VILLAGE OF BURK'S FALLS COUNCIL AGENDA

November 25, 2025
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 October 21, 2025

6. **DELEGATIONS TO COUNCIL**
   - **a. Grant Thornton - Judy Kleinhuis 2024 Audited Statements "included"**
   - **b. ACED – Director Dave Gray Director of Economic Development, Courtney Metcalf Economic Development Officer, Vicky Roeder-Martin Vice Chair, Sheri Norman information package included**

7. **STAFF AND COMMITTEE REPORT**
   - **a.** Planner report Official Plan Adoption
   - **b.** Arena manager report for November
   - **c.** Public Works foreman report for November
   - **d.** CAO-10 non-eligibles recycling report
   - **e.** Recreation Advisory Committee Draft minutes of November 3, 2025
   - **f.** Rural Youth Advisory Committee Draft minutes of November 6, 2025
   - **g.** Ad-hoc Tri-Council Informal Sub-Committee Draft minutes of November 4, 2025
   - **h.** Senior Administrative assistant Cemetery Report for 2025.

8. **ITEMS FOR DISCUSSION**
   - **a.** Library Lease Evaluation Request
   - **b.** Conferences- Council/Staff
   - **c**. Community Gardens (Councilor Kyte)
   - **d.** Santa Claus Parade Support request
   - **e.** Burk's Falls Firefighter Association annual Christmas Donation
   - **f.** Village of Sundridge Joint Building Committee reserves

9. **RESOLUTIONS TO BE PASSED**
   - **a.** By-law 40-2025 Adopt Official Plan
   - **b.** By-law 41-2025 Establish Site Plan Control
   - **c.** Encroachment agreement Road allowance
   - **d.** Agricultural Society Lease agreement (Tri-Sub Committee)
   - **e.** Water Wastewater agreement (Tri-Sub Committee)
   - **f.** 2024 Audited statements
   - **g.** Community Safety & Well Being Plan Update
   - **h.** Accounts Payable

VILLAGE OF BURK'S FALLS COUNCIL AGENDA

November 25, 2025
5:00 pm at the Young at Heart Seniors Centre

10. CONFERENCES AND INVITATIONS

11. COUNCILLOR(S) REPORT

12. CORRESPONDENCE

C.1 Minutes of Committee

- **a.** Burk's Falls, Armour & Ryerson Union Public Library Board Minutes of Sept 17, 2025
- **b.** Burk's Falls and District Historical Society minutes of October 20, 2025
- **c.** Almaguin Highlands Health Council minutes of October 2, 2025
- **d.** EMS advisory Committee minutes of October 23, 2025
- **e.** Lakeland Holding Q3 update
- **f.** Muskoka Algonquin health Care Minutes of October 9, 2025
- **g.** Southeast Almaguin highlands Regional Fire Services Committee minutes of November 6, 2025, and MOU report
- **h.** District of Parry Sound Social Services November CAO report
- **i.** ACED Minutes of September 18, 2025, and agenda package October 10, 2025
- **j.** Joint Building Committee Annual Permit Summary
- **k.** Parry Sound DDSAB Expression of Interest
- **l.** Almaguin Highlands OPP Detachment Board minutes of November 12, 2025

CI.2 Request for Support and Correspondence to Village

- **a.** Township of Edwardsburgh Cardinal calls upon government of Ontario to extend OCIF.
- **b.** Ministry of Municipal Affairs fighting delays, building faster act.
- **c.** Township of Armour appoint alternate to the Library Board.
- **d.** Township of Strong Community Safety and Well-Being Plan.
- **e.** Township of Armour support of the sub-committee meetings for shared services.
- **f.** Municipality of South Huron removing HST/GST from New Homes.
- **g.** Minister of Finance Ontario Municipal Partnership Fund (OMPF).
- **h.** Township of Bluewater is urging federal government to keep climate change as a priority.
- **i.** Township of Blue Mountains regarding correspondence from the CANN Group (energy storage).
- **j.** FONOM letter thanking Federal and Provincial for partnering with Kap Paper
- **k.** Labour Market Jobs Report September
- **l.** Town of Wasaga Beach Mandatory Water Safety
- **m.** Municipality of St Charles Before and After school programs
- **n.** Northern Ontario Women's Association (NOW)Environmental Health Implementation of Bill 5
- **o.** Town of Plympton-Wyoming safeguarding Ontario's natural heritage
- **p.** Township of Ryerson support of the sub-committee meetings for shared services
- **q.** Township of Ryerson Library agreement bylaw 29-25
- **r.** Township of Ryerson Library funding formula presented in the library agreement
- **s.** Federally funded Road resilience project
- **t.** Municipality of Wawa accessible and effective Alcohol Container Return system
- **u.** Municipality of Wawa rent protection

v. Municipality of Wawa elect, pledge and respect
w. City of Cambridge rent protection
x. Township of South-West Oxford Automated speed enforcement Camera
y. East Gwillimbury Opposition to protect Ontario by Unleashing our Economy Act, 2025
z. AMO Seeking re-election free workshops
aa. Township of Armour Notice of intent Zoning

13. CLOSED SESSION

Item 13a: Human Resources

Pursuant to the Municipal Act 2001, c. 25:
Section 239(2) (b) regarding an identifiable individual, or municipal employee

14. CONFIRMING BY-LAW

15. ADJOURNMENT

AGENDA

THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
October 21, 2025

The regular meeting of Burk's Falls Council was held on Tuesday, October 21, 2025

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Ryan Baptiste, Nancy Kyte Staff: CAO - Clerk Denis Duguay, Public Works Manager Derek Smith, Arena Manager Graham Smith, Arena Assistant Manager Christina Merrick
Planner EcoVue: Aditya Srinivas

Regrets: None

DECLARATION OF PECUNIARY INTEREST
None

ADOPTION OF AGENDA
2025-319 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That the following items be added to the Council agenda:

Public Meeting
A. EcoVue Report Official Plan Update

Correspondence
E. DSSAB October CAO Report
Carried.

2025-320 Moved by S. Cotton - Seconded by A. Brandt
Be it resolved;
That the Council for the Village of Burk's Falls hereby approves the amended agenda for the meeting of October 21, 2025.
Carried.

PUBLIC MEETING
2025-321 Moved by N. Kyte - Seconded by A. Brandt
Be it resolved;
WHEREAS Section 17 of the *Planning Act*, R.S.O.1990, c.P.13, as amended, requires that a statutory public meeting be held to present and receive public input on the proposed Official Plan;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Village of Burk's Falls does now enter into a Statutory Public Meeting for the purpose of presenting and receiving comments on the proposed Official Plan in accordance with the requirements of the *Planning Act*.
Carried.
Council opened the public at 4:00pm, minutes for the public meeting provided by EcoVue planner are included.

2025-322 Moved by A. Brandt - Seconded by N. Kyte
Be it resolved;
Council for the Village of Burk's Falls now ends the Public Meeting and reconvenes its regular meeting at 5:04 p.m.
Carried.

MINUTES
2025-323 Moved by A. Brandt - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts the amended minutes of the special meeting of September 9, 2025, and regular meeting of September 16, 2025.
Carried.

AGENDA

THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
October 21, 2025

DELEGATIONS TO COUNCIL
None

REPORTS TO COUNCIL

A. Council received the Public Works Foreman's report for the month of October. Public works Foreman informed Council that staff are preparing for the upcoming winter season and that the blower attachment for the new tractor is expected to arrive shortly. Public works Foreman also advised Council that the washrooms at the baseball diamond have been closed for the season.
B. Council received the Public Works Foreman's Winter Maintenance Extension Report. Public works Foreman requested that Council extend the existing contractor's agreement for the current season, with a new tender to be issued in the following year.
C. Council received the Arena Manager's report for the month of October. Arena manager provided a summary of the events held during the month and reported that the Karl Crozier Room has experienced an increase in rentals this year. The Arena Manager further informed Council that the facility has been experiencing intermittent hydro outages and also advised that the Assistant Manager is attending training this week.
D. Council received the Arena Manager's 2026 Budget Report. The Arena manager provided a summary of the budget, highlighting variations related to staff wages and the new Health and Safety needs for the arena. The Assistant Manager also addressed Council regarding the capital expenditures outlined in the budget.
E. Council received the CAO-06 Report concerning non-eligible recycling. The CAO presented and explained the quote provided by Emterra to manage non-eligible recycling materials for the year 2026.
F. Council received the CAO-07 Report regarding additional bag tags for waste. The CAO summarized the report and outlined the recommendations to either maintain the current allocation or reduce the annual distribution. Council inquired about the rationale for providing 50 bag tags per year instead of 52, which would allow for one tag per week.
G. Council received the CAO-08 Report regarding dog park fencing. The CAO advised Council that the tender for the installation of the donated dog park fence in the Village did not receive any submissions. Staff subsequently contacted the contractor currently renovating the municipal office washrooms to provide a quote. The contractor submitted a quote exceeding the current allocated budget. The CAO further advised in an effort to reduce the financial impact, Public Works staff would demolish the existing fence, while the contractor would install the new fence in the same location.
H. Council received the CAO-09 Report regarding the John Street subdivision. The CAO advised Council that the contractor responsible for the development has inquired about modifying a few lots to change from single detach homes to rows of townhomes.
I. Council received the Recreation Advisory Committee's draft minutes from the October 9, 2025 meeting and reviewed the recommendations presented by the committee.
J. Council received the Rural Youth Group Committee's draft minutes and recommendations from the October 2, 2025 meeting. Council discussed the committee's proposed direction and next steps, including options for renting space and hiring staff to manage the centre. Concerns were raised regarding associated costs, and Council considered using the Karl Crozier Room or the Senior Centre as potential starting locations.
K. Council received the General Government 2024 Housing Market Study.

ITEMS FOR DISCUSSION:

A. Council reviewed and discussed the Village's ACED membership and acknowledged receipt of the information package.

B. Council discussed formally nominating Councillor N. Kyte as an alternate to Deputy Mayor S. Cotton on the Library Board, and a motion was passed to confirm the appointment.

C. Council discussed the upcoming Remembrance Day ceremony, and it was confirmed that Mayor Hope will lay the Village wreath.

D. Council approved rescheduling the November regular meeting of Council from the 18th to the 25th.

E. Council discussed the upcoming Munisoft upgrade and noted that payment processing and access to resident accounts will be unavailable on October 27th. The office will also be closed on October 28th for staff training related to the upgrade.

F. Council agreed to provide insurance coverage for the 2025 Santa Claus Parade and requested that the Administrative Assistant participate as a member of the organizing committee.

G. Council discussed the intention to formalize the ad-hoc Tri-Council Committee, with further discussion to occur at the upcoming Tri-Council meeting.

RESOLUTIONS PASSED:

2025-324 Moved by S. Cotton - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman report for the month of October.
Carried.

2025-325 Moved by S. Cotton - Seconded by A. Brandt
Be it resolved;
That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Winter Maintenance Extension report;

AND further, that Council approves:

The extension of the contract with Derrick Johnstone Construction for the 2025/2026 winter season to perform the snow removal and sanding operation for The Village of Burk's Falls.
Carried.

2025-326 Moved by N. Kyte - 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 October.
Carried.

2025-327 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 2026 Budget Report;

AND further that Council accepts the following recommendation;

Give permission to the Arena Manager to present and discuss the 2026 budget to the Tri-Council
Carried.

2025-328 Moved by R. Baptiste - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls hereby receives the CAO-06 report on non-eligible recycling;

AND further that Council accepts the following recommendation;

Accept Emterra's quote to maintain the same level of service for both eligible and non-eligible recycling materials.
Carried.

2025-329 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls hereby receives the CAO-07 report regarding additional bag tags;

AND further that Council directs the following recommendation;

Maintain the status quo.
Carried

2025-330 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls hereby receives the CAO-08 report regarding the dog park fence;

AND further that Council accepts the following recommendation;

Access $2,270.00 from the General Reserve to complete the installation of the new dog park.
Carried.

2025-331 Moved by A. Brandt - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls hereby receives the CAO-09 report regarding the John Street subdivision;

AND further that Council accepts the following recommendation;

Approve the creation of the new lots and the requested change from single detached dwellings to 4 rows of 5 unit townhouses on lots 15 to 17.
Carried.

2025-332 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls receives the draft minutes of the Recreation Advisory Committee;

AND further that Council accepts the following recommendations;

a) That the Youth and Adult Pickleball and Learn to Skate programs be approved as additions to the annual recreation program line up.

b) That the suggested fee structure for programming as outlined in Report 2025-05- Proposed 8-Week Program Registration Fees, be approved.

c) That November 28, 2025 be approved as the date for the Tree Lighting Ceremony/Santa Skate event.

d) That any remaining funds from the $300 allocated to the Tree Lighting event be used towards the Santa Claus Parade Float.

e) That a Business Window Decorating Contest be approved as part of the 2025 holiday celebrations.
Carried.

2025-333 Moved by A. Brandt - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls receives the draft minutes of the Rural Youth Group Committee;

AND further that Council accepts the following recommendations;

a) Approve the amended job description for a 6 month contract position of Youth Coordinator.

b) Council negotiate in principle into a month by month rental agreement at the proposed location;

AND prepare the six month projected budget for the start up and operation of the Rural Youth Group Centre.

d) Approve the recruitment of a committee member to fill the current vacancy and that it is posted publicly on the Village website, Facebook page, and the Rural Youth Group Facebook page;

AND that the ad highlights fundraising skills and experience as an asset.
Carried.

2025-334 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;
That Council for the Village of Burk's Falls receives the 2024 Housing Market Study for informational purposes.
Carried.

2025-335 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls receives the ACED information package for informational purposes.
Carried.

2025-336 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;
That Council for the Village of Burk's Falls nominate Nancy Kyte to act as Library Board member substitute for the Burk's Falls, Armour & Ryerson Union Public Library Board.
Carried.

2025-337 Moved by N. Kyte - Seconded by S. Cotton
Be it resolved;
That Council for the Village of Burk's Falls approves rescheduling the Regular Meeting of Council from November 18th to November 25th.
Carried.

2025-338 Moved by N. Kyte - Seconded by R. Baptiste
Be it resolved;
That Council for the Village of Burk's Falls approves the use of the municipal insurance coverage for the Santa Claus Parade taking place on December 6, 2025.
Carried.

2025-339 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved
That the Council for the Village of Burk's Falls is in support of the Sub-Committee meetings for shared services.
Carried.

2025-340 Moved by S. Cotton - Seconded by R. Baptiste
Be it resolved;
That the Accounts Payable listing as presented in the amount of $379,411.34 for up to and including this date is hereby approved for payment.
Carried.

2025-341 Moved by R. Baptiste - Seconded by S. Cotton
Be it resolved;
That the Council for the Village of Burk's Falls hereby adopts Bylaw 38-2025 being a By-law to authorize a service agreement between the Sundridge and District Medical Centre Committee and the Village of Burk's Falls considered read three times and passed this 21st day of October 2025.
Carried.

2025-342 Moved by R. - Seconded by
Be it resolved;
That Council for the Village of Burk's Falls supports the Municipality of South Huron and the Municipality of Bluewater's resolutions regarding the closure of before and after school programs.
Carried.

2025-343 Moved by - Seconded by
Be it resolved;
That Council for the Village of Burk's Falls supports the Town of Goderich and the City of Dryden's resolutions regarding Swim-to-Survive training.
Carried.

2025-344 Moved by - Seconded by
Be it resolved;
That Council for the Village of Burk's Falls supports the Town of Parry Sound's resolution regarding municipal codes of conduct.
Carried.

2025-345 Moved by - Seconded by
Be it resolved;
That Council for the Village of Burk's Falls supports the Niagara Region's resolution regarding a state of emergency on mental health, homelessness and addiction.
Carried.

2025-346 Moved by - Seconded by
Be it resolved;
That Council for the Village of Burk's Falls supports the Township of Armour and the City of West Lincoln's resolution regarding the future of natural gas expansion.
Carried.

CONFERENCES AND INVITATIONS
None
COUNCILLORS REPORT
Councilor Kyte attended the District of Parry Sound Municipal Association Fall meeting.
Deputy Mayor Cotton informed Council that the health council's survey had been received, and the committee continued its discussions on the ongoing need for additional health-care services.

CORRESPONDENCE DISCUSSION

CLOSED SESSION
2025-347 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 7:55 pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a)
Pursuant to the Municipal Act 2001, c. 25:
Section 239 (2) (a) security of property of the municipality or local board

Item 13 b)
Pursuant to the Municipal Act 2001, c. 25:
Section 239 (2) (b) regarding an identifiable individual, or municipal employee or local board employees

Carried.

2025-348 Moved by A. Brandt - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls now reconvenes to regular open session at 8:22 p.m.
Carried.

2025-349 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
That Council for the Village of Burk's Falls hereby adopts Bylaw 39-2025 being a By-law to confirm the proceedings of Council at its regular meeting of October 21, 2025 as presented and considered read three times and passed this 21st day of October 2025.
Carried.

2025-350 Moved by R. Baptiste - Seconded by N. Kyte
Be it resolved;
That the Council for the Village of Burk's Falls hereby adjourns at 8:23 p.m.
Carried.

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

ECOVUE CONSULTING SERVICES INC
416 Chambers Street, Peterborough, ON, K9H 3V1
705-876-8340
info@ecovueconsulting.com
www.ecovueconsulting.com

The Village of Burk's Falls Statutory Public Meeting Minutes

Project:	Village of Burk's Falls Official Plan Update
File:	EcoVue Project No: 25-1461-02
Date/Time:	October 21, 2025, 4:00 p.m. – 5:00 p.m.
Location:	Young At Heart Senior Citizen's Club, 136 Yonge St., Burk's Falls
Prepared by:	EcoVue Consulting Services Ltd.

PURPOSE

The Statutory Public Meeting was held in accordance with the *Planning Act* to present the Draft Village of Burk's Falls Official Plan, outline key updates made to align with the Provincial Planning Statement, 2024 and recent legislative changes, and receive comments and questions from Council and the public.

AGENDA

ATTENDANCE

Municipality:	Denis Duguay, CAO-Clerk
Consultant Team:	Aditya Srinivas, Planner, EcoVue Consulting Services
Council Members:	Chris Hope, Mayor Sean Cotton, Deputy Mayor Ryan Baptiste, Councillor Ashley Brandt, Councillor Nancy Kyte, Councillor
Public:	No members of the public attended.

NOTICE

Notice of the Public Meeting was posted on the Village's website, Facebook page, and at the municipal office, and emailed to relevant agencies on October 1, 2025, in accordance with the notification requirements of the *Planning Act*.

COMMENTS AND RESPONSES

Topic	Comments	Response Provided	Follow-up Required
Tiny Homes	Councillor Brandt asked whether the Official Plan	The Planner noted that if Council wishes, a policy section could be added. However, it is important to	No further action required.

	should include policies specific to tiny homes.	first define what constitutes a 'tiny home.' The Planner also explained that existing provisions for Additional Residential Units (ARUs) already allow for similar forms of small-scale housing, which may address most needs.	
Parking Requirements for Apartments	Councillor Brandt asked why parking requirements for apartments are expressed as fractions (e.g., 1.5 spaces per unit).	The Planner explained that apartment developments typically include a mix of residents such as seniors, students, and people with disabilities who may require fewer parking spaces. Therefore, a reduced rate such as 1.5 spaces per unit is used. For example, 1.5 × 20 units = 30 spaces, and fractional totals are rounded up.	No further action required.
Legislative Updates (Bill 17 and PPS 2024)	Councillor Brandt asked if the proposed changes to the Official Plan reflect new Provincial legislation and policy updates such as Bill 17.	The Planner confirmed that the updates align with the Provincial Planning Statement 2024 and recent legislative changes, including policies for Additional Residential Units (ARUs) and the removal of Site Plan Approval requirements for developments of fewer than ten (10) residential units.	No further action required.

Floodplain Assessment in Technical Studies	Councillor Brandt asked about the addition of a floodplain assessment requirement under the Technical Studies section, expressing concern about potential costs to applicants.	The Planner explained that a floodplain assessment would only be required for properties near creeks, rivers, or other waterbodies where flooding is a potential concern. It would not apply to all developments. The assessment ensures that flood hazards are properly identified and managed. The Planner also noted that such studies may be used to reassess or refine existing Floodway Zone boundaries where appropriate.	No further action required.
Septic System Failures	Mayor Hope asked what happens in situations where septic systems fail or do not function properly.	The Planner advised that these matters are typically handled by municipal staff. However, if the Municipality does not have staff available, the Conservation Authority will undertake or review the required assessment.	No further action required.
The Armour, Ryerson and Burk's Falls Memorial Arena Designation	Deputy Mayor Cotton asked about a public comment raised at the Open House regarding the designation of the the Armour, Ryerson and	The Planner explained that the individual was seeking clarification on whether residential development would be permitted in that area. It was clarified to the individual that residential development will not be	No further action required.

	Burk's Falls Memorial Arena.	permitted within this area and that the Zoning By-law will further the regulate land use within the area.	

KEY THEMES DISCUSSED

- Clarification on the need and definition of policies for tiny homes.
- Explanation of the rationale for fractional parking standards for apartment developments.
- Confirmation that Official Plan updates incorporate recent Provincial and legislative changes.
- Discussion on when floodplain assessments would be required and their purpose.
- Clarification of responsibilities in septic system reviews.
- Follow-up on the Armour, Ryerson and Burk's Falls Memorial Arena land use designation.

Yours sincerely,

ECOVUE CONSULTING SERVICES INC.

Aditya Srinivas, B.Sc., PGDip, PMP
Planner

AGENDA

The Corporation of the Municipality of the Village of Burk's Falls

For the year ended December 31, 2024

Report to Council
Audit strategy and results

November 25, 2025

Judy Kleinhuis, CPA, CA
Principal
T 705-475-6517
E Judy, Keinhuis@doane.gt.ca

AGENDA

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Appendices

Appendix A – Overview and approach

Appendix B – Audit plan and risk assessment

Appendix C – Auditing developments

Appendix D – Accounting developments

Appendix E – Cybersecurity

Appendix F – Draft independent auditor's report

Appendix G – Draft Management representation letter

AGENDA

Executive summary

Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the consolidated financial statements of The Corporation of the Municipality of the Village of Burk's Falls (the "Municipality") for the year ended December 31, 2024. This communication will assist Council in understanding our overall audit strategy and results of audit procedures and includes comments on misstatements, significant accounting policies, sensitive estimates and other matters.

The information in this document is intended solely for the information and use of Council and management. It is not intended to be distributed or used by anyone other than these specified parties.

We have obtained our engagement letter dated January 24, 2024, which outlines our responsibilities and the responsibilities of management.

We were engaged to provide the following deliverables:

Deliverable
Report on the December 31, 2024 consolidated financial statements
Report on the December 31, 2024 Arena financial statements
Report on the December 31, 2024 Trust funds financial statements
Communication of audit strategy and results

Status of our audit

We have substantially completed our audit of the consolidated financial statements of the Municipality and the results of that audit are included in this report.

We will finalize our report upon resolution of the following items that were outstanding as at November 25, 2025:

- Receipt of signed management representation letter (a draft has been attached in Appendix G)
- Approval of the consolidated financial statements by Council
- Procedures regarding subsequent events
- Group audit procedures relating to component auditor (re: Almaguin Manor Residence)

Approach

Our audit approach requires that we establish an overall strategy that focuses on risk areas. We identify and assess risks of material misstatement of the consolidated financial statements, whether due to fraud or error. The greater the risk of material misstatement associated with an area of the consolidated financial statements, including disclosures, the greater the audit emphasis placed on it in terms of audit verification and analysis. Where the nature of a risk of material misstatement is such that it is close to the upper end of the spectrum of inherent risk, it is classified as a significant risk.

Our approach is discussed further in the **Appendices A and B.**

AGENDA

Audit risks and results

We have executed our audit in accordance with our approach summarized in **Appendices A and B**. We highlight our significant findings in respect of significant transactions, risks, accounting practices and other areas of focus.

Significant risks

Area of focus	Why there is a risk	Our response and findings
Fraud risk from revenue recognition	There is a presumed risk of fraud in revenue. The risk primarily relates to revenue recognized under revenue from grants. There is a risk that surplus grant revenue received will not be repaid by recognizing fictitious or ineligible expenditures. There is also a risk that revenue from conditional grants will be recognized prior to stipulations under the grant agreement being met.	Reviewed grant agreements to ensure grant stipulations were being met. Traced a sample of transactions to verify that the grant expenditure was eligible and recognized in the correct period. No exceptions noted.
Fraud risk from management override	This is a presumed fraud risk. The risk primarily relates to the fact that management can use journal entries to override internal controls.	Procedures performed to test journal entries and accounting estimates. No exceptions noted.
Fraud risk from lack of segregation of duties	A lack of segregation of duties increases the risk of errors and fraud going undetected. The risk primarily relates to unauthorized changes to pay rates by those who have access to the payroll Masterfile.	For employees who have access to the payroll Masterfile, agreed their pay rate from the payroll Masterfile to the approved pay rates (per Council Resolution and/or by-law). No exceptions noted.

AGENDA

Accounting practices

Area of focus	Matter	Our response and findings
PS 3400 Revenue	Section PS 3400 provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations. As per the new Section, revenues, including gains, are defined as increases in economic resources, either by way of increases of assets or decreases of liabilities, resulting from operations, transactions, and events of the accounting period.	• On January 1, 2024, the Municipality adopted PS 3400 prospectively. • The Municipality has identified performance obligations associated with building permits, including inspections and approvals. Revenue from building permits is recognized when these performance obligations are satisfied, either at a point in time upon issuing the permit or over time through ongoing inspections and approvals. • At both January 1, 2024 and December 31, 2024, the Municipality had completed all of its performance obligations relating to building permits, therefore no deferred revenue has been recorded relating to building permits.

Other areas of focus

Area of focus	Matter	Our response and findings
Accounting estimates	Significant accounting estimates include estimated useful lives of tangible capital assets, employee benefits payable and asset retirement obligations.	• Tangible capital assets are amortized on a straight-line basis over their estimated useful lives. Estimated useful lives of tangible capital assets are determined by Council from historical information and results and were approved through by-law #2015-11. Amortization expense in the year appears reasonable based on estimated useful lives per by-law #2015-11. • The sick leave benefit liability estimates the use of accumulated sick leave prior to retirement. This estimate includes management's assumption regarding expected future 'usage' of accumulated sick leave credits. Based on our audit procedures, we have concluded that management's estimated sick leave accrual appears reasonable. • An asset retirement obligation ("ARO") relating to asbestos in municipal buildings and wastewater lines has been identified. Estimated expenditures related to the cost of removing and disposing of the asbestos is recognized in the financial statements at the date the legal obligation arose. This estimate includes management's assumptions on costs, inflation rate and discount rate. Based on our audit procedures, we have concluded that management's estimated ARO relating to the asbestos in municipal buildings and wastewater lines appears reasonable.

AGENDA

Area o	atter	Our response and findings
Canadian Auditing Standard 600 (revised)	Effective for periods beginning on or after December 15, 2023, revisions were made to CAS 600 Special Considerations – Audits of Group Financial Statements (Including the Work of Component Auditors). The changes made to the standard were designed to: • Clarify the scope and applicability of the standard • Emphasise the importance of exercising professional skepticism throughout the group audit • Clarify and reinforce that all CASs need to be applied in a group audit situation • Focus the group engagement team's attention on identifying and assessing the risks of material misstatement of the group financial statements and emphasise the importance of designing procedures to respond to those risks • Reinforce the need for robust communication between the group engagement team and component auditors Include new guidance and considerations relating to testing common controls, addressing access restrictions, establishing materiality and documenting group audits.	• Two components in the Municipality's group audit are audited by other auditors • Under the old CAS 600 requirements, we were required to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group and the organizations it controls to express an opinion on the consolidated financial statements. • Under the revised CAS 600 standard, we are required to plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of audit work performed for purposes of the group audit. • As a result of the revisions to CAS600, we are no longer able to simply rely on the component's audited financial statements. • For the Burk's Falls and District Fire Department, we performed targeted enquiries of the component auditor and we tested the significant addition to tangible capital assets. • For the Almaguin Manor Residence, we have requested (but not yet received) the component auditor's scoping document (to review their risk assessment and planned audit procedures as a response to the risks identified). Once we have received this documentation, we will review a selection of their audit working papers as it relates to any identified risk of material misstatement.

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Adjustments and uncorrected misstatements

Adjustments

We have no adjusted misstatements to report.

Uncorrected misstatements

Out audit did not identify any unadjusted non-trivial misstatements for the Arena or Trust Funds.

Our audit identified the unadjusted non-trivial misstatements noted below for the consolidated financial statements:

Increase (Decrease)	Balance sheet			Income effect
Description	Assets	Liabilities	Accumulated Surplus	Annual Surplus
To record reversing impact of 2024 credit note issued for overbilling of water and sewer amounts in 2022 and 2023	$ -	$ -	$ (9,945)	$ 9,945
Total uncorrected misstatements	$ -	$ -	$ (9,945)	$ 9,945

We have discussed the unadjusted misstatement with management and requested that the identified amount be adjusted. The amount has not been adjusted as it relates to prior years, was corrected in the current year and is not considered material to the consolidated financial statements as a whole.

Summary of disclosure matters

Our audit did not identify any unadjusted non-trivial misstatements of disclosure matters.

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Other reportable matters

Internal control

The audit is designed to express an opinion on the consolidated financial statements. We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. Accordingly, we do not express an opinion on the effectiveness of internal control.

If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to Council those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

Based on the results of our audit, we did not identify any reportable observations.

Cybersecurity

Cybersecurity is the practice of protecting computers, data and other electronic systems from malicious attacks. As organizations become increasingly dependent on digital technology, the opportunities for cyber-criminals continue to grow. The explosion of data generated by digital technology, combined with a new degree of connectedness among organizations, means there is ripe opportunity for the technologically savvy and criminally minded to take advantage.

A breach in cybersecurity could create a reputational risk to you, as well as resulting in financial liabilities. As part of our risk assessment and planning procedures, we inquire of management regarding whether any cybersecurity breaches have been detected and, if we become aware of a breach or specific cybersecurity risk, we consider the impact to the audit; however, a financial statement audit is not designed to provide assurance on cybersecurity and should not be relied upon to identify cybersecurity risks or breaches.

In **Appendix E**, we discuss the general nature of cybersecurity threats and how organizations can go about improving cybersecurity.

Independence

We have a rigorous process where we continually monitor and maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the Municipality
- Confirming the independence of our engagement team members

We have identified no information regarding our independence that in our judgment should be brought to your attention.

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Technical updates – highlights

Accounting

Accounting standards issued by the Accounting Standards Board that may affect the Municipality in future years include:

- Section PS 1202 Financial Statement Presentation
- Conceptual Framework for Financial Reporting in the Public Sector

Further details of the changes to accounting standards, including management's preliminary comments on their applicability to the Municipality, are included in **Appendix D**. If you have any questions about these changes, we invite you to raise them during our next meeting. We will be pleased to address your concerns.

Assurance

Assurance standards issued by the AASB that may change the nature, timing and extent of our audit procedures on the Municipality and our communication with Council include:

- Revisions to CAS 600 Special Considerations – Audits of Group Financial Statements (Including the Work of Component Auditors)
- Revisions to CAS 570 Going Concern
- Revisions to CAS 240 The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements
- Potential revisions to CAS 500 Audit Evidence
- Proposed Canadian Standard on Sustainability Assurance (CSSA) 5000, General Requirements for Sustainability Assurance Engagements

Further details of the changes to assurance standards, including management's preliminary comments on their applicability to the Municipality, are included in **Appendix C**. If you have any questions about these changes, we invite you to raise them during our next meeting. We will be pleased to address your concerns.

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Appendix A – Overview and approach

Our audit is planned with the objective of obtaining reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, so that we are able to express an opinion on whether the consolidated financial statements are prepared, in all material respects, in accordance with Canadian Public Sector Accounting Standards. The following outlines key concepts that are applicable to the audit, including the responsibilities of parties involved, our general audit approach and other considerations.

Roles and responsibilities

Role of Council	• Help set the tone for the organization by emphasizing honesty, ethical behaviour and fraud prevention • Oversee management, including ensuring that management establishes and maintains internal controls to provide reasonable assurance regarding reliability of financial reporting • Recommend the nomination and compensation of external auditors • Directly oversee the work of the external auditors including reviewing and discussing the audit plan and audit results
Role of management	• Prepare financial statements in accordance with Canadian Public Sector Accounting Standards • Design, implement and maintain effective internal controls over financial reporting processes, including controls to prevent and detect fraud • Exercise sound judgment in selecting and applying accounting policies • Prevent, detect and correct errors, including those caused by fraud • Provide representations to external auditors • Assess quantitative and qualitative impact of misstatements discovered during the audit on fair presentation of the financial statements
Role of Doane Grant Thornton LLP	• Provide an audit opinion that the financial statements are in accordance with Canadian Public Sector Accounting Standards • Conduct our audit in accordance with Canadian Generally Accepted Auditing Standards (GAAS) • Maintain independence and objectivity • Be a resource to management and to those charged with governance • Communicate matters of interest to those charged with governance • Establish an effective two-way communication with those charged with governance, to report matters of interest to them and obtain their comments on audit risk matters

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Audit approach

Our understanding of the Municipality and its operations drives our audit approach, which is risk based and specifically tailored to The Corporation of the Municipality of the Village of Burk's Falls

The five key phases of our audit approach

Phase	Our approach
1. Planning	• We obtain our understanding of your operations, internal controls and information systems • We plan the audit timetable together
2. Assessing risk	• We use our knowledge gained from the planning phase to assess financial reporting risks • We customize our audit approach to focus our efforts on key areas
3. Evaluating internal controls	• We evaluate the design of controls you have implemented over financial reporting risks • We identify areas where our audit could be more effective or efficient by taking an approach that includes testing the controls • We provide you with information about the areas where you could potentially improve your controls
4. Testing accounts and transactions	• We perform tests of balances and transactions • We use technology and tools, including data interrogation tools, to perform this process in a way that enhances effectiveness and efficiency
5. Concluding and reporting	• We conclude on the sufficiency and appropriateness of our testing • We finalize our report and provide you with our observations and recommendations

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Our tailo n results in procedures designed to respond to an identified risk. The greater the risk of material misstatement associated with the account, class of transactions or balance, the greater the audit emphasis placed on it in terms of audit verification and analysis.

Throughout the execution of our audit approach, we maintained our professional skepticism, recognizing the possibility that a material misstatement due to fraud could exist notwithstanding our past experiences with the entity and our beliefs about management’s honesty and integrity.

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Materiality

The purpose of our audit is to provide an opinion as to whether the consolidated financial statements are prepared, in all material respects, in accordance with Canadian Public Sector Accounting Standards as at December 31, 2024. Therefore, materiality is a critical auditing concept and as such we apply it in all stages of our engagement.

The concept of materiality recognizes that an auditor cannot verify every balance, transaction or judgment made in the financial reporting process. During audit planning, we made a preliminary assessment of materiality for the purpose of developing our audit strategy, including the determination of the extent of our audit procedures. During the completion stage, we consider not only the quantitative assessment of materiality, but also qualitative factors, in assessing the impact on the consolidated financial statements, our audit opinion and whether the matters should be brought to your attention.

Our materiality for the current audits was $110,000 for the Municipality, $14,000 for the Arena and $2,400 for the Trust Funds.

Fraud risk factor considerations

We are responsible for planning and performing the audit to obtain reasonable assurance as to whether the consolidated financial statements are free of material misstatement caused by error or by fraud. Our responsibility includes:

- The identification and assessment of the risks of material misstatement of the consolidated financial statements due to fraud through procedures including discussions amongst the audit team and specific inquiries of management
- Obtaining sufficient appropriate audit evidence to respond to the fraud risks noted
- Responding appropriately to any fraud or suspected fraud identified during the audit

Due to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected and this is particularly true in relation to fraud. The primary responsibility for the prevention and detection of fraud rests with those charged with governance and management.

We are required to communicate with you on fraud-related matters, including:

- Obtaining an understanding of how you exercise oversight of management's processes for identifying and responding to the risks of fraud in the entity and the internal control that management has established to mitigate these risks
- Inquiring as to whether you have knowledge of any actual, suspected or alleged fraud affecting the entity

The following provides a summary of some of the fraud related procedures that are performed during the audit:

- Testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the consolidated financial statements
- Reviewing accounting estimates for biases
- Evaluating the business rationale (or the lack thereof) for significant transactions that are or appear to be outside the normal course of operations

Quality management

We have a robust system of quality management that forms a core part of our client service and is designed to ensure the firm is meeting its quality objectives by designing responses to address identified quality risks. We combine numerous specific responses including the application of our internationally developed audit methodology, advanced audit technology, rigorous review procedures, mandatory professional development requirements, and the use of specialists to consistently deliver high quality audit services to our clients. We also monitor the design, implementation and operating effectiveness of each element of our system of quality management to ensure that we are appropriately addressing the quality risks and to identify deficiencies and required remedial actions in the system of quality management. In addition to our internal processes, we are subject to inspection and oversight by standard setting and regulatory bodies. We are proud of our firm’s approach to quality management and would be pleased to discuss any aspect with you at your convenience.

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Data analysis software

We apply our audit methodology using advanced software tools. Doane Grant Thornton continues to invest in developing industry-leading advanced audit data analytics tools.

IDEA

IDEA Data Analysis Software is a powerful analysis tool that allows audit teams to read, display, analyze, manipulate, sample and extract data from almost any

electronic source. The tool has the advantages of enabling the audit team to perform data analytics on very large data sets in a very short space of time, while providing the checks, balances and audit trail necessary to ensure that the data is not corrupted and that the work can be easily reviewed. SmartAnalyzer, an add-on to IDEA, further improves the efficiency and effectiveness of the audit by providing automated routines for certain common analytical tasks, such as identifying unusual and potentially fraudulent journal entries.

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Appendix B – Audit plan and risk assessment

We have executed our audit in accordance with our plan outlined below. We continually reassess the need for changes to our planned audit approach throughout the audit.

Risk assessment

Our risk assessment process identified certain significant risks, which are included under “Audit risks and results” in our report. In addition, we identified certain other areas where we focused our attention as follows:

Risk area	Why it is a risk area	Audit procedures and findings
Tax Revenue	The revenue and receivables from taxes levied may not be valid due to taxpayer collections being misapplied by those recording the receipt.	Test taxes receivable using statistical sampling. Review of tax revenue recorded in relation to 2024 tax by-law. No exceptions noted.
Operating Expenses	There is a risk that payables related to core activities are understated or not recorded in the correct period.	Review supporting documentation and management estimates with respect to the completeness and accuracy of significant year end accruals. Perform subsequent payments testing. No exceptions noted.
Tangible capital assets	There is a risk that capital asset activity is not valid.	Test significant additions for existence and to ensure adherence to procurement policies. No exceptions noted.

Group audit

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In forming our opinion on the financial statements, we planned to perform work on the financial information of the components as follows:

Component [subsidiary or division]	Component auditor	Audit response and engagement team involvement
Armour, Ryerson and Burk's Falls Memorial Arena and Karl Crozier Community Centre	**Doane Grant Thornton LLP**	Performed a financial statement audit on the standalone financial statements of the Arena using a lower materiality level. Sufficient audit procedures were performed on the Arena to issue a separate opinion on the component's financial statements.
Burk's Fall, Armour and Ryerson Tri R Committee	**Doane Grant Thornton LLP**	Performed a financial statement audit on the standalone financial statements of the Tri-R Committee using a lower materiality level. Sufficient audit procedures were performed on the Tri-R Committee to issue a separate opinion on the component's financial statements.
Burk's Falls, Armour and Ryerson Union Public Library	**Doane Grant Thornton LLP**	Performed a financial statement audit on the standalone financial statements of the Library using a lower materiality level. Sufficient audit procedures were performed on the Library to issue a separate opinion on the component's financial statements.
Almaguin Community Economic Development	**Doane Grant Thornton LLP**	Performed a financial statement audit on the standalone financial statements of ACED using a lower materiality level. Sufficient audit procedures were performed on ACED to issue a separate opinion on the component's financial statements.
Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee	**Baker Tilly**	Reviewed the component financial information prepared by the Township of Strong and no significant items were noted requiring additional procedures.
Burk's Falls and District Fire Department	**KPMG LLP**	Reviewed the draft audited financial statements prepared by the Township of Ryerson and performed targeted enquiries of their auditors in addition to testing significant additions to tangible capital assets.
Almaguin Manor Residence	**Pahapill & Associates**	Reviewed the draft audited financial statements prepared by the Almaguin Manor Residence, issued group audit instruction package to the component auditor, obtained component auditor's scoping document (identifying risk assessments and planned audit responses), reviewed a selection of component auditor's working papers.

