updates were provided regarding the new fire hall build. Ransome Well Drilling is donating a drilled well on the property. The build was reported as well underway, with framing planned in the near future. Sub-committee members requested that a verbal update regarding the build progress be provided at the Tri-Council meeting.

Arena

An update was provided regarding the Arena Budget. The new budget will reflect savings related to the purchase of capital equipment.

Library

Library Lease Discussion – a written report was provided by the Village of Burk's Falls which addresses various information requests related to the Library lease amount increase. Burk's Falls staff clarified that the figures provided were related to the Library portion of the building only. Various internal processes in the Village have been created or modified to improve reporting related to the Library building and assets which will improve transparency going

forward. Two options were provided in the report regarding resourcing the existing building which broadly included a partnership option and continuing the owner resourced option.

The committee discussed various points about the building and the report. Committee members recognized that both the Senior's Centre and the Library are of significant cultural importance for all three municipalities. Further discussion items included the history of funding for the building, including necessary improvements.

The committee discussed the need to consider planning consideration for both the new library concept as well as capital improvement/upkeep for the existing building.

10-Year Capital Planning

The committee discussed the 10-year capital planning process that took place in 2022. Concerns were raised that the information gathered was not updated on an annual basis. The committee agreed to revisit this initiative in preparation for the 2027 budgeting season.

Water/Wastewater System

The Village of Burk's Falls requested that the Councils of Armour and Ryerson determine if they wish to participate in the study and future planning of the water/wastewater system in Burk's Falls. The Village will circulate additional information to interested partners as it is available.

Agricultural Society Agreement

Committee members were advised that the Village of Burk's Falls is creating a new agreement with the Agricultural Society (AS) that reflects current-day and future considerations. Information was circulated to committee members related to the AS usage of the arena's facilities. Committee members were informed that members of the AS are being consulted throughout this process.

Next steps

- Collect feedback from member councils regarding Terms of Reference prior to the February 23rd Tri-Council Meeting.
- Begin preliminary review of the Arena & Landfill Agreements and address at upcoming meetings.
- Armour & Ryerson to communicate interest in participating in Water/wastewater system planning.

Next Meeting:

Tuesday, March 10, 2026 @ 1:00 PM – Township of Ryerson Municipal Office

Adjournment - 2:55PM



**Big Brothers
Big Sisters**
OF NORTH BAY AND DISTRICT

BOWL For Kids' Sake

**Big Brothers Big Sisters of North Bay & District Presents:
BOWL FOR KIDS SAKE 2026**

Fantasy: Strike Up the Magic - March 27th and 28th -
Partners Total Entertainment

Approximately 300 community members are expected to participate!

SPONSORSHIP PACKAGE OPTIONS

We would be very pleased if you would consider supporting Big Brothers Big Sisters in one of the following ways:

Sponsor a Bowling Lane - \$100 per Lane

Platinum Lane Sponsor - 3 or more Lanes

Gold Lane Sponsor - 2 Lanes

Silver Lane Sponsor - 1 Lane

Businesses will be recognized in sponsorship brochure and digital signage during event.

Donate a Silent Auction Prize

Businesses will be recognized in sponsorship brochure and display card beside auction item.

Register a Bowling Team and Collect Pledges

Online donations can be made on our website through this link:

<https://tinyurl.com/2s42ch65>

Silent auction prizes, cheque or cash donations can be delivered to 169 Lakeshore Drive, North Bay, ON, P1A 2B3

For more information contact us at:
705-474-3041 x 7
d.jamieson@bigbrothersbigsisters.ca

Thank you for considering supporting your local Big Brothers Big Sisters Agency!

**Darlene Jamieson, Executive Director
Julia Tignanelli Chenard, Fundraising Chair**

January 2026

Dear, The Village of Burks Falls

We are the grade 8 students of Land of Lakes Public school, and we are fundraising for our end of the year trip to Toronto.

We're currently organizing a Valentine's Day tea! It will take place on February 13th from 12-2 p.m. We are hoping people in the community will gather in our gym to enjoy coffee, tea, and baked goods, along with taking part in a silent auction.

We are asking local businesses if they are interested in donating items to be auctioned off at the event. Any donations would be greatly appreciated!

Also, if you would like to come by for our Valentine's day tea in the afternoon, we would love to have you join us.

If you wish to donate, please contact us at:

- Address: Land of Lakes public school, 92 Ontario St, Burk's Falls
- Drop off at the office or Email Whitney Graham or Jaclyn Hurley regarding pick up and drop off
 - Email: whitney.graham@nearnorthschools.ca
 - Email: Jaclyn.hurley@nearnorthschools.ca

Thank you for your time,

The Grade 8 class at Land of Lakes Public School

Tri-Council Shared Services Sub-Committee
Armour Township, Burk's Falls, Ryerson Township

Terms of Reference

1. Purpose

The purpose of the Tri-Council Shared Services Sub Committee (the "Committee") is to strengthen communication, and collaborative recommendations regarding the delivery, performance, and future planning of shared municipal services among the participating municipalities and enhance transparency.

The Committee will serve as a forum to:

- Discuss levels of service provided by each shared service;
- Support long-term planning and cost-sharing approaches; and
- Recommend actions to ensure efficient, equitable, and transparent management of shared services.

The Committee is established solely in an advisory capacity. It has no delegated authority to make decisions, bind any municipality, or direct staff in any way.

2. Mandate

The Committee is established to fulfill the following functions:

1. Capital and Asset Planning Coordination

- Support long-term capital planning for shared services in alignment with each municipality's individual capital needs and Asset Management Plans.
- Facilitate joint prioritization of capital investments to optimize shared resources.

2. Operational Issue Review

- Provide a structured venue for presenting and discussing operational challenges identified by any member Council or department head.
- Develop and propose collaborative solutions and recommendations for consideration by the participating Councils.

Tri-Council Shared Services Sub-Committee
Armour Township, Burk's Falls, Ryerson Township

3. Agreement and Cost-Sharing Recommendations

- Review incoming council inquiries and recommend fair, transparent solutions and budget allocations to the member municipalities.
- Support the development of shared services agreements and or changes as directed by council.

4. Reporting and Recommendations

- Prepare and present findings, reports, and recommendations to the participating municipal Councils for approval.
 - Ensure that decisions are made collaboratively and in the best interest of all member municipalities.
-

3. Membership

The Committee shall be composed of representatives from each participating municipality, including:

- One (1) elected official from each participating Council; and
- The Chief Administrative Officer (CAO) or designate from each municipality.

Additional staff or subject matter experts may attend meetings as required to provide technical input or advice.

4. Chair

- The host municipality will chair each meeting.
 - The Chair shall preside over meetings, ensure orderly discussion.
 - The Council representative of the host municipality shall assume the duties of Chair. In their absence, the CAO of the host municipality shall assume this role.
-

Tri-Council Shared Services Sub-Committee
Armour Township, Burk's Falls, Ryerson Township

5. Meetings

- The Committee shall meet on a quarterly basis at minimum; however, may meet as required to address shared service matters.
 - Meetings may be held in person or electronically, in accordance with municipal procedures.
 - Agendas and minutes shall be prepared and circulated to all members prior to each meeting.
-

6. Recommendation Making

- The Committee shall strive for consensus in all deliberations.
 - Where consensus cannot be achieved, recommendations will be made based on majority agreement, with any dissenting opinions noted in the record.
-

7. Reporting Structure

- The Committee shall report to the individual Council (the collective Councils of the participating municipalities).
 - All recommendations and reports of the Committee shall require formal approval by each participating Council prior to implementation.
-

8. Review of Terms of Reference

This Terms of Reference shall be reviewed every four years or sooner if requested by any participating Council, to ensure its ongoing relevance and effectiveness.

Approved by:

Township of Armour	Date: _____
Burk's Falls	Date: _____
Township of Ryerson	Date: _____

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File No. 044272.000001

February 3, 2026

DELIVERED BY EMAIL
(clerk@armourtownship.ca)

Township of Armour
56 Ontario Street, P.O.# Box 533
Burk's Falls, ON, P0A 1C0

Attention: Municipal Clerk

Dear Ms. Watt:

**Re: Notice of Appeal – Official Plan Amendment and Zoning By-law Amendment
PowerBank Corporation
219 Peggs Mountain Road, Armour
Municipal File No.: OPA-2025-01 and ZBA 2025-01**

We are counsel for PowerBank Corporation (formerly SolarBank Corporation) (“**Applicant**”) who, on behalf of the landowner, David Creasor, made applications to amend the Township of Armour Official Plan (“**Township OP**”) and Township of Armour Zoning By-law 27-95, as amended (“**Township ZBL**”) for the lands municipally known as 219 Peggs Mountain Road in the Township of Armour (“**Subject Lands**”).

The applications for Official Plan Amendment pursuant to Section 22 of the *Planning Act*, R.S.O. 1990, c. P.13 (“**Planning Act**”), and Zoning By-law Amendment pursuant to Section 34 of the *Planning Act*, were assigned municipal file numbers OPA-2025-01 and ZBA 2025-01 respectively (“**Applications**”). The Applications were deemed complete on January 21, 2025. The Applications proposed to facilitate development of the Subject Lands for a battery energy storage system (“**BESS**”).

The Applicant submitted an application for site plan approval to the Township related to the proposed BESS on January 13, 2026 (“**SPA Application**”).

Decision Being Appealed

On January 13, 2026, Township Council refused the Applications, despite extensive public consultation, the submission and peer-review of numerous plans and studies, and Township planning staff having recommended that the Applications be approved.

The reasons for the decision to refuse the Applications are provided in the Notice of Decision dated January 16, 2026 as follows:

“Council determined that the proposal does not adequately address public safety and hazard management, emergency response planning, emergency services capacity, firefighter training, infrastructure, and inter-municipal and cross-boundary impacts. The application was absent of finalized emergency response planning, firefighter training, and stormwater management documentation.”

To the extent the reasons for the refusal are land use planning grounds, these are matters that are appropriately studied, addressed and resolved through the site plan approval process.

Background to Appeal

The Subject Lands

The Subject Lands are approximately 32.37 ha in size, and are located on the south side of Peggs Mountain Road, generally located south of the Burks Falls Settlement Area and west of Highway 11.

The Subject Lands are developed with an existing solar array that currently operates to capture and generate solar electricity. The Applications would add a BESS as an expressly-permitted use on the Subject Lands.

BESSs are an application of commonly used existing technology, which function to capture and store excess electrical energy from the power grid, to then be supplied back to the power grid (such as during peak demand periods or electrical outages). The Applicant was awarded a contract from the Independent Electricity Systems Operator (“**IESO**”) as part of the Expedited Long-Term RFP to secure new capacity into service by 2027. Among the common categories of use in the field of land use planning, the BESS facility can best be categorized as a utility and/or infrastructure type use.

Within the Armour Official Plan, the Subject Lands are designated “Rural Community”. The Armour Zoning By-law zones the subject lands as zoned “Rural (RU)”.

The Applications

The Applicant initially met with the municipality in late 2022, and on November 17, 2022 Township of Armour Council granted a Municipal Support Resolution for the proposed BESS.

Following this, the Applicant submitted the Applications to the Township on May 16, 2024, which were deemed complete on January 21, 2025, despite multiple submissions to the municipality and numerous meetings (including two pre-consultation meetings).

As part of the submission of the Applications, the Applicant went above and beyond standard consultation requirements, including holding four meetings with the public (November 2, 2022, April 7, 2025, November 18, 2025, and January 13, 2026). The Applicant has addressed the concerns of the public, the Township and the peer review technical experts that the Township retained.

What became clear through the unorthodox processing of the Applications, was that there was no technical concern with the proposed BESS, its location or its function that would warrant refusal of the Applications, which is a fact agreed upon by all experts involved. The technical review of the proposed amendments to the Township OP and ZBL was extensive and has now spanned several years, including peer review of all technical materials (enclosed to this letter is a list of reports and studies prepared and peer reviewed).

The reports and studies filed in support of the Applications have been peer-reviewed by the municipality's chosen consultants, all at the expense of the Applicant. The Applications are sound from a technical perspective and from a compatibility perspective, as confirmed by the prepared materials and the peer review of those materials, which did not identify any concern that would warrant refusal of the Applications. The outstanding comments on the Applications are minor in nature, and the municipality's own planner confirmed in their staff report that a subsequent site plan approval process is the appropriate mechanism to resolve these remaining details.

Through the public consultation process, the Applicant hosted two applicant-initiated Public Information Sessions (November 2, 2022 and April 7, 2025), attended the statutory public meeting on November 18, 2025, and attended the council meeting on January 13, 2026. The Applicant reviewed all submissions and comments from the public, and presented 19 pages of responses to comments to Council, dated January 7, 2026. Further, the technical submissions and peer review of those submissions (as summarized in the enclosure), addressed the common questions/concerns raised by the public.

The Township retained an external planning consultant to peer review the Applications and provide independent recommendations. The recommendation to Council by their retained land use planner was to “adopt Official Plan Amendment Application OPA-2025-01 and approve Zoning By-law Amendment Application ZBA-2025-01”, subject to their recommended amendments to the instruments. The January 13, 2026 staff report that recommended approval of the Applications authored by TULLOCH states:

“Subject to the recommended revisions to the draft by-laws, the proposed BESS is considered consistent with the Provincial Planning Statement, 2024, conforming to the Growth Plan for Northern Ontario and the Township of Armour Official Plan, and compliant with the Township’s Zoning By-law (as amended), with remaining site design, access, servicing, buffering, and mitigation requirements to be addressed through implementation mechanisms available to the Township, including Site Plan Control”

There was no land use planning analysis before Council that would warrant refusal of the Applications. This is a fact acknowledged by Council in their verbal comments prior to their decision. During the Council meeting, a municipal councillor stated that “*Sometimes you have to go with your heart*”, and that “*We have to listen to the people*”. These statements evidence a political, not a principled, decision.

The decision by Council is despite years of effort and cost by the Applicant to work with the municipality, and no rational land use planning reason to refuse the application. To the contrary, it was stated by the Mayor that the entirety of the planning and technical analysis was appropriately conducted, and commended the Applicant for their efforts to put forward comprehensive Applications.

The BESS is Permitted on the Subject Lands “As of Right”

The Applicant submitted the Applications to amend the Township OP and ZBL at the request of the Township, despite the use being existing permitted uses, and rationale being provided to the municipality for the same.

The result of PowerBank’s cooperative efforts was a 4-year long process that resulted in a refusal. However, the proposed BESS facility is permitted as of right on the Subject Lands in both the Official Plan and Zoning By-law, and this interpretation and opinion has been conveyed to the municipality.

The Township OP designates the lands as “Rural Community”, and Policy 3.9 of the Official Plan permits “the installation of facilities essential to the operation of a public utility” on lands designated Rural Community. The BESS will be part of the hydro electricity system in Ontario.

The Township ZBL, defines the term “public utility”, which can include a corporation related to the providing of a service to the public. Section 5.23 of the Zoning By-law establishes that the provisions of the zoning by-law shall not apply to the use of any lot or erection of any building or structure for the purposes of public services.

Thus the Applications are a formality, which were filed at the request of the Township, to facilitate the preparation and third-party review of reports and studies. Despite the Applicant’s good faith efforts to ensure the Township had the necessary information and reports to understand the nature of the BESS use and the various planning and technical opinions that recommended approval of the Applications, Township Council refused the Applications.

Reasons for Appeal

PowerBank appeals Council’s decision to refuse the Applications for reasons that follow and additional reasons that may be provided at a hearing of the appeal. The Applications represent good planning, have regard for matters of provincial interest, are consistent with the Provincial Planning Statement, conform to the Growth Plan for Northern Ontario, and conform with the goals and objectives of the Township OP.

Council’s decision to refuse the Applications was made despite the recommendation of their land use planner from TULLOCH, and the opinion of the land use planner retained by the Applicant from Zelinka Priamo Ltd. Township’s Council decision to refuse the Applications does not have regard to matters of provincial interest, is not consistent with the Provincial Planning Statement, 2024 and does not conform to the Growth Plan for Northern Ontario or the Township OP.

1. The Applications Have Regard To Matters Of Provincial Interest

Section 2 of the *Planning Act* outlines matters of provincial interest, and states that “The council of a municipality... in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as,”. Matters of provincial interest include:

- a) the protection of ecological systems, including natural areas, features and functions;
- b) the protection of the agricultural resources of the Province;

- c) the conservation and management of natural resources and the mineral resource base;
- e) the supply, efficient use and conservation of energy and water;
- g) the minimization of waste;
- l) the protection of the financial and economic well-being of the Province and its municipalities;
- o) the protection of public health and safety;
- p) the appropriate location of growth and development;
- s) the mitigation of greenhouse gas emissions and adaptation to a changing climate.

The Applications will facilitate the implementation of a BESS facility on the Subject Lands. The proposed BESS facility implements matters of provincial interest, especially in light of the contract with IESO for the Expedited Long-Term RFP. In particular, the BESS will contribute to an efficient use of energy and resources, minimize waste and is a technology that is responsive to a changing climate.

2. The Applications are consistent with the Provincial Planning Statement

The Provincial Planning Statement, 2024 (“PPS”) establishes a policy context for the creation of communities that plan to reduce greenhouse gas emissions, and that provide opportunity for the expansion of energy supply systems. Relevant policies include Policy 2.5.1, 2.6, 2.9.1, 3.1, 3.5.1, 3.8.1, and 6.1, as well as definitions for “energy storage system” and “major facilities”. We note in particular Policy 3.8.1, which states:

- **Policy 3.8.1** *Planning authorities should provide opportunities for the development of energy supply including electricity generation facilities and transmission and distribution systems, energy storage systems, district energy, renewable energy systems, and alternative energy systems, to accommodate current and projected needs.*

“Energy Storage System” is defined in the PPS to mean “a system or facility that captures energy produced at one time for use at a later time to reduce imbalances between energy demand and energy production, including for example, flywheels, pumped hydro storage, hydrogen storage, fuels storage, compressed air storage, and battery storage.” A BESS is an energy storage system.

The Applications will facilitate the proposed BESS, which is explicitly permitted and encouraged by the PPS, which states that municipalities should provide opportunities for this use, and that infrastructure shall be provided in an efficient manner. Municipalities are required by the PPS to plan to reduce greenhouse gas emissions and prepare for climate change. The proposed BESS is a use that will enhance clean energy opportunities by storing underutilized energy for use at peak demand times, reducing energy waste and making efficient use of existing power generation, and is an integral part of the future energy infrastructure system to meet increasing demand. The use is compatible with surrounding land uses, and is an appropriate use on rural lands, particularly those already functioning with energy infrastructure (such as the solar generation facilities on Subject Lands).

3. The Applications conform with the Growth Plan for Northern Ontario

The Growth Plan for Northern Ontario (“GPNO”) is a strategic growth framework for northern communities, providing policy direction to guide development and decision making. The Applications conform with the GPNO.

Leveraging energy production, including “Renewable Energy and Services” is a key theme and priority of the Province for northern communities as noted in the GPNO. Relevant policies include 2.2.2, 2.2.3, 2.3.9.1, 5.2.1, 5.2.2, 5.2.4, 5.2.5, 5.6.1, 5.6.2 and 5.6.3. The policies of the GPNO prioritize development of certain economic sectors, including (renewable) energy and services. Policies encourage the growth and development of the (renewable) energy sector, and seek a coordinate approach for planning for infrastructure investments that contribute to establishing a culture of conservation.

The Applications will facilitate the proposed BESS, which is an appropriate use of rural lands in northern Ontario, particularly where lands are already utilized for energy generation as the Subject Lands are. The proposed use is encouraged by the GPNO.

4. Township of Armour Official Plan

The Township OP is the land use planning framework that guides the long-term growth, development, and conservation of lands within the municipality. The Subject Lands are designated “Rural Community” in the Official Plan, which is defined by Policy 2.1.1 and provides for a wide range of land uses that shall be predominantly located in this designation (in addition to policies that allow for a range of land uses in all designations):

Policy 2.2.1 *The predominant use of land in this category shall be for farming activities, forestry, conservation, detached residential dwellings, golf courses, summer camps for children, woodland retreats, recreational clubs and lodges, highway commercial uses, recreational and tourist commercial uses, private aircraft fields, Crown lands, home occupations and industries, small scale low water use industrial operations, schools, parks, community recreation facilities, churches, nursing homes, day nurseries and institutional uses, affordable housing developments, churches and cemeteries, mineral extraction including wayside pits and quarries, and waste disposal sites.*

Policy 3.9 *Uses such as public parks and similar recreational facilities, and the installation of facilities essential to the operation of a public utility, with the exception of landfill and/or waste disposal sites, shall be permitted within the Rural and Waterfront Communities of this Plan, provided that such uses will be compatible with surrounding uses.*

Objectives of the Rural Community are outlined by Policy 2.1.2, and include:

- *To promote businesses and low water using industries thereby increasing sustainable employment opportunities for Armour Township residents, both seasonal and permanent;*
- *To ensure that new development or redevelopment is compatible with and appropriately separated from surrounding uses and that negative environmental impacts and land use conflicts are avoided or minimized; and*
- *To promote the use of alternative/renewable energy systems such as wind turbines, solar panels, bio-diesel, ethanol and wood hot water heating systems.*

Other relevant policies of the Official Plan include Policy 4.4 and 4.5.

The proposed BESS facility conforms with the Township OP, and it is unclear why the municipality would have required any amendment to the Official Plan. The Official Plan contains numerous goals and objectives intended to respond to climate change, promote energy conservation and encourage development that minimizes energy consumption “*to the extent practicable and feasible*”.

The proposed BESS will be privately owned, but will be integrated with Ontario’s hydro network, which is managed through the IESO. Policy 3.9 of the Official Plan permits as of right in the Rural Community designation, “*the installation of facilities essential to the operation of a public utility*”, which the proposed development is considered to be.

There is no justified concern with respect to land use compatibility or the location of the proposed BESS, and the Applicant has designed the site to adequately separate and screen the facility from neighbouring land uses, while co-locating the energy storage use with existing energy production use. The Subject Lands are an ideal location for the proposed BESS, which is encouraged and indeed permitted by the Official Plan.

5. The Applications Represent Good Planning and are in the Public Interest

The Applications represent good planning and are in the public interest. This is the opinion agreed to by all land use planners that were involved in the Applications (Zelinka Priamo Ltd., TULLOCH, and DeLoyde Development Services).

Energy conservation and adapting to climate change is a critical land use planning issue that communities in Ontario are faced with, and this is reflected in all levels of planning policy. Given the existing solar-generation use of the Subject Lands and absence of any land use compatibility concerns associated with the BESS, the Subject Lands are the appropriate location for this type of development.

The proposed BESS contributes to addressing energy supply needs and is an important component of a healthy energy infrastructure system, which must respond to growing demand. The energy infrastructure system in Ontario is exactly that – a system of interconnected facilities that supply affordable electricity across Ontario to power our economy. It is through this multi-layered system of interconnected electrical production and distribution that Ontario stays powered. Communities across Ontario must respond responsibly to respond to the growing electrical needs of residents of Ontario.

Conclusion

For the foregoing reasons, as well as others that may become evident prior to the hearing of this appeal, the Applicants appeal Township Council’s decision to refuse the Applications on January 16, 2026.

We enclose a completed A1 Appellant Form for the appeals and a certified cheque made payable to the Minister of Finance in the amount of \$2,200 for the required filing fees. Also enclosed is a cheque payable to the Township in the amount of the \$700 for the Township’s filing fee.

Notwithstanding the filing of this appeal, the Applicant hopes to continue dialogue with the Township with respect to its vision for the development of the Subject Lands.

Yours very truly,
BORDEN LADNER GERVAIS LLP


Piper Morley
PM/LE

cc Client
Zelinka Priamo Ltd.

encl List of Studies

List of Completed Studies

- Conceptual Site Plan dated November 28, 2024
- Planning Justification Report dated October 3, 2024, prepared by DeLoyde Development Solutions
 - Supplementary Planning Justification Report, dated July 23, 2025, prepared by Zelinka Priamo Ltd.
 - Peer Reviewed by Tulloch and accepted September 2025
- Acoustic Assessment Report, dated October 3, 2024, prepared by EXP
 - Peer reviewed by Cambium and accepted August 18, 2025
- Air and Gas Emissions Memo, dated September 26, 2024, prepared by EXP
 - Peer reviewed by Cambium and accepted August 18, 2025
- Vibration Letter, dated March 5, 2025, prepared by EVLO
 - Peer reviewed by Cambium and accepted August 18, 2025
- Environmental Impact Study, including addendum dated September 9, 2025, prepared by SLR Consulting (Canada) Ltd.
 - Peer Reviewed by Tulloch and accepted September 11, 2025
- Vegetation Management Plan prepared by PowerBank
 - Peer Reviewed by Tulloch and accepted August 2025
- Environmental Site Assessment, including revisions, prepared by EXP
 - Peer Reviewed by Tulloch and accepted July 14, 2025
- Commissioning Plan prepared by PowerBank
 - Peer Reviewed by BBA Inc. and accepted July 29, 2025
- Decommissioning Plan, latest revision July 17, prepared by PowerBank
 - Peer Reviewed by BBA Inc and accepted July 29, 2025
- Hazard Mitigation Analysis, latest revision August 6, 2025, prepared by Fire and Risk Alliance
 - Peer Reviewed by PLC Fire and accepted November 5, 2025
- Stormwater Management Report prepared by PRI Engineering
 - Peer Review by TULLOCH, dated December 12, 2025. As agreed by Tulloch, the outstanding comments are appropriate to be resolved through detailed design (Site Plan Approval)
- Emergency Response Plan and addendums, prepared by Fire and Risk Alliance
 - Peer reviewed by PLC Fire
- Firefighter Training Plan, including response letter, prepared by PowerBank and Fire and Risk Alliance
 - Peer reviewed by PLC Fire, and confirmed that outstanding comments to be addressed through detailed design (site plan approval)
- Community Engagement Plan prepared by PowerBank



Ontario Land Tribunal

655 Bay Street, Suite 1500, Toronto, ON M5G 1E5
Tel: 416-212-6349 | 1-866-448-2248
Web Site: olt.gov.on.ca

Appeal Form (A1)

Municipal/Approval Authority Date Stamp	Receipt Number (OLT Office Use Only)	Date Stamp – Appeal Received by OLT
	OLT Case Number (OLT Office Use Only)	

Section 1 – Contact Information (Mandatory)

Applicant/Appellant/Objector/Claimant Information			
Last Name:		First Name:	
Lila		Ina	
Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation):			
PowerBank Corporation			
Email Address:			
ina.lila@powerbankcorp.com			
Daytime Telephone Number:		Alternative Telephone Number:	
647.835.5503	ext.		
Mailing Address			
Unit Number:	Street Number:	Street Name:	P.O. Box:
803	505	Consumers Road	
City/Town:	Province:	Country:	Postal Code:
Toronto	ON	Canada	M2J 4V8

Representative Information				
X I hereby authorize the named company and/or individual(s) to represent me				
Last Name:			First Name:	
Morley			Piper	
Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation):				
Borden Ladner Gervais LLP				
Email Address:				
pmorley@blg.com				
Daytime Telephone Number:			Alternative Telephone Number:	
416-367-6591	ext.			
Mailing Address				
Unit Number:	Street Number:	Street Name:		P.O. Box:
3400	22	Adelaide Street E		
City/Town:	Province:	Country:	Postal Code:	
Toronto	ON	Canada	M5H 4E3	
<p>Note: If your representative is not licensed under the <i>Law Society Act</i>, please confirm that they have your written authorization, as required by the <i>OLT Rules of Practice and Procedure</i>, to act on your behalf and that they are also exempt under the Law Society's by-laws to provide legal services. Please confirm this by checking the box below.</p>				
<p>I certify that I understand that my representative is not licensed under the <i>Law Society Act</i> and I have provided my written authorization to my representative to act on my behalf with respect to this <input type="checkbox"/> matter. I understand that my representative may be asked to produce this authorization at any time along with confirmation of their exemption under the Law Society's by-laws to provide legal services.</p>				

Location Information	
Are you the current owner of the subject property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Address and/or Legal Description of property subject to the appeal:	
219 Peggs Mountain Road, Township of Armour	
Lot 3, Concession 6 Armour, save and except Part 1 and 2, Plan 42R22137 and Parts 1, 2 and 3, Plan 42R22689	

Municipality:
Township of Armour
Upper Tier (Example: county, district, region):
NA

Language Requirements	
Do you require services in French?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

To file an appeal, please complete the section below. Complete one line for each appeal type			
Subject of Appeal		Type of Appeal (Act/Legislation Name)	Reference (Section Number)
Examp e	Minor Variance	<i>Planning Act</i>	45(12)
1	Official Plan Amendment	<i>Planning Act</i>	22(7)
2	Zoning By-law Amendment	<i>Planning Act</i>	34(11)
3			
4			
5			

Section 2 – Appeal Type (Mandatory)

Please select the applicable type of matter		
Select	Legislation associated with your matter	Complete Only the Section(s) Below
<input checked="" type="checkbox"/>	Appeal of <i>Planning Act</i> matters for Official Plans and amendments, Zoning By-Laws and amendments and Plans of Subdivision, Interim Control By-laws, Site Plans, Minor Variances, Consents and Severances	3A
<input type="checkbox"/>	Appeal of <i>Development Charges, Education Act, Aggregate Resources Act, Municipal Act</i> matters	3A
<input type="checkbox"/>	Appeal of or objection to <i>Ontario Heritage Act</i> matters under subsections 29, 30.1, 31, 32, 33, 40.1 and 41	3A

<input type="checkbox"/>	Appeal of <i>Planning Act</i> (subsections 33(4), 33(10), 33(15), 36(3)), <i>Municipal Act</i> (subsection 223(4)), <i>City of Toronto Act</i> (subsection 129(4)) and <i>Ontario Heritage Act</i> (subsections 34.1(1), 42(6)) matters	3A & 3B
<input type="checkbox"/>	Appeal of <i>Clean Water Act</i> , <i>Environmental Protection Act</i> , <i>Nutrient Management Act</i> , <i>Ontario Water Resources Act</i> , <i>Pesticides Act</i> , <i>Resource Recovery and Circular Economy Act</i> , <i>Safe Drinking Water Act</i> , <i>Toxics Reduction Act</i> , and <i>Waste Diversion Transition Act</i> matters	4A
<input type="checkbox"/>	Application for Leave to Appeal under the <i>Environmental Bill of Rights, 1993</i>	4B
<input type="checkbox"/>	Appeal under the <i>Niagara Escarpment Planning and Development Act (NEPDA)</i>	5
<input type="checkbox"/>	Appeal of <i>Conservation Authorities Act</i> , <i>Mining Act</i> , <i>Lakes and Rivers Improvement Act</i> , <i>Assessment Act</i> , and <i>Oil, Gas and Salt Resources Act</i> matters	6
<input type="checkbox"/>	Legislation not listed above	Contact OLT before filing your appeal

Section 3A – Planning Matters

Appeal Reasons and Specific Information

Number of new residential units proposed:

NA

Municipal Reference Number(s):

OPA-2025-01 and ZBA 2025-01

List the reasons for your appeal:

Please see enclosing correspondence dated February 3, 2026.

Has a public meeting been held by the municipality? Yes No

For appeals of Official Plans, Official Plan Amendments, Zoning By-laws and Zoning By-law Amendments, please indicate if you will rely on one or more of the following grounds:

A: A decision of a Council or Approval Authority is:

- Inconsistent with the Provincial Policy Statement issued under subsection 3(1) of the *Planning Act*
- Fails to conform with or conflicts with a provincial plan
- Fails to conform with an applicable Official Plan

And

B: For a non-decision or decision to refuse by council:

- Consistency with the provincial policy statement, issued under subsection 3(1) of the *Planning Act*
- Conformity with a provincial plan
- Conformity with the upper-tier municipality's Official Plan or an applicable Official Plan

If it is your intention to argue one or more of the above grounds, please explain your reasons:

Please see enclosing correspondence dated February 3, 2026. We note that, in the case of appeals under s. 22(7) and s. 34(11) of the *Planning Act*, there is no statutory requirement to explain how a decision is inconsistent with the Provincial Planning Statement of does not conform to an applicable provincial or official plan, as the case may be.

Oral/Written Submissions to Council

Did you make your opinions regarding this matter known to council?

- Oral submissions at a public meeting of council
- Written submissions to council
- Not applicable

Related Matters

Are there other appeals not yet filed with the Municipality?

Yes No

Are there other matters related to this appeal? (For example: A consent application connected to a variance application).

Yes No

If yes, please provide the Ontario Land Tribunal Case Number(s) and/or Municipal File Number(s) for the related matters:

Related site plan application filed with Township.

Section 3B – Other Planning Matters

Appeal Specific Information (Continued)

Date application submitted to municipality if known (yyyy/mm/dd):

Date municipality deemed the application complete if known (yyyy/mm/dd):

Please briefly explain the proposal and describe the lands under appeal:

There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the [Section 3B Checklist\(s\)](#) located [here](#) and submit all documents listed.

Section 4A – Appeals under Environmental Legislation

Appeal Specific Information

Outline the grounds for the appeal and the relief requested:

Reference Number of the decision under appeal:

Portions of the decision in dispute:

Date of receipt of Decision or Director's Order (yyyy/mm/dd):

Applying for Stay?

Yes No

If Yes, outline the reasons for requesting a stay:

There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the [Section 4A Checklist\(s\)](#) located [here](#) and submit all documents listed on the checklist.

Section 4B – Environmental Application for Leave to Appeal

Are you filing an Application for Leave to Appeal under the *Environmental Bill of Rights, 1993*?

Yes No

Identify the portions of the instrument you are seeking to appeal:

Identify the grounds you are relying on for leave to appeal. Your grounds should include reasons why there is good reason to believe that no reasonable person, having regard to the relevant law and to any government policies developed to guide decisions of that kind could have made the decision; and why the decision could result in significant harm to the environment:

Outline the relief requested:

There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the [Section 4B Checklist\(s\)](#) located [here](#) and submit all documents listed on the checklist.

Section 5 – Appeal regarding Development Permit Application under the *Niagara Escarpment Planning and Development Act*

Appeal Specific Information

Development Permit Application File No:

Address or legal description of the subject property:

Reasons for Appeal: Outline the nature and reasons for your appeal. Specific planning, environmental and/or other reasons are required. (The Niagara Escarpment Plan is available on the Niagara Escarpment Commission's website (www.escarpment.org))

Section 6 – Mining Claim and Conservation Matters

Appeal Specific Information

List the subject Mining Claim Number(s) (for unpatented mining claims) and accompanying Townships, Areas and Mining Division(s) where mining claims are situated. List all "Filed Only" Mining Claims, if appropriate: (This is to be completed for *Mining Act* appeals only.)

List the Parcel and the Property Identifier Numbers (PIN), if rents or taxes apply to mining lands, if appropriate (mining claims only):

Provide the date of the Decision of the Conservation Authority or the Provincial Mining Recorder, as appropriate:

Provide a brief outline of the reasons for your application/appeal/review. If other lands/owners are affected, please include that information in the outline being provided below:

Respondent Information

Conservation Authority:

Contact Person:			
Email Address:			
Daytime Telephone Number:		Alternative Telephone Number:	
	ext.		
Mailing Address or statement of last known address/general area they were living and name of local newspaper if address is not available			
Unit Number:	Street Number:	Street Name:	P.O. Box:
City/Town:	Province:	Country:	Postal Code:
There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the Section 6 Checklist(s) located here and submit all documents listed on the checklist.			

Section 7 – Filing Fee

Required Fee

Please see the attached link to view the [OLT Fee Chart](#).

Total Fee Submitted: **\$2,200**

Payment Method	<input type="checkbox"/>	Certified Cheque	<input type="checkbox"/>	Money Order	<input checked="" type="checkbox"/>	Lawyer's general or trust account cheque
	<input type="checkbox"/>	Credit Card				

If you wish to pay the appeal fee(s) by credit card, please check the box above and OLT staff will contact you by telephone to complete the payment process upon receipt of the appeal form. **DO NOT INCLUDE YOUR CREDIT CARD INFORMATION ON THIS FORM. YOU WILL BE CONTACTED TO COMPLETE YOUR PAYMENT OVER THE PHONE.**

If a request for a fee reduction is being requested, please pay the minimum filing fee for each appeal and complete/submit the [Fee Reduction request form](#).

Request for Fee Reduction form is attached (if applicable – see Appeal Form Guide for more information)

Section 8 – Declaration (Mandatory)

Declaration

I solemnly declare that all the statements and the information provided, as well as any supporting documents, are true, correct and complete.

By signing this appeal form below, I consent to the collection of my personal information.

Name of Appellant/Representative	Signature of Appellant/Representative	Date (yyyy/mm/dd)
Piper Morley		2026/02/03

Personal information or documentation requested on this form is collected under the authority of the *Ontario Land Tribunal Act* and the legislation under which the proceeding is commenced. All information collected is included in the Ontario Land Tribunal (OLT) case file and the public record in this proceeding. In accordance with the *Freedom of Information and Protection of Privacy Act* and section 9 of the *Statutory Powers Procedure Act*, all information collected is available to the public subject to limited exceptions.

We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator at OLT.Coordinator@ontario.ca or toll free at 1-866-448-2248 as soon as possible.

Section 9 – Filing Checklists (Mandatory)

Filing/Submitting your form and documentation

You must file your Appeal Form with the appropriate authority(s) by the filing deadline.

If the completed Section is:	Refer to the relevant checklist and submit all documents listed on the checklist when filing your Appeal Form.
Section 3B	Review the Section 3B Checklist(s) and attach all listed documents.
Section 4A	Review the Section 4A Checklist(s) and attach all listed documents.
Section 4B	Review the Section 4B Checklist(s) and attach all listed documents.

If the completed Section is:	You must file with the following:
Section 3A	<p>Municipality or the Approval Authority/School Board</p> <p>*If you are filing under the <i>Ontario Heritage Act</i>, including under s. 34.1(1), please carefully review the specific section of that legislation to determine if your appeal needs to be filed with the Tribunal in addition to the Municipality or Approval Authority.</p>

<p>Section 3A & 3B or Section 4A or Section 4B or Section 6</p>	<p>Ontario Land Tribunal 655 Bay Street, Suite 1500 Toronto, ON M5G 1E5</p>	<p>Phone: 416-212-6349 1-866-448-2248 Website: www.olt.gov.on.ca</p>
<p>Section 5</p>	<p>For the Areas of: Dufferin County (Mono) Region of Halton Region of Peel Region of Niagara City of Hamilton</p> <p>File with: NIAGARA ESCARPMENT COMMISSION 232 Guelph Street, 3rd Floor Georgetown, ON L7G 4B1 Phone: 905-877-5191 Fax: 905-873-7452 Website: www.escarpment.org Email: necgeorgetown@ontario.ca</p>	<p>For the Areas of: Bruce County Grey County Simcoe County Dufferin County (Mulmur, Melancthon)</p> <p>File with: NIAGARA ESCARPMENT COMMISSION 1450 7th Avenue Owen Sound, ON N4K 2Z1 Phone: 519-371-1001 Fax: 519-371-1009 Website: www.escarpment.org Email: necowensound@ontario.ca</p>

NOTE: Please review the notice of the decision you are appealing to determine the appeal deadline and the specific official with whom the appeal should be filed (e.g. Secretary-Treasurer, Clerk, Minister, Ontario Land Tribunal).

NOTE: Relevant portions of the applicable legislation should be reviewed before submitting this form. Please ensure that a copy of this Appeal Form is served in accordance with the requirements of the applicable legislation.