We coordinated our audit efforts with any component auditors and discussed/communicated relevant audit matters such as materiality, risk assessment, areas of audit focus, timing and required information for our audit of the financial statements. Our risk assessment and level of involvement in the work of component auditors varied depending on the significance of the component and included a detailed review of selected working papers and, performing supplemental audit procedures as appropriate.

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Appendix C – Auditing developments

Canadian Auditing Standards (CASs) and other Canadian Standards issued by the AASB	Effective date	Assessment of applicability
Revisions to CAS 570 *Going Concern* Auditors are required to obtain sufficient appropriate audit evidence on the appropriateness of management's use of the going concern basis of accounting and conclude on whether a material uncertainty exists in relation to going concern. Financial statement users raised questions about how much auditors should be able to detect from their audit procedures in this area, and what is communicated to users about the entity's ability to continue as a going concern. In response, the International Auditing and Assurance Standards Board (IAASB) issued a revised standard incorporating several key changes and, in June 2025, the Auditing and Assurance Standards Board (AASB) issued the equivalent Canadian standard with no Canadian-specific amendments. Key changes to the standard included: • Defining material uncertainty related to going concern • Enhancing the risk identification and assessment requirements so they are consistent with those set out in CAS 315 (Revised) *Identifying and Assessing the Risks of Material Misstatement* • Enhancing the auditor's evaluation of management's going concern assessment, including requirements to support the auditor's application of professional skepticism • Adding a requirement for the auditor to request management to extend its going concern assessment of the entity to cover at least 12 months from the date of approval of the financial statements if management has not already done so • Enhancing the auditor's consideration of information related to management's going concern assessment that becomes available to the auditor after the date of the auditor's report but before the date the financial statements are issued • Adding requirements to enhance communications about going concern in the auditor's report.	Periods beginning on or after December 15, 2026.	No impact on 2024 audit.

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Canadia[illegible]rds (CASs) and other Canadian Standards approved by the AASB but not issued	Effective date	Assessment of applicability
Revisions to CAS 240 *The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements* High quality audits contribute to the efficiency of capital markets and financial stability. In recent years, corporate failures and scandals have brought the topic of fraud to the forefront and led to questions from stakeholders about the role and responsibilities of the auditor relating to fraud in an audit of financial statements. This led the IAASB to initiate a project to revise the standard. In June 2025, the IAASB approved its final standard, which will be issued in September 2025. Changes include: • Clarifying the roles and responsibilities of the auditor with respect to fraud • Establishing more robust requirements if fraud or suspected fraud is identified • Reinforcing the importance of exercising professional skepticism in fraud-related audit procedures • Strengthening communications through the audit with management and those charged with governance about matters related to fraud • Adding transparency on fraud-related responsibilities and procedures in the auditor's report	Periods beginning on or after December 15, 2026.	No impact on 2024 audit.
Potential revisions to CAS 500 Audit Evidence The current audit evidence standard was issued many years ago. Since then, developments in technology have affected how entities operate and process information and how audits are performed. In December 2020, the IAASB initiated a project to revise the current standard to respond to changes in the business environment. The Exposure Draft proposes several key changes: • To respond to changes in the information auditors use, including the nature and source of the information, a set of attributes has been developed to enhance the auditor's principle-based judgments related to audit evidence in a wide variety of circumstances. Enhancements and clarifications have also been made regarding the auditor's role when using information prepared by management's expert • To modernise the standard and support a principles-based approach that recognises the evolution in technology, new application material has been added, including explanations of how automated tools may affect auditor bias and examples that recognise the use of technology by the entity or the auditor To foster professional skepticism when making judgments about information to be used as audit evidence and sufficient appropriate audit evidence, language has been added to emphasise the importance of maintaining professional skepticism at various stages, such as when attempting to ensure that audit procedures are being designed and performed in an unbiased manner	The comment period for the Exposure Draft ended on March 15, 2023. It is expected that the effective date for the revised standard will be for periods beginning in 2025, but the exact effective date will depend on when the standard is approved.	No impact on 2024 audit.

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Canadi[illegible]s issued by the AASB	Effective date	Assessment of applicability
Proposed Canadian Standard on Sustainability Assurance (CSSA) 5000, *General Requirements for Sustainability Assurance Engagements* In September 2022, the IAASB approved a project proposal to develop a new overarching standard for sustainability assurance engagements. In January 2023, the AASB approved a project proposal to concurrently adopt this international standard with any potential additional Canadian amendments, as a first of its kind Canadian Standard on Sustainability Assurance (CSSA). In April 2025, the AASB issued its Re-exposure Draft on Canadian amendments related to indigenous matters with a comment deadline of July 18, 2025. CSSA 5000 will not be a financial statement audit standard, but rather will serve as a comprehensive, standalone standard suitable for sustainability assurance engagements. It will apply to sustainability information reported across any appropriate sustainability topic, prepared according to any suitable framework, including the recently released IFRS Sustainability Disclosure Standards S1 and S2. The proposed standard is profession agnostic, supporting its use by both professional accountant and non-accountant assurance practitioners who meet the relevant ethical and quality management requirements, and will apply to both limited and reasonable assurance engagements.	The effective date will be determined when the standard is finalized and approved.	No impact on 2024 audit.

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Appendix D – PSAS Accounting developments

Public Sector Accounting Standards [updated March 31, 2025]	Effective date	Management assessment of applicability
Section PS 1202 *Financial Statement Presentation*	Fiscal years beginning on or after April 1, 2026.	No impact on 2024 consolidated financial statements
New Section PS 1202 *Financial Statement Presentation* replaces Section PS 1201 *Financial Statement Presentation*.	Earlier adoption is permitted only if the Conceptual Framework is also adopted at the same time.	
The main features of the new Section include: • Changes to the statement of financial position to present financial assets, non-financial assets, total assets, financial liabilities, non-financial liabilities total liabilities and net assets/net liabilities • Separate statement of changes in net assets or net liabilities (formerly known as accumulated surplus) by required categories • The addition of a statement of net financial assets or net financial liabilities that presents a revised net financial assets or net financial liabilities (formerly known as "net debt") calculation • The option to present the change in net financial assets or net financial liabilities on the statement of net financial assets or net financial liabilities • Ability to present an amended budget when there is an election or the majority of the governing body of a government organization is newly elected or appointed • The requirement to provide a subtotal prior to financing activities in the statement of cash flow • Guidance on assessing the going concern assumption	Prior period amounts would need to be restated to conform to the presentation requirements for comparative financial information in Section PS 1202.	
As a result of the issuance of the new Section, various Sections and Guidelines of the Handbook have been amended to include references to the Section. The impacted Sections and Guidelines include: • PS 1300 *Government Reporting Entity* • PS 2120 *Accounting Changes* • PS 2500 *Basic Principles of Consolidation* • PS 2510 *Additional Areas of Consolidation* • PS 2601 *Foreign Currency Translation* • PS 3041 *Portfolio Investments* • PS 3060 *Interest in Partnerships* • PS 3070 *Investments in Government Business Enterprises* • PS 3100 *Restricted Assets and Revenues* • PS 3160 *Public Private Partnerships* • *PS 3230 Long-Term Debt* • *PS 3250 Retirement Benefits* • PS 3255 *Post-Employment Benefits, Compensated Absences and Termination Benefits* • PS 3260 *Liability for Contaminated Sites* • PS 3280 Asset Retirement Obligations • PS 3300 Contingent Liabilities • PS 3310 Loan Guarantees • PS 3400 Revenue • PS 3410 Government Transfers • PS 3430 Restructuring Transactions • PS 3450 Financial Instruments • PS 4200 Financial Statement Presentation by Not-for-Profit Organizations • PSG-2 Leased Tangible Capital Assets • PSG-4 Funds and Reserves • PSG-5 Sale-*Leaseback Transactions*		

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Public Sector Accounting Standards [updated March 31, 2025]	Effective date	Management assessment of applicability
Conceptual Framework for Financial Reporting in the Public Sector PSAB's Conceptual Framework for Financial Reporting in the Public Sector replaces Sections PS 1000 *Financial Statement Concepts* and PS 1100 *Financial Statement Objectives*. The new Conceptual Framework includes: • Characteristics of public sector entities • Objectives of financial reporting • Primary users of financial reporting and their expectations • Role of financial statements • Foundations and objectives of financial statements • Qualitative characteristics of information in financial statements • Qualitative characteristics of information in financial statements and related considerations • Definitions of elements • Criteria of general recognition and derecognition; and, • Concepts of general measurement and presentation As a result of the issuance of the Conceptual Framework, various Sections and Guidelines of the Handbook have been amended to include references to the new Conceptual Framework, add/clarify key definitions that are consistent with the Conceptual Framework, and/or remove references to qualitative characteristics that are no longer qualitative characteristics in the new Conceptual Framework. These Sections include: • Introduction to the Public Sector Accounting Handbook (formerly the Introduction to the Public Sector Accounting Standards) • PS 1150 *Generally accepted Accounting Principles* • PS 1201 *Financial Statement Presentation* • PS 1300 *Government Reporting Entity* • PS 2100 *Disclosure of Accounting Policies* • PS 2120 *Accounting Changes* • PS 2130 *Measurement Uncertainty* • PS 2200 *Related Party Transactions* • PS 3150 *Tangible Capital Assets* • PS 3200 *Liabilities* • PS 3210 *Assets* • PS 3400 *Revenue* • PS 3430 *Restructuring Transactions* • PS 3450 *Financial Instruments; and* • PS 4230 *Capital Assets Held by Not-for-Profit Organizations* The Conceptual Framework will be applied prospectively.	Fiscal years beginning on or after April 1, 2026. Earlier adoption is permitted.	No impact on 2024 consolidated financial statements

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Appendix E – Cybersecurity

Cybersecurity is the practice of protecting computers, data, networks and other electronic systems from malicious attacks. Below, we summarize the cybersecurity threat and how we can help you manage that threat.

Cybersecurity risk	How Doane Grant Thornton can help
As organizations become increasingly dependent on digital technology, storing valuable information in multiple places, the opportunities for cyber criminals continue to grow. Cyber-attacks today are more focused, skilful and ambitious, and geographical borders are meaningless. Regulators and stakeholders, including customers, are increasing the pressure on organizations to manage these risks. In order to properly protect themselves, organizations must understand what weaknesses attackers could exploit, how to respond to security incidents and how areas such as access to confidential data should be managed. Management needs to respond to these risks by: • Assessing the people, processes and technology associated with their cybersecurity program, including management of the program, data security, cybersecurity awareness and training, and assessment of external risks • Improving the cybersecurity function by remediating identified vulnerabilities, developing new strategies, enhancing existing facilities, and establishing policies, controls and processes • Developing a cybersecurity breach or attack response plan, which involves providing training for the people who will execute the response, determining the procedures that will be followed, and securing external resources to support the process as needed	Raymond Chabot Grant Thornton, a Grant Thornton member firm based in Quebec, has a specialist cybersecurity division, VARS Corporation (VARS), that is at the forefront of the security industry. VARS can help with: • Providing an integrated fully managed solution for securing your organization's digital environment. With VARS you will benefit from the most advanced cybersecurity solutions in the world, including solutions such as Terranova, Secure Exchanges, Perception Point, Cynet and Cyolo. VARS offers a customizable solution that is designed to meet all your cybersecurity needs, from advanced email security to dark Web analysis. • 24/7 workstation and server monitoring Regardless of the size of your organization, VARS provides 24/7 access to a team of cybersecurity experts at no additional cost and offers comprehensive real-time protection of your environments using the best detection tools (XDR). This solution includes the support of a specialized incident response teams that can intervene at any time, 365 days of the year. • Virtual Chief Information Security Officers (CISOs) VARS's virtual CISOs can empower and protect your organization without you having to recruit a specialist or hire a full-time employee. They can help you to set priorities for investments and implement a tailored protection plan that fully meets your needs and situation. The services and experiences described above are illustrative in nature and are intended to demonstrate our experience and capabilities in these areas. However, due to independence restrictions that apply to the Municipality, we may be unable to provide certain services as our ability to do so varies depending on individual facts and circumstances. If you would like to discuss cybersecurity risks in more detail or learn more, we would be happy to arrange a meeting. Additional information about VARS is available on the VARS website here: www.varscorporation.com.

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Appendix F – Draft independent auditor's report

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Municipality of the Village of Burk's Falls

Opinion

We have audited the consolidated financial statements of The Corporation of the Municipality of the Village of Burk's Falls ("the Village"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Municipality of the Village of Burk's Falls as at December 31, 2024, and its results of operations, its changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one

resu AGENDA s fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the group as a basis for forming an opinion on the group financial statements. We are responsible for the direction, supervision and review of audit work performed for purposes of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

North Bay, Canada

Chartered Professional Accountants
Licensed Public Accountants

AGENDA

Appendix G – Draft management representation letter

Doane Grant Thornton LLP
222 McIntyre Street West
Suite 400
North Bay, ON P1B 2Y8

Dear Sir/Madam:

We are providing this letter in connection with your audit of the consolidated financial statements of The Corporation of the Municipality of the Village of Burk's Falls ("the Village") and the Village's Trust Funds as of December 31, 2024, and for the year then ended, for the purpose of expressing an opinion as to whether the consolidated financial statements and Trust Funds financial statements ("financial statements") present fairly, in all material respects, the financial position, results of operations, change in net debt and cash flows of The Corporation of the Municipality of the Village of Burk's Falls and Trust Funds in accordance with Canadian public sector accounting standards.

We acknowledge that we have fulfilled our responsibilities for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, as of November 25, 2025, the following representations made to you during your audit.

Financial statements

1 The financial statements referred to above present fairly, in all material respects, the financial position of the Village and the Trust Funds as at December 31, 2024 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, as agreed to in the terms of the audit engagement.

Completeness of information

2 We have made available to you all financial records and related data and all minutes of the meetings of Council and committees of Council, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which minutes have not yet been prepared have been provided to you. All significant board and committee actions are included in the summaries.

3 We AGENDA with unrestricted access to persons within the Village from whom you determined it necessary to obtain audit evidence.

4 There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.

5 There were no restatements made to correct a material misstatement in the prior period financial statements that affect the comparative information.

6 We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.

7 We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.

8 We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.

9 We have identified to you all known related parties and related party transactions, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements guarantees, non-monetary transactions and transactions for no consideration.

Fraud and error

10 We have no knowledge of fraud or suspected fraud affecting the Village or Trust Funds involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the financial statements.

11 We have no knowledge of any allegations of fraud or suspected fraud affecting the Village's and Trust Funds' financial statements communicated by employees, former employees, analysts, regulators or others.

12 We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

13 We believe that there are no uncorrected financial statements misstatements in the Trust Funds financial statements.

14 We believe that the effects of the uncorrected financial statement misstatement summarized below is immaterial to the consolidated financial statements taken as a whole:

Increase (Decrease)	Balance sheet			Income effect
Description	Assets	Liabilities	Accumulated Surplus	Annual Surplus
To record reversing impact of 2024 credit note issued for overbilling of water and sewer amounts in 2022 and 2023.	$ 0	$ 0	$ (9,945)	$ 9,945
Total adjustments	**$ 0**	**$ 0**	**$ (9,945)**	**$ 9,945**

Recog AGENDA rement and disclosure

15 We believe that the methods, significant assumptions and data used by us in making accounting estimates and related disclosures are appropriate to achieve recognition, measurement and disclosure that is in accordance with Canadian public sector accounting standards.

16 We believe that the significant judgments made in recording asset retirement obligations have taken into account relevant information of which management is aware. The assumptions appropriately reflect management's intent and ability to carry out specific courses of action on behalf of the Village.

17 We believe that the significant assumptions used by us in making accounting estimates, including those used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.

18 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the financial statements.

19 All related party transactions have been appropriately measured and disclosed in the financial statements.

20 The nature of all material measurement uncertainties has been appropriately disclosed in the consolidated financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

21 All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the financial statements.

22 All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

23 All “off-balance sheet” financial instruments have been properly recorded or disclosed in the financial statements.

24 The Village and Trust Funds did not purchase any derivative financial instruments during the year.

25 With respect to environmental matters:

a) at year end, there were no liabilities or contingencies that have not already been disclosed to you;

b) liabilities or contingencies have been recognized, measured and disclosed, as appropriate, in the consolidated financial statements; and

c) commitments have been measured and disclosed, as appropriate, in the consolidated financial statements.

26 The Village and Trust Funds have satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the Village’s or Trust Fund’s assets nor has any been pledged as collateral, except as disclosed in the financial statements.

27 We have disclosed to you, that the Village and Trust Funds have complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

28 The Goods and Services Tax (GST) and Harmonized Sales Tax (HST) transactions recorded by the Village and Trust Funds are in accordance with the federal and provincial regulations. The GST and HST liability/receivable amounts recorded by the Village and Trust Funds are considered complete.

29 Employee benefit costs, assets, and obligations have been determined, accounted for and disclosed in accordance with the requirements of Section 3255 *Post Employment Benefits, Compensated Absences and Termination Benefits* of the Canadian public sector accounting standards issued by the Public Sector Accounting Board.

30 There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the consolidated financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

Other

31 We have considered whether or not events have occurred, or conditions exist which may cast significant doubt on the Village's and Trust Funds' ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,

Tammy Wylie, Treasurer

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

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THE AGENDA ON OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

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Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Municipality of the Village of Burk's Falls

Opinion

We have audited the consolidated financial statements of The Corporation of the Municipality of the Village of Burk's Falls ("the Village"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Municipality of the Village of Burk's Falls as at December 31, 2024, and its results of operations, its changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error

AGENDA are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the Group as a basis for forming an opinion on the Group financial statements. We are responsible for the direction, supervision and review of audit work performed for purposes of the Group audit. We remain solely responsible for our audit opinion.

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We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

North Bay, Canada

Chartered Professional Accountants
Licensed Public Accountants

AGENDA

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash *(Note 5)*	$ 2,705,873	$ 2,544,144
Investments *(Note 6)*	39,131	30,553
Taxes receivable *(Note 7)*	243,010	237,454
Accounts receivable	438,066	292,514
Investment in Lakeland Holding Ltd. *(Note 8)*	2,179,076	2,125,811
Inventories held for resale	17,706	16,829
	5,622,862	**5,247,305**
LIABILITIES		
Accounts payable and accrued liabilities	549,740	552,981
Deferred revenue-general *(Note 9)*	295,428	231,202
Deferred revenue-obligatory reserve funds *(Note 10)*	907,356	769,026
Long-term debt *(Note 11)*	6,280,410	6,437,673
Tangible capital leases *(Note 12)*	9,220	22,748
Employee benefits payable *(Note 13)*	18,128	18,248
Asset retirement obligations *(Note 15)*	325,098	296,946
	8,385,380	**8,328,824**
NET DEBT	**(2,762,518)**	**(3,081,519)**
NON-FINANCIAL ASSETS		
Tangible capital assets - net *(Note 18)*	27,815,658	28,292,248
Inventories of supplies	31,302	27,152
Prepaid expenses	5,757	11,364
	27,852,717	**28,330,764**
ACCUMULATED SURPLUS *(Note 19)*	**$ 25,090,199**	**$ 25,249,245**
ACCUMULATED SURPLUS IS COMPRISED OF:		
Accumulated operating surplus	$ 25,086,262	$ 25,245,308
Accumulated remeasurement gains and losses	3,937	3,937
	$ 25,090,199	**$ 25,249,245**

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Contingencies *(Notes 3, 17)*
Contractual Obligations *(Note 16)*

APPROVED ON BEHALF OF COUNCIL:

_____ Mayor

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

CONSOLIDATED STATEMENTS OF OPERATIONS AND ACCUMULATED OPERATING SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024 *(see Note 23)*	Actual 2024	Actual 2023
REVENUE			
Property taxes	$ 1,542,403	$ 1,543,861	$ 1,473,549
User charges	809,662	799,036	783,546
Government transfers	1,062,643	903,827	792,184
Lakeland Holding Ltd. - share of operating income, net of dividends *(Note 8)*	-	53,265	79,837
Restructuring net revenue (expense) *(Note 21)*	-	(1,604)	707
Almaguin Manor Residence revenue	-	490,417	467,295
Other	534,511	539,634	433,412
TOTAL REVENUE	**3,949,219**	**4,328,436**	**4,030,530**
EXPENSES			
General government	832,545	791,572	664,461
Protection to persons and property	499,971	504,348	496,056
Transportation services	827,221	724,570	726,078
Environmental services	948,342	994,264	871,719
Health services	354,788	338,140	365,427
Social and family services	228,091	583,690	603,329
Recreation and cultural services	476,015	452,658	415,308
Planning and development	148,723	98,240	148,962
TOTAL EXPENSES	**4,315,696**	**4,487,482**	**4,291,340**
ANNUAL OPERATING DEFICIT	**(366,477)**	**(159,046)**	**(260,810)**
ACCUMULATED OPERATING SURPLUS, BEGINNING OF YEAR	**25,245,308**	**25,245,308**	**25,506,118**
ACCUMULATED OPERATING SURPLUS, END OF YEAR	**$ 24,878,831**	**$ 25,086,262**	**$ 25,245,308**

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

CONSOLIDATED STATEMENT OF REMEASUREMENT GAINS AND LOSSES

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
ACCUMULATED REMEASUREMENT GAINS, BEGINNING AND END OF YEAR	**$ 3,937**	**$ 3,937**

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT

FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024 *(see Note 23)*	Actual 2024	Actual 2023
Annual operating deficit	$ (366,477)	$ (159,046)	$ (260,810)
Acquisition of tangible capital assets	(711,427)	(477,252)	(482,424)
Revaluation of tangible capital assets - ARO	-	(10,061)	(3,688)
Shared services tangible capital assets transfer - net	-	(1,930)	(1,303)
Amortization of tangible capital assets	908,048	908,048	900,618
(Gain) Loss on disposal of tangible capital assets	-	(4,561)	10,690
Proceeds from disposal of tangible capital assets	2,860	62,346	216
Change in supplies inventories	-	(4,150)	(5,594)
Change in prepaid expenses	-	5,607	(7,117)
Decrease (increase) in net debt	**(166,996)**	**319,001**	**150,588**
Net debt, beginning of year	(3,081,519)	(3,081,519)	(3,232,107)
Net debt, end of year	**$ (3,248,515)**	**$ (2,762,518)**	**$ (3,081,519)**

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Operating transactions		
Annual operating deficit	$ (159,046)	$ (260,810)
Non-cash charges to operations:		
Amortization of tangible capital assets	908,048	900,618
Accretion expense on ARO liability	12,945	11,364
Revaluation of tangible capital assets - ARO	(10,061)	(3,688)
Change in ARO liability excluding accretion and settlements	15,207	12,835
Shared services tangible capital assets transfer - net	(1,930)	(1,303)
(Gain) Loss on disposal of tangible capital assets	(4,561)	10,690
Change in employee benefits payable	(120)	452
Lakeland Holding Ltd. - share of operating income net of dividends	(53,265)	(79,837)
	707,217	590,321
Changes in non-cash items:		
Taxes receivable	(5,556)	4,872
Accounts receivable	(145,552)	260,670
Inventories held for resale	(877)	21,068
Accounts payable and accrued liabilities	(3,241)	122,630
Deferred revenue-general	64,226	67,839
Deferred revenue-obligatory reserve funds	138,330	179,451
Inventories of supplies	(4,150)	(5,594)
Prepaid expenses	5,607	(7,117)
	48,787	643,819
Cash provided by operating transactions	756,004	1,234,140
Capital transactions		
Acquisition of tangible capital assets	(477,252)	(482,424)
Proceeds from disposal of tangible capital assets	62,346	216
Cash applied to capital transactions	(414,906)	(482,208)
Investing transactions		
Increase in investments	(8,578)	(1,662)
Cash applied to investing transactions	(8,578)	(1,662)
Financing transactions		
Debt principal repayments	(157,263)	(153,556)
Tangible capital lease repayments	(13,528)	(13,172)
Cash applied to financing transactions	(170,791)	(166,728)
Net change in cash	**161,729**	**583,542**
Cash, beginning of year	**2,544,144**	**1,960,602**
Cash, end of year	**$ 2,705,873**	**$ 2,544,144**
Cash flow supplementary information:		
Cash paid for interest	$ 220,578	$ 225,937

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The accompanying notes are an integral part of these financial statements

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

AGENDA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

MANAGEMENT RESPONSIBILITY

The consolidated financial statements of the Corporation of the Municipality of the Village of Burk's Falls (the "Municipality") are the responsibility of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of significant accounting policies is provided in Note 1. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management maintains a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements.

1. SIGNIFICANT ACCOUNTING POLICIES

Significant aspects of the accounting policies adopted by the Municipality are as follows:

(a) Reporting Entity

These consolidated statements reflect the assets, liabilities, revenue, expenses and accumulated surplus balances of the reporting entity. The reporting entity is comprised of all committees of Council and the boards, joint boards and municipal enterprises for which Council is politically accountable as follows:

(i) Consolidated and proportionally consolidated entities

The following local boards and enterprises are consolidated:

Cemetery
Almaguin Manor Residence

The following joint boards and committees are proportionally consolidated:

Fire
TRI R
Arena and Community Centre
Library
Building Committee
Economic Development

Inter-organizational transactions and balances between these organizations are eliminated.

(ii) Modified equity accounting

Government business enterprises are accounted for by the modified equity method. Under this method the business enterprises' accounting principles are not adjusted to conform with those of the Municipality and inter-organizational transactions and balances are not eliminated. The following government business enterprise is included in these financial statements: Lakeland Holding Ltd.

(iii) Non-consolidated entities

The following joint boards are not consolidated:

North Bay Parry Sound District Health Unit
Parry Sound District Social Services Administration Board
District of Parry Sound (East) Home for the Aged

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

(iv) Accounting for school board transactions
The taxation, other revenue, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in these consolidated financial statements.

(v) Trust funds
Trust funds administered by the Municipality are not included in these consolidated financial statements, but are reported separately on the trust funds financial statements.

(b) Basis of Accounting

(i) Accrual basis of accounting
Revenue and expenses are reported on the accrual basis of accounting. Revenue from transactions with performance obligations is recognized when (or as) the performance obligation is satisfied by providing the promised goods or services to the payer. Performance obligations are defined as enforceable promises to provide specific goods or services to a specific payer. Revenue from transactions with no performance obligations is recognized when the Municipality has the authority to claim or retain the revenue and identifies a past transaction or event that gives rise to an asset. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Cash
Cash includes cash on hand and balances held at financial institutions.

(iii) Non-financial assets
Non-financial assets are not available to discharge existing liabilities but are held for use in the provision of municipal services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

AGENDA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

(a) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset, as well as any asset retirement obligations related to the asset. Tangible capital assets received as donations are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements - 20 years
Leasehold improvements - 20 years
Buildings - 10 to 40 years
Machinery, equipment and furniture - 5 to 20 years
Vehicles - 8 to 15 years
Roads - 8 to 75 years
Bridges - 60 years
Water and wastewater infrastructure - 20 to 75 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Estimated closure and post-closure expenses for active landfill sites as well as the land occupied by the sites and related land improvements are amortized annually on the basis of capacity used during the year as a percentage of the estimated total capacity of the landfill site.

Interest related to the acquisition of capital assets is not capitalized, but is expensed in the year incurred.

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(b) Inventories of supplies

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(iv) Reserves and reserve funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Balances related to these funds are included in the accumulated surplus of the Consolidated Statement of Financial Position.

(v) Government transfers

Government transfers are recognized in the financial statements as revenue when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the Consolidated Statement of Operations as the stipulation liabilities are settled.

(vi) Deferred revenue

Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the Consolidated Statement of Financial Position. The revenue is reported on the Consolidated Statement of Operations in the year in which it is used for the specified purpose.

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

AGENDA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

(vii) Taxation and related revenue

Tax rates are established annually by Council, incorporating amounts to be raised for local services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes. Property tax billings are prepared by the Municipality based on assessment rolls, supplementary assessment rolls and other assessment adjustments issued by the Municipal Property Assessment Corporation ("MPAC"). Taxation revenue is initially recorded at the time assessment information is received from MPAC and is subsequently adjusted based on management's best estimate of the amount of tax revenue resulting from assessment adjustments that have not yet been received from MPAC. The Municipality is entitled to collect interest and penalties on overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

(viii) Pensions and employee benefits

The Municipality accounts for its participation in the Ontario Municipal Employee Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. Obligations for sick leave and employee retirement gratuities under employee benefits payable are accrued as the employees render the services necessary to earn the benefits.

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1. SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

(ix) Financial instruments

Financial instruments are classified as either fair value, amortized cost or cost.

Financial instruments classified as fair value are initially recognized at cost and subsequently carried at fair value. Financing fees and transaction costs on financial instruments measured at fair value are expensed as incurred. Unrealized gains and losses on financial assets are recognized in the Consolidated Statement of Remeasurement Gains and Losses. Once realized, remeasurement gains and losses are transferred to the Consolidated Statement of Operations.

Financial instruments classified as amortized cost are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets. The effective interest rate method allocates interest income or interest expense over the relevant period, based on the effective interest rate. Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement, provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in the Consolidated Statement of Operations.

Financial liabilities (or part of a financial liability) are removed from the Consolidated Statement of Financial Position when, and only when, they are discharged, cancelled or expire.

The Municipality's financial instruments are measured according to the following methods:

Financial instrument	Measurement method
Cash	Amortized cost
Investments	Amortized cost
Accounts receivable	Amortized cost
Accounts payable and accrued liabilities	Amortized cost
Long-term debt	Amortized cost

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NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

(x) Asset retirement obligations

A liability for an asset retirement obligation is recognized when, at the financial reporting date, all of the following criteria are met:
- there is a legal obligation to incur retirement costs in relation to a capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recorded at an amount that is the best estimate of the expenditure required to retire a capital asset at the financial statement date. The liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. When an asset retirement obligation is initially recognized, a corresponding asset retirement cost is added to the carrying value of the related capital asset when it is still in productive use. This cost is amortized over the useful life of the capital asset. If the related capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

(xi) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. These estimates and assumptions are based on management's historical experience, best knowledge of current events and actions that the Municipality may undertake in the future. Significant accounting estimates include valuation allowances for taxes and accounts receivable, estimated useful lives of tangible capital assets, employee benefits payable, estimated costs and timing of asset retirement obligations and supplementary taxes. Actual results could differ from these estimates.

There is a measurement uncertainty surrounding the estimation of liabilities for asset retirement obligations of $325,098. These estimates are subject to uncertainty because of several factors including, but not limited to estimated settlement dates, estimated costs and change in the discount rate. These estimates are reviewed annually and, as adjustments become necessary, they are recorded in the period in which they become known.

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2. CHANGE IN ACCOUNTING POLICIES - ADOPTION OF NEW ACCOUNTING STANDARDS

On January 1, 2024, the Municipality adopted Public Sector Accounting Standard PS 3400 - Revenue. New Section PS 3400 establishes standards on how to account for and report on revenue. It does not apply to revenues for which specific standards already exist, such as government transfers, tax revenue or restricted revenues. The Section distinguishes between revenue that arises from transactions that include performance obligations (i.e., exchange transactions) and transactions that do not have performance obligations (i.e., non-exchange transactions). The Municipality has adopted this new standard prospectively. The adoption of this new standard had no impact on the opening balances.

On January 1, 2024, the Municipality adopted new Public Sector Guideline PSG-8 - Purchased Intangibles. The main features of PSG-8 include a definition of purchased intangibles (which does not include those received through government transfer, contribution or inter-entity transactions), examples of items that are not purchased intangibles, reference to other guidance in the Handbook on intangibles and reference to the asset definition, general recognition criteria and the GAAP hierarchy for accounting for purchased intangibles. The Municipality has adopted this new guideline prospectively. The adoption of this new guideline had no impact on the Municipality's consolidated financial statements.

On January 1, 2024, the Municipality adopted Public Sector Accounting Standard PS 3160 - Public Private Partnerships. New Section PS 3160 establishes standards on how to account for partnerships between public and private sector entities where infrastructure is procured by a public sector entity using a private sector partner that is obligated to design, build, acquire or better infrastructure; finance the infrastructure past the point where the infrastructure is ready for use and operate and/or maintain the infrastructure. Infrastructure typically includes items such as tangible capital assets (i.e., complex network systems), but may also include items that are intangible in nature. The Municipality has adopted this new standard prospectively. The adoption of this new standard had no impact on the Municipality's consolidated financial statements.

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3. CONTRIBUTIONS TO UNCONSOLIDATED JOINT BOARDS

Further to Note 1(a)(iii), the following contributions were made by the Municipality to these boards:

		2024		2023
District of Parry Sound Social Services Administration Board	$	36,909	$	35,943
North Bay Parry Sound District Health Unit		29,703		28,837
District of Parry Sound (East) Home for the Aged		31,553		30,833
	$	**98,165**	**$**	**95,613**

The Municipality is contingently liable for its share, if any, of the accumulated deficits as at the end of the year for these boards. The Municipality's share of the accumulated surpluses (or deficits) of these boards has not been determined at this time.

The Municipality is also contingently liable for its share, if any, of the long-term liabilities issued by other municipalities for these boards. The Municipality's share of these long-term liabilities has not been determined at this time.

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Year Ended December 31, 2024

4. TRANSACTIONS ON BEHALF OF OTHERS

(a) During the year, $222,542 of taxation was collected on behalf of school boards (2023 - $221,190).

(b) The Municipality administers care and maintenance trust funds totaling $128,687 (2023 - $123,825) which are funded by the sale of cemetery interment rights and markers. These funds are invested and earnings derived therefrom are used to perform maintenance at the Municipality's cemetery. The trust funds are not included in these consolidated financial statements as they are being held in trust for the benefit of others.

5. CASH

Cash is comprised of:

		2024		2023
Unrestricted cash	$	1,755,273	$	1,741,474
Restricted cash		950,600		802,670
	$	**2,705,873**	**$**	**2,544,144**

Restricted cash includes amounts segregated in accordance with the requirements of the CMHC Insurance Certificate (as a condition of the Almaguin Manor Residence loan guarantee with RBC) and amounts restricted by Federal and Provincial legislation. The use of cash related to the Almaguin Manor Residence reserve fund and obligatory reserve funds, reported in Note 10, is externally restricted.

6. INVESTMENTS

Investments are comprised of guaranteed investment certificates, bearing interest at rates ranging from 4.9% to 5.1% and maturing between May 15, 2025 and July 5, 2026.

7. TAXES RECEIVABLE

Taxes receivable are comprised of the following:

		2024		2023
Taxes and amounts added for collection purposes-current year	$	181,240	$	135,391
Taxes and amounts added for collection purposes-previous year		43,113		55,555
Taxes and amounts added for collection purposes-prior years		5,569		26,711
Penalties and interest		17,088		23,797
Valuation allowance		(4,000)		(4,000)
	$	**243,010**	**$**	**237,454**

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8. INVESTMENT IN LAKELAND HOLDING LTD.

Lakeland Holding Ltd. is a municipally owned government business enterprise. Two of its subsidiaries produce and distribute hydro electric power to users in Bracebridge, Huntsville, Sundridge, Burk's Falls, Magnetawan and Parry Sound. A third subsidiary sells utility related products and services. The Municipality holds a 3.34% ownership stake in the common shares of Lakeland Holding Ltd.

Condensed financial information in respect to Lakeland Holding Ltd. is provided below.

		2024		2023
Consolidated Statement of Financial Position				
Assets				
Current Assets	$	18,180,338	$	20,297,535
Non-Current Assets		149,973,217		145,995,233
Total Assets		168,153,555		166,292,768
Regulatory Deferral Account Balances and Related Deferred Tax		702,173		873,877
Total Assets and Regulatory Deferral Account Balances		168,855,728		167,166,645
Liabilities				
Current Liabilities		14,590,203		24,358,753
Non-Current Liabilities		89,023,725		79,160,849
Total Liabilities		103,613,928		103,519,602
Shareholders' Equity		65,241,800		63,647,043
Total Liabilities and Equity	$	168,855,728	$	167,166,645
Municipality's investment, comprised of:				
Accumulated other comprehensive income	$	3,937	$	3,937
Other shareholders' equity		2,175,139		2,121,874
	$	2,179,076	$	2,125,811
Consolidated Statement of Comprehensive Income				
Total operating revenue	$	72,947,088	$	69,244,037
Total operating expenses		(66,287,572)		(60,954,833)
Other income and expenses		(2,084,799)		(1,858,777)
Provision for payments in lieu of taxes		(1,189,843)		(1,675,037)
Profit (loss) from discontinued operations		76,312		(241,441)
Net movement in regulatory deferral account balances		133,571		(123,599)
Total comprehensive income for the year	$	3,594,757	$	4,390,350
Municipality's share of profit for the year and net movements in regulatory deferral account balances	$	120,065	$	146,637
Less: dividends received from Lakeland Holding Ltd.		(66,800)		(66,800)
Municipality's share of operating income, net of dividends and increase in Municipality's investment	$	53,265	$	79,837

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9. DEFERRED REVENUE-GENERAL

Details of the deferred revenue reported on the Consolidated Statement of Financial Position are as follows:

		2024		2023
Balance, beginning of year:				
Northern Ontario Resource Development Support (NORDS)	$	210,314	$	140,155
Ontario Cannabis Legalization Implementation Fund		19,252		19,252
Other deferred revenue		1,636		3,956
		231,202		163,363
Received during the year:				
Northern Ontario Resource Development Support (NORDS)		65,564		67,731
Other funding		2,599		1,636
Interest earned		5,932		2,428
		74,095		71,795
Recognized in revenue during the year		(9,869)		(3,956)
Balance, end of year	**$**	**295,428**	**$**	**231,202**
Northern Ontario Resource Development Support (NORDS)	$	281,810	$	210,314
Ontario Cannabis Legalization Implementation Fund		11,019		19,252
Other deferred revenue		2,599		1,636
Balance, end of year	**$**	**295,428**	**$**	**231,202**

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10. DEFERRED REVENUE-OBLIGATORY RESERVE FUNDS

The Municipality receives payments in lieu of parkland under the Planning Act, building permit revenue under the Building Code Act, Federal Community-Building funding (previously gas tax) under an agreement with the Association of Municipalities of Ontario and Ontario Community Infrastructure Fund revenue under an agreement with the Ministry of Infrastructure. Legislation restricts how these funds may be used, and under certain circumstances, how these funds may be refunded.

In the case of payments in lieu of parkland, revenue recognition occurs when the Municipality has approved eligible expenditures for park and other public recreation purposes. Building permit revenue is recognized when applicable building expenditures are incurred. Community-Building and Ontario Community Infrastructure Fund revenue recognition occurs when the Municipality has approved the expenditures for eligible operating expenditures and capital works.