KNIGHT BROTHERS PARK CANTEEN AGREEMENT

DATED THIS _____ DAY OF _____, 2025

BETWEEN:

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS HEREIN
AFTER REFERRED TO AS THE "OWNER"**

AND

**THE BURK'S FALLS LIONS CLUB
HEREIN AFTER REFERRED TO AS THE "OPERATOR"**

WHEREAS The Corporation of the Village of Burk's Falls owns the Knight Brothers Park Canteen located in the Village of Burk's Falls at 220 Centre Street;

AND WHEREAS The Burk's Falls Lions Club has requested to run the Canteen during the summer of 2025 at no cost to The Corporation of the Village of Burk's Falls;

AND WHEREAS The Council for the Corporation of the Village of Burk's Falls finds this desirable;

NOW THEREFORE the parties agree as follows:

1. The Operator shall run the Knight Brothers Park Canteen in the Village of Burk's Falls on the following basis:
 - a) The Operator shall open the Canteen during scheduled youth sports events, primarily Tuesday - Friday from approximately 6:00pm - 7:00pm.
 - b) The Operator may offer extended hours to accommodate the adult baseball league.
 - c) The Operator will utilize the Canteen for the sole purpose of operating the Canteen, an avenue for providing food and non-alcoholic beverage services.
 - d) The Operator will be responsible for all aspects of the operation including its financial reporting, maintaining and attaining a float, and the purchase and storage of supplies.
 - e) The Operator agrees to only sell prepackaged food and drink items.
 - f) The Operator will greet visitors and guests in a pleasant and approachable manner to ensure the best possible experience. The Operator shall act as an ambassador for the Village.
 - g) The Operator shall keep and maintain the Canteen in clean, good order, free of debris to avoid the attraction of pests and rodents.
 - h) The Operator shall communicate major building concerns to the Village as soon as possible. The Operator shall be responsible for any damage to the property as a direct result of their operation.
 - i) The Operator agrees to place all waste in the contained bins located near the ball diamonds.
 - j) The Operator shall receive no payment for their services, and it is agreed that they, nor their volunteers, are not considered an employee of the Owner and



KNIGHT BROTHERS PARK CANTEEN AGREEMENT

- therefore not covered by any employment insurance or workers safety insurance.
- k) The Operator acknowledges it does not have sole use of the premises and shall permit the Owner, or its agent(s) access at anytime for emergency purposes, repairs, and any other reasons for the purposes of the Owner's business such as other community events.
 - l) The Operator shall carry insurance, naming the Owner as a third party insured to cover the period of the entirety of this Agreement. Commercial insurance shall be sufficient to cover the negligence and risk of the proposed operation and shall not be for a value of less than \$2 million for each occurrence. A copy of insurance shall be provided to the Owner prior to the Agreement commencing.
 - m) The Operator agrees to indemnify and hold harmless the Owner from any liability resulting from negligence by them or on their behalf.
 - n) For any items not covered in this Agreement, the Owner and Operator will negotiate in good faith to reach an agreement.
 - o) The Operator will not sub-let or assign whole or part of the premises without leave; and hereby waives and renounces the benefit of any present or future act of the Legislature of Ontario which would allow the Operator to assign or sub-let this Agreement without written permission from the Owner.
2. Fees
- a) The Operator will have access to the Canteen for the purposes of the Agreement at no cost for the summer sports season.
 - b) The Operator has agreed to donate half of the proceeds of the Canteen back for the upkeep and maintenance of the canteen.
3. Termination
- a) The Agreement may be terminated early, without cause, with two (2) weeks notice by either party.
 - b) The Agreement may be terminated by the Village with one (1) week notice for cause.
Cause shall include but not limited to:
 - I. Damage to the facility as a result of the Operators activity without compensation or repair within a reasonable time period, which will depend on the damage occurring.
 - II. Any illegal, immoral activity or a breach of the Agreement or R-Zone Policy.
 - c) Upon termination with cause, the Operator shall vacate the building within the one (1) week notice period. Locks may be changed thereafter.
 - d) Upon conclusion of the Agreement, the Operator will return the keys to the Owner immediately.

By signing below all parties are acknowledging that they have read and understand this Agreement.

Date

The Corporation of the Village of Burk's Falls

Date

The Burk's Falls Lions Club

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #10-2026

Being a by-law to authorize the transfer of Part of Lot 5, Concession 7, being Part 1 on Reference Plan 42R-22866, into joint ownership by the Township of Armour, the Village of Burk's Falls and the Township of Ryerson, and to provide for reimbursement to the Township of Armour in accordance with the Interim Fire Services Agreement.

WHEREAS the Municipal Corporation of the Township of Armour, the Corporation of the Village of Burk's Falls, and the Corporation of the Township of Ryerson (collectively the "Municipalities") entered into an Interim Fire Services Agreement effective June 24, 2025 (the "Fire Agreement");

AND WHEREAS pursuant to the Fire Agreement, the Township of Armour agreed to transfer ownership of lands now described as Part Lot 5, Concession 7, Part 1 of 42R-22866 to the Municipalities as joint owners with proportionate shares as set out in section 3.1 of the Fire Agreement;

AND WHEREAS pursuant to the Fire Agreement, the Village of Burk's Falls and the Township of Ryerson agreed to reimburse the Township of Armour for cost of acquiring the lands that included Part 1, 42R-22866 based upon the foregoing proportionate ownership shares;

NOW THEREFORE be it enacted as a by-law of the Municipal Corporation of the Township of Armour that:

1. The Mayor and Clerk are hereby authorized to execute transfer documentation to give effect to the joint ownership of Part 1, 42R-22866 by the Municipalities in the following proportionate shares:
 - a. Armour: 47.84%
 - b. Burk's Falls: 28.60%
 - c. Ryerson: 23.56%.
2. The value of the Part 1, 42R-22866 is Seven Thousand Dollars (\$7,000.00) per acre and its areas is 9.7394 acres rendering a total value of Sixty-Eight Thousand, One Hundred and Seventy-Five Dollars and Eighty Cents (\$68,175.80).
3. The amounts payable by the Village of Burk's Falls and the Township of Ryerson to the Township of Armour based upon the proportionate shares set out in section 1 of this by-law shall be:
 - a. The Village of Burk's Falls - \$19,498.28; and
 - b. The Township of Ryerson - \$16,062.22.
4. The foregoing funds are authorized to be transferred to and received by the Township of Armour and upon the completion thereof, the solicitors for the Municipalities shall register the transfer documentation.
5. That this by-law shall come into effect upon its passing.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this 10th day of February, 2026.

Rod Ward, Mayor

Charlene Watt, Municipal Clerk

January 26, 2026

Clerk Denis Duguay and Council
The Corporation of the Village of Burk's Falls
172 Ontario Street, P.O. Box 160,
Burk's Falls, ON POA 1C0

Re: 2025 Annual/Summary Report for the Burk's Falls Drinking Water System

Dear Denis Duguay and Council:

Ontario's Drinking-Water Systems Regulation (O. Reg. 170/03), made under the *Safe Drinking Water Act in 2002*, requires that the owner of a drinking water system prepare an Annual Report and an Annual Summary Report of the operation of the system and the quality of its water.

Annual Report

The annual report must cover the period of January 1st to December 31st in a year and must be prepared not later than February 28th of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2025 Annual Report for the Burk's Falls Drinking Water System.

In accordance with Section 11 (6), the annual report must:

- (a) contain a brief description of the drinking-water system, including a list of water treatment chemicals used by the system during the period covered by the report;
- (b) summarize any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report;
- (c) summarize the results of tests required under the Regulation, or an approval or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;
- (d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;
- (e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment; and
- (f) if the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4) O. Reg. 170/03, s. 11 (6).

In addition, Section 11 (7) gives the direction that a copy of an annual report for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the office of the Village, or at a location that is accessible to the users of the water system.

Summary Report

The annual summary report must cover the period of January 1st to December 31st in a year and must be prepared not later than March 31st of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2025 Annual Summary for the Burk's Falls Drinking Water System.

As required in *Schedule 22, Summary Reports for Municipalities*, the annual summary must:

- (2) (a) list the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water licence, and any orders applicable to the system that were not met at any time during the period covered by the report; and
 - (b) for each requirement referred to in clause (a) that was not met, specify the duration of the failure and the measures that were taken to correct the failure.
- (3) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:
 1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows.
 2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water licence, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement.

In addition, Section 12 (1) – 4 – gives the direction that a copy of the annual summary for the system is given, without charge, to every person who requests a copy and be made available for inspection by any member of the public during normal business hours. The reports should be made available at the office of the Village, or at a location that is accessible to the users of the water system.

These reports were prepared by the Ontario Clean Water Agency on behalf of the Village of Burk's Falls and are based on information kept on record by OCWA at the Burk's Falls WTP. The reports cover the period January 1st to December 31st 2025.

Please note that any Provincial Officers Orders or non-compliance issues that you have received directly from the MOE should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the attached 2025 Annual/Summary Report, then we recommend that this information be added to the report.

After your review and inclusion of any additional information, this report is to be provided to the Council members representing the Village of Burk's Falls before March 31, 2025. Please ensure this distribution.

Yours truly,
Ontario Clean Water Agency


Monique Malette
Process and Compliance Technician

Copy to: Scott Hanselman, Drinking Water Inspector, Ministry of the Environment, Conservation and Parks

Burk's Falls Drinking Water System

2025 ANNUAL/SUMMARY REPORT



Prepared by the Ontario Clean Water Agency
on behalf of the Corporation of the Village of Burk's Falls



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INTRODUCTION

Municipalities throughout Ontario have been required to comply with Ontario Regulation 170/03 made under the Safe Drinking Water Act (SDWA) since June 2003. The Act was enacted following recommendations made by Commissioner O'Conner after the Walkerton Inquiry. The Act's purpose is to protect human health through the control and regulation of drinking water systems. O. Reg. 170/03 regulates drinking water testing, use of licensed laboratories, treatment requirements and reporting requirements.

Section 11 of Regulation 170/03 requires the owner to produce an Annual Report. This report must include the following:

1. Description of system & chemical(s) used
2. Summary of any adverse water quality reports and corrective actions
3. Summary of all required testing
4. Description of any major expenses incurred to install, repair or replace equipment

This annual report must be completed by February 28th of each year.

Section 22 of the regulation also requires a Summary Report which must be presented & accepted by Council by March 31st of each year for the preceding calendar year.

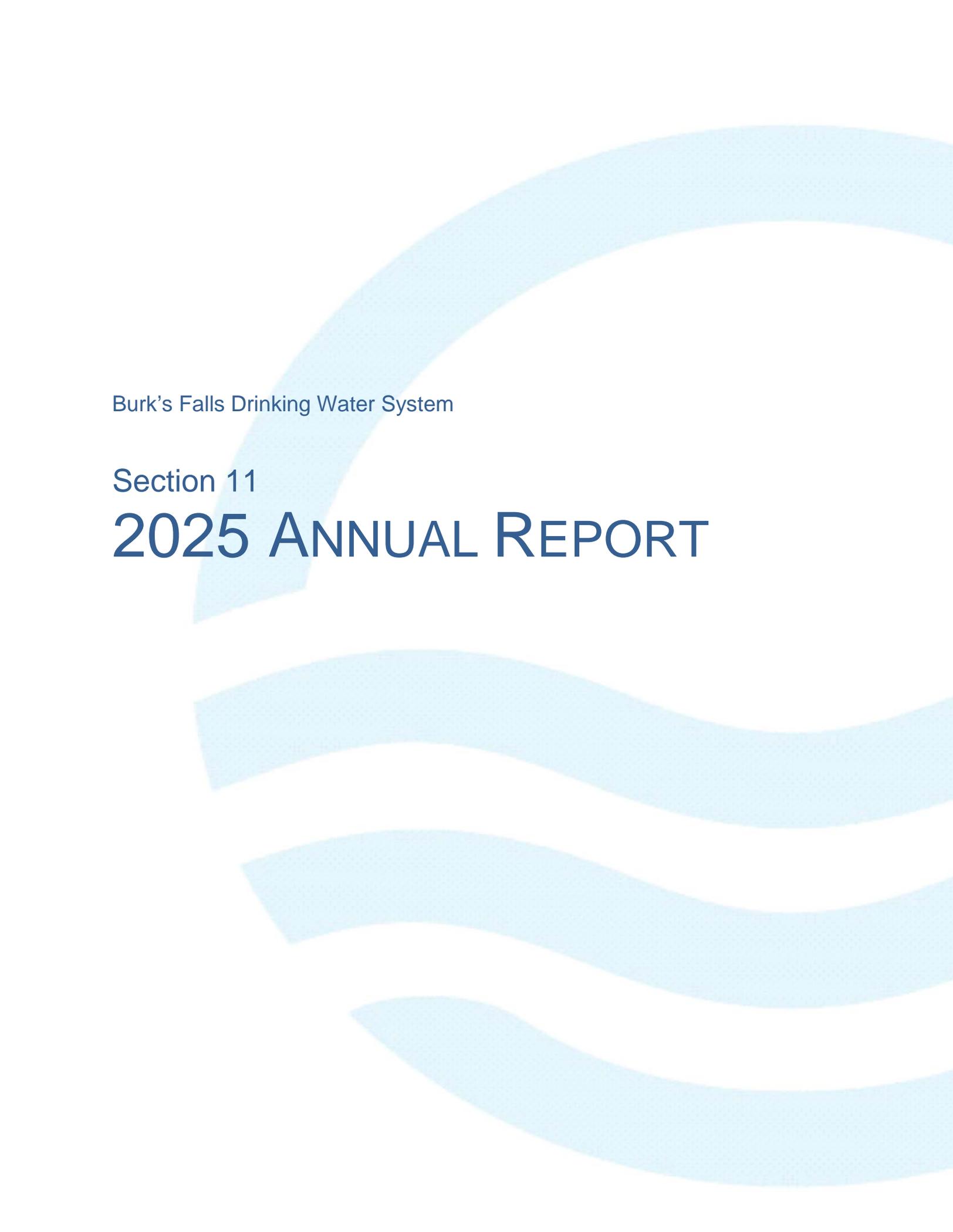
The report must list the requirements of the Act, its regulations, the system's Drinking Water Works Permit (DWWP), Municipal Drinking Water Licence (MDWL), Certificate of Approval (if applicable), and any Provincial Officer Order the system failed to meet during the reporting period. The report must also specify the duration of the failure, and for each failure referred to, describe the measures that were taken to correct the failure.

The Safe Drinking Water Act (2002) and the drinking water regulations can be viewed at the following website: <http://www.e-laws.gov.on.ca>.

To enable the Owner to assess the rated capacity of their system to meet existing and future planned water uses, the following information is also required in the report.

1. A summary of the quantities and flow rates of water supplied during the reporting period, including the monthly average and the maximum daily flows,
2. A comparison of the summary to the rated capacity and flow rates approved in the systems approval, drinking water works permit or municipal drinking water licence or a written agreement if the system is receiving all its water from another system under an agreement.

The reports have been prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Owner and presented to council as the 2025 Annual/Summary Report.



Burk's Falls Drinking Water System

Section 11

2025 ANNUAL REPORT



Section 11 - ANNUAL REPORT

1.0 Introduction

Drinking-Water System Name: BURK'S FALLS DRINKING WATER SYSTEM
Drinking-Water System No.: 220000567
Drinking-Water System Owner: The Corporation of the Village of Burk's Falls
Drinking-Water System Category: Large Municipal, Residential System
Period being reported: January 1, 2025 to December 31, 2025

Does your Drinking Water System serve more than 10,000 people? No

Is your annual report available to the public at no charge on a web site on the Internet? No

Location where Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

Burk's Falls Municipal Office
172 Ontario Street, P.O. Box 160,
Burk's Falls, Ontario P0A 1C0

Drinking Water Systems that receive drinking water from the Burk's Falls Drinking Water System

The Burk's Falls Drinking Water System provides all drinking water to the community of Burk's Falls.

The Annual Report was not provided to any other Drinking Water System Owners.

The Ontario Clean Water Agency prepared the 2025 Annual/Summary Report for the Burk's Falls Drinking Water System and provided a copy to the system owner; the Village of Burk's Falls. The Burk's Falls Drinking Water System is a stand-alone system that does not receive water from or send water to another system.

Notification to system users that the Annual Report is available for viewing is accomplished through:

- A notice to the public via the web, the public library and the village of Burk's Falls Municipal Office.
- The annual report is available for viewing at the Municipal Office.



2.0 Burk's Falls Drinking Water System (DWS No. 220000567)

The Burk's Falls Drinking Water System is owned by the Corporation of the Village of Burk's Falls and consists of a Class 2 water distribution and supply subsystem. OCWA is designated the Overall Responsible Operator for both the water supply and water distribution facilities.

The Burk's Falls Drinking Water System has an approved rated capacity of 972 m³/day and provides a potable water supply to the Village of Burk's Falls.

Raw Water Supply

The Village of Burk's Falls municipal water system is a ground water system supplied by two (2) municipal drilled wells. The ground water supply, and storage works, includes two wells. Well #2 (High St. installed in 1969) and Well #3 (George St. drilled in 1995). They are operational as one duty well (#3 Well) and one (emergency only) well (#2 Well). The Permit to Take Water limits the rate of withdrawal from each well. A former Well #1 has been abandoned and sealed. Modifications to the distribution system piping have connected Well #2 to Well #3. The treatment processes for the Burk's Falls drinking water supply takes place at the Well #3. Water is pumped from either Well #2 (emergency only) or Well #3 and is injected with 12% sodium hypochlorite.

Water Treatment

The pump house at Well #3 is equipped with one (1) sodium hypochlorite storage tank with spill containment and two metering pumps. The sodium hypochlorite injection point is at the pump house discharge header. There is a static mixer located on the discharge header downstream of the sodium hypochlorite injection point. To facilitate achieving primary disinfection chlorine concentration x time (CT) there are two (2) large diameter watermains, 5.5 meter (m) of 100 millimeter (mm) diameter polyvinyl chloride (PVC) DR 18 pipe and 36 m of 600 mm diameter PVC DR 25 pipe, all buried in the George Street Right-of-Way from approximately 25 m south of Queen Street. The treated water is conveyed through a dedicated 150 mm diameter water supply line from the chlorine contact chamber to the standpipe reservoir located (near the corner of High St. and Main St.) at 409 High Street.

Water Storage and Pumping Capabilities

New glass-fused-to-steel standpipe constructed in 2016 and placed into service in May 2018. This new standpipe replaced the existing standpipe. The glass-fused-to-steel standpipe has the capacity of 1,588,000 litres (L). The level of water in the standpipe activates the operating system for the well pumps. In 2009, a new firefighting booster pump building was constructed on the north side at the base of the old standpipe housing two (2) variable frequency drive pump capable of delivering 3020 litres per minute (L/min) at 345 kilopascal (kPa) and includes pipework connections to the inlet and outlet from the standpipe, heating lighting, ventilation pump alarms and controls.



Emergency Power

Standby diesels provide back-up emergency power at Well #2 & Well #3. A 50 kilowatt (kW) standby gen set to provide emergency power for Well #3 is housed in a separate building at Well #3 which also houses a 450 L double walled diesel fuel storage tank provided for the standby generator.

Distribution System

The Burk's Falls Drinking Water System is categorized as a Large Municipal Residential Drinking Water System and serves an estimated population of 870 residents. The Burk's Falls distribution is comprised mostly of a combination of 100 mm, 150 mm, and 200 mm cast iron pipe as well as 100 mm and 250 mm PVC piping. Service connections are generally ¾", 1" and 1 ½" plastic copper and galvanized lines. To help preserve the drinking water system, flushing and valve maintenance is conducted annually. Hydrants are inspected simultaneously. Water meters are in use within the Village of Burk's Falls to monitor water usage and prevent exploitation of the drinking water system.

3.0 List of Water Treatment Chemicals Used Over the Reporting Period

The following chemicals were used in the treatment process at the Burk's Falls Water Treatment Plant.

- Sodium hypochlorite – Disinfection

4.0 Significant Expenses Incurred in the Drinking Water System

OCWA is committed to maintaining the assets of the drinking water system and maintains a program of scheduled inspection and maintenance activities using a computerized Work Management System (WMS). OCWA implemented a new Workplace Management System (Maximo) in 2015, which better maintains and optimizes facility assets. All routine maintenance activities conducted at the water treatment plant were accomplished in 2025.

Significant expenses incurred in the drinking water system include:

- Water meter upgrades

5.0 Drinking Water System Highlights

- The Ministry of the Environment, Conservation and Parks (MECP) performed an annual inspection on January 21, 2025. The inspection included a physical assessment of the Burk's Falls water treatment plant and a document review. The system received a risk rating of 0%, with a final inspection rating of 100%. One non-compliance item identified and resolved.
- SAI Global conducted a 12 month surveillance audit of the Burk's Falls Drinking Water System's Quality and Environmental Management System (QEMS). The system and processes associated with the QEMS were evaluated on May 16, 2025 to ensure implementation of the Operational Plan and procedures and conformance to the Drinking



Water Quality Management Standard version 2.0. There were two Opportunity for Improvements identified. Re-accreditation was achieved on December 3, 2025.

6.0 Details on Notices of Adverse Test Results and Other Problems Reported to & Submitted to the Spills Action Center

Based on information kept on record by OCWA, zero (0) adverse water quality incident (AWQI) reported to the Ministry of the Environment's Spills Action Centre (MOE SAC) in 2025.

7.0 Microbiological Testing Performed During the Reporting Period

Summary of Microbiological Data

Sample Type	# of Samples	Range of <i>E. coli</i> Results (min to max)	Range of Total Coliform Results (min to max)	# of HPC Samples	Range of HPC Results (min to max)
Raw (Emergency Well No. 2)	11	0 to 0	0 to 10	0	N/A
Raw (Production Well No. 3-95)	51	0 to 0	0 to 2	0	N/A
Treated	51	0 to 0	0 to 0	54	0 to 9
Distribution	155	0 to 0	0 to 0	50	0 to 31

Maximum Allowable Concentration (MAC) for *E. coli* = 0 Counts/100 mL

MAC for Total Coliforms = 0 Counts/100 mL

"<" denotes less than the laboratory's method detection limit.

Notes: One microbiological sample is collected and tested each week from the raw (production Well No. 3-95) and treated water supply. One sample is collected per month from Emergency Well No. 2. A total of three microbiological samples are collected and tested each week from the Burk's Falls distribution system.

Refer to *Appendix A* for a monthly summary of microbiological test results.

8.0 Operational Testing Performed During the Reporting Period

Summary of Raw Water Turbidity Data

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure
Turbidity (Production Well No. 3-95)	27	0.13 to 0.40	NTU

Note: Samples required once every month.

Continuous Monitoring in the Treatment Process

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	8760	0.71 to 4.97	mg/L	CT*

Notes: For continuous monitors 8760 is used as the number of samples.

CT is the concentration of chlorine in the water times the time of contact that the chlorine has with the water. It is used to demonstrate the level of disinfection treatment in the water. CT calculations are performed for the Burk's Falls Water Plant if the free chlorine residual level drops below 0.40 mg/L to ensure primary disinfection is achieved. With Well #3, the Water Treatment Plant is equipped with an automatic plant shutdown at 1.0 mg/L, with no delay. Please note there was an incident of non-compliance related to the high trending of treated free chlorine residuals, see page 12 for more details.



Summary of Chlorine Residual Data in the Distribution System

Parameter	No. of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	104	0.35 to 1.89	mg/L	0.05

Note: A minimum of one operational check for chlorine residual in the distribution system is collected each day. Also, chlorine residuals are taken with weekly distribution microbiological samples. Previous statement was true until March 2024. At that time, the Village went to a total of seven operational checks for chlorine residual in the distribution system are collected each week. Four (4) samples are tested one day and three (3) on a second day. The sample sets are collected at least 48-hours apart and samples collected on the same day are from different locations.

Refer to *Appendix B* for a monthly summary of the above operational data.

Summary of Nitrate & Nitrite Data (sampled at the water treatment plant)

Date of Sample	Nitrate Result Value	Nitrite Result Value	Unit of Measure	Exceedance
January 14	2.02	< 0.003	mg/L	No
April 15	2.01	< 0.003	mg/L	No
July 9	2.09	< 0.003	mg/L	No
October 6	2.06	< 0.003	mg/L	No

Maximum Allowable Concentration (MAC) for Nitrate = 10 mg/L
 MAC for Nitrite = 1 mg/L

Summary of Total Trihalomethane Data (sampled in the distribution system)

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 14	22.0	ug/L	Q1 = 32	No
April 15	21.0		Q2 = 30.25	
July 9	30.0		Q3 = 27.75	
October 6	10.8		Q4 = 26.50	

Maximum Allowable Concentration (MAC) for Total Trihalomethanes = 100 ug/L (Four Quarter Running Average)

Summary of Total Haloacetic Acids Data (sampled in the distribution system)

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 14	<5.3	ug/L	Q1 = 16.78	No
April 15	11.2		Q2 = 16.03	
July 09	12.8		Q3 = 12.70	
October 04	33		Q4 = 9.98	

Maximum Allowable Concentration (MAC) for Total Haloacetic Acids = 80 ug/L (Four Quarter Running Average)

Summary of Most Recent Lead Data under Schedule 15.1

(applicable to the following drinking water systems; large municipal residential systems, small, municipal residential systems, and non-municipal year-round residential systems)

The Burk's Falls Drinking Water System was eligible to follow the "Exemption from Plumbing Sampling" as described in section 15.1-5(9) and 15.1-5(10) of Schedule 15.1 of Ontario Regulation 170/03. The exemption applies to a drinking water system if, in two consecutive periods at reduced sampling, not more than 10% of all samples from plumbing exceed the



maximum allowable concentration (MAC) of 10 ug/L for lead. As such, the system was required to test for total alkalinity and pH in two distribution samples collected during the periods of December 15 to April 15 (winter period) and June 15 to October 15 (summer period). This testing is required in every 12-month period with lead testing in every third 12-month period. Two rounds of lead, alkalinity and pH testing were carried out on April 10th and September 19th of 2025. Results are summarized in the table below.

Summary of Lead, pH & Alkalinity Data (sampled in the distribution system)

Date of Sample	No. of Samples	Sample Location	Lead (ug/L)	Field pH	Alkalinity (mg/L)
April 10	1	DW-409 High Street	N/A	6.65	94
April 10	1	DW-92 Ontario Street	N/A	6.77	92
Sept. 19	1	DW-409 High Street	N/A	6.81	94
Sept. 19	1	DW-92 Ontario Street	N/A	6.78	90

Most Recent Schedule 23 Inorganic Data Tested at the Water Treatment Plant

Parameter	Result Value	Unit of Measure	Standard	Exceedance
Antimony	<MDL 0.6	ug/L	6	No
Arsenic	0.2	ug/L	10	No
Barium	34.4	ug/L	1000	No
Boron	15	ug/L	5000	No
Cadmium	0.003	ug/L	5	No
Chromium	0.21	ug/L	50	No
Mercury	<MDL 0.01	ug/L	1	No
Selenium	0.07	ug/L	50	No
Uranium	0.034	ug/L	20	No

Note: Sample required every 36 months (sample date = January 10, 2024). Next sampling scheduled for January 2027.



Most Recent Schedule 24 Organic Data Tested at the Water Treatment Plant

Treated Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
1,1-Dichloroethylene (ug/L)-TW	2024/10/10	< MDL 0.33	14	No	No
1,2-Dichlorobenzene (ug/L)-TW	2024/10/10	< MDL 0.41	200	No	No
1,2-Dichloroethane (ug/L)-TW	2024/10/10	< MDL 0.35	5	No	No
1,4-Dichlorobenzene (ug/L)-TW	2024/10/10	< MDL 0.36	5	No	No
2,3,4,6-Tetrachlorophenol (ug/L)-TW	2024/10/10	< MDL 0.2	100	No	No
2,4,6-Trichlorophenol (ug/L)-TW	2024/10/10	< MDL 0.25	5	No	No
2,4-Dichlorophenol (ug/L)-TW	2024/10/10	< MDL 0.15	900	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)-TW	2024/10/10	< MDL 0.19	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L)-TW	2024/10/10	< MDL 0.12	100	No	No
Alachlor (ug/L) -TW	2024/10/10	< MDL 0.02	5	No	No
Atrazine + N-dealkylated metabolites (ug/L)-TW	2024/10/10	< MDL 0.01	5	No	No
Azinphos-methyl (ug/L)-TW	2024/10/10	< MDL 0.05	20	No	No
Benzene (ug/L)-TW	2024/10/10	< MDL 0.32	1	No	No
Benzo(a)pyrene (ug/L)-TW	2024/10/10	< MDL 0.004	0.01	No	No
Bromoxynil (ug/L)-TW	2024/10/10	< MDL 0.33	5	No	No
Carbaryl (ug/L)-TW	2024/10/10	< MDL 0.05	90	No	No
Carbofuran (ug/L) -TW	2024/10/10	< MDL 0.01	90	No	No
Carbon Tetrachloride (ug/L) -TW	2024/10/10	< MDL 0.17	2	No	No
Chlorpyrifos (ug/L) -TW	2024/10/10	< MDL 0.02	90	No	No
Diazinon (ug/L)-TW	2024/10/10	< MDL 0.02	20	No	No
Dicamba (ug/L)-TW	2024/10/10	< MDL 0.2	120	No	No
Dichloromethane (Methylene Chloride) (ug/L)-TW	2024/10/10	< MDL 0.35	50	No	No
Diclofop-methyl (ug/L)-TW	2024/10/10	< MDL 0.4	9	No	No
Dimethoate (ug/L)-TW	2024/10/10	< MDL 0.06	20	No	No
Diquat (ug/L)-TW	2024/10/10	< MDL 1	70	No	No
Diuron (ug/L)-TW	2024/10/10	< MDL 0.03	150	No	No
Glyphosate (ug/L)-TW	2024/10/10	< MDL 1	280	No	No
Malathion (ug/L)-TW	2024/10/10	< MDL 0.02	190	No	No
Metolachlor (ug/L)-TW	2024/10/10	< MDL 0.01	50	No	No
Metribuzin (ug/L)-TW	2024/10/10	< MDL 0.02	80	No	No
Monochlorobenzene (Chlorobenzene) (ug/L)-TW	2024/10/10	< MDL 0.3	80	No	No
Paraquat (ug/L)-TW	2024/10/10	< MDL 1	10	No	No
PCB (ug/L)-TW	2024/10/10	< MDL 0.04	3	No	No
Pentachlorophenol (ug/L)-TW	2024/10/10	< MDL 0.15	60	No	No
Phorate (ug/L)-TW	2024/10/10	< MDL 0.01	2	No	No
Picloram (ug/L)-TW	2024/10/10	< MDL 1	190	No	No
Prometryne (ug/L)-TW	2024/10/10	< MDL 0.03	1	No	No
Simazine (ug/L)-TW	2024/10/10	< MDL 0.01	10	No	No
Terbufos (ug/L)-TW	2024/10/10	< MDL 0.01	1	No	No
Tetrachloroethylene (ug/L)-TW	2024/10/10	< MDL 0.35	10	No	No
Triallate (ug/L) -TW	2024/10/10	< MDL 0.01	230	No	No
Trichloroethylene (ug/L)-TW	2024/10/10	< MDL 0.44	5	No	No
Trifluralin (ug/L)-TW	2024/10/10	< MDL 0.02	45	No	No
Vinyl Chloride (ug/L)-TW	2024/10/10	< MDL 0.17	1	No	No

Note: Sample required every 36 months (sample date = Jan. 10, 2024). Next sampling scheduled for January 2027.



Inorganic or Organic Test Results that Exceeded Half the Standard Prescribed in Schedule 2 of the Ontario Drinking Water Quality Standards.

No inorganic or organic parameter(s) listed in Schedule 23 and 24 of Ontario Regulation 170/03 exceeded half the standard found in Schedule 2 of the Ontario Drinking Water Standard (O. Reg. 169/03) during the reporting period.

Most Recent Sodium Data Sampled at the Water Treatment Plant

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 25, 2024	1	26.1	mg/L	20	Yes (see note)
February 1, 2024	1	27.0			Yes (see note)

Note: Sample required every 60 months. Next sampling scheduled for January 2024.

The aesthetic objective for sodium in drinking water is 200 mg/L at which it can be detected by a salty taste. It is required that the local Medical Officer of Health be notified when the concentration exceeds 20 mg/L so that persons on sodium restricted diets can be notified by their physicians. The adverse sodium result was reported to MOE SAC and the NBPSDHU on January 31, 2024 as required under Schedule 16 of O. Reg. 170/03 (AWQI# 164431).

Most Recent Fluoride Data Sampled at the Water Treatment Plant

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 14, 2025	1	0.11	mg/L	1.5	No

Note: Sample required every 60 months. Next sampling scheduled for January 2030.

Summary of Additional Testing Performed in Accordance with a Legal Instrument.

No additional sampling and testing was required for the Burk's Falls Drinking Water System during the 2025 reporting period.



Burk's Falls Drinking Water System

Schedule 22

2025 SUMMARY REPORT

FOR MUNICIPALITIES



Schedule 22 - SUMMARY REPORTS FOR MUNICIPALITIES

1.0 Introduction

Drinking-Water System Name:	BURK'S FALLS DRINKING WATER SYSTEM
Municipal Drinking Water Licence (MDWL) No.:	256-101-4 (issued October 7, 2025)
Drinking Water Work Permit (DWWP) No.:	256-201-6 (issued October 7, 2025)
Permit to Take Water (PTTW) No.:	3685 - A9SQM9 (issued May 10, 2016)
Period being reported:	January 1, 2025 to December 31, 2025

2.0 Requirements the System Failed to Meet

According to information kept on record by OCWA, the Burk's Falls Drinking Water System has complied with all the requirements set out in the system's MDWL, its DWWP, the Act and its Regulations with the exceptions below.

Also, it should be noted that, one (1) adverse water quality incident was reported to MOE SAC. Refer to *Section 6.0 – Details on Notices of Adverse Test Results and Other Problems Reported to & Submitted to the Spills Actions Center* on page 6 of this report for details.

The last MECP inspection report dated March 25, 2025 identified one non-compliance item which have been resolved.

According to the information kept on record by OCWA; there was 1 non-compliance issues during 2025.

1. During the preparation of this inspection report, the Water Compliance Officer identified that a water quality complaint had not been documented in accordance with the Standard Operating Procedure (SOP) established to meet the requirements of Condition 16.2.7 of Schedule B of the Municipal Drinking Water Licence (MDWL). This refers specifically to the **OCWA Community Complaints SOP issued September 13, 2012**.

Action Required

No later than **May 15, 2025**, the owner/operating authority must provide **Water Compliance Officer Lori Duquette** (North Bay MECP Office) with written confirmation outlining the actions being taken to ensure:

1. **The SOP provides sufficient guidance for brown water complaints.** This includes clear instructions for operators on how to assess, categorize, and respond to discoloured water concerns.
2. **All MDWL-required elements of a water complaint are fully documented** on the associated water complaint form, including:
 - o the nature of the complaint,
 - o details of any investigation conducted, and
 - o corrective actions taken in response.



Corrective Action Taken

The **Standard Operating Procedure (SOP)** and the **Community Complaint Form** have been updated to include clear guidance for documenting and responding to **brown water complaints**.

Additionally, **Don Michaud** has provided training to the **Burk's Falls Operator** to ensure that all MDWL-required elements of a water complaint are fully and consistently documented on the water complaint form.

2. Details:

- First set of distribution chlorine residuals was completed on **December 22 at 1500**.
- Second set of distribution chlorine residuals began on **December 24 at 1105**.
- The interval between the two sampling events was **less than 48 hours**, which does not meet the required sampling spacing.

Corrective Action Taken: An email reminder was sent to all operators emphasizing the requirement to maintain a minimum of **48 hours** between sets of distribution chlorine residual samples.

3.0 Summary of Quantities and Flow Rates

Flow Monitoring

MDWL No. 256-101 requires the owner to install a sufficient number of flow measuring devices to permit the continuous measurement and recording of:

- the flow rate and daily volume of treated water that flows from the treatment subsystem the distribution system, and
- the flow rate and daily volume of water that flows into the treatment subsystem.

The flow monitoring equipment identified in the MDWL is present and operating as required. These flow meters are calibrated on an annual basis as specified in the manufacturers' instructions.

Water Usage

The following water usage tables summarize the quantities and flow rates of water taken and produced during the 2025 reporting period, including total monthly volumes, average monthly volumes, maximum monthly volumes, and maximum flow rates.

Raw Water

Please note: Raw Water totalized flow values are taken in-house and inputted. Well #3 instantaneous flow and treated water flows are online flows.



2025 - Monthly Summary of Water Takings from the Source (Well PW-3-95 Production Well)

Regulated by Permit to Take Water (PTTW) #3685-A9SQM9, issued May 10, 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to
Total Volume (m ³)	9140	9344	11534	12002	12422	13496	13801	12429	10609	11671	10702	11533	138683
Average Volume (m ³ /d)	295	334	372	400	401	450	445	401	354	376	357	372	380
Maximum Volume (m ³ /d)	384	462	453	547	466	729	560	568	434	471	480	524	729
PTTW - Maximum Allowable Volume (m ³ /day)	840	840	840	840	840	840	840	840	840	840	840	840	840
Maximum Flow Rate (L/min)	494	506	504	501	493	507	505	483	484	517	487	488	517
PTTW - Maximum Allowable Flow Rate (L/min)	585	585	585	585	585	585	585	585	585	585	585	585	585

2025 - Monthly Summary of Water Takings from the Source (Well PW-2 Emergency Well)

Regulated by Permit to Take Water (PTTW) #3685-A9SQM9, issued May 10, 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	21.84
Average Volume (m ³ /d)	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82
Maximum Volume (m ³ /d)	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82	1.82
PTTW - Maximum Allowable Volume (m ³ /day)	517	517	517	517	517	517	517	517	517	517	517	517	517
Maximum Flow Rate (L/min)	114	114	114	114	114	114	114	114	114	114	114	114	114
PTTW - Maximum Allowable Flow Rate (L/min)	360	360	360	360	360	360	360	360	360	360	360	360	360

Table A - Raw Water Usage

2025 - Monthly Summary of Combined Water Takings from the Source (Well PW-3-95 and Well PW-2)

Regulated by Permit to Take Water (PTTW) #3685-A9SQM9, issued May 10, 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	9142	9346	11536	12004	12424	13498	13803	12431	10611	11673	10704	11535	138707
Average Volume (m ³ /d)	295	334	372	400	401	450	445	401	354	376	357	372	380
Maximum Volume (m ³ /d)	384	462	453	547	466	729	560	568	434	471	480	524	729
PTTW - Maximum Allowable Volume (m ³ /day)	1357	1357	1357	1357	1357	1357	1357	1357	1357	1357	1357	1357	1357

The system's Permit to Take Water #3685-A9SQM9, allows the Municipality to withdraw water at the following rates:

Well No. PW-3-95 Production Well: 840 m³/day / 585 L/min

Well No. PW-2 Emergency Well: 517 m³/day / 360 L/min

Total Combined Daily Volume: 1357 m³/day

The system's Permit to Take Water #3685-A9SQM9 allows the municipality to withdraw a maximum volume of 840 cubic meters (m³) from Well PW-3-95 each day and a maximum of 517 cubic meters per day (m³/d) from Well PW-2. A combined volume of 1357 m³/d is allowed from both wells. A review of the raw water flow data indicates that the system never exceeded this allowable limit having a maximum volume of 729 m³ in June 2025. The Permit also allows a maximum flow rate of 585 L/min from Well PW-3-95, and a maximum of



360L/min from Well PW-2. At no point during the reporting period did the system exceed this rate having a maximum recorded flow of 517 L/min for Well PW 3-95 in October 2025 and 114 L/min for Well 2.