Details of the deferred revenue-obligatory reserve funds reported on the Consolidated Statement of Financial Position are as follows:

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	2024	2023
Balance, beginning of year:		
Recreational land (the Planning Act)	$ 965	$ -
Building Code Act	47,772	33,362
Community-Building	189,272	158,819
Ontario Community Infrastructure Fund	531,017	397,394
	769,026	589,575
Received during the year:		
Recreational land (the Planning Act)	2,250	965
Building Code Act	-	14,410
Community-Building	61,146	64,931
Ontario Community Infrastructure Fund	205,406	241,654
Interest earned	19,272	9,400
	288,074	331,360
Recognized in revenue during the year	(149,744)	(151,909)
Balance, end of year	**$ 907,356**	**$ 769,026**
Recreational land (the Planning Act)	$ 3,280	$ 965
Building Code Act	28,758	47,772
Community-Building	255,437	189,272
Ontario Community Infrastructure Fund	619,881	531,017
Balance, end of year	**$ 907,356**	**$ 769,026**

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11. LONG-TERM DEBT

(a) The balance of long-term debt reported on the Consolidated Statement of Financial Position is made up of the following:

		2024		2023
Ontario Infrastructure and Lands Corporation amortizing debenture, due October 15, 2049, repayable in semi-annual payments of $49,167, including interest calculated at 2.75%. Secured by future provincial funding	$	1,769,310	$	1,817,981
Ontario Infrastructure and Lands Corporation amortizing debenture, due December 2032, repayable in semi-annual payments of $29,396, including interest calculated at 3.12%. Secured by future Provincial funding		413,399		458,241
Mortgage with RBC Life Insurance Company, due January 2060, repayable in monthly payments of $17,873, including interest calculated at 3.65%. The mortgage has been recorded net of transaction costs of $192,145 and is amortized using an effective interest rate of 3.94%. As security, Almaguin Manor Residence has pledged the property (carrying value $5,802,458) and replacement reserve funds (carrying value $43,244) and has provided a general assignment of rents and leases from the property and a CMHC Insurance Certificate		4,064,059		4,120,000
Proportionate share of Fire Department Ontario Infrastructure and Lands Corporation amortizing debenture, due July 2028, repayable in semi-annual payments of $15,703 including interest calculated at 2.97%. Secured by future Provincial funding		33,642		41,451
	$	**6,280,410**	**$**	**6,437,673**

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(b) Future estimated principal and interest payments on long-term debt are as follows:

		Principal		Interest
2025	$	159,178	$	214,966
2026		164,463		209,628
2027		169,926		204,116
2028		175,577		198,423
2029		172,368		192,612
2030 onwards		5,438,898		2,996,792
	$	**6,280,410**	**$**	**4,016,537**

(c) Total charges for the year for long-term debt which are reported in the financial statements are as follows:

		2024		2023
Principal payments	$	157,263	$	153,556
Interest		219,342		225,222
	$	**376,605**	**$**	**378,778**

12. TANGIBLE CAPITAL LEASES

The Municipality has an ongoing streetlight lease, which is accounted for on the Consolidated Statement of Financial Position at the present value of future minimum lease payments, using a discount rate of 2.66%. Future minimum lease payments are as follows:

	2024	2023
2024	$ -	$ 13,969
2025	9,312	9,312
Total minimum lease payments	9,312	23,281
Less amount representing interest	(92)	(533)
Present value of future minimum capital lease payments	**$ 9,220**	**$ 22,748**

Interest of $441 (2023 - $797) relating to capital lease obligations has been reported on the Consolidated Statement of Operations.

13. EMPLOYEE BENEFITS PAYABLE

(a) Under the sick leave benefits plan, unused sick leave can accumulate to a prescribed maximum and qualifying employees may become entitled to a cash payment when they leave the Municipality's employment. The sick leave benefit liability estimates the use of accumulated sick leave prior to retirement, as well as any lump-sum payments upon retirement, and assumes that both the appropriate discount rate and future salary and wage levels will increase by 2% per annum. The liability for these accumulated days amounted to $17,283 (2023 - $16,732) at the end of the year.

(b) Under the retirement gratuity policy of the Joint Building Committee, qualifying employees are entitled to a payout, upon retirement, based on length of service and rate of pay. The retirement gratuity liability estimates the lump-sum payments upon retirement, and assumes that both the appropriate discount rate and future salary and wage levels will increase by 2% per annum. The liability for the retirement gratuity is estimated at $845 (2023 - $1,516) at the end of the year.

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14. FINANCIAL INSTRUMENTS

Risks arising from financial instruments and risk management
The Municipality is exposed to various risks through its financial instruments.

Credit risk
Credit risk is the risk of financial loss to the Municipality if a debtor fails to honour its contractual obligations. The Municipality is exposed to this risk as a result of its cash, investments, accounts receivable and long-term receivables. The carrying amounts of these financial assets on the Consolidated Statement of Financial Position represent the maximum credit risk of the Municipality as at the reporting date.

The Municipality holds its cash and investments with a federally regulated chartered bank and a provincially regulated credit union who are insured, respectively, by the Canadian Deposit Insurance Corporation ("CDIC") and the Financial Services Regulatory Authority of Ontario ("FSRA"). The CDIC insurance is up to $100,000 per deposit account and the FSRA insurance is up to $250,000 in aggregate.

Accounts receivable are primarily due from other levels of government and municipal ratepayers. Credit risk is mitigated by the financial solvency of the governments, the highly diversified nature of the ratepayer population and the potential for the Municipality to transfer unpaid ratepayer receivables to taxes receivable. The amounts outstanding at year-end were as follows:

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2024	Current	Past Due	Indeterminate Due Date	TOTAL
Federal	$ 126,347	$ 6,386	$ -	$ 132,733
Provincial	6,235	5,979	-	12,214
Other municipalities	98,146	1,893	15,479	115,518
Ratepayers - water and wastewater	106,353	16,093	-	122,446
Other	44,839	10,316	-	55,155
Valuation allowance	-	-	-	-
Net receivables	**$ 381,920**	**$ 40,667**	**$ 15,479**	**$ 438,066**

2023	Current	Past Due	Indeterminate Due Date	TOTAL
Federal	$ 35,773	$ 25,300	$ -	$ 61,073
Provincial	29,424	6,325	-	35,749
Other municipalities	40,756	166	17,629	58,551
Ratepayers - water and wastewater	100,560	12,158	-	112,718
Other	19,808	4,615	-	24,423
Valuation allowance	-	-	-	-
Net receivables	**$ 226,321**	**$ 48,564**	**$ 17,629**	**$ 292,514**

14. FINANCIAL INSTRUMENTS *(Continued)*

There have been no significant changes from the previous year in exposure to credit risk or policies, procedures and methods used to measure the risk.

Liquidity risk

Liquidity risk is the risk that the Municipality will not be able to meet its financial obligations as they become due. The Municipality is exposed to this risk with respect to its accounts payable and accrued liabilities and long-term debt. The Municipality maintains sufficient cash balances to meet its obligations, and does not believe it is subject to significant liquidity risk.

The table below sets out the payable dates of the Municipality's accounts payable and accrued liabilities. This includes planning-related accounts which have an indeterminate payable date as they are settled when the related planning application has been finalized. The long-term debt repayment schedule is disclosed in Note 11.

2024

	Within 6 months	6 months to 1 year	1 to 5 years	Indeterminate payable date	TOTAL
Accounts payable and accrued liabilities	$ 449,935	$ 55,784	$ -	$ 44,021	$ 549,740

2023

	Within 6 months	6 months to 1 year	1 to 5 years	Indeterminate payable date	TOTAL
Accounts payable and accrued liabilities	$ 491,362	$ 23,861	$ -	$ 37,758	$ 552,981

There have been no significant changes from the previous year in exposure to liquidity risk or policies, procedures and methods used to measure the risk.

Market risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate as a result of market factors. Market factors include three types of risk: currency risk, interest rate risk and equity risk. The Municipality is not exposed to significant currency or equity risk as it does not transact materially in foreign currency or hold equity financial instruments. It is primarily exposed to interest rate risk.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Municipality is exposed to interest rate risk on its interest-bearing investments and long-term debt. Fixed-rate instruments subject the Municipality to a fair value risk.

There have been no significant changes from the prior year in exposure to market risk or the policies, procedures and methods used to measure the risk.

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15. ASSET RETIREMENT OBLIGATIONS

Liabilities related to asset retirement obligations are recognized in full when the legal obligation arises. When initially recording this obligation, the estimated present value of future cash flows for retirement costs for assets in use are capitalized to the carrying amount of the associated assets, and amortized over the useful life of the related asset. Subsequent revisions to the estimated cost are also capitalized and amortized as part of the asset. Accretion of the discounted liability due to the passage of time is recorded as an in-year expense.

The Municipality has recorded the following asset retirement obligations:

a) A liability of $53,368 (2023 - $51,142) relating to designated substances in buildings used by the Municipality and its shared services, which represents the Municipality's share of the total discounted future cash flows for removal and disposal of using estimated long-term borrowing rates ranging from 4.14% to 4.40% (2023 - 4.14% to 4.40%) and inflation rate of 2.60% (2023 - 2.60%).

b) A liability of $162,394 (2023 - $155,565) relating to he designated substances in the Municipality's wastewater lines, which represents the total discounted future cash flows for removal and disposal using an estimated long-term borrowing rate of 4.39% (2023 - 4.39%) and inflation rate of 2.60% (2023 - 2.60%).

c) A liability of $109,336 (2023 - $90,239) relating to the landfill closure and post-closure care requirements for the landfill site jointly operated by the Township of Armour, the Village of Burk's Falls and the Township of Ryerson through the TRI R Committee, which has been defined in accordance with industry standards and includes final cover and landscaping of the landfill site, management of groundwater and leachates, and ongoing environmental monitoring and site inspection.

   The site is comprised of the original, inactive, site area with a capacity of 58,000 cubic metres, and an additional 27,700 capacity area, approved in March 2017, that is currently active. The liability for both the inactive and active areas represents the total discounted future cash flows for closure and post-closure care using an estimated long-term borrowing rate of 3.92% (2023 - 4.14%) and inflation rate of 2.6% (2023 - 2.6%). The estimated remaining capacity of the site is approximately 12,695 (2023 - 13,509) cubic metres, estimated to be filled in 12 years (2023 - 11 years). Post-closure care is estimated to be required for a period of 25 years.

   The Municipality has reserves of $126,097 (2023 - $117,759) related to the landfill site that could be used to fund this liability.

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The continuity of the asset retirement obligation reported on the Consolidated Statement of Financial Position is shown below:

		2024		2023
Balance, beginning of year	$	296,946	$	272,747
Increase in liability reflecting changes in the estimated cash flows, inflation and discount rate		11,456		11,188
Increase in liability due to accretion (the passage of time)		12,945		11,364
Increase in liability due to change in Municipality's proportionate share		3,751		1,647
Balance, end of year	**$**	**325,098**	**$**	**296,946**

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16. CONTRACTUAL OBLIGATIONS

In 2015 the Municipality entered into an agreement with RealTerm Energy Corp. for the installation and maintenance of LED streetlights within the Municipality. The agreement covers a ten-year period commencing October 1, 2015 and ending September 30, 2025. Total payments under the agreement are $244,998, of which $139,682 relates to capital lease repayments with respect to the installation of the streetlights (see Note 12) and $105,316 relates to maintenance and other services to be provided under the agreement. To the end of the year $94,015, (2023 - $82,940) of maintenance payments have been made, leaving an amount outstanding of $11,301 (2023 - $22,376). As security for the future payments, the Municipality has pledged its streetlight assets and energy conservation equipment.

17. CONTINGENCIES

Under the terms of a funding agreement between the District of Parry Sound Social Services Administration Board and Almaguin Manor Residence, contributions received by Almaguin Manor Residence could become repayable with interest, on a pro-rated basis in certain circumstances if certain terms of the agreements have not been met. At year-end, management is of the opinion that all conditions have been met.

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18. TANGIBLE CAPITAL ASSETS

The tangible capital assets of the Municipality by major asset class are outlined below.

2024

	Land and Land Improvements	Buildings and Leasehold Improvements	Machinery and Equipment	Vehicles	Roads and Bridges	Water and Wastewater Infrastructure	Assets Under Construction	TOTAL
COST								
Balance, beginning of year	$ 1,986,140	$ 11,222,255	$ 1,317,996	$ 379,729	$ 18,296,008	$ 8,299,757	$ 6,124	$ 41,508,009
Additions and betterments	93,880	14,716	120,508	215,848	12,216	17,761	2,323	477,252
Revaluation of assets - ARO	10,061	-	-	-	-	-	-	10,061
Shared services assets redistribution	2,956	294	2,960	-	-	-	-	6,210
Disposals and writedowns	(61,392)	(30,320)	(13,695)	(64,390)	(17,897)	(13,265)	(547)	(201,506)
Transfer between classes	-	2,442	-	-	-	-	(2,442)	-
BALANCE, END OF YEAR	2,031,645	11,209,387	1,427,769	531,187	18,290,327	8,304,253	5,458	41,800,026
ACCUMULATED AMORTIZATION								
Balance, beginning of year	691,549	2,671,524	473,377	192,594	6,241,101	2,945,616	-	13,215,761
Annual amortization	45,647	259,216	67,972	30,860	321,776	182,577	-	908,048
Shared services accumulated amortization redistribution	2,482	72	1,726	-	-	-	-	4,280
Amortization disposals	(22,173)	(21,469)	(10,454)	(63,173)	(17,897)	(8,555)	-	(143,721)
BALANCE, END OF YEAR	717,505	2,909,343	532,621	160,281	6,544,980	3,119,638	-	13,984,368
TANGIBLE CAPITAL ASSETS-NET	$ 1,314,140	$ 8,300,044	$ 895,148	$ 370,906	$ 11,745,347	$ 5,184,615	$ 5,458	$ 27,815,658

2023

	Land and Land Improvements	Buildings and Leasehold Improvements	Machinery and Equipment	Vehicles	Roads and Bridges	Water and Wastewater Infrastructure	Assets Under Construction	TOTAL
COST								
Balance, beginning of year	$ 1,980,769	$ 11,270,834	$ 1,021,849	$ 325,253	$ 18,239,588	$ 8,268,027	$ 26,454	$ 41,132,774
Additions and betterments	-	17,863	291,340	77,978	56,420	38,823	-	482,424
Revaluation of assets - ARO	3,688	-	-	-	-	-	-	3,688
Shared services assets redistribution	1,683	149	1,013	556	-	-	-	3,401
Disposals and writedowns	-	(66,591)	(12,940)	(24,058)	-	(7,093)	(3,596)	(114,278)
Transfer between classes	-	-	16,734	-	-	-	(16,734)	-
BALANCE, END OF YEAR	1,986,140	11,222,255	1,317,996	379,729	18,296,008	8,299,757	6,124	41,508,009
ACCUMULATED AMORTIZATION								
Balance, beginning of year	648,579	2,462,266	418,277	199,061	5,920,067	2,768,167	-	12,416,417
Annual amortization	41,606	275,816	64,687	15,806	321,034	181,669	-	900,618
Shared services accumulated amortization redistribution	1,364	33	527	174	-	-	-	2,098
Amortization disposals	-	(66,591)	(10,114)	(22,447)	-	(4,220)	-	(103,372)
BALANCE, END OF YEAR	691,549	2,671,524	473,377	192,594	6,241,101	2,945,616	-	13,215,761
TANGIBLE CAPITAL ASSETS-NET	$ 1,294,591	$ 8,550,731	$ 844,619	$ 187,135	$ 12,054,907	$ 5,354,141	$ 6,124	$ 28,292,248

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

AGENDA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

18. TANGIBLE CAPITAL ASSETS *(Continued)*

Included in tangible capital assets are leased tangible capital assets with a cost of $145,486 (2023 - $145,486) and accumulated amortization of $69,106 (2023 - $61,832).

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

AGENDA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

19. ACCUMULATED SURPLUS

The 2024 continuity of accumulated surplus reported on the Consolidated Statement of Financial Position is as follows:

	Balance Beginning of Year	Annual Surplus (Deficit)	Balance End of Year
Reserves and reserve funds			
Working capital	$ 162,834	$ -	$ 162,834
Integrity commissioner	10,000	10,000	20,000
General government	93,428	(30,678)	62,750
Fire	163,226	(127,358)	35,868
Fire Department	879	-	879
Roads	77,046	20,000	97,046
Public works equipment	-	20,000	20,000
Parabus	17,563	-	17,563
Waste disposal	117,759	8,338	126,097
Recycling	43,741	-	43,741
Hazardous waste	8,000	-	8,000
Water and wastewater	418,982	69,906	488,888
Hospital	15,000	15,260	30,260
Health Centre	34,800	10,000	44,800
Cemetery	3,171	-	3,171
Almaguin Manor Residence	33,644	9,600	43,244
Playground	27,075	2,500	29,575
Walking bridge	49,790	5,000	54,790
Recreation programs	995	-	995
Arena	65,102	5,902	71,004
Theatre	4,054	-	4,054
Library building	8,032	3,113	11,145
Library Board	30,628	2,856	33,484
Steering Committee	240	-	240
Arts Centre	1,980	-	1,980
Community improvement plan	121,830	-	121,830
Kawartha Market	32,330	(27,337)	4,993
Waterfront development	120,000	-	120,000
Economic development	1,620	-	1,620
	1,663,749	**(2,898)**	**1,660,851**
Other			
Consolidated tangible capital assets	28,292,248	(476,590)	27,815,658
General operating surplus (deficit)-			
Municipality	140,834	99,019	239,853
Cemetery	20,151	10,203	30,354
Almaguin Manor Residence	(46,434)	9,187	(37,247)
Library	3,130	2,810	5,940
Almaguin Community Economic Development	3,907	(275)	3,632
Unfinanced capital expenditures	(178,536)	3,474	(175,062)
Unfunded amounts -			
Long-term debt	(6,437,673)	157,263	(6,280,410)
Tangible capital leases	(22,748)	13,528	(9,220)
Employee benefits payable	(18,248)	120	(18,128)
Asset retirement obligations	(296,946)	(28,152)	(325,098)
Equity in Lakeland Holding Ltd. - excluding accumulated remeasurement gains and losses	2,121,874	53,265	2,175,139
Operating surplus	**25,245,308**	**(159,046)**	**25,086,262**
Accumulated remeasurement gains and losses	**3,937**	**-**	**3,937**
ACCUMULATED SURPLUS	**$ 25,249,245**	**$ (159,046)**	**$ 25,090,199**

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20. SEGMENT DISCLOSURES AND EXPENSES BY OBJECT

The Municipality and its Boards and Committees provide a wide range of services to its citizens. The schedule of segment disclosure provides a breakdown of the annual operating surplus (deficit) reported on the Consolidated Statement of Operations by major reporting segment. The segments correspond to the major functional categories used in the Municipality's Financial Information Return, which include the following activities:

General Government
This segment includes Council, Clerk's Department, and Treasury. This area supports the operating departments in implementing priorities of Council and provides strategic leadership on issues relating to governance, strategic planning and service delivery.

Protection to Persons and Property
This segment includes fire, police, building inspection, and bylaw enforcement. Police services are provided by the Ontario Provincial Police under contract.

Transportation Services
Transportation services include roadway systems and winter control.

Environmental Services
This segment includes sanitary sewers, waterworks and solid waste management.

Health Services
This segment includes cemeteries, ambulance services as well as payments to the district health unit.

Social and Family Services
This segment includes Almaguin Manor Residence and payments made to the district social services administration board and home for the aged for the provision of social services such as childcare, social housing, general assistance and assistance to the elderly

Recreation and Culture
This segment includes parks, recreation programs, recreation facilities and library services.

Planning and Development
This segment includes activities related to planning, zoning and economic development.

Unallocated Amounts
Items are recorded as unallocated amounts when there is no reasonable basis for allocating them to a segment. Major items included in this category are property taxation and related penalty and interest charges, and unconditional grants such as the Municipality's annual Ontario Municipal Partnership Fund grant.

In the preparation of segmented financial information, some allocation of expenses is made. This generally includes charges of rent and equipment usage to specific segments.

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

AGENDA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

20. SEGMENT DISCLOSURES AND EXPENSES BY OBJECT *(Continued)*

FOR THE YEAR ENDED DECEMBER 31, 2024

	General Government	Protection to Persons and Property	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	Unallocated Amounts	Consolidated
REVENUE										
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,543,861	$ 1,543,861
User charges	3,463	1,017	3,146	690,045	6,132	-	94,463	770	-	799,036
Government transfers -										
Canada	-	-	-	-	-	-	3,333	14,841	-	18,174
Ontario	18,601	14,345	10,278	154,196	-	-	9,120	4,130	608,100	818,770
Other municipalities	-	12,410	-	-	47,420	-	7,053	-	-	66,883
Lakeland Holding Ltd. - share of operating income, net of dividends	-	-	-	-	-	-	-	-	53,265	53,265
Restructuring net expense	-	-	-	-	-	-	-	(1,604)	-	(1,604)
Almaguin Manor Residence revenue	-	-	-	-	-	490,417	-	-	-	490,417
Gain (loss) on disposal of capital assets	-	2,957	-	(7,966)	-	-	(9,264)	18,834	-	4,561
Other	2,226	16,683	2,308	9,268	215,572	-	74,910	7,063	207,043	535,073
TOTAL REVENUE	24,290	47,412	15,732	845,543	269,124	490,417	179,615	44,034	2,412,269	4,328,436
EXPENSES										
Salaries, wages and benefits	528,643	108,502	136,192	220,390	86,777	47	219,162	35,780	-	1,335,493
Long-term debt charges (interest)	-	1,068	441	13,833	-	204,441	-	-	-	219,783
Materials	91,662	62,949	93,183	143,651	98,697	104,912	138,309	30,724	-	764,087
Contracted services	145,491	294,574	130,004	382,434	50,381	56,908	26,677	23,567	-	1,110,036
Rents and financial expenses	8,073	352	616	3,264	5,597	291	8,687	3,541	-	30,421
External transfers	2,504	-	-	-	30,703	68,462	5,000	-	-	106,669
Interfunctional adjustments	-	911	(8,086)	7,179	(4)	-	-	-	-	-
Amortization	14,928	35,040	372,195	212,677	65,761	148,629	54,190	4,628	-	908,048
Accretion of ARO liability	271	952	25	10,836	228	-	633	-	-	12,945
TOTAL EXPENSES	791,572	504,348	724,570	994,264	338,140	583,690	452,658	98,240	-	4,487,482
ANNUAL OPERATING SURPLUS (DEFICIT)	$ (767,282)	$ (456,936)	$ (708,838)	$ (148,721)	$ (69,016)	$ (93,273)	$ (273,043)	$ (54,206)	$ 2,412,269	$ (159,046)

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THE CORPORATION OF THE MUNICIPALITY VILLAGE OF BURK'S FALLS

AGENDA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

20. SEGMENT DISCLOSURES AND EXPENSES BY OBJECT *(Continued)*

FOR THE YEAR ENDED DECEMBER 31, 2023

	General Government	Protection to Persons and Property	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Cultural Services	Planning and Development	Unallocated Amounts	Consolidated
REVENUE										
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,473,549	$ 1,473,549
User charges	2,867	1,336	-	680,887	8,895	-	88,011	1,550	-	783,546
Government transfers -										
Canada	-	-	(354)	-	-	-	2,075	11,877	-	13,598
Ontario	15,481	5,292	3,047	130,633	-	-	8,399	6,353	577,000	746,205
Other municipalities	-	2,808	-	-	22,607	-	6,966	-	-	32,381
Lakeland Holding Ltd. - share of operating income, net of dividends	-	-	-	-	-	-	-	-	79,837	79,837
Restructuring net revenue	-	-	-	-	-	-	-	707	-	707
Almaguin Manor Residence revenue	-	-	-	-	-	467,295	-	-	-	467,295
Loss on disposal of capital assets	-	-	(322)	(4,780)	(3,595)	-	(1,993)	-	-	(10,690)
Other	19,739	21,516	2,397	8,409	174,125	-	13,861	32,383	171,672	444,102
TOTAL REVENUE	38,087	30,952	4,768	815,149	202,032	467,295	117,319	52,870	2,302,058	4,030,530
EXPENSES										
Salaries, wages and benefits	459,439	98,411	136,007	217,239	66,189	592	212,281	32,410	-	1,222,568
Long-term debt charges (interest)	-	1,298	797	15,204	-	207,923	-	-	-	225,222
Materials	92,103	45,677	95,338	118,129	101,573	104,984	115,666	40,561	-	714,031
Contracted services	94,127	324,570	127,912	297,842	81,953	57,147	21,659	67,793	-	1,073,003
Rents and financial expenses	3,723	437	3,026	1,656	4,763	293	6,643	3,541	-	24,082
External transfers	2,716	-	-	-	45,960	66,776	5,000	-	-	120,452
Interfunctional adjustments	(2,835)	911	(8,270)	8,270	(911)	-	2,835	-	-	-
Amortization	14,928	24,563	371,244	203,313	65,681	165,614	50,618	4,657	-	900,618
Accretion of ARO liability	260	189	24	10,066	219	-	606	-	-	11,364
TOTAL EXPENSES	664,461	496,056	726,078	871,719	365,427	603,329	415,308	148,962	-	4,291,340
ANNUAL OPERATING SURPLUS (DEFICIT)	$ (626,374)	$ (465,104)	$ (721,310)	$ (56,570)	$ (163,395)	$ (136,034)	$ (297,989)	$ (96,092)	$ 2,302,058	$ (260,810)

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS

AGENDA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2024

21. RESTRUCTURING NET REVENUE

In 2019 the Municipality entered into a joint services agreement for Almaguin Community Economic Development ("ACED"). The agreement included the following independent organizations:

The Corporation of the Township of Perry;
The Municipal Corporation of the Township of Armour;
The Corporation of the Township of Ryerson;
The Corporation of the Village of Sundridge;
The Almaguin Highlands Chamber of Commerce;
The Corporation of the Municipality of Magnetawan;
The Corporation of the Municipality of the Village of Burk's Falls;
The Corporation of the Township of Strong;
The Corporation of the Village of South River;
The Corporation of the Municipality of Powassan;
The Corporation of the Township of Joly.

The Corporation of the Township of Ryerson withdrew from the agreement effective December 31, 2023, and the Municipality of Magnetawan and the Municipality of Powassan withdrew in 2022. The Corporation of the Township of McMurrich/Monteith became a contributing member in 2024. The assets, liabilities and surplus at the time of membership changes are retained by ACED.

The Municipality recorded net expense of $1,604 (2023 - net revenue $707) as a result of this restructuring. The value of the tangible assets received and forgone is recorded as a shared services asset redistribution in Note 18.

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22. RELATED PARTY TRANSACTIONS

Almaguin Manor Residence

The following inter-organizational transactions and balances between Almaguin Manor Residence and the Municipality are eliminated in these financial statements.

a) In 2019, the Municipality entered into a financing agreement with the Ontario Infrastructure and Lands Corporation for the purposes of borrowing $1,999,900 which was loaned to Almaguin Manor Residence to assist with financing the construction of a 32-suite affordable housing complex. Almaguin Manor Residence is responsible for payments of principal and interest to the Municipality on the amount borrowed. Since 2019, Almaguin Manor Residence has been unable to make all payments as originally scheduled and a revised loan agreement and repayment schedule was negotiated on December 31, 2022. The loan is now repayable in annual payments of $84,000, including interest at 2.75%. As security, Almaguin Manor Residence has provided a general security agreement. At December 31, the balance of this receivable is $1,929,777 (2023 - $1,966,694). The future estimated repayment schedule is as follows:

	Principal	Interest	Total
2025	$ 23,739	$ 53,261	$ 77,000
2026	31,584	52,416	84,000
2027	32,452	51,548	84,000
2028	33,345	50,655	84,000
2029	34,262	49,738	84,000
2030 onwards	1,774,395	918,294	2,692,689
	$ 1,929,777	**$ 1,175,912**	**$ 3,105,689**

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b) In 2022, the Municipality entered into a loan agreement with Almaguin Manor Residence to provide financing for the replacement of the residence elevator. The loan is repayable in monthly payments of $1,358, including interest calculated at 4.7%. At the end of the year, the balance of this receivable is $14,594 (2023 - $29,822). It is expected to be repaid in 2025.

c) In 2023, the Municipality paid $1,861 legal fees related to the renegotiation of these loans on behalf of Almaguin Manor Residence. There are no specific terms of repayment on this amount.

d) In 2024, the Municipality paid $7,536 additional legal fees on behalf of Almaguin Manor Residence. This is expected to be repaid in 2025.

Lakeland Holding Ltd.

The related party transactions below are in the normal course of operations and are recorded at their exchange amount, which is the amount of consideration established and agreed to by the related parties, which approximates the arm's length equivalent value.

In 2024, the Municipality received dividends of $66,800 (2023 - $66,800) from, purchased power in the amount of $153,534 (2023 - $142,973) from and made sales of $527 (2023 - NIL) to Lakeland Holding Ltd., a government business enterprise of the Municipality.

23. BUDGET FIGURES

The budget adopted for the current year was prepared on a modified accrual basis, and has been restated to conform with the accounting and reporting standards applicable to the actual results. For unbudgeted amortization of tangible capital assets and asset retirement obligation accretion, the actual amounts for 2024 were used to adjust the reported budgeted amounts. A reconciliation of the adopted and reported budgets is presented below.

	Budget
ADOPTED BUDGET:	
Decrease in general municipal operating surplus	$ (140,834)
Decrease in reserves and reserve funds	(21,093)
Decrease in board, enterprise and joint board general operating surplus	(58,302)
ADJUSTMENTS:	
Acquisition of tangible capital assets	711,427
Amortization of tangible capital assets	(908,048)
Proceeds from disposal of tangible capital assets	(2,860)
Accretion of asset retirement obligation liability	(12,945)
Decrease in long-term debt	52,651
Tangible capital lease repayment	13,527
ANNUAL OPERATING DEFICIT	**$ (366,477)**

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24. PENSION AGREEMENTS

The Municipality makes contributions to the Ontario Municipal Employee Retirement Fund (OMERS), which is a multi-employer plan, on behalf of certain members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2024. The results of this valuation disclosed total actuarial liabilities of $142,489 million with respect to benefits accrued for service with actuarial assets at that date of $139,576 million indicating an actuarial deficit of $2,913 million. Because OMERS is a multi-employer plan, any Plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the Plan surplus or deficit.

The amount contributed to OMERS for 2024 was $84,245 (2023 - $76,580) for current service and is included as an expense on the Consolidated Statement of Operations.

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ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

FINANCIAL STATEMENTS

DECEMBER 31, 2024

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Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of the Contributing Municipalities of the Armour, Ryerson and Burk's Falls Memorial Arena and Karl Crozier Community Centre

Opinion

We have audited the financial statements of the Armour, Ryerson and Burk's Falls Memorial Arena and Karl Crozier Community Centre ("the Arena"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Armour, Ryerson and Burk's Falls Memorial Arena and Karl Crozier Community Centre as at December 31, 2024, and its results of operations, its changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Arena in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Arena's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Arena or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Arena's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are

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idered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Arena's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Arena's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Arena to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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North Bay, Canada

Chartered Professional Accountants
Licensed Public Accountants

ARMOUR-RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

AGENDA

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Inventory held for resale	$ 4,750	$ 3,460
LIABILITIES		
Accounts payable and accrued liabilities	3,163	2,098
Deferred revenue	1,587	1,362
Employee benefits payable *(Note 4)*	6,404	3,483
Asset retirement obligations *(Note 5)*	25,561	24,484
NET DEBT	**(31,965)**	**(27,967)**
NON-FINANCIAL ASSETS		
Tangible capital assets - net *(Note 6)*	1,132,832	1,129,830
ACCUMULATED SURPLUS *(Note 7)*	**$ 1,100,867**	**$ 1,101,863**

APPROVED ON BEHALF OF COUNCIL:

_____ Mayor

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The accompanying notes are an integral part of these financial statements

ARMOUR-RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

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STATEMENTS OF OPERATIONS AND ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024 *(see Note 8)*	Actual 2024	Actual 2023
REVENUE			
User fees	$ 126,040	$ 170,173	$ 145,685
Municipal contributions			
Township of Armour	158,120	138,299	123,014
Village of Burk's Falls	170,479	138,299	123,014
Township of Ryerson	158,120	138,299	123,014
Other	16,900	18,607	23,670
TOTAL REVENUE	**629,659**	**603,677**	**538,397**
EXPENSES			
Salaries and wages	255,600	256,556	231,640
Materials and supplies	217,275	250,718	196,313
Contracted services	15,697	18,170	14,291
Rents and financial expenses	6,837	7,188	2,864
Accretion on asset retirement obligation	1,077	1,077	1,032
Amortization	70,964	70,964	66,086
TOTAL EXPENSES	**567,450**	**604,673**	**512,226**
ANNUAL SURPLUS (DEFICIT) *(Note 7)*	**62,209**	**(996)**	**26,171**
ACCUMULATED SURPLUS, BEGINNING OF YEAR	**1,101,863**	**1,101,863**	**1,075,692**
ACCUMULATED SURPLUS, END OF YEAR	**$ 1,164,072**	**$ 1,100,867**	**$ 1,101,863**

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The accompanying notes are an integral part of these financial statements

ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

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STATEMENT OF CHANGE IN NET DEBT

FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024 *(see Note 8)*	Actual 2024	Actual 2023
Annual surplus (deficit)	$ 62,209	$ (996)	$ 26,171
Acquisition of tangible capital assets	(134,250)	(90,998)	(99,985)
Amortization of tangible capital assets	70,964	70,964	66,086
(Gain) Loss on disposal of tangible capital assets	-	17,032	5,979
Increase in net debt	**(1,077)**	**(3,998)**	**(1,749)**
Net debt, beginning of year	**(27,967)**	**(27,967)**	**(26,218)**
Net debt, end of year	**$ (29,044)**	**$ (31,965)**	**$ (27,967)**

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ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

AGENDA

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Operating transactions		
Annual surplus (deficit)	$ (996)	$ 26,171
Non-cash charges to operations:		
Amortization	70,964	66,086
Loss on disposal of tangible capital assets	17,032	5,979
Change in employee benefits payable	2,921	717
Accretion of asset retirement obligations	1,077	1,032
Changes in non-cash items:		
Inventory held for resale	(1,290)	(271)
Accounts payable and accrued liabilities	1,065	2,085
Deferred revenue-general	225	(1,814)
Cash provided by operating transactions	90,998	99,985
Capital transactions		
Acquisition of tangible capital assets	(90,998)	(99,985)
Cash applied to capital transactions	(90,998)	(99,985)
Net change in cash and cash equivalents	**-**	**-**
Cash and cash equivalents, beginning and end of year	**$ -**	**$ -**

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The accompanying notes are an integral part of these financial statements

ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

AGENDA

NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2024

The Armour, Ryerson and Burk's Falls Memorial Arena and Karl Crozier Community Centre (the "organization") is a joint board of the Municipal Corporation of the Township of Armour, the Corporation of the Municipality of the Village of Burk's Falls and the Corporation of the Township of Ryerson, who contribute towards the organization in equal proportions.

MANAGEMENT RESPONSIBILITY

The financial statements of the organization are the responsibility of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of significant accounting policies is provided in Note 1. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management maintains a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

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1. SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies adopted by the organization are as follows:

Basis of Accounting

(i) Accrual basis of accounting
Revenue and expenses are reported on the accrual basis of accounting. Revenue is recognized in the year in which it is earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Non-financial assets
Non-financial assets are not available to discharge existing liabilities but are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

AGENDA

NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

(a) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset, as well as any asset retirement obligation related to the asset. Borrowing costs related to the acquisition of tangible capital assets are expensed in the year incurred. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements - 20 years
Buildings - 10 to 40 years
Machinery, equipment and furniture - 5 to 20 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as donations are recorded at their fair value at the date of receipt.

(iii) Government transfers

Government transfers are recognized in the financial statements as revenue when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the Statement of Operations as the stipulation liabilities are settled.

(iv) Deferred revenue

The organization defers recognition of revenue when related performance obligations are not executed by the Statement of Financial Position date. Revenue is recorded when the performance obligation is executed.

(v) Pensions and employee benefits

The organization accounts for its participation in the Ontario Municipal Employee Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. Obligations for sick leave under employee benefits payable are accrued as the employees render the services necessary to earn the benefits.

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ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

AGENDA

NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

(vi) Financial instruments

Financial instruments are classified as either fair value, amortized cost or cost.

Financial instruments classified as fair value are initially recognized at cost and subsequently carried at fair value. Financing fees and transaction costs on financial instruments measured at fair value are expensed as incurred. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses. Once realized, remeasurement gains and losses are transferred to the Statement of Operations. A statement of Remeasurement Gains and Losses is not included as there are no matters to report within.

Financial instruments classified as amortized cost are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets. The effective interest rate method allocates interest income or interest expense over the relevant period, based on the effective interest rate. Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement, provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in the Statement of Operations.

Financial liabilities (or part of a financial liability) are removed from the Statement of Financial Position when, and only when, they are discharged, cancelled or expire.

The organization's financial instruments include accounts payable and accrued liabilities, which are measured at amortized cost.

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(vii) Asset retirement obligations

A liability for an asset retirement obligation is recognized when, at the financial reporting date, all of the following criteria are met:
- there is a legal obligation to incur retirement costs in relation to a capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recorded at an amount that is the best estimate of the expenditure required to retire a capital asset at the financial statement date. The liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. When an asset retirement obligation is initially recognized, a corresponding asset retirement cost is added to the carrying value of the related capital asset when it is still in productive use. This cost is amortized over the useful life of the capital asset. If the related capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

AGENDA

NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

(viii) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. These estimates and assumptions are based on management's historical experience, best knowledge of current events and actions that the organization may undertake in the future. Significant accounting estimates include estimated useful lives of tangible capital assets and employee benefits payable. Actual results could differ from these estimates.

There is a measurement uncertainty surrounding the estimation of liabilities for asset retirement obligations of $25,561. These estimates are subject to uncertainty because of several factors including, but not limited to estimated settlement dates, estimated costs and change in the discount rate. These estimates are reviewed annually and, as adjustments become necessary, they are recorded in the period in which they become known.

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2. CHANGE IN ACCOUNTING POLICY - ADOPTION OF NEW ACCOUNTING STANDARDS

On January 1, 2024, the organization adopted Public Sector Accounting Standard PS 3400 - Revenue. New Section PS 3400 establishes standards on how to account for and report on revenue. It does not apply to revenues for which specific standards already exist, such as government transfers. The Section distinguishes between revenue that arises from transactions that include performance obligations (i.e., exchange transactions) and transactions that do not have performance obligations (i.e., non-exchange transactions). The organization has adopted this new standard prospectively. The adoption of this new standard had no impact on the opening balances.

On January 1, 2024, the organization adopted new Public Sector Guideline PSG-8 - Purchased Intangibles. The main features of PSG-8 include a definition of purchased intangibles (which does not include those received through government transfer, contribution or inter-entity transactions), examples of items that are not purchased intangibles, reference to other guidance in the Handbook on intangibles and reference to the asset definition, general recognition criteria and the GAAP hierarchy for accounting for purchased intangibles. The organization has adopted this new guideline prospectively. The adoption of this new guideline had no impact on the organization's financial statements.

On January 1, 2024, the organization adopted Public Sector Accounting Standard PS 3160 - Public Private Partnerships. New Section PS 3160 establishes standards on how to account for partnerships between public and private sector entities where infrastructure is procured by a public sector entity using a private sector partner that is obligated to design, build, acquire or better infrastructure; finance the infrastructure past the point where the infrastructure is ready for use and operate and/or maintain the infrastructure. Infrastructure typically includes items such as tangible capital assets (i.e., complex network systems), but may also include items that are intangible in nature. The organization has adopted this new standard prospectively. The adoption of this new standard had no impact on the organization's financial statements.

ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

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NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2024

3. FINANCIAL INSTRUMENTS

Risks arising from financial instruments and risk management
The organization is exposed to various risks through its financial instruments. There have been no changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

Credit risk
Credit risk is the risk of financial loss to the organization if a debtor fails to honour its contractual obligations. The organization is not exposed to this risk, as it does not hold any financial assets subject to this risk.

Liquidity risk
Liquidity risk is the risk that the organization will not be able to meet its financial obligations as they become due. The organization is subject to this risk with respect to its accounts payable and accrued liabilities, which are composed solely of amounts due to contributing municipalities and have no specified terms of repayment. The organization does not believe it is subject to significant liquidity risk.

Market risk
Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate as a result of market factors. Market factors include three types of risk: currency risk, interest rate risk and equity risk. The organization is not exposed to significant currency, interest rate or equity risk as it does not transact materially in foreign currency, does not have fixed-rate interest-bearing financial instruments and does not hold equity financial instruments.