Treated Water

Table B - Treated Water Usage

2025 - Monthly Summary of Treated Water Supplied to the Distribution System

Regulated by Municipal Drinking Water Licence (MDWL) #256-101 - Issue 4, issued October 7, 2025

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m ³)	9142	9346	11536	12004	12424	13498	13803	12431	10611	11673	10704	11535	138707
Average Volume (m ³ /d)	295	334	372	400	401	450	445	401	354	376	357	372	380
Maximum Volume (m ³ /d)	384	462	453	547	466	729	560	568	434	471	480	524	729
MDWL - Rated Capacity (m ³ /day)	972	972	972	972	972	972	972	972	972	972	972	972	972

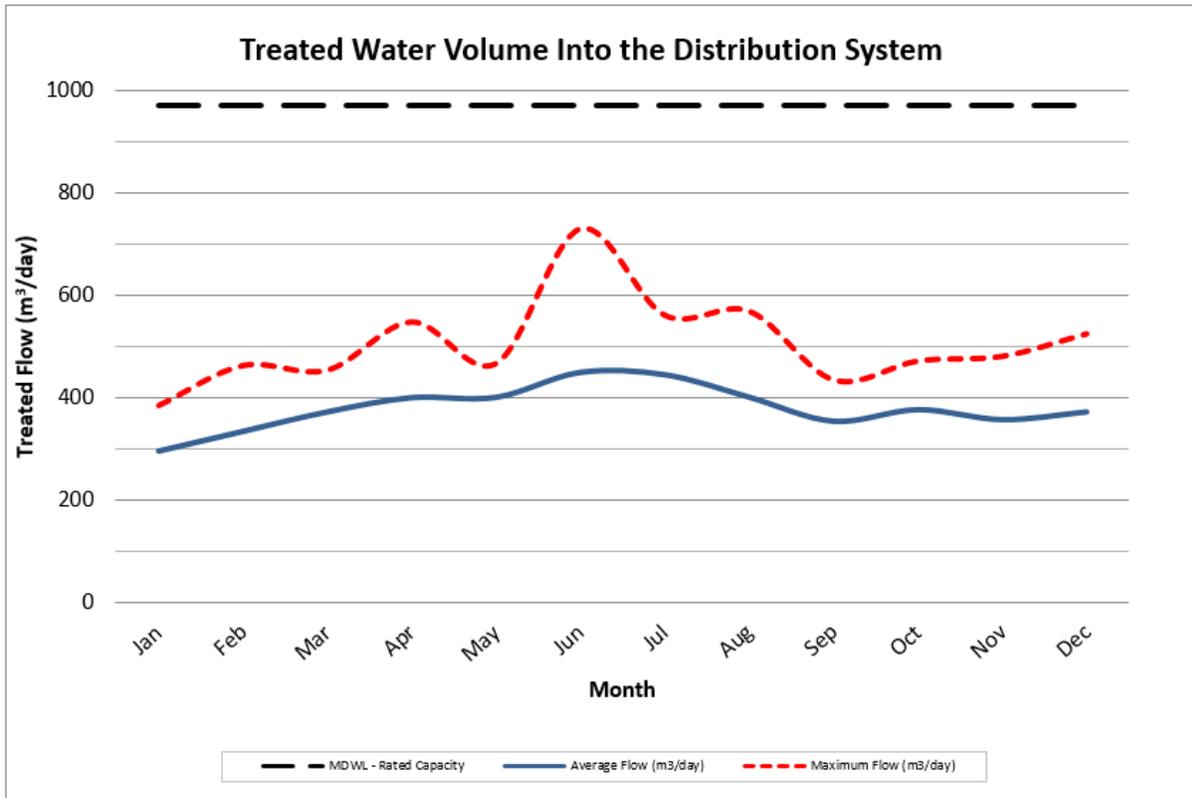
Schedule C, Section 1.1 of MDWL No. 256-101 states that the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed a maximum flow rate of 972 m³/day. The Burk's Falls DWS complied with this limit having a recorded maximum volume of 729 m³ in June 2025, which is 75% of the rated capacity.

Figure 1 compares the average and maximum flow rates into the distribution system to the rated capacity of the system identified in the MDWL. This information enables the Owner to assess the system's existing and future planned water usage needs.

Comparison of the Flow Summary to the Systems Licence & Permit

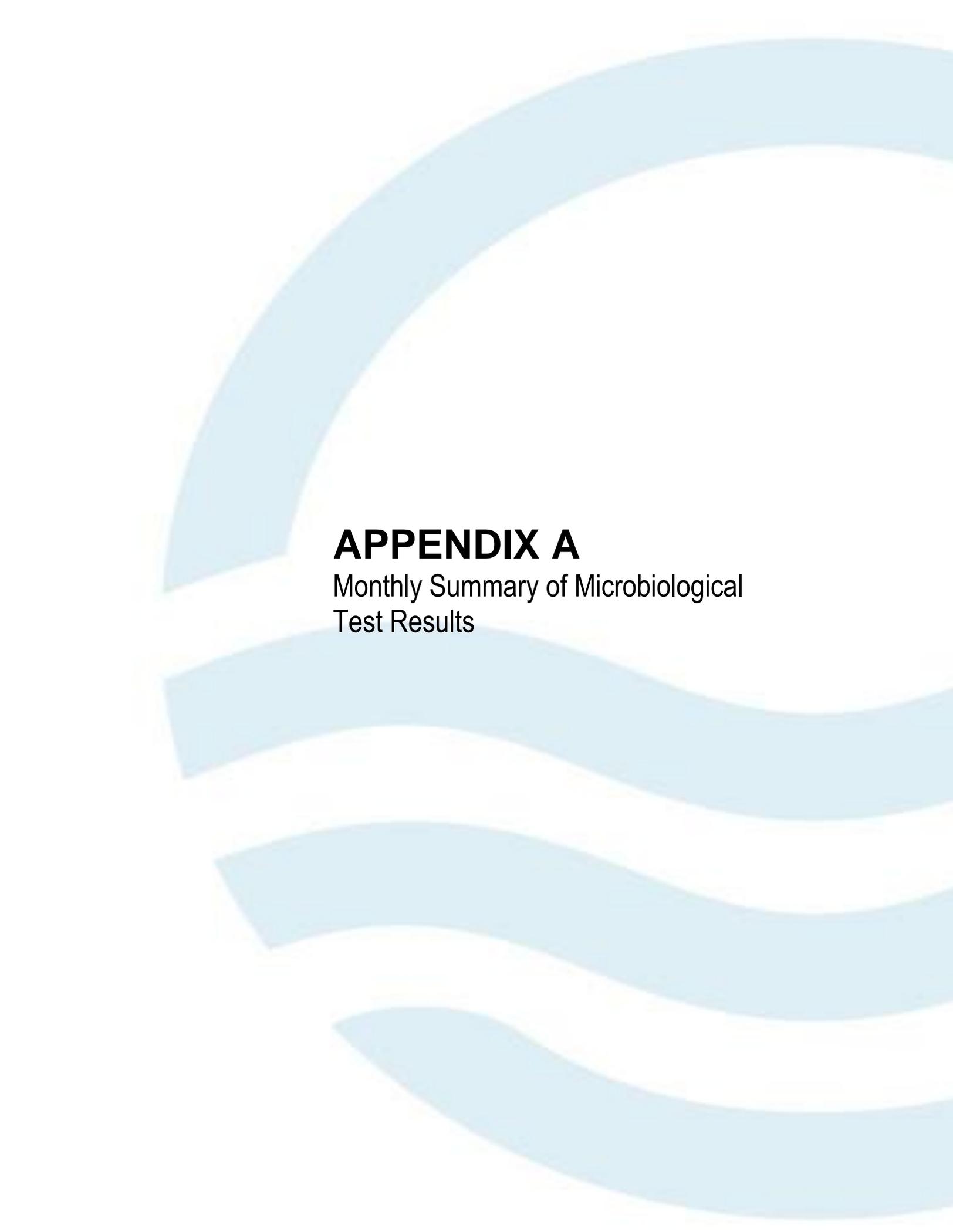
Rated Capacity of the Plant (MDWL)	972 m ³ /day	
Average Daily Flow for 2025	380 m ³ /day	39.09% of the rated capacity
Maximum Daily Flow for 2025	729 m ³ /day	75% of the rated capacity
Total Treated Water Produced in 2025	138,707 m ³	

The Burk's Falls water treatment plant is rated to produce 972 cubic meters of water per day as specified in the system's Municipal Drinking Water Licence. The average daily flow was 380 m³ per day, which is 39.09% of the rated capacity. This information clearly shows that the plant is well within its rated capacity and is able to meet current demands of consumers.



CONCLUSION

In 2025, according to information kept on record by OCWA; the Burk's Falls DWS met the terms and conditions outlined in its site specific drinking water works permit and municipal drinking water licence. With the following exception, having zero (1) incidents of non-compliance and zero (0) adverse water quality incident during the reporting period. The system was able to operate within the water taking limits of the permit and in accordance with the rated capacity of the licence while meeting the community's demand for water use.



APPENDIX A

Monthly Summary of Microbiological
Test Results

Customized Monthly Report

From 01/01/2025 to 12/31/2025

Facility Name: BURK'S FALLS DRINKING WATER SYSTEM
Receiver:

Facility Org Number: 6639
Facility Owner: Corporation/Company: The Corporation of the Village of Burk's Falls Municipality:

Works: 220000567
Facility Classification: Class 2 Water Treatment
Total Design Capacity: 972 m3/day



														2025			
Distribution	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min	
E. Coli - cfu/100mL																	
Count	11.00	9.00	12.00	15.00	12.00	12.00	15.00	12.00	15.00	15.00	12.00	15.00	155.00				
Lab Count	11.00	9.00	12.00	15.00	12.00	12.00	15.00	12.00	15.00	15.00	12.00	15.00	155.00				
Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
HPC - cfu/mL																	
Count	3.00	3.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	5.00	50.00				
Lab Count	3.00	3.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	5.00	50.00				
Lab Month.Max	0.00	0.00	0.00	1.00	0.00	5.00	1.00	31.00	0.00	0.00	11.00	1.00			31.00		
Lab Month.Mean	0.00	0.00	0.00	0.20	0.00	1.25	0.20	8.25	0.00	0.00	3.00	0.20		1.06			
Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
Total Coliform: TC - cfu/100mL																	
Count	11.00	9.00	12.00	15.00	12.00	12.00	15.00	12.00	15.00	15.00	12.00	15.00	155.00				
Lab Count	11.00	9.00	12.00	15.00	12.00	12.00	15.00	12.00	15.00	15.00	12.00	15.00	155.00				
Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
														2025			
Raw Well PW2	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min	
E. Coli: EC - cfu/100mL																	
Count	1.00	0.00	1.00	1.00	1.00	1.00	2.00	1.00	1.00	0.00	1.00	1.00	11.00				
Lab Count	1.00		1.00	1.00	1.00	1.00	2.00	1.00	1.00		1.00	1.00	11.00				
Lab Month.Max	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00			0.00		
Lab Month.Mean	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00			
Lab Month.Min	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00				0.00	
Total Coliform: TC - cfu/100mL																	
Count	1.00	0.00	1.00	1.00	1.00	1.00	2.00	1.00	1.00	0.00	1.00	1.00	11.00				
Lab Count	1.00		1.00	1.00	1.00	1.00	2.00	1.00	1.00		1.00	1.00	11.00				
Lab Month.Max	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00			0.00		
Lab Month.Mean	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00			
Lab Month.Min	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00				0.00	

Customized Monthly Report

From 01/01/2025 to 12/31/2025

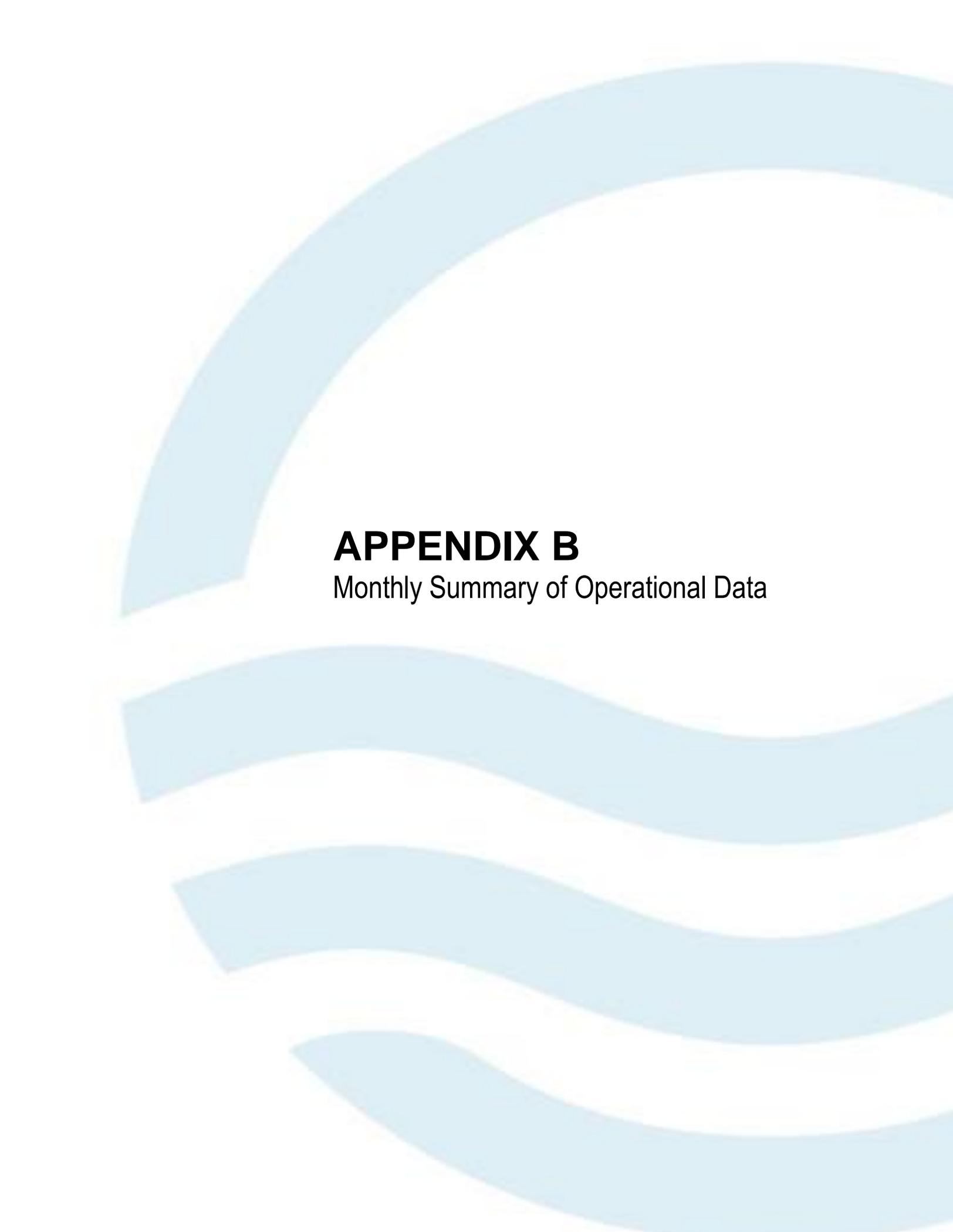
Facility Name: BURK'S FALLS DRINKING WATER SYSTEM
Receiver:

Facility Org Number: 6639
Facility Owner: Corporation/Company: The Corporation of the Village of Burk's Falls Municipality:

Works: 220000567
Facility Classification: Class 2 Water Treatment
Total Design Capacity: 972 m3/day



														2025			
Raw Well PW-3-95	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min	
E. Coli: EC - cfu/100mL																	
Count	4.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	51.00				
Lab Count	4.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	51.00				
Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
Total Coliform: TC - cfu/100mL																	
Count	4.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	51.00				
Lab Count	4.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	4.00	4.00	5.00	51.00				
Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
														2025			
TW3 Well 3 POE	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total	Avg	Max	Min	
E. Coli: EC - cfu/100mL																	
Count	4.00	2.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	49.00				
Lab Count	4.00	2.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	49.00				
Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
HPC - cfu/mL																	
Count	4.00	2.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	49.00				
Lab Count	4.00	2.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	49.00				
Lab Month.Max	0.00	0.00	2.00	9.00	1.00	4.00	0.00	1.00	1.00	0.00	0.00	0.00			9.00		
Lab Month.Mean	0.00	0.00	0.50	2.00	0.25	1.25	0.00	0.25	0.25	0.00	0.00	0.00		0.41			
Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
Total Coliform: TC - cfu/100mL																	
Count	4.00	2.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	49.00				
Lab Count	4.00	2.00	4.00	5.00	4.00	4.00	5.00	4.00	4.00	4.00	4.00	5.00	49.00				
Lab Month.Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00		
Lab Month.Mean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00			
Lab Month.Min	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	



APPENDIX B

Monthly Summary of Operational Data

Customized Monthly Report

From 01/01/2025 to 12/31/2025

Facility Name: BURK'S FALLS DRINKING WATER SYSTEM
Receiver:

Facility Org Number: 6639
Facility Owner: Corporation/Company: The Corporation of the Village of Burk's FallsMunicipality:

Works: 220000567
Facility Classification: Class 2 Water Treatment
Total Design Capacity: 972 m3/day



Distribution	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	2025					
													Total	Avg	Max	Min		
CI Residual: Free DW1 - mg/L																		
Count	9.00	8.00	8.00	9.00	9.00	8.00	9.00	9.00	9.00	9.00	8.00	9.00	104.00					
IH Edited Count	9.00	8.00	8.00	9.00	9.00	8.00	9.00	9.00	9.00	9.00	8.00	9.00	104.00					
IH Month.Max	1.69	1.75	1.87	1.78	1.61	1.27	1.44	0.77	1.37	1.36	1.89	1.56			1.89			
IH Month.Mean	1.43	1.34	1.52	1.47	1.11	0.65	0.95	0.57	0.76	0.97	1.29	1.43			1.12			
IH Month.Min	0.93	0.85	1.22	1.01	0.60	0.35	0.46	0.40	0.47	0.49	0.54	1.42					0.35	
CI Residual: Free DW2 - mg/L																		
Count	9.00	8.00	8.00	9.00	9.00	8.00	9.00	9.00	9.00	9.00	8.00	9.00	104.00					
IH Edited Count	9.00	8.00	8.00	9.00	9.00	8.00	9.00	9.00	9.00	9.00	8.00	9.00	104.00					
IH Month.Max	1.72	1.68	1.81	1.73	1.68	1.42	1.42	1.29	1.39	1.43	1.68	1.65			1.81			
IH Month.Mean	1.26	1.47	1.48	1.28	1.17	1.11	1.00	1.00	1.07	1.04	1.42	1.31			1.21			
IH Month.Min	0.85	0.98	1.10	0.69	0.74	0.73	0.48	0.49	0.52	0.81	1.17	0.73					0.48	
CI Residual: Free DW3 - mg/L																		
Count	9.00	8.00	8.00	9.00	9.00	8.00	9.00	9.00	9.00	9.00	8.00	9.00	104.00					
IH Edited Count	9.00	8.00	8.00	9.00	9.00	8.00	9.00	9.00	9.00	9.00	8.00	9.00	104.00					
IH Month.Max	1.79	1.66	1.77	1.80	1.68	1.64	1.41	1.20	1.50	1.41	1.49	1.58			1.80			
IH Month.Mean	1.34	1.23	1.31	1.14	1.27	1.11	0.97	0.74	0.85	0.76	0.81	1.02			1.04			
IH Month.Min	1.00	0.96	0.95	0.88	0.85	0.61	0.59	0.38	0.49	0.40	0.45	0.67					0.38	
CI Residual: Free DW4 - mg/L																		
Count	4.00	3.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	5.00	51.00					
IH Edited Count	4.00	3.00	4.00	5.00	4.00	4.00	5.00	4.00	5.00	4.00	4.00	5.00	51.00					
IH Month.Max	1.46	1.66	1.30	1.20	1.58	1.35	1.59	0.58	1.06	1.09	1.56	1.38			1.66			
IH Month.Mean	1.27	1.37	1.19	1.08	1.05	0.98	0.97	0.44	0.86	0.79	0.80	0.88			0.96			
IH Month.Min	0.97	1.20	1.03	0.76	0.80	0.64	0.53	0.27	0.67	0.46	0.47	0.61					0.27	
Raw Well PW-3-95																		
Turbidity - NTU																		
Count	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	3.00	2.00	2.00	3.00	27.00					
IH Edited Count	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	3.00	2.00	2.00	3.00	27.00					
IH Month.Max	0.19	0.27	0.32	0.38	0.27	0.19	0.29	0.24	0.29	0.40	0.36	0.39			0.40			
IH Month.Mean	0.18	0.25	0.29	0.32	0.24	0.19	0.25	0.21	0.24	0.34	0.28	0.35			0.26			
IH Month.Min	0.17	0.22	0.25	0.25	0.17	0.18	0.21	0.17	0.19	0.27	0.20	0.33					0.17	
Treated Water - Total																		
CI Residual: Free (Min = 0.40 mg/L) - mg/L																		
Count	18.00	16.00	18.00	17.00	18.00	18.00	17.00	17.00	18.00	18.00	15.00	18.00	208.00					
OL Month.Max							2.40	4.21	2.27	4.97	4.90	4.78			4.97			
OL Month.Mean	2.09	2.16	2.12	1.96	2.09	1.96	1.85	1.83	1.89	1.88	1.92	1.93			1.97			
OL Month.Min							0.94	0.71	0.83	0.86	0.97	0.82					0.71	

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 07-2026**

**A BY-LAW TO REGULATE THE ERECTION, LOCATION, CLASS AND TYPE
OF SIGNS AND ADVERTISING DEVICES**

WHEREAS Section 210 of the *Municipal Act, R.S.O. 1980, c. 302*, as amended, authorizes municipalities to regulate signs and advertising devices;

AND WHEREAS Council of the Corporation of the Village of Burk's Falls considers it desirable to regulate signs and advertising devices in the interest of public safety, accessibility, traffic safety, and community appearance;

NOW THEREFORE the Council of the Corporation of the Village of Burk's Falls enacts as follows:

1. DEFINITIONS

- a) **"Adjacent"** means abutting or in close proximity to, and includes properties or areas that share common lot line or are separated only by a road, land, or right-of-way.
- b) **"Advertising Device"** means any device, notice, structure, or thing designed to convey information, identification, or advertising.
- c) **"Billboard"** means a permanent sign advertising a business, product, or service not located on the same lot.
- d) **"Council"** means the Council of the Corporation of the Village of Burk's Falls.
- e) **"Election Sign"** means a sign supporting or opposing a candidate, registered third party advertiser, or question in an election governed by the *Municipal Elections Act, 1996*.
- f) **"Erect"** includes construct, place, affix, alter, relocate, or display.
- g) **"Illuminated Sign"** means a sign that uses artificial light to enhance visibility.
- h) **"Municipality"** means the Corporation of the Village of Burk's Falls.
- i) **"By-law Officer"** means a By-law Enforcement Officer or any person authorized by the Municipality.
- j) **"Owner"** includes the registered owner of land or the person having care or control of a sign.
- k) **"Portable Sign"** means a temporary sign not permanently affixed to the ground or a building.
- l) **"Road Allowance"** means land dedicated for public highway purposes.
- m) **"Sign"** means any structure, device, or representation used to convey information, identification, or advertising.

2. GENERAL PROVISIONS

- a) No person shall erect, alter, or maintain a sign except in accordance with this By-law.
- b) All signs shall be maintained in a safe condition and in good repair.
- c) No sign shall obstruct visibility, impede pedestrian or accessible routes, or create a traffic hazard.
- d) No sign shall be erected within a road allowance except with written municipal authorization.

SIGN CLASSES AND SCHEDULES

Signs shall comply with the requirements set out in:

Schedule "A" - Signs Permitted Without a Permit

Schedule "B" - Signs Requiring a Permit

Schedule "C" - Prohibited Signs

Schedule "D" - Sign Fees

Schedule "E" - Sign Standard

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 07-2026**

Schedules "A", "B", "C", "D" and "E" form part of this By-law.

3. REMOVAL AND COST RECOVERY OF ALL SIGNS INCLUDING ELECTION SIGNS

- a) Where an election sign is erected or maintained in contravention of this By-law or the *Municipal Elections Act, 1996*, a By-law officer may remove or cause the removal of the sign **without prior notice**.
- b) Where any sign is erected or maintained in contravention of this By-law or the *Municipal Elections Act, 1996*, a By-law officer may remove or cause the removal of the sign **without prior notice**.
- c) The Municipality shall not be liable for damage to any sign removed under this By-law.
- d) All costs incurred by the Municipality for the removal, transportation, or disposal of an election sign may be recovered from the candidate, registered third party advertiser, or property owner responsible for the sign.
- e) Costs recovered under this Part may be:
Invoiced to the responsible party;
Added to the tax roll of the property and collected in the same manner as municipal taxes, where permitted by law; or Recovered by any other lawful means.
- f) Removal of an election sign does not relieve any person from compliance with this By-law or from prosecution.
- g) Election signs removed by the Village are not required to be stored and may be disposed of immediately.

4. DELEGATED AUTHORITY

- a) Council hereby delegates to the Clerk the authority to receive, review, approve, refuse, or impose conditions on applications for permits respecting signs, in accordance with the provisions of this By-law and any applicable policies or regulations.

5. ENFORCEMENT AND PENALTIES

- a) This By-law may be enforced by an By-law officer.
- b) Every person who contravenes this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided under the *Provincial Offences Act*.
- c) Each day a contravention continues constitutes a separate offence.

6. SEVERABILITY

- a) If any provision of this By-law is held to be invalid, such invalidity shall not affect the remaining provisions.

7. REPEAL AND EFFECTIVE DATE

- a) All previous by-laws or portions thereof regulating signs and advertising devices are hereby repealed.
- b) This By-law shall come into force and effect on the date of its passing.

**AS READ A FIRST AND SECOND AND THIRD AND FINALLY PASSED
THIS 17th DAY OF FEBRUARY 2026**

MAYOR, Chris Hope

SEAL

CAO-CLERK, Denis Duguay

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 07-2026**

SCHEDULE "A" – SIGNS PERMITTED WITHOUT A PERMIT

- a) Municipal, government, emergency, and public safety signs.
- b) Municipal directional and wayfinding signs.
- c) Real estate signs provided:
 - One (1) sign per frontage;
 - Removed within seven (7) days of sale or lease;
 - Does not obstruct visibility or access.
- d) **Election Signs**, subject to the *Municipal Elections Act, 1996*, provided that **No** sign is erected prior to the opening of nominations;

Municipal Election Sign Guideline:

- Election Signs may be erected starting **25 days before Election Day** for municipal elections.
- Election signs must be removed **within 72 hours (3 days) after voting ends**
- No signs within certain distances of intersections, sidewalks, or medians, to avoid obstructing sightlines.
- No signs on traffic control devices, utility poles, street trees, or structures not intended for signage
- Election signs must not distract or impede traffic (no flashing lights or obstructions).
- Election signs shall not be erected on:
 - a. Municipal property, including parks, buildings, or road allowances, unless expressly authorized by the Village.
- No election sign shall be erected adjacent to a voting place, Village facility that is owned and/or operated by the Village.
- No election sign shall impede pedestrian or accessible routes
- No election sign shall flash, rotate, or display moving images
- No election sign shall obstruct fire routes or emergency access.
- No election sign shall contain obscene, offensive, or unlawful content.

Private Property

- Signs can generally be displayed on private property with the owner's permission.
- Election signs can be displayed on private property however, no election sign shall be erected adjacent to a voting place, Village facility that is owned and/or operated by the Village.
- Owners or occupants may remove signs placed on their property without consent.

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 07-2026**

SCHEDULE "B" – SIGNS REQUIRING A PERMIT

- a) **Portable signs, including sandwich boards, subject to municipal approval.**
- Shall be subject to municipal approval
 - Permitted only on private property unless otherwise authorized
 - Maximum size and height as prescribed in Schedule "E"
 - Shall not be illuminated unless specifically permitted
 - Must be removed when the associated business or activity is not operating
 - Permit duration shall not exceed the period specified by the Municipality
- b) **Temporary event signs.**
- Permit shall be valid only for the duration of the approved event
 - May be erected no more than 14 days prior to the event
 - Must be removed within 3 days following the conclusion of the event
 - Shall not be attached to trees, utility poles, or public infrastructure
- c) **Wall signs.**
- Shall be securely affixed flat against the wall of a building
 - Maximum sign area shall not exceed ___ percent of the wall face
 - Projection from the wall shall not exceed ___ metres
 - Shall not obstruct doors, windows, fire exits, or ventilation openings
 - Illumination, where permitted, shall be directed away from adjacent properties and roadways
- d) **Ground or freestanding signs.**
- Maximum height, sign face area, and setbacks as prescribed in Schedule "E"
 - Limited to one ground or freestanding sign per lot unless otherwise approved
 - Shall be permanently installed and structurally supported
 - Shall not be located within required sight triangles
 - Landscaping at the base of the sign may be required
- e) **Illuminated, electronic, or digital signs, subject to conditions imposed by Council.**
- Subject to approval by Council or its delegated authority
 - Shall comply with brightness, animation, and message-change interval standards
 - Illumination shall not cause glare or distraction to motorists or adjacent properties
 - Electronic message changes shall not occur more frequently than once every 7 seconds
 - Automatic dimming shall be required during nighttime hours
 - Audio, flashing, or moving elements are prohibited unless expressly approved
- f) **Discretionary Authority**
Council or its delegate may:
- Impose conditions on any sign permit
 - Refuse or revoke a permit for non-compliance
 - Grant exemptions where deemed appropriate and consistent with the intent of this By-law

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 07-2026**

SCHEDULE "C" – PROHIBITED SIGNS

- a) Signs resembling traffic control devices.
- b) Roof signs.
- c) Inflatable signs or advertising devices.
- d) Signs emitting sound, odour, or vibration.
- e) Signs affixed to trees, utility poles, or municipal infrastructure without authorization.
- f) Signs erected in a road allowance without written approval.
- g) Signs that incite violence, hatred, present demeaning or derogatory portrayals of individuals or groups, or that have adverse effects on public safety.

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 07-2026**

SCHEDULE "D" – SIGN FEES

- a) All fees to be paid to the Village for a license pursuant to the provisions of this by-law shall be in the amount as prescribed in the current Fees and Charges By-law.
- b) No permit shall be issued until all required fees have been paid.

Election Signs

No permit fee shall be charged for election signs erected in compliance with this By-law and the *Municipal Elections Act, 1996*.

Election Sign Removal Fee

Where an election sign is removed by the Village due to non-compliance, the responsible party shall be charged:
as per current Fees and Charges By-law; plus
Any additional costs incurred by the Village for labour, equipment, storage, or disposal.

Removal and Cost Recovery (Non-Election Signs)

Where a sign is removed by the Village due to non-compliance with this By-law, the owner or responsible party shall be charged:
as per current Fees and Charges By-law; plus
All actual costs incurred by the Village related to removal, transportation, storage, or disposal.

Replacement and Inspection Costs

- a) Where a sign permit requires inspection or re-inspection due to non-compliance, the Village may charge as per current Fees and Charges By-law.
- b) Where a municipal sign or infrastructure is damaged as a result of an unauthorized sign, the cost of repair or replacement shall be charged to the responsible party.

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 07-2026**

SCHEDULE "E" SIGN STANDARDS

Portable / Sandwich Board	1.2 m	1.5 m ²	Must be on private property; not obstruct sidewalks or roadways	Permit required; must be removed when business is closed
Wall Sign	N/A (flush to wall)	10% of wall area (max)	Must not obstruct doors, windows, fire exits	Illumination allowed with conditions
Ground / Freestanding Sign	4.5 m	6.0 m ² per face	Minimum 1.5 m from lot lines; not within sight triangles or road allowance	One sign per lot unless otherwise approved; landscaping encouraged
Illuminated / Electronic / Digital Sign	4.5 m (or as approved)	6.0 m ² per face (or as approved)	Minimum 1.5 m from lot lines; not within sight triangles	Message changes no more frequently than once every 7 seconds; brightness and dimming standards apply

Site Triangle- from the intersection along each street line (e.g., 6 m, 7.5 m, or 9 m) and the line between those two points forms the triangle that must be kept clear.
6 m on each street line from the corner

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

BY-LAW NO. 08 –2026

BEING A BY-LAW FOR THE APPOINTMENT OF SCREENING OFFICERS AND HEARING OFFICERS TO ADJUDICATE REVIEWS AND APPEALS OF ADMINISTRATIVE PENALTIES

Whereas Section 102.1 of the Municipal Act, 20-01, §.0. 2001, c. 25, as amended (the "Municipal Act"), provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

And Whereas section 151(1)(g) of the Municipal Act authorizes the Village to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licenses established by the municipality;

And Whereas Section 434.1 of the Municipal Act provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-law of the municipality passed under the Municipal Act;

And Whereas a person who receives an administrative penalty notice in regards to a designated by-law of the municipality shall have the right to request a review of the administrative penalty by a Screening Officer appointed by the municipality;

And Whereas a person who receives a Screening Officer decision in relation to an administrative penalty shall have the right to request a review of the Screening Officer's decision by a Hearing Officer appointed by the municipality;

And Whereas the Council of the Corporation of the Village of Burk's Falls considers it desirable and necessary to establish the positions of a Screening Officer and a Hearing Officer which are required for the operation of the Village's administrative monetary penalty system;

NOW THEREFORE the Corporation of the Village of Burk's Falls enacts as follows:

1 Short Title

1.1 This By-law may be referred to as the "Screening and Hearing Officer By-law".

2.0 Definitions

2.1 In this By-law:

"Administrative Penalty" means an administrative penalty established by the AMPS By-law;

"AMPS" means a system of administrative monetary penalties;

"AMPS By-law" means the Village's by-law to establish a comprehensive system of administrative monetary penalties in the Village of Burk's Falls, as amended or replaced from time to time;

"CAO-Clerk " means the person from time to time occupying the office of the CAO-Clerk of the Corporation of the Village of Burk's Falls, or such successor office as the case may be, and includes any individual who has been delegated to act in his or her place under this By-law

"Council" means the Council of the Village of Burk's Falls;

"Hearing Officer" means a person appointed from time to time in accordance with Section 4.3 of this By-law to perform the functions of a Hearing Officer in accordance with Section 4 of this By-law;

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

BY-LAW NO. 08 –2026

"Officer" means any individual appointed by a Village by-law, or pursuant to delegated authority to appoint under a Village by-law, to enforce the Village by-law, or a police officer employed by the Ontario Provincial Police or any other police service having jurisdiction in the Village;

"Person" includes an individual, corporation, partnership, or limited partnership, or an authorized representative thereof;

"Power of Decision" means a power or right conferred by or under this By-law and the AMPS By-law to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any Person:

- a. in the case of a Screening Officer, in respect of a request to review a Penalty Notice; or
- b. in the case of a Hearing Officer, in respect of a request to review a Screening Decision;

"Regulation" means Ontario Regulation 333/07, as amended, made pursuant to the Municipal Act;

"Relative" includes any of the following persons:

- a. Spouse, common-law partner, or any person with whom the person is living as a Spouse outside of marriage;
- b. parent or legal guardian;
- c. child, including a step-child and grandchild;
- d. siblings and children of siblings;
- e. aunt, uncle, niece and nephew;
- f. in-laws, including mother, father, sister, brother, daughter and son; or
- g. any person, including any dependent, who lives with the person on a permanent basis;

"Screening Decision" means a notice which contains the decision of a Screening Officer;

"Screening Officer" means a person appointed from time to time by the Chief Administrative Officer to perform the functions of a Screening Officer pursuant to Section 3 of this By-law;

"Spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage; and

"Village" means The Corporation of the Village of Burk's Falls.

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

BY-LAW NO. 08 –2026

3. Screening Officer

- 3.1 The position of Screening Officer is established for the purpose of exercising the Power of Decision in the screening review of an Administrative Penalty as prescribed in the AMPS By-law.
- 3.2 A Screening Officer shall have all the powers of Review by Screening Officer as prescribed in the AMPS By-law and the Regulation.
- 3.2 Screening Officer (s) shall be appointed by the CAO-Clerk for such period and subject to such terms and conditions as may be determined by the CAO-Clerk, and identified in this By-law in Schedule A.
- 3.4 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

4 Hearing Officer

- 4.1 The position of Hearing Officer is established for the purpose of exercising the Power of Decision in a review of a Screening Decision as prescribed in the AMPS By-law.
- 4.2 A Hearing Officer shall have all the powers of Review by Hearing Officer as prescribed in the AMPS By-law and the Regulation
- 4.3 Hearing Officer (s) shall be appointed by Council on such terms and conditions as determined by Council.
- 4.4 A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

5 General

- 5.1 The following persons are not eligible for any appointment as a Screening Officer
- 5.2 or a Hearing Officer:
 - a) a member of Council;
 - b) a Relative of a member of Council;
 - c) an Officer;
 - d) in the case of a Hearing Officer, an employee of the Village; or
 - e) a person indebted to the Village other than:
 - i. in respect of current real property taxes; or
 - ii. pursuant to an agreement with the Village, where the person is in compliance with the terms thereof.
- 5.3 A Screening Officer and a Hearing Officer shall have no authority to delegate his or her powers or duties.
- 5.4 The following names listed in Schedule A of this by-law be appointed for the respective positions of Screening or Hearing Officer for the Village.

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

BY-LAW NO. 08 –2026

6 Severability

- 6.1 Should any provision, or any part of a provision, of this By-law be declared as invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of the Council that such a provision, or any part of a provision, shall be severed from this by-law and every other provision of this by-law shall be applied and enforced in accordance with its terms to the extent possible according to law

7 Interpretation

- 7.1 The provisions of Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Sched. F, shall apply to this By-law.

8 Enactment

- 8.1 This By-law shall come into force and effect upon the final passage thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 17th DAY OF February 2026

Seal

Mayor Chris Hope

CAO-Clerk Denis Duguay

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

BY-LAW NO. 08 –2026

SCHEDULE A

Appointments for Screening Officer and Hearing Officer under the Village's Administrative Monetary Penalties System

NAME	POSITION
Debbie Hall	Hearing Officer
Tammy Wylie	Screening Officer
Camille Barr	Screening Officer

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 09-2026**

**BEING A BYLAW TO IMPLEMENT AN ADMINISTRATIVE MONETARY PENALTY
SYSTEM IN THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS**

Whereas section 434.1 (1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, authorizes municipalities to establish a system of administrative penalties for contraventions of municipal bylaws;

And Whereas section 102.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an Administrative Monetary Penalty if the municipality is satisfied that the person has failed to comply with any bylaws respecting the parking, standing or stopping of vehicles;

And Whereas section 391 of the *Municipal Act*, 2001 enables the Municipality to pass bylaws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

And Whereas section 434.2 of the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the municipality on a person constitutes a debt of the person to the municipality;

And Whereas sections 23.2, 23.3 and 23.5 of the *Municipal Act*, 2001, S.O. 2001, C. 25, as amended authorizes the Municipality to delegate its administrative and hearing powers; and,

And Whereas section 15.4.1 (1) of the *Building Code Act*, 1992 S.O. 1992, c.23, as amended authorizes a municipality to pass a bylaw that may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with, a bylaw of the municipality passed under section 15.1 of the *Building Code Act*, 1992, as amended, or an order of an officer made under subsection 15.2 (2) or 15.3 of the *Building Code Act*, 1992, as amended; and;

And Whereas the Council for the Corporation of the Municipality of the Village of Burk's Falls considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for certain Municipal bylaws, or portions of certain Municipal bylaws;

Now Therefore The Council Of The Corporation Of The Municipality Of The Village of Burk's Falls Enacts As Follows:

Definitions

In this Bylaw:

"Administrative Fee" means any fee specified in this Bylaw or set out in Schedule 'C';

"Administrative Penalty" means an administrative penalty established by this Bylaw or set out in the attached Schedule(s) for a contravention of a Designated Bylaw;

"A.M.P.S." means Administrative Monetary Penalty System;

"Clerk" means the Municipal Clerk, their delegate, or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;

"Council" means the Council of the Municipality of The Village of Burk's Falls;

"Day" means any calendar day;

"Designated Bylaw" means a bylaw, or a part or provision of a bylaw, that is designated under this or any other bylaw, and is listed in the attached Schedule 'A' to which the AMPS applies;

"Hearing Non-Appearance Fee" means an Administrative Fee established by the Municipality from time to time in respect of a Person's failure to appear at the time and place scheduled for a review before a Hearing Officer and listed in Schedule 'C';

"Hearing Decision" means a notice that contains a decision made by a Hearing Officer, delivered in accordance with section 4.11 of this Bylaw;

"Hearing Officer" shall mean a person who performs the duties of Hearing Officer as set out in section 4 of this bylaw and meeting the requirements that a Hearing Officer cannot be a Member of Council or a Municipal Employee. The Hearing Officer shall have knowledge of and experience in administrative law including, but not limited to a lawyer, retired lawyer, para-legal, retired para-legal, retired police officer, retired municipal clerk or retired municipal deputy clerk;

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 09-2026

“Holiday” means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the Municipality are officially closed for business;

“Late Payment Fee” means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this Bylaw and listed in Schedule ‘C’;

“MTO Fee” means an Administrative Fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, and listed in Schedule “C”;

“Municipality” means the Corporation of the Municipality of The Village of Burk’s Falls;

“NSF Fee” means an Administrative Fee established by the Municipality from time to time in respect of payment by negotiable instrument received by the Municipality from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in Schedule ‘C’;

“Officer” means a Municipal Law Enforcement Officer, Police Officer, Fire Chief, Fire Prevention Officer or a designate appointed by the municipality to enforce this bylaw;

“Penalty Notice” means a notice given to a Person pursuant to section 2 of this Bylaw;

“Penalty Notice Date” means the date of the contravention specified on the Penalty Notice, in accordance with section 2.3 of this Bylaw;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 2.3 of this Bylaw;

“Person” includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof;

“Plate Denial Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay within the time prescribed prior to a request for plate denial and listed in Schedule “C”;

“Request for Review by Hearing Officer” means the request which may be made in accordance with section 4 of this Bylaw for the review of a Screening Decision;

“Request for Review by Screening Officer” means the request made in accordance with section 3 of this Bylaw for the review of a Penalty Notice;

“Review by Hearing Officer” and **“Hearing”** means the process set out in section 4 of this Bylaw;

“Review by Screening Officer” and **“Screening Review”** means the process set out in section 3 of this Bylaw;

“Screening Decision” means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 3.12 of this Bylaw;

“Screening Non-appearance Fee” means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule “C”;

“Screening Officer” means a person from time to time appointed pursuant to this Bylaw who performs the duties of Screening Officer as set out in section 3 and meeting the requirements established in the applicable polices. A screening officer cannot be a member of council or a municipal staff member involved in enforcement or the supervision of officers;

“Vehicle” includes a motor vehicle, automobile, bicycle, motorcycle, boat, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle drawn, propelled, or driven by any kind of power including muscular power and such additional definitions as set out in the *Highway Traffic Act*, R.S.O. 1990, as amended.