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4. EMPLOYEE BENEFITS PAYABLE

Under the sick leave benefits plan, unused sick leave can accumulate at a rate of 1/2 day per month to a maximum of 18 days and employees are entitled to a cash payment equal to 1/2 of their banked time when they leave the organization's employment. The sick leave benefit liability estimates the use of accumulated sick leave prior to retirement as well as any lump-sum payments upon retirement, and assumes that both the appropriate discount rate and future salary and wage levels will increase by 2% per annum. The liability for these accumulated days amounted to $6,404 (2023 - $3,483) at the end of the year.

5. ASSET RETIREMENT OBLIGATIONS

The organization has recorded an asset retirement obligation ("ARO") with respect to the removal and disposal of designated substances such as asbestos from the arena and hall. The liability is initially recorded at the estimated present value of future cash flows for the removal and disposal of designated substances, and subsequently adjusted as the result of revisions to the estimated cost of the obligation (arising from a change in cost, timing, inflation, discount rate, or change in the legal obligation), for accretion of the discounted liability and for activities that occurred to settle all or part of the obligation. When initially recording this obligation, the estimated present value of future cash flows for removal and disposal costs for assets in use are capitalized to the carrying amount of the associated assets, and amortized in the same manner as the underlying asset. Subsequent revisions to the estimated cost are also capitalized and amortized as part of the asset. Accretion of the discounted liability due to the passage of time is recorded as an in-year expense.

The liability is estimated at $25,561 (2023 - $24,484), which represents the total discounted future cash flows for removal and disposal of contaminated material using an estimated long-term borrowing rate of 4.4% (2023 - 4.4%) and inflation rate of 2.6% (2023 - 2.6%).

The continuity of the asset retirement obligation is shown below:

		2024		2023
Balance, beginning of year	$	24,484	$	23,452
Increase in liability due to accretion (the passage of time)		1,077		1,032
Balance, end of year	**$**	**25,561**	**$**	**24,484**

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6. TANGIBLE CAPITAL ASSETS

The tangible capital assets of the organization by major asset class are outlined below.

2024

	Land and Land Improvements	Buildings	Machinery, Equipment and Furniture	TOTAL
COST				
Balance, beginning of year	$ 152,845	$ 2,006,075	$ 315,214	$ 2,474,134
Additions and betterments	-	32,555	58,443	90,998
Disposals and writedowns	-	(44,463)	(3,745)	(48,208)
BALANCE, END OF YEAR	152,845	1,994,167	369,912	2,516,924
ACCUMULATED AMORTIZATION				
Balance, beginning of year	21,531	1,167,165	155,608	1,344,304
Annual amortization	1,079	51,120	18,765	70,964
Amortization disposals	-	(27,431)	(3,745)	(31,176)
BALANCE, END OF YEAR	22,610	1,190,854	170,628	1,384,092
TANGIBLE CAPITAL ASSETS-NET	$ 130,235	$ 803,313	$ 199,284	$ 1,132,832

2023

	Land and Land Improvements	Buildings	Machinery, Equipment and Furniture	TOTAL
COST				
Balance, beginning of year	$ 152,845	$ 2,020,354	$ 235,160	$ 2,408,359
Additions and betterments	-	-	99,985	99,985
Disposals and writedowns	-	(14,279)	(19,931)	(34,210)
BALANCE, END OF YEAR	152,845	2,006,075	315,214	2,474,134
ACCUMULATED AMORTIZATION				
Balance, beginning of year	20,452	1,129,997	156,000	1,306,449
Annual amortization	1,079	51,447	13,560	66,086
Amortization disposals	-	(14,279)	(13,952)	(28,231)
BALANCE, END OF YEAR	21,531	1,167,165	155,608	1,344,304
TANGIBLE CAPITAL ASSETS-NET	$ 131,314	$ 838,910	$ 159,606	$ 1,129,830

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ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

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NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2024

7. ACCUMULATED SURPLUS

The 2024 continuity of accumulated surplus reported on the Statement of Financial Position is as follows:

	Balance Beginning of Year	Annual Surplus (Deficit)	Balance End of Year
Tangible capital assets	$ 1,129,830	$ 3,002	$ 1,132,832
Unfunded amounts:			
Employee benefits	(3,483)	(2,921)	(6,404)
Asset retirement obligations	(24,484)	(1,077)	(25,561)
	$ 1,101,863	**$ (996)**	**$ 1,100,867**

8. BUDGET FIGURES

The budget adopted for the current year was prepared on a modified accrual basis, and has been restated to conform with the accounting and reporting standards applicable to the actual results. The budget for amortization, which is excluded from the adopted budget, has been set equal to the actual 2024 amount. A reconciliation of the adopted and reported budgets is presented below.

	Budget
ADOPTED BUDGET:	
Change in general operating surplus	$ -
ADJUSTMENTS:	
Acquisition of tangible capital assets	134,250
Amortization of tangible capital assets	(70,964)
Accretion of asset retirement obligations	(1,077)
ANNUAL SURPLUS	**$ 62,209**

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ARMOUR, RYERSON AND BURK'S FALLS MEMORIAL ARENA AND KARL CROZIER COMMUNITY CENTRE

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NOTES TO THE FINANCIAL STATEMENTS
Year Ended December 31, 2024

9. RELATED PARTY TRANSACTIONS

The related party transactions below are in the normal course of operations and are measured at their exchange amount, which is the amount of consideration established and agreed to by the related parties.

The following table summarizes the organization's related party transactions with its contributing municipalities during the year:

	2024	2023
Municipal contributions		
Township of Armour	$ 138,299	$ 123,014
Village of Burk's Falls	138,299	123,014
Township of Ryerson	138,299	123,014
Expenses		
Village of Burk's Falls		
Water and wastewater	7,965	4,492

At the end of the year, amounts due to contributing municipalities are as follows:

Village of Burk's Falls	3,163	2,098

The amounts due to contributing municipalities are reported in accounts payable and accrued liabilities on the Statement of Financial Position. These amounts are non-interest bearing, with no specific terms of repayment.

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10. SEGMENT DISCLOSURE AND EXPENSES BY OBJECT

Since the organization's operations are not considered diverse and operations are managed as one department, no segment disclosure has been provided. Supplementary expenses by object information has been omitted as it would not provide additional information not readily determinable from the financial information provided on the Statement of Operations.

11. PENSION AGREEMENTS

The organization makes contributions to the Ontario Municipal Employee Retirement Fund (OMERS), which is a multi-employer plan, on behalf of certain members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2024. The results of this valuation disclosed total actuarial liabilities of $142,489 million with respect to benefits accrued for service with actuarial assets at that date of $139,576 million indicating an actuarial deficit of $2,913 million. Because OMERS is a multi-employer plan, any Plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the organization does not recognize any share of the Plan surplus or deficit.

The amount contributed to OMERS for 2024 was $11,176 (2023 - $10,120) for current service and is included as an expense on the Statement of Operations.

12. COMPARATIVE FIGURES

Certain prior year figures presented for comparative purposes have been reclassified to conform with presentation adopted for the current year.

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AGENDA

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST FUNDS

FINANCIAL STATEMENTS

DECEMBER 31, 2024

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THE ON OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST FUNDS

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Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Municipality of the Village of Burk's Falls

Opinion

We have audited the financial statements of The Corporation of the Municipality of the Village of Burk's Falls Trust Funds ("the Trust Funds"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of The Corporation of the Municipality of the Village of Burk's Falls Trust Funds as at December 31, 2024, and its results of operations, its changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

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Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust Fund's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Fund's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are

AGENDA

sidered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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North Bay, Canada

Chartered Professional Accountants
Licensed Public Accountants

AGENDA

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2024

	2024	2023
Financial Assets		
Cash	$ 4,390	$ 4,680
Investments *(Note 3)*	130,901	121,328
Total Financial Assets	**135,291**	**126,008**
Liabilities		
Accounts payable and accrued liabilities	6,604	2,183
Net Financial Assets and Accumulated Surplus	**$ 128,687**	**$ 123,825**

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APPROVED ON BEHALF OF COUNCIL:

_____ Mayor

The accompanying notes are an integral part of these financial statements

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST

STATEMENTS OF OPERATIONS AND ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Revenue		
Capital receipts	$ 4,862	$ 2,268
Annual Surplus	**4,862**	**2,268**
Accumulated Surplus, beginning of year	**123,825**	**121,557**
Accumulated Surplus, end of year	**$ 128,687**	**$ 123,825**

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The accompanying notes are an integral part of these financial statements

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST

AGENDA

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Annual surplus and increase in net financial assets	$ 4,862	$ 2,268
Net financial assets, beginning of year	123,825	121,557
Net financial assets, end of year	**$ 128,687**	**$ 123,825**

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST AGENDA

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
Operating transactions		
Annual surplus	$ 4,862	$ 2,268
Changes in non-cash items:		
Accounts receivable	-	1,712
Accounts payable and accrued liabilities	4,421	2,183
Cash provided by operating transactions	9,283	6,163
Investing transactions		
Change in investments	(9,573)	(1,873)
Cash applied to investing transactions	(9,573)	(1,873)
Net change in cash	**(290)**	**4,290**
Cash, beginning of year	**4,680**	**390**
Cash, end of year	**$ 4,390**	**$ 4,680**

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST

AGENDA

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

MANAGEMENT RESPONSIBILITY

The financial statements of the trust funds of the Corporation of the Municipality of the Village of Burk's Falls (the "Village") are the responsibility of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of significant accounting policies is provided in Note 1. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management maintains a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

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1. SIGNIFICANT ACCOUNTING POLICIES

Significant aspects of the accounting policies adopted by the Village are as follows:

(i) Reporting Entity
The financial statements reflect the assets, liabilities, revenues and expenses of the Village's trust funds. The Village's assets, liabilities, revenues and expenses are reported separately in the Village's consolidated financial statements.

(ii) Basis of accounting
Sources of revenue and expenses are reported on the accrual basis of accounting. Revenue is recognized in the year in which it is earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(iii) Cash
Cash includes cash on hand and balances held at financial institutions.

(iv) Investments
Investments are recorded at cost plus accrued interest.

(v) Revenue Recognition
Capital receipts are recognized when received.

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST FUNDS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

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1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(vi) Financial instruments

Financial instruments are classified as either fair value, amortized cost or cost.

Financial instruments classified as fair value are initially recognized at cost and subsequently carried at fair value. Financing fees and transaction costs on financial instruments measured at fair value are expensed as incurred. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses. Once realized, remeasurement gains and losses are transferred to the Statement of Operations. A Statement of Remeasurement Gains and Losses has not been included as there are no matters to report therein.

Financial instruments classified as amortized cost are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets. The effective interest rate method allocates interest income or interest expense over the relevant period, based on the effective interest rate. Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. Previously recognized impairment losses are reversed to the extent of the improvement, provided the asset is not carried at an amount, at the date of the reversal, greater than the amount that would have been the carrying amount had no impairment loss been recognized previously. The amounts of any write-downs or reversals are recognized in the Statement of Operations.

Financial liabilities (or part of a financial liability) are removed from the Statement of Financial Position when, and only when, they are discharged, cancelled or expire.

The Village's financial instruments are measured according to the following methods:

Financial instrument	Measurement method
Cash	Amortized cost
Investments	Amortized cost
Accounts receivable	Amortized cost
Accounts payable and accrued liabilities	Amortized cost

(vii) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from these estimates.

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THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST FUNDS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

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2. CHANGE IN ACCOUNTING POLICIES - ADOPTION OF NEW ACCOUNTING STANDARDS

On January 1, 2024, the Township adopted Public Sector Accounting Standard PS 3400 - Revenue. New Section PS 3400 establishes standards on how to account for and report on revenue. It does not apply to revenues for which specific standards already exist, such as government transfers or restricted revenues. The Section distinguishes between revenue that arises from transactions that include performance obligations (i.e., exchange transactions) and transactions that do not have performance obligations (i.e., non-exchange transactions). The Township has adopted this new standard prospectively. The adoption of this new standard had no impact on these financial statements.

On January 1, 2024, the Township adopted new Public Sector Guideline PSG-8 - Purchased Intangibles. The main features of PSG-8 include a definition of purchased intangibles (which does not include those received through government transfer, contribution or inter-entity transactions), examples of items that are not purchased intangibles, reference to other guidance in the Handbook on intangibles and reference to the asset definition, general recognition criteria and the GAAP hierarchy for accounting for purchased intangibles. The Township has adopted this new guideline prospectively. The adoption of this new guideline had no impact on these financial statements.

On January 1, 2024, the Township adopted Public Sector Accounting Standard PS 3160 - Public Private Partnerships. New Section PS 3160 establishes standards on how to account for partnerships between public and private sector entities where infrastructure is procured by a public sector entity using a private sector partner that is obligated to design, build, acquire or better infrastructure; finance the infrastructure past the point where the infrastructure is ready for use and operate and/or maintain the infrastructure. Infrastructure typically includes items such as tangible capital assets (i.e., complex network systems), but may also include items that are intangible in nature. The Township has adopted this new standard prospectively. The adoption of this new standard had no impact on these financial statements.

DRAFT

3. INVESTMENTS

Investments are comprised of guaranteed investment certificates, bearing interest at a rate linked to the Royal Bank Prime rate of interest and maturing April 14, 2025.

AGENDA

THE CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK'S FALLS TRUST FUNDS

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2024

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4. FINANCIAL INSTRUMENTS

Risks arising from financial instruments and risk management
The Village is exposed to various risks through its financial instruments. There have been no changes from the previous year in the exposure to risk or policies, procedures and methods used to measure the risk.

Credit risk
Credit risk is the risk of financial loss to the Village if a debtor fails to honour its contractual obligations. The Village is exposed to this risk as a result of its cash, investments and accounts receivable. The carrying amounts of these financial assets on the Statement of Financial Position represent the maximum credit risk of the Village as at the reporting date. The Village does not believe it is subject to significant credit risk.

Liquidity risk
Liquidity risk is the risk that the Village will not be able to meet its financial obligations as they become due. The Village is exposed to this risk with respect to its accounts payable and accrued liabilities. The Village maintains sufficient cash balances to meet its obligations, and does not believe it is subject to significant liquidity risk.

Market risk
Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate as a result of market factors. Market factors include three types of risk: currency risk, interest rate risk and equity risk. The Village is not exposed to currency or equity risk as it does not transact in foreign currency or hold equity financial instruments, but it is exposed to interest rate risk.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Village is exposed to interest rate risk on its interest-bearing investments. Fixed-rate instruments subject the Village to a fair value risk, while floating-rate instruments subject it to a cash flow risk.

5. CARE AND MAINTENANCE FUND

The care and maintenance fund administered by the Village is funded by the sale of cemetery interment rights and markers. These funds are invested and earnings derived therefrom can be used to perform maintenance at the Village's cemetery. The operations and investments of the fund are undertaken by the Village in accordance with the regulations of the Funeral, Burial and Cremation Services Act, 2002.

DRAFT

Delegation Request Form

A Delegation is an opportunity to appear before Council as a Delegation to present information verbally on matters of fact or make a request of the Council. Please refer to page 2 of this form for further information regarding engaging Council through a Delegation.

Completed Forms shall be submitted to the CAO/Clerk and can be dropped off or mailed to, The Village of Burk's Falls, 172 Ontario Street, Burk's Falls, ON P0A 1C0; faxed to 705-382-2273 or emailed to clerk@burksfalls.ca.

Delegate Information (PLEASE PRINT):

Last Name: Metcalf

First Name: Courtney

Street Number:

Street Name:

Town/City:

Postal Code:

E-mail Address: edo@explorealmaguin.ca

Contact Number: 705-349-2710

Proposed Meeting Date Requested: Nov. 25, 2025

Alternate Meeting Date Requested:

Purpose of the Delegation:
ACED 2-year interim agreement

Background Material Attached:

Power Point Presentation: Yes ○ No ⊘ Handouts for meeting: Yes ☒ No ☐

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Questions about this collection should be forwarded to the Clerk at 705-382-3138.

Signature: Courtney Metcalf Date: Oct 29, 2025

APPROVAL:

Council Meeting Date:

CAO/Clerk Signature: Date:

AGENDA

ACED & Regional Economic Development Overview

Almaguin Community Economic Development (ACED) represents a multi-municipal effort to provide economic development services throughout the Almaguin Highlands Region. While ACED is the current face of regional economic development, there is a clear and demonstrable history of collaborative economic development efforts in Almaguin that has, and continues to, drive observable growth in the region.

This information package is intended to serve several key purposes:

1. Provide a functional understanding of who ACED is.
2. Review the history of collaborative economic development in the Almaguin Highlands, including the investments that have been in, and attracted to, the region.
3. Define the services that ACED provides within the regions with some highlights of services and initiatives to-date.
4. Illustrate how municipal partners can best utilize and benefit from ACED's services.

Who is ACED, and what do they do?

In April of 2019, municipal partners formed ACED as the first-ever multi-staff, fully regional, economic development services department. After years of successful multi-municipal partnerships, such as the Central Almaguin Economic Development Association, Burk's Falls & Area Economic Development, or EcoDev, regional partners developed a regionally inclusive economic development plan and formed ACED. This marked a significant milestone.

ACED operates as a shared services department that is comprised of the ACED Board and ACED staff. The ACED Board was established to oversee ACED Staff and provide direction based on regionally shared goals, objectives and interests. ACED currently (as of 2025), has three staff roles, which are

- Director of Economic Development (.5FTE for 2025)
- Economic Development Officer
- Communications and Marketing Officer.

Organizational Structure

ACED operates under a shared services agreement, which is currently undergoing the first major updated since 2019. ACED is administered by the Township of Armour, who provides services such as human resources, financial administration (including grants and payroll), office space, etc. The ACED Board interfaces with the Armour Township Council through providing recommendations (via resolution) which are implemented through complimentary council decisions.

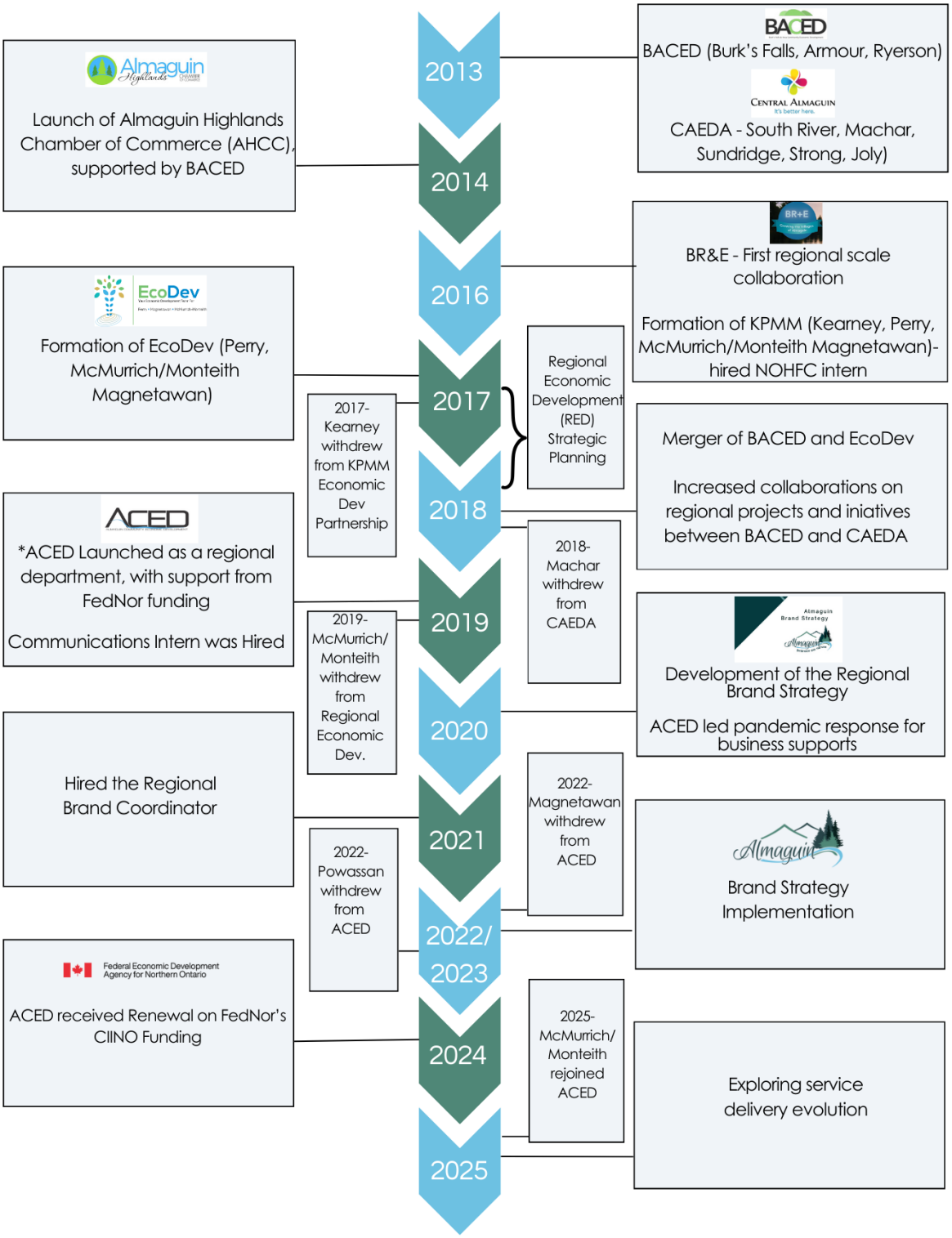
ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT

INFORMATION PACKAGE 2025

AGENDA

REGIONAL ECONOMIC DEVELOPMENT TIMELINE

This timeline highlights key milestones in collaborative economic development initiatives across the Almaguin region, showcasing growth, partnerships, and strategic planning from 2013–2025



*ACED Launched with the following partners: Powassan, South River, Strong, Sundridge, Joly, Magnetawan, Ryerson, Burk's Falls, Armour, Perry

AGENDA

ACED & Regional Funding History and Highlights

The following summary provides an at-a-glance perspective of the investments and partnership funds invested into regional initiatives and economic development departments over the 12-year period from 2013 to 2025. Several points to consider:

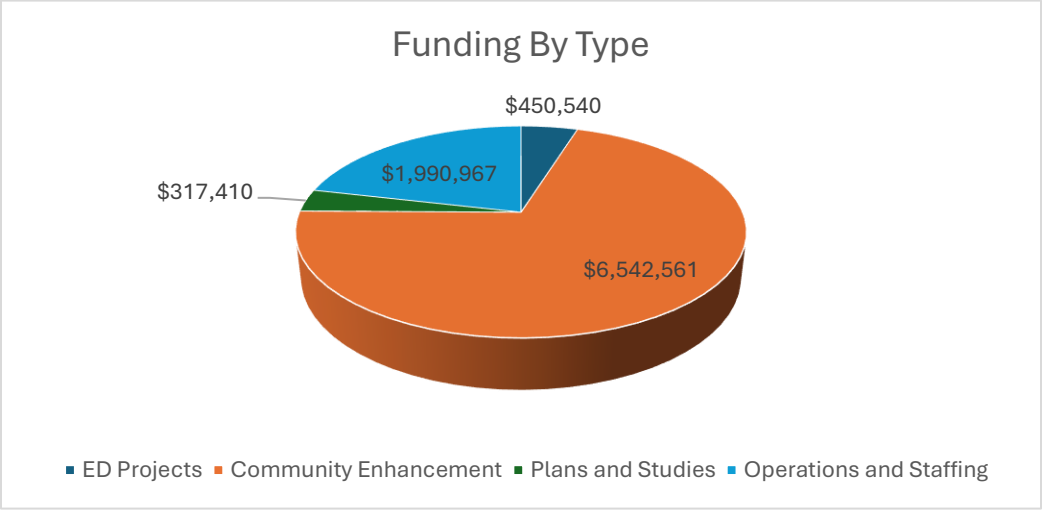
1. These totals include funding for initiatives that occurred prior to ACED; however, represent projects that benefited multiple municipalities (including fully regional projects).
2. Totals include both ACED/ ED Staff led and supported applications.
3. Municipal contributions only reflect the application portion of approved grants and do not include municipal contributions to ACED operating budgets.

Public Sector Funding

Senior Government Funding (Approved grant funds secured)	Municipal Contributions[1] (Municipal / Applicant portion)	Total Invested in Local Economic Development Initiatives (public sector)
$6,181,091.00	$3,120,387.00	$9,301,478.00

1 – Municipal contribution amounts were not provided for some projects where staff provided direct application support.

Figure 1 - Funding Breakdown by Type



Private Sector Funding – High Level Total

Senior Government Funding (Approved grant funds secured)	Applicant Investment (Estimated)	Total known investment
$4,991,652	$6,425,652	$11,417,304

*These figures represent large projects where ACED Staff supported all or some of the application process (including letters of support, etc.)

AGENDA

Defining ACED's Services

The term 'economic development' can evoke a wide range of perceived definitions and an even wider range of expected activities or desired results. Objectively, nearly anything that happens in a municipality that involves a financial transaction and/or the delivery or procurement of a service impacts the economy (local and/or regional). ACED's workplans are broken up in to five distinct categories, or focus areas, that broadly define the work that ACED Staff perform.

1. Business Support & Development
   - ✓ One on one support for start-ups, expansions, developments, and general business needs.
   - ✓ Promotes local business through shop local campaigns and the online regional business directory (as well as other promotional and marketing efforts)
2. Economic Development Planning
   - ✓ Creation and execution of strategic plans & studies at both the regional and local levels.
   - ✓ Click Here to view ACED's Guiding Documents for examples
3. Community Development
   - ✓ Providing supports for municipalities and community organizations such as grant writing support, volunteerism supports, and other functions.
   - ✓ Supports fundraising for the development or improvement of community facilities.
4. Tourism Marketing & Promotion
   - ✓ Administers the Explore Almaguin digital presence (Website, socials, etc.).
   - ✓ Produces engaging tourism content and campaigns.
   - ✓ Supports the development of joint marketing initiatives with local businesses and brand ambassadors.
5. Special Projects & Events

ACED Staff create annual workplans, which are approved by the ACED Board. Staff report on the progress of activities through monthly reports provided to the Board, as well as with an annual report.

Another important function of ACED is that the department serves as a critical connecting link to numerous support agencies and their representatives. Agencies include, but are not limited to: FedNor, The Ministry of Northern Development, NECO Community Futures, The Business Centre NPS, IION, Explorer's Edge (RTO12), The Labour Market Group, BlueSky, The Almaguin Chamber of Commerce.

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT

INFORMATION PACKAGE 2025

AGENDA

How can Municipalities best utlized ACED services?

ACED operates best when all partners and stakeholders are working together. This involves open and dynamic communication and information sharing between Councils and the Board, and Municipal Staff and ACED staff.

Keep open lines of communication

- Maintain open communication with ACED.
- Update ACED on projects, events, developments, or land for sale.
- Refer start-ups to ACED for support.
- Councillors and staff may contact ACED for information at any time.
- Invite ACED to present at Council or community meetings to share updates and opportunities on a yearly basis.

Stay informed on ACED-led projects

- Review ACED monthly reports and ask questions as needed.
- Give input on ACED's annual Workplan during year-end planning.
- Partner with ACED on regional marketing campaigns to promote local assets and tourism.

Promote our Rotating Office Days

- Post ACED monthly office dates on municipal social media.
- If needed, arrange and share alternative dates.

Engage us to assist with funding applications

- Contact ACED for help with grant applications for municipal or regional assets.
- Support may include drafting, letters of support, and regional data from ACED plans/studies.
- Share municipal infrastructure plans with ACED early to explore funding and partnership opportunities.

Almaguin

AGENDA

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT
Box 533 - 56 Ontario St. Burk's Falls ON. P0A 1C0
(705)571-1564 / director@explorealmaguin.ca

October 7, 2025

Addressed to:
Almaguin Municipal Councils & Staff

Subject: Invitation to Two-Year Interim Joint Services Agreement

Dear Council Members & Staff,

The Almaguin Community Economic Development (ACED) Board, operating under the administration of the Township of Armour, are pleased to present the opportunity for municipalities to enter a two-year interim joint services agreement for regional economic development services.

ACED was established in 2019 based upon the shared realization of the value of multi-municipal collaboration, effort, and investment in the provision of economic development services. Between 2015 and 2019, regional municipalities and the Almaguin Highlands Chamber of Commerce, supported by strong relationships and generous financial support from Federal and Provincial Partners, worked together to set a strategic foundation through evidence-based planning. From this foundation, sub-regional economic development partners reduced the duplication of efforts by strategically collaborating on various local and regional initiatives that drove measurable success. The creation of ACED marked a significant achievement and milestone that continues to reflect the commitment to, and benefits from, shared efforts and investments made towards encouraging economic growth and sustainability throughout the region and its many unique and vibrant communities. Attached to this invitation is a brief overview of ACED for your review.

Through 2025, the ACED Board and Department have worked to create a series of positive changes within their service delivery model which include, in addition to this agreement, reducing costs, enhancing communication, and increasing local support for ACED member organizations.

Participating in the Two-Year Interim Agreement is an opportunity for your municipality to:

- Gain access to existing ACED Services, including business & investment support services, tourism and quality of life promotion, community support services, and inclusion in regional level projects.
- Benefit from reduced costs as a result of the current conditional contribution agreement with FedNor through the Community Investment Initiative for Northern Ontario (CIINO) Stream.
- Inform the creation of a new multi-year strategic plan for the Almaguin Region with your local priorities and perspectives.
- Shape the future and sustainability of economic development services within the Almaguin Region.

AGENDA

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT
Box 533 - 56 Ontario St. Burk's Falls ON. P0A 1C0
(705)571-1564 / director@explorealmaguin.ca

The cost to become an ACED member is contingent on the total number of members; in short, more members equal lower costs. Various draft contribution rate scenarios have been attached to this invitation for Council's consideration. Schedule A of the agreement states the cost sharing model that determines how individual contributions are calculated.

The ACED Board respectfully requests that this invitation, along with the Draft Two-Year Joint Services Agreement for Economic Development Services and associated attachments be added to the next regular Council/Board meeting agenda for consideration. Should any Council or Board wish to receive a delegation from ACED, please contact David Gray, Director of Economic Development.

Sincerely,

Chris Nicholson
ACED Chair, Joly Township Councillor Chris Nicholson, ACED Chair
On Behalf of ACED

Rod Ward
Armour Township Mayor
On behalf of Armour Township (serving as the administering municipality)

AGENDA

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT
Box 533 - 56 Ontario St. Burk's Falls ON. P0A 1C0
(705)571-1564 / director@explorealmaguin.ca

Schedule A - Draft Contribution Rate Scenarios

The figures provided below are intended to serve as an example of what contributions may look like under the new agreement based on various membership levels. It is important to note that actual contribution rates will be calculated once all municipalities have made their decision and communicated it to the administering municipality.

Figure 1A – Scenario with 14 Partners

Municipality	Tax Levy 2024	0.35% of Tax Levy	Difference /Municipality
Perry	$ 3,848,017.56	$ 13,468.06	$ 29,805.94
Armour	$ 3,201,570.00	$ 11,205.50	$ 20,729.51
Strong	$ 3,035,099.28	$ 10,622.85	$ 18,940.15
McMurrich/Monteith	$ 2,160,272.00	$ 7,560.95	$ 16,398.05
Sundridge	$ 1,922,304.00	$ 6,728.06	$ 12,555.94
South River	$ 1,366,381.00	$ 4,782.33	$ 14,713.67
Burk's Falls	$ 1,491,745.00	$ 5,221.11	$ 13,989.89
Joly	$ 880,625.00	$ 3,082.19	$ 5,595.81
Ryerson (2023)	$ 2,345,528.00	$ 8,209.35	
Kearney	$ 4,596,666.00	$ 16,088.33	
Magnetawan	$ 5,983,907.00	$ 20,943.67	
Powassan	$ 4,500,387.00	$ 15,751.35	
Machar	$ 2,509,174.00	$ 8,782.11	
AHCC		$ 10,000.00	
		$ 142,445.87	

Figure 1B – Scenario with 9 Partners & one non-voting member donation

Municipality	Tax Levy 2024	0.711% of Tax Levy	Difference/Municipality
Perry	$ 3,848,017.56	$ 27,359.40	$ 15,914.60
Armour	$ 3,201,570.00	$ 22,763.16	$ 9,171.84
Strong	$ 3,035,099.28	$ 21,579.56	$ 7,983.44
McMurrich/Monteith	$ 2,160,272.00	$ 15,359.53	$ 8,599.47
Sundridge	$ 1,922,304.00	$ 13,667.58	$ 5,616.42
South River	$ 1,366,381.00	$ 9,714.97	$ 9,781.03
Burk's Falls	$ 1,491,745.00	$ 10,606.31	$ 8,604.69
Joly	$ 880,625.00	$ 6,261.24	$ 2,416.76
Ryerson (2023)	$ 2,345,528.00	$ 5,000.00	
AHCC		$ 10,000.00	
		$ 142,311.76	

AGENDA

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT
Box 533 - 56 Ontario St. Burk's Falls ON. P0A 1C0
(705)571-1564 / director@explorealmaguin.ca

Figure 1C – Scenario with 7 partners & one non-voting member donation

Municipality	Tax Levy 2024	0.846% of Tax Levy	Difference/Municipality
Perry	$ 3,848,017.56	$ 32,554.23	$ 10,719.77
McMurrich/Monteith	$ 2,160,272.00	$ 18,275.90	$ 5,683.10
Armour	$ 3,201,570.00	$ 27,085.28	$ 4,849.72
Strong	$ 3,035,099.28	$ 25,676.94	$ 3,886.06
Sundridge	$ 1,922,304.00	$ 16,262.69	$ 3,021.31
Joly	$ 880,625.00	$ 7,450.09	$ 1,227.91
Ryerson		$ 5,000.00	
AHCC		$ 10,000.00	
		$ 142,305.13	

AGENDA

NECO

N E C O

Community Futures Development Corporation

Société d'aide au développement des collectivités

September 29, 2025

David Gray, Director of Economic Development
Almaguin Community Economic Development
56 Ontario Street
Burk's Falls, ON P0A 1C0

Via Email

Re: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

NECO Community Futures Development Corporation (NECO CFDC) has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing financial assistance to small and medium sized businesses and other business counselling services within the region, NECO CFDC has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Our geographic area supports both Nipissing East and East Parry Sound regions, and with only two staff in the NECO CFDC office located in North Bay, we reach out on a regular basis to ACED staff and vice versa.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. As was stated above NECO serves private businesses in your area through our loans program for start-ups and expansions.

Over and above the private sector investments, NECO CFDC also has project specific funds for not-for-profits, municipalities, and other organizations. NECO CFDC has worked with ACED to collaborate efforts, benefits, or initiatives in your region. Past supports specific to Almaguin Highlands have included: the annual RED Gala, Taste of Almaguin, ACED Regional Support Program (during the pandemic), Almaguin Staycation (during the pandemic), The Business Centre's

…./2

Recovery Support (during the pandemic), The Business Centre's Triple A program (during the pandemic), Win this Space Burk's Falls, Bay Works Virtual Job Fair 2022, annual Powassan Maple Syrup Festival, annual International Women's day in partnership with WORC (South River), Heritage Festival 2023, HoneyFest & Great Pumpkin Tour, Almaguin Maple Syrup Festival (Sundridge), Almaguin Highlands Health Council, Ontario Maple Syrup (OMSPA) Convention and Summer Tour 2024, AHCC – Women's Day in Almaguin, Explore South River, Burk's Falls Theatre, just to name a few.

It is our observation that our partnership with ACED has generated significant value to our clients as well as assisted us with carrying out our mandate across the Almaguin Highlands. We try our best to get to in-person events in your region; however, that is not always possible with our limited resources, and as such our connection with ACED is especially important for providing us with updates and leads on clients.

On behalf of NECO Community Futures Development Corporation, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact me at the NECO office, 705-476-8822 ext 100 or via email at pcarr@neco.on.ca

Sincerely,
NECO Community Futures Development Corporation

Patti Carr
Executive Director

October 2, 2025

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development

Subject: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

The Business Centre Nipissing Parry Sound has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing entrepreneurial and small business services within the region, The Business Centre has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. Specifically, The Business Centre has worked with ACED to identify and support young entrepreneurs through our Summer Company program, full time businesses through our advisory services and Starter Company Plus program, and to deliver business related training throughout Almaguin, focusing on a variety of topics including cash flow management, business plan development, marketing and AI. Many of our clients are referred to The Business Centre through ACED staff and thus, our partnership with ACED has generated significant value to our clients, as well as assisted us with carrying out our mandate across the Almaguin Highlands.

On behalf of The Business Centre Nipissing Parry Sound, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, feel free to contact me at your convenience.

Sincerely,

Jennifer Nickerson

Jennifer Nickerson
Executive Director
The Business Centre Nipissing Parry Sound
705-474-0400 x 2523
jnickerson@tbcnps.ca

AGENDA

The Labour Market Group
Guiding partners to workforce solutions.

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development
Delivered Via Email:

Subject: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

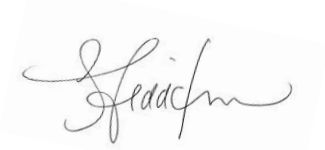
The Labour Market Group has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a supportive agency providing workforce development and labour market information services within the region, the Labour Market Group has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and support of their staff.

Since its creation, ACED has served as a valuable point of contact for our organization by connecting clients to our staff and programs and through active partnership in various impactful initiatives. Specifically, the Labour Market Group has worked with ACED to initiate and implement regional Business Retention and Expansion initiatives, the Economic Development Gala event and, more recently, has been a supporting party to their regional housing initiative. It is our observation that our partnership with ACED has generated significant value to our clients as well as assisted us with carrying out our mandate across the Almaguin Highlands.

On behalf of the Labour Market Group, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact Stacie Fiddler, Executive Director at your convenience.

Kind Regards,



Stacie Fiddler, MBA
Executive Director

AGENDA

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON, P0A 1C0

c/o David Gray, CAO/Director of Economic Development
Delivered Via Email: director@explorealmaguin.ca

RE: Support for ACED Two-Year Interim Joint Services Agreement

Dear ACED Members and Almaguin Municipalities,

Discovery Routes has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As an organization that collaborates with community-based trail partners across the region to grow and improve trail networks supporting health, tourism, strong communities, and nature appreciation, Discovery Routes has greatly benefited from the existence of Almaguin Community Economic Development (ACED) and the support of its staff.

Since its creation, ACED has served as a important point of contact for Discovery Routes, connecting our organization and local grassroots trail groups, including the Forgotten Trails Association, Almaguin Community Trails, and Almaguin in Motion, to regional programs such as collaborative marketing initiatives and community events. Together, we have worked to advance the Explore Almaguin brand by developing and promoting outdoor experiences across the region for cycling, hiking, paddling, and winter activities such as dog sledding and snowshoeing. Through this partnership, we have helped position the Almaguin Highlands as a destination for outdoor adventure, supported the creation of trail maps that showcase the region, and strengthened connections between trail networks and tourism.

Our partnership with ACED has provided meaningful value to residents and visitors alike and has been instrumental in helping Discovery Routes fulfill its mission across the Almaguin Highlands. On behalf of Discovery Routes, we offer our full support in principle for ACED and the Two-Year Interim Joint Services Agreement.

Should you have any questions regarding our support, please do not hesitate to contact me at your convenience.

Sincerely,

Jennifer McCourt,
Executive Director

Innovation Initiatives Ontario North

AGENDA

YOUR BUSINESS CATALYST, PARTNER, AND ADVISOR

Almaguin Community Economic Development
The Township of Armour
56 Ontario Street
Burk's Falls, ON. P0A1C0
C/O David Gray, CAO/Director of Economic Development

Subject: **Support for ACED Two-Year Interim Joint Services Agreement**

Dear ACED Members and Almaguin Municipalities,

Innovation Initiatives Ontario North (IION) has recently learned that a new Two-Year Interim Joint Services Agreement for Economic Development Services is being considered by municipalities and organizations throughout the Almaguin Region. As a support agency providing business advisory services & funding programs to innovative businesses within the region, IION has realized significant benefit through the existence of Almaguin Community Economic Development (ACED) and their staff.

Since its inception, ACED has been a valuable partner and point of contact for IION, fostering strong connections between our organizations. Through their efforts, ACED has played a vital role in linking local businesses with IION's programs and resources. Our collaboration with ACED has enabled us to connect businesses to both public and private funding opportunities, as well as B2B networking events that support growth and innovation. We are especially grateful for ACED's active involvement in IION's Step Forward Entrepreneurs Program (SFEP), where their team serves on the selection committee. Their deep knowledge of the Almaguin Region provides critical insights that ensure local businesses are well-positioned to access and benefit from the granting opportunities available through IION.

We deeply appreciate ACED's ongoing collaboration and commitment to supporting entrepreneurs and driving regional economic development.

On behalf of IION, we hereby declare our support in principle for ACED and the Two-Year Interim Joint Services Agreement. In addition, we strongly encourage all appropriate parties to consider the value of ACED as a part of the development services landscape serving the Almaguin region.

Should you have any questions regarding our support, please contact me at your convenience.

Sincerely,

Matthew Doherty

Matthew Doherty
Executive Director, IION
matt@iion.ca / 705-845-0616

AGENDA

TWO-YEAR INTERIM JOINT SERVICE AGREEMENT

This Agreement made effective this 1 day of January, 2026

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF PERRY
(Hereinafter referred to as "Perry")
- and –
THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF MCMURRICH MONTEITH
(Hereinafter referred to as "McMurrich Monteith")
- and –
THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR
(Hereinafter referred to as "Armour)
- and -
THE CORPORATION OF THE VILLAGE OF SUNDRIDGE
(Hereinafter referred to as "Sundridge")
- and -
THE ALMAGUIN HIGHLANDS CHAMBER OF COMMERCE
(Hereinafter referred to as "the Chamber")
- and -
THE CORPORATION OF THE TOWNSHIP OF STRONG
(Hereinafter referred to as "Strong")
- and -
THE CORPORATION OF THE TOWNSHIP OF JOLY
(Hereinafter referred to as "Joly")

WHEREAS the Municipal Act, S.O. 2001,c.25, S.20(1), allows a municipality to enter into an agreement with one or more municipality to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their boundaries;

AND WHEREAS the Municipal Act, S.O. 2001,c.25, S.20(2), allows a municipality to provide the matter in accordance with the agreement anywhere that any of the municipalities or local bodies have the power to provide the matter;

AND WHEREAS Perry, Armour, McMurrich/Monteith, Sundridge, the Almaguin Highlands Chamber, Strong, and Joly wish to jointly provide economic development services to the region;

AND WHEREAS the above-named member organizations recognize municipalities or other parties listed below as non-voting members based on their support of the delivery of economic development services or programs by providing a donation in support of the annual budget.

Non-voting members:
The Township of Ryerson.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of good and other valuable consideration and the sum of Two Dollars ($2.00) of lawful money of Canada now paid by each of the parties hereto to each of the other parties hereto, the receipt whereof is hereby acknowledged, the parties hereto hereby covenant, promise and agree with each other as follows:

DEFINITIONS

1. In this Agreement including in the recitals above,

   (a) "**ACEDDB Meeting**" means a meeting between the appointed representatives of each Member Party, with a quorum of half the representatives plus one;

   (b) "**Act**" means the *Municipal Act*, 2001, S.O. 2001, c.25;

(c) "**Administer**" means to provide the Economic Development Services to the public in accordance with Applicable Law, and "**Administration**" has the same meaning;

(d) "**Administering Municipality**" means the Member Party that has been chosen by the Member Parties to administer the Economic Development Services;

(e) "**Administrative Services**" means those services as set out in section 8 of this Agreement;

(f) "**Agreement**" means this Joint Service Agreement and all Schedules and Exhibits attached to this Agreement;

(g) "**Almaguin Community Economic Development" (ACED)** is the name given to the regional economic development entity formed by the participating Member Parties.

(h) "**Almaguin Community Economic Development Department Board" (ACEDDB)**, is a committee composed of appointed representatives from all of the Member Parties who have agreed to participate and fund the Almaguin Community Economic Development (ACED).

(i) "**Almaguin Community Economic Development Department (ACEDD)** performs the work needed to strengthen the local economy and diversify the municipal tax base. They recruit new businesses, retain existing ones, and assist businesses when they can expand operations locally.

(j) "**Applicable Law**" means any applicable statute, ordinance, decree, regulation or by-law or any rule, circular, directive, license, consent, permit, authorization, concession or other approval issued by any Government Authority which has appropriate jurisdiction;

(k) "**Business Days**" means any day other than a Saturday, Sunday or statutory holiday;

(l) "**Calendar Days**" means consecutive days, including Saturday, Sunday or statutory holiday;

(m) "**Capital Expenditure**" means any expenditure related to machinery, equipment, vehicles and furniture reported as a tangible capital asset on the audited financial statement of the Economic Development Services;

(n) "**Capital Items**" means machinery, equipment, vehicles and furniture required to provide Economic Development Services;

(o) **"Director of Economic Development"** (the Director) means the municipal employee hired to manage the ACEDD.

(p) "**Economic Development Services**" means all services related to the provision of economic development;

(q) "**Emergency**" means any unplanned event, activity, circumstance that constitutes a threat to the operation of the Service and/or requires the stoppage of the delivery of the Economic Development Services, in whole or in part and may include both person-caused and natural-caused events, activities and circumstances;

(r) "**Expenditure**" means any funds used by the Administering Municipality to obtain new assets, improve existing ones or reduce a liability;

(s) "**Government Authority**" means any government, regulatory authority, ministry, board, department, court or other law, regulation or rule-making entity, having jurisdiction or authority over the matter in issue, but excludes a municipality or any of its local boards;

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(t) "**Member Party(ies)**" means each organization or municipality which is party to this agreement;

(u) "**Net Cost**" means all operating, capital and real property capital expenditures for Economic Development Services less all revenues generated by the Economic Development Services including, but not limited to, government grants, user fees, rents, sales and donations and "**Net Costs**" has the same meaning;

(v) "**Non-voting member**" means a municipality or organization which makes a yearly contribution to ACED but does not have a vote on the ACED Board. The yearly contribution would not exempt the municipality or organization from the ACED fees for services.

(w) "**Real Property**" means land, land improvement and any building or buildings erected upon the land used to provide Economic Development Services;

(x) "**Real Property Capital Expenditure**" means any expenditure related to land, land improvements and buildings reported as a tangible capital asset on the audited financial statements of the Economic Development Services;

(y) "**Report**" means that Report referred to in clause 8(f) of the Agreement, in the form required by the Administering Municipality and "**Reporting"** has the same meaning;

TERM OF THE AGREEMENT

1 This Agreement takes effect when approved by all Member Parties and will expire on December 31, 2027.

2. If one of the Member Parties requests a renegotiation of this Agreement, this Agreement will remain in place until a new agreement is in force and effect unless the expiry date of this agreement is reached prior to the end of the negotiation.

3. Upon receipt of a notice of withdrawal from another Member Party, a Member Party shall call an ACEDDB Meeting to discuss such notice and to consider steps that may be taken to either engage the dispute resolution provisions of this Agreement or to terminate this Agreement and prepare for dissolution related to the Economic Development Services. Should remaining member parties agree to continue sharing ACEDD services in the absence of the withdrawing party, the ACEDD shall not be dissolved; however, the withdrawal provisions under schedule B shall apply to the withdrawing party.

ECONOMIC DEVELOPMENT SERVICES

Ownership, Operation and Maintenance

4. The Administering Municipality shall operate and maintain the assets associated with the Economic Development Services it administers in good condition and in accordance with Applicable Law.

5. "ACEDDB has the authority, by resolution, to amend this agreement to add or subtract "Member Party(ies)", when an organization or municipality wishes to join or leave ACED."

Administration, Cost Sharing, Oversight and Reporting

6. The Administering Municipality for the Economic Development Services shall be The Municipal Corporation of the Township of Armour.

7. For the purposes of this Agreement, the Administrative Services to be provided by the Administering Municipality are as follows:

(a) Operation in compliance with Applicable Law;

(b) Staffing, through employees, contractors or agents, as the Administering Municipality deems appropriate within budget restraints, in accordance with its policies and procedures and Applicable Law;

(c) Ensure that policies and procedures are in place with respect to procurement, employment, health and safety, asset management, fees and charges, and record retention, all in compliance with Applicable Law;

(d) Reporting to and communicating with any government ministry or agency, including but not limited to the Ontario Ministry of the Environment and Climate Change, the Ontario Ministry of Municipal Affairs, the Office of the Fire Marshal of Ontario and the Ontario Ministry of Finance, as may be required by Applicable Law;

(e) Maintain financial records and report to the other Member Parties as required by this Agreement with respect to budgets, revenues, expenses, audits and other financial activities; and

(f) Reporting, on a monthly basis, in the form required by the Administering Municipality, to the other Member Parties.

8. The Administering Municipality shall not charge any additional fees to the other Member Parties to Administer the Economic Development Services.

BUDGETS AND FINANCIAL REPORTING

9. The Director shall prepare, on an annual basis, a draft operating and a capital budget for the Economic Development Services.

(a) Such draft budgets shall be presented at the October ACEDDB Meeting of each calendar year and once reviewed, shall be presented for consideration to each Member Party. Each Member Party shall report to the other Member Parties the outcome of such consideration within ten (10) Business Days of the date of each Member Party's next regular meeting.

(b) Based on the comments received the Director shall prepare a final budget proposal and forward it to the other Member Parties by the last Friday in January of each year.

(c) Each Member Party shall bring a resolution to the February ACEDDB Meeting indicating whether or not it supports the budget.

(d) The yearly budget must receive approval from a majority of the Member Parties before it can be implemented.

10. If a majority of the Member Parties do not agree to a proposed budget, the contributions from all Member Parties to the budget shall not change from the most recently approved budget until a majority of the Member Parties agree to the proposed budget.

11. From the time the annual budget is approved by a majority of the Member Parties, the Administering Municipality, shall provide, every six (6) months thereafter, in writing, a budget-to-actual report to the ACEDDB.

12. Once the budget is approved by a majority of the Member Parties the following will apply:

(a) Any change(s) to the approved budget which would increase the net total of the approved budget shall require the approval of a majority of the Member Parties in order to be implemented. The Member Party requesting such change shall notify the other Member Parties with an explanation of the requested change and shall request that an ACEDDB meeting be held within fifteen (15) Calendar Days of such request.

(b) An overspending of the budget does not constitute a change to the budget but shall be reported by the Director to the ACEDDB with an explanation of and reason(s) for the overspending.

13. The Administering Municipality is responsible to ensure that its auditor carries out an audit, on an annual basis, and it shall provide a copy of its audited financial statements to the other Member Parties within ten (10) Business Days after they are placed on an agenda to be considered by the Administering Municipality.

ADMINISTRATION OF COST SHARING

14. The Net Cost of the Economic Development Services shall be shared annually as set out in **Schedule "A"** to this Agreement.

15. The Administering Municipality shall invoice the other Parties quarterly for their share of the Economic Development Services and such invoices are due within thirty (30) Calendar Days.

16. After the annual audit is complete the Administering Municipality shall either invoice or refund the other Member Parties the difference between the budgeted amount paid by each Member Party and the actual amount to be paid as determined by the audit.

(a) The ACEDDB may, by a majority vote, divert any operating surplus to the ACED reserve held by the Administering Municipality which can be applied to future budgets, programs, or as applicant contributions to shared funding agreements.

INSURANCE

17. During the term of this Agreement, the Administering Municipality shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability, environmental liability and property damage. Such policy shall:

(a) Have inclusive limits of not less than five million dollars ($5,000,000.00) for injury, loss or damage resulting from any one occurrence;

(b) Name the other parties as an additional insured with respect to any claim arising out of the obligations under this Agreement; and

(c) Include a non-owned automobile endorsement.

18. During the term of this Agreement, the Administering Municipality shall obtain and maintain in full force and effect, automobile liability insurance in the amount of two million dollars ($2,000,000.00) for injury, loss or damage resulting from any one occurrence.

19. If the Administering Municipality receives a notice of claim, action, application, order, or any other insurance or legal proceeding, it shall, within five (5) Business Days provide a copy of such to the other Member Parties.

EMERGENCY SITUATIONS

20. From time to time Emergencies may arise and in such circumstances the Member Parties shall cooperate to the best of their abilities with regard to public communication about the impact of the Emergency and the Administering Municipality shall take the lead on the response to the Emergency.

RESOLUTION OF DISPUTES

21. Where a disagreement or dispute arises between any or all of the Member Parties with respect to the interpretation, construction, meaning or effect of this Agreement an ACEDDB Meeting shall be scheduled by the Administering Municipality for the

sole purpose of discussing the disagreement or dispute in an attempt to resolve such disagreement or dispute.

22. The Member Parties shall resolve any disagreement or dispute by a majority vote of the Member Parties.

TERMINATION OF AGREEMENT/WITHDRAWAL

23. If any Member Party wishes to withdraw from participation in the shared delivery of Economic Development Services and wishes to terminate the Agreement it shall first bring a notice of intention to the Board for consideration and discussion. Municipalities wishing to withdraw must provide a minimum of one (1) year notice in writing to the administrating municipality.

24. If notice to terminate this Agreement/withdraw from the shared delivery of Economic Development Services is given, the Member Party giving such notice may reverse such decision within the one-year notice period.

DISSOLUTION

25. If one or more of the Member Parties wishes to be removed from the sharing of Economic Development Services such that this Agreement is terminated and the shared Services arrangement is dissolved, in accordance with the provisions of this Agreement, the assets and liabilities shall be distributed in accordance with the provisions set out in **Schedule "B"** to this Agreement.

NOTICE

26. Any notice or communication required or permitted to be given pursuant to this Agreement shall be in writing and shall be deemed to have been properly given when delivered personally, by facsimile transmission, or by electronic mail with the sender's name, address, electronic mail address and telephone number included and confirmation of receipt is provided (which confirmation shall not be unreasonably withheld by any Member Party) as follows:

Township of Perry
Attention: Clerk
1695 Emsdale Road, P.O. Box 70
Emsdale, ON P0A 1J0
Fax: 705-636-5759
info@townshipofperry.ca

Township of Armour
Attention: Clerk
56 Ontario St, P.O. Box 533
Burk's Falls, On P0A 1C0
Fax: 705-382-2068
clerk@armourtownship.ca

Township of McMurrich Monteith
Attention: Clerk
3 William Street,
Sprucedale, ON P0A 1Y0
Fax: 705-685-7901
clerk@mcmurrichmonteith.com

Village of Sundridge
Attention: Clerk
110 Main Street, Box 129
Sundridge, ON P0A 1Z0
Fax: 705-384-
admin@sundridge.ca

Chamber of Commerce
Attention: Executive Director
113B Yonge Street, Box 544
Burk's Falls, ON P0A 1C0
almaguinhighlandschamber@gmail.com

Township of Strong
Attention: Clerk
28 Municipal Lane, Box 1120
Sundridge, ON P0A 1Z0
Fax: 705-384-7874
clerk@strongtownship.com

Township of Joly
Attention: Clerk
871 Forest Lake Road
Sundridge, ON P0A 1Z0
Fax: 705-384-0845
clerk.administrator@townshipofjoly.com

AGENDA

any notice or communication delivered personally shall be deemed to have been received by the addressee on the day upon which it is delivered. Any notice delivered or sent by facsimile or electronic mail transmission shall be deemed to have been received by the addressee on the next business day after the notice is sent by facsimile or electronic mail transmission. Any Member Party may change its notice information for the purpose of this Agreement by directing a notice in writing of such change to the other Member Parties at the above addresses and thereafter such changed information shall be effective for the purposes hereunder.

FORCE MAJEURE

28. Whenever and to the extent that the Administering Municipality is unable to fulfil, or is delayed or restricted in the fulfilment of, any obligation hereunder in respect of the supply or provision of Economic Development Services because of circumstances beyond its reasonable control, the Administering Municipality shall be relieved from the fulfilment of such obligation so long as such cause continues. In such event the Administering Municipality will immediately notify the Member Parties, and each will work together to communicate with the public and explore options for the provision of the Economic Development Services.

GENERAL PROVISIONS

Severability and Jurisdiction

29. If any provision of this Agreement is determined by a Court of competent jurisdiction to be illegal or beyond the power, jurisdiction, or capacity of any Member Party bound hereby, such provision shall be severed from this Agreement and the remainder of this Agreement shall continue in full force and effect and in such case, the parties agree to negotiate in good faith to amend this Agreement in order to implement the intentions as set out herein. It is agreed and acknowledged by the Member Parties that each is satisfied as to the jurisdiction of each Member Party to enter into this Agreement. The Member Parties agree that they shall not question the jurisdiction of any Member Party to enter into this Agreement nor question the legality of any portion hereof, nor question the legality of any obligation created hereunder and the Member Parties, their successors and assigns are and shall be estopped from contending otherwise in any proceeding before a Court of competent jurisdiction or any administrative tribunal.

Legislative Change

30. References in this Agreement to any legislation (including but not limited to regulations and by-laws) or any provision thereof include such legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

Entire Agreement

31. This Agreement constitutes the entire agreement between the Member Parties hereto with respect to the subject matter hereof and supersedes any prior agreements, undertakings, declarations or representations, written or verbal, in respect thereof.

Laws of Ontario

32. This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

Headings and Wording

33. The inclusion of headings in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.

34. In this Agreement, unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders.

AGENDA

35. Any section, clause or provision in this Agreement shall be deemed to be severable should it be declared invalid by a court of competent jurisdiction and said severed section, clause or provision shall not be taken to invalidate the remaining provisions of this Agreement.

36. It is agreed that the Member Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Member Parties, and no presumption or burden of proof shall arise favouring or disfavouring any Member Party by virtue of the authorship of any of the provisions of this Agreement.

37. This Agreement shall not be modified or amended except with the written consent of a majority of Member Parties and no modification or amendment to this Agreement binds any Member Party unless in writing and executed by the Member Party intended to be bound.

38. No Member Party shall assign or transfer any of the rights, benefits and obligations in or under this Agreement without the prior written consent of the other Member Parties. Any such assignment shall not relieve any Member Party of its obligations herein. This agreement shall be binding upon and ensure to the benefit of the parties and their successors and permitted assigns and heirs.

39. No Member Party shall call into question, directly or indirectly, in any proceedings whatsoever, in law or in equity, before any court or before any administrative tribunal, the right of the Member Parties, or any of them, to enter into this Agreement, or the enforceability of any term, agreement, provision, covenant or condition contained in this Agreement, and this clause may be pled as estoppel as against any such Member Party in such proceedings.

40. The Schedules attached hereto which form part of this Agreement are as follows:

Schedule “A” - Costing Sharing

Schedule “B” - Dissolution of Assets

The Remainder of this page has been left intentionally blank

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement, made and effective as of the ___ day of _____, 2019.

The Corporation of the Township of Perry

_____
Reeve or Mayor

_____
Clerk

The Municipal Corporation of the Township of Armour

_____
Reeve or Mayor

_____
Clerk

The Corporation of the Village of Sundridge

_____
Reeve or Mayor

_____
Clerk

The Corporation of the Township of Strong

_____
Reeve or Mayor

_____
Clerk

The Almaguin Highlands Chamber of Commerce

_____
President

The Corporation of the Township of McMurrich/Monteith

_____
Reeve or Mayor

_____
Clerk

The Corporation of the Township of Joly

_____
Reeve or Mayor

_____
Clerk

AGENDA

SCHEDULE A
COST SHARING & FUNDING

OPERATING BUDGET COST SHARING

The annual Net Operating Cost of the Economic Development Services shall be divided between Member Parties according to an equal flat-rate percentage of each municipality's prior year taxation tax levy.

The Contribution for the Almaguin Highlands Chamber of Commerce shall be fixed at $10,000 each year unless otherwise agreed upon in writing by each party.

ADDITIONAL FUNDING

Donations: Non-member municipalities may at their discretion provide annual donations to support the activities of ACED. These donations do not entitle non-members to a vote nor inclusion in regional ACED programs or services. Inclusion of non-member municipalities in programs or services shall be at the discretion of the ACEDDB. Donating municipalities may be recognized as non-voting members of the ACEDDB at the discretion of the Board.

Service Fees: The Administrating Municipality has, per the direction of the ACEDDB, adopted various fees for services provided by ACED staff to non-member municipalities and/or businesses or organizations in non-member municipalities. Through this agreement, these fees may be revised and amended by the ACEDDB from time to time. Final amendments will be implemented by the Administrating Municipality.

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SCHEDULE B

DISSOLUTION & WITHDRAWAL

DISSOLUTION OF ACEDD

Upon dissolution of shared Economic Development Services or termination of the Agreement, the assets for the Economic Development Services shall be evaluated and liquidated. The proceeds from the liquidation of the assets shall be distributed to the Member Parties on the same share basis as the cost sharing described in Schedule A.

WITHDRAWAL OF ACEDD MEMBER PARTY

Upon the withdrawal of an ACEDD Member Party, the withdrawing party shall not be entitled to any of the assets or future liabilities of ACEDD.

ECOVUE CONSULTING SERVICES INC
416 Chambers Street, Peterborough, ON, K9H 3V1
705-876-8340
info@ecovueconsulting.com
www.ecovueconsulting.com

Village of Burk's Falls Council Report- Official Plan Adoption

Project:	Village of Burk's Falls Official Plan Update
File:	EcoVue Project No: 25-1461-02
Date/Time:	November 25, 2025, 5:00 p.m.
Location:	Young at Heart Senior Citizen's Club, 136 Yonge Street, Burk's Falls
Prepared by:	EcoVue Consulting Services Ltd.

PURPOSE

To present the final revised Official Plan to Council for adoption, in accordance with Section 17(22) of the *Planning Act*. The Official Plan has been updated to align with the Provincial Planning Statement, 2024 (PPS 2024) and to reflect comments received through the Open House, Statutory Public Meeting, agency circulation, and Indigenous consultation process.

BACKGROUND

As Council is aware, the Village adopted the new Official Plan and submitted the adopted plan to the Ministry of Municipal Affairs and Housing (MMAH) for approval in October 2022. In mid-2025, staff at the MMAH notified the Village that the process for adopting the Plan did not meet *Planning Act* requirements. As such, MMAH requested that the Village rescind the By-law that adopted the plan and re-adopt the plan under the requirements of Section 16 of the *Planning Act*. This included additional circulation to adjacent municipalities, consultation with indigenous communities, and the hosting of an additional Open House and Statutory Public Meeting.

A benefit of re-adopting the new Official Plan is that the Village would have the opportunity of ensuring consistency with the new Provincial Planning Statement, which went into full force and effect in October 2024.

EcoVue Consulting Services Inc. was engaged to amend the adopted Official Plan to reflect recent provincial-level changes and to lead public and indigenous consultation.

An Open House was held on August 22, 2025, and a Statutory Public Meeting was held on October 21, 2025. The consultation summary was presented to Council on October 21, 2025. No written objections or concerns were received.

In accordance with the *Planning Act* and the Crown's Duty to Consult, notice of the Official Plan update was circulated to Nipissing First Nation, Dokis First Nation, Henvey Inlet First Nation, Magnetawan First Nation, Shawanaga First Nation, Wasauksing First Nation (Parry Island), Moose Deer Point First Nation, Wahta Mohawks (Mohawks of Gibson), Chippewas of Mnjikaning (Rama) First Nation, the Métis Consultation Unit (Métis Nation of Ontario), and the Huron-Wendat Nation. No comments or concerns were received from any of the Indigenous communities.

The Official Plan has now been finalized and is ready for adoption.

SUMMARY OF KEY UPDATES TO THE OFFICIAL PLAN

Updates from the 2022 adopted OP and the latest version of the OP include (but are not limited to):

1. Updated Policy Framework

The Official Plan has been updated to reflect the new and amended policies of the Provincial Planning Statement, 2024 (PPS 2024). This ensures that the Village's Official Plan remains consistent with the most current provincial direction regarding housing, settlement area expansion, and infrastructure planning.

2. Affordable Housing (Section 3.3.7.1)

A new policy has been added requiring the Village, in collaboration with the Parry Sound District Social Services Administration Board (DSSAB), to establish minimum targets for affordable housing. This will help promote a diverse mix of housing types and support the creation of complete, inclusive communities.

3. Land Use Designations (Section 5.7)

The former Development Area designation, which identifies a large portion of the Village that is not services with municipal sanitary and water infrastructure, has been renamed to Rural Transition Areas. This provides greater flexibility for how these lands evolve over time.

A new subsection titled "Future Growth and Lot Creation" has been added to guide the timing and conditions under which development may occur in these areas under certain circumstances.

4. Settlement Area Expansion (Section 4.1.11)

A new section has been added to provide direction on expanding the Settlement Area boundary to accommodate future growth. This reflects the PPS 2024, which permits settlement area expansions without the need for a Municipal Comprehensive Review (MCR), provided specified criteria are met.

5. Site Plan Control (Section 7.11.5)

The list of Site Plan Control Area exemptions has been updated to exempt developments with 10 or fewer units, streamlining the review process for small-scale projects. This reflects recent changes to the *Planning Act*.

6. Planning and Development Studies (Section 7.3)

The list of studies required in support of development applications now includes a Floodplain Study Requirement to ensure that new development appropriately considers and mitigates flood hazards. This is also in response to recent changes to the *Planning Act*, which require municipalities to list any and all possible technical studies that may be required as part of a complete submission for a *Planning Act* application. If certain studies are not listed in the Plan, the municipality cannot request them in support of development proposals.

PUBLIC AND COUNCIL CONSULTATION

7. Open House (August 22, 2025)

Public questions focused on:

- residential uses near the Fairgrounds;
- the Settlement Area boundary;

- zoning requirements for higher-density development.

Clarifications were provided and no objections were raised.

8. Statutory Public Meeting (October 21, 2025)

No members of the public attended. Council raised questions regarding:

- tiny homes;
- fractional parking standards;
- implementation of Bill 17 and PPS 2024;
- floodplain study requirements;
- septic system failures and review responsibilities;
- clarification on land use at the Armour, Ryerson and Burk's Falls Memorial Arena.

All questions were addressed during the meeting. No changes to the Official Plan were required as a result of comments from the Open House and the Statutory Public Meeting.

NEXT STEPS

A final version and a tracked-changes version of the Official Plan are provided for Council's review.

If Council adopts the Official Plan, the adopted document will be submitted to the Ministry of Municipal Affairs and Housing for approval under Section 17(31) of the *Planning Act*. Following submission, the Ministry will issue a Notice of Decision, which may include modifications. Appeal rights will apply in accordance with the *Planning Act*.

RECOMMENDATION

That Council receive this report and adopt the revised Official Plan for the Village of Burk's Falls and that EcoVue be directed to submit the adopted Official Plan, and all required supporting materials to the Ministry of Municipal Affairs and Housing for final approval in accordance with Section 17 of the *Planning Act*.

AGENDA

Yours sincerely,

ECOVUE CONSULTING SERVICES INC.

J. Kent Randall B.E.S., MCIP, RPP
Municipal Planning Consultant

Aditya Srinivas B.Sc., PGDip, PMP
Municipal Planning Consultant

AGENDA

The Village Of
BURK'S FALLS

Official Plan

ECOVUE
LAND USE PLANNING & DEVELOPMENT

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1.0 INTRODUCTION

The Village of Burk's Falls Official Plan reflects the overall vision of the community and provides the land use planning tools that will be employed to achieve this vision. The policies which make up the Plan describe where and how the community will over time. These policies provide a legal basis for decisions at the local level regarding land use and development within the Village. This includes proposals such as official plan and Zoning By-law or Community Development Permit System amendments, subdivision development, capital works projects, site plan agreements, development agreements and redevelopment.

This Official Plan implements the requirements of the *Planning Act*, as amended, and the provisions of the Provincial Planning Statement. The *Planning Act* of the Province of Ontario requires that the policies of Official Plans for municipalities be consistent with the *Provincial Planning Statement, 2024* (the PPS). The PPS provides overall policy direction on matters of provincial interest related to land use and development in Ontario. The PPS also describes how key Provincial interests related to land use planning are implemented at the local level.

The local Official Plan must also conform to the policies of the *Growth Plan for Northern Ontario, 2011*, approved by the Province of Ontario under the *Places to Grow Act, 2005*. Changes have been made to the Village of Burk's Falls Official Plan to reflect these policies.

Public involvement in the update to the Official Plan has identified a series of initiatives which are important to the future development of the Village. These initiatives were outlined in the Background Report prepared in support of this Plan and are reflected in the revised text of the Official Plan.

Finally, the results of recent studies and reports will have an impact on the development of the community, going forward. The Municipal Groundwater Study for the Village of Burk's Falls, the Community Improvement Plan and consultation with Provincial government agencies have informed the current update.

Revisions to the format and language of the Official Plan have been incorporated into this document to improve its readability and relevance to the community.

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1.1 STRUCTURE OF THE OFFICIAL PLAN

The text of the Official Plan of the Village of Burk's Falls is divided into eight sections. These sections are described below. In addition, the Plan includes three Schedules (maps) which form part of the Plan.

Sections

Section 1 – Introduction

Section 2 - Basis and Objectives of the Plan

Section 3 – General Principles for Development

Section 4 – Land Use and Development

Section 5 – Land Use Designations

Section 6 – Transportation and Infrastructure

Section 7 – Implementation

Section 8 – Division of Land

Section 9 – Interpretation of the Official Plan

Schedules

Schedule A – Land Use Plan

Schedule B – Roads Plan

Schedule C – Land Use Groups by Risk to Groundwater

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1.2 PLANNING CONTEXT

1.2.1 Planning Area

The Village of Burk's Falls is located along the shores of the Magnetawan River in the South East Parry Sound District in the region known as Almaguin Highlands. The Village is a single-tier municipality situated along Highway 11, approximately 30 minutes north of Huntsville, and 1 hour south of North Bay. Burk's Falls is a service centre for the surrounding Townships of Armour and Ryerson and provides sanitary and water servicing to lands within the Township of Armour.

This Plan applies to all lands within the Village of Burk's Falls.

1.2.2 Planning Period

The goals, objectives and policies of the Village of Burk's Falls Official Plan, as updated, are intended to inform development within the community until 2041, which is the Planning Horizon for this revised Plan.

1.2.3 Legislative Authority

The Ministry of Municipal Affairs and Housing (MMAH) is responsible for the approval of the Official Plan Village of Burk's Falls Official Plan. However, the Village has been delegated the authority, by the province, to make amendments to the Plan without approval by MMAH.

The Village is located within the District of Parry Sound – South East Parry Sound District and participates in the Southeast Parry Sound District Planning Board (SPSDPB). The SPSDPB is responsible for the approval of consents and plans of subdivision and condominium.

The Council of the Village of Burk's Falls is responsible for the preparation and implementation of the Official Plan. Amendments to the Official Plan may be initiated by the municipality or private interests at any time. It is the intention of Council to process any complete amendment applications received in a timely manner. These amendment applications shall be subject to an appropriate public review process.

1.2.3.1 OPA No. 1

Amendment No. 1 to the Official Plan, approved in 2013, introduced targets for intensification and requirements for medium density developments in infilling situations thereby permitting a Mixed-Use development in the Village of Burk's Falls.

1.2.4 Official Plan Review

The current Official Plan was adopted by Council July 20, 2010, and approved by the MMAH on August 15, 2011.

In March 2021, Council initiated an update to the Official Plan, as required under Section 26 of the Planning Act. Public consultation was a key component of the initial review and continued throughout the preparation of the Update.

A Background Report was prepared to document:

- changes required to ensure conformity with Provincial Policy; and

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- to identify land use development issues and opportunities within the Village

The draft amending document was circulated to commenting agencies for review and requested changes were incorporated into the draft document presented to Council in a working session on April 6, 2022.

A Public Open House was held on June 14, 2022, and a Public Meeting was held on September 20, 2022. Comments from the public were considered by Council and were incorporated into a Recommended Official Plan considered by Council for the Village of Burk's Falls for adoption on October 18, 2022. The adopted Official Plan amendment was then forwarded to the MMAH for approval.

In accordance with Section 26(1) of the Planning Act, the Council of the Village of Burk's Falls has revised this plan to ensure that it,

(a) conforms with provincial plans or does not conflict with them, as the case may be;

(b) has regard to the matters of provincial interest; and

(c) is consistent with the Provincial Planning Statement, 2024 and the Growth Plan for Northern Ontario, 2011.

1.2.5 Conformity With Planning Act

Section 24 of the *Planning Act* requires any public works undertaken in the Village of Burk's Falls and any by-law passed by the Council of the Municipality of the Village of Burk's Falls for any purpose, with certain exceptions, to conform to this Plan and to be consistent with provincial policy.

1.2.6 Conformity With Provincial Policy

All development applications shall be required to conform to the policies of the Provincial Planning Statement, 2024, the Growth Plan for Northern Ontario, 2011 and to the provisions of this Official Plan. Applications for amendment to the Official Plan are required to change the designated lands uses.

1.2.6.1 Monitoring The Official Plan

The Village of Burk's Falls, in coordination with the applicable Parry Sound District Social Services Administration Boards (DSSAB), shall establish and implement minimum targets for the provision of affordable housing as part of supporting complete communities and a range of housing options.

For the purposes of the next 5-year review, the municipality will collect data regarding the implementation of the targets in order to determine whether any policy changes are needed.

1.2.7 Approvals Under Other Legislation

Section 6.1.8 of the PPS requires that in addition to land use approvals under the *Planning Act*, infrastructure may also require approval under other legislation and regulations. An environmental assessment process may be required for new infrastructure and modifications to existing infrastructure under applicable legislation.

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Wherever possible and practical, approvals under the *Planning Act* and other legislation or regulations should be integrated provided the intent and requirements of both processes are met.

1.2.8 Restricted Area (Zoning) By-law

This Official Plan shall be implemented by a Restricted Area Zoning By-law or Community Development Permit System passed pursuant to Section 34 of the Planning Act and by other by-laws passed pursuant to the *Planning Act, Municipal Act* or other Provincial statutes. Residents of the Village are encouraged to be aware of all approvals that are required for new development or changes in land use.

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2.0 BASIS AND OBJECTIVES OF PLAN

2.1 BACKGROUND FACTORS

The following factors have been identified as having significant influence on the future development of the Village.

1. Identify and promote the downtown/main street as a distinct district;
2. Update density requirements to allow for higher densities in greenfield areas, where appropriate;
3. Eliminate the Rural designation and identify these lands for future development;
4. Identify and promote employment land districts and provide an adequate land inventory for possible future employment uses;
5. To the extent possible, provide for redevelopment in the Magnetawan River floodplain;
6. Include detailed and clearer mapping schedules;
7. Encourage infrastructure and public service facilities that use existing infrastructure, wherever feasible;
8. Plan for efficient use of land within areas that have existing municipal and private communal services while considering sustainability, climate change impacts, financial viability, and protection of human health and environment;
9. Emphasize promoting water conservation and integrate servicing and land use considerations at all stages of the planning process.

2.1.1 Population Projections

Population projections typically provide a basis for determining rates of growth and availability of lands for a municipality within the Planning Horizon. The Planning Horizon for this Plan is 2045.

The Village experienced instability in its population between 1996-2016. The population decreased from 986 in 1996 to 893 in 2006, a loss of 93 persons representing a 9.43% decrease. By 2011 the population had rebounded to 986 persons, just 19 persons lower than it had been in 1996. By 2016, the population had again increased to 981, just slightly less than the 1996 population of 986. The total population of Burk's Falls in 2016 according to Statistics Canada was 981 people, which represents a 1.4% increase over the 2011 population of 967 people.

Since 1996, the population has increased slowly. It is expected that continued migration will result in the growth of the population to approximately 1,037 people by 2035 and 1,069 by 2045, based on a growth rate of 1.5% every 5 years.

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2.2 VISION AND GUIDING PRINCIPLES

The Village initiated the process to review its existing Official Plan in the fall of 2021. The policies contained in this Plan were formulated on the basis of a review of existing conditions, past development patterns, present development trends and projections of future conditions. The revised Plan maintains the best elements of the previous Official Plan, provides for new land uses in recognition of the changing face of the Village, implements the direction of the Provincial Planning Statement, 2024, provides guidance to Council and its delegates in consideration of their responsibilities, and provides direction and certainty to the Town's residents and businesses.

Future development in the Village of Burk's Falls must proceed in a manner which is consistent with the policies of this Official Plan. It is recognized that from time to time there will be land use or development proposals which may not appear to be in full conformity with one or more policies in this Official Plan. On such occasions it will be necessary to ensure that ultimately the decision taken can be reconciled with the long-term vision and guiding principles of the Plan as well as all of the other relevant policies.

2.2.1 Natural Environment

The various natural features in the Village of Burk's Falls, such as the Magnetawan River and its associated floodplain, varying topography, and fish habitat are important assets to the municipality, making it attractive for recreational and residential development. Source water protection is important for the continued quality of life in the Village.

2.2.2 Recreational Development

The Village should continue to provide important regional recreation facilities, primarily for day and short-term use. The demand for private and commercial recreation facilities is expected to increase during the planning period.

2.2.3 Economic Development

The Village should continue to be a strong service centre for the residents and surrounding communities providing health, education, commercial and tourism facilities.

2.2.4 Transportation

Highways 11 and 520 provide essential access to the Village. Continued cooperation with the Ministry of Transportation (MTO) is required to ensure any redevelopment of the highway system is beneficial to the Village.

2.2.5 Aggregate Resources

There are existing areas of aggregate resource extraction within the limits of the Village of Burk's Falls. Demands for the gravel resources of the Village are expected to increase during the planning period. The continued extraction of the aggregate resources will be monitored to ensure there is no negative impact on the municipal wells located in the area.

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2.2.6 Influence of the Townships of Armour

The Village of Burk's Falls is surrounded by the Townships of Armour. There are many services that are provided jointly by both the municipalities to their residents. These include the provision of educational facilities, health services, recreational facilities, seniors housing, fire protection and emergency measures, garbage collection and disposal and transportation. Council is committed to continue to participate with its municipal partners in providing these services to the residents of the area.

The Village of Burk's Falls, through a joint servicing agreement, extended municipal water and sewer services beyond its southern boundary service the commercial, public, institutional and residential uses along Highway 520 in the Township of Armour. At the present time, there are capacity limitations in the municipal systems to consider the further extension of services into the Township of Armour. Council will continue to work co-operatively with the Township of Armour with respect to the provision of these services and to examine the options for increasing the capacities within the systems to accommodate additional growth in both municipalities.

2.3 GUIDING PRINCIPLES

The Council of the Village has identified Guiding Principles for Land Use for the Official Plan. The Guiding Principles are statements or commitments regarding what Council wishes to achieve over the long term with respect to specific municipal planning issues.

2.3.1 Environment

To encourage the preservation and conservation of the natural environment of the Village by establishing land use policies which promote the preservation or enhancement of the quality of the natural environment including land, air and water. Council shall have regard to this objective in the implementation and interpretation of all other objectives and policies of the Village.

2.3.2 Housing

To encourage the provision of a mix and range for housing types in the municipality.

To encourage a minimum 15-year supply of land through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development;

To maintain land with servicing capacity to provide at least a 3-year minimum supply of registered or draft-approved lots and blocks for new residential development and to facilitate residential intensification and redevelopment, is available at all times;

To encourage housing forms and densities designed to be affordable to moderate and lower income households;

To reduce the time to process residential applications to the greatest extent practical;

To encourage residential intensification where practical; and

To monitor the residential development within the Village as part of Council's commitment to the provision of adequate diverse, and affordable housing options for the existing and future residents of

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the Village and to determine appropriate minimum targets for affordable housing in coordination with DSSAB.

2.3.3 Natural Resources

To encourage and provide for the optimum use and management of the natural resources of the Village based on sound economic, social and environmental policies and guidelines.

To protect and manage lands and waters with significant natural heritage features and areas, and to protect such features and areas from incompatible land uses and development.

To restrict development in areas having natural or human-made constraints to development, and to permit only those land uses which do not pose a danger to public safety or health or result in property damage or environmental degradation.