Application of this Bylaw

- 1.1 The Municipal bylaws, or portions of Municipal bylaws, listed in the attached Schedule 'A' of this Bylaw shall be Designated Bylaws for the purposes of sections 102.1 and 151 of the *Municipal Act* and paragraph 3(1)(b) of O.Reg 333/07. The attached Schedule 'B' sets out the Administrative Penalty and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.
- 1.2 Schedule 'C' of this Bylaw shall set out Administrative Fees imposed for the purposes of this Bylaw.
- 1.3 The *Provincial Offences Act*, R.S.O. 1990, as amended applies to all Designated Bylaws except to a Designated Bylaw respecting the parking, standing or stopping of vehicles.

Penalty Notices

- 2.1 Every Person in contravention of a Designated Bylaw shall upon issuance of a Penalty Notice be liable to pay the Municipality an Administrative Penalty in the amount specified in the attached Schedule 'B' to this Bylaw.
- 2.2 An Officer who has reason to believe that a Person has contravened any Designated Bylaw may issue a Penalty Notice upon notice thereof within thirty (30) days.
- 2.3 A Penalty Notice may include the following information:
 - (a) the Penalty Notice Date;
 - (b) a Penalty Notice Number;
 - (c) the date on which the Administrative Penalty is due and payable;
 - (d) the identification number and signature of the Officer;
 - (e) the name of the person penalized;
 - (f) the contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
 - (g) the amount of the Administrative Penalty;
 - (h) the vehicle licence plate number or vehicle identification number
 - (i) such additional information as the Clerk determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and
 - (j) a statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process.
- 2.4 In addition to the service methods provided in section 5 "Service of Documents" of this Bylaw, an Officer may serve the Penalty Notice on a Person by delivering it personally to the Person contravening the bylaw at the time of the offence.
- 2.5 No person issuing a penalty notice may accept payment of an Administrative Penalty or Administrative Fee.
- 2.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Municipality any applicable Administrative Fee(s).

Review by Screening Officer

- 3.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 3.4.
- 3.2 If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Screening Officer extend the time to request a Screening Review to a date that is no later than thirty (30) days after the Penalty Notice Date, in accordance with the process set out in Section 3.4.
- 3.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before thirty (30) days after the Penalty Notice Date, at which time:
 - (a) the Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review; and,
 - (b) the Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed; and,

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- (c) the Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 3.4** A Person's Request for Review by a Screening Officer or request for an extension of time to request a Screening Review is exercised by:
- (a) a submission in writing to the Clerk or Designate of a Request for Review by a Screening Officer or request for an extension of time to request a Screening Review; or
 - (b) calling the telephone number listed on the Penalty Notice to make a Request for Review by a Screening Officer or to request an extension of time to request a Screening Review.
- 3.5** A Request for Review by Screening Officer of an Administrative Penalty or a request for an extension of time to request a Screening Review shall include the Penalty Notice Number and the Person's contact information.
- 3.6** A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the Clerk if the Person makes the request on or before the dates established by Sections 3.1 or 3.2 of this Bylaw.
- 3.7** On a request for an extension of time to request a Screening Review, the Clerk may only extend the time to request a Screening Review where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
- 3.8** Where an extension of time to request a Screening Review is not granted by the Clerk, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed.
- 3.9** Where a Person fails to attend at the time and place scheduled for a Screening Review of an Administrative Penalty:
- (a) the Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
 - (b) the Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed; and
 - (c) the Administrative Penalty shall not be subject to any further review, including a review by any Court; and
 - (d) the Person shall pay to the Municipality a Screening Non-Appearance Fee and any other applicable Administrative Fee(s).
- 3.10** On a review of an Administrative Penalty, the Screening Officer may
- (a) affirm the Administrative Penalty; or
 - (b) cancel, reduce, or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - (i) where the Person establishes on the balance of probabilities that they did not contravene the Designated Bylaw(s) as described in the Penalty Notice; or
 - (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction, or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.
- 3.11** On a Screening Review of an Administrative Penalty, before making a decision, a Screening Officer shall conduct an interview with the Person.
- 3.12** After a Review by a Screening Officer, the Screening Officer shall deliver a Screening Decision to the Person, in accordance with Section 5 of this Bylaw.
- 3.13** A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or bylaw or the constitutional applicability or operability of any statute, regulation, or bylaw.

Review by Hearing Officer

- 4.1** A Person may Request a Review by Hearing Officer during the Screening Review.
- 4.2** If a Person has not made a Request for Review by Hearing Officer at the time of the Screening Review, the Person may make a Request for Review by Hearing Officer before the due and payable date for the Administrative Penalty listed on the Screening Decision.
- 4.3** The Person's right to Request for Review by Hearing Officer expires if it has not been exercised on or before the due and payable date for the Administrative Penalty listed on the Screening Decision, at which time:
- (a) the Person shall be deemed to have waived the right to Request for Review by Hearing Officer;
 - (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s), if

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- applicable, as modified in the Screening Decision, shall be deemed to be confirmed; and
- (c) the Screening Decision and Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 4.4** A Person's Request for Review by Hearing Officer is exercised by:
- (a) a submission in writing to the Village Clerk for a Request for Review by a Hearing Officer, or request for an extension of time to request a Hearing; or
 - (b) attending in person at the location listed on the Screening Decision to make Request for Review by a Hearing Officer or request an extension of time to request a Hearing; or
 - (c) calling the telephone number listed on the Screening Decision to make a Request for Review by Hearing Officer or request an extension of time to request a Hearing.
- 4.5** A Request for Review by Hearing Officer shall only be scheduled by the Clerk if the Person makes the request within the time limits set out in sections 4.2 or 4.3 of this Bylaw.
- 4.6** Where a Person fails to appear at the time and place scheduled for a Hearing:
- (a) the Person shall be deemed to have abandoned the Hearing for review of a Screening Decision;
 - (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
 - (c) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
 - (d) the Person shall pay to the Municipality a Hearing Non-appearance Fee, Late Payment Fee and any other applicable Administrative Fee(s).
- 4.7** On a review of a Screening Decision, the Hearing Officer may:
- (a) confirm the Screening Decision; or
 - (b) cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - (i) where the Person establishes on a balance of probabilities that they did not contravene the Designated Bylaw(s) as described in the Penalty Notice; or
 - (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction, or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.
- 4.8** A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and a representative of the Municipality an opportunity to be heard at the time and place scheduled for the Hearing.
- 4.9** All Hearings by a Hearing Officer shall be conducted in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22, as amended.
- 4.10** A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or bylaw or the constitutional applicability or operability of any statute, regulation or bylaw.
- 4.11** After a Hearing is complete, the Hearing Officer shall deliver to the Person a Hearing Decision, in accordance with Section 5 of this Bylaw.
- 4.12** The decision of a Hearing Officer is final.

Service of Documents

- 5.1** The service of any document, notice or decision, including a Penalty Notice, pursuant to this Bylaw, when served in any of the following ways, is deemed effective:
- (a) immediately, when a copy is delivered to the Person to whom it is addressed;
 - (b) on the seventh (7th) Day following the date a copy is sent by registered mail to the Person's last known address;
 - (c) immediately upon the conclusion and sent confirmation of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
- 5.2** For the purposes of subsections 5.1 (b) and (c) of this Bylaw, a Person's last known address or facsimile number includes an address or facsimile number provided by the Person to the Municipality as may be required by a form, practice or policy under this Bylaw.

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Administration

- 6.1** The Clerk, their delegate, or anyone designated by the Clerk shall administer this Bylaw and establish any additional practices, policies and procedures necessary to implement this Bylaw and may amend such practices, policies and procedures from time to time as they deem necessary, without amendment to this Bylaw.
- 6.2** The Clerk, their delegate, or anyone designated by the Clerk shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this Bylaw and may amend such forms and notices from time to time as they deem necessary, without amendment to this Bylaw.
- 6.3** An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Municipality owed by the Person.
- (a) Pursuant to subsections 398 (1) and (2) of the *Municipal Act*, 2001, where an Administrative Penalty, including any Administrative Fee(s) remain unpaid after the final date on which it is payable as specified in the Penalty Notice, the Administrative Penalty, including any Administrative Fees(s) shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.
- (i) Where a penalty notice has been issued to a tenant or occupant of a property and is to be added to the tax roll under this section, notice shall be given to the property owner thirty (30) days prior to the amount being added to the tax roll.
- 6.4** Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable; the Person shall pay to the Municipality a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).
- 6.5** Where a Person makes payments to the Municipality of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Municipality the NSF Fee set out in the Municipality's Fees Bylaw.
- 6.6** Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.
- 6.7** Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 6.8** A Person claiming financial hardship under this Bylaw shall provide documented proof of the financial hardship to the Clerk, their delegate, or anyone designated by the Clerk, the Screening Officer or the Hearing Officer, as applicable.
- 6.9** Any schedule attached to this Bylaw forms part of this Bylaw.
- 6.10** Screening Officers shall be appointed by Council on the recommendation of the Clerk or their designate. Screening Officers shall be appointed by a bylaw passed by Council based on the provisions of all applicable polices established by the Village.
- 6.11** Hearing Officers shall be appointed by Council on the recommendation of the Clerk or their designate. Hearing Officers shall be appointed by a bylaw passed by Council based on the provisions of all applicable polices established by the Village and shall meet all conditions established therein.

Severability

- 7.1** Should any provision, or any part of a provision, of this Bylaw be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this Bylaw, and every other provision of this Bylaw shall be applied and enforced in accordance with its terms to the extent possible according to law.

Interpretation

- 8.1** The provisions in Part VI of the *Legislation Act*, 2006, S.O. 2006, c.21, Sched. F, shall apply to this Bylaw.

Short Title

- 9.1** This Bylaw may be referred to as the Administrative Monetary Penalty System Bylaw or as the AMPS Bylaw.

Effective Date

10.1 That this Bylaw shall come into effect on the day it was passed.

10.2 Bylaw# 2022-24 is hereby repealed.

Read a first, second and third and finally passed this 17 day of February 2026.

Chris Hope, Mayor

Denis Duguay
CAO-CLERK

Schedule "A" to Bylaw 2022-24

Being A Bylaw to Implement an Administrative Monetary Penalty System in the
Municipality of The Village of Burk's Falls

Designated Bylaws

- (a) Bylaw No. 6-2017 (Provide for Maintaining Land in A Clean and Clear Condition)
- (b) Bylaw No. 14-2017 (Regulate and Prescribe Outdoor Burning)
- (c) Bylaw No. 8-2017 (Regulate the Care and Control of Animals)
- (d) Bylaw No. 17-2017 (Regulate the Care and Control of Poultry, Livestock, And Exotic Animals)
- (e) Bylaw No. 17-2021 (Establishing and Maintaining a System for The Collection, Removal, And Disposal of Garbage, Recyclable Materials, Yard Waste, And Refuse)
- (f) Bylaw No. 16-2017 (Prohibit the Throwing, Placing, or Depositing of Refuse or Debris on Private Property or on Property of The Municipality Without Authority of The Owner or Occupant of Such Property)
- (g) Bylaw No. 18-2006 (Prohibit Motorized Snow Vehicles from Municipal Sidewalks Within the Village of Burk's Falls)
- (h) Bylaw No. 05-2018 (Prohibit and Regulate Noise)
- (i) Bylaw No. 23-2018 (Regulate the Use of Dry Smoke Producing Products on Municipal Property)
- (j) Bylaw No. 06-2001 (Prescribe Standards for The Maintenance of the Physical Condition and Occupancy of Buildings and Property in the Village of Burk's Falls)
- (k) Bylaw No. 07-2017 (Regulate Traffic and to Govern and Control the Parking of Vehicles in the Village of Burk's Falls)

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Schedule "B" to Bylaw 2022-24

**Being A Bylaw to Implement an Administrative Monetary Penalty System in the Municipality
of The Village of Burk's Falls**

Administrative Monetary Penalties

Bylaw No. 6-2017 Provide For Maintaining Land in A Clean and Clear Condition		
Bylaw Section	Short Form Wording	Penalty Amount
2.1	Fail to keep front yard clean of refuse and debris	\$200.00
2.2	Fail to keep yard and property clean and free from refuse and debris	\$200.00
2.3	Fail to keep yard and property in an orderly, tidy, and litter free manner	\$200.00
2.4	Improperly dispose of refuse and debris	\$200.00
2.4	Use land or structure for dumping, burying, disposing, or storing of refuse	\$250.00
2.5	Fail to ensure property is free from dead, diseased, decaying, or damaged tree or other natural growth	\$200.00
2.6	Fail to ensure grass other vegetation is cut and trimmed	\$200.00
2.7	Failure to keep yard and property free of stagnant water	\$200.00
2.8	Fail to keep hedges, shrubs, and trees adjacent to walkway or roadway cut and trimmed	\$200.00
3.1	Failure to fill excavation – barrier not provided	\$400.00
3.2	Fail to maintain swimming pool, hot tub, wading pool, or artificial pond	\$400.00
3.3	Fail to ensure that structure or improvement to land remains in safe condition	\$400.00
3.4	Fail to keep yard and property clear of insects, termites, rodents, vermin, or other pests	\$300.00
4.1.a.	Improper parking or storage of unfit motor vehicle	\$200.00
4.1.b.	Improper wrecking, dismantling, or salvaging of motor vehicle parts	\$200.00

Bylaw No. 14-2017 Regulating and Prescribe Open Air Burning		
Bylaw Section	Short Form Wording	Penalty Amount
2.1	Set or permit open air fire during prohibited hours	\$300.00
2.2	Set or permit open air fire contrary to general prohibition	\$300.00
2.4	Set or permit a flying lantern	\$300.00
4.2	Failure to comply with permit conditions	\$300.00
4.5	Failure to extinguish fire otherwise allowed under permit when ordered to do so	\$300.00
5.1	Fail to confine Recreational Fire to approved burn area	\$300.00
5.2	Recreational Fire with prohibited materials	\$300.00

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Bylaw No. 14-2017 Regulating and Prescribe Open Air Burning		
Bylaw Section	Short Form Wording	Penalty Amount
5.3	Recreational Fire adversely affecting other person(s)	\$300.00
5.4	Recreational Fire of oversized wood	\$300.00
5.5	Recreational Fire within 6 meters (19.5 ft) of adjacent property	\$300.00
5.6	Recreational Fire within 6 meters (19.5 ft) of combustible structure	\$300.00
5.7	Recreational Fire without extinguishing provisions and devices	\$300.00
5.8	Failure to supervise Recreational Fire	\$300.00
5.9	Recreational Fire during high winds or smog alert	\$300.00
5.10	Failure to take reasonable precautions during Recreational Fire	\$300.00
5.11	Failure to extinguish fire or comply when ordered during Recreational Fire.	\$300.00
5.12	Failure by owner to ensure compliance during Recreational Fire.	\$300.00
6.1	Non Recreational Fire pile larger then permitted	\$300.00
6.2	Non Recreational Fire of material not permitted	\$300.00
6.3	Non Recreational Fire of material other then wood or permitted yard waste	\$300.00
6.5	Non Recreational Fire adversely affecting other persons	\$300.00
6.6	Failure to supervise non Recreational Fire	\$300.00
6.8	Non Recreational Fire during high winds or smog alert	\$300.00
6.9	Failure to take reasonable precautions during non Recreational Fire.	\$300.00
6.10	Failure to extinguish Fire or comply when ordered during no Recreational Fire ban	\$500.00
6.11	Failure by owner to ensure compliance during non Recreational Fire ban	\$300.00
7.3	Failure to extinguish Fire creating hazard when ordered to do so	\$500.00
11.1	Hinder or obstruct any person exercising a power or performing duty under this Bylaw	\$500.00

Bylaw No. 8-2017 Regulate the Care and Control of Animals		
Bylaw Section	Short Form Wording	Penalty Amount
2.1 (a)	Fail to provide dog or cat with clean and sanitary environment	\$300.00
2.1 (b)	Fail to provide essentials for dog or cat	\$300.00
3.1	Fail to purchase dog license	\$75.00
3.4 (a)	Keep or permit more than 3 dogs in a dwelling	\$125.00

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Bylaw No. 8-2017 Regulate the Care and Control of Animals		
Bylaw Section	Bylaw Section	Bylaw Section
3.4 (b)	Keep or permit more than 2 dogs in a dwelling unit	\$125.00
4.1	Allow dog or cat to run at large	\$175.00
4.2	Allow dog or cat to trespass on private property	\$250.00
4.3	Fail to leash dog or cat on road or public place	\$175.00
4.4	Allow dog or cat to run at large in public park or trail	\$175.00
4.5	Fail to clean up excrement	\$175.00
4.6	Permit excessive barking or unnecessary noise	\$175.00

Bylaw No. 17-2017 Regulate the Care and Control of Poultry, Livestock, and Exotic Animals		
Bylaw Section	Short Form Wording	Penalty Amount
2.1 (a)	Fail to provide clean and sanitary environment for animal	\$300.00
2.1 (b)	Failure to provide essentials for animal	\$300.00
3.2	Fail to purchase animal licence	\$125.00
3.5	Keep or permit to be kept an animal in a manner that contravenes bylaw	\$175.00
4.1	Permit animal to be at large	\$175.00
4.2	Permit animal to trespass on private property	\$250.00
4.3	Allow animal to be on public road or public park without being leashed	\$175.00
4.4	Allow animal to be at large in public park or trail	\$175.00
4.5	Fail to clean up excrement	\$175.00
4.6	Permit animal to make excessive noise	\$175.00
6.1	Hinder or obstruct any person exercising a power or performing a duty under this bylaw	\$300.00

Bylaw No. 17-2021 Establishing And Maintaining a System For The Collection, Removal And Disposal Of Garbage, Recyclable Materials, Yard Waste And Refuse		
Bylaw Section	Short Form Wording	Penalty Amount
4.1	Store waste on property in non-animal resistant container	\$175.00
4.6	Placing waste in position that impedes or interferes with traffic or maintenance	\$175.00
4.8	Fail to appropriately tag waste	\$75.00
4.9	Place waste in non-clear bag	\$100.00

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4.11	Excess number of privacy bags in clear bag	\$100.00
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Bylaw No. 16-2017 Prohibit The Throwing, Placing or Depositing of Refuse or Debris on Private Property or on Property of the Municipality Without Authority from the Owner or Occupant of Such Property.		
Bylaw Section	Short Form Wording	Penalty Amount
Paragraph 1	Throwing or placing of refuse, debris on private property	\$200.00
Paragraph 1	Throwing or placing of refuse, debris on municipal property	\$200.00

Bylaw No. 18-2006 Prohibit Motorized Snow Vehicles from Municipal Sidewalks within the Village of Burk's Falls		
Bylaw Section	Short Form Wording	Penalty Amount
2 (a)	Drive or operate motorized snow vehicle along sidewalk or pedestrian foot bridge	\$175.00
2 (d)	Drive motorized snow vehicle across sidewalk at angle other than 90 degrees	\$75.00

Bylaw No. 05-2018 Prohibit and Regulate Noise		
Bylaw Section	Short Form Wording	Penalty Amount
3.1 a)	Emit, or cause noise by racing motorized conveyance outside of organized event	\$150.00
3.1 b)	Emit or cause noise from combustion engine or pneumatic device without permitted exhaust or intake muffling device	\$150.00
3.1 c)	Emit or cause noise by persistent ringing bell, or blowing or sounding horn in residential area	\$150.00
3.1 e)	Emit or cause noise from the discharge of a firearm	\$400.00
4.1	Emit or cause noise contrary to "Schedule A"	\$250.00
6.5	Contravene order to discontinue activity	\$350.00
6.8	Hinder or obstruct person exercising a power or performing a duty under bylaw	\$350.00

Bylaw No. 23-2018 Regulate The Use of Dry Smoke Producing Products on Municipal Property		
Bylaw Section	Short Form Wording	Penalty Amount
3.1.0	Use tobacco product or apparatus in smoke-free area	\$200.00
3.2.0 (a)	Employer or proprietor fail to ensure compliance with bylaw	\$300.00
3.2.0 (b)	Employer or proprietor fail to prohibit tobacco use in area designated as tobacco free	\$300.00
3.2.0 (c)	Employer or proprietor fail to post no smoking signage	\$300.00
3.2.0 (d)	Employer or proprietor fail to ensure no ashtrays are placed or permitted to remain in smoke-free area	\$300.00
4.1.0	Employer or proprietor fail to ensure sufficient number of prescribed signs posted	\$300.00

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7.1.0	Hinder, obstruct, or interfere with inspector	\$400.00
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**Bylaw No. 06-2001
Prescribe Standards for The Maintenance of the Physical Condition and Occupancy of
Buildings and Property**

Bylaw Section	Short Form Wording	Penalty Amount
3.1.1 (i)	Fail to keep yard free of rubbish, debris and objects, or conditions that may create a health, fire, or accident hazard	\$300.00
3.1.1 (ii)	Fail to keep yard free of excise growth of grass, brush, undergrowth, or noxious weeds.	\$300.00
3.1.1 (iii)	Fail to keep yard free of dilapidated, collapsed, or partially constructed structures	\$400.00
3.1.1 (iv)	Fail to keep yard free from injurious insects, termites, vermin, or other pests	\$300.00
3.1.1. (v)	Fail to keep yard free from dead, or damaged trees or other natural growth	\$300.00
3.1.2	Park vehicle or trailer on lot not in running condition and without valid licence	\$300.00
3.2	Fail to maintain surface conditions as prescribed	\$300.00
3.2 (i)	Fail to maintain surface conditions so as to prevent ponding of storm water	\$300.00
3.2 (ii)	Fail to maintain surface conditions so as to prevent instability or erosion of soil	\$300.00
3.2 (iii)	Fail to maintain surface conditions so as to prevent runoff from entering buildings	\$300.00
3.2 (iv)	Fail to maintain surface conditions so as to not exhibit an unsightly appearance	\$300.00
3.2 (v)	Fail to maintain surface conditions so as to be kept free of garbage and refuse	\$300.00
3.2 (vi)	Fail to maintain surface conditions so as to be kept free of ruts, holes, and excavations	\$400.00
3.2 (vii)	Fail to maintain surface conditions so as to provide safe passage	\$400.00
3.2 (viii)	Fail to maintain surface conditions so as to not create a nuisance to other property	\$300.00
3.3.1	Fail to properly discharge or dispose of sewage or organic waste	\$400.00
3.3.2	Fail to properly drain storm water	\$300.00
3.3.4	Fail to properly grade and maintain property to prevent ponding of water.	\$300.00
3.4.1	Use material other than indicated for vehicular traffic and parking areas	\$300.00
3.4.1	Fail to properly maintain vehicular traffic and parking areas	\$300.00
3.4.2	Fail to maintain steps, walks, driveways, parking spaces or similar areas so as to afford safe passage.	\$400.00
3.5.1	Fail to properly maintain exterior walls	\$400.00
3.5.2	Fail to keep exterior walls free from unauthorized signs or defacements	\$250.00
3.6.1	Fail to maintain building or structural member in structurally sound condition.	\$500.00
3.6.2	Fail to maintain exterior portion of building so as to prevent collapse or injury	\$500.00

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3.7	Fail to install or maintain guardrail where required	\$500.00
3.8.1	Fail to properly maintain accessory structure	\$300.00
Bylaw No. 06-2001 Prescribe Standards for The Maintenance of the Physical Condition and Occupancy of Buildings and Property		
Bylaw Section	Short Form Wording	Penalty Amount
3.8.2	Fail to protect accessory structure surface from deterioration	\$300.00
3.9.1	Fail to provide sufficient number of receptacles for recycling, garbage, and other refuse	\$300.00
3.9.2	Fail to screen garbage areas	\$300.00
4.1.1	Fail to maintain property in a clean, sanitary, and safe condition	\$300.00
4.1.2	Fail to maintain floors, walls, ceilings, and fixtures in a clean, sanitary, and safe condition	\$400.00
4.3.1	Fail to keep dwellings free of rodents, vermin, and insects	\$400.00
4.3.2	Fail to keep walls, roofs, and other exterior parts of building free from improperly secured objects or materials	\$400.00
4.4.1	Fail to properly maintain foundation walls	\$300.00
4.4.2	Fail to properly support dwelling with foundation walls or piers	\$500.00
4.5.1	Fail to properly maintain windows, doors, skylights, and basement or cellar hatchways	\$300.00
4.5.2	Fail to provide suitable locking or securing hardware	\$300.00
4.5.3	Fail to maintain voice communication unit	\$300.00
4.5.4	Fail to provide safety devices on windows where required	\$500.00
4.6.1	Fail to properly maintain roof	\$500.00
4.6.3	Fail to properly maintain eavestroughs or roof gutters	\$300.00
4.7.1	Fail to properly maintain wall, ceiling, and floor surfaces	\$500.00
4.7.2	Fail to ensure floor is properly maintained	\$500.00
4.7.3	Fail to ensure floors are maintained so as to be impervious to water and readily clean	\$300.00
4.8	Fail to properly maintain stairs, porches, balconies, and landings	\$500.00
4.9 (i)	Fail to equip kitchen area with a proper sink	\$300.00
4.9 (ii)	Fail to equip kitchen with suitable storage area	\$300.00
4.9 (iii)	Fail to equip kitchen with counter or work area of required size	\$300.00
4.9 (iv)	Fail to equip kitchen with space for cooking and refrigeration appliances	\$300.00
4.10.1	Fail to equip dwelling unit with proper bathroom	\$500.00
4.10.2	Fail to ensure bathroom accessible, enclosed, and provided with lockable door	\$500.00

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4.10.3	Fail to provide proper entrance for shared bathroom	\$300.00
4.11.1	Fail to supply fixtures with appropriate water supply	\$300.00
Bylaw No. 06-2001		
Prescribe Standards for The Maintenance of the Physical Condition and Occupancy of Buildings and Property		
Bylaw Section	Bylaw Section	Bylaw Section
4.11.2	Fail to provide dwelling with potable water	\$500.00
4.11.3	Fail to properly maintain plumbing	\$300.00
4.11.4	Fail to connect fixtures to sewage system in prescribed manner	\$500.00
4.11.5	Fail to provide and maintain proper fixtures as required by bylaw	\$300.00
4.12.1	Fail to wire dwelling or dwelling unit for electricity	\$500.00
4.12.1	Fail to ensure dwelling or dwelling unit is connected to approved electrical supply system	\$500.00
4.12.2	Fail to properly install and maintain electrical components	\$500.00
4.12.3	Fail to provide electrical outlets	\$500.00
4.12.3	Use extension cords on permanent basis	\$500.00
4.12.4	Fail to provide permanent light fixture where required	\$300.00
4.12.5	Fail to ensure light fixtures provide sufficient illumination	\$300.00
4.13.1	Fail to provide suitable heating facilities	\$500.00
4.13.2	Fail install and maintain fuel burning appliances, equipment, and accessories to CSA standards	\$500.00
4.13.3	Fail to provide and maintain fuel receptacle to CSA standards	\$500.00
4.13.4	Fail to provide adequate separation to prevent the passage of smoke, fumes, and gasses	\$500.00
4.13.5	Fail to properly vent fuel burning appliance, equipment, and accessories	\$500.00
4.13.6	Fail to properly install and maintain chimney, smoke pipe, flue, and vent	\$500.00
4.14.1	Fail to provide approved fire alarm and fire detection system where required.	\$500.00
4.14.2	Fail to provide approved smoke alarm	\$500.00
4.14.3	Fail to ensure fire escape is maintained and free from obstructions	\$500.00
4.15.1	Fail to provide continuous unobstructed passage to outside at street or grade level	\$500.00
4.15.2	Fail to provide required exits	\$500.00
4.16	Fail to provide window, skylight, or translucent panels admitting natural light where required	\$300.00
4.17.1	Fail to provide adequate ventilation	\$400.00
4.17.2	Fail to maintain mechanical ventilation system	\$400.00

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4.17.3	Fail to provide adequate ventilation to enclosed areas	\$500.00
4.18	Disconnect or cause to be disconnected a service or utility	\$300.00
Bylaw No. 06-2001 Prescribe Standards for The Maintenance of the Physical Condition and Occupancy of Buildings and Property		
Bylaw Section	Short Form Wording	Penalty Amount
4.19.1	Use or permit use of non-habitable room for habitable purpose	\$500.00
4.19.2 (i)	Fail to ensure habitable room complies with bylaw requirements	\$400.00
4.19.2 (ii)	Fail to ensure walls and floors are damp proof and impervious to water leakage	\$300.00
4.19.2 (iii)	Fail to provide suitable fire separation	\$500.00
4.19.2 (iv)	Fail to provide suitable access	\$300.00
4.19.2 (v)	Fail to provide adequate drainage and ventilation	\$500.00
5.1.1	Fail to maintain non-residential yard to bylaw standards.	\$300.00
5.1.2	Fail to maintain neat and orderly organization of materials and equipment	\$300.00
5.2.1	Fail to provide proper surface covering for vehicular traffic and parking areas	\$300.00
5.2.1	Fail to properly maintain vehicular traffic and parking areas	\$300.00
5.2.2	Fail to maintain vehicular traffic, parking space, and similar areas in condition to afford safe passage	\$400.00
5.3	Fail to provide sufficient lighting to premises	\$300.00
6.1.1	Fail to maintain vacant land to bylaw standards	\$300.00
6.1.2	Fail to adequately grade, fill, or otherwise drain vacant land so as to prevent ponding of water	\$300.00
6.2.1	Fail to ensure vacant building is kept clear of garbage, rubbish, and debris.	\$300.00
6.2.1	Fail to ensure utilities to vacant building are turned off	\$300.00
6.2.2	Fail to properly board up vacant building	\$500.00
7.3.1	Occupy, use, or permit usage of property that does not conform to prescribed standards	\$500.00
7.3.4	Remove posted sign, notice, or placard without permission	\$500.00

Bylaw No. 07-2017 Regulate Traffic and to Govern and Control the Parking of Vehicles		
Bylaw Section	Short Form Wording	Penalty Amount
3.1.1 (a)	Improper parallel parking or stopping	\$50.00
3.2.1 (a)	Park or stop within 6 meters of intersection	\$50.00
3.2.1 (b)	Park or stop in front of public lane or driveway	\$100.00
3.2.1 (c)	Park or stop within 3 meters of fire hydrant	\$50.00

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3.2.1 (d)	Park or stop – double parked	\$50.00
3.2.1 (e)	Park or stop in direction opposite traffic flow	\$50.00
Bylaw No. 07-2017		
Regulate Traffic and to Govern and Control the Parking of Vehicles		
Bylaw Section	Short Form Wording	Penalty Amount
3.2.1 (f)	Park or stop within 152 meters of in-use firefighting apparatus	\$300.00
3.2.1 (g)	Park or stop within 15 meters of railway level crossing	\$50.00
3.2.1 (h)	Park or stop alongside railway tracks	\$50.00
3.2.1 (i)	Park or stop for purposes of displaying vehicle for sale	\$100.00
3.2.1 (j)	Park or stop for purpose of washing, greasing, or repairing vehicle	\$50.00
3.2.1 (k)	Park or stop in position to prevent removal of other vehicle	\$100.00
3.2.1 (l)	Park or stop obstructing crosswalk	\$50.00
3.2.1 (m)	Park or stop impeding movement of traffic	\$100.00
3.2.1 (n)	Park or stop on bridge	\$50.00
3.2.1 (n)	Park or stop within 9 meters of approach to bridge	\$50.00
3.2.1 (o)	Park or stop – exceeding 2 hours – Ontario Street	\$50.00
3.3 (a)	Park in prohibited area – signs displayed	\$50.00
3.4.1 (a)	Stop vehicle on or over sidewalk or footpath	\$50.00
3.4.1 (b)	Stop on highway	\$50.00
3.4.1 (c)	Stop alongside or across from excavation or obstruction – impede flow of traffic	\$100.00
3.4.1 (d)	Stop on roadway side of stopped vehicle	\$50.00
3.4.1 (e)	Stop on bridge or elevated structure or within tunnel or overpass	\$50.00
4.2 (a)	Park in fire route	\$175.00
4.3 (a) (i)	Park on municipal property – no consent	\$50.00
4.3 (a) (viii)	Park on municipal property – commuting	\$50.00
4.4 (a)	Park on untravelled portion of highway – over 48 hours	\$75.00
5.0 (a)	Park, stand, or stop in handicapped parking space – no permit displayed	\$300.00
6.0 (a)	Park on highway – designated snow removal period	\$150.00
6.0 (b)	Park so as to obstruct snow removal	\$150.00

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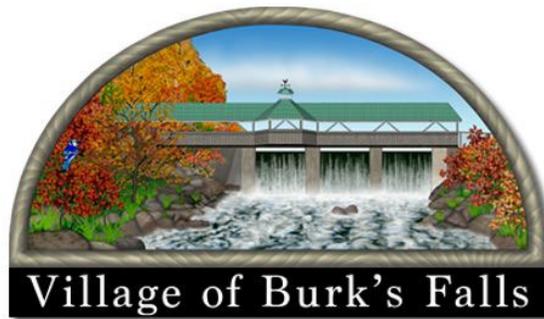
SCHEDULE "C" to Bylaw 2022-24

Being A Bylaw to Implement an Administrative Monetary Penalty
System in the Municipality of The Village of Burk's Falls

Administrative Fees

ITEM	Administrative Fee	Amount
1	Late Payment Fee	\$25.00
2	MTO Plate Denial Fee	\$20.00
3	MTO Search Fee	\$10.00
4	Screening Non-appearance Fee	\$50.00
5	Hearing Non-appearance Fee	\$150.00

Festivals & Events Policy



August 2025

FESTIVALS AND EVENTS POLICY

SECTION 1 – PURPOSE AND ADMINISTRATION

1.1 PURPOSE

The purpose of this policy is to assist the public in organizing community events, through the consolidation of processes, applications and approvals, for public and private events taking place on municipal property, and those events that impact municipal services.

1.2 USE

This policy shall apply to all outdoor events within the Village of Burk's Falls and shall take effect the day it is enacted.

No events shall take place within the Village of Burk's Falls in whole or in part that is not in conformity with the provisions of this policy, unless said event is exempt from this policy.

Nothing in this policy shall be construed to exempt any person from complying with the requirement of any by-law of the Village of Burk's Falls or from any law of the Province of Ontario or Canada, or from obtaining any license, permission, permit, authority, or approval required by this or any other by-law of the Corporation unless hereinafter explicitly stated.

This policy shall not apply to municipal facility rentals unless the scope of the intended festival or event is not covered in the Municipal Facility Agreement.

1.3 GENERAL

This policy shall be administered by the Village of Burk's Falls.

All legislation, by-laws and regulations must be adhered to by the event organizer. Event Organizers are required to adhere to all festival and event policies and procedures. In the interest of public safety, a zero tolerance policy is enforced for all events. Failure to comply will result in ticketing and/or closure of the event.

Festival and event applications submitted to the Village for approval to be eligible will cross reference all sections with municipal requirements to ensure certain criteria, including compatibility with the provisions of municipal, provincial and federal laws as well as in accordance with rules and regulations outlined in the Festival and Events Policy.

All rental fees, equipment and service fees are subject to the provisions of the Village of Burk's Falls approved Fees By-law as amended. Payment shall be made when the application is approved by the Village, including permit fees, inspection or rental or any other applicable fees related to the application.

1.4 APPLICATION FOR FESTIVALS AND EVENTS

The Event Organizer shall cooperate with members of Village staff and any other groups and/or general public. Village staff will outline concerns for environmental or cultural sensitivity and provide guidance to the Event Organizer and/or permit holder if activities will impact such areas.

Applications for events must be made in advance by Event Organizers, Sixty (60) business days prior to a Major Events and thirty (30) business days prior for General Event.

FESTIVALS AND EVENTS POLICY

Within fifteen (15) business days upon receipt of a complete Event Application, the Village of Burk's Falls will review, determine and advise applicable requirements to obtain final approval.

In addition to the requirements of the Village of Burk's Falls, the Ontario Building Code, the Ontario Fire Code, and the [Municipality's Building By-Law](#) or any other by-law of the Municipality, every application for event approval shall be accompanied by a site plan (which are dependent upon the nature and location of the event) and liability waiver or other documentation that sets out responsibilities for participants and/or must be submitted with the application.

1.5 ISSUANCE OF APPROVAL

Final approvals must be granted prior to the execution of any event. Where there exists a proposal to hold a festival or event within the Village of Burk's Falls that would be in contravention to this policy, no approval shall be granted by the Village of Burk's Falls.

No approvals shall be granted without confirmation of adequate liability insurance coverage and execution of indemnification and hold harmless agreement.

The Village reserves the right to make recommendations regarding the event.

The Village has the right to cancel any scheduled event, at its discretion, if the event is deemed unsafe or found in contravention of this policy at any time before or during the event.

1.6 EXEMPTIONS

This Policy does not apply to:

- A. Events on private property (accept when funded by the Village). It is the property owner's responsibility and obligation to adhere to legislative requirements and obtain required approvals. A public event supported or funded by the Village of Burk's Falls and hosted on private property however shall require an Event Permit.
- B. Small community gatherings with 50 or less attendees, where no alcohol is being served or consumed on site.
- C. Street toll activities. These fund raising events are managed and approved through the Clerks office.
- D. Sporting event for regular league play and exhibition games, excluding special tournaments or sporting events where the public is permitted and where no alcohol is being served and consumed.
- E. Outdoor event occurring under the authority of the Federal or Provincial Government on land owned by such entities, including but not limited to Parks Canada.
- F. Event occurring outdoors on property owned by a School Board and under the authority of a School Board;
- G. Outdoor conference, corporate event, social or entertainment event, or similar gathering, that is occurring on property owned and operated by an event venue provider where the property is purpose-built for hosting such events and meets all legislative requirements including but not limited to Building and Fire Code regulations.

FESTIVALS AND EVENTS POLICY

SECTION 2.0 – DEFINITIONS

For the purposes of this policy, the definitions and interpretations in this Section shall govern unless the context indicates otherwise. Where a definition does not exist, a dictionary definition may prevail.

- 2.1 “**ACCESSIBILITY**” shall mean the ability to reach or enter a place or building.
- 2.2 “**AMUSEMENTS**” shall mean temporary structures or devices operated for the purpose of entertainment and can include but are not limited to fireworks, hot air balloons, inflatables, carnival or circus displays/performances, and/or midway rides or games.
- 2.3 “**APPLICATION**” shall mean a formal request to permit an event.
- 2.4 “**APPROVAL**” shall mean permission to proceed with an event as approved by the Village.
- 2.5 “**BEER GARDEN**” shall mean an outdoor area where beer and/or other alcoholic beverages are served.
- 2.6 “**CERTIFICATE OF INSURANCE**” shall mean a document issued by an insurance company/broker licensed to do business in Ontario that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals.
- 2.7 “**COMPLETE APPLICATION**” shall mean an Events Application submitted with all applicable information, approvals, permits, securities, etc., based on the size and scope of the event as outlined herein, to meet minimum requirements for consideration.
- 2.8 “**MOTORCYCLE EVENT**” shall mean any officially organized occurrence(s) where public participation is encouraged, involving one or more motorcycle and operators in which an occurrence begins and reaches completion and/or repeats in a regular sequence. The occurrence can be competitive and/or non- competitive. For the purpose of a motorcycle event in Burk’s Falls, the interpretation of such an event shall be left to the discretion of the Village of Burk’s Falls.
- 2.9 “**DAMAGE(S)**” shall mean any loss or injury to a person or property.
- 2.10 “**EMERGENCY**” shall mean a situation that demands unusual or immediate action and that may allow people to circumvent usual procedures.
- 2.11 “**EMERGENCY PLAN**” shall mean a specific plan to the event designed to maximize human survival and preservation of property, minimize danger, restore the normal operations of the Village of Burk’s Falls, and assure responsive communications with the community, surrounding neighborhoods, and the Municipality. An emergency plan shall outline activities, including but not limited to; communications and responsibilities, coordination with authorities, contingency for weather conditions including high wind and lightning, personal and property damage.
- 2.12 “**EVENT, GENERAL**” shall mean an event where less than 250 people are estimated to be in attendance at one time and/or has a minimal impact on municipal services.
- 2.13 “**EVENT, MAJOR**” shall mean an event where more than 250 people are estimated to be in attendance at one time and/or has a major impact on municipal services such as road closures, municipal inspections, emergency services, etc.
- 2.14 “**EVENT ORGANIZER**” shall mean an individual person, organization or business responsible for all facets of the Event.
- 2.15 “**EVENT, SPECIAL**” shall mean a gathering of persons on Municipal property. Those events that impact Municipal services, generally lasting from a few hours to a few days, are designed to celebrate, honour, discuss, sell, teach about, entertain, encourage, observe, or influence human endeavors, which may include, but is not limited to; cycling event, dance, exhibit party, festival, parade, picnic, triathlon, walk-a-thon, general event and/or a significant event.
- 2.16 “**EXEMPT**” shall mean those events in which a Festival and Events Permit is not required.
- 2.17 “**GREY WATER**” shall mean wastewater generated from washing activities.

FESTIVALS AND EVENTS POLICY

- 2.18** “**LETTER OF APPROVAL**” shall mean a document that acknowledges the safe use and/or, crossing of a particular activity, device, operation, service or property during an event.
- 2.19** “**LOTTERY**” shall mean a method of raising revenues by selling tickets and giving prizes to those who hold tickets with winning numbers that are drawn at random and which are licensed by the Municipality and/or the Ontario Gaming and Lottery Corporation for not-for profits organizations only.
- 2.20** “**MARSHAL**” is a person(s) designated by the event organizer for specific control purposes (i.e., traffic control and direction, security, etc.) and who are at least 18 years of age.
- 2.21** “**MUNICIPALITY**” shall mean the Corporation of the Village of Burk’s Falls and its representatives, which include but are not limited to, its officers, directors, employees, agents, licensors, and other representatives.
- 2.22** “**MUNICIPAL PROPERTY**” shall mean any municipally owned lands, which may include but is not limited to any park, building, road, structure, or sidewalk.
- 2.23** “**NOTICE**” shall mean communication given directly to or received personally by a party for the purpose of applying for or advising and shall be approved by the Village of Burk’s Falls.
- 2.24** “**PARKING MANAGEMENT PLAN (PMP)**” shall mean a plan intended to assist event participants in locating motorized and non-motorized vehicular parking on both public and privately owned lands.
- 2.25** “**PERMIT**” shall mean a certificate evidencing permission which may include, but is not limited to: a building permit, an open-air fire permit, a permit to dig, a permit for work.
- 2.26** “**ROAD CLOSURE**” shall mean an obstruction to the regular flow of traffic, involving one or more lanes being temporarily barricaded and which may include a route detour, to be signed, and will be directed to follow an alternative route.
- 2.27** “**SIGNAGE**” shall mean any identification, description, illustration, or device which directs attention to, or advertises any event or activity and includes but is not limited to banners, directional signage, sandwich board signs, Incidental signage.
- 2.28** “**SITE**” shall mean a place or location set aside for a specific use.
- 2.29** “**SITE PLAN**” shall mean an illustrated proposal, to scale, for the development or use of a particular Site, to be approved by the Village of Burk’s Falls.
- 2.30** “**SOCAN**” shall mean Society of Composers, Authors, and Music Publishers of Canada.
- 2.31** “**SOUND MANAGEMENT PLAN (SMP)**” shall mean a plan intended to minimize the disruption to neighboring properties due to excessive or loud noise being generated by the event.
- 2.32** “**STREET TOLL**” shall mean a fundraising activity or event where an approved organization solicits donations on a local roadway raising charitable funds.
- 2.33** “**TRAFFIC MANAGEMENT PLAN (TMP)**” shall mean a plan intended to promote the orderly and safe flow of traffic and/or pedestrians, which may include, but is not limited to, detour routes, etc.
- 2.34** “**WASTE**” shall mean all garbage including recyclable material, as per the Municipal Recycling and [Waste By-Law](#).
- 2.35** “**WASTE RECEIPTICAL**” shall mean appropriate containers to collect and dispose of garbage and recyclable materials, as per the [Municipal Recycling and Waste By-Law](#).
- 2.36** “**WASTE MANAGEMENT PLAN (WMP)**” shall mean a plan intended to coordinate the collection, transport, processing or disposal, managing and, monitoring of waste materials.

FESTIVALS AND EVENTS POLICY

SECTION 3.0 – PROVISIONS AND PROCEDURES

3.1 ACCESSIBILITY

The Event Organizer shall ensure an accessible environment for visitors, organizers, participants, and volunteers. This shall include but is not limited to the following:

- A. Compliance with Section 6 of Ontario Regulation 429/07 (Accessible Standard for Customer Service) made under the Accessibility for Ontarians with Disabilities Act, 2005 to ensure that every provider of goods or services receives training about the provision of its goods and services to persons with disabilities;
- B. Well placed and clearly signed accessible parking spaces as per SECTION 3.25.2 (PMP);
- C. Accessible entertainment viewing areas;
- D. Accessible washrooms located on paved pathways as per SECTION 3.2 (Amusements)
- E. Use of directional signage as per SECTION 3.24 (Signage) prominently displayed throughout the event venue to indicate:
 - I. Barrier-free path of travel;
 - II. Location of the accessible washrooms;
 - III. Accessible seating areas and other amenities;
 - IV. Goods and services are available at the event.
- F. Signage consisting of high contrasting colors; use the International Symbol of Accessibility where applicable as per SECTION 3.24 (Signage); and,
- G. The Event Organizer shall provide sufficient information to the Village of Burk's Falls to demonstrate that an accessible environment for visitors, organizers, participants, and volunteers exists.

3.2 AMUSEMENTS

The Event Organizer shall ensure only an authorized and licensed vendor of amusements are used to set up/take down, install or otherwise operate amusement devices or conducts activities at an event, and will provide sufficient information to the Village of Burk's Falls that can include, but is not limited to:

- A. An applicable and valid operating licenses, approvals or permits
- B. A technical dossier;
- C. Liability insurance naming the Village of Burk's Falls as additionally insured, in an amount to be determined by the Village of Burk's Falls, but not less than an amount of five million dollars (\$5,000,000.00).

3.3 ALCOHOL

The sale or consumption of alcohol may be permitted at an Event in compliance with requirements as set by the Alcohol and Gaming Commissions of Ontario (AGCO). The Event organizer shall:

- A. demonstrate that the event complies and has obtained approval from AGCO
- B. Obtain liability insurance naming the Village of Burk's Falls as additionally insured, in an amount to be determined by the Village of Burk's Falls, but not less than an amount of five million dollars (\$5,000,000.00).

FESTIVALS AND EVENTS POLICY

3.4 ANIMALS

The Event Organizer shall ensure that any participant who brings a pet to an event cleans up after the pet and keeps the pet on a leash at all times, unless otherwise authorized in writing by the Village of Burk's Falls.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, persons with disabilities are permitted to be accompanied by a service animal in all areas or premises of an event that are open to the public, unless the service animal is otherwise excluded by law. The service animal shall be under the control of the person with the disability, and all applicable by-laws and legislation shall be complied with.

3.5 ANIMALS EXHIBITS

The Event Organizer shall ensure that:

- A. Manure is quickly and thoroughly cleaned up and appropriately discarded;
- B. The public does not drink unpasteurized milk;
- C. Barriers are adequate to impede the touching of animals that should not be handled by the public (e.g., newborns);
- D. Animals that are ill, sick, or contain any infections or disease are not displayed;
- E. Rails and floors are disinfected daily;
- F. Animals are not set up in close proximity to food premises, in accordance with SECTION 3.15 (Food And Refreshments);
- G. Handwashing stations and/or hand sanitizing stations are provided within close proximity of the animal display as per SECTION 3.2 (Amusements).

3.6 APPROVALS (OTHER)

The Event Organizer shall provide to the Village of Burk's Falls as part of their Application (as required) all applicable documentation to demonstrate required endorsements have been obtained which meet legislative requirements from governments and/or organizations outside of the Village of Burk's Falls. This can include but are not limited to documents from:

- A. CP Rail;
- B. Parks Canada
- C. Privately owned lands
- D. Alcohol and Gaming Commissions of Ontario (AGCO);
- E. North Bay Parry Sound District Health Unit
- F. Inflatables follow the procedure set out by the TSSA

3.7 COSTS

The Municipality shall bear zero costs for any event whatsoever, unless otherwise agreed to, in writing, by the Village of Burk's Falls. The event organizer shall be responsible for all costs related to the event, with the exception of mandatory inspections.

The Event Organizer shall be solely and entirely responsible for all damages resulting from the event, including but not limited to failure to comply with provisions set out in SECTION 3.20 (Municipal Properties). Damages will be assessed and communicated to the Event Organizer by the Village of Burk's Falls after the event. The cost to clean, remove, rehabilitate or repair any damages will be the responsibility of the event organizer. The Village of Burk's Falls may request a damage deposit in an amount to be determined at their discretion SECTION 1.4 (Applications for Festivals and Events).

FESTIVALS AND EVENTS POLICY

3.8 MOTORCYCLE EVENTS

Prior to the consideration of any motorcycle event by the Village of Burk's Falls, the event organizer must submit a complete Application form in accordance with SECTION 1.4 (Applications for Festivals and Events) to the Village of Burk's Falls.

- A. All Motorcycle Events must demonstrate compliance with the Ontario Highway Traffic Act;
- B. Require that all riders wear approved helmets; and,
- C. Comply with the terms and conditions as set out by the Village of Burk's Falls

3.9 FACILITIES

The event organizer shall ensure that the Village of Burk's Falls Facility Rental Terms and Conditions are adhered to during the event.

3.10 FIRES

The Event Organizer shall ensure that:

- A. All open-air fires at their event have obtained an Open Air Fire Permit as per SECTION 3.17.2 (Fire Safety), and that the [Open Air Fire By-Law](#) is adhered to;
- B. Fuel-fired cooking, heating appliances, candles, and/or other open flames are not used in tents as per SECTION 3.17 (Safety and Inspections).

3.11 FIREWORKS

If fireworks are to be displayed at an event, The Event Organizer shall ensure that:

- A. The fireworks are in compliance with the [Canada Explosives Act](#)
- B. Sufficient information is provided to the Village of Burk's Falls, confirming that the Burk's Falls and District Fire Department is aware of and supports the use of fireworks at the Event.
- C. A qualified fireworks supervisor, holding a valid card issued by the Explosives Division, Natural Resources of Canada taking responsibility for the fireworks;
- D. Written approval from the Village of Burk's Falls and District Fire Department, permitting fireworks at the event;
- E. A Site Plan, in accordance with SECTION 3.25 (Site and Safety Plans) is in compliance with all specifications as outlined in the Display Fireworks Manual published by the Explosives Regulatory Division of Natural Resources Canada.

3.12 FIRST AID

Although not mandatory, it is recommended that a certified first-aid/CPR provider should be in attendance/available at major events or events that may lead to injury to participants or those attending the Event. Note that St. John Ambulance can provide first aid coverage, which requires advanced notice for events (allow 2-8 weeks for processing). They operate on a first-come, first-serve basis, and submitting a form does NOT guarantee first aid coverage. A St. John Ambulance representative will contact you for further details about your Event and your requirements. Although no fee is charged for first aid coverage by St. John Ambulance, they welcome donations. Donations assist in the cost-recovery of first aid supplies, transportation, volunteer training requirements, and the general operation of their volunteer divisions.

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3.13 FOOD AND REFRESHMENT

The Event Organizer shall ensure that wherever food is prepared, sold, or distributed to the public at their event that sufficient information is provided to the Village of Burk's Falls demonstrating that:

- A. Approvals for each individual food vendor has been obtained by the North Bay Parry Sound District Health Unit.
- B. Open flames are in compliance with SECTION 3.10 (Fires) and [Open Air Fire By-Law](#), and that any preventative measure or requests made by the Burk's Falls Fire Service are complied with as per SECTION 3.17 (Safety and Inspections).

3.14 HEALTH AND SAFETY

The Event Organizer shall ensure that the event site is maintained in a safe and sanitary condition at all times and that all health and safety incidents are reported to the Municipality immediately, should they happen (see Appendix "A"). The event must be operated in such a manner that ensures that no health and/or safety hazards exist on the site in accordance with the Health Protection and Promotion Act and the Ontario Food Premises Regulation.

3.15 WASTE DISPOSAL

The Event Organizer shall ensure that sufficient information is provided to the Village of Burk's Falls demonstrating that:

- A. A plan is in place to control any and all garbage, litter, and recycling;
- B. All necessary measures are taken to ensure that fats, oil and grease, and any other deleterious material are prevented from entering the sanitary sewer system and that wherever grease is used, fully functioning grease traps are installed
- C. An adequate quantity and size of waste receptacles is to be provided for use by the public and placed in locations convenient for use.
 - I. A Major Event is required to have an appropriately sized garbage dumpster(s) or other means to collect and remove the garbage accumulated during the festival or Event;
 - II. Each food vendor is responsible for providing garbage receptacles equipped with lids.
- D. Waste receptacles will be emptied as necessary, however not less than once daily and at the end of the Event;

3.16 SANITARY FACILITIES AND WASTE WATER

The Event Organizer shall ensure that sufficient information is provided to the Village of Burk's Falls demonstrating that:

- E. Washroom facilities and hand wash stations are available for public use and are kept in a clean and sanitary condition;
- F. Washroom facilities and hand wash stations are available for vendors and patrons as per SECTION 3.1 (Accessibility);
- G. Sufficient wheelchair-accessible washrooms are provided and located on paved pathways in accordance with SECTION 3.1 (Accessibility);
- H. All sewage waste, including sink waste, is disposed of in a clean and sanitary manner. That no wastewater is dumped onto the ground, that holding tanks are pumped out as often as is necessary and the waste is disposed of at an approved dump station;

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- I. Arrangements are made for grease recycling containers to be provided for use by food vendors.
- J. Portable washrooms will have a minimal impact on local residences or businesses as per SECTION 3.21 (Notification);
- K. Water and/or wastewater are connected only to those areas as agreed by the Village of Burk's Falls;
- L. That the North Bay Parry Sound District Health Unit has been notified of the event;
- M. All required inspections and permits have been obtained and carried out in a timely manner (minimum 5 business days) as outlined in SECTION 3.18 (Insurance and Risk Management).

3.17 SAFETY AND INSPECTIONS

The event shall be operated in such a manner that ensures no safety hazards exist on-site as per SECTION 3.14 (Health and Safety) and ensure the site is safe before, during, and immediately after the event, and every effort is made, at all times, to observe and minimize dangers. The Event Organizer shall;

- A. Provide sufficient information to the Village of Burk's Falls and arrange for inspections or safety services to be carried out in a timely manner, which may include but not limited to:
 - I. Building inspections as per the Ontario Building Code;
 - II. Fire inspections as per the Village of Burk's Falls Fire Department; Gas inspection as per Section the Ontario Building Code;
 - III. Public Health Unit inspections as per the Health Protection and Promotion Act.
 - IV. Hydro inspections as per Section the Electrical Safety Authority;
 - V. Open Air Burning as per the [Open Air Fire By-Law](#);
 - VI. Technical Standards and Safety Association inspections as per the Ontario Building Code.

3.17.1 Buildings and Structures

All construction and demolition for an event are subject to inspection and approval by a Municipal Building Official, per the [Ontario Building Code](#).

The Event Organizer shall ensure:

- A. All required building permits are obtained, these include, but are not limited to:
 - I. Structural safety standards
 - II. Bleacher inspections
 - III. Tents that exceed 60 sq.m.
 - IV. All tents and temporary structures are fully accessible to participants/visitors, including individuals with disabilities as per SECTION 3.1 (Accessibility);
 - V. Tents utilize pegs or stakes in Municipal parks to contact the Facilities Superintendent for approved locations as per SECTION 3.20 (Municipal Properties) and SECTION 3.26 (Underground Utilities).

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3.17.2 Fire Safety

The Event Organizer shall ensure that all fire safety inspections are scheduled and carried out in a timely manner as per TSSA standards and as per the Village of Burk's Falls Fire Service. The Event Organizer shall ensure that:

- A. A fire access route is maintained, without obstruction, at all times, as per SECTION 3.25 (Site and Safety Plans)
- B. That all tents meet the requirement for flame resistance and other criteria as set out in the
- C. [Ontario Building Code Regulation](#);
- D. No open flame, fuel-fired cooking, heating appliances, or candle is used in any tent as per SECTION 3.10 (Fires).
- E. That sufficient information is provided to the Village of Burk's Falls detailing information about:
- F. The level of fire protection for/at food concessions (i.e., fire extinguishers);
- G. Propane-fired cooking equipment as per SECTION 3.17 (Safety and Inspections – TSSA).

3.17.3 Electrical

The Event Organizer shall ensure that all electrical safety inspections are scheduled and carried out in a timely manner (minimum 48 hours). The Event Organizer shall ensure:

- A. All electrical permits are obtained prior to commencing any work;
- B. Compliance with the Electrical Safety Authority (ESA) and the Canadian Safety Association;
- C. Adequate electrical supply capacity is available to run the Event and confirmation with the supply authority what the electrical requirements will be for their event.
- D. Electricity is connected only to those areas as agreed by the Village of Burk's Falls;
- E. That all equipment is CSA certified and installed and maintained in accordance with the Electrical Safety Authority (ESA) Regulation.

3.17.4 Police

The Event Organizer shall provide sufficient information to the Village of Burk's Falls related to police services and shall ensure;

- A. The Burk's Falls Police Detachment are contacted and informed of the event not less than 60 days for a Major Event, and not less than thirty 30 days before a General Event.
- B. All requests made by the Village of Burk's Falls Police are complied with. This can include but is not limited to the hiring of additional paid duty officers or private security and full access to the event site as deemed necessary.

3.17.5 Technical Standards and Safety Association (TSSA)

The Event Organizer shall ensure that all TSSA inspections are scheduled and carried out in a timely manner. This shall include but is not limited to:

- A. All Amusements;
- B. Compressed gas cylinders (i.e., helium);
- C. Propane tanks / cylinders / equipment as per SECTION 3.10 (Fires).

3.18 INSURANCE AND RISK MANAGEMENT

The Event Organizer, at their expense, must obtain and keep in full force and effect commercial general liability insurance, bodily injury and property damage, tenant's legal liability, and contractual liability, including if applicable – Liquor License Act extension, covering all activities and occupancy

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for which the event is permitted. The Policy shall be written on an occurrence basis with coverage for any one occurrence as stated below, or another amount as determined by the Village of Burk's Falls, and to be endorsed by, and include the "Village of Burk's Falls" as an additional insured. The Event Organizer shall obtain;

- A. Type of insurance:
 - I. Commercial general liability (claims made / occurrence).
 - II. Extended - personal injury, tenants' legal liability, automatic liability, and non-owned automobile.
- B. Commercial General Liability insurance for not less than:
 - I. Two million dollars (\$2,000,000.00) for General Events which do not include the sale and consumption of alcohol or amusements; or
 - II. Five million dollars (\$5,000,000.00), for General Events which include the sale and consumption of alcohol or amusements and for all Major Events
- C. Contains a severability and cross liability clause.

The Event Organizer shall ensure that the insurance policy includes, but is not limited to:

- A. "Village of Burk's Falls" named as an additional insured
- B. Name, address, and telephone number of insured.
- C. Location;
- D. The activity of named insured for which a certificate is issued;
- E. description of coverage detailing the type of insurance;
- F. Effective date, expiry date, and limits; and
- G. Policy number.
- H. Name, address, and telephone number of an insurance company writing each Policy.
- I. Notice of cancellation or reduction in coverage as outlined on certificate within thirty (30) days, ten (10) days if cancellation is due to non-payment of premium; authorized signature and date.
- J. Is non-contributing with, applies only as primary, and does not access any other insurance or self-insurance available to the Village of Burk's Falls;
- K. Has deductible amounts that are to be borne by the Event Organizer; and,
- L. Covers the Event Organizer and volunteers for liability claims made by another person related to injury to that person and/or damage to their property.

The Event Organizer shall ensure that:

- A. Contractors that complete work on Municipal property has a valid Certificate of Insurance and Worker's Compensation coverage as per SECTION 3.18 (Insurance and Risk Management);
- B. Volunteer drivers are insured, including Third Party Liability Insurance to transport passengers and/or equipment;
- C. Volunteers have adequate insurance either through their employment or otherwise if self-employed;

The Event Organizer shall ensure that appropriate risk management practices are in place. This shall include, but is not limited to:

- A. Emergency plans as per SECTION 3.25.1 (Emergency Plan);
- B. Safe volunteer management practices;
- C. Guidelines and safe use practices for operating equipment, erecting temporary structures, etc.

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The Event Organizer must present any proposed liability waiver or other documentation that sets out responsibilities for participants and/or the organizing body of the event with the event application form.

3.19 LOTTERY

The Event Organizer shall ensure that the event lottery is licensed through the Alcohol and Gaming Commission of Ontario (AGCO) and complies with all Provincial regulations.

3.20 MUNICIPAL PROPERTIES

The Event Organizer shall be fully responsible for all damages resulting from the event as per SECTION 3.9 (Facilities). The Event Organizer shall ensure that:

- A. All Municipal property is restored to its original condition, immediately and without delay, after the Event occurs;
- B. Public access to municipal parks, walkways, thoroughfares, play structures, and parking lots are maintained at all times during the event unless otherwise arranged with the Village of Burk's Falls;
- C. Alcohol is not consumed on Municipal property without the prior written approval by the Village of Burk's Falls and the attaining of all proper permits and documentation as per SECTION 3.3 (Alcohol) and SECTION 3.17.4 (Police);
- D. All vehicles and their operators on Municipal property must conduct themselves in a responsible manner, before, during, and after the event;
- E. Should a vehicle operating on Municipal property be observed in an irresponsible fashion, that vehicle and/or the operator will be banned from the premises immediately;
- F. No markings of any kind are applied to Municipal property without the prior and written approval from the Village of Burk's Falls as per SECTION 3.7 (Costs);
- G. Tents utilizing pegs or stakes in Municipal parks obtain approval from the Village of Burk's Falls as per SECTION 3.17.1 (Building and Structures) and as per SECTION 3.25 (Site and Safety Plans);
- H. Existing light standards in Municipal parks are to remain in operation during evening hours unless otherwise approved by the Village of Burk's Falls as per SECTION 3.17.4 (Police);
- I. The installation of fencing is restricted to free-standing fences only as per SECTION 3.27 (Underground Utilities);
- J. Vehicles are not permitted on parklands, except for designated service vehicles such as golf carts as per SECTION 3.29 (PMP); and
- K. No person shall remain in a Municipal Park overnight unless approved by the Village of Burk's Falls.

3.21 NOTIFICATION

The Event Organizer shall ensure that all residents and/or businesses affected by the event are in receipt of written notification. The Event Organizer shall ensure that notification is carried out effectively and that residents and businesses affected by a:

- A. General Event
 - I. receive primary notification, not less than 14 days prior to the Event
- B. Major Event
 - I. receive primary notification, not less than 20 days prior to the Event
 - II. receive secondary notification, not less than five days prior to the Event

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3.22 PEDESTRIAN CROSSING / ROUTE MARSHALS

The Event Organizer shall ensure that:

- A. The Event Organizer shall ensure that intersections identified by the Village are staffed by trained traffic marshals, unless the Village specifies that police services are required due to traffic risk, road classification, or safety considerations in the event area as per SECTION 3.17.4 (Police) and as per SECTION 3.25 (Site and Safety Plans – see also Appendix “B”);
- B. All volunteers assisting in the supervision of roadways wear High Visibility Safety Apparel as per SECTION 3.25 (Site and Safety Plans) and as per SECTION 3.17.4 (Police);
- C. All marshals on road allowance are equipped with safety vests.

The Event Organizer shall ensure that all required permits, associated inspections, and certificates are properly obtained and carried out in a timely manner as per SECTION 3.14 (Health and Safety), SECTION 3.17 (Safety and Inspections), SECTION 3.18 (Insurance and Risk Management), and as per SECTION 3.25.4 (Sound Management). This shall include but is not limited to:

- A. Building (including tents and other temporary structures)
- B. Fire
- C. Gas
- D. Health and Safety
- E. Insurance
- F. Hydro
- G. Open Air Fire
- H. Road Closure
- I. SOCAN
- J. AGCO Special Occasion (SOP)
- K. TSSA
- L. Water/sewer

3.23 REVENUE GENERATION / SOLICITING OF FUNDS

The Event Organizer shall ensure that any intention to solicit funds on Municipal property is disclosed to the Village of Burk’s Falls within 5 business days. The Event Organizer shall provide sufficient information to the Village of Burk’s Falls identifying any and all anticipated revenue generation and/or soliciting of funds (i.e., collecting donations).

3.24 SIGNAGE

The Event Organizer shall ensure to provide a signage plan for their event and shall provide sufficient information to the Village of Burk’s Falls demonstrating that:

- A. Site triangles are not obstructed as per SECTION 3.25.3 (Road Closure Plan) and as per SECTION 3.25.5 (Traffic Management Plan);
- B. Temporary Event and directional signage shall be installed at the locations identified on the site plan as per SECTION 3.25.2 (PMP);
- C. Posters and handbills are not affixed in a manner that prohibits easy removal and removed immediately after the closing of the event; and
- D. All signs and posters shall be removed immediately after the closing of the event.

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3.25 SITE AND SAFETY PLANS

No event shall take place in the Village of Burk's Falls without first having an approved Site and Safety Plans (as applicable), including but not limited to:

- A. A Fireworks and/or Pyrotechnics Plan as per SECTION 3.11 (Fireworks);
- B. An Emergency Plan (SECTION 3.25.1)
- C. A Parking Management Plan (SECTION 3.25.2)
- D. A Road Closure (SECTION 3.25.3)
- E. A Sound Management Plan (SECTION 3.25.4)
- F. A Traffic Management Plan (SECTION 3.25.5)
- G. A Waste Management Plan (SECTION 3.25.6)
- H. A Signage Management Plan (SECTION 3.25.7)

The Event Organizer shall ensure that the Site Plan is adhered to throughout the event and shall ensure that sufficient information is provided to the Village of Burk's Falls, not less than thirty (60) business days prior to a Major Event and not less than thirty (30) business days prior to a General Event, which includes but is not limited to the following:

- A. Controlled entry sites
- B. Emergency access and egress Routes
- C. Entertainment/Activity location (stage, Licensed liquor consumption areas)
- D. Event / Incident Coordination Centre
- E. Firefighting equipment
- F. First-Aid posts
- G. Food / vendor / stalls
- H. Main power, water, and gas control
- I. Number/Size of all Garbage/Recycling receptacles
- J. On-site vehicles
- K. Restricted areas
- L. Security locations
- M. Set up / take down the area
- N. Vehicle Access
- O. Potable water locations
- P. Sanitary/washroom facilities
- Q. AODA plan

The Event Organizer, in addition to the site plan proposal, shall provide the following when applicable;

3.25.1 Emergency Plan

The Event Organizer shall ensure:

- A. Emergency services are contacted for their review and determination as to the level of emergency services involvement as per SECTION 3.17.4 (Police);
- B. The safe egress from tents and fenced enclosure as per SECTION 3.10 (Fires) and as per the [Ontario Building Code](#);
- C. Provisions related to Crowd Control including measures to facilitate the movement of

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attendees in the event of an emergency or disorderly conduct.

- D. That Event participants at all times are in compliance with the Village of Burk's Falls approved Emergency Plan;
 - I. Clear, unobstructed, and immediate access for emergency vehicles as per SECTION 3.10 (Fires) and as per SECTION 3.17.4 (Police);
 - II. Tents or other similar structures are not installed or erected or located on the traveling portion of any public or private roadway/laneway that is designed and posted as a fire access route as per SECTION 3.10 SECTION 3.25 (Site and Safety Plans).

3.25.2 Parking Management Plan (PMP)

The Event Organizer shall ensure that a PMP includes, but is not limited to:

- A. That the exclusive use of public parking lots has approval from the Village of Burk's Falls;
- B. Compliance with the Village of Burk's Falls [Parking By-Law](#) unless otherwise approved by the Village of Burk's Falls;
- C. Minimal disruption to the public, surrounding properties, and property owners per SECTION 3.17.4 (Police) and as per the Village of Burk's Falls [Noise By-Law](#).
- D. Burk's Falls Police Detachment are contacted for their review and determination as to the level of Police involvement as per SECTION 3.17.4 (Police);
- E. That Marshals and volunteers do not direct traffic off-site
- F. Anticipated number of vehicles expected at the Event
- G. The number of parking spaces available and where those spaces are located
- H. Availability of surrounding streets and lots where parking is permitted
- I. Management of overflow parking requirements which may include a shuttle bus service
- J. The provision of organization volunteers on-site (in parking and non-parking areas) to provide participants with appropriate parking information/direction related to the event
- K. SIGNAGE includes but is not limited to information and directional signs
- L. Well placed and clearly signed accessible parking spaces
- M. Fire access routes and accessible parking spaces

3.25.3 Road Closure Plan

The Event Organizer shall ensure the safe and orderly flow of traffic before, during, and after the Event and provide sufficient information to the Village of Burk's Falls demonstrating the safe and orderly flow of traffic. All road closures will be subject to inspection. A Road Closure application can include, but is not limited to the following:

- A. Submission to the Village of Burk's Falls not less than sixty (60) business days in advance of a Major Event and not less than thirty (30) business days in advance of a General Event as per SECTION 1.4 (Application for Festivals and Events)
- B. Comprehensive detour and signage plan, as per Ontario Traffic Manual Book 7 – Temporary Conditions;
- C. Letter of Approval from outside stakeholders for the use of their infrastructure such as MTO;
- D. An application is completed and
- E. Alcohol is not consumed on a Municipal roadway as per SECTION 3.3;
- F. Compliance with all municipal by-laws, and that all main arterial roads stay open;
- G. Barricades are removed at the completion of the road closure, and normal access is restored without delay, as per SECTION 3.17.4 (Police);

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- H. Burk's Falls Police Detachment are contacted for their review and determination as to the level of Police involvement as per SECTION 3.17.4 (Police);
- I. Marshals wear traffic safety vests, do not direct traffic of the site, and SECTION 3.17.4 (Police).
- J. Any other information as determined by the Village of Burk's Falls.

3.25.4 Sound Management Plan

The Event Organizer shall ensure that:

- A. The event is not in contravention with Municipal [Noise By-Law](#);
- B. Amplified sound is restricted to between the hours of 9:00 a.m. and 11:00 p.m.;
- C. Sound levels remain at an acceptable level with consideration given to the type and location of the Event as per SECTION 3.17.4 (Police);
- D. High impact activities are located to minimize noise impact on surrounding residents and businesses, as per SECTION 3.17.4 (Police) and Municipal [Noise By-Law](#);
- E. Entertainment and productions are suitable for the audience demographic as per SECTION 3.2 (Amusements);
- F. SOCAN fees have been paid if applicable.

3.25.5 Traffic Management Plan (TMP)

The Event Organizer shall ensure that:

- A. The guidelines as set out in the Ontario Traffic Manual Book 7 - Temporary Conditions are used in determining an appropriate traffic control plan;
- B. All mandated traffic control devices and the provision are adhered to;
- C. The Village of Burk's Falls Police Detachment are contacted for their review and determination as to the level of Police involvement as per SECTION 3.17.4 (Police);

3.25.6 Waste Management Plan (WMP)

The Event Organizer shall ensure that the Event's WMP has been approved by the Village of Burk's Falls and shall be responsible for the carrying out of all applicable provisions WMP as per SECTION 3.16 (Waste Disposal) and SECTION 3.20 (Sanitary Facilities and Waste Water).

3.25.7 Signage Management Plan

The Event Organizer shall ensure that a detailed signage plan including the number of signs, sign construction, sign dimensions, and proposed installation locations are provided to the Village of Burk's Falls. All signage must adhere to SECTION 3.24 (Signage).

3.26 UNDERGROUND UTILITIES

The Event Organizer shall provide confirmation before any digging, staking, fencing, or the like that:

- A. Any/all underground utilities have been located as per SECTION 3.17 (Safety and Inspections);
- B. Ontario One Call (Hydro, Bell, Cable, and Natural Gas) has been contacted as per SECTION 3.17 (Safety and Inspections);
- C. All required inspections have been completed as per SECTION 3.17 (Safety and

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Inspections).

- D. Tent poles/pegs are installed no less than 1 meter from either side of the utility locates as per SECTION 3.17 (Safety and Inspections);
- E. All water lines are marked within the permitted 1-meter safety zone as per SECTION 3.1 (Accessibility)

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Incident Report Form (Appendix "A")

This form must be completed for every community incident. Community incidents include any event where a person in the community is injured or nearly injured, becomes ill, experiences violence or harassment, becomes aware of intentional property damage, or experiences an environmental incident (such as flash flooding or other natural disasters) on Village property and makes the Village aware.

Incident number: _____

Reporting person: _____

Incident Report Form completed by: _____

Incident Information

Date and time of incident: _____

Date and time incident was reported: _____

Area where incident occurred (be specific):

What type of incident was it? (Check all that apply.)

- Injury
- Near miss
- Illness
- Violence or harassment
- Property damage
- Environmental incident
- Other (specify): _____

According to the reporting person, what happened? Be as specific as possible, considering any potential contributing factors to the incident. Use additional paper if necessary and attach it to this form.

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What was the outcome of the incident? Was a person or other individual injured, did they fall ill, or did they experience any other negative effects? Provide as much detail as possible, but do not include any speculation or assumptions.

Was first aid provided to anyone involved in the incident?

Yes No

If yes, please note who provided the first aid, what first aid was provided, whom first aid was provided to, and the first aid provider's contact information below.

Were any hazardous conditions corrected or addressed immediately after the incident? Include any barriers used or steps taken to secure the incident site.

Yes No

If yes, please describe.

Affected Person's Information

Note: If more than one person is affected by the incident, complete this section for each additional person on a separate piece of paper and attach it to this form.

Name: _____

Phone number: _____

Where did the affected person go after the incident?

Hospital Home (If employee) Returned to work Other

Please provide any further details.

2026 Budget Worksheet

	2025 Last Year Budget	2025 Last Year Actual	2025 Variance	2026 Budget	
18-10000	Permits Burk's Falls	18,964.00	61,907.50	42,943.50	29,041.00
18-10600	Plans & Admin Fees Burk's Falls	-	446.00	446.00	450.00
18-10700	Permit Maintenance Fee Burk's Falls	-	250.00	250.00	750.00
18-10510	Operating Burk's Falls	-	-	-	-
18-20000	Permits Joly	19,045.00	6,742.50	(12,302.50)	17,680.00
18-20600	Plans & Admin Fees Joly	-	150.00	150.00	150.00
18-20700	Permit Maintenance Fee Joly	-	250.00	250.00	750.00
18-20510	Operating Joly	-	-	-	-
18-30000	Permits Machar	75,253.00	106,551.90	31,298.90	85,900.00
18-30600	Plans & Admin Fees Machar	-	1,116.76	1,116.76	1,115.00
18-30700	Permit Maintenance Fee Machar	-	500.00	500.00	2,000.00
18-30510	Operating Machar	-	-	-	-
18-50000	Permits Ryerson	67,275.00	44,055.50	(23,219.50)	66,597.00
18-50600	Plans & Admin Fees Ryerson	-	208.00	208.00	200.00
18-50700	Permit Maintenance Fee Ryerson	-	500.00	500.00	1,000.00
18-50510	Operating Ryerson	-	-	-	-
18-60000	Permits South River	31,354.00	8,650.00	(22,704.00)	28,939.00
18-60600	Plans & Admin Fees South River	-	12.00	12.00	10.00
18-60700	Permit Maintenance Fee South River	-	-	-	1,000.00
18-60510	Operating South River	-	-	-	-
18-70000	Permits Strong	70,594.00	51,041.50	(19,552.50)	70,509.00
18-70600	Plans & Admin Fees Strong	-	448.00	448.00	450.00
18-70700	Permit Maintenance Fee Strong	-	1,250.00	1,250.00	1,250.00
18-70510	Operating Strong	-	-	-	-
18-80000	Permits Sundridge	41,080.00	21,895.00	(19,185.00)	42,157.00
18-80600	Plans & Admin Fees Sundridge	-	412.11	412.11	400.00
18-80700	Permit Maintenance Fee Sundridge	-	-	-	-
18-80510	Operating Sundridge	-	-	-	-
18-90000	Gain(Loss) on disposal of assets	-	-	-	-
18-90001	Contra proceeds of disposition	-	-	-	-
18-91000	Miscellaneous Revenue	-	-	-	-
18-92000	Net Income from (to) Deferred	11,285.00	-	(11,285.00)	352.00
18-99999	Interest Income	25,000.00	14,896.88	(10,103.12)	15,000.00
		359,850.00	321,283.65	(38,566.35)	365,700.00
19-00100	Salaries	266,000.00	262,909.89	3,090.11	285,000.00
19-00200	Employee Health Benefits (BT)	13,800.00	13,491.34	308.66	14,000.00
19-00210	Employee Assist Program (EAP)	160.00	125.37	34.63	200.00
19-00250	Health & Safety	500.00	-	500.00	800.00
19-00300	WSIB	600.00	569.26	30.74	700.00
19-10000	Clerical	1,200.00	300.00	900.00	1,200.00
19-10500	Administration	10,000.00	10,000.00	-	10,000.00
19-28000	Telephone	2,500.00	1,362.73	1,137.27	2,000.00
19-29000	Bank Charges	300.00	100.04	199.96	300.00
19-31000	Vehicle Fuel	4,000.00	2,919.98	1,080.02	3,500.00
19-31500	Vehicle Insurance	2,100.00	2,032.00	68.00	2,100.00
19-32000	Vehicle Maintenance	3,000.00	1,798.82	1,201.18	2,000.00
19-33000	Memberships	900.00	916.91	(16.91)	950.00
19-34000	Forms	500.00	391.27	108.73	500.00
19-35000	Computer Hardware/Equipment	1,000.00	-	1,000.00	1,000.00
19-35500	Computer Software	11,000.00	8,088.45	2,911.55	12,000.00
19-36000	Audit/Consulting	6,500.00	5,433.98	1,066.02	6,000.00
19-37000	Education/Courses	6,000.00	1,055.46	4,944.54	6,000.00
19-38000	Certification	300.00	128.00	172.00	300.00
19-39000	Office Supplies/Copies	3,500.00	2,373.63	1,126.37	4,000.00
19-40000	Mileage	100.00	-	100.00	100.00
19-41000	Postage	1,000.00	396.49	603.51	700.00
19-42000	Advertising	600.00	-	600.00	500.00
19-43000	Business Cards	240.00	177.57	62.43	-
19-44000	Legal	3,000.00	152.94	2,847.06	3,000.00
19-45000	Rent	7,700.00	7,835.52	(135.52)	8,000.00
19-46000	Publication	650.00	-	650.00	650.00
19-50000	Miscellaneous	200.00	-	200.00	200.00
19-91000	Capital Purchases - vehicle	-	-	-	-
19-92000	Capital Purchases - website	-	-	-	-
19-93000	Capital - computer system	6,500.00	2,932.11	3,567.89	-
19-94000	Capital - large scale printer	6,000.00	2,769.87	3,230.13	-
		359,850.00	328,261.63	31,588.37	365,700.00

	Village of Burk's Falls	
	January/February List of Accounts for Approval	
	Balance Forward (Cheques/Other/EFT)	485,235.68
	RBC Activity Fee-January 2026	182.22
	First Data-POS January 2026	62.43
	First Data 2-POS January 2026	145.68
	OCWA-January 2026	9,423.12
	Kubota Loan	1,011.48
	Total Payables-January 16 to February 11, 2026	496,060.61

Certified Correct this 11th day of February 2026



 Tammy Wylie, Treasurer



[← Back](#)

Add to my calendar 

AHCC Chamber Networking Event - Feb. 19

When February 19, 2026
6:00 PM - 8:00 PM (EST)
Location 193 Ontario street
Burk's Falls

Hello Chamber Members & Almaguin Community!

The Almaguin Highlands Chamber of Commerce first after-hours networking event of 2026 in collaboration with ACED (Almaguin Community Economic Development), will take place on Thurs. Feb. 19th at 6pm in Burk's Falls - location 193 Ontario Street.