2.3.4 Groundwater Protection

To protect groundwater quality from degradation for present and future human consumption and activities through stewardship and ongoing monitoring, and by:

- incorporating groundwater resource protection objectives into the land use planning process to ensure that the source of municipal drinking water is not compromised in the future as a result of land use decisions;
- encouraging the establishment of water conservation measures; and,
- educating the public on the value of protecting the groundwater resource and how they can contribute to its protection.

2.3.5 Economic Development

To create a planning and community development environment that promotes the continued expansion and diversification of the economic base of the Village in a manner consistent with the fiscal resources of the Village, and which encourages investment and a broad range of employment opportunities.

To identify and promote employment land districts as a focus for new and expanding industrial and commercial land uses. and provide an adequate land inventory for possible future employment uses.

2.3.6 Tourism

To support and encourage the growth of the tourism industry in the Village.

2.3.7 Culture, Recreation and Community Social Services

To promote the health and well-being of the residents of the Village through the planning and development of a strong and healthy community, and to promote opportunities for economic, educational, health care, recreational and social development.

To encourage the provision of a wide range of public and private parkland, and recreational and cultural facilities to accommodate the requirements of the residents of the Village.

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To support the Parry Sound District Social Services Administration Board (DSSAB) in its delivery of Social Services within the community.

2.3.8 Community Improvement

To achieve and maintain a standard of municipal services for identified Community Improvement Project Areas to provide for the health, safety and convenience of residents and visitors, within the financial capacity of the Village.

2.3.9 Historical Preservation

To identify and conserve significant archaeological resources and significant built heritage resources in the Village.

2.3.10 Transportation, Public Utilities and Infrastructure

To provide a road network system in the Village which functions in a cost-effective, safe and environmentally sensitive manner for the movement of people and goods within and through the Village and with appropriate connections to the provincial highway system.

To provide an adequate level of public utilities and infrastructure in accordance with the needs of the residents of the Village in an efficient, safe and environmentally sensitive manner, and within the financial capacity of the Village.

To promote linear infrastructure, where appropriate while protecting and maintaining rights-of-way that accommodate all planned modes of transportation.

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3.0 GENERAL PRINCIPLES FOR DEVELOPMENT

The Official Plan is based on three principles: sustainable natural environment, economic vitality and healthy community.

3.1 SUSTAINABLE NATURAL ENVIRONMENT

3.1.1 Relationship Between Natural Heritage and Cultural Features

There is an important interrelationship between the natural heritage features and the cultural heritage of the area. It is the historic link between the human community and the surrounding environment that provides a sense of place and identity. The natural environment provides the life support system for the community. There is a responsibility to preserve, protect, enhance, and provide the proper management and stewardship of the natural areas in a sustainable way, since changes to the natural areas can affect the ecological balance of the area.

3.1.2 Principles of Preservation and Protection

Council shall ensure that the relationship between the natural and built environments, and the principle of preserving resources and protecting the natural environment for future generations, will form a basis for the planning and development of the Village.

3.1.3 Value of Endangered and Threatened Species

Council recognizes the importance and value of the endangered and threatened species in the Village and supports their protection.

3.1.4 Areas of Physical or Environmental Constraint

Areas with physical or environmental constraints to development fall within three categories:

(a) Natural Heritage Features and Areas

Natural heritage features and areas include significant wetlands, significant wildlife habitat, fish habitat, and the habitat of endangered and threatened species which are important for their environmental and social values as a legacy of the natural landscapes of the Village.

(b) Areas with Natural Constraints

Areas with natural constraints include lands that are susceptible to flooding or erosion, or which have soils, topography, drainage or similar conditions that make them unsuitable or premature for development.

(c) Areas with Human-Made Constraints

Areas with human-made constraints include lands that contain mineral aggregate operations or contamination which, unless removed or remediated, make these lands unsuitable or premature for development. Development on, abutting or adjacent lands may be permitted only if

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rehabilitation measures to address and mitigate known or suspected hazards are under-way or have been completed.

3.1.5 Development Adjacent to Magnetawan River

All new development adjacent to the Magnetawan River shall have regard for the natural river environment, especially fish habitat and floodplain. The design of all new development adjacent to the Magnetawan River shall give regard to ways and means of controlling storm-water run-off both during and after construction, so as to minimize storm-water pollution into the River.

Schedule "A" designates certain lands along the Magnetawan River and the South Branch of the Magnetawan River as Environmental Protection. These lands have physical and/or environmental constraints to development. Any development proposals in these areas shall be subject to the policies of Section 5.1.1.4 to ensure that there is no negative impact on the natural features and functions of the natural river environment and that new development does not occur in the flood plain. New development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage.

3.1.6 Source Protection Plan

The Village obtains its drinking water from an unprotected sand and gravel aquifer. The natural layers of sand, gravel and some clay are inadequate to prevent contaminants from seeping through the ground and contaminating the drinking water. A groundwater source protection action plan shall be implemented in accordance with the provisions of this Plan. This shall include the prohibition of certain uses in close proximity of the municipal wells.

3.1.7 Stormwater Management

Council may adopt Stormwater Management Policies to further protect the Magnetawan River. Council may require Stormwater Management Plans for any development proposal.

3.2 ECONOMIC VITALITY

Any strategy for economic development, growth and enhancement must reflect the preservation of the existing urban community that provides services to the surrounding rural area and tourists. Key to any future development is the strengthening of public and private enterprises that enhance and contribute to this "sense of community". Any development and growth, whether it is in health, retail, education, tourism, commercial or industrial sectors will support and help sustain the very nature of the urban/rural quality of life.

The retention of existing employment opportunities and the creation of new opportunities will be encouraged.

3.2.1 Retail and Commercial Development

New retail and commercial developments shall be encouraged within the downtown. Retail and other commercial uses will be permitted to locate elsewhere in the Village, if an appropriate location is not available in the downtown subject to an amendment to the Zoning By-law or Community Development Permit System and/or a Site Plan Agreement and the provisions of this Plan.

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3.2.2 Home-Based Businesses

Home-based businesses are encouraged throughout the Village. Such businesses shall have a limited number of employees, not create a traffic hazard, be compatible with adjacent uses and have not negative impacts on the residential character of the subject property or the neighbourhood.

3.2.3 Tourism-related Businesses

Enterprises that cater to the tourist industry shall be encouraged. Such enterprises should conserve, enhance and promote the significant culture heritage resources to foster cultural heritage tourism.

3.3 HEALTHY COMMUNITY

3.3.1 What is a Healthy Community?

A healthy community is one which is continually creating and improving the physical and social environments, and expanding the community resources that enable people to mutually support each other in performing all the functions of life and developing to their maximum potential. Healthy communities evolve in a way that preserves the natural environment and heritage, encourages community spirit and participation in decision-making, provides easy access to a range of services and leisure opportunities, provides efficient and safe traffic flow and encourages social diversity and respect for a variety of lifestyles.

3.3.2 Promoting a Healthy Community

There is a connection between the physical design of communities and health and the quality of life. Policies throughout the Official Plan promote healthy communities by providing for employment opportunities, protecting the natural environment, addressing the needs of the aging population and persons with disabilities, encouraging active transportation, improvement of access throughout the Village, improving community consultation and monitoring the success of these initiatives.

3.3.3 Accessibility

All new public buildings and facilities are to be located and designed to be accessible to all.

A diverse range of activities, such as recreational and cultural activities, shall be supported and promoted, based on the needs of the community and will be accessible to all the residents.

In attaining its goal for establishing a barrier-free environment to municipal property, the Village will endeavour to provide access solutions in a manner that respects the cultural heritage value or interest of a protected property. Council recognises that standardised designs may not always suffice, and that each heritage property will require unique accessibility plans to ensure that alterations do not adversely affect the heritage attributes.

3.3.4 Built Heritage

In accordance with the Provincial Planning Statement, Council shall ensure the protection and management of all features of significant architectural, cultural, historical, archeological or scientific interest in order to preserve their functional use and heritage value to the Village of Burk's Falls.

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Significant built heritage resources and significant cultural heritage landscapes shall be conserved. Development and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential if the significant archaeological resources have been conserved by removal and documentation, or by preservation on site.

The preservation of archaeological sites in an intact condition as the preferred means for the mitigation of impacts to archaeological sites. Archaeological excavation as a means for the mitigation of impacts should only be considered when it is demonstrated that preservation is not possible.

Development and site alteration may be permitted on adjacent lands to protected heritage property where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

3.3.4.1 Heritage Impact Assessment

Council shall integrate heritage conservation into the development and approval process by requiring the preparation of a heritage impact assessment when a development proposal has the potential to impact protected heritage properties.

3.3.5 Streetscape and Landscape

The design of development and/or redevelopment should consider and reflect the character and streetscape/landscape of the area.

3.3.6 Site Planning and Building Design

Excellence in design will be pursued so that new development will contribute to a sense of place, ensure physical safety, promote social interaction and enjoyment, provide human scale to the cultural environment and promote the integration of land uses.

(a) New development shall be promoted based on the fundamentals of sustainable design including environment-first planning, land efficiency, compact development and resource and energy efficiency in site planning and building design.

(b) The design of development and/or redevelopment shall consider and reflect the character and streetscape/landscape of the area.

(c) The design of compact form and the provision of mixed uses is promoted to ensure efficient use of land and utilization of existing infrastructure.

(d) All buildings should be constructed with durable systems and materials to prevent future energy inefficiencies such as heat loss, poor site drainage and premature deterioration.

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3.3.7 Inclusivity and Affordability

Strong, healthy, inclusive communities have a broad mix of housing types, tenure opportunities and price ranges available to meet the needs of all residents. The provision of a full range of housing types, including affordable housing and densities shall be promoted.

3.3.7.1 Affordable Housing Strategies

Affordable housing generally refers to housing for low-to-moderate-income households priced at or below the average market rent or selling price for comparable housing in a specific geographic area.

As required by the PPS, Section 2.2.1, The Village of Burk's Falls supports the provision of affordable housing in response to local interests and demand by accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), through the following measures:

(a) establishing and implementing minimum targets for the provision of housing, which is affordable to low and moderate income households, in coordination with DSSAB;

(b) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;

(c) promoting compact built form and residential densities which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and

(d) encouraging development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

3.3.7.1.1 Targets for Affordable Housing

In the case of ownership housing, affordable housing means the least expensive of:

(a) Housing for which the purchase price results in annual accommodation costs which do not exceed thirty percent (30%) of gross annual household income for low- and moderate-income households; or

(b) Housing which the purchase price is at least ten percent (10%) below the average purchase price of a resale unit in the Village.

In the case of rental housing, affordable housing means the least expensive of:

a) A unit for which the rent does not exceed thirty percent (30%) of gross annual household income for low- and moderate-income households; or

b) A unit for which the rent is at or below the average market rent of a unit in the Village.

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For the purposes of the above Section, "low- and moderate-income household" means, in the case of ownership housing, households with incomes in the lowest sixty percent (60%) of the income distribution for the Village. In the case of rental housing, households with incomes in the lowest eighty percent (80%) for income distribution for renter households for the Village are considered a "low- and moderate-income household".

The Village will work collaboratively with DSSAB and endeavour to provide affordable housing units for current and potential residents as part of its commitment to building a complete community.

3.3.7.2 Additional Residential Units

The introduction of Additional Residential Units within the existing residential land supply provides an opportunity to introduce additional affordable housing. An Additional Residential Unit is a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping areas, that is ancillary and subordinate to the main dwelling on the same lot.

The Village shall consider the creation of a self-contained additional residential unit on lands designated to permit single detached dwellings, semi-detached dwellings, street townhouse dwellings, and in an accessory structure thereto, in accordance with the applicable zoning by-law regulations, subject to the following provisions:

a) Additional residential units may be permitted within both newly built and existing dwellings, in a new or existing building accessory to the main residential use on the property, or both, provided that:

   i. a maximum of two (2) additional residential units shall be permitted for each single detached dwelling, semi-detached dwelling and street townhouse dwelling;

   ii. The additional residential units(s) is smaller than, and accessory to, the primary dwelling unit;

   iii. the existing outdoor private amenity area is adequate for the amenity and leisure needs of all occupants;

   iv. adequate municipal services to accommodate any increased demands resulting from the additional residential units(s) are provided;

   v. a minimum of one (1) parking space shall be provided for each additional residential unit;

   vi. off-street parking is adequate and any new parking shall minimize the loss of outdoor amenity areas or landscaping;

   vii. the character of single detached, semi-detached and row houses is preserved when establishing an additional residential unit.

   viii. any building addition or construction of an accessory residential building is compatible with the massing, physical orientation, setbacks, and height of adjacent buildings; and,

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ix. any building addition or construction of an accessory residential building respects the privacy of adjacent dwelling units and seeks to minimize impacts through location, screening, landscaping, and other design measures.

3.3.8 Intensification, Infilling and Redevelopment

Intensification and redevelopment within the Village can meet the needs of the population at different stages of their lives. Over the next twenty years, intensification, infilling, and redevelopment within the area presently serviced with municipal services will be the preferred development approach.

Intensification: means the development of a property, site or area at a higher density than currently exists through:

(a) redevelopment, including the reuse of brownfield sites;

(b) the expansion or conversion of existing buildings, and

Infilling specifically refers to the development of vacant or underutilised sites with some supporting infrastructure already in place.

3.3.8.1 Residential Development

Development of new low and medium density residential uses through infilling and intensification of existing serviced areas with the built-up area shall be encouraged.

Such intensification and/or redevelopment shall meet the requirements of the Ontario Building and Fire Codes and any municipal requirements regarding servicing and parking.

Residential intensification can be achieved in the following ways:

1. the conversion of single-family dwelling for commercial purposes with residential apartments above the first floor;

2. the addition of residential apartments above the first floor of commercial buildings;

3. the addition of an Additional Residential Units within a residential building and or in a building accessory to the residential dwelling;

4. Infill development of vacant land, with an emphasis on higher density residential units.

3.3.8.2 Density Requirements for Intensification, Infilling and Redevelopment

Residential developments may have a density up to 150 units per hectare (60 units per acre) subject to meeting the requirements of this section and of the General Standards By-law.

In any built-up area where medium density residential uses are to be introduced through infilling and/redevelopment situations, consideration shall be given to matters related to land use compatibility and proximity effects.

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3.3.8.3 Exception

Intensification and infilling shall not be permitted on lands within the Environmental Protection designation.

3.3.9 Development of Greenfields

As a general rule, the development of greenfield areas shall proceed by registered plan of subdivision. Any extensions of municipal water, sanitary sewer, storm, road and related infrastructure required to serve the new residential development shall be at the expense of the developer.

3.3.9.1 Density Targets for Greenfields Development

The following residential density classifications shall be permitted in residential development on greenfields:

1. Low density residential which includes single detached dwellings, semi-detached dwellings, duplex dwellings converted singled detached dwellings and accessory uses up to a maximum density of 15 units per hectare (six unit per acre); and

2. Medium density residential, which includes town or row houses, triplexes, and small low profile apartments up to 30 units per hectare (12 units per acre) with a maximum height of 3 stories.

3.3.10 Public Facilities, Services and Infrastructure

The Village of Burk's Falls will continue to provide of public services and facilities to meet current and projected needs, of the community. The municipality will cooperate wherever possible with other public and private sector service providers in the delivery of recreation programs and facilities, police and fire protection, health and educational programs, long-term care services, and cultural services to ensure that the necessary infrastructure and public service facilities are or will be available to its residents.

Council will endeavour to ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures for infrastructure and public service facilities.

It is important that such facilities, whether planned or available, are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment.

3.3.10.1 Social Services

Where possible the Village of Burk's Falls will continue to work with the DPSSAB in the shared delivery of social services, including early years services, affordable housing, and emergency shelter and assistance for families in crisis.

3.3.10.2 Education Facilities

The school boards having jurisdiction in the Village of Burk's Falls shall determine, in conjunction with the Ministry of Education and Council, the size and timing of new, or expansions to existing, educational facilities. Before any development that will generate

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additional pupils is approved, Council shall be assured that the necessary pupil accommodation and any required school bussing will be provided.

3.3.11 Public Parkland and Open Space

Council may require, as a condition of development or redevelopment, the conveyance of land from the developer to the municipality, in accordance with the provisions of Section 42 of the *Planning Act*. The amount of land to be conveyed is not to exceed 2 percent of the lands proposed for commercial and industrial development or 5 percent of the lands for any other proposed uses. The conveyed lands are intended to be used for park or other public recreational purposes. Lands that are environmentally sensitive areas or have physical constraints to development will not be acceptable as parkland dedication.

Where the division of land is proposed, Council shall require as a condition on the granting of a provisional consent or the approval of a draft plan of subdivision or condominium that the owner convey land for park purposes to the Village. The amount of land to be conveyed is not to exceed 2 percent of the lands proposed for commercial and industrial development and 5 percent of the lands for any other proposed uses. The conveyed lands are intended to be used for park or other public recreational purposes. Lands that are environmentally sensitive areas will not be acceptable as parkland dedication.

All lands conveyed for parks purposes shall be approved by Council. Council may require an environmental site assessment to determine if groundwater or soil contamination is present prior to land acquisition.

Where a water body adjoins such lands, adequate space shall be provided for maintenance of the park and its operation.

3.3.11.1 Alternative Conveyances

In lieu of the conveyance of land for park purposes, Council may require the payment of money in lieu of such lands. The cash value of such lands will be determined as follows:

a) For developments involving the division of land pursuant to either Section 50 or Section 53 of the *Planning Act*, the value of land shall be determined as of the day before the granting of draft plan approval for a plan of subdivision or condominium, or the day before the granting of a provisional consent, or as determined by the Council;

b) For development or redevelopment pursuant to Section 42 of the *Planning Act*, the value shall be determined as of the day before the day of the issuance of the first building permit issued in respect to development or redevelopment or, where more than one building permit is required for the development or redevelopment, as of the day before the first permit is issued.

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4.0 LAND USE AND DEVELOPMENT

4.1 GENERAL DEVELOPMENT POLICIES

4.1.1 Land Use Designations

Development and/or redevelopment shall take place in accordance with the land use designation on Schedule "A" and the policies of Section 5 of this Official Plan. Certain policies of this Plan will be implemented through the construction of public works. No public works shall be undertaken which do not conform with the intent and purpose of this Plan.

4.1.2 Zoning By-law or Community Development Permit System

Community facilities and green space permitted in the Residential designation may be included in separate zone classifications in the implementing Zoning By-law or Community Development Permit System.

4.1.3 Property Standards By-law

The Council shall prepare a by-law for the maintenance and occupancy of properties within the Village. This by-law shall prescribe standards for the maintenance and occupancy of property within the Village and shall prohibit the occupancy or use of such property that does not conform with the standards.

Properties that do not conform with the By-law for the maintenance and occupancy standards, may be required to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition.

4.1.4 Development Charges By-law

Development charges are fees collected from developers at the time a building permit to help pay for the cost of infrastructure required to provide municipal services to new development, such as roads, water and sewer infrastructure, community centres and fire and police facilities.

Council may pass a by-law under the *Development Charges Act* to assess and recover their anticipated expenses for new growth for both hard and eligible soft services. Development charges may be levied against plans of subdivision, consents, condominiums, Zoning By-law or Community Development Permit System amendments, minor variances, building permits and lands exempted from part lot control.

4.1.5 Development Applications - Cost Recovery

It is the policy of Council to adopt, by by-law, fee structures to attain full cost recovery of the Municipality's efforts and expenses in fulfilling its statutory mandate and in administering and enforcing its regime of by-laws. Licence fees may include an element of revenue generation above and beyond such full costs, in the form of a direct tax on licensees.

In carrying out of its legislative duties, under the *Planning Act* and the *Building Code Act* in particular, the Municipality may require that applicants bear the full costs of processing development applications

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to the point of a decision of Council. In addition to the normal schedule of tariffs, a by-law may provide that the Municipality's costs of using professional advisors and agents will form part of the application fee payable in the circumstances.

4.1.6 Municipal Services

All new residential development in the Village shall be on full municipal services within the *Residential* designation.

In order to minimize the cost of services provided by all public agencies, development in the Village shall not be permitted where it would contribute to a demand for public services that are uneconomic to provide, improve or maintain. Instead, development will be permitted in locations where demands on public services will be minimized, where such development will most effectively help pay for existing services or where new services can be provided most economically.

All water and sewage works undertaken by the Village of Burk's Falls are subject to the Municipal Class Environmental Assessment (2007) process as approved under the *Environmental Assessment Act*. In order to protect the financial position of the Village, Council shall consider the timing, nature and location of new development, such that the demand for municipal services is not excessive relative to the taxable assessment generated by the development. New development that will adversely affect the overall ratio of municipal debt to taxable assessment shall be discouraged. Council, in the consideration of development applications, shall also endeavour to maintain a favourable residential to non-residential assessment ratio to protect its financial position.

It shall be the policy of Council to ensure that appropriate water supply and sanitary sewage disposal services are provided to all new development in the Village in accordance with the requirements of the MOECP or its designated agent. Municipal sewage services and municipal water services are the required form of servicing within all designations, except the *Limited Service* and *Rural Transition Areas* designations.

4.1.7 Partial Servicing

Partial servicing (municipal water and private individual sanitary sewage systems) shall only be permitted where necessary to address failed individual on-site sewage services within the existing developed area or to allow for infilling and minor rounding out of existing development on partial services.

Such development on private services will only be permitted provided that the development is within the reserve sewage system capacity and site conditions are suitable for the long-term provision of such services, with no negative impact.

Where only partial servicing is available, lands shall be placed within the *Limited Service* designation and shall be subject to the policies of Section 5.6 of this Plan.

4.1.8 Servicing of Employment Uses

Unless on full municipal services, employment uses will be restricted to low-water consumption industries and commercial uses only.

For the purposes of this Plan, low-water consumption industrial and commercial uses are those industries consuming up to, but not exceeding, 2000L/day.

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4.1.9 Existing Uses

Nothing in this Official Plan shall affect the continuation of uses legally established prior to the date that this Official Plan was adopted by the Council of the Village of Burk's Falls.

4.1.10 Planning for Changing Climate

Council will promote forms of green development that are designed to mitigate greenhouse gas emissions and will encourage a variety of climate change adaptation techniques throughout the development process. As such, the following policies will be encouraged with all development and redevelopment:

1) A compact urban form is encouraged in order to maximize the efficiency of infrastructure. Mixed use development in appropriate locations, including the Commercial Core, and live-work relationships are also promoted to reduce automobile use.

2) Increasing residential densities, in conformity with Section 5.1.2, within appropriate areas that are in close proximity to goods, services, and employment.

3) The design of buildings and layout of new lots should maximize direct access to sunlight during the winter, increasing energy efficiency, and minimizing energy consumption associated with heating. Similarly, vegetation chosen for new developments that will reduce energy consumption of buildings for cooling should also be considered.

4) The use of energy efficient building design and fixtures should be considered.

5) Community design, facilities, and infrastructure that provide for cycling and walking from home to sources of goods, services and employment is preferred.

6) Green infrastructure, low-impact development, and sustainable construction methods will be used for new construction and the replacement of civic infrastructure wherever feasible.

7) Innovative design that optimizes potential for alternative energy technologies, energy production and conservation is encouraged.

4.1.11 Settlement Area Expansion

The expansion of settlement area boundary of the Village shall only be permitted where it is demonstrated that sufficient opportunities for growth are not available within the existing boundary to accommodate the projected demand for a range and mix of land uses, including housing. Given that the Village's municipal boundary is concomitant with its settlement area boundary, any future expansion would require agreements for annexation with neighbouring municipalities, and approval from the Ministry of Municipal Affairs and Housing (MMAH). Having said that, there is no plan for expansion or annexation within the 20-year outlook for this Plan.

Any proposed expansion must be supported by appropriate technical studies and shall:

1) Demonstrate the need for additional land to accommodate an appropriate range and mix of uses;

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2) Confirm that infrastructure and public service facilities are planned or available in a financially sustainable manner;

3) Avoid prime agricultural areas. If avoidance is not possible, alternative locations on lower-priority agricultural lands must be considered and justified;

4) Demonstrate compliance with the Minimum Distance Separation (MDS) formulae;

5) Assess and mitigate impacts on the agricultural system through an agricultural impact assessment or equivalent analysis in accordance with provincial guidance;

6) Ensure that the expansion supports a phased and orderly pattern of development consistent with the planned function of the Village; and

7) Coordinate with DSSAB to address affordable housing needs and targets.

New settlement area expansions shall be implemented through an Official Plan Amendment and must be consistent with the PPS and the *Planning Act*. The Village must consult with the Ministry of Municipal Affairs and Housing (MMAH) and relevant agencies during the review of any expansion proposal.

4.2 GROUNDWATER PROTECTION

4.2.1 Water Quality – Aquifer Vulnerability

The protection of the aquifer from contamination is important to securing a long-term potable water supply for existing residents and businesses reliant on municipal and private water supplies. All development shall be subject to the following policies to ensure that water quality and quantity are not adversely affected. Specifically, it is the municipality's intent that development will not:

- impair groundwater quality;
- significantly reduce groundwater recharge; or
- negatively impact groundwater supply.

4.2.2 Water Quality – General Policies

4.2.2.1 Alternative Protection Measures

Council may consider the use of alternative protection measures within the Groundwater Protection Zones (identified on Schedule C), including but not limited to, land acquisition, the use of conservation easements, growth management and innovative landowner partnership programs involving compensation for changes in land use or land management practices.

4.2.2.2 Best Management Practices

Council may undertake the development and promotion of Best Management Practices for implementation by higher risk land use activities in vulnerable areas.

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4.2.2.3 Public Education

Council may undertake a program of public education aimed at enhancing public understanding of voluntary initiatives to protect the quality of groundwater, and in particular, the appropriate siting and maintenance of wells and private septic systems, and voluntary reductions in the use of domestic cleaners, solvents, pesticides and fertilizers.

4.2.3 Water Quantity – General Policies

The policies of this Section are intended to ensure that development results in the sustainable use of water resources and does not significantly reduce groundwater recharge or overtax groundwater supply. New development will be required to adopt water conservation measures, while existing development is encouraged to adopt water conservation measures.

4.2.3.1 Water Budget and Conservation Plans

Council may prepare water budgets and water conservation plans in collaboration with adjacent municipalities and Provincial Ministries.

Building on the Groundwater Protection Study, the water budget and water conservation plan may include the following components:

1. Quantification of components of the water balance equation (precipitation, evapotranspiration, groundwater inflow and outflow, surface water outflow, change in storage, water withdrawals and water returns);
2. Modelling to characterize groundwater and surface water flow systems;
3. Identification of targets to meet water needs of ecosystems;
4. Identification of availability, quantity and quality of water sources;
5. Identification of water conservation goals;
6. Development of a water-use profile and forecast;
7. Evaluation of plans for water facilities;
8. Identification and evaluation of water conservation such as public education and full cost pricing;
9. Identification and promotion of opportunities for water reuse, recycling and associated practices and technologies;
10. Analysis of costs and benefits;
11. Selection of water conservation measures and incentives;
12. Implementation plan that integrates water supply and demand functions; and,
13. Monitoring measures to indicate the effectiveness of the conservation plan.

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In the absence of a water budget and water conservation plan at the watershed level, Council shall be satisfied that sufficient water supplies which meet the health criteria of the Ontario Drinking Water Standards are or can be made available to serve proposed development.

4.2.4 Water Conservation Measures

Council may establish and maintain water restriction by-laws in order to reduce water use, particularly during periods of peak demand.

Council shall establish and maintain water rate structures for municipal water supplies that are based on a full cost recovery basis, are consistent with the principle of water conservation and provide for groundwater protection and conservation initiatives.

Council shall establish and maintain water metering of municipal water supplies as a measure to conserve water and as a basis for establishing water rate structures.

Council shall establish and maintain monitoring programs for municipal water supplies to ensure that important water supplies are not being depleted.

Council may establish and maintain a public education program to promote water conservation in both domestic and industrial activities.

4.2.5 New Municipal Water Supplies

Council may need to explore alternative well site(s) for adequate long-term supply. Should it be necessary, Council shall follow the Class Environmental Assessment process prior to establishing a new municipal supply well, including the following measures:

(a) Where possible, select potential well sites that minimize the potential effects that surface activities, including land uses and surface water, may have on the well water quality;

(b) Undertake modelling consistent with the methods used in the Groundwater Protection Study to indicate the potential time-of-travel zones for the proposed well;

(c) Where necessary, update the modelling in the Groundwater Protection Study that characterizes groundwater and surface water flow systems;

(d) Identify availability, quantity and quality of water sources for existing and proposed uses in the study area; and

(e) Notify and consult the public in accordance with the Class Environmental Assessment process.

Council may enter into negotiations with landowners adjacent to the proposed well site regarding the use of alternative protection measures that may be required to protect the quality and quantity of the new municipal well and the land owner's private supply well, including such matters such as compensation for changes in land use or land management practices.

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4.3 STORM WATER MANAGEMENT

It shall be the policy of this Plan that for any development or redevelopment proposal, stormwater runoff shall be controlled and the potential impact on the natural environment shall be minimized.

No development or redevelopment proposal, including a plan of subdivision or a block of land being developed for residential, commercial, institutional or industrial purposes, shall be permitted if such development will have a significant adverse impact on local and area-wide drainage patterns. A suitable method of accommodating surface water runoff shall be developed and implemented as a condition of approval according to the following policies:

(a) Stormwater management facilities shall be designed and constructed to protect the receiving watercourse and adjacent lands from potential adverse impacts resulting from stormwater runoff including the degradation of water quality, increase in flood potential, interference or reduction of the drainage capacity of an existing watercourse, erosion and sedimentation, or damage or destruction of fish habitat or other environmentally sensitive feature or function.

(b) The post-development rate of stormwater flow from a development site should not exceed the pre-development rate.

(c) The preparation of a stormwater management plan for a development proposal shall be the responsibility of the developer and shall be prepared and stamped by a professional engineer. Such a study may be subject to a peer review by a professional engineer selected by the municipality, the costs of which will be the responsibility of the proponent.

(d) As a condition of draft approval for plans of subdivision or condominium, a stormwater management plan shall be submitted for review and approval by the Village. In cases of new industrial, commercial and institutional development, the stormwater management plan will form part of the information submitted for site plan approval. A stormwater management plan may also be a condition of the MTO where a provincial highway may be affected by stormwater runoff.

(e) An open drainage channel, a stormwater detention/retention facility and adjacent lands which form part of a stormwater management system for a subdivision or other development proposal shall not necessarily be acceptable as part of the parkland dedication requirements under the *Planning Act*. Such lands shall be landscaped to the satisfaction of the Village and shall be a suitable width and grade to permit maintenance operations.

(f) The retention of existing tree cover or natural vegetation, particularly along watercourses and valleys, and the provision of significant grassed and open space areas, shall be encouraged to facilitate absorption of stormwater into the ground.

4.4 NOISE AND VIBRATION

It is the intent of this Plan to minimize any adverse noise and vibration impacts from railways, highways, arterial roads and industries on sensitive land uses.

In the event that residential uses are proposed adjacent to existing industrial development, the MOECP Guidelines regarding separation distances shall be considered. In general, residential uses should be located on municipal local or collector roads only. All residential development shall be designed in a

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manner that minimizes impact on the traffic carrying capability of the adjacent roads. Any new roads shall be constructed to municipal standards.

4.4.1 Noise Impact Study

A Noise Impact Study in accordance with MOECP guidelines shall be undertaken for proposed development involving sensitive land uses that are adjacent to or in proximity to a railway, highway, arterial road or industrial use to the satisfaction of Council. The approval of development applications shall be based on the implementation of the required study, such as the restriction of new residential and other sensitive land uses and the provision of appropriate safety and mitigating measures and notices on title.

A Noise Impact Study shall be required where proposed development involving sensitive land uses is within 100 metres of a railway right-of-way or 1,000 metres of a railway yard. A Vibration Study shall be required where proposed development involving sensitive land uses is within 75 metres of a railway right-of-way. Noise and vibration studies shall be prepared to the satisfaction of Council in consultation with the appropriate railway agency. The approval of development applications shall be based on the implementation of the recommendations of the required studies, such as the restriction of new residential and other sensitive land uses and the provision of appropriate safety measures, such as setbacks, berms and security fencing, mitigating measures and notices on title.

4.5 COMMUNITY FACILITIES AND GREEN SPACE

Community Facilities and Green Space shall be permitted anywhere within the Village, with the exception of the *Environmental Protection* designation, provided that the use is necessary or appropriate in the area, is compatible with adjacent land uses and will pose no danger/hazard to the surrounding area.

Community facilities include schools, places of worship, municipal government facilities, community centres, libraries, public or private clubs or association halls, cemeteries, nursing homes, hospital, and similar community-oriented uses.

Green spaces are those areas owned and maintained by the municipality, including but not limited to local and neighbourhood parks and picnic areas, heritage riverwalk trails, recreation fields, waterfront and boat launch.

4.5.1 Parking

Adequate off-street parking shall be provided in accordance with the standards contained in the Zoning By-law or Community Development Permit System.

4.5.2 Municipal Services

Community facilities shall be serviced with municipal water supply and sanitary sewage disposal systems.

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4.5.3 Buffering

Adequate buffering shall be provided between community facility and green space uses and adjacent land uses and roadways. Such buffers may include the use of landscaping such as grass strips, screening and the planting of trees and shrubs and a berm or fence.

4.6 CULTURAL HERITAGE RESOURCES

4.6.1 Cultural Heritage

Council will support the conservation of property with cultural heritage value or interest and/or architectural significance. Council will work with the community to identify significant cultural heritage resources that should be conserved. Cultural heritage includes: archaeological sites and resources; buildings and structural remains of historical architectural, natural and contextual value, traditional use areas, cultural landscapes of historic interest and significant views, vistas and ridge lines.

4.6.2 Protection of Cultural Heritage Resources

In recognition that the importance of a cultural heritage resource is tied most significantly to its original location, such resources shall be, wherever possible, incorporated into new development plans. It is recognized that the Village of Burks Falls is under the Robinson-Huron Treaty and is considered the traditional territory of the Anishinaabeg/Anishinaabek – Ojibway, Odawa and Potawatomi peoples, and the Wasauksing, Shawanaga, Magnetawan, Dokis and Henvey Inlet First Nations. As such, the Council shall engage with Indigenous Communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.

4.6.2.1 Preparation of Archaeological Assessment

Council will integrate heritage conservation into the development and approval process by requiring the preparation of an archaeological assessment by a licenced archaeologist when a development proposal affects known archaeological resources or areas of archaeological potential. Council may consult with the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTC) on matters pertaining to archaeological resources and the sharing of provincial data regarding these resources.

4.6.2.2 Preparation of Heritage Impact Assessment

To ensure that lands that have or may contain a cultural heritage resource are considered appropriately, a heritage impact assessment of the resources is to be conducted by the proponent of the development, in consultation with the municipality. This assessment shall identify the impacts on the cultural heritage resources and propose a strategy for conserving the cultural heritage resources either by removal and documentation, or by preservation on site. Where significant archaeological resources must be preserved on site, only development and site alteration which maintain the heritage integrity of the site may be permitted.

4.6.2.3 Adjacent Lands

Development and site alteration may be permitted on adjacent lands to protected heritage property where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be

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conserved. Mitigative measures and/or alternative development approaches may be required in order to conserve the heritage attributes of the protected heritage property affected by the adjacent development or site alteration.

4.6.2.4 Designation of Properties

The *Ontario Heritage Act* provides for the designation and conservation of properties of architectural and/or historical value or interest. Under the Act, Council may recognize and protect heritage properties, structures, buildings or portions of buildings, through designation. Such designation will assist in ensuring that any future changes to a property are in keeping with its character. An inventory of all designated properties or identified as being of cultural heritage value or interest may be maintained by the municipality.

4.6.2.5 Heritage Conservation District

Under the *Ontario Heritage Act,* Council may designate, by by-law, all or part of the Village as a Heritage Conservation District. This provides for the protection and enhancement of groups or properties that collectively represent a certain aspect of the development of the municipality considered worthy of preservation. The overall character and value of a Heritage Conservation District is derived from both individual properties and from the combined historic and aesthetic value of the structural and natural components of the area.

4.6.2.5.1 Evaluation Criterion

The following factors will be considered by Council in the evaluation of an area for designation as a Heritage Conservation District:

(a) the association of the area with a particular historical event or era that is unique to the community;

(b) the presence of properties which are considered significant to the community as a result of their location or setting;

(c) the presence of properties representing a design or method of construction which is considered architecturally and/or historically significant to the community, region, province or nation;

(d) the presence of properties which collectively represent a certain aspect of development of the City which is worthy of maintaining; and,

(e) the presence of physical, environmental, or aesthetic elements which, individually, may not constitute sufficient grounds for the designation of a Heritage Conservation District, but which collectively are significant to the community.

4.6.3 Cemeteries

Cemeteries are recognized as necessary and essential community facilities. Cemeteries may vary in scale, depending upon the location and needs of the population to be served. Existing cemeteries are recognized as permitted uses in this Plan.

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4.6.3.1 Expansion of Cemeteries

Such cemeteries may be permitted to expand to the limits of the license issued under the *Funeral, Burial and Cremation Act,* providing that they comply with the Zoning By-law or Community Development Permit System and intent of this Plan.

4.6.3.2 Burial Site Discoveries

An appropriate archaeological assessment shall be undertaken when an identified and marked or unmarked cemetery is affected by development. The Registrar, Burials of the Ministry of Government and Consumer Services (MGCS) will use the results of the archaeological assessment to determine the most appropriate government agencies, and representatives of those buried at the site, and if the site is an aboriginal peoples burial ground, the nearest First Nation and will notify them accordingly.

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4.7 WASTE DISPOSAL

Curbside collection of waste and recycling is offered to residents of the Village of Burk's Falls. Residents are encouraged to manage their waste and to utilize all waste diversion programs offers within the Village.

The Tri R Landfill site, shared between the Village, Townships of Armour and Ryerson, is available to Village residents, in accordance with the regulations outlined in the by-law set by the Township.

Arrangements for disposal or management of solid wastes will be reviewed from time to time with a view to improving site operations and establishing new sites.

4.7.1 Waste Diversion

The Village of Burk's Falls requires its residents to reduce unnecessary waste and promote recycling thereby diverting the amount and types of waste going to the waste disposal site and increasing community environmental sustainability.

4.7.2 Sewage Lagoons

Sewage lagoons for municipal purposes, or for the disposal of wastes from septic or holding tanks shall recognized in the Zoning By-law or Community Development Permit System. New or expanded sewage lagoons must meet the requirements of the MOECP. The area within 400 metres of the perimeter of a sewage lagoon is an area of potential adverse environmental impact.

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5.0 LAND USE DESIGNATIONS

The land use concept and structure for the Village of Burk's Falls is shown in Schedule "A", "B" and "C" and the policies contained within this Plan. Each land use policy must be read in conjunction with the land use schedules and the other policies of this Plan.

The Village of Burk's Falls is an Urban Settlement Area. The land use designations recognise that lands within the settlement area of developed for a variety of compatible uses. These uses include residential, community facilities, commercial, employment uses and open space uses. These uses are separately designated on Schedule "A".

Land uses within each of the land use designations will be guided by the policies of this section and other relevant policies of this Official Plan. They may be further detailed in an implementing Zoning By-law or Community Development Permit System.

The lands designated indicate the areas of existing development, as well as areas for future development within the settlement area.

Schedule "A" establishes the pattern of development by dividing the Village into the following land use designations:

- Residential Areas
- Employment Areas
- Commercial Areas
- Limited Service
- Environmental Protection
- Groundwater Protection Zone
- Aggregate Resource Areas
- Rural Transition Areas

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5.1 RESIDENTIAL AREAS

Lands designated as *Residential Areas* are intended primarily for low density and medium density residential uses including single detached and two-unit dwellings, and multiple-unit dwellings.

5.1.1 Permitted Uses

The predominant land uses in the *Residential Areas* designation shall be low and medium density residential uses, including single detached dwellings, duplex and semi-detached dwellings, triplexes, fourplexes, row or townhouses, converted dwellings, low rise apartment dwellings, and group homes. Additional Residential Units are permitted in accordance with Section 3.3.7.2 of this Plan.

The permitted uses shall be generally limited to low to medium densities such as single detached dwellings, semi-detached or duplex dwellings, townhouses and low-rise apartments.

5.1.1.1 Community Facilities, Parks and Open Space

The permitted uses within the Residential designation shall include community facilities such as schools and places of worship as well as public parkland and open space areas and uses within the fabric of residential areas.

5.1.2 New Residential Development

New detached, semi-detached, duplex dwellings and townhouses shall be located where their impact on existing commercial, industrial and residential use is minimized. Infilling and intensification of residential land uses is encouraged within those areas where full municipal servicing is available.

The following policies shall apply when considering applications for all new residential development:

1. the proposed design of the residential development is compatible in scale and appearance with the character of surrounding uses;

2. the proposed development shall be undertaken on municipal sanitary sewer and water systems within the Residential designation.

3. the availability of school and park facilities services are adequate to serve the proposed development;

4. the local street network is adequate to accommodate any increased traffic that might result from such development;

5. the off-street parking facilities and the proposed landscaping and buffering are adequate; those standards may be set out in an implementing Zoning By-law or Community Development Permit System;

5.1.2.1 Medium Density

Medium density residential development is generally considered to be between 30 and 60 units per hectare with a maximum height of 3 storeys. Notwithstanding, proposals that constitute infilling or redevelopment may have a density up to 150 units per hectare, subject to the policies

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of this section and the provisions of the implementing Zoning By-law. In any built-up area where medium density residential uses are to be introduced, consideration shall be given to matters related to land use compatibility and proximity effects.

New multi-unit residential housing, including higher density (medium density) housing may be permitted, subject to rezoning and it being demonstrated that adequate services are available for the development. Medium density residential uses are encouraged to locate in the following areas:

- adjacent to collector or arterial roads;
- adjacent to public open space; and
- in the vicinity of local commercial uses.

5.1.2.2 High Density Development

In order to maintain the overall character and built form of the Village, densities above 60 units per hectare are generally discouraged, except in cases of infilling/redevelopment as described in Section 5.1.2.1. Development proposals above 60 units per hectare may only be permitted through an Amendment to this Plan, and must conform to the policies of Section 5.1.2, including the Medium Density policies.

5.1.2.3 Intensification, Infilling and Redevelopment

Development of new residential uses through infilling and intensification of existing serviced areas with the built-up area shall be encouraged shall take place in accordance with the policies of Section 3.3.8 of this Plan.

5.1.2.4 Plan of Subdivision/Condominium Applications

Development of new residential uses involving the division of land under Section 50 of *The Planning Act,* shall take place in accordance with the policies of Section 8 of this Plan.

5.1.2.5 Required Technical Support Documents

All proposals for residential development by registered plan of subdivision or condominium shall be accompanied by:

1. Servicing Options engineering report which demonstrates that there is capacity available in the municipal water and sewage systems to service the proposed residential development;
2. Preliminary stormwater management plan;
3. Preliminary lot grading and drainage plan;
4. A traffic report confirming that traffic generated by the proposal can be satisfactorily accommodated by the existing road network;
5. Archaeological assessment.

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Until such engineering studies are received and approved, Council shall not recommend that draft plan approval be granted to the subdivision and/or condominium proposal.

5.1.3 Bed and Breakfast Establishments

Bed and breakfast establishments may be permitted where residential uses are permitted subject to the following:

1. Such use shall only be permitted in a single detached dwelling;
2. The property is the principal residence of the person operating the bed and breakfast establishment;
3. Such establishments shall not detract from the residential character of the surrounding area; and,

Appropriate regulations shall be included in the implementing Zoning By-law or Community Development Permit System to govern the establishment and operation of bed and breakfast establishments within the Municipality. Matters to be included in such regulations include:

1. The maximum number of guest rooms per establishment;
2. The provision of adequate off-street parking spaces;
3. Restrictions on the size and nature of advertising signs; and
4. Restrictions on the type of dwelling in which such use may be established

5.1.4 Home Occupations

Home occupations that are small in scale and do not significantly change the appearance of a dwelling as a place of residence shall be permitted. A home occupation shall be compatible with surrounding uses with adequate off-street parking being provided.

5.1.4.1 Provisions and Regulations

The implementing Zoning By-law or Community Development Permit System shall establish zone provisions to regulate home occupations including, but not limited to, the maximum floor area devoted to the use, the location of a home occupation in the residence, display of goods and storage, signs, limitations on employees, and the permitted types of home occupation uses.

5.1.5 Buffering

Adequate buffering shall be provided between proposed multi-unit residential uses and adjacent uses, especially adjacent detached residential uses. Such buffering may include the use of landscaping such as grass strips, screening and the planting of a berm or fence or separation distance.

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5.2 COMMERCIAL AREAS

The *Commercial Areas* designation on Schedule "A" consists of two distinct commercial areas - Commercial Core and General Commercial. Uses permitted in the following sections will be regulated in the implementing Zoning By-law or Community Development Permit System.

5.2.1 Commercial Core

The *Commercial Core* area is intended to identify and promote the downtown/main street as a distinct district. Lands identified as *Commercial Core* are those normally associated with the downtown core or central business district of the Village.

The *Commercial Core* designation provides for the sale of goods and services to meet the needs of the local community as well as the surrounding market area. Permitted uses may include retail commercial establishments, financial institutions, personal service shops, business and professional offices, restaurants, hotels, gas bars, places of entertainment, and existing uses.

Commercial development shall be encouraged to locate within the existing commercial core through infilling and expansion. The built form of the existing commercial core is considered to be a significant asset to the Village and it is an objective of this Plan to protect the existing historical resources while promoting vibrant community development and redevelopment.

5.2.1.1 Residential Uses

Residential uses are permitted within the *Commercial Core*, subject to the Residential policies of Section 5.1.2 of this Plan. Residential uses within the Commercial Core shall generally be located within the upper floors of buildings above ground floor commercial uses, subject to the implementing Zoning By-law.

5.2.2 Architecture

Council shall encourage the visual improvement of the commercial core through the following:

1. the coordination of signs, lighting, landscaping and general maintenance;
2. the provisions of landscaping and maintenance of parking areas;
3. streetscape improvements including benches, plantings, lighting and other street fixtures; and,
4. the provision of adequate loading facilities.

5.2.3 General Commercial

The *General Commercial Areas* are generally located along major roadway approaches to the central part of the Village.

General Commercial Area uses provide goods and services to meet the needs of the local community and the surrounding market area, as well as those commercial uses that rely on vehicular traffic. General Commercial Area uses are primarily oriented to businesses that provide a service function and benefit

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from direct access and exposure to traffic. Permitted uses include all *Commercial Core* uses plus uses such as motels, automobile sales and service businesses, recreational vehicle sales and service businesses, building supply outlets, gas bars and service stations, garden centres and commercial greenhouses.

5.2.3.1 Residential Uses

An accessory dwelling may be permitted, however, in the case of a service station, residential uses shall be prohibited. Apartments above commercial uses may be permitted where such dwellings are secondary to the main commercial use, are compatible with the main commercial use, and will not detract from the use of the property for commercial operations.

5.2.4 Scale

Commercial development should be of a scale catering to the residents of and visitors to the Village and surrounding area. Such development should front on an arterial or collector road wherever possible. Council will ensure that any proposed commercial use is compatible with neighbouring residential uses, particularly in regard to appearance, traffic generation potential, noise and other environmental factors. Such provisions as buffering, adequate off-street parking, control of ingress and egress to the commercial site and other restrictions may be imposed through the site plan approval process.

5.2.5 Services

The development of new commercial uses within *Commercial Core* or *General Commercial* areas shall be in accordance with the policies of Section 4.1.6 of this Plan.

5.2.6 Access Management and Parking

Off-street parking and loading spaces shall be provided in accordance with the provisions of the implementing Zoning By-law or Community Development Permit System. Parking, loading and access locations should be located and designed to facilitate the efficient movement of vehicles and to minimize danger to vehicular and pedestrian traffic.

5.2.7 Buffering

A landscaped buffer should be provided wherever practical, between commercial uses and adjacent residential uses. Buffering may include grass strips, fences, tree and shrub planting, landscaping or any combination which is sufficient for that purpose.

5.2.8 Site Plan Approval

The Village will promote design elements which maximize energy efficiency and conservation. This could include the protection of existing vegetation, building orientation, and opportunities for renewable energy systems.

5.2.9 Zoning By-law or Community Development Permit System

Uses permitted in the *Commercial Areas* designation may be included in separate zone classifications in the implementing Zoning By-law or Community Development Permit System.

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5.3 EMPLOYMENT AREAS

Lands designated as Employment Area are intended to promote employment land districts or clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

It is the intention of this Plan that an adequate land inventory will be available to accommodate the development of future employment uses within the Village.

5.3.1 Permitted Uses

A range of employment uses including light manufacturing, processing, warehousing wholesaling of bulk products, repairing and servicing of equipment, transportation, storage yards, building contractor's yards and similar uses including accessory uses shall be permitted. Accessory uses include such uses as a caretaker's residence, public utilities, and offices ancillary to the principal use on the same property shall be permitted. Accessory uses shall not interfere with the primary industrial use on the site. Automobile wrecking and salvage yards and other noxious uses will not be permitted within the Village.

Permitted commercial and other business uses shall include service stations, service centres, auto sale establishments, recreational vehicle sales and service establishments, farm equipment sales and service establishments, garden centres, commercial greenhouses, professional and business offices, data processing centres, call centres, commercial or technical schools, and research facilities., Restaurants including drive-through restaurants, retail sales outlets, and athletic clubs which support the permitted industrial uses are also permitted.

5.3.1.1 Prohibited Uses

Within employment areas planned for industrial or manufacturing uses, residential uses and prohibit or limit other sensitive land uses that are not ancillary to the primary employment uses in order to maintain land use compatibility are prohibited.

No employment use shall be permitted which, by the nature of the material used, waste produced, or product manufactured is considered to be hazardous by the Medical Officer of Health. All uses shall comply with all government health and environmental standards with respect to the emission of fumes, noise, odours, dust, vibration, or any other form of pollution.

5.3.2 Home Industries

Home industries may be established and operated only in those areas where they are compatible with the adjacent land uses. The establishment of small-scale commercial or industrial uses in an accessory building on the same lot as the proprietor shall be permitted provided that the use is compatible with surrounding uses. Adequate off-street parking shall be provided.

The implementing Zoning By-law or Community Development Permit System shall establish zone provisions to regulate home industries including, but not limited to, the maximum building floor area, the minimum lot area, display of goods and storage, signs, the maximum number of employees, and the permitted types home industry uses.

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5.3.3 Land Use Compatibility

The encroachment of sensitive land uses and industrial uses on one another shall not be permitted. A separation distance in accordance with the MOECP's D-Series Guidelines will be incorporated between sensitive uses and industrial uses or other facilities that by their nature are incompatible with sensitive uses.

5.3.4 Development Requirements

The clustering together of new industrial uses and other compatible business uses is promoted. New employment use proposals shall be evaluated with the following criteria:

1. the physical suitability and soil capacity for the proposed use;
2. the impact of the proposed development on the natural environment, the character and the scenic qualities of the Village;
3. the compatibility of the proposed use with surrounding land uses;
4. appropriate servicing; and
5. provision of interior street design and possible exterior street improvement and realignment.

New development, the expansion of existing development, or redevelopment within the Employment Areas shall require the submission of a site development plan by the developer. Such development plan shall have regard for proper site planning considerations and performance, including the following:

1. Adequate off-street parking and loading facilities shall be required for all permitted uses in accordance with the requirements of the Zoning By-law or Community Development Permit System;
2. Landscaping shall ensure visual compatibility with adjacent properties and streets, and fencing may be required for safety or security purposes;
3. Access points shall be limited in number and designed in such a manner so as to minimize traffic congestion, and ensure safe ingress and egress at the site, and shall be approved by the appropriate authority having jurisdiction;
4. Standards for open storage areas, including maximum area, location and screening, shall be established in the Zoning By-law or Community Development Permit System and implemented on the site; and
5. Adequate buffering, to include noise attenuation and visual screening measures, shall be provided for the purpose of reducing or eliminating the impacts of a permitted use on any adjacent sensitive land use

5.3.5 Conversions

Council may permit the conversion of lands within the Urban Employment Areas to non-employment uses through a comprehensive review, only where it has been demonstrated that the land is not required

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for employment purposes over the long term and that there is a need for the conversion. In accordance with Section 22 (7.3) of the *Planning Act,* there is no right of appeal if Council refuses or fails to approve an amendment to remove lands from an area of employment, even if other land is proposed to be added. The employment areas and policies are to be reviewed every five years to confirm or amend the policies.

5.3.6 Buffering

Where an employment use abuts a residential use, adequate buffering shall be provided between the uses. Buffering may include grass strips, berms, fences, tree and shrub planting, landscaping or any combination which is sufficient for that purpose. Such a buffer is intended to enhance the required separation distances in accordance with the MOE Guidelines.

5.3.7 Access

Access to employment uses should be primarily through non-residential areas. Employment uses shall have frontage onto a municipal road that is maintained year-round. The use of local roads for access to employment uses by trucks shall be discouraged.

5.3.8 Municipal Services

Employment uses shall generally be serviced with municipal water supply and sanitary sewage disposal systems. Proposed extensions of the municipal water supply and sanitary sewage systems to service the proposed development will be the responsibility of the developer. Where an extension to the municipal system is proposed, the Village and the developer shall enter into an agreement to extend the services provided the overall service capacity of the system is not exceeded.

5.3.8.1 Partial Services

Where employment uses are proposed on partial services, development shall be limited to dry uses only (i.e. domestic waste up to a rate of 10,000 litres per day). Uses that produce industrial liquid waters, or that use significant water in the processing, cooling, cleaning, or making of a product shall be prohibited. In the event that a proposed use does not meet these criteria, a reasonable use assessment should be conducted in accordance with MOECP Guideline B-7.

5.3.8.1.1 Partial Services – Private Sanitary Sewage Systems

In locations where sanitary sewage services are presently not available, limited employment uses on private services may be permitted provided:

(a) that partial services are necessary to address failed individual on-site sewage services and individual on-site water services in existing development; or

(b) to allow for infilling and rounding out of existing development on partial services provided that the development is within the reserve sewage system capacity and reserve water system capacity, and that the site is suitable for the long-term provision of such services.

(c) if there is confirmation of sufficient reserve sewage system capacity for hauled sewage in accordance with the MOECP D-series Guidelines. The determination of sufficient reserve sewage capacity shall include treatment capacity for hauled sewage.

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5.3.8.1.2 Partial Services – Private Water Systems

Where employment uses are proposed on municipal sewage and private water, a reasonable use assessment shall be conducted in accordance with MOECP Guideline B-7: Incorporation of the Reasonable Use Concept into MOECP Groundwater Management Activities. Such development shall be required to connect with the municipal services once they are available in the area.

5.3.9 Communal Services

In those areas where provision of municipal services is not possible, the Village may consider the use of private communal water services, in accordance with Section 1.6.6 of the PPS, subject to compliance with provincial regulations and the appropriate studies and agreements.

5.3.10 Zoning By-law or Community Development Permit System

Uses permitted in the *Employment Area* designation may be included in separate zone classifications in the implementing Zoning By-law or Community Development Permit System.

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5.4 LIMITED SERVICE

The *Limited Service* designation applies to those lands where only partial servicing is available. These lands are presently serviced with municipal water supply and private sewage disposal systems. Existing uses within this designation are permitted to continue.

5.4.1 Lot Creation

Lot creation may occur in the *Limited Service* designation on municipal water supply and private sewage disposal systems if deemed desirable by Council, subject to fulfilling the following conditions:

(a) There is sufficient reserve capacity within the municipal sewage services;

(b) The site conditions are suitable for the long-term provision of individual on-site sewage services as detailed in a servicing options report; and

(c) Development may only be permitted if there is sufficient reserve sewage system capacity for hauled sewage in accordance with the MOECP D-series Guidelines. The determination of sufficient reserve sewage capacity shall include treatment capacity for hauled sewage.

5.4.2 Multi-Unit Residential Development

Where sanitary sewage services are not available or cannot be extended to development within the *Limited Service* designation, an investigation of servicing options shall be prepared in accordance with MOECP's D-series Guidelines, Procedure D-5-3 and shall accompany all development and redevelopment proposals involving multi-lot/unit residential development to determine the most appropriate form of servicing to promote environmental protection. The investigation of servicing options shall address the assimilative capacity of the ground water or surface water to absorb effluent without adversely impacting the natural environment.

5.4.3 Requirement for Agreement

Council shall require as a condition of approval on partial services, an agreement to connect with the municipal sewage services once the system has been extended into the area.

5.4.4 Zoning By-law or Community Development Permit System

Uses permitted in the *Limited Service* designation may be included in separate zone classifications in the implementing Zoning By-law or Community Development Permit System.

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5.5 ENVIRONMENTAL PROTECTION

Lands designated as *Environmental Protection* include lands with natural constraints such as flood susceptibility, erosion susceptibility, poor drainage, organic soils, erosion prone soils or steep slopes or other physical conditions which are potentially severe enough to cause property damage and/or potential loss of life. In addition, this land use designation includes environmentally sensitive areas and features such as cold and warm water streams, fish and wildlife habitat, significant wetlands, and other locally significant natural features. The intent is to ensure than new or expanding development does not occur on Environmental Protection designations.

5.5.1 Permitted Uses

Lands designated as *Environmental Protection* on Schedule A are primarily intended for preservation and conservation of the natural land and/or environment, and should be managed in such a fashion as to complement adjacent land uses and protect such uses from physical hazards.

Uses such as outdoor recreation, conservation and resource management uses and public and private parks shall be permitted. All new buildings and structures shall not be permitted in any *Environmental Protection* designation other than those necessary for flood or erosion control, conservation purposes or minor buildings and structures such as rain shelters, foot bridges and boat docks and launching ramps, which have been approved by Council in consultation with the applicable agency. However, buildings and structures other than those required for conservation and resource management purposes shall generally be prohibited.

5.5.2 Proposals for New Development

Proposals for new development shall be required to provide an over-view assessment to identify the presence of potential habitat of endangered and threatened species. Where potential habitat is identified, an Environmental Impact Assessment in accordance with Section 7.3 will be required to provide information on current habitat conditions and potential mitigation measures, if appropriate. New development shall not be permitted within significant habitat of endangered and threatened species.

5.5.3 Detailed Delineation of Environmental Protection Lands

Where boundaries of the "Environmental Protection" designation have been determined from the interpretation of air photography, adjustments to more accurately reflect the limits of the flood hazard which are agreed upon by Council in consultation with the MNRF, may be made without an Official Plan amendment. An amendment to the Zoning By-law or Community Development Permit System to refine the boundary shall be required. The zoning amendment shall be based either on the conservative estimates of the regulatory flood prepared by MNRF or a new engineered flood plain study.

5.5.3.1 Environmental Impact Study

An Environmental Impact Study, to be conducted by a qualified professional and in accordance with the requirements of Section 7.2.4, shall be required for any proposed development and/or site alteration adjacent, within 120 metres of the significant portion of the habitat, to endangered and threatened species habitat. This evaluation shall demonstrate that there will be no negative impacts on the natural features or their ecological functions to the satisfaction of Council.

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5.5.3.2 Adjoining Land Use Designation

Where it is determined that lands within the *Environmental Protection* designation are not environmental constrained or sensitive lands, the development of such land shall be reviewed on the basis of the adjoining land use designation and the general intent and purpose of this Plan.

5.5.4 Lands Under Private Ownership

Where any lands designated *Environmental Protection* are under private ownership, this Plan does not intend that such lands will necessarily remain as such indefinitely. In addition, it shall not be construed as implying that such areas are free and open to the general public or that the Village or other government agency will purchase the lands. There is no public obligation, however, either to redesignate or to purchase any lands designated as *Environmental Protection*.

5.5.5 Application to Redesignate:

An application to redesignate *Environmental Protection* lands for other purposes may be given due consideration by Council in consultation with the MNRF or other public agency. Council shall consider the following matters:

a) the existing environmental and/or sensitive features;

b) the potential impacts of these environmentally sensitive lands;

c) the required setbacks;

d) the proposed methods by which these impacts may be overcome in a manner consistent with accepted engineering techniques and resource management practices;

e) the compatibility of the proposed use with adjacent/surrounding land use.

5.5.6 Zoning By-law

An implementing Zoning By-law or Community Development Permit System shall provide for adequate setbacks for buildings and structures within or adjacent to *Environmental Protection* designations. The setbacks shall be established from the boundaries of the *Environmental Protection* designation, based on the severity of existing and potential environmental hazards.

Council has identified areas within which certain land uses may pose a risk to the quality of municipal water supplies. The areas are designated as *Groundwater Protection Zones* on Schedule "C" to the Official Plan.

The policies of this Section are intended to prohibit certain land uses from establishing within *Groundwater Protection Zones* or, alternatively, to ensure that certain uses can be established in these areas within an acceptable level of risk to groundwater quality.

In determining the location of lands within the *Groundwater Protection Zones* (GPZ), the following rules shall apply:

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- Properties located wholly within either GPZ I or GPZ II shall be subject to the restrictions applicable to the GPZ in which they are located; and

- Properties having parts lying within both GPZ I and GPZ II shall be subject to the higher vulnerability restrictions.

5.5.7 Magnetawan River

The Village of Burk's Falls is located within a curve in the channel of the Magnetawan River. Historically mail, merchants' supplies, and tourists came by boat to Burk's Falls in the summer. Later rail service and a system of roads replaced the river as the means of access to the area. Since that time the of the river's value for tourism and recreation (fishing, swimming, boating, kayaking, and canoeing) has grown within the community.

Land use and development in proximity to the river reflects the importance of this key natural heritage feature, while respecting the constraints that come from its broad floodplain within the village.

5.5.7.1 Protection of Fish Habitat

Council recognizes the importance and value of fisheries in the Village and supports the protection of their habitat. New development and site alteration shall only be permitted where it can be carried out without negative impact on fish habitat. An Environmental Impact Assessment will be required to investigate the potential negative impacts of new development and or site alteration when it is proposed to be within or adjacent (120 metres) of fish habitat.

New development along watercourses shall be setback a minimum of 30 metres from the stream/river in order to protect fish habitat.

5.5.7.2 Magnetawan River Flood Plain

Council recognizes that the potential impacts of climate change may increase the risk associated with natural hazards. For example, future flood events on the Magnetawan River may exceed historical regulatory flood elevations.

Notwithstanding the foregoing, the regulatory flood for the Village of Burk's Falls is defined as the greater of:

(a) the "100 year flood", which is the area that would be flooded on average, once in 100 years; or

(b) the "Regional Flood" which is the area flooded by a storm modeled on a particularly intense storm which occurred in Timmins in 1961 and could occur in this area.

Although there are no engineered flood elevations that have been determined for the portion of the Magnetawan River in Burk's Falls, a conservative estimate of the regulatory flood elevation for 3 portions of the river is shown below.

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Table 1 – Magnetawan River – Estimates of Regulatory Flood Elevations

Waterbody	Conservative Estimate of Regulatory Flood Elevation
Magnetawan River at High Street	295.0 masl
Magnetawan River above Dam	294.5 masl
Magnetawan River below Dam	286.5 masl

5.5.7.3 One-Zone Flood Plain

The "One Zone" approach to flood plain management shall be applied to lands within Burk's Falls. Under this approach, new development and site alteration (including filling) shall not be permitted anywhere in the floodplain as defined by the MNRF with the exception of structures necessary for flood and /or erosion control works or structures, such as docks, which by their nature must be located below the regulatory flood elevation.

5.5.7.4 Requirement for Hydrological Study

Council shall require any proponents for development in or adjacent to the conservative estimates of the Regulatory Flood Line prepared by MNR to undertake more detailed studies to identify more accurately the limits of the regulatory flood. A hydrological engineer should be retained to determine specific elevation and location of the flood plain boundaries under regulatory flood conditions. Only lands outside of the flood plain may be considered for development.

5.5.7.5 Requirement for OLS Determination of Elevations

Council shall require proponents of development within or adjacent to the flood plain to obtain the services of an Ontario Land Surveyor to survey spot elevations on the ground. Any lands below the identified flood elevations would be incorporated into the Environmental Protection designation.

5.5.7.6 Lot Creation

The creation of a new lot shall not be permitted where there in inadequate building area outside of the flood plain or where access/egress is not safely available during times of flooding.

5.5.7.7 Non-conforming Uses

The expansion of existing non-conforming uses within the Environmental Protection designation shall generally be prohibited. Minor additions, such as a deck, may be permitted without an engineered flood plain study

Through planning approvals and other mechanisms such as landowner education, the Village will provide for best management practices for development adjacent to the Magnetawan River, including measures such as the following:

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- Reducing lot grading;
- Using grassed swales and/or vegetated filter strips on lots that require ditching to control runoff;
- Directing roof leaders to rear yard ponding areas, soakaway pits or to cisterns or rain barrels; and
- Sump pumping foundation drains to rear yard ponding areas and infiltration trenches.

5.5.7.8 Existing Non-Conforming Uses

The existing non-conforming uses within the floodplain of the Magnetawan River are permitted. The expansion of any non-conforming use within the Environmental Protection designation shall be prohibited.

5.5.7.9 Existing Development

Site alteration and development within the floodplain of the Magnetawan River is not permitted, in accordance with the policies of Section 3.1.2.d) of the PPS.

- Site alteration means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.
- Development means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*.

Minor modifications to existing development within the floodplain of the Magnetawan River, which do no constitute site alteration or development as defined herein, may be permitted in those portions of the floodplain where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

(a) minor alterations are carried out in accordance with floodproofing standards, protection works standards, and access standards;

(b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;

(c) minor alterations shall not place additional life at risk;

(d) new hazards are not created and existing hazards are not aggravated;

(e) no adverse environmental impacts will result;

(f) the minor alterations shall not cause adverse off-site flood plain impacts. The proponent may be required to have a professional engineering report prepared to the satisfaction of the Municipality and the MNRF will provide technical advice and criteria for the preparation of such studies;

(g) minor alterations shall not include an increase in square footage to the existing structure;

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(h) minor alterations shall not include additional fill within the floodplain; and,

Replacement of existing structures may be permitted, provided that the replacement is of the same square footage as the original structure and that the replacement is floodproofed to the regulatory flood line.

5.5.8 Groundwater Protection Zones

Groundwater Protection Zones for each of the two municipal wells are designated on Schedule C. A buffer of 30 metres has been incorporated within these areas. *Groundwater Protection Zones (GPZ)* are a special protection category in which the lands may be utilized in accordance with the underlying land use designation, subject to the policies of this Section.

Properties having parts lying both within and outside the GPZ shall be subject to the restrictions of the applicable GPZ, unless the developed or developable portion of the property is entirely outside of the GPZ, in which case the GPZ policies will not apply.

5.5.9 Land Uses Representing Risks to Groundwater Supplies

For the purposes of implementing Section 4.5.2 of this Plan, land uses which may pose a risk to municipal water supplies via the aquifers are categorized from highest (Category A) to lowest risk (Category C). Uses or activities proposed within the GPZ that are not listed in Categories A, B and C, but are demonstrated to pose a comparable risk to water resources, may be subject to the policies of Section 4.2 at the discretion of Council. The land uses within each category are listed on Schedule D – Land Use Groups by Risks to Groundwater Existing Land Uses within the Groundwater Protection Zones

At the time of the coming into force of a Zoning By-law or Community Development Permit System adopted in accordance with the policies of this Section, existing land uses that are categorized as A, B or C land uses within the GPZ will be recognized as legal non-conforming uses within the Zoning By-law or Community Development Permit System. It is the intent of this policy that once these uses cease to exist, such legal non-conforming status will be lost and conformity with the policies of this Plan and the provisions of the Zoning By-law or Community Development Permit System will be required.

5.5.10 Enlargements, Extensions or Changes in Use Within Groundwater Protection Zones

Notwithstanding any other policies in this Plan, it shall be required that Council, in considering applications pertaining to enlargements, or extensions of buildings or structures, or pertaining to changes in uses legally existing at the time of the approval of this Official Plan, shall have regard to the manner in which uses have been classified into Category A, B and C uses when determining if a proposed use is more compatible than the existing use. When considering enlargements or extensions, the Council shall impose conditions requiring construction standards and techniques that will minimize the degradation of ground or surface water quality, as appropriate.

5.5.10.1 Use Restrictions and Performance Requirements

In 2003, Harden Environmental conducted a Municipal Groundwater Study on behalf of the Council of the Village of Burk's Falls which determined the extent of the Groundwater Protection Zones. Any new development proposal within the Groundwater Protection Zones as designated on Schedule "A" will be considered in the context of the recommendations of that report and the policies of this Official Plan.

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5.5.10.2 Development or Redevelopment

The following policies and requirements shall be satisfied prior to recommending the approval of development or redevelopment within any of the Groundwater Protection Zones (GPZ):

(a) Proposed aggregate extraction operations affecting the GPZ, or parts thereof, shall be subject to the use restrictions and performance requirements of Section 4.2 of this Plan.

(b) Within the GPZ, the use of dry wells or artificial/enhanced recharge of stormwater runoff is not permitted and direct infiltration of runoff without pretreatment or detention is not permitted for non-residential uses.

(c) New development proposed on private septic systems will not be permitted within the Groundwater Protection Zones.

(d) Prior to new development or redevelopment, proponents will be required to carry out an investigation of abandoned water wells on the lands proposed for development which are designated as GPZ and provide for the proper plugging of same, in accordance with relevant Provincial legislation and regulations.

(e) Prior to new development, proponents will be required to carry out an investigation for underground storage tanks within the GPZ and provide for the removal of same.

(f) The Municipality will use whatever legal authorities are available to ensure the implementation, maintenance and monitoring of structural best management practices that are identified during the development review process for new and expanding nonresidential uses within the GPZ.

5.5.10.3 Existing Aggregate Operations

The existing aggregate extraction operation will be permitted to continue as a legal conforming use within the Zoning By-law or Community Development Permit System. Any proposal for expansion shall be considered in accordance with the *Aggregate Resources Act* and with consultation with the Council.

Council may require studies that demonstrate no negative impact to sensitive groundwater features within the Groundwater Protection Zone. Once the operation has ceased and the aggregate license surrendered, the site shall only be used for those uses permitted on the immediate surrounding land use designations and the Zoning By-law or Community Development Permit System shall be appropriately amended forthwith.

5.5.11 Consultation

Council may consult with Provincial Ministries, the Council of Armour Township, or any other agency or body or qualified individual deemed appropriate for the purpose of evaluating development or redevelopment applications and supporting information required by the policies of this Plan within the *Groundwater Protection Zones* designation.

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5.6 AGGREGATE RESOURCE AREAS

The *Aggregate Resource Area* designation recognises all lands currently licensed under the *Aggregate Resources Act* for extractive use.

5.6.1 Permitted Uses

The uses permitted shall include sand and gravel pits and quarries licensed under the *Aggregate Resources Act*. Associated operations such as drilling, blasting, crushing, screening, washing and blending aggregate, aggregate recycling, aggregate storage, portable asphalt plants and portable concrete plants, weigh scales, associated buildings, wayside pits and wayside quarries may also be permitted. These associated operations will only be permitted where they are compatible with other uses permitted in the *Aggregate Resource Area* designation and will in no way hamper the rehabilitation of these areas for other land uses.

Only those areas either adjacent to or presently under excavation or being used for a permitted use shall be designated as *Aggregate Resource Area*. It shall also be zoned for that purpose in any future implementing Zoning By-law or Community Development Permit System By-law. The establishment of any new pit or quarry operation shall require an amendment to the Official Plan.

5.6.1.1 Wayside Pits and Wayside Quarries

Wayside pits are exempt from this restriction. A wayside pit and wayside quarry shall mean a temporary pit opened and used by a public road authority solely for the construction of a particular road project. It shall not be located on the road right-of-way.

The Village recognizes extraction as an interim land use and requires rehabilitation plans to be prepared indicating interim and end uses.

5.6.2 Establishment of New or Expanded Aggregate Extraction Operation

The following matters shall be considered by Council before a decision is made to permit the establishment of a new or expanded aggregate extraction operation in the *Aggregate Resource Area* designation.

(a) An extractive operation should be screened in a manner which allows it to be screened from public view, in order to protect the scenic and amenity of the area.

(b) The existing adjacent land uses that might be affected by a pit or quarry operation will be buffered through in appropriate setbacks and/or other mitigative techniques such as screening, berms, the location of machinery and timing of operations, which may be established as conditions on the licence and/or included on a site plan under the *Aggregate Resources Act* at the time of licensing.

(c) Sensitive land uses and activities (i.e residential development) shall not be permitted on site or adjacent to existing pits and quarries, except in accordance with MOECP Land Use Compatibility Guidelines D-1-2 and D-6. For new operations, the influence area is to b e determined by appropriate studies carried out in support of land use approvals. For the encroachment of sensitive land uses on existing operations and undeveloped resource area, in the absence of

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any technical studies substantiating the potential influence area, a potential influence area of 1,000 metres shall apply.

(d) Proposals for aggregate extraction operations within the distances specified in paragraph (c) above should be evaluated based on matters such as, but not limited to, land use compatibility, impacts on groundwater, noise, dust, vibrations, and traffic.

(e) All operations must satisfy the requirements of the authority having jurisdiction and the requirements of the Municipality as to water supply, waste disposal, pumping, and dewatering.

(f) All operations must satisfy the requirements of the MOECP and By-laws of the Municipality as to control of air pollution, which includes dust, noise and vibration.

(g) Haulage routes and the traffic generated by the aggregate extraction operation shall be identified.

(h) An application for an amendment to this Plan to permit the establishment of an aggregate extraction operation shall be accompanied by a detailed site development plan. Site Plans and reports required by the *Aggregate Resources Act* shall generally be acceptable for the purposes of this section.

5.6.2.1 Protection of Mineral Aggregate Resources and Operations

It is the intent of this Official Plan to protect mineral aggregate resources for long-term use. Mineral aggregate resource areas that are designated as *Aggregate Resource Area* on Schedule "A" shall be reserved for aggregate extraction uses. Development or new land uses on or adjacent to lands adjacent to areas designated as *Aggregate Resource Area* that would preclude or hinder the establishment of new aggregate operations or access to the resources will only be permitted if:

(a) the resource use would not be feasible; or

(b) proposed land use or development serves a greater long term public interest; and,

(c) issues or public health, public safety and environmental impact are addressed

(d) Established mineral aggregate operations will be protected from activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact.

5.6.3 Zoning By-law or Community Development Permit System

Uses permitted in the *Aggregate Resource Area* designation may be included in separate zone classifications in the implementing Zoning By-law or Community Development Permit System.

5.7 RURAL TRANSITION AREAS

Lands within the *Rural Transition Areas* designation are those greenfield areas located at the periphery of the Village of Burk's Falls, which are currently undeveloped but are intended to accommodate future growth.

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Although it is the intent of this Plan to achieve a modest increase in the density and intensity of land use through the redevelopment or re-use of existing vacant or underutilized buildings and properties, the municipality is aware that increased density or intensity of use can result in a negative impact on an areas heritage value or on a neighbourhood's existing residential character. Hence, a modest supply of lands has been identified within the Village and set aside for future development.

The *Rural Transition Areas* designation applies to lands within the Village of Burk's Falls that are not designated or used for urban or open space uses and are not part of the *Environmental Protection* designation. The *Rural Transition Areas* designation is not necessarily a permanent designation. Its main purpose is to prevent uncontrolled and scattered development, and to maintain the rural character of these lands until such time as appropriate development proposals for the lands may be brought forward for Council's consideration. Future development of these lands shall occur through logical planned extensions of existing developed areas and will require an amendment to this Plan.

5.7.1 Permitted Uses

Uses permitted in the *Rural Transition Areas* designation shall include those uses existing at the date of approval of this Plan, agricultural uses, accessory residential uses, low intensity recreational and open space uses, public uses which do not detract from the rural character, limited non-agricultural residential uses occurring as residential infilling and minor rounding out of existing development, and home occupations.

Intensive animal farming operations or any other land use or form of development that could hinder or preclude the future extension of services and development in the Village shall not be permitted.

5.7.2 Future Growth and Lot Creation

New development or lot creation within the *Rural Transition Areas* shall only proceed where it aligns with the intent of this designation, represents a logical extension of adjacent developed areas, and is supported by necessary technical studies, including site conditions that are suitable for the provision of appropriate sewage and water services.

Scattered or fragmented development that may impede future urban form or the extension of municipal infrastructure will not be supported.

5.7.3 Minimum Distance Separation

All development proposals and applications for changes in land use shall comply with the Minimum Distance Separation (MDS) I or II formulae, as the case may be, to ensure a sufficient distance between an agricultural livestock facility and another land use. New land uses, including the creation of lots and new or expanded livestock facilities, will comply with the MDS formulae.

5.7.4 Zoning

Lands within the *Rural Transition Areas* designation may be included in separate zone classifications in the implementing Zoning By-law or Community Development Permit System.

Council may adopt Holding zones under Section 36 of the Planning Act to ensure that development will not preclude future growth opportunities within the Village.

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6.0 TRANSPORTATION AND INFRASTRUCTURE

6.1 GENERAL

The transportation policies of this Plan are concerned primarily with the road network, since travel by means of private vehicle is the predominant means of moving goods and people within the Village of Burk's Falls. The provision of transportation systems which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs, continue to be supported by Council.

Council supports the effective and efficient delivery of emergency management services through strategic location of infrastructure, including roads within the Village and those roads which provide connections to other areas.

Bicycling is recognized as an alternative mode of transportation, which can play a positive role in improving mobility and quality of life as part of a balanced transportation system.

6.1.1 Roads Plan

The road network in the Village of Burk's Falls shall be developed in accordance with the Roads Plan shown on Schedule "B" and the policies contained in this Plan. It is intended that the location of proposed roads shown on Schedule "A" shall be considered as approximate.

Schedule "B" establishes the general road pattern by dividing the roads into the following functional classifications:

(a) Provincial Highways;

(b) Collector Roads; and

(c) Local or Village Roads.

6.1.1.1 Provincial Highways

Provincial highways are roadways under the jurisdiction of the MTO. These roads are designed to facilitate the movement of medium to high volumes of traffic through the Municipality, typically on two to four traffic lanes. Highways #11 and #520 are Provincial Highways located in the Village.

If direct access onto a Provincial Highway is necessary, entrance permits shall be obtained from the MTO. The issuance of permits for entrances to a Provincial Highway is solely at the discretion of the MTO and each case shall be evaluated on its merits.

Under the authority of the *Public Transportation and Highway Improvement Act,* the MTO, through the issuance of permits, controls all land use within 180 metres of a provincial highway 520 right-of-way from the centre point of the intersection of the highway and any intersecting road in accordance with the provisions of the *Public Transportation and Highway Improvement Act*. All development within the control area is subject to the approval of the MTO, and it is the

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responsibility of a landowner to acquire all necessary permits prior to the commencement of any construction.

6.1.1.2 Collector Roads

Collector Roads are designed to facilitate the movement of medium volumes of traffic, carry local traffic to provincial highways and provide access to abutting properties. This movement may be through traffic for trips that originate or terminate in the Municipality.

6.1.1.3 Village Roads

Village Roads (local roads) are under the jurisdiction of the Municipality. Village Roads are typically designed to carry low volumes of local traffic and to provide access to individual properties. Village Roads should not serve major traffic-generating areas. The minimum right-of-way width shall be 20 metres, where practical.

6.1.2 Intersection and Crossing Improvements

It is intended that, wherever possible, as traffic conditions warrant, improvements in the form of jog elimination, sight triangles, regulation of turning movements, proper signing, installation of traffic signals, marking of traffic lanes and channelization will be undertaken. Wherever possible, such improvements will be undertaken, or the costs borne by, the proponent of the development that initiates the change.

6.1.2.1 Proximity to Intersection

No development or redevelopment of lands shall be approved in close proximity to an intersection or railway crossing which is scheduled for improvement until this improvement has been sufficiently designed to determine the land required for such improvement.

6.1.2.2 MTO Review

Any work at an intersection with a provincial highway shall require review and approval by the MTO.

6.1.3 Access To Development

Development or redevelopment shall normally be permitted if access to a public road, of adequate construction and width, is available or established as a condition of approval.

6.1.3.1 Driveway Access

The location of access driveways should not create a traffic hazard because of concealment by a curve, grade or other visual obstruction. Access driveways should be limited in number and designed so as to minimize the dangers to vehicular and pedestrian traffic in the vicinity. Entrance standards of the Province and the Municipality shall be observed.

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6.1.4 Land Acquisition for Roads Purposes

Where land is required for road widening, road extensions, road rights-of-way, intersections or railway crossing improvements, such land shall be obtained by the appropriate agency in the course of approving land severances, plans of subdivision/condominium and development or redevelopment applications. Any proposals to widen, extend or improve roads in the Municipality should take into account the scenic factors and natural attributes of the adjacent lands, particularly trees that may be on or near the road allowance.

6.1.5 Minor Adjustments

Amendments to this Plan will not be required to make minor adjustments to the approximate location of proposed roads, provided that the general intent of the Roads Plan is preserved. The existing and proposed roads in the Municipality are classified on Schedule "B" according to their ultimate function.

6.1.6 Trails, Biking and Walkability

The Municipality will endeavour to establish and/or extend trails and dedicated walking/biking paths/lanes throughout the Village. In particular, all new development shall have consideration for non-vehicular transportation and maintaining or establishing connectivity between existing or proposed parks, community facilities, and other public amenities.

6.2 UTILITIES AND PUBLIC SAFETY

6.2.1 Requirements for Development

Before giving its approval to any development proposals, Council shall be assured by the appropriate agency that the utilities and emergency services, including fire protection and police protection, necessary to serve the proposed development will be provided without placing undue financial obligations on Village taxpayers.

When small-scale development is involved, such as that resulting from land severance activity, the proposed development must be located in an area where such services already exist and are economically feasible to maintain.

6.2.2 Lands for Easements and Emergency Access:

Where land is required for utility easements or emergency access, such land shall be obtained for the appropriate agency in the course of approving land severances, plans of subdivision and condominium, and development or redevelopment applications.

6.2.3 Lands for Public Buildings:

When land is required for public buildings such as electric power substations, fire halls or police stations, the applicant may be requested to set aside appropriate sites for purchase by the relevant agency. Arrangements for the acquisition of such sites should be made conditions of approval for land severances, plans of subdivision and condominium, and development or redevelopment applications.

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7.0 IMPLEMENTATION

The implementation section contains policies pertaining to the administration and implementation of the Official Plan. The *Planning Act* contains a number of tools that are intended to be used by municipalities to administer an Official Plan. This section contains the policies that describe how these tools are to be used by Council to achieve the intents and purposes of this Plan.

7.1 OFFICIAL PLAN REVIEW PROCESS

It is intended that, in accordance with the provisions of Section 26 of the *Planning Act*, this Plan shall be reviewed every five years or earlier should changing technical, physical, social or economic conditions warrant.

7.1.1 Basis of Review

(a) In undertaking such a review of this Plan, Council shall be consistent with the following: The objectives and policies of this Plan;

(b) The provisions of the *Provincial Planning Statement* issued under Section 3 of the *Planning Act*; and

(c) Changes that may occur in other legislation, regulations or guidelines established by the Province of Ontario.

7.2 AMENDMENTS TO THE PLAN

An amendment to Schedule "A" or "B" is required to permit the establishment of areas for uses other than those permitted in the area as shown on Schedule "A" or "B".

Each application for an Official Plan Amendment shall be a complete application and include background studies and a justification for the proposed change, prepared by the applicant.

7.2.1 Criteria to be Considered

In considering an amendment to Schedule "A" or "B", or to the text of this Plan, Council shall have regard to the following criteria in addition to those specified elsewhere in this Plan:

(a) Whether the proposed Amendment will be consistent with the overall purpose and intent of this Plan, and the objectives and policies set out in this Plan;

(b) The need for the proposed change, use or development, having regard to lands elsewhere in the Municipality already designated for the proposed use;

(c) The suitability of the site for the proposed use, having regard to the relevant objectives and policies of this Plan;

(d) The compatibility of the proposed use with existing or planned uses on adjacent lands and surrounding land uses;

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(e) The location of the subject lands with respect to:

i. The adequacy of the existing and proposed road system in relation to the development of the proposed use;

ii. The integration of the proposed land use with existing or planned land uses on adjoining lands;

iii. The convenience and accessibility of the site for vehicular and pedestrian traffic, and traffic safety; and

iv. The physical suitability of the site, considering existing or potential environmental or physical hazards, the impacts of these hazards, and the feasibility of overcoming these hazards;

7.2.2 Minor Technical Amendments

The Municipality may forego public notification and public meeting(s) in connection with a technical Official Plan or Zoning By-law or Community Development Permit System Amendment if such Amendment does not affect the provisions and intent of the Official Plan or Zoning By-law as previously enacted. A Technical Amendment may involve the following:

(a) Altering the number or arrangement of any provision;

(b) Correcting punctuation or altering language to obtain a uniform mode of expression;

(c) Correcting clerical, grammatical or typographical errors; or

(d) Changing the format.

7.2.3 Complete Application

In accordance with the provisions of the *Planning Act,* any application submitted to the Village in support of a development proposal must be deemed to be a complete application and be accompanied by the appropriate fee and any required background reports, studies, documents and materials before any processing will begin. The review process may result in additional information being required.

To be considered complete, an Official Plan Amendment, Zoning By-law or Community Development Permit System Amendment, Plan of Subdivision and Condominium, Site Plan Approval and Consent applications shall be accompanied by the following:

(a) a completed application form(s)

(b) the prescribed application fee(s)

(c) Any information or material prescribed by the *Planning Act* and relevant Ontario Regulations;

(d) a completed pre-consultation form setting out the applicable information requirements.

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7.3 STUDIES REQUIRED IN SUPPORT OF DEVELOPMENT APPLICATIONS

All studies submitted in support of an application under the *Planning Act* shall be prepared by a qualified professional consultant retained by and at the expense of the proponent. The Village may require a peer review of one or more of the studies by an appropriate public agency or by a professional consultant retained by the Village at the proponent's expense. Costs for peer review of Official Plan amendments shall also be the responsibility of the proponent. General descriptions for studies and reports that may be required of an applicant are outlined below. The scope of the following studies and reports shall be determined by the Village in consultation with any other government body, public authority and/or external agency and is dependant on the nature of the proposal.

(a) Land Use Planning Justification Report;

The purpose of the Land Use Planning Justification Report is to provide an overall planning framework, a clear understanding of the proposal, and an opportunity to establish why a proposal should be considered.

The Land Use Planning Justification Report should address the following matters:

i. a description and clear understanding of the proposed amendment;

ii. provide major statistics, site and contextual considerations;

iii. explain conformity with the Official Plan including steps and approval required;

iv. explain consistency with Provincial Planning Statements and conformity with applicable provincial plans;

v. explain the compatibility of the proposed amendment with adjacent land uses;

vi. demonstrate the availability of adequate infrastructure to service the development resulting from the proposed amendment;

vii. provide the site's planning history, including previous approvals; provide an analysis and opinion as to why the proposal is good planning, including an evaluation of potential impacts.

(b) Market/Retail Impact Study;

The purpose of a Market/Retail Study is to justify the proposed floor space and to ensure that there will be no negative impacts on existing and planned retail commercial developments.

(c) Agricultural Impact Assessment;

The purpose of an Agricultural Impact Assessment is to provide a statement of conformity with the Minimum Distance Separation formulae prepared by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) to address land use conflicts between proposed land uses and existing livestock facilities.

(d) Environmental Impact Study;

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Where an applicant is required to undertake the preparation of an environmental impact study (EIS), the Village may consult with the MNRF regarding the content and detail of a required study. As an EIS can differ in scope, the Village, in consultation with the MOECP, will determine whether a detailed or scoped EIS will be required.

Where a detailed site EIS is required, such assessment should address the following matters:

i. A description of the natural feature, including its boundaries, adjacent lands, and ecological functions on or adjacent to the site;

ii. A description of the proposed development or site alteration;

iii. The potential impacts of the proposed development or site alteration on the natural feature and the ecological functions for which the feature is identified;

iv. Demonstrate how and where development or site alteration can occur such that there will be no negative impacts on the natural feature or on the ecological functions for which the area is identified;

v. Demonstrate that the development or site alteration will not create a subsequent demand for future development/site alteration that will negatively impact on the natural features or its ecological functions;

vi. Demonstrate that the development or site alteration proposal will not conflict with existing site-specific resource management practices; and,

vii. Provide a description of mitigation or compensation proposals designed to alleviate or eliminate negative impacts on the natural feature in a manner consistent with accepted engineering techniques and resource management practices.

(e) Hydrogeological Assessment

The purpose of a Hydrogeological Assessment is to evaluate the impacts of a proposed development on ground water and surface water quality or quantity and the associated connections and impacts to natural heritage and water resource features and functions.

(f) Grading, Drainage and Stormwater Management Report

The purpose of a Grading, Drainage and Stormwater Management Report is to evaluate the effects of a proposed development on the stormwater and drainage pattern, and to recommend how to manage rainwater/snowmelt for the proposed development.

(g) Functional Servicing Study

The purpose of the Functional Servicing Study is to evaluate the impacts of a proposed development on the Village's servicing infrastructure and utilities and to demonstrate that there is sufficient municipal sewer and water service capacity for the development.

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(h) Traffic Impact Assessment

The purpose of a Traffic Impact Assessment is to provide an assessment of the impact of the proposed development on the transportation system and determine infrastructure improvements, service upgrades and mitigation measures required to reduce any adverse impacts of a proposed development.

(i) Archaeological Assessment

The purpose of an Archaeological Assessment is to ascertain the presence or absence of archaeological resources in accordance with criteria developed by the MHSTC.

(j) Environment Site Assessment (Phase I and II)

Any proposal for development or site alteration on lands or adjacent to lands where there is a probability that one or more contaminants have affected the property must submit a Phase 1 and/or Phase 2 Environmental Site Assessment in accordance with provincial guidelines and legislation.

(k) Financial Impact Study

The purpose of a Financial Impact Study is to determine the proposed development's financial impact on the Village.

(l) Noise Impact and Vibration Study

The purpose of a Noise Study is to provide an analysis of anticipated future noise levels within and surrounding a proposed development, and to describe the types and locations of noise abatement measures which will be required to attenuate noise.

A Noise Study is required for development or site alteration within 100 metres of a railway corridor and the provincial highway system. A Noise and Vibration Study is required for any residential or other noise sensitive development proposed in proximity to stationary noise sources (i.e. warehousing, manufacturing, and processing activities).

(m) Heritage Impact Statement

The Heritage Impact Statement is intended to provide relevant information on the nature and significance of a heritage property and develops the policy framework in which the heritage property can be conserved, in accordance with the policies of Section 3.3.4 of this Plan.

(n) Geotechnical Report

The purpose of a Geotechnical Report is to explore subsurface soil and groundwater conditions on a site.

(o) Slope Stability Report

The purpose of a Slope Stability Report is to protect valley slopes from impacts to long term stability by development.

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(p) Floodplain Study

A Floodplain Study analyzes the extent of a flood plain on a site and determines how development may occur without creating risks to human health and safety, and property, in accordance with the requirements of the Section 5.2 of the Provincial Planning Statement (PPS) and other policies provided herein.

7.4 PRE-CONSULTATION

Prior to the submission of any development application to the Village, it is highly recommended that proponents pre-consult with the Village in accordance with the provisions of this Plan. The SPSDPB, MMAH, MNRF, MOECP and MTO, are encouraged to participate in the pre-consultation process as appropriate. The intent of the pre-consultation process is to address the requirements for a complete application.

7.5 ZONING BY-LAW OR COMMUNITY DEVELOPMENT PERMIT SYSTEM

The Village of Burk's Falls may adopt a Comprehensive Zoning By-law that shall conform to the policies and contained in this Official Plan. The By-law shall regulate the use of land, erection or use of buildings, the construction of buildings and provisions for parking and loading space among other things.

7.6 TEMPORARY USE BY-LAWS

Council may pass By-laws where appropriate, under Section 34 of the Planning Act, R.S.O., 1990, in accordance with Section 39 of the Planning Act, R.S.O., 1990, to authorize the temporary use of land, buildings or structures for any purpose set out therein that is otherwise prohibited by the Village's Zoning By-law or Community Development Permit System. Such By-laws apply to specific areas defined by the subject By-laws and shall apply for a period of time prescribed by the subject By-laws not to exceed twenty years for a garden suite and three years in all other cases from the date of the passing of the By-law as specified by the *Planning Act, Section 39, R.S.O., 1990*. Council may by By-law extend the temporary use periods by as much as three years at any one time.

When a Temporary use By-law expires such a use will not be considered to be an existing non-conforming use. Notwithstanding the foregoing, Council may pass said By-law to permit temporary uses which may not conform to the Official Plan if deemed appropriate.

7.7 INTERIM CONTROL BY-LAWS

Council may pass By-laws where appropriate under Section 38 of the *Planning Act, R.S.O., 1990*, placing a temporary restriction on land uses for a specified period of time as set out in the subject By-laws, in order to permit a review of land use planning policies. Such By-law shall apply to a specific area or areas defined in the subject Bylaw. The period of time that an Interim Control By-law may be in effect shall not exceed one year from the date of passing thereof, with an extension of up to one year, for a total time of two years.

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7.8 ZONING AND NON-CONFORMING USES

Council may deem as a non-conforming use any existing use which does not comply with the relevant policies contained in the Official Plan. An implementing Zoning By-law or Community Development Permit System may zone such uses for their present use provided:

(a) The zoning will not permit any change of use or performance standard that will aggravate any situation detrimental to adjacent complying uses;

(b) The use does not constitute any danger to surrounding uses or persons by virtue of their hazardous nature or traffic flow they generate;

(c) The zoning will not permit expansion of non-conforming uses in Environmental Protection designations;

(d) The use does not pollute the air, water or soil to the detriment of health and comfort of surrounding residents; and,

(e) The use does not interfere with the development or enjoyment of adjacent uses in accordance with this Plan.

Where the existing use is unable to satisfy the above conditions, it may not be zoned in accordance with its present use.

7.8.1 Extending or Enlarging a Non-Conforming Use

Where an existing use is zoned as a non-conforming use, but there is merit in granting permission to extend or enlarge the use either on lands held under the same ownership or on adjacent properties, Council may amend the Zoning By-law or Community Development Permit System pursuant to the Planning Act, to permit such extension or enlargement without amending the Official Plan provided the policies and/or intent and purpose of the Plan are maintained.

Council shall consider the following criteria when assessing any application for an extension or enlargement of a use which is zoned as a non-conforming use in an implementing Zoning By-law or Community Development Permit System:

(a) The extension or enlargement shall not aggravate the non-conforming situation for neighbouring uses;

(b) The size of the extension or enlargement in relation to the use and to the land on which it is to be located;

(c) Any extension or enlargement involving land shall be minor in relation to the total property. A major change shall require an amendment to the Plan;

(d) The compatibility of the extension or enlargement to surrounding uses with regard to noise, fumes, vibrations, smoke, dust, odours, lighting and traffic generation;

(e) Adequate buffering, setbacks and other measures are provided to mitigate the nuisance;

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(f) Proper access to the site will be provided to ensure that no traffic hazards are created;

(g) Adequate parking and loading space shall be provided;

(h) Services, such as water supply, sanitary sewage disposal shall meet the requirements of the Ministry of the Environment, Conservation and Parks (MOECP) or its designated agent;

(i) Roads meet municipal standards or can be brought up to the required municipal standard;

(j) Neighbouring land owners will be notified of the proposed extension or enlargement of the non-conforming use before the final decision on the application is made; and,

(k) Any extension or enlargement shall not have a negative impact on any significant natural heritage feature and/or area.

An existing use building or structure zoned as a non-conforming use which has been destroyed may be reconstructed to its former standards provided work is commenced and completed within a reasonable time from the date of destruction.

7.9 OTHER BY-LAWS

There are a number of by-laws identified in other provincial legislation, in addition to a Zoning By-law or Community Development Permit System that a Council can enact to assist in the implementation of the Official Plan. These include:

- Property Standards By-law – Property Standards By-law to set and enforce standards for maintaining the physical condition of buildings and lands and for their occupancy
- Sign Control By-law – Sign control by-law in accordance with the provisions of the *Municipal Act* that shall regulate the display of signs and advertisements;
- By-laws regulating the domestic use of chemicals that are exempted from the certification and licensing requirements of Ontario Regulation 914 under the Pesticides Act; By-laws requiring proper maintenance and regular evacuation of septic tanks to assist in the proper operation of septic systems; and
- Site Alteration By-law for controlling the alteration and placement of fill.

7.10 HOLDING PROVISIONS

Holding provisions may be applied when the zoning of a property or area has been approved but when conditions (such as the completion of further technical studies and approvals from a commenting agency) for its ultimate use have yet to be satisfied. The use of holding provisions shall be in accordance with one or more of the following criteria:

(a) To ensure the provision of approvals or documentation from other agencies; To ensure the completion of technical or professional studies;

(b) To allow for the implementation of special design features in specific locations or developments;

AGENDA

(c) To prevent or limit the use of land in order to achieve orderly phased development;

(d) To ensure the provision, extension or upgrading of municipal services;

(e) To provide for the removal, isolation or mitigation of a physical constraint to development; To ensure the completion of measures to mitigate impacts on surrounding properties or areas; or

(f) To ensure that all conditions of development including financial requirements and agreements in accordance with this Plan and/or the *Planning Act* have been complied with.

The by-law that applies the holding provision will specify the nature and purpose of that provision.

The by-law that applies the holding provision will specify the uses that may be made of the property or area while that provision is in force. These may include existing uses and interim uses that Council has determined will not jeopardize the future use denoted by the zone symbol.

When the specified conditions of a holding provision have been satisfied, Council will pass a by-law under Section 36 of the *Planning Act* to remove that provision. Council may act at its own instance or upon the application of the property owner.

7.11 SITE PLAN CONTROL

Pursuant to the *Planning Act,* all of the lands within the Village of Burk's Falls and designated on Schedule A are designated as a Site Plan Control Area.

7.11.1 Site Plan Agreement

In accordance with the *Planning Act,* the owner of land may be required to enter into a Site Plan Agreement and provide to the satisfaction and at no expense to the municipality, any or all of the requirements set out in the *Planning Act*.

7.11.2 Approval of Plans by Municipality

No person shall undertake any development within the Village, unless the Municipality has approved plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction with the development including facilities designed to have regard for accessibility for persons with disabilities.

7.11.3 Plans to be Provided

To ensure that the urban design, sustainability and accessibility provisions of this Plan are addressed, building plans, elevations and cross sections shall be provided to the Municipality is support of the application. These are the details that are intended to address matters of compatibility with adjacent buildings or sensitivity to the context and setting, to address the relationship between buildings and between buildings and the street, to incorporate sustainable design features, and to illustrate scale, transitions in form, massing, character and materials.

AGENDA

7.11.4 Dedication of Lands

Where a proposed development is within the designated Site Plan Control Area, the dedication of lands, free of all charges and encumbrances to the appropriate authority, of the widening needed to achieve the road allowance to meet the prescribed rights-of-way and sight triangle standards, may be required along the frontage of the development as a condition of sight plan approval.

7.11.5 Exclusions

Specifically excluded from this Site Plan Control Area are the following:

(a) agricultural and farm related buildings or structures that are utilized in farming operations

(b) development containing ten (10) units or less, and accessory uses thereto.

7.12 COMMUNITY IMPROVEMENT

This plan recognizes that parts of the Village are ageing and that a need exists to upgrade the municipality's physical infrastructure, buildings, recreational facilities and the arrangement of existing land uses. Furthermore, the Village Council recognizes the need to maintain and rehabilitate the Village's physical environment and therefore is committed to ongoing improvement where deficiencies or opportunities exist.

7.12.1 Planning Principles

It is a general objective of this Plan to achieve and maintain a standard of municipal services for identified Community Improvement Projects to provide for the health, safety and convenience of residents and visitors, within the financial capacity of the Village. All lands within the Village of Burk's Falls are deemed to be a Community Improvement Area. The following specific community improvement objectives are:

(a) To improve and upgrade the Village's environment and, in particular, to address deficiencies with respect to the residential, commercial, industrial, recreational and community facility uses by:

i. upgrading municipal services;

ii. increasing the efficiency of the movement of vehicular and pedestrian traffic;

iii. ameliorating land use conflicts;

iv. addressing construction techniques to address sustainability and energy efficiency;

v. improving accessibility;

vi. facilitate the revitalization of any Brownfield site; and,

vii. enhancing the aesthetic quality of the area.

(b) To encourage and support efforts by the private sector to maintain and improve existing buildings and structures;

AGENDA

(c) To undertake community improvement projects in a manner that is fiscally responsible, recognizing the anticipated growth and various functions of the community including its social and economic roles;

(d) To improve and upgrade municipal facilities and services including those serving institutional, recreational, cultural, social and community related functions;

(e) To encourage the preservation, rehabilitation, renewal and reuse of the Village's heritage buildings and historical resources;

(f) To enhance the Village's ability to accommodate new development and economic growth, and to foster a favourable climate for private investment;

(g) To ensure that buildings and property are maintained to acceptable standards;

(h) To undertake a monitoring program to review budgeting and program direction in respect to attainment of specific policies;

(i) To increase in the supply of affordable housing.

7.12.2 Community Improvement Area Selection Criteria

In selecting and designating Community Improvement Areas pursuant to Section 28 of the Planning Act, Council shall have regard for deficiencies related to roads, sidewalks, lighting or other municipal services and residential, commercial, industrial, cultural, community facility and recreational buildings, structures or areas. In more specific terms, the selection and designation of community improvement areas should be undertaken where a number of the following deficiencies or opportunities have been identified:

(a) Roads in need of improvement such as resurfacing and/or reconstruction;

(b) A need for new or the replacement of existing sidewalks;

(c) A need for new or the replacement of existing storm water drainage systems and/or a need for improved drainage on particular properties;

(d) A need for new or the replacement of existing street lighting;

(e) A need for new or the replacement of outdated traffic signals or traffic directional information signs;

(f) A need for new or the upgrading of existing recreational facilities or lands;

(g) A need for new or the upgrading of existing institutional and community facilities or lands;

(h) A need for new or the upgrading of existing cultural and social facilities or lands;

(i) A deficiency in the amount, variety and/or quality of housing to meet the needs of the Village's residents;

(j) A deficiency in off-street and/or on-street parking resulting in traffic hazards and inconvenience;

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(k) A deficiency in the aesthetic or structural quality of streetscapes, particularly in existing commercial areas; and

(l) A deficiency in traffic circulation or access.

7.12.3 Selection of Community Improvement Areas

In addition to the criteria noted above, consideration for the selection and designation of community improvement areas may also be given in circumstances where the following situations have been identified:

(a) Conflicts between existing land uses;

(b) Environmental problems such as flood susceptibility, noise or odour;

(c) Man-made hazards such as level crossings, abandoned buildings etc; and

(d) Vacant or under-utilized lots or blocks with good potential for development or redevelopment.

7.12.4 Costs

It is the intent of this Plan that community improvement projects be undertaken in these areas as needed. However, prior to approving any improvement plans, Council must be satisfied that it can reasonably finance and afford the Village's share of any costs.

7.12.5 Implementation

In implementing this Plan's Community Improvement Objectives Council shall:

(a) Apply municipal authority granted under the provisions of the Planning Act to designate by By-law, any part of the Village of Burk's Falls as a community improvement project area(s), on the basis of the criteria outlined in Sections 6.3 and 6.4;

(b) Undertake the preparation of community improvement plans and the development of community improvement programs pursuant to Section 28 of the Planning Act;

(c) Participate in senior government programs that provide financial assistance for community improvement;

(d) Incorporate any other relevant municipal programs into the community improvement plan;

(e) Encourage the participation of the private sector in the implementation of the community improvement plan;

(f) Support and encourage the participation of local community groups, service clubs, school boards, ratepayer associations and other public organizations in the implementation of the community improvement plan;

(g) Improve, acquire or dispose of land and/or buildings in a designated area in accordance with the community improvement plan;

AGENDA

(h) Develop Property Standards By-laws in accordance with the provisions of this Plan;

(i) Support the historic preservation of significant buildings and sites through application of the Ontario Heritage Act; and

(j) Consult with the MNRF in circumstances involving flood susceptible lands.

7.13 AREAS WITH HUMAN-MADE CONSTRAINTS

As a general policy, contaminated sites will be restored as necessary prior to any activity on the site associated with a proposed land use such that there will be no adverse effect. Prior to any development being considered by Council, an Environmental Site Assessment shall be conducted.

7.13.1 Remediation

Any impacts identified by studies must be removed, isolated or otherwise mitigated to the satisfaction of the authority having jurisdiction before development will be permitted. Examples of satisfactory remedies to constraints include:

(a) Full remediation of a human-made constraint, together with an executed Record of Site Condition in compliance with the Guideline for Use at Contaminated Sites in Ontario, and acknowledged as accepted by the MOECP; or

(b) Risk-managed partial remediation of a human-made constraint that is acceptable to the Municipality and in accordance with a remediation plan approved by the MOECP in conformance with the Guideline for Use at Contaminated Sites in Ontario.

Partial remediation of contaminated sites will only be acceptable to the Municipality where:

(a) The potable groundwater resource is protected; and

(b) Residual contamination will not pose a substantial health risk to future users of the subject lands or Village inhabitants generally, nor impair natural environmental features or functions.

7.13.2 Use of Holding Symbol

Lands where human-made constraints have not been verified to exist or where the constraints may be remedied so that the lands become suitable for development may be zoned for their existing use or possible future use, with a holding (H) symbol.

7.14 DELEGATION OF AUTHORITY

In an effort to streamline planning decisions and in accordance with Section 39.2 of the *Planning Act*, Council may, by by-law, delegate decisions dealing with minor amendments to Zoning By-Laws to a committee of Council or to an individual who is an officer, employee or agent of the municipality.

For clarity, By-Laws that are minor in nature may include, but are not necessarily limited to:

AGENDA

(a) the removal of a holding symbol.

(b) the authorization of a Temporary Use By-Law applicable to land, buildings or structures.

(c) other minor Zoning By-Law Amendments as may be deemed appropriate by the Village.

A delegation of authority made by Council may be subject to conditions and may be withdrawn in respect of one or more of the By-Laws described above, as outlined in the Delegation of Authority By-Law.

AGENDA

8.0 DIVISION OF LAND

Subdivision of land may occur through registered plans of subdivision/condominium or consent. Part-Lot Control shall be used in the Village to maintain control over land transactions.

8.1 REQUIREMENTS FOR PLANS OF SUBDIVISION/CONDOMINIUM

Generally, all land division in the Village of Burk's Falls shall take place by registered plan of subdivision. Development by registered plan of subdivision or condominium shall conform to the policies of this plan and be in accordance with the requirements of Section 50 of the *Planning Act.* A plan of subdivision shall normally be required in the following instances:

(a) where more than three lots (three severed and one retained) are to be created (including previous severances that have occurred within 20 years as of the date of adoption of this Plan);

(b) where a new public road or an extension to an existing public road is required; and

(c) where the provision or extension of municipal servicing (water and/or sewers servicing) is required.

8.1.1 General Subdivision/Condominium Policies

It shall be the policy of the Municipality to only recommend to the Approval Authority for draft approval a proposed plan of subdivision or condominium that conforms to the policies of this Plan. In considering a proposed plan of subdivision or condominium, the Municipality and the Approval Authority shall require supporting documentation to be submitted in accordance with section 7.3 and the decision of Council shall be guided by the relevant objectives and policies of this Plan, in addition to the following.

(a) Development Patterns

The development pattern of the proposed subdivision or condominium should mesh with existing development and roads on adjacent lands. To ensure that undeveloped lands adjacent to the proposed subdivision/condominium do not become landlocked or difficult to access, the development pattern should make provision for access to such lands if required. Wherever possible, the layout of proposed lots and roads should conform to the topography. The development pattern should also recognize and maintain natural linkages.

(b) Compatibility of Land Uses

Consideration shall be given to the land use designations and policies of this Plan to ensure compatibility between the type of development proposed for the subdivision or condominium and the land uses, both existing and future, in the surrounding area.

(c) Provision of Public Services

The Municipality shall ensure that the proposed subdivision or condominium shall be provided with all necessary public services and amenities in accordance with the relevant policies of Section 4 of this Plan.

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(d) Water Supply and Sewage Disposal:

Development shall take place on municipal water and sanitary sewage systems in accordance with the relevant policies of Section 4 of this Plan.

(e) Physical or Environmental Constraints to Development

The Municipality shall review a proposed plan of subdivision or condominium in accordance with the policies of Section 3.1 of this Plan.

(f) Stormwater Management:

A stormwater management plan in accordance with the relevant policies in Section 4.9 shall be required.

(g) Minimum Distance Separation Formulae Requirements:

The Municipality shall ensure that subdivision proposals comply with the Minimum Distance Separation Formulae requirements, as amended from time to time.

(h) Additional Evaluation Criteria:

In addition to the matters outlined above, an application for a plan of subdivision or condominium shall be evaluated in accordance with the provisions of Section 51(24) of the *Planning Act*.

(i) Subdivision Agreements:

It shall be the policy of this Plan that Council will enter into an agreement with a developer as a condition of approval of a plan of subdivision or a plan of condominium. Such agreement shall set out among other matters, the provision of services and the dedication of lands for park and highway purposes, and the specifications of these services and facilities. A subdivision agreement shall specify the financial requirements of the Municipality and the means by which the developer will satisfy these requirements.

8.1.2 Condominium Developments

New condominium projects shall be encouraged as providing additional opportunities for residential and commercial/industrial development, ownership and private equity participation. In this regard, the Village will consider new forms of condominium developments under the *Condominium Act, 1998*, such as vacant land condominiums, having regard to the following matters:

(a) the ownership of common facilities such as access roads, open space and recreation areas, stormwater management systems, water and sewage systems, and common-use buildings and other facilities, including standards for the design, operation and maintenance of these facilities;

(b) the provision of services such as garbage collection and snow removal;

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(c) where applicable, the provision of adequate financial securities to ensure that common facilities and services do not become a financial burden on the Municipality; and

(d) all applicable policies of this Plan.

8.2 REQUIREMENTS FOR CONSENT

Where a plan of subdivision is not necessary for the proper and orderly development of the subject and surrounding lands, land division through the consent process may be considered. In reviewing any application for a consent to a land severance, the Consent Granting Authority shall consider the following principles and criteria:

(a) The maximum number of new lots created by consent per land holding in all designations shall be limited to three plus the retained parcel.

(b) Consents which create new lots may only be considered when both the newly created lot and the retained lot front on an assumed public road which is currently maintained on a year-round basis. Direct access onto Provincial Highways shall be restricted in accordance with MTO requirements.

(c) Consents shall not be granted for land where road access will create a traffic hazard due to limited sight lines on curves or grades.

(d) Consents shall be developed on municipal services within the Residential, Commercial Area and Employment Area designations.

(e) Consents shall be encouraged in infilling situations within the existing built-up area.

(f) Where any building or structure is to be erected, consents shall be granted only when it has been established that soil conditions and drainage conditions are suitable to permit the proper siting of buildings and the proposed lot can be provided with adequate water supply and sanitary sewage disposal systems.

(g) The size of any parcel of land created by consent shall be appropriate for the use proposed given the planned method of servicing and soil conditions.

(h) An application for a severance shall have the effect of creating only one (1) new lot in addition to the retained lot. If more than one (1) new lot is created, an additional application shall be required for each new lot.

(i) An application for consent to sever involving merged properties which formerly existed as separate and distinct parcels may be permitted, providing such application is considered to be in conformity with the relevant policies of this Plan and the Village's Zoning By-law or Community Development Permit System, and new or additional lots are not being created.

(j) An application for Consent to Sever shall comply with the relevant provisions of Section 4.0, General Development Policies, of this Plan.

AGENDA

(k) In determining whether consent for creation of a lot is to be given, regard should be had for such matters as the dedication of land or cash levies for park purposes, the dedication of land for future road widening and agreements pursuant to the *Planning Act*.

8.2.1.1 Consents for other Purposes

Consents which have the effect of changing boundary lines and which do not create additional new buildable lots (for example, lot additions, rights-of-way, easements) may be evaluated on their own merits.

8.2.2 Proximity to Principal Rail Line

In considering an application for a consent to sever within 100 metres of a principal railway main line, the consent granting authority may require the proponent to submit noise and vibration studies in accordance with Section 4.4 of this Plan. These studies should be prepared in accordance with Provincial guidelines and the satisfaction of the Village and the appropriate railway. Measures to mitigate any adverse effects from noise and vibration that are identified shall be required as a condition of consent.

8.2.3 Proximity to Natural Heritage Features and Areas

Development and site alteration shall not be permitted in the significant habitat of the Blanding's Turtle. Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

8.2.4 Consent in Aggregate Resource Areas designation

An application for a severance in the *Aggregate Resource Area* designation, or within 300 metres of an area designated *Aggregate Resource Area,* shall not be granted if the proposed land use or development would preclude or hinder the establishment of new aggregate extraction operations or access to the aggregate resource.

An application for a consent to sever shall only be permitted if a study or site investigation undertaken to the satisfaction of the Village of Burk's Falls confirms:

i. resource use would not be feasible; or

ii. the proposed land uses or development serves a greater long term public interest; and

iii. issues of public health, public safety and environmental impact are addressed.

8.2.5 Conditions of Consent

a) Conditions of consent may be established and, without limiting the foregoing, the following conditions may be established:

i. registration of notices on title in accordance with the policies of this Plan;

ii. undertakings for the joining together of lands under the same owner's name;

AGENDA

iii. responsibility for surveying and fencing;

iv. adequate provision for storm water management; and

v. payment of all applicable development charges, dedications and property taxes.

Consents for easements shall generally be preferred to consent for severance where linear rights-of-way are being created.

8.3 CONSENT GRANTING AUTHORITY

The SPSDPB, as the Consent Granting Authority, shall be guided by the policies of this Plan, the general intent and purpose of this Plan, and Implementing Zoning By-law or Community Development Permit System in making decisions pursuant to Section 53 of the *Planning Act*.

8.4 PUBLIC MEETINGS

Public participation and consultation are an integral component of any land use planning process. On this basis, prior to making any planning decision, Council shall be satisfied that:

(a) adequate public notice in accordance with the Planning Act has been given;

(b) sufficient information is available prior to any public meeting to provide a person an understanding of the nature of the proposal being considered by Council;

(c) all public and agency comments have been assessed and analyzed by staff;

(d) Council's decision will appropriately balance the overall public interest against the private interest expressed in the application.

8.4.1 Pre-Consultation

Proponents shall be encouraged to pre-consult with neighbouring lands to obtain their views before a formal application is submitted.

8.4.2 Public Open Houses

Public Open Houses shall be required for major municipally-initiated planning programs and studies such as an Official Plan or Zoning By-law or Community Development Permit System review.

8.4.3 Alternative Notice Requirements

Council may eliminate notice to the public and a public meeting for a minor Official Plan Amendment that:

(a) Changes the number of sections or the order of sections in the Plan but does not add or delete sections;

AGENDA

(b) Consolidates previously approved Official Plan Amendments in a new document without altering any approved policies or Schedules;

(c) Corrects grammatical or typographical errors in the Plan that do not affect the intent of the policies or schedules; or

(d) Rewords policies or re-illustrates mapping to clarify the intent and purpose of the Plan or make it easier to understand without affecting the intent or purpose of the policies or schedules.

AGENDA

9.0 INTERPRETATION OF THE OFFICIAL PLAN

9.1 LAND USE DESIGNATION BOUNDARIES

It is intended that the boundaries of the land use designations on Schedule "A" be considered as approximate, except where bounded by major roads, railways, waterbodies or other obvious geographical features. Amendments to this Plan will not be required in order to make minor adjustments to the approximate land use boundaries or to the location of any proposed roads, or areas shown on Schedule "A", provided the general intent of the Plan is preserved. Such minor deviations will not necessarily be reflected on Schedule "A".

9.2 METRIC UNITS

All measurements used in this Plan are expressed in metric terms.

9.3 AGENCY NAMES AND RESPONSIBILITIES

From time to time, the names of various government agencies may change. In addition, responsibilities may be transferred from one agency to another. The names of the agencies that are responsible for the many programs, regulations and approvals are given in this Plan as of the date of adoption of this Plan. It is not intended to amend this Plan each time a name change or function transfer occurs. Rather, this Plan shall be interpreted so as to refer to those agencies named, or to their successors, as the conditions dictate.

9.4 LEGISLATION

From time to time, provincial legislation may be replaced by new legislation bearing a new name. The names and sections of the various Acts used in this Plan are according to the *Revised Statutes of Ontario, 1990 (R.S.O. 1990)*, as of the date of adoption of this Plan. It is not intended to amend this Plan each time an Act is renamed or when new consolidations of provincial legislation are issued. Rather, this Plan shall be interpreted so as to refer to those Acts of the Legislature named, or to their successors, as conditions dictate.

Updates to the names of provincial ministries and references to specific provincial legislation, regulations and related documents, may be made by the Clerk of the municipality without an Official Plan Amendment pursuant to Section 21 of the Planning Act.

9.5 TERMINOLOGY

A word or phase used in this Plan shall be interpreted according to and in the following priority:

(a) A definition contained in the Provincial Planning Statement issued under the authority of Section 3 of the *Planning Act*; or

(b) A definition referenced in another document as specifically cited in this Plan; or

AGENDA

(c) Plain and ordinary meaning in the context that is used in this Plan.

The Municipality of the
VILLAGE OF BURK'S FALLS

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P 705-382-3138 ● F 705-382-2273 ● www.burksfalls.net

ARBFMA Manager's Report – November 2025

Date: November 25th, 2025

RECOMMENDATION

Accept this report as information.

BACKGROUND

October was a busy month on the ice surface and in the Karl Crozier Room. October ice rental hours were up slightly from those generated in October 2024. Staff previously mentioned that the ice rental requests have levelled off, which will help with 2026 and future budget projections. Novembers ice rental bookings are currently even with those generated in 2024 and by the end of November they may be slightly above last years.

The October Karl Crozier room rentals included the normal monthly rentals like Seniors exercise, Friends, Bingo, and Cadets. Other room rentals in October included Yuk Yuks Event/Dinner, ARBFAS Awards Dinner, Psychic Tea, Halloween Party, Dog Training, Bible Study Group and 1 birthday party.

ANALYSIS

- The Yuk Yuks event had an issue with the portable speaker/sound system which could not be addressed by staff during the event. Staff have offered a reduction in the rental rate or a reduced rate on a future rental for the inconvenience it caused.
- Staff had the annual roof inspection completed and there were some minor repairs completed, and staff were told the roof is in fair condition and the annual inspections help extend the roof's life expectancy.
- There was a power outage that damaged the control module for the score clock. It has been sent to Harris Time Clocks for repair or possible replacement. At the time of purchasing the score clock staff included a 2nd back up module to be included in the quotation so an issue like this does not interfere with day-to-day operations. Staff have ordered battery backup surge protector to avoid future issues.
- Staff have received some donations to offer free public skating on Friday evenings and are hoping to continue receiving donations to provide free Friday public skating for the entire ice season.
- Staff have confirmed that the Ontario Seniors Games have booked the ARBFMA for 2 full days of hockey in February 2026.
- Staff have arranged their holidays for the remainder of the year. This will result is some changes to facility availability.
- Winning Techniques has changed their summer program for 2026 which will utilize between 300 and 340 hour of ice time or a 10-week period. This change is programmed will lower the available banked ice tome owing to 8 to 45 hours depending on the final summer ice requests.

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FINACIAL IMPACT

N/A

HUMAN RESOURSE IMPACT

N/A

OPTIONS

The Council accepts this report as information and discussion

Graham Smith
Graham Smith RRFA/CIT
ARBFMA Manager

AGENDA

Village of Burk's Falls

Public works report for November 2025 council meeting

WATER

We repaired a big water leak on Elm Street.
Completed fall hydrant flushing.

Wastewater

We had our lift station wet wells