Our speakers for the evening will be Kerby Stivene - Leadership Coach as well as Olivia Richard- Certified Professional Bookkeeper.

Come out and enjoy some appetizers while networking with other entrepreneurs!

REGISTRATION

• **RSVP**

This event is free to Chamber members plus one guest.

Non-member businesses are welcome to attend at \$10 per person to see what all is entailed.

[REGISTER](#)

Pre-registration is required please RVSP as soon as possible.

See you there!

ABOUT ASSOCIATION

The Almaguin Highlands Chamber of Commerce is a not-for-profit organization who's mission is to be the voice for a prosperous community that fosters pride in our area and help develop economic growth on behalf of its members.

CONTACT

ALMAGUIN HIGHLANDS CHAMBER OF COMMERCE

56 ONTARIO STREET, PO BOX 544, BURK'S FALLS, ON P0A 1C0

(705) 571-3624

almaguinhighlandschamber@gmail.com

SHARE



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NOTICE

**ANNUAL
GENERAL**

MEETING

& ELECTION OF DIRECTORS

Monday, March 16, 2026

7:00 p.m.

**ARMOUR TOWNSHIP COUNCIL CHAMBERS
56 ONTARIO STREET, BURK'S FALLS
EVERYONE WELCOME**



P.O. Box 463, Burk's Falls, Ontario P0A 1C0
Phone: 705-571-3308
Email: info@burksfallsdistricthistoricalsociety.com
www.burksfallsdistricthistoricalsociety.com
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Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

MINUTES

Burk's Falls & District Historical Society

Fell Homes, Burk's Falls

Monday, November 17, 2025

Members Present: Diane Brandt – President
Jarv Osborne – Vice President
Jenny Hall - Treasurer
Charlene Watt – Deputy Treasurer/Secretary
Barry Burton
Nieves Guijarro
Peter Hall
Krista Trulsen
Nancy Kyte

The Members present constituted a quorum.

Guests: Joe Shillolo
Ben Collings

Call to Order:

The meeting was called to order at 6:57 p.m.
Diane Brandt in the Chair.

Welcome:

Diane welcomed Members & Guests. Introductions were made.

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance and adoption of the October 20, 2025 Meeting Minutes as circulated: **Moved by Jarv Osborne, Seconded by Barry Burton. Carried**

Treasurer's Report:

Jenny Hall reported that the balance of the main bank account was \$10,568.18 as of October 1, 2025, and \$7,037.50 as of October 31, 2025. Total expenses for October amounted to \$3,640.68, which included regular fixed monthly operating costs, \$108.39 for Halloween treats, \$65.00 for annual memberships to the Ontario Historical Society, and \$3,405.19 in wages for two part-time summer employees. Revenue for the month totalled \$110.00, consisting of a membership renewal and a \$100.00 donation from Barry Burton. **Motion to**



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Ryerson Township

accept the Treasurer's report and pay the monthly invoices: Moved by Nancy Kyte, Seconded by Krista Trulsen. Carried

Committee Reports:

Wiseman's Corner Schoolhouse Update:

The heritage centre has been closed for the season.

Watt Farm House Update:

The farmhouse will be open during the off-season by appointment only. The stairlift has not yet been serviced, and Diane will follow up with the CAO at the Township of Armour regarding its maintenance. Curtains have been installed in the front porch, and Nancy Kyte is working on the next set for the laundry room as well as blinds for the garage.

Membership Committee:

Peter Hall reported that there are 32 active memberships for 2025. The email addresses of members will be forwarded to Charlene Watt to include in the circulation list.

Facilities and Functions Committee:

Diane Brandt reported that the committee met on October 29, 2025, to discuss the new red building. Interior pest control is required, and she will follow up with the CAO at the Township of Armour regarding next steps. Barry Burton advised members that three quotes have been received for the heating system. Prices currently range from \$15,000 - \$20,000 with recommendations to install the system from the ceiling. Once a draft report is prepared, it will be presented to the committee for approval prior to submission to the Township of Armour in support of a grant application. Clarification is still required from the Township's Chief Building Official on whether a heat loss study is necessary, as this may affect the contractors' quotes. Jenny Hall is reviewing flooring options and will present her findings at a future committee meeting.

Correspondence:

Jenny Hall reported that she received two conflicting letters from the CRA regarding the income tax submission and will follow up to clarify the filing status.



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General Business:

Simcoe County Museum Day Trip:

Barry Burton and Diane Brandt provided an update on the tour of the Simcoe County Museum. The written report is attached to the meeting minutes. Members thanked Barry for organizing the day trip, noting that it was inspirational and will support long-term planning for the heritage centres.

Music Sheet Donation:

Guest Joe Shillolo attended the meeting to follow up on last month's discussion regarding his potential donation of historic sheet music. Mr. Shillolo presented artifacts dating from the early 1900s to the 1950s. The music sheet circulated to members was a 1935 slumber song written for the Dionne Quintuplets. Members noted that the collection reflects the era represented by the farmhouse and schoolhouse exhibits. The collection contains approximately 200 music sheets. Mr. Shillolo expressed his desire to donate the items, with the hope that they be displayed seasonally or in alignment with themes throughout the year. Diane Brandt advised that the sheets will be displayed once the heritage centres are fully organized, as artifacts will need to be moved between buildings. She proposed displaying the sheets in shadow boxes to ensure their protection. It was agreed that the music sheets will be professionally appraised and that a charitable donation receipt will be issued to Mr. Shillolo. Arrangements will be made to schedule an appointment with the appraiser, Diane Brandt, and Mr. Shillolo. Members thanked Mr. Shillolo for his generous donation and for his contribution to preserving local history.

New Business:

Halloween Report:

Diane Brandt reported that 320 treat bags were purchased for the event, of which 195 were distributed. Members discussed the remaining 125 treat bags and agreed to donate them to the Santa Claus Parade Committee for Santa to hand out at the Burk's Falls Legion on the night of the parade.

Meeting Location:

It was noted that a venue change may be required in the future. Additional information will be gathered, and the topic will be brought forward for discussion in the new year.

December Meeting:

Members discussed a December meeting and agreed to cancel the monthly meeting as we have in the past. **Motion that the Burk's Falls and District Historical Society approve the cancellation of the December 15, 2025 meeting and Members will return to the regularly**



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scheduled meeting of January 19, 2026: Moved by Barry Burton, Seconded by Jenny Hall. Carried

Adjournment:

The next meeting will be held on Monday, January 19, 2026 at Fell Homes. There being no further business, **Jenny Hall moved to adjourn the meeting at 8:03 p.m.**

Recorded by
Charlene Watt, Secretary &
Deputy Treasurer

Approved by
Diane Brandt, President

Simcoe County Museum Visit Report

Members Present Diane Brant (President)
Jenny Hall (Treasurer)
Peter Hall (Membership Chair)
Mike Quinton (Director)
Barry Burton (Director)
Krista Trulsen (Member)
Benn Collings (Guest)

The members above attended a tour of the Simcoe County Museum which was hosted by Kelley Swift Jones (Museum Curator). In the morning the group was given a guided tour through the various displays and exhibitions through out the interior of Museum. Followed up by an exterior view of their \$16.6 million dollar expansion project which is in the construction stage. We were able see the multiple wood post & beams being used for the new facility.

At the end of the interior tour Kelley indicated that she teaches at Georgian College the Course on Museum and Gallery Studies and specifically Museum and Gallery Management. Kelley inquired if her students could use our facilities as a subject for their studies.

We were then treated a lunch over at the Simcoe County Administration Building.

The afternoon was followed up by a guided tour of all the museums exterior exhibits hosted by Forrest Patenaude (Supervisor of Education and Visitor Engagement) and Daryl (Co-ordinator of Transportation Artifacts) The exterior Historic buildings were well displayed with appropriate artifacts.

The transportation buildings held an amazing collection of various mechanical transportation and farm equipment. The Museum also has an area dedicated to construction equipment.

CONCLUSION All who attended walked away with many ideas and innovative thoughts on how to display our artifacts for our new red building and see the need to do some long term planning for future builds at the Watts Century Farm. We all extended many thanks to Kelley and her team for a great day and their hospitality.

Barry Burton











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AGENDA
Monday, February 16, 2026
Fell Homes, Burk's Falls
Meeting - 7:00 p.m.

Call to Order

1. Introduction/Welcome
2. Approve/Amend Minutes of Monday, November 17, 2025
3. Treasurer's Report
4. Committee Reports
 - Update Wiseman's Corner Schoolhouse
 - Update Watt Century Farm House
 - Membership (Reminder Membership Renewals Due – be in good standing for AGM)
 - Facilities and Functions Committee - Resolution
5. Correspondence
 - Social media feature with the Ministry of Citizenship and Multiculturalism
6. General Business
 - Annual General Meeting and Election of Directors Notice
 - Parry Sound Life Magazine Article by Andrew Hind (Jarv Osborne)
 - Member Volunteers for Annual Review of the 2025 Financial Statements
 - Heritage Festival 2026
7. New Business
 - Potential Venue Change Update (Jarv Osborne)
8. Adjourn - Next Meeting is the Annual General Meeting, Monday, March 16, 2026



Almaguin Highlands O.P.P. Detachment Board

Regular Meeting of the Board
Wednesday November 12th, 2025
5:00 p.m.
Township of Perry Municipal Office
(1695 Emsdale Road, Emsdale, ON)

Any and all Minutes are to be considered Draft until approved by the OPP Board at a Regular Meeting.

In Attendance:

Council Chambers: Robert Sutherland, Chair & Community Representative, Krista Miller, Vice Chair & Community Representative, Board Members Kevin Noaik, Dan Robertson, Joe Lumley and, S/SGT Doug Vincer, Almaguin Highlands OPP Detachment Commander, Kim Seguin, Acting Secretary

Regrets: Neil Scarlett

Members of the Public: n/a

Disclosure of Conflict of Interest

Nil

Resolution No. 2025-22

Moved by: Krista Miller **Seconded by: Joe Lumley**
Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the Regular Board Meeting Minutes dated Wednesday, October 8th, 2025.
Carried

Item 4 Delegations

N/A

Item 5.1 2025 Q3 Opp Detachment Board Report

The board had a brief discussion with S/SGT Vincer on the report presented.

Resolution No. 2025-23

Moved by: Dan Robertson **Seconded by: Kevin Noaik**
Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives the 2025 Q3 OPP Detachment Board Report.
Carried

Item 6.1 Appointment of Acting Secretary

Resolution No. 2025-24

Moved by: Krista Miller

Seconded by: Joe Lumley

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives appoints Kim Seguin as Acting Secretary.

Carried

Item 6.2 Detachment Commander Performance Feedback Form33

The Almaguin Highlands OPP Detachment Board deferred the discussion to complete the form until after agenda item 6.4.

Item 6.3 2026 OPP Detachment Board Meeting Schedule

Resolution No. 2025-25

Moved by: Joe Lumley

Seconded by: Dan Robertson

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby establish the 2026 Meeting Dates for the Board as the second Wednesday of the month at 5:00pm on:

- January 14, 2026
- April 8, 2026
- July 8, 2026
- October 14, 2026

Carried

Item 6.4 Community Safety and Well-Being Plan Final

The Board reviewed the information presented for the Community Safety and Well-Being Plan.

S/Sgt Vincer left the meeting at 5:26pm so the board could discuss the performance feedback form.

Revisit Item 6.2 Detachment Commander Performance Feedback Form33

The Board discussed each item on the feedback form and collaboratively developed the feedback. The completed information will be forwarded to S/SGT Vincer by November 14th as requested.

The Meeting adjourned at approximately 5:55 p.m.

Dated this 14th day of January 2026.

original signed by Robert Sutherland
Robert Sutherland, *Chair*

original signed by Kim Seguin
Kim Seguin, *Acting Secretary*



Regular Meeting of the Board

Wednesday January 14, 2026

Item 6.4 Draft 2026 Board Budget {Discussion}

OVERVIEW

As per Section 71 of the CSPA, an OPP Detachment Board shall prepare estimates, in accordance with regulations made by the Minister, of the total amount that will be required to pay the expenses of the board's operation, other than the remuneration of board members. Under Section 71, municipalities shall contribute their share of the costs to the OPP Detachment Board's budget.

The Acting Secretary has provided 'draft' items for discussion for the 2026 Almaguin Highlands OPP Detachment Board Budget.

The 2026 Insurance and Membership costs are estimated based on the 2025 costs and I hope to have solid numbers for the next meeting in April.

It was recommended that a budget of \$1,200 be established for the Provincial Appointee for 2025 and I have kept this consistent for 2026.

General Board costs are established at \$1,800 for 2026, but there was a discussion at a 2025 Meeting that one or two Board Members may wish to attend the Spring OAPSB Conference this year. There are also Zone Meetings that will be held later in the year possibly in Sudbury, Sault Ste. Marie and during the OAPSB Conference in June.

This is an election year, therefore the Board may want to also keep in mind that a new Board will be appointed following the 2026 Municipal Election when determining what sessions to attend in 2026.

Item	Description	Budget
OAPSB	2026 Membership Fee	\$3,904.30
OPP Board Insurance	2026 Insurance	\$3,888.00
Provincial Appointee Honorarium	2026 Provincial Appointee Honorarium	\$1,200.00
General Board Administration	Board-led programs, Seminars, Zone Meetings, Sponsorships, etc	\$1,800.00
2026 Draft Total		\$10,792.30

This report has been submitted to the Board for discussion purposes in order to provide direction to the Acting Secretary to bring forward a 2026 Budget to the next meeting.

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, January 15, 2026 at 6:00 p.m.
Township of Strong Office

The Zoom Link to attend the virtual meeting is available on the website;
<https://calendar.strongtownship.com/meetings>

Present: Burk's Falls – Ashley Brandt (virtual – joined at 6:19 pm)
Joly – Budd Brown (in person)
Machar – Absent
Ryerson – Glenn Miller (in person)
South River – Robert Brooks (virtual)
Strong – Marianne Stickland (in person)
Sundridge – Luke Preston (in person)

Absent: Machar – Neil Scarlett

Staff Present: CBO: Brian Dumas (in person), Secretary: Kim Dunnett (in person)

Guests: No guests attended.

1. Call to Order

The Joint Building Committee meeting was called to order at 6:00 pm by the JBC Secretary.

2. Appoint Chair and Vice Chair for 2026 Term

The Secretary opened the floor for nominations for Chair.

2.1 Appoint JBC Chair

Resolution: 2026-001

Moved by: Glenn Miller

Seconded by: Marianne Stickland

Be it resolved that this committee does hereby appoint Budd Brown, as Chair for the 2026 term.

Carried

The meeting was turned over to the newly appointed Chair.

2.2 Appoint JBC Vice Chair

The Chair opened the floor for nominations for Vice Chair.

Resolution: 2026-002

Moved by: Marianne Stickland

Seconded by: Luke Preston

Be it resolved that this committee does hereby appoint Glenn Miller, as Vice Chair for the 2026 term.

Carried

3. Declaration of Pecuniary Interest

No pecuniary interest was declared by the JBC members attending.

4. Approval of Agenda

Resolution # 2026-003

Moved by: Robert Brooks

Seconded by: Luke Preston

Be it resolved that this committee does hereby approve the agenda of the regular meeting for January 15, 2026 as amended to allow for the following item:

9.1 CBO Report – 9.1.1 Open/Closed Permits End of 2025.

Carried

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, January 15, 2026 at 6:00 p.m.

Township of Strong Office

5. Delegation

No requests submitted.

6. Adoption of Minutes

6.1 November 20, 2025

Resolution # 2026-004

Moved by: Robert Brooks

Seconded by: Marianne Stickland

Be it resolved that this committee does hereby adopt the minutes of November 20, 2025 regular meeting, as circulated.

Carried

7. Approval of Financials

7.1 Financial Report November 2025

7.2 Financial Report December 2025

Resolution # 2026-005

Moved by: Luke Preston

Seconded by: Glenn Miller

Be it resolved that this committee does hereby approve the following expenses of;

- November 2025 \$16,652.92
- December 2025 \$24,607.68

and accepts the Financial Reports for November and December 2025.

Carried

8. Items of Discussion

2026 Draft Budget was presented by the JBC Secretary and reviewed with the representatives by each GL account.

8.1 2026 Draft Budget

Resolution # 2026-006

Moved by: Luke Preston

Seconded by: Marianne Stickland

Be it resolved that this committee does hereby recommend the 2026 JBC Budget as presented in the amount of \$365,700.00.

Carried

8.2 Authorization for Administrators to Pay Accounts

Resolution # 2026-007

Moved by: Glenn Miller

Seconded by: Robert Brooks

Be it resolved that this committee is hereby aware that the JBC receives some invoices that must be paid prior to committee meetings because of penalties for late payments; and

The committee is also aware that the Administrator pays invoices bi-monthly and employee's wages bi-weekly; and that

The JBC authorizes the Township of Strong to issue payments for the above as and when required throughout 2026.

Carried

9. Staff Reports

9.1 CBO Report

9.1.1 Open/Closed Permits End of 2025

Resolution # 2026-008

Moved by: Marianne Stickland

Seconded by: Luke Preston

Be it resolved that this committee does hereby receive the CBO Report for open/closed permits for end of 2025 with thanks.

Carried

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, January 15, 2026 at 6:00 p.m.

Township of Strong Office

10. Correspondence

10.1 Burk's Falls – DCBO Wages R2025-379

Received

10.2 Sundridge – DCBO Wages R2025-315

Received

10.3 Strong – DCBO Wages R2025-363

Received

10.4 Machar - DCBO Wages R2025

Received

10.5 South River – DCBO Wages R31-2025

Received

11. Closed Session

No items required.

12. Adjournment

Resolution # 2026-009

Moved by: Glenn Miller

Seconded by: Luke Preston

Be it resolved that this committee does hereby adjourn at 7:00 pm to meet again on May 21, 2026 at 6:00 pm or at the call of the Chair.

Carried

Kim Dunnett, Secretary

Budd Brown, Chair

**JOINT BUILDING COMMITTEE
P.O. BOX 1120
SUNDRIDGE, ON P0A 1Z0
PHONE 705-384-9444 – FAX 705-384-9445**

RESOLUTION

Date: January 15, 2026

Resolution #2026 - 006

Moved by LUKE Preston

Seconded by MARIANNE Stickland

Be it resolved that this committee does hereby recommend the 2026 JBC Budget as presented in the amount of \$ 365,700.00.

.....
Carried

.....
Defeated

.....

.....
Chairperson

Recorded Vote:	For	Against
Ashley Brandt
Robert Brooks
Budd Brown
Glenn Miller
Luke Preston
Neil Scarlett
Marianne Stickland

Conflict of Interest Declared and Seat(s)
Vacated: _____

JBC 2026 PROJECTED BUDGET CONTRIBUTIONS

Municipality	2021	2022	2023	2024	2025	Total 2021-2025	5yr Average - Budgeted Permit Revenue	%	Municipal Operating Grant Required
Burk's Falls	21,780.00	24,950.00	24,143.45	12,425.00	61,907.00	145,205.45	29,041.00	8.5%	-
Joly	8,855.00	31,556.25	31,152.58	10,095.00	6,742.50	88,401.33	17,680.00	5.2%	-
Machar	59,655.60	103,145.00	103,377.00	56,772.50	106,551.90	429,502.00	85,900.00	25.2%	-
Ryerson	87,283.40	84,749.50	70,810.00	46,086.50	44,055.50	332,984.90	66,597.00	19.5%	-
South River	38,134.50	44,185.00	24,669.26	29,054.00	8,650.00	144,692.76	28,939.00	8.5%	-
Strong	108,937.75	86,325.00	35,707.50	70,532.50	51,041.50	352,544.25	70,509.00	20.7%	-
Sundridge	12,955.00	62,692.00	52,324.50	60,920.00	21,895.00	210,786.50	42,157.00	12.4%	-
Total	337,601.25	437,602.75	342,184.29	285,885.50	300,843.40	1,704,117.19	340,823.00	100.0%	-
Add: interest income budget							15,000.00		
Total revenue before municipal operating grants							<u>355,823.00</u>		
Budgeted Expense							(365,700.00)		
Excess Revenue (Expense) - transfer to (from) deferred revenue							- 9,877.00		

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2026**

Month	No. of Permits
January	3
February	0
March	0
April	0
May	0
June	0
July	0
August	0
September	0
October	0
November	0
December	0

Permit Fees	Project Values
\$1,950.00	\$110,000.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00

Size (sq.m)
137
0
0
0
0
0
0
0
0
0
0
0
0

TOTALS	3
---------------	----------

\$1,950.00	\$110,000.00
------------	--------------

New Construction	137
Demolitions	0

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2026**

Month	No. of Permits
Burks Falls	0
Joly	0
South River	1
Machar	2
Strong	0
Ryerson	0
Sundridge	0

Permit Fees	Project Values
\$0.00	\$0.00
\$0.00	\$0.00
\$220.00	\$8,000.00
\$1,730.00	\$102,000.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00

SFD'S, Seasonal Dwellings
and Multi-Unit Dwellings

2025	2026
0	0
0	0
1	0
1	0
0	0
0	0
0	0

TOTALS	3
---------------	----------

\$1,950.00	\$110,000.00
------------	--------------

Permit activity at end of January 31, 2026

TOTALS	7
---------------	----------

\$12,586.00	\$791,900.00
-------------	--------------

Permit activity at end of January 31, 2025

TOTALS	-4
---------------	-----------

\$10,636.00	\$681,900.00
-------------	--------------

Difference from previous year

-2



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

Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township
Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

Date: January 19, 2026

Notice of Motion #2026-01-19-1

Resolution for Burk's Falls and District Historical Society:

WHEREAS the Burk's Falls and District Historical Society has received three quotes for the installation of a heating system in the Red Building, with estimated costs ranging from \$12,000 to \$18,000, as reviewed by the Functions and Facility Committee;

AND WHEREAS the Historical Society has a current bank balance of \$8,373.97, and estimates that the cost of a summer employee in 2026 will be approximately \$3,500, to be supplemented by a Federal Grant through Young Canada Works (grant approval is pending and will be determined in February/March 2026);

AND WHEREAS the Society has received a \$5,000 donation from the Township of Armour, which will be used for operational expenses;

AND WHEREAS the Society recognizes the need for fundraising to cover additional costs associated with the Red Building's work and future barn-related projects;

AND WHEREAS the Society's current laptop is failing, potentially impacting operations and administrative functions;

BE IT RESOLVED that the Burk's Falls and District Historical Society will contribute \$5,000 toward the installation of the heating system in the Red Building, with the understanding that fundraising efforts will be necessary to cover the remaining balance of the project's costs and any additional future building needs.

BE IT FURTHER RESOLVED that the Society will initiate fundraising projects in the near future to raise the necessary funds for the balance of the heating system installation and other ongoing and future projects related to the Society's buildings, including the barn.

BE IT FURTHER RESOLVED that the Society will continue to monitor the outcome of the Young Canada Works grant application and will adjust financial plans based on its success or failure in securing funds for the summer employee position.

BE IT FURTHER RESOLVED that the President will explore options for addressing the issues with the Society's laptop, including its replacement.

Moved By: _____

Seconded By: _____



Carried



Defeated

Diane Brandt, President

Charlene Watt (Deputy Clerk)

From: Jerry and Diane Brandt <minibs2010@hotmail.com>
Sent: February 2, 2026 9:10 PM
To: Charlene Watt (Deputy Clerk)
Subject: Fw: Social media feature with the Ministry of Citizenship and Multiculturalism
Attachments: Walls_earlyBF_Fire.jpg; Wall above piano.jpg; History_BFDHS.pdf

Hi Char

Here is the correspondence to add to the agenda. The attachments are the material I submitted to be used for Heritage Week.

Thanks
Diane

From: Alison McGregor <treasurer@armourtownship.ca>
Sent: January 22, 2026 9:19 AM
To: Diane Brandt <minibs2010@hotmail.com>
Cc: Charlene Watt <clerk@armourtownship.ca>; Dave Gray <cao@armourtownship.ca>
Subject: Fw: Social media feature with the Ministry of Citizenship and Multiculturalism

Please see message below ☺

Alison McGregor
Treasurer
Township of Armour
PO Box 533, 56 Ontario Street
Burks Falls, ON P0A 1C0
705-382-3332

From: Weiler, Makayla (MCM/SPORT) <Makayla.Weiler@ontario.ca>
Sent: Wednesday, January 21, 2026 6:02 PM
To: Alison McGregor <treasurer@armourtownship.ca>
Cc: Njovu, Patricia (MCM/SPORT) <Patricia.Njovu2@ontario.ca>
Subject: Social media feature with the Ministry of Citizenship and Multiculturalism

Dear Alison,

I hope this message finds you well.

On behalf of the Ministry of Citizenship and Multiculturalism, we are pleased to reach out to celebrate the work of HODG Grant recipients such as yourself. In recognition of **Heritage Week (February 16–22)**, we are currently curating stories to feature on our social media platforms and would be honoured to highlight your organization and its contributions during this time.

If you are open to participating, we kindly invite you to share the following:

- An image representing your historical society, museum, or association

- Any fun facts or brief highlights about your organization that you would like included in the post (optional)

Please ensure that any individuals featured in the submitted image have provided consent to be included in social media content.

We kindly ask that you share the requested materials by **January 29, 2026**, to allow sufficient time for content preparation ahead of Heritage Week. If this timeline is not feasible, we would be happy to accommodate a submission date that works best for you.

Should you have any questions or require further assistance, please do not hesitate to reach out. We look forward to hearing from you.

Thank you,
Makayla

Makayla Weiler
Senior Digital Advisor | Communications Branch
Ministry of Citizenship and Multiculturalism & Ministry of Sport | Ontario Public Service
437-248-7559 | [Makayla.Weiler@ontario.ca]Makayla.Weiler@ontario.ca





P.O. Box 463, Burk's Falls, Ontario P0A 1C0
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Like us on Facebook

Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

January 27, 2026

To: Makayla Weiler
Senior Digital Advisor | Communications Branch
Ministry of Citizenship and Multiculturalism & Ministry of Sport | Ontario Public Service

Re: History of the Burk's Falls and District Historical Society

The Burk's Falls and District Historical Society was formed in 1994. In 1996, the Historical Society made an agreement with the Township of Ryerson for use of the Wiseman's Corner Schoolhouse. In 2015, the Historical Society entered into an agreement with Northland Power for use of the Watt Century Farm House Heritage Centre. In 2017, Northland Power transferred 3 acres with the buildings to the Municipality of the Township of Armour for the Historical Society.

The Burk's Falls and District Historical Society relies on a committed group of volunteers to operate both Museums. There is also a close working relationship and support from the Township of Armour, Township of Ryerson and the Village of Burk's Falls.

Services include the preservation of artifacts, archiving documents, promoting the area and the heritage aspects of the region, and providing educational activities. The Historical Society's mandate is to preserve the local heritage of the region and continues to focus on the preservation and education of heritage in the area.

Kind Regards

Diane Brandt

Diane Brandt
President
Burk's Falls and District Historical Society
Cell: 705-382-6502



THREE PAINTINGS
BY
TALENTED ARTIST
J. F. L. MacDONALD
As well as being a talented artist,
J. F. L. MacDonald also served as
Presbyterian Minister in this area
from 1913 to 1925

PAINTING TOP LEFT
Old Swimming Hole, 1926, No. 25
The painting captures a favorite swimming
hole on the Magnetawan River, located on
what was known as Green Street, today
is known as Greenstone Street.
The painting was owned by Mr. and Mrs.
Gerrard Ball, parents of Joe Ball,
and is now at Wilson Hall,
Greenstone Street.

PAINTING
TOP RIGHT
OIL ON CANVAS
FALL SCENE
1925

PAINTING
BOTTOM LEFT
WATERCOLOUR
PAINTING
1944



MAKING
MAPLE SYRUP
by
Local Artist
Helen Pink
Copyright © Helen Pink





Early Settlers and Camping Days
Photos belonged to George Casling



Logging Days Early 1900s
Now, Everyone has a hat on including the dogs



Men on a log
The log is being cut into sections for the mill. The men are working on the log and the log is being cut into sections for the mill.



Knight Bros. Mill in winter



Knight Bros. Company Sawmill
Magistrate River, Burk's Falls, Ont.



In the background is the Knight Bros. Mill and the Old Factory on the right

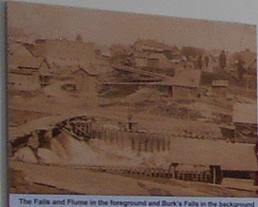


THE GREAT FIRE OF 1908
On the night of the 1st of August 1908, a fire broke out in the Knight Bros. Mill. The fire spread rapidly and destroyed the mill and the surrounding buildings. The fire was caused by a gas leak in the mill. The fire was extinguished by the fire department. The fire was a great disaster for the town.

WEIRD AND WHAT FACTS
The fire was a great disaster for the town. The fire was caused by a gas leak in the mill. The fire was extinguished by the fire department. The fire was a great disaster for the town.



The Great Fire of 1908 at the Knight Bros. Factory



The Falls and Flume in the foreground and Burk's Falls in the background



Clifton House



Grading Ontario Street prior to 1908
The Clifton House is at the top of the hill on the left



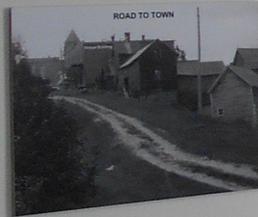
Factory Piles of Lumber
River and Train Tracks



Knight Bros. looking southwest along the dam
The water tower can be seen in the bottom left corner



Looking from the River towards the Knight Bros. Mill



ROAD TO TOWN



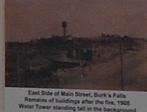
Cullbert's Groceries Food Market



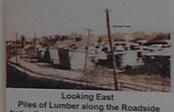
The inside of Cullbert's Bakery. The girl standing in the back is Cullbert's daughter. The Bakery was located in the building opposite the Bank. The Bakery was located in the building opposite the Bank. The Bakery was located in the building opposite the Bank.



R. H. Macdonald General Store and Fuel Office



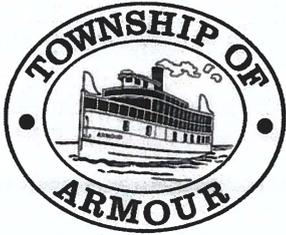
East Side of Main Street, Burk's Falls
Remains of buildings after the fire, 1908
Water Tower standing tall in the background



Looking East
Piles of Lumber along the Roadside
Notice the old water tower in the background



Burk's Falls, Ontario
West Side of Town
Knight Bros. Factory and Boats at the Dock



DISTRICT OF PARRY SOUND

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

(705) 382-3332
(705) 382-2954
Fax: (705) 382-2068

Email: admin@armourtownship.ca
Website: www.armourtownship.ca

Date: January 27, 2026

Motion # 2026-23

WHEREAS the Burk's Falls and District Historical Society has expressed interest to change the location of its monthly meetings from Fell Homes to the Township of Armour's Council Chambers;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour:

1. Approves the use of the Council Chambers to host the monthly meetings of the Burk's Falls and District Historical Society at no cost.
2. Confirms that meetings will be held on the third Monday of each month.
3. Directs that any changes to the meeting date must be approved by Township staff.
4. Acknowledges that the use of the Council Chambers is subject to availability and any applicable Township policies regarding the use of municipal facilities.

Moved by:	Blakelock, Rod	<input type="checkbox"/>	Seconded by:	Blakelock, Rod	<input type="checkbox"/>
	Brandt, Jerry	<input type="checkbox"/>		Brandt, Jerry	<input type="checkbox"/>
	Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>		Haggart-Davis, Dorothy	<input type="checkbox"/>
	Ward, Rod	<input type="checkbox"/>		Ward, Rod	<input type="checkbox"/>
	Whitwell, Wendy	<input type="checkbox"/>		Whitwell, Wendy	<input checked="" type="checkbox"/>

Carried / Defeated 2

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>

SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

January 28, 2026

NO. 07

MOVED BY: D. O'Halloran

SECONDED BY: G. Miller

Whereas the South East Parry Sound District Planning Board ("Planning Board") was formed with six members in 1997 as the consent-granting authority for those six municipalities;

And whereas the Planning Board has been primarily funded through application fees and has been self-sufficient for most of its operations;

And whereas only minimal additional funding has been requested from municipalities due to shortfalls in 2015 and 2016 (a total of \$4,000 per municipality over 28 years);

And whereas recent improvements have been implemented at the Planning Board including a fee structure which better reflects today's costs and the addition of part-time dedicated resources to assist with workload with no additional cost to the Planning Board members;

And whereas the Planning Board offers a regional approach to planning, taking advantage of expertise, communication and information from other member municipalities;

And whereas the Planning Board offers a non-political and personal approach to planning decisions;

And whereas the Planning Board retains the services of an Independent Professional Planner to prepare planning reports on most applications;

And whereas the time spent by staff with consultations, inquiries and public submissions provides assistance and added value for municipalities;

And whereas the expertise and consistency with members and staff of the Planning Board are beneficial, particularly with legislative changes and complex development proposals;

And whereas staff dedicated to the planning process with experience in planning and legal matters provide a valuable resource to the members and their municipalities;

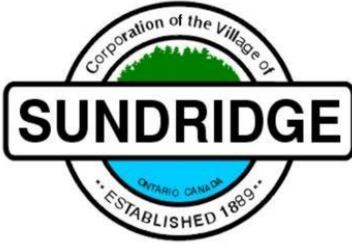
Now therefore be it resolved that

We respectfully ask that the Town of Kearney withdraw its request to cease its partnership with the South East Parry Sound District Planning Board and work with the other members to address its concerns and implement further improvements;

And that this resolution be forwarded to...

Clerks for each of the current member municipalities of the Planning Board, Christopher Brown – MMAH, Graydon Smith, MPP for Muskoka-Parry Sound.

CARRIED  _____



P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316
Fax (705) 384-7874
Email: clerk@sundridge.ca

Village of Sundridge Council Resolution
January 14, 2026
Item (9.1)

Canada Post's free and reduced distribution of library books

Resolution #2026-003

Moved By: Vicki Whitmell

Seconded By: Fraser Williamson

THAT The Village of Sundridge Council expresses its concerns with the amendment to the Canada Post Corporations Act within Bill C-15 that could result in the disappearance of a reduced rate of postage for library materials lent by a library to a borrower, including by means of an interlibrary loan,

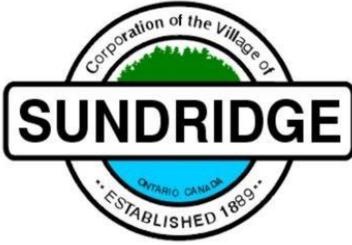
AND THAT Interlibrary loans are an essential part of how libraries operate and they provide access to material for the millions of library users in Canada.

AND THAT as a small rural library, the Sundridge Strong Union Public Library depends on loans from other libraries to supplement its collection and relies on Canada Post to deliver those materials at a reduced rate.

AND FURTHER THAT if Canada Post is allowed to increase the postal rate that supports this service without oversight from Parliament or the Government of Canada, there could be a devastating effect, putting a strain on already tight library budgets and threatening the ability of libraries to offer this essential service that ensures access, equity and literacy for all.

NOW THEREFORE, BE IT RESOLVED THAT, The Village of Sundridge Council encourages other municipal councils to contact their local MP and the Honourable Joël Lightbound, Minister of Government Transformation, Public Works and Procurement to strongly urge the government to ensure that Canada Post continues to provide a library postal rate so that library services remain accessible for all of Canada through interlibrary loans.

Recorded Vote	For	Against	Abstain
Preston, Luke	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
Carried.			



P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316
Fax (705) 384-7874
Email: clerk@sundridge.ca

Village of Sundridge Council Resolution
January 28, 2026
Item (9.3)

1.1. Road Salt Use and Reduction

Resolution#2026-019

Moved By: Luke Preston

Seconded By: Fraser Williamson

WHEREAS road salt is designated as a toxic substance under the *Canadian Environmental Protection Act* due to its potential to cause serious or irreversible harm to the environment and human health; and

WHEREAS chloride concentrations in Ontario's groundwater, rivers, and lakes have increased significantly since the 1970s, adversely affecting drinking water sources and aquatic ecosystems; and

WHEREAS the Village of Sundridge contains Lake Bernard, a large inland freshwater lake and vital environmental, recreational, and economic asset that is vulnerable to chloride contamination from surrounding land uses and transportation corridors; and

WHEREAS the Village of Sundridge has taken proactive steps to minimize salt impacts through the use of sand and low-salt mixtures and other operational practices while maintaining public safety; and

WHEREAS there is concern that winter maintenance activities on provincially maintained highways within the Village may contribute to cumulative salt loading in Lake Bernard and local groundwater systems; and

WHEREAS despite existing provincial and federal guidelines, voluntary codes of practice, and agreements, road salt pollution continues to increase, in part due to liability pressures that incentivize over-application and create challenges for snow and ice management contractors;



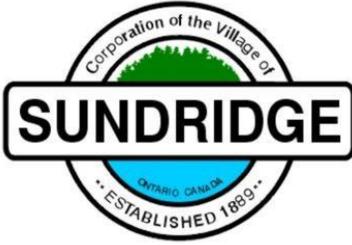
P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316
Fax (705) 384-7874
Email: admin@sundridge.ca

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Village of Sundridge urges the Province of Ontario to work with municipalities, industry, insurers, and environmental stakeholders to establish a limited-liability framework for snow and ice management, supported by enforceable contractor training, certification, and a single set of provincially endorsed Best Management Practices;
2. The Province of Ontario be further urged to establish and fund an expert advisory committee to support municipalities in reducing salt impacts and protecting freshwater ecosystems and drinking water sources;
3. The Village of Sundridge reaffirms its commitment to minimizing road salt use wherever feasible while maintaining safety on municipal roads, sidewalks, and parking areas;
4. The Province of Ontario be requested to collaborate with supporting municipalities on data sharing, chloride monitoring, and salt-use reduction measures for provincially maintained highways within environmentally sensitive communities and watersheds; and
5. This resolution be circulated to neighbouring municipalities, the Association of Municipalities of Ontario (AMO), local Members of Provincial Parliament, Conservation Ontario, the Ontario Municipal Water Association, the Minister of the Environment, Conservation and Parks, the Attorney General of Ontario, the Premier of Ontario, and the Ministry of Transportation.

Recorded Vote	For	Against	Abstain
Preston, Luke	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			



P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316
Fax (705) 384-7874
Email: clerk@sundridge.ca

Village of Sundridge Council Resolution
January 28, 2026
Item (9.6)

Joint Building Committee 2026 Budget

Resolution#2026-022
Moved By: Luke Preston
Seconded By: Sharon Smith

THAT The Council for the Corporation of The Village of Sundridge receive the Joint Building Committee's recommendation to adopt the budget as presented,

AND THAT Council approves of the 2026 budget in the amount of \$365,000.00.

Recorded Vote	For	Against	Abstain
Preston, Luke	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			



MUNICIPALITY OF
SHUNIAH

COUNCIL RESOLUTION

Date: Jan 13, 2026

Resolution No.: 22-26

Moved By: Ron Giardetti

Seconded By: Don Smith

THAT Council hereby receives and supports the resolution from the United Counties of Leeds and Grenville regarding Bill 9, Municipal Accountability Act, 2025;

AND THAT Council directs the Clerk to forward a copy of this resolution to the Honourable Doug Ford, Premier of Ontario, the Honourable Rob Flack, Minister of Municipal Affairs and Housing, The Honourable Lise Vaugeois, MPP Thunder Bay-Superior North, the Honourable Kevin Holland, MPP Thunder Bay-Atikokan, the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities.

Carried

Defeated

Amended

Deferred

Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



The United Counties of Leeds and Grenville

Resolution No. CC- 179 - 2025

Date: December 18, 2025

Moved by Tory Descamps

Seconded by Nancy Peckford

WHEREAS on May 1, 2025, Bill 9, Municipal Accountability Act, 2025, re-introduced legislation originally proposed under Bill 241; and

WHEREAS Bill 9, if passed, would enable the creation of a new, standardized municipal code of conduct, an integrity commissioner inquiry process that would be consistent throughout the province and mandatory code of conduct training for members of council and certain local boards; and

WHEREAS Bill 9, Municipal Accountability Act, 2025, was ordered for a third reading on October 20, 2025; and

WHEREAS the Council of the Corporation of the United Counties of Leeds and Grenville deems it advisable for Bill 9 to be passed promptly.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the United Counties of Leeds and Grenville calls for Bill 9 to proceed to its third reading forthwith; and

THAT a copy of this resolution be forwarded to The Honourable Doug Ford, Premier of Ontario, The Honourable Rob Flack, Minister of Municipal Affairs and Housing, The Honourable Steve Clark, MPP, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

Carried Defeated Deferred

Corinna Smith-Gatcke, Warden



Northumberland County Council Resolution

SENT VIA EMAIL

January 28, 2026

Honourable Kinga Surma (Minister of Infrastructure),
Honourable Rob Flack (Minister of Municipal Affairs and Housing),
Honourable Peter Bethlenfalvy (Minister of Finance),
Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development
and MPP for Northumberland-Peterborough South),
Association of Municipalities of Ontario (AMO),
Ontario Small Urban Municipalities (OSUM),
Federation of Canadian Municipalities (FCM),
All Ontario Municipalities

Re: Correspondence, 'Ontario Community Infrastructure Fund (OCIF)'

At a meeting held on January 21st, 2026 Northumberland County Council approved Council Resolution # 2026-01-21-052, adopting the recommendation below from the January 5, 2026 Public Works Committee meeting:

Moved by: Deputy Warden Mandy Martin

Seconded by: Councillor John Logel

"**That** the Public Works Committee having considered correspondence from the Township of Edwardsburgh Cardinal, the Municipality of South Huron and the Township of Puslinch recommend that County Council support the correspondence and direct staff to send a copy of this resolution to the Honourable Kinga Surma (Minister of Infrastructure), the Honourable Rob Flack (Minister of Municipal Affairs and Housing), the Honourable Peter Bethlenfalvy (Minister of Finance), Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland-Peterborough South), the Association of Municipalities of Ontario (AMO), Ontario Small Urban Municipalities (OSUM), Federation of Canadian Municipalities (FCM) and all Ontario Municipalities."

Council Resolution # 2026-01-21-052

Carried



**The Corporation of the
County of Northumberland**

555 Courthouse Road
Cobourg, ON, K9A 5J6

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at bennett@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Tonia Bennett

A handwritten signature in blue ink that reads "Tonia Bennett".

Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By M. Martin

Seconded By J. Logel

Agenda
Item 10.a

Resolution Number
2026-01-21-052

Council Date: January 21, 2026

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held January 5, 6 and 7, 2026), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

- Public Works Committee, Item 8.b, Report 2026-002 'Changes to Tipping Fees at Community Recycling Centres'- **Held by Councillor Cleveland**

And Further That the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote
Requested by _____
Councillor's Name

Deferred _____
Warden's Signature

Carried  _____
Warden's Signature

Defeated _____
Warden's Signature

Public Works Committee Resolution

Committee Meeting Date: January 5, 2026

Agenda Item: 7.b

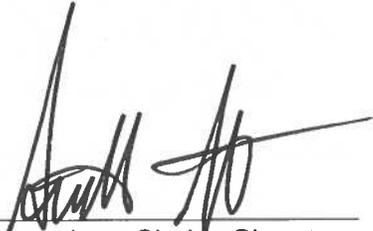
Resolution Number: 2026-01-05-004

Moved by: J. Logel

Seconded by: R. Crate

Council Meeting Date: January 21, 2026

"That the Public Works Committee having considered correspondence from the Township of Edwardsburgh Cardinal, the Municipality of South Huron and the Township of Puslinch recommend that County Council support the correspondence and direct staff to send a copy of this resolution to the Honourable Kinga Surma (Minister of Infrastructure), the Honourable Rob Flack (Minister of Municipal Affairs and Housing), the Honourable Peter Bethlenfalvy (Minister of Finance), Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland-Peterborough South), the Association of Municipalities of Ontario (AMO), Ontario Small Urban Municipalities (OSUM), Federation of Canadian Municipalities (FCM) and all Ontario Municipalities."

Carried 
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature

TOWNSHIP OF EDWARDSBURGH/CARDINAL

Resolution Number 2025-253

September 29, 2025

Moved By: _____

Seconded By: _____

WHEREAS the Township of Edwardsburgh Cardinal acknowledges that municipal infrastructure—roads, bridges, water and wastewater systems—underpins public safety, economic vitality and quality of life in Ontario’s rural and small urban communities;

WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities;

WHEREAS in 2022 the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026;

WHEREAS fixed funding levels amid rising labour, materials and climate resilience costs have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities’ ability to deliver and sustain essential services without incurring unsustainable debt;

WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance and execute long-term asset management plans, reduce emergency repairs and leverage complementary federal and private infrastructure financing;

WHEREAS the Township of Edwardsburgh Cardinal requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for all small and rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT

1. The Township of Edwardsburgh Cardinal calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.
2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data,

TOWNSHIP OF EDWARDSBURGH CARDINAL

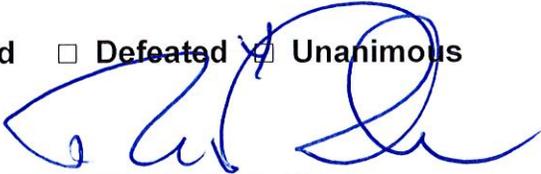
September 29, 2025

Resolution Number: 2025- 253

demographic projections, climate resilience metrics and rural equity considerations.

5. A dedicated contingency reserve equal to 5 percent of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs or project overruns without reallocating core funding.
6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments and reserve expenditures—in a transparent, publicly accessible online dashboard.
7. The Clerk of the Township of Edwardsburgh Cardinal forward this resolution to:
 - o The Honourable Doug Ford, Premier of Ontario
 - o The Honourable Kinga Surma, Minister of Infrastructure
 - o The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - o The Honourable Francois-Phillipe Champagne, Minister of Finance
 - o Association of Municipalities of Ontario (AMO)
 - o Ontario Small Urban Municipalities (OSUM)
 - o Federation of Canadian Municipalities (FCM)
 - o The United Counties of Leeds and Grenville
 - o All upper- and lower-tier municipalities in Ontario

Carried Defeated Unanimous

Mayor: 

RECORDED VOTE REQUESTED BY: _____

NAME	YEA	NAY
Councillor J. Martelle		
Councillor W. Smail		
Councillor C. Ward		
Deputy Mayor S. Dillabough		
Mayor T. Deschamps		
TOTAL		



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
Fax: 613-658-3445
Toll Free: 866-848-9099
E-mail: mail@twpec.ca

P.O. Box 129,
18 Centre St.
Spencerville, Ontario
K0E 1X0

VIA EMAIL

Tuesday, October 14, 2025

The Honourable Doug Ford, Premier of Ontario
The Honourable Kinga Surma, Minister of Infrastructure
The Honourable Rob Flack, Minister of Municipal Affairs and Housing
The Honourable Francois-Phillipe Champagne, Minister of Finance
Association of Municipalities of Ontario (AMO)
Ontario Small Urban Municipalities (OSUM)
Federation of Canadian Municipalities (FCM)
The United Counties of Leeds and Grenville
All Upper- and Lower-Tier Municipalities in Ontario

Please be advised that at its Regular Council meeting held on Monday, September 29, 2025, the Council of the Township of Edwardsburgh Cardinal unanimously adopted the following resolution:

RESOLUTION: Ontario Community Infrastructure Fund (OCIF)

WHEREAS the Township of Edwardsburgh Cardinal acknowledges that municipal infrastructure—roads, bridges, water and wastewater systems—underpins public safety, economic vitality and quality of life in Ontario’s rural and small urban communities;

WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities;

WHEREAS in 2022 the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026;

WHEREAS fixed funding levels amid rising labour, materials and climate resilience costs have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities' ability to deliver and sustain essential services without incurring unsustainable debt;

WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance and execute long-term asset management plans, reduce emergency repairs and leverage complementary federal and private infrastructure financing;

WHEREAS the Township of Edwardsburgh Cardinal requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for all small and rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT

1. The Township of Edwardsburgh Cardinal calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.
2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data, demographic projections, climate resilience metrics and rural equity considerations.
5. A dedicated contingency reserve equal to 5 percent of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs or project overruns without reallocating core funding.

6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments and reserve expenditures—in a transparent, publicly accessible online dashboard.

7. The Clerk of the Township of Edwardsburgh Cardinal forward this resolution to:
 - o The Honourable Doug Ford, Premier of Ontario
 - o The Honourable Kinga Surma, Minister of Infrastructure
 - o The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - o The Honourable Francois-Phillipe Champagne, Minister of Finance
 - o Association of Municipalities of Ontario (AMO)
 - o Ontario Small Urban Municipalities (OSUM)
 - o Federation of Canadian Municipalities (FCM)
 - o The United Counties of Leeds and Grenville
 - o All upper- and lower-tier municipalities in Ontario

If you have any questions, please contact me at the email address below.

Sincerely,



Natalie Charette
Interim Clerk
clerk@twpec.ca



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

October 23, 2025

Via email: doug.fordco@pc.ola.org

Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

Dear Hon. Doug Ford,

Re: Ontario Community Infrastructure Fund

Please be advised that South Huron Council passed the following resolution at their October 20, 2025, Regular Council Meeting:

418-2025
Moved By: Aaron Neeb
Seconded by: Jim Dietrich

That South Huron Council supports the Township of Edwardsburgh Cardinal September 29, 2025, Resolution regarding Ontario Community Infrastructure Fund (OCIF); and

That this supporting resolution and originating correspondence be circulated to the Premier, Minister of Infrastructure, Minister of Municipal Affairs and Housing, Minister of Finance, MPP Thompson, AMO, OSUM, FCM, all Ontario municipalities.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator
Municipality of South Huron
kwebster@southhuron.ca
519-235-0310 x. 232

Encl.

cc: Minister of Infrastructure Hon. Kinga Surma, kinga.surma@pc.ola.org;
Minister of Municipal Affairs and Housing, Hon. Rob Flack,
rob.flack@pc.ola.org; Minister of Finance, Hon. Peter Bethlenfalvy,
peter.bethlenfalvy@pc.ola.org; MPP Lisa Thompson,
lisa.thompson@pc.ola.org; AMO, resolutions@amo.on.ca; OSUM,
osum@osum.ca; FCM, resolutions@fcm.ca; and all Ontario Municipalities



Hon. Doug Ford
Premier of Ontario
VIA EMAIL:
premier@ontario.ca

Marit Stiles, MPP
Leader of the Official
Opposition
VIA EMAIL:
mstiles-qp@ndp.on.ca

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

November 28, 2025

Hon. Kinga Surma
Minister of Infrastructure
VIA EMAIL:
kinga.surma@pc.ola.org

Hon. Rob Flack
Minister of Municipal Affairs
and Housing
VIA EMAIL:
rob.flack@pc.ola.org

RE: 6.17 Municipality of South Huron Council Resolution regarding Ontario Community Infrastructure Fund & 6.18 Township of Edwardsburgh Cardinal Council Resolution regarding Ontario Community Infrastructure Fund

Please be advised that Township of Puslinch Council, at its meeting held on November 19, 2025 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2025-382:

Moved by Councillor Hurst and
Seconded by Councillor Bailey

That the Consent Agenda item 6.17, 6.18 Township of Edwardsburgh Cardinal Council Resolution regarding Ontario Community Infrastructure Fund be received for information; and

That the Township of Puslinch Council supports the Township of Edwardsburgh Cardinal September 29, 2025 Resolution and the Municipality of South Huron Resolution of October 20, 2025 regarding Ontario Community Infrastructure Fund (OCIF); and

That this supporting resolution and originating correspondence be circulated to the Premier, Leader of the Official Opposition, Minister of Infrastructure, Minister of



Municipal Affairs and Housing, Minister of Finance, MPP Racinsky, ROMA, AMO, FCM, all Ontario municipalities.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

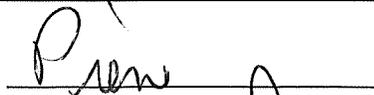
Sincerely,

Justine Brotherston
Municipal Clerk

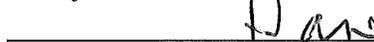
CC: Minister of Finance, MPP Racinsky, ROMA, AMO, FCM, all Ontario municipalities.

Agenda Number: 14.c.
Resolution Number 2026-RCM-029
Title: Closure of Sudbury's LifeLabs Laboratory
Date: February 2, 2026

Moved by:



Seconded by:



WHEREAS LifeLabs has announced the planned closure of its laboratory processing facility in Greater Sudbury, with services being transferred to facilities in Southern Ontario; and

WHEREAS the Sudbury LifeLabs laboratory currently provides essential diagnostic testing services to residents of Markstay-Warren and communities throughout Northern Ontario; and

WHEREAS the closure raises serious concerns regarding increased turnaround times for critical medical testing, potential service disruptions, and risks to patient care due to transportation delays, particularly during winter months and adverse weather conditions; and

WHEREAS timely access to laboratory diagnostics is a critical component of an effective healthcare system and is essential to the health and well-being of rural, senior, and vulnerable populations;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Markstay-Warren hereby expresses its opposition to the closure of the LifeLabs laboratory in Greater Sudbury;

AND FURTHER BE IT RESOLVED that Council formally requests the Province of Ontario, the Ministry of Health, and LifeLabs to reconsider this decision and to maintain local laboratory processing capacity in Sudbury to ensure reliable and timely diagnostic services for Northern Ontario residents;

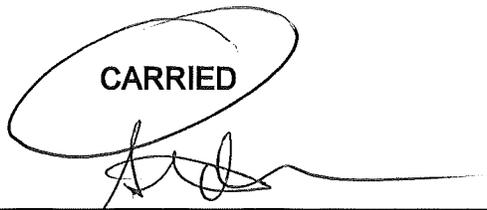
AND FURTHER BE IT RESOLVED that the attached draft communication and a copy of this resolution be forwarded to:

- The Honourable Doug Ford, Premier of Ontario
- The Honourable Sylvia Jones, Minister of Health
- MPP France Gélinas, Nickel Belt
- MPP John Vanthof, Timiskaming–Cochrane
- Association of Municipalities of Ontario (AMO)
- Northern Ontario Municipal Association (NOMA)
- LifeLabs Ontario

CARRIED

DEFERRED

DEFEATED



Mayor



TOWNSHIP OF ASSIGINACK

REGULAR MEETING OF COUNCIL

IN CHAMBERS

Tuesday, January 20, 2026 07:00 PM

Moved BY: Councillor Elliott

Resolution # **013-01-2026**

Seconded BY: Councillor Bowerman

THAT the Township supports all efforts to retain Lifelabs locations in northern Ontario;

AND THAT we ask FONOM and NOMA to lobby for this position on our behalf.

()

THE MUNICIPALITY OF NORTH PERTH
COUNCIL MEETING
Regular Council - Updated



Agenda Number: 7.
Resolution Number 03.01.26
Date: January 12, 2026

Moved By Lee Anne Andriessen
Seconded By Sarah Blazek

THAT: The Council of the Municipality of North Perth supports item 7.22 Township of Perry Resolution re: Removal of HST and GST From New Homes; and

THAT: The Council of the Municipality of North Perth's supporting resolution be circulated to the Prime Minister of Canada, Minister of Finance, Minister of Housing, Infrastructure and Communities, the Premier of Ontario, the Ontario Minister of Finance, the Ontario Minister of Municipal Affairs and Housing, Perth-Wellington MP, Perth-Wellington MPP, AMO, and all municipalities in Ontario.

ACTION ON MOTION:

CARRIED



MAYOR OR OTHER ELECTED OFFICIAL



**The Corporation of the
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: December 17, 2025

Resolution No.: 2025- 448

Moved By: Joe Lumley **Seconded By:** Paul Sowrey

Be it resolved that the Council of the Township of Perry hereby support the October 21, 2025 resolution of the Town of Bradford West Gwillimbury regarding the removal of the HST/GST from new homes purchased as primary residences to support housing affordability;

And that Council endorse the related November 3, 2025 supporting resolution of the Municipality of South Huron;

And that Council's supporting resolution be circulated to the Town of Bradford West Gwillimbury, Municipality of South Huron, the Prime Minister of Canada, Minister of Finance and the Minister of Housing, Infrastructure and Communities, the Premier of Ontario, the Ontario Minister of Finance, the Ontario Minister of Municipal Affairs and Housing, MP Scott Aitchison and MPP Graydon Smith, AMO, and to all municipalities in Ontario.

Carried: ✓ **Defeated:** _____ 
Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
Councillors Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
Mayor Norm Hofstetter		

February 6, 2026

Via Email

Right Honourable Mark Carney
Prime Minister of Canada
Mark.carney@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

Re: Remove the GST/HST from all New Homes Purchased as Primary Residences in Ontario

Please be advised that at its meeting held on February 2, 2026, the Council of the Town of Whitby adopted the following as Resolution # 17-26:

Whereas housing affordability is one of the most pressing issues facing Ontario families; and,

Whereas the current HST rate on new homes in Ontario is 13%, which adds tens of thousands of dollars to the cost of a typical home; and,

Whereas existing federal and provincial HST rebates on new homes purchased from the builder are limited by purchase-price thresholds, with most new homes in Ontario priced above the level required to qualify for meaningful relief, thereby limiting their effectiveness in improving overall housing affordability; and,

Whereas the federal and provincial governments have proposed new GST/HST rebates only for first-time homebuyers purchasing from the builder a newly built or substantially renovated home; and,

Whereas according to research conducted by the Ontario Homebuilders' Association, first-time home buyers currently represent approximately 5% of the new home market; and,

Whereas the Ontario Homebuilders' Association estimates that a full HST exemption would stimulate the construction of an additional 53,000 new homes,

on top of the roughly 80,000 homes already expected to be available for sale by 2026 — bringing the total to approximately 132,000 units.

Now Therefore be it resolved:

1. That the Council of the Town of Whitby calls on the Government of Canada and the Government of Ontario to remove the GST/HST from all newly built or substantially renovated homes purchased from the builder as primary residences in Ontario up to \$1.5 million; and,
2. That this resolution be circulated to the Prime Minister of Canada, Minister of Finance and the Minister of Housing, Infrastructure and Communities, and to the Premier of Ontario, the Ontario Minister of Finance, the Ontario Minister of Municipal Affairs and Housing, our local MP and MPP, the Association of Municipalities of Ontario, and to all municipalities in Ontario.

Should you require further information, please do not hesitate to contact the Office of the Town Clerk at 905.430.4300.



Kathyn Douglas
Supervisor, Legislative Services
clerk@whitby.ca

Copy: C. Harris, Director of Legislative Services/Town Clerk – clerk@whitby.ca

The Honourable François-Philippe Champagne, Minister of Finance and National Revenue – francois-philippe.champagne@parl.gc.ca

The Honourable Gregor Robertson, Minister of Housing and Infrastructure – gregor.robertson@parl.gc.ca

The Honourable Peter Bethlenfalvy, Minister of Finance – minister.fin@ontario.ca

The Honourable Rob Flack, Minister of Municipal Affairs and Housing - minister.mah@ontario.ca

Ryan Turnbull, MP, Whitby – ryan.turnbull@parl.gc.ca

Lorne Coe, MPP, Whitby - lorne.coe@pc.ola.org

Robin Jones, President, Association of Municipalities of Ontario – amopresident@amo.on.ca

All Ontario Municipalities

THE MUNICIPALITY OF NORTH PERTH
COUNCIL MEETING
Regular Council - Updated



Agenda Number: 7.
Resolution Number 14.01.26
Date: January 26, 2026

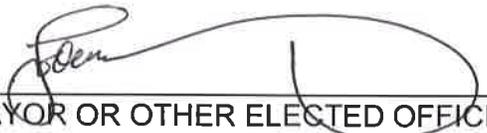
Moved By Sarah Blazek
Seconded By Dave Johnston

THAT: The Council of The Municipality of North Perth supports item 7.9 City of Peterborough Resolution Regarding Sustainable Funding for Police; and

THAT: The support resolution be circulated to the Premier of Ontario, Minister of the Solicitor General, Minister of Municipal Affairs and Housing, Association of Municipalities of Ontario, Perth County OPP Detachment Board, and all Ontario Municipalities.

CARRIED

ACTION ON MOTION:



MAYOR OR OTHER ELECTED OFFICIAL



City of
Peterborough

Office of the City Clerk, City Hall
500 George Street North
Peterborough, Ontario
K9H 3R9

December 3, 2025

Honourable Doug Ford, Premier for the Government of Ontario;
Honourable Michael S. Kerzner, Minister of the Solicitor General;
Honourable Rob Flack, Minister of Municipal Affairs and Housing;
Association of Municipalities of Ontario (AMO);
Mary ten Doeschate, Peterborough Police Services Board Chair; and
Councils of each of Ontario's municipalities.

Subject: Sustainable Funding for Police Services Request

The following resolution, adopted by City Council at its meeting held on November 3, 2025, is forwarded for your consideration.

Moved by Councillor Crowley
Seconded by Councillor Vassiliadis

Whereas municipalities across Ontario are required to maintain a police service; and

Whereas municipalities across Ontario are required to constitute a municipal board to have policing responsibility for the municipality, or enter into a written agreement for an alternate provision of policing services; and

Whereas the City of Peterborough has constituted a municipal board; and

Whereas municipalities, across Ontario, with a police service board, are required to “ensure adequate and effective policing is provided in the area for which they have policing responsibility in accordance with the needs of the population in the area and having regard for the diversity of the population in the area” and

Whereas police service boards within municipalities where court proceedings are conducted are required to ensure the security of judges, other judicial officials, members of the public participating in court proceedings, ensuing the secure



custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings; and

Whereas the provision of court security is not part of providing adequate and effective policing; and

Whereas the cost of providing court security is a cost of the municipality, regardless of whether all matters originate within that municipality; and

Whereas municipalities across Ontario are required to have and maintain critical infrastructure, including appropriate police facilities and equipment, to ensure adequate and effective policing is provided; and

Whereas municipalities across Ontario are experiencing increased police operating and capital costs directly related to new compliance and operational standards required under the Community Safety and Policing Act, 2019; and

Whereas these cost increases stem from provincially mandated requirements — including training, certification, technology, reporting, and staffing obligations — necessary to bring local police services into compliance with the Act; and

Whereas municipalities have no discretion in implementing these measures and limited ability to absorb the resulting financial pressures within existing budgets; and

Whereas policing is a provincially legislated responsibility, yet municipalities are bearing the brunt of the costs to implement provincial mandates;

Therefore, be it resolved that:

Council request that the Province of Ontario provide targeted financial assistance to municipalities to offset any additional costs that are directly and demonstrably incurred as a result of compliance with the Community Safety and Policing Act, 2019, and not general increases to police budgets; and

Therefore, be it further resolved that:

Council urge the Province of Ontario to review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities so that communities with growing populations and expanding service demands receive fair and sustainable provincial support; and

Therefore, be it further resolved that:

Council request that the Province of Ontario provide stable sustainable funding to offset costs associated with the provision of providing court security services; and



City of
Peterborough

That this resolution be forwarded to the Premier of Ontario, the Minister of the Solicitor General, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Peterborough Police Services Board Chair, and all Ontario municipalities for endorsement.

Sincerely,

A handwritten signature in black ink, appearing to read "John Kennedy".

John Kennedy
City Clerk



Mary ten Doeschate, Chair

Drew Merrett, Vice-Chair

Mayor Jeff Leal

Councillor Gary Baldwin

Steve Girardi

December 18, 2025

City of Peterborough (Sent via email)
500 George St. N.
Peterborough, ON K9H 3R9

Attention: Members of Council

Jasbir Raina, Chief Administrative Officer

Richard Freymond, Commissioner of Finance and Corporate Support Services

John Kennedy, Clerk

Members of Council, Mr. Raina, Mr. Freymond and Mr. Kennedy:

Re: Council Resolution – Stable Funding for Police Service Boards

The Peterborough Police Service Board unanimously passed the following motion at their Board meeting held on December 16, 2025:

Moved by Drew Merrett

Seconded by Jeff Leal

That the Board receive for consideration and endorsement the Peterborough City Council resolution made November 3, 2025 regarding stable funding for Police Service Boards.

Accordingly, the Board sends this letter in support of Council's call for the Province of Ontario to review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities; the Board believes increased and sustainable funding support from the Province is necessary to ensure the Board can meet its legislated mandate of providing adequate and effective policing in the City of Peterborough.

Sincerely,

Mary ten Doeschate,
Chair

Peterborough Police Service Board
500 Water Street, P.O. Box 2050 Peterborough, Ontario K9J 7Y4
Telephone: 705-876-1122 ext. 220 Fax: 705-876-6005
www.peterboroughpolice.com



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE
69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0
PH: 705-643-2158 FAX: 705-643-2311
LARDERLAKE.CA

January 15, 2026

To whom it May Concern:

RE: Resolution - Support the City of Peterborough – Elect Respect Pledge

Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, January 13th, 2026, the following resolution of support was adopted:

Resolution #8, January 13, 2026
Moved by: Councillor Armstrong
Seconded by: Councillor Kelly

Carried

Support the City of Peterborough – Elect Respect Pledge

WHEREAS democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community;

AND WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions;

AND WHEREAS Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment;

AND WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office;

AND WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables;

AND WHEREAS the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office;

AND WHEREAS in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and call on elected officials to uphold the highest standards of conduct;

AND WHEREAS H.E.R. Halton has launched a campaign called *Elect Respect* to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials that encourages individuals to participate in the political process;

AND WHEREAS on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a non-partisan "Parliamentary Civility Pledge" to encourage all parliamentarians to commit to end workplace harassment and increase civility on Parliament Hill, modelled after the pledge developed in Halton by representatives of H.E.R.

NOW THEREFORE BE IT RESOLVED:

THAT the Township of Larder Lake Council supports the *Elect Respect* pledge and commits to:

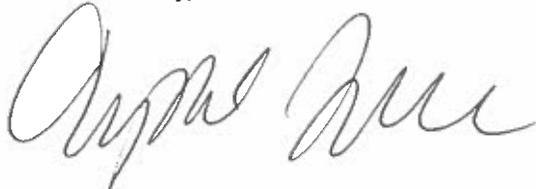
- Treat others with respect in all spaces—public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct.

AND THAT the Township of Larder Lake Council calls on elected officials, organizations and community members to support the *Elect Respect* campaign and sign the online pledge at www.electrespect.ca.

AND THAT a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario's Big City Mayors, the Federation of Canadian Municipalities, the Office of the Mayor of Burlington, relevant MPs and MPPs, Regional Police, the Ontario Provincial Police and the Royal Canadian Mounted Police.

The originating correspondence is attached for your reference.

Sincerely,



Crystal Labbe
CAO/ Clerk Treasurer

January 26, 2026

Re: Resolution # 2025 - Call on Province of Ontario to Establish an Ontario Airport Capital Assistance Program (OACAP)

On January 12, 2026, Council of the Town of Fort Frances passed the following into resolution:

Whereas the Fort Frances Municipal Airport serves the Town of Fort Frances, the District of Rainy River, and the First Nation communities of the Southern Treaty #3 region; and

Whereas the Fort Frances Municipal Airport plays a vital role in supporting medevac flights, wildfire response operations, business travel, tourism, and the movement of essential goods for the entire region; and

Whereas the termination of scheduled passenger air service in May, 2024 resulted in the loss of eligibility to funding through the federal Airport Capital Assistance Program (ACAP); and

Whereas other provinces, including British Columbia, Saskatchewan, and Alberta, have recognized the importance of regional airports by establishing dedicated provincial funding programs, and Ontario currently does not; and

Whereas maintaining aging airport infrastructure has become increasingly difficult without predictable provincial support; and

Whereas regional airports serve broader provincial and regional interests, and municipalities cannot shoulder the financial burden alone.

Therefore, be it resolved that the Council of the Town of Fort Frances hereby calls upon the Province of Ontario to:

- 1. Establish an Ontario Airport Capital Assistance Program (OACAP) to provide dedicated annual funding for small and regional airports; and*
- 2. Ensure eligibility for a broad range of capital projects, including safety upgrades,*

equipment replacement, and runway maintenance; and

3. Engage municipalities in program design, ensuring local needs and realities are reflected in funding criteria; and

4. Recognize the essential role of airports in medevac and emergency services, especially in remote and northern communities.

Moved by Michael Behan, Seconded by Steven Maki, Carried.

For more information about this resolution, please contact the Office of the Clerk

Chelsea Greig, Municipal Clerk | cgreig@fortfrances.ca

Ally Lewis, Communications Coordinator & Deputy Clerk | alewis@fortfrances.ca



52 Seguin Street, Parry Sound, Ontario P2A 1B4
Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.parrysound.ca

Office of the Mayor

February 9, 2026

The Honourable Doug Ford
Premier of Ontario

The Honourable Prabmeet Sarkaria
Minister of Transportation Province of Ontario

Re: Municipal Support for School Bus Safety and Stop-Arm Camera Systems

Dear Premier Ford and Minister Sarkaria,

On behalf of the Town of Parry Sound, I am writing to express our strong support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm camera systems and other child-safety technologies.

Illegal passing of stopped school buses remains a serious and widespread issue throughout the province, occurring an estimated 30,000 times per day. These violations place children at unacceptable risk and continue to result in preventable injuries and fatalities. Municipalities require effective, modern enforcement tools to address this dangerous behaviour.

The Town of Parry Sound supports provincial investment in and expansion of school bus stop-arm camera systems under Part XIV.3 (School Bus Camera Systems) of the *Highway Traffic Act*. These systems have demonstrated success in deterring illegal passing, improving driver compliance, and strengthening accountability. Provincial funding and implementation support would help ensure municipalities of all sizes can deploy this technology equitably.

We also support the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. This tragedy highlights the urgent need for continued public education, enforcement, and the use of technology to better protect children travelling to and from school.

We respectfully call on the Province of Ontario to provide municipalities with the necessary funding tools, legislative support, and implementation guidance to advance school bus stop-arm camera systems and complementary child-safety initiatives across Ontario.

Protecting children on our roads is a shared responsibility. Through strong provincial leadership and municipal partnership, meaningful progress can be made to prevent further tragedies and enhance road safety for families across Ontario.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamie McGarvey', with a long horizontal line extending to the right.

Jamie McGarvey
Mayor

cc: The Honourable Steve Clark, Government House Leader
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



Town of Plympton-Wyoming
546 Niagara Street, PO Box 250
Wyoming, ON N0N 1T0

January 28, 2026

The Honourable Doug Ford
Premier of Ontario

The Honourable Prabmeet Sarkaria
Minister of Transportation
Province of Ontario

Re: Municipal Support for School Bus Safety and Stop-Arm Camera Systems

Dear Premier Ford and Minister Sarkaria,

On behalf of the **Town of Plympton-Wyoming**, I am writing to express our strong support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm camera systems and other child-safety technologies.

Illegal passing of stopped school buses remains a serious and widespread issue throughout the province, occurring an estimated 30,000 times per day. These violations place children at unacceptable risk and continue to result in preventable injuries and fatalities. Municipalities require effective, modern enforcement tools to address this dangerous behaviour.

The Town of Plympton-Wyoming supports provincial investment in and expansion of school bus stop-arm camera systems under Part XIV.3 (School Bus Camera Systems) of the Highway Traffic Act. These systems have demonstrated success in deterring illegal passing, improving driver compliance, and strengthening accountability. Provincial funding and implementation support would help ensure municipalities of all sizes can deploy this technology equitably.

We also support the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. This tragedy highlights the urgent need for continued public education, enforcement, and the use of technology to better protect children travelling to and from school.

We respectfully call on the Province of Ontario to provide municipalities with the necessary funding tools, legislative support, and implementation guidance to advance school bus stop-arm camera systems and complementary child-safety initiatives across Ontario.

Protecting children on our roads is a shared responsibility. Through strong provincial leadership and municipal partnership, meaningful progress can be made to prevent further tragedies and enhance road safety for families across Ontario.

Thank you for your attention to this important matter.

Sincerely,

Gary Atkinson, Mayor
Town of Plympton-Wyoming

cc:

The Honourable Steve Clark, Government House Leader
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



285 County Road 44, Box 130
Kemptville, ON K0G 1J0
T: 613) 258-9569
clerk@northgrenville.on.ca

January 2, 2025

The Honourable Doug Ford
Premier of Ontario

The Honourable Prabmeet Sarkaria
Minister of Transportation
Province of Ontario

RE: Support for Enhanced School Bus Safety and the Implementation of Stop-Arm Camera Systems

Dear Premier Ford and Minister Sarkaria,

On behalf of the Grenville 1 O.P.P. Detachment Board, we are writing to express our strong support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm camera systems and other child-safety technologies.

Illegal passing of stopped school buses remains a persistent and dangerous problem in Ontario, occurring an estimated 30,000 times per day. These violations place children at serious risk and continue to result in preventable injuries and fatalities. Municipalities require additional tools to address this issue effectively and consistently.

The Grenville 1 O.P.P. Detachment Board supports provincial investment in and expansion of school bus stop-arm camera systems under Part XIV.3 (School Bus Camera Systems) of the Highway Traffic Act. These systems have proven effective in deterring dangerous driving behaviour, improving compliance, and enhancing accountability. Provincial funding and support would enable municipalities to implement these technologies equitably and at scale.

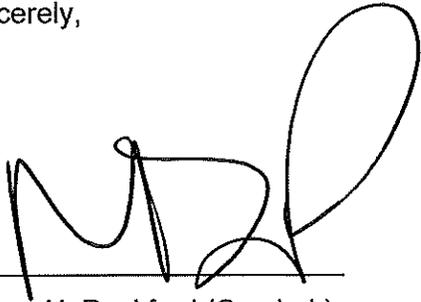
Grenville 1 O.P.P. Detachment Board also proudly supports the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. Adam's story underscores the urgent need for stronger enforcement, public education, and modern safety solutions to protect children travelling to and from school.

We respectfully call on the Province of Ontario to continue advancing this life-saving work by providing municipalities with the funding mechanisms, legislative support, and implementation guidance necessary to deploy stop-arm cameras and complementary safety technologies province-wide.

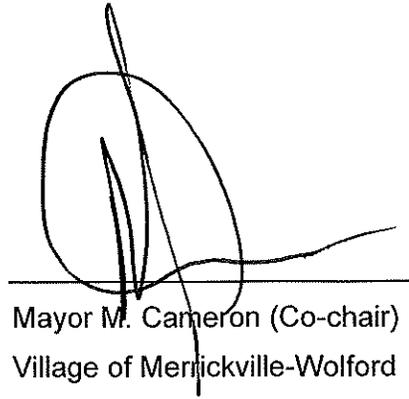
Protecting children is a shared responsibility. With provincial leadership and municipal partnership, we can take meaningful action to prevent further tragedies and ensure Ontario's roads are safer for students and families.

Thank you for your consideration and continued commitment to road safety.

Sincerely,

A handwritten signature in black ink, consisting of several loops and a large oval shape at the end, positioned above a horizontal line.

Mayor N. Peckford (Co-chair)
Municipality of North Grenville

A handwritten signature in black ink, featuring a large circle and a vertical line, positioned above a horizontal line.

Mayor M. Cameron (Co-chair)
Village of Merrickville-Wolford

cc:

The Honourable Steve Clark, Government House Leader
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

Enclosed: Co-signing Template

[Municipality Name]
[Municipal Address]

[Date]

The Honourable Doug Ford
Premier of Ontario

The Honourable Prabmeet Sarkaria
Minister of Transportation
Province of Ontario

Re: Municipal Support for School Bus Safety and Stop-Arm Camera Systems

Dear Premier Ford and Minister Sarkaria,

On behalf of the **[Council / Municipality / Township / City] of [Municipality Name]**, I am writing to express our strong support for enhanced school bus safety measures across Ontario, including the implementation of school bus stop-arm camera systems and other child-safety technologies.

Illegal passing of stopped school buses remains a serious and widespread issue throughout the province, occurring an estimated 30,000 times per day. These violations place children at unacceptable risk and continue to result in preventable injuries and fatalities. Municipalities require effective, modern enforcement tools to address this dangerous behaviour.

[Municipality Name] supports provincial investment in and expansion of school bus stop-arm camera systems under Part XIV.3 (School Bus Camera Systems) of the *Highway Traffic Act*. These systems have demonstrated success in deterring illegal passing, improving driver compliance, and strengthening accountability. Provincial funding and implementation support would help ensure municipalities of all sizes can deploy this technology equitably.

We also support the Let's Remember Adam – Stop for the School Bus campaign, launched in memory of Adam Ranger, a five-year-old child who tragically lost his life when a driver failed to stop for a school bus displaying its flashing lights and stop arm. This tragedy highlights the urgent need for continued public education, enforcement, and the use of technology to better protect children travelling to and from school.

We respectfully call on the Province of Ontario to provide municipalities with the necessary funding tools, legislative support, and implementation guidance to advance school bus stop-arm camera systems and complementary child-safety initiatives across Ontario.

Protecting children on our roads is a shared responsibility. Through strong provincial leadership and municipal partnership, meaningful progress can be made to prevent further tragedies and enhance road safety for families across Ontario.

Thank you for your attention to this important matter.

Sincerely,

[Name]

[Title – Mayor / Reeve / Warden]

[Municipality Name]

cc:

The Honourable Steve Clark, Government House Leader
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

February 6, 2026

Please be advised that during the regular Council meeting of January 29, 2026 the following resolution regarding support for Bill 21, Protect Our Food Act, 2025 was carried.

RESOLUTION NO. 2026-32

DATE: January 29, 2026

MOVED BY: Councillor Prinzen

SECONDED BY: Councillor MacNaughton

WHEREAS arable land is a critical finite resource; and

WHEREAS Ontario has lost 2.8 million acres of farmland in the last three decades; and

WHEREAS Ontario loses as much as 319 acres of farmland a day; and

WHEREAS Ontario's farmland provides food, fiber and fuel to all of Ontario and beyond;

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Prince Edward support Bill 21, Protect Our Food Act, 2025 and strongly urges the provincial government to support this and every measure to protect our farmland, to aggressively prevent further losses and to ensure the future of agriculture in Ontario for future generations; and

THAT a copy of this resolution be sent to the Premier of Ontario; the Minister of Agriculture, Food and Agribusiness, the Minister of the Environment, Conservation and Parks; Guelph MPP Mike Schreiner, Haldimand-Norfolk MPP Bobbi Ann Brady, Bay of Quinte MPP Tyler Allsopp, the Ontario Federation of Agriculture, the Association of Municipalities of Ontario, and all Municipalities in Ontario.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Prinzen, Councillor Branderhorst



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

February 4, 2026

The Right Honourable Mark Carney, P.C., M.P. Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Mark.carney@parl.gc.ca

RE: Call for Reform and Publication of the Ontario Sex Offender Registry

Dear Prime Minister,

Please be advised that at the Regular Council Meeting on February 4th, 2026, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the City of Brantford.

Resolution No: 2026-02-04-06
Moved by: Councillor Banks
Seconded by: Councillor Keller

"Be it resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the City of Brantford's resolution regarding a Call for Reform and Publication of the Ontario Sex Offender Registry.

And further that this resolution be forwarded to the Prime Minister of Canada, Premier of Ontario, the Attorney General of Ontario, Solicitor General of Ontario, the Minister of Justice and Attorney General of Canada, Renfrew Nipissing Pembroke MPP and MP, the Federation of Canadian Municipalities, AMO and all municipalities in Ontario."

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



December 19, 2025

Honorable Mark Carney

Sent via email: mark.carney@parl.gc.ca

Dear Honorable Mark Carney:

Please be advised that Brantford City Council, at its meeting held December 16, 2025 adopted the following:

12.2.7 Call for Reform and Publication of the Ontario Sex Offender Registry - Councillor Samwell

WHEREAS the community of Welland and the surrounding communities were deeply impacted by a recent heinous crime that highlighted critical gaps in Canada's criminal justice and offender-management systems; and

WHEREAS on September 4, 2025, Mayor Frank Campion of the City of Welland wrote to the Premier of Ontario urging comprehensive reform to strengthen sentencing, parole, and bail provisions for violent sexual offenders, and to enhance public safety protections; and

WHEREAS on September 12, 2025, Mayor Mat Siscoe of the City of St. Catharines wrote to the Prime Minister of Canada expressing strong support for these reforms and calling for immediate federal action to strengthen sentencing, parole, and accountability measures for violent sexual offenders; and

WHEREAS the City of Thorold, at its meeting of September 9, 2025, adopted Resolution 14.2 requesting the Province of Ontario to amend Christopher's Law (Sexual Offenders Registry), 2000 to make Ontario Sex Offender Registry publicly accessible; and

WHEREAS several Niagara municipalities; including Grimsby, Fort Erie, Port Colborne, and St. Catharines have subsequently endorsed this call for greater transparency and reform; and

WHEREAS municipal councils, though not responsible for criminal law or parole, play a vital role in advocating for the safety and well-being of their residents;

NOW THEREFORE BE IT RESOLVED THAT:

- A. THAT the Council of the City of Brantford hereby supports the City of Thorold's Resolution calling for the Publication of the Sexual Offender Registry and the City of Welland's correspondence dated September 4, 2025, calling for reform to sentencing, parole, and registry provisions concerning violent sexual offenders; and
- B. THAT the Province of Ontario be urged to amend Christopher's Law (Sexual Offender Registry), 2000 to make the Ontario Sex Offender

Registry publicly accessible, subject to appropriate privacy and safety safeguards; and

C. THAT a copy of this resolution be forwarded to:

- i. The Right Hon. Mark Carney, Prime Minister of Canada;
- ii. The Hon. Sean Fraser, Minister of Justice and Attorney General of Canada;
- iii. The Hon. Gary Anandasangaree, Minister of Safety;
- iv. The Hon. Doug Ford, Premier of Ontario;
- v. The Hon. Doug Downey, Attorney General of Ontario;
- vi. The Hon. Michael S. Kerzner, Solicitor General of Ontario;
- vii. Member of Parliament for Brantford-Brant, Larry Brock;
- viii. Member of Provincial Parliament for Brantford-Brant, Will Bouma;
- ix. The Association of the Municipalities of Ontario (AMO);
- x. The Federation of Canadian Municipalities (FCM); and
- xi. All Ontario Municipalities for their information and support.

I trust this information is of assistance.

Yours truly,



Chris Gauthier City Clerk,
cgauthier@brantford.ca

CC - The Honorable Sean Fraser, Minister of Justice and Attorney General of Canada; - Sean.Fraser@parl.gc.ca

The Honorable Gary Anandasangaree, Minister of Safety
Gary.Anand@parl.gc.ca

The Honorable Doug Ford, Premier of Ontario; - premier@ontario.ca

The Honorable Doug Downey, Attorney General of Ontario; -
Doug.Downey@ontario.ca

The Honorable Michael S. Kerzner, Solicitor General of Ontario
michael.kerzner@pc.ola.org

Member of Parliament for Brantford-Brant, Larry Brock; -
larry.brock@parl.gc.ca

Member of Provincial Parliament for Brantford-Brant, Will Bouma; -
will.bouma@pc.ola.org

The Association of the Municipalities of Ontario (AMO) amo@amo.on.ca

The Federation of Canadian Municipalities (FCM) FCMInfo@fcm.ca

All Ontario Municipalities for their information and support

Template Resolution

WHEREAS the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and

WHEREAS the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and

WHEREAS the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and

WHEREAS these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and

WHEREAS the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and

WHEREAS municipalities are already under significant financial strain and cannot absorb additional pension costs without consequences for property taxes or local services;

THEREFORE BE IT RESOLVED THAT the Village of Burk's Falls does not support the legislative changes to the *OMERS Act* contained in Bill 68 and requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

FURTHER BE IT RESOLVED THAT the Village of Burk's Falls Council supports the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to maintain the current OMERS governance model, with two corporate Boards, as the structure that would best deliver on the long-term interests of municipalities, taxpayers, and employees.

BE IT FURTHER RESOLVED THAT this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- The Honourable Graydon Smith, MPP and
- The Association of Municipalities of Ontario (AMO).

January 30, 2026

The Honourable Peter Bethlenfalvy
Minister of Finance
Suite 213, 1150 Kingston Road
Pickering, Ontario L1V 1C3

Dear Minister Bethlenfalvy,

Thank you for the opportunity to contribute to the [2026 Ontario Budget Consultation](#). The Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) recognizes the Ontario government's efforts in the 2025 budget to include measures to promote affordability for Ontarians. For the 2026 budget, as a component of a system-wide strategy to address housing and food affordability, the Health Unit recommends that the Government of Ontario strengthen the social assistance system by:

- Increasing Ontario Disability Support Program (ODSP) rates to reflect the cost of living; and
- Increasing Ontario Works (OW) rates to reflect the cost of living and indexing OW rates to inflation going forward.

The Health Unit recently completed its 2025 reporting on food affordability. This year, the analysis was expanded to include local data collection on apartment rental rates in North Bay and Parry Sound. The [2025 food and housing affordability data](#) shows, in real numbers, that households reliant on Ontario Works do not have enough money to meet basic needs. This finding is consistent with [recent data](#) from the Maytree Foundation, which shows that social assistance recipients in Ontario live far below the poverty line.

The most recent local [homelessness count](#) in Nipissing revealed that over 80% of respondents identifying as homeless had OW or ODSP as their main income. Respondents also cited low income and high rental costs as the top two barriers to finding housing. Adequate income is a foundational social determinant of health. Strengthening social assistance in Ontario is a critical component of increasing income security for many of the province's lowest income households and represents an important and effective policy measure to take action on poverty, homelessness, and household food insecurity as important public health issues.

The importance of strengthening social assistance in Ontario was also communicated as part of the Health Unit's recommendations [submitted](#) to the 2025-2030 Ontario Poverty Reduction Strategy consultation in November 2025.

At the Board of Health meeting on January 28, 2026, the Board of Health passed a resolution endorsing this submission and supporting increased ODSP and OW rates, as well as the indexing of OW rates to inflation.

Whereas, the Ontario Public Health Standards require public health agencies to monitor food affordability, and assess and report on the health of local populations, describing the existence and impact of health inequities including housing and food insecurity; and

Whereas, income is an important social determinant of health that greatly impacts a household's ability to pay for the basic costs of living, including housing and food; and

Whereas, food insecurity and housing insecurity have detrimental impacts on physical and mental health; and

To: Honourable Peter Bethlenfalvy

Page 2 of 3

Date: January 30, 2026

Whereas, the 2025 North Bay Parry Sound food affordability results show that households with social assistance as their main income do not have enough money for the costs of living; and

Therefore Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit continues to support in principle the efforts of staff to monitor, raise awareness about, and work to reduce health inequities including poverty, homelessness, and household food insecurity; and

Furthermore Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit calls on the Province of Ontario to strengthen social assistance by increasing OW and ODSP rates to reflect the costs of living, and index Ontario Works rates to inflation as part of the 2026 Ontario budget; and

Furthermore Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit provide correspondence of these resolutions to district municipalities, Ontario Boards of Health, Victor Fedeli, MPP (Nipissing), Graydon Smith, MPP (Parry Sound-Muskoka), John Vanthof, MPP (Timiskaming-Cochrane), the Honourable Doug Ford (Premier), the Honourable Peter Bethlenfalvy (Minister of Finance) the Honourable Michael Parsa (Minister of Children, Community and Social Services), the Honourable Sylvia Jones (Minister of Health), the Association of Local Public Health Agencies (ALPHA), Pauline Rochefort, MP (Nipissing-Timikaming), Scott Aitchison, MP (Parry Sound-Muskoka), District of Parry Sound Social Services Administration Board, District of Nipissing Social Services Administration Board, Association of Municipalities of Ontario (AMO), Federation of Northern Ontario Municipalities (FONOM), and the Council of Ontario Medical Officers of Health (COMOH).

Thank you for reviewing this important local data and considering the recommendation of the Board of Health for the North Bay Parry Sound District Health Unit to strengthen social assistance in Ontario as a priority for the 2026 Ontario budget.

Sincerely,



Rick Champagne (Jan 30, 2026 11:29:06 EST)

Rick Champagne
Chairperson, Board of Health

Carol Zimbalatti

Dr. Carol Zimbalatti, M.D., CCFP, MPH
Medical Officer of Health/Executive Officer

Copy to:

Vic Fedeli, MPP, Nipissing
Graydon Smith, MPP, Parry Sound-Muskoka
John Vanthof, MPP, Timiskaming-Cochrane

Your lifetime partner in healthy living.
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📍 345 Oak Street West,
North Bay, ON P1B 2T2

📞 1-800-563-2808
705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,
Parry Sound, ON P2A 2L7

📞 1-800-563-2808
705-746-5801

📠 705-746-2711

Hon. Doug Ford, Premier of Ontario
Hon. Michael Parsa, Minister of Children, Community and Social Services
Hon. Sylvia Jones, Minister of Health
Pauline Rochefort, MP, Nipissing-Timikaming
Scott Aitchison, MP, Parry Sound-Muskoka
Association of Local Public Health Agencies (ALPHA)
District Municipalities
Ontario Boards of Health
District of Parry Sound Social Services Administration Board
District of Nipissing Social Services Administration Board
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Council of Ontario Medical Officers of Health (COMOH)

January 27, 2026

The Right Honourable Mark Carney
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

SENT BY EMAIL: pm@pm.gc.ca

Subject: A Nation-Building Opportunity for Highways 11 & 17; and a Clear Federal Signal

Dear Prime Minister,

On behalf of the Federation of Northern Ontario Municipalities (FONOM), I am writing to follow up on our delegation meetings in Ottawa earlier this winter, where representatives from Northern Ontario municipalities met with members of your team, including Zachary Nixon, to discuss the growing challenges facing our 110 member municipalities.

Chief among those challenges is the urgent need to modernize Highways 11 and 17, Ontario's northern Trans-Canada corridors, through a combination of four-laning and the proven 2+1 highway model.

During our Ottawa meetings, we heard a consistent and encouraging message: **if the Province of Ontario were to formally advance this project as a priority, the Government of Canada would be prepared to participate at a 50-per-cent funding level.** That clarity matters deeply to Northern communities.

At present, however, a trust gap remains. The Province has indicated hesitation to proceed without a clear, public federal commitment. In short, Ontario needs to hear plainly and publicly that Ottawa is ready to be an equal partner.

We are therefore respectfully urging you to make that commitment explicit.

This is not an abstract policy discussion. People are dying on these highways. Families, truck drivers, and first responders face unacceptable risk every day on corridors that carry **more than \$200 million in goods daily**, serve as the primary access route to the Ring of Fire, and are critical infrastructure for national defence, emergency response, and continental supply chains.

Highway 11, in particular, is increasingly indispensable: a more reliable east-west trade corridor, less vulnerable to weather disruptions, and central to Canada's critical minerals, forestry, agriculture, and energy future. It is also essential to Canada's internal resilience at a time when secure domestic trade routes matter more than ever.

Your government's Building Canada Act and nation-building criteria speak directly to this moment.

Upgrading Highways 11 and 17 meets every test: safety, economic growth, national security, Indigenous participation, climate resilience, and shovel-ready execution. Ontario has already taken important steps with its planned 2+1 pilot. What is now required is a clear federal signal to unlock full provincial participation.

Prime Minister, if you were to publicly state that the Government of Canada is prepared to invest 50-cent dollars in this corridor once Ontario brings it forward, it would be heard loudly and clearly at Queen's Park and across Northern Ontario.

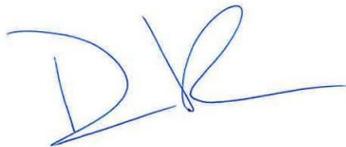
Should you wish to do so, FONOM would welcome the opportunity to make that announcement at our 2026 FONOM Conference in Timmins, alongside Premier Doug Ford and in the heart of the region most directly affected. It would be a powerful nation-building moment, rooted in partnership, safety, and confidence in Canada's future.

Northern Ontarians are not asking for special treatment; we are asking for equal treatment on a national highway that has always been vital to this country's cohesion and prosperity.

We would welcome the opportunity to discuss this further at your convenience and remain ready to work with your office, the Province of Ontario, and federal partners to advance this critical project.

Thank you for your leadership and for your continued attention to the needs of Northern communities.

Respectfully,



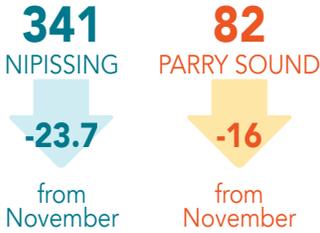
Dave Plourde
President, FONOM

Cc'd Premier Doug Ford
Honourable Steven MacKinnon
Honourable Prabmeet Singh Sarkaria
Honourable Patty Hajdu



JOBS REPORT DECEMBER 2025

TOTAL NUMBER OF JOB POSTINGS



TOP INDUSTRY WITH VACANCIES



To view the full report, visit our website www.thelabourmarketgroup.ca
readysethired.ca

A REVIEW OF 2025

Respondents to the **The Northeast Ontario Employee Recruitment, Training and Retention Survey** were asked about hiring in 2025 whether they had hired or were planning to hire.

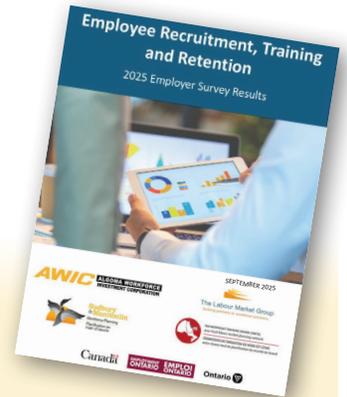
Will you be hiring in 2025?

76% Yes



17% No

7% Uncertain



Reasons for new hires in 2025

Reason	ALL BUSINESSES	EMPLOYEES PER BUSINESS			
		1-9	10-24	25-49	50+
Retirements	50%	49%	1%	0%	0%
Filling existing vacancies	80%	67%	7%	1%	4%
Growth/expansion	21%	17%	1%	1%	1%
Restructuring	7%	7%	0%	0%	0%
Technological changes	3%	3%	0%	0%	0%
Other	6%	3%	3%	0%	0%

WHAT METHODS ARE USED TO FIND CANDIDATES?

Overall, the old “low-tech” strategies of word-of-mouth and employee referrals together score very highly, and collectively so does the use of online platforms of various sorts, such as free-online job boards, social media and one’s own website. After all these, local employment services come in ranked number seven, cited by one in four.



Method	2024	2025
Word of mouth, personal contacts, referrals, and informal networks	74%	77%
Social media (Facebook, LinkedIn)	57%	61%
Our business/organization's own website	57%	58%
Employee referrals	53%	58%
Free online job boards/online postings	49%	45%
Paid online job boards/online postings	48%	52%
Local employment service agencies	39%	34%
On-site job signs or posters	28%	28%
Job fairs	27%	26%
Trade or professional publications or websites	24%	29%
Print and online news media	17%	17%
Onsite recruitment at schools, colleges and universities	15%	18%
Radio ads	7%	7%
Executive search companies/Headhunter	5%	5%
Other	5%	5%

Source: The Northeast Ontario Employee Recruitment, Training and Retention Survey

Questions or concerns?
Feel free to contact us at info@thelabourmarketgroup.ca



T. 705.478.9713

150 First Ave. West
Suite 103, North Bay, ON
P1B 3B9

The Labour Market Group is funded by:





What **SKILLS** Are Employers Looking For

Looking for Board members!

Are you interested in the future workforce of Nipissing or Parry Sound?



Become an **LMG Board member!** We are currently seeking applications from those individuals interested in joining the LMG team!

For more information contact info@thelabourmarketgroup.ca

Respondents were asked to select the five most important skills (from a list of thirteen) that they look for when hiring.

SKILL	PERCENT
• Work Ethic, Dedication and Dependability	81%
• Teamwork and Interpersonal Skills	79%
• Customer Service	49%
• Self-Motivation and Independence	49%
• Technical	45%
• Willingness to Learn	44%
• Professionalism	38%
• Time Management and Organization Skills	33%
• Oral and Written Communication	32%
• Problem Solving and Creativity	31%
• Ability to Follow Instructions	26%
• Computer Literacy	19%
• Analytical/Research Skills	10%

Common sources of training and education

Common sources of training or education relied upon by employers. Respondents were allowed to select as many as applied.



SOURCE OF TRAINING OR EDUCATION	PERCENT
1. On the job training	82%
2. College	57%
3. Peer-to-Peer training	48%
4. Online webinars/workshop	42%
5. University	34%
6. Distance/Online Education	24%
7. Industry Professional Association	22%
8. Private trainers	17%
9. Local union	8%
10. School Board	5%
11. Adult Learning Centre	2%
12. Other	4%



Questions or concerns? Feel free to contact us at info@thelabourmarketgroup.ca



T. 705.478.9713

150 First Ave. West
Suite 103, North Bay, ON
P1B 3B9

The Labour Market Group is funded by:



Source: The Northeast Ontario Employee Recruitment, Training and Retention Survey

2026 Municipal Election: Key Dates

MAY 1, 2026

FIRST DAY TO FILE A NOMINATION

You will require:

- A signed nomination paper delivered to the clerk
- ID proving that you meet local eligibility criteria
- A form showing that 25 voters endorse your candidacy
- The nomination filing fee of either \$100 or \$200

AUGUST 21, 2026

FINAL NOMINATION DAY

- All candidates must file paperwork by 2 p.m.
- This is the last day for candidates to withdraw their nomination by providing written correspondence to the clerk by no later than 2 p.m.

SEPTEMBER 1, 2026

VOTERS LIST IS FINALIZED

- Candidates now have access to the voter list. Members of the public can access the list, but only to confirm they are on it, and that their information is correct
- From now until election day, requests can be made to the clerk to amend the list to add or remove voters or amend voter information

AUGUST 2026

ELECTIONS ONTARIO TO DELIVER THE VOTER LIST

- Elections Canada provides the municipality with the voter list
- The clerk reviews this list to add and remove names and/or adjust voter information

AUGUST 24, 2026

CANDIDATES ARE CERTIFIED

- All candidates will be certified by the clerk by 4 p.m.
- Acclamations are announced

OCTOBER 26, 2026

VOTING DAY

- While some municipalities may have already held advance poles since September 26, 2026, this is the official election day
- Voting places are open from 10 a.m. to 8 p.m. unless otherwise established by the clerk



“The most important thing for candidates is to understand the job. Many people get drawn into local politics over a single issue. The role is bigger than that. It is really about what you want growth to look like and thinking strategically about the future, not about micromanaging services.”

– Former AMO President,
Mayor Lynn Dollin, Town of Innisfil

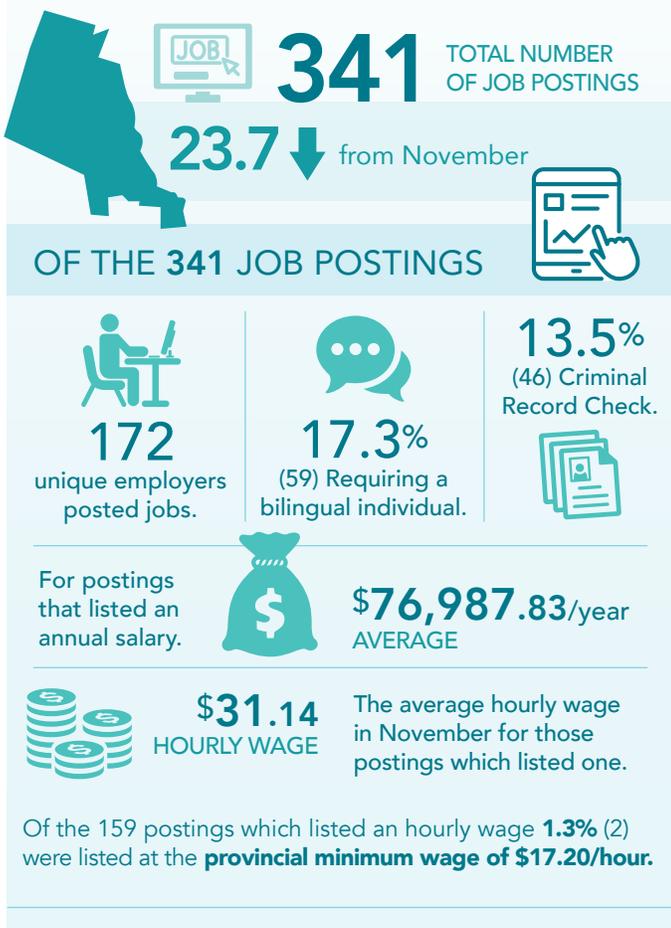
MONTHLY JOBS REPORT

December 2025

The Labour Market Group
Guiding partners to workforce solutions.

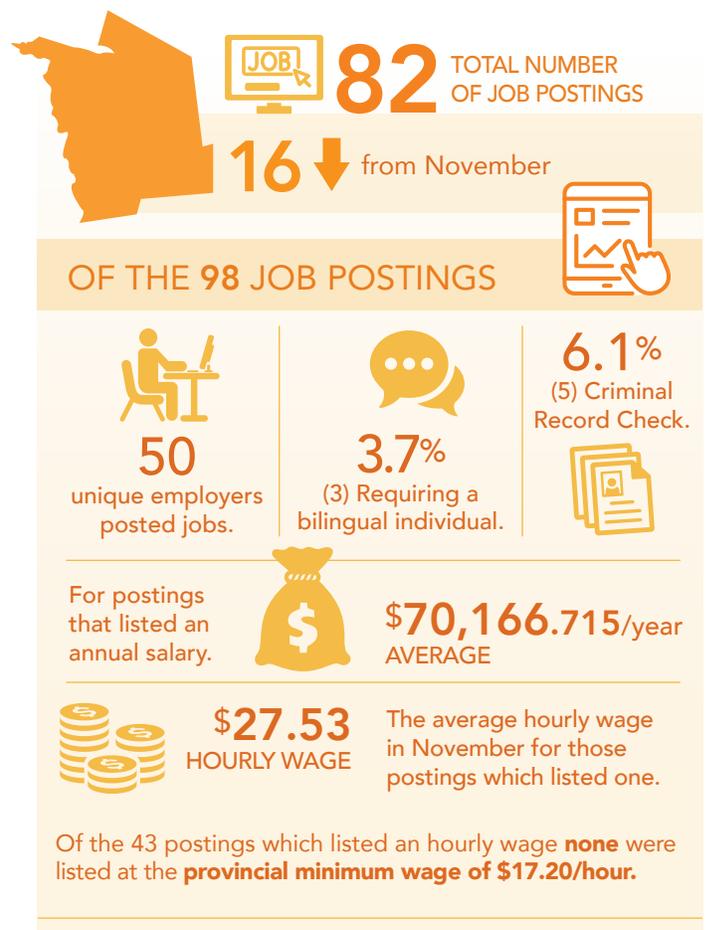
NIPISSING DISTRICT

There were 341 job postings recorded in December for Nipissing District, a month-over-month decline of -23.7% (-106 postings) compared to November. Year-over-year, activity was down -12.6% (-49 postings) compared to December 2024 (390 postings). 172 unique employers posted jobs in December, a decrease of -14.0% (-28 employers) from November, though this level of participation remains relatively stable for the winter season.



PARRY SOUND DISTRICT

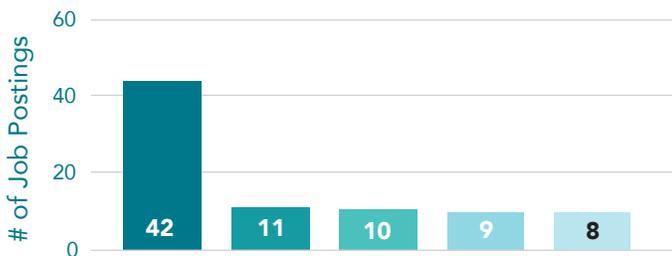
There were 82 job postings recorded in December for Parry Sound, a month-over-month decline of -16.3% (-16 postings) compared to November. Year-over-year, activity was up +7.9% (+6 postings) compared to December 2024 (76 postings). 50 unique employers posted jobs in December, a decrease of -12.3% (-7 employers) from November.



* North American Industry Classification System (NAICS) is the system utilized by the governments of Canada, United States and Mexico in order to classify companies based on their primary functions/objectives.

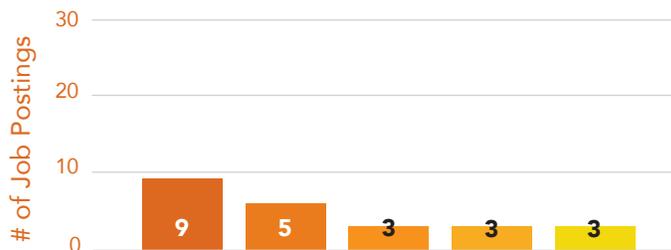
TOP 5 EMPLOYERS POSTING JOBS

- North Bay Regional Health Centre
- Voyageur Aviation Corp
- West Nipissing General Hospital
- Ontario Northland
- Near North District School Board



TOP 5 EMPLOYERS POSTING JOBS

- West Parry Sound Health Centre
- Wasauksing First Nation
- Parry Sound Chevrolet Buick GMC
- Municipality of Magnetawan
- YMCA of Simcoe/Muskoka



TOP 5 INDUSTRIES HIRING (NAICS)



The Health Care and Social Assistance (NAICS 62) sector was the largest contributor in December, accounting for 32.6% (111) of all postings. The largest month-over-month increase in share occurred in Professional, Scientific and Technical Services (NAICS 54), which saw a +2.1% (+2) share increase. The largest month-over-month decrease in volume was recorded in the Educational Services (NAICS 61) sector, which dropped by -2.3% (-21 postings).

TOP 5 INDUSTRIES HIRING (NAICS)



The Health Care and Social Assistance (NAICS 62) sector was the largest contributor in December, accounting for 26.8% (22) of all postings, it also saw the largest month-over-month decrease in share (-7.9%, -12 postings). The largest month-over-month increase in share occurred in Public Administration (NAICS 91), which saw a +6.9% share increase.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)



- Registered Nurse (23)
- Registered Practical Nurse (14)
- Nurse Aide (5)
- Nurse Practitioner (5)
- Pharmacy Assistant (5)



- Administrative Assistant (12)
- Administrative Officer (7)
- Accounting and related clerks (3)
- Professional occupations in advertising, marketing and public relations (3)
- Human resources and recruitment officers (3)

Sales and Service (NOC 6) remained the largest occupational group, making up 24.6% (84) of postings. The largest month-over-month increase in share was seen in Health occupations (NOC 3), which rose by +2.8% in total share, highlighting a sustained focus on essential medical services during the peak winter season. The largest month-over-month decrease in volume occurred in a-22 postings (-2.3% share). 25 managerial postings were recorded in December, with the highest concentration in Sales and Service (12 roles), the rest were evenly spread between all remaining NOC codes apart from 5 and 8. There was 1 senior management positions in Transportation and Warehousing.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)



- Administrative Assistant (4)
- Dispatcher (3)
- Financial Advisors (2)
- 6 tied with (1)



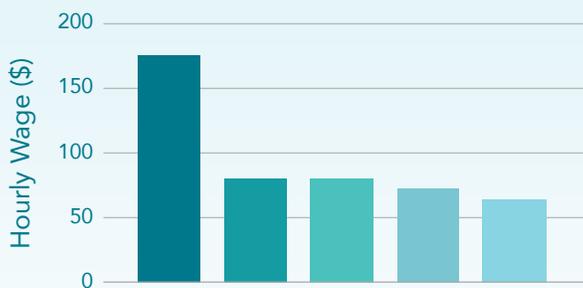
- Registered Nurse (3)
- Nurse Aide (2)
- Physiotherapist (2)
- 5 tied with (1)

Sales and Service (NOC 6) remained the largest occupational group, making up 32.9% (27) of postings. The largest month-over-month increase in share was seen in Business, Finance and Administration (NOC 1), which rose by +6.0% in total share. The largest month-over-month decrease in share occurred in Occupations in manufacturing and utilities (NOC 9), which fell by -3.1% in share. 3 managerial positions were advertised in November, 2 in Sales and Service and 1 in Business, Finance and Administration. There were no senior manager roles posted this month.

TOP 5 HOURLY WAGE VACANCIES



\$174.85 **Emergency Physician**
@ West Nipissing General Hospital



\$74.46 **Nurse Practitioner**
@ North Bay Regional Health Centre

\$74.46 **Nurse Practitioner**
@ West Nipissing General Hospital

\$70.00 **Pharmacist**
@ Northern Shores Pharmacy.

\$65.00 **Registered Nurse**
@ Tranquil Care Inc.

TOP 3 ANNUAL SALARY VACANCIES

\$300,000.00

Dentist
@ Dentistry on Worthington

\$132,162.00

Program Supervisor
@ Ministry of Children, Community and Social Services

\$124,000.00

Pharmacist
@ Loblaw Companies Limited



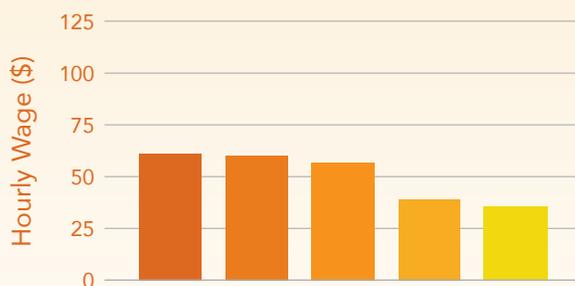
Lowest Annual Salary \$38,000.00

Customer Service Representative
@ YMCA of Northeastern Ontario

TOP 5 HOURLY WAGE VACANCIES



\$57.68 **Registered Nurse**
@ West Parry Sound Health Centre



\$56.30 **Physiotherapist - Resident**
@ West Parry Sound Health Centre

\$55.27 **Chief Building Official**
@ The Township of Armour

\$44.89 **Health Data and Analytics Specialist**
@ West Parry Sound Health Centre

\$40.00 **Structural Welder**
@ Iron Design Welding

TOP 3 ANNUAL SALARY VACANCIES

\$174,916.02

Financial Services Manager
@ Parry Sound Chevrolet Buick GMC

\$150,000.00

Real Estate Sales Representative
@ Royal LePage Real Estate

\$116,000.00

Pharmacist
@ Shoppers Drug Mart



Lowest Annual Salary \$34,580.00

Collections Assistant
@ West Parry Sound District Museum

46.6% (159 postings) listed an hourly wage in December, with an average of \$31.14/hour. This is \$1.92/hour higher (+6.6%) than the 12-month average of \$29.22/hour. 1.3% (2 postings) were listed at the provincial minimum wage. For postings that listed an annual salary, the average was \$76,987.83, which is -2.5% lower (-\$1,961.71) than the 12-month average of \$78,949.53. Salary averages should be interpreted with caution due to the smaller sample size of salaried roles at year-end.

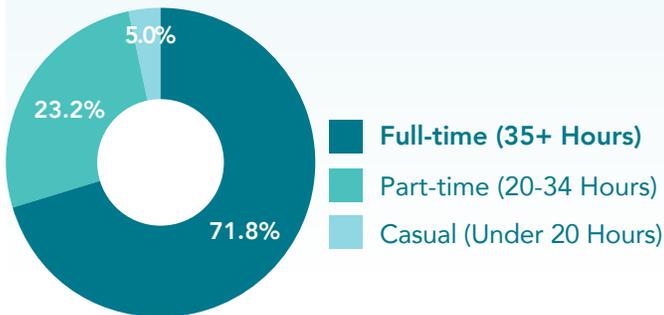
52.4% (43 postings) listed an hourly wage in December, with an average of \$27.53/hour. This is \$0.30/hour higher (+1.1%) than the 12-month average of \$27.23/hour, indicating that wage offerings remained stable and slightly above the yearly baseline despite the seasonal slowdown. Notably, none of the postings were listed at the provincial minimum wage. For positions that listed an annual salary, the average was \$70,166.71, which is 4.1% lower (-\$3,009.47) than the 12-month average of \$73,176.18. These shifts are typical, as only a small portion of job postings include annual salary information.

FULL-TIME / PART-TIME BREAKDOWN

71.8% of listings in December

↑ **1.3%**
from November

71.8% of job postings (245) in December were for full-time positions. This represents an increase of 1.3% from November (70.5%).



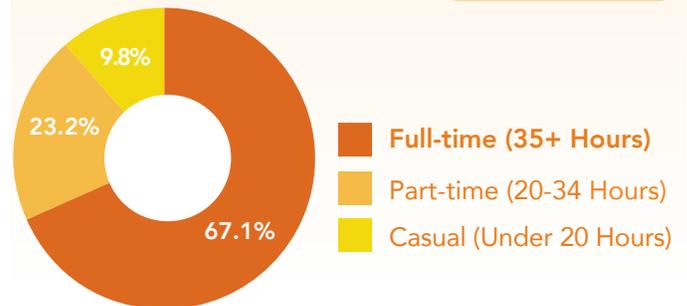
341 Postings listed hours offered (100%)

FULL-TIME / PART-TIME BREAKDOWN

67.1% of listings in December

↓ **1.3%**
from November

67.1% of job postings (55) in December were for full-time positions. This represents a decrease of 1.3% from November (68.4%).



82 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

85.6% of listings in December

↑ **1.7%**
from November

85.6% (292) of postings in December were for permanent positions, compared to 83.9% in November, an increase of 1.7%.



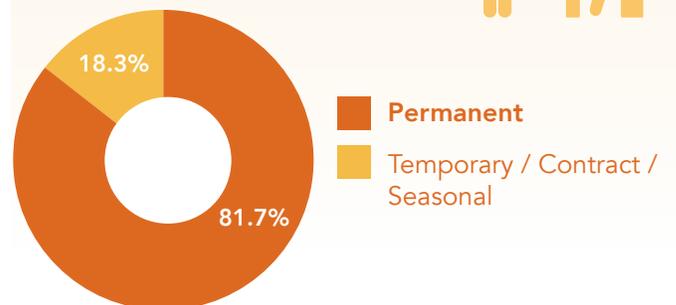
341 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

81.7% of listings in December

↓ **4.0%**
from November

81.7% (67) of postings in December were for permanent positions, compared to 85.7% in November, a decrease of 4.0%.



82 Postings listed hours offered (100%)

ALL EMPLOYERS WITH POSTINGS IN MONTH



NIPISSING DISTRICT

401 Auto - North Bay Chrysler
A La Cantina
A&W (Sturgeon Falls)
A1 Blasting Mats
Aecom
Algonquin Nursing Home of Mattawa
American Eagle Outfitters
Bay City Animal Hospital
Bay Psychology
Bayland Property Management
Bayshore Health Care
Bentley & Co Ltd
Best Western North Bay Hotel & Conference Centre
Beyond Sushi
Binx Professional Cleaning
BioScript Solutions
Blue Seal Farm
Boart Longyear Inc.
Brand Momentum Inc.
Brandt Industries
Brookfield Global Integrated Solutions
CAA North & East Ontario
CARQUEST Canada
Caisse Alliance
Callon Dietz
Can-Blast Inc
Canada Post
Canadian Addiction Treatment Pharmacy
Canadian Adventure Camp
Canadian Forces Morale and Welfare Services
Canadian Mental Health Association
Canadian Shield Health Care Services Inc.
Canadore College - College Drive
Canadore College - Commerce Court
Canor Construction
CarePartners
Cascades Casino
Cassellholme Home for the Aged
Cementation Canada
Chad's Grass Snow and More
Classic Contracting Sales & Services
Closing the Gap Healthcare
Comfort Inn - Lakeshore
Community Counselling Centre of Nipissing
Community Living North Bay
Conseil scolaire catholique Franco-Nord
Conseil scolaire public du Nord-Est de l'Ontario
Contrans Flatbed Group
Crisis Centre North Bay
Dairy Queen - Lakeshore Drive
Dawson Dental - North Bay
Dentistry on Worthington
District of Nipissing Social Services Administration Board
Dollarama L.P.
Eastview Construction
Eclipse Stores Inc
Empire Living Centre
Enterprise Rent-A-Car
Express Parcel
FDM4
First Student / First Transit
Fowler Construction
G Force Security
GardaWorld
Guy's Tire Sales Inc
HOSE TECH
Hands, TheFamilyHelpNetwork.ca
Haxxess Enterprise Corporation
Hillcrest Cabinets
Home Instead Senior Care
Homewood Health
Homewood Suites by Hilton North Bay
Hopper Buick GMC
Intelcom | Dragonfly
J.L. Richards & Associates Limited
Janveaux Forest Products
KPMG LLP
Kia North Bay
Knights Inn
Kognitive Marketing
Kohltech/Seymour Windows
Loss Prevention Services Limited
La Senza
Leisure Farms
LifeLabs
Loblaw Companies Limited
Luna Cleaning
Marina Point Village
Marshall Park Pharmasave
McDonald's (West Nipissing)
McDougall Insurance and Financial
Melisa M Young Law Professional Corporation
Metis Nation of Ontario
Michaels
Miller Technology Incorporated
Mincon Canada
Ministry of Children, Community and Social Services
Motion
Near North District School Board
Nedco Ontario
Nipissing Lodge
Nipissing Serenity Hospice
Nipissing Transition House
Nipissing University
Nipissing-Parry Sound Catholic District School Board
Nordic Minesteel Technologies Inc.
North Bay Animal Hospital
North Bay Denture Clinic
North Bay Golf & Country Club
North Bay Indigenous Hub
North Bay Parry Sound District Health Unit
North Bay Regional Health Centre
North Bay Sport Medicine
North Care Dental
Northern Shores Pharmacy
Old Dutch Foods
One Kids Place Children's Medical
Treatment Center of North East Ontario
Ontario Northland
Ontario Power Generation
Ontario Public Service
Oxford Learning Centres, Inc.
ParaMed Home Health Care
Partner's Billiards and Bowling
Pizza Hut - North Bay
Productive North Janitorial Services
Purolator Inc.
QE Home /Quilts Etc
Quantum Lifecycle Partners LP
Redpath Mining Contractors and Engineers
Roofmart
Royal Bank of Canada - North Bay
Science North
Scotiabank - North Bay
Sienna Senior Living
Sobeys - North Bay
Spencer Gifts
Stantec
Staples Canada
Sturgeon Falls Brush and Contracting Ltd
Sturgeon Falls IDA
Subway - Lakeshore Drive
Subway - Pinewood Park Drive
Subway - Shirreff Ave.
Subway - Sturgeon Falls
Subway - Trout Lake Road
Suppa Engineering
Syl's Neighbourhood Kitchen
TC Energy
TD Bank - North Bay
The Corporation of the City of North Bay
The Erb Group of Companies
The Sisters of St. Joseph of Sault Ste. Marie
The Skyline Group of Companies
Tip Top Tailors
Tranquil Care Inc.
Tutor Match
Valin Partners
Valois Motel & Restaurant
Value Village
Victorian Order of Nurses / VON
Voyageur Aviation Corp
Voyago
WIRELESSWAVE
Walmart - North Bay
West Nipissing General Hospital
Westburne
WhisBay Traders Ltd.
Wine Rack - North Bay, ON
Workplace Safety North
YMCA of Northeastern Ontario
ZEDD Customer Solutions

Continued on next page



PARRY SOUND DISTRICT

Abell Pest Control Inc.
 Adams Bros. Construction
 Bayshore Health Care
 Best Western Plus Parry Sound
 Binx Professional Cleaning
 Buffed Total Cleaning
 CSN Buchans
 Canada Clean Fuels
 Canada Post
 Canadian Mental Health Association
 Closing the Gap Healthcare
 Connor Industries
 Country Haven Acres Residential
 Services Inc
 Crofters Food Ltd

District of Parry Sound Social
 Services Administration Board
 Eastholme Home for the Aged
 Edgewater Park Lodge
 Fowler Construction
 Gardens of Parry Sound
 Retirement Home
 Hammond Transportation Ltd.
 Iron Design Welding
 Kawartha Credit Union
 Legend Spirits
 Lifemark Health Group
 Municipality of Magnetawan
 No Frills - Stacie and Troy's
 Parry Sound Chevrolet Buick GMC
 PepsiCo

Riverview Dental Centre
 Royal LePage Real Estate
 Scotiabank - Parry Sound
 Seguin Valley Golf Club
 Shoppers Drug Mart
 Sobey's Inc.
 Starbucks - Parry Sound
 Subway - Parry Sound
 Sundridge Dental
 The Township of Armour
 The Wagon Wheel
 Tim Hortons - Burks Falls
 TreeWiseGuys
 Trestle Brewing Company Limited
 Walmart - Parry Sound
 Wasauksing First Nation

West Parry Sound Community
 Support Services
 West Parry Sound District Museum
 West Parry Sound Health Centre
 Western Financial Group
 Wilson Transportation LTD
 YMCA of Simcoe/Muskoka



WHAT IS THE LMG MONTHLY JOBS REPORT?

This Jobs Report is a monthly publication produced by the Labour Market Group.

Each month we compile this report based on our job portal **readysethired.ca**.

Readysethired.ca is an online job portal that provides and collects real time job postings within the districts of Nipissing and Parry Sound. These postings are updated daily and provide job seekers with a one stop shop for local current employment opportunities.

FOR MORE INFORMATION & FURTHER DETAILS ABOUT LOCAL JOBS, PLEASE CONTACT :

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 info@thelabourmarketgroup.ca



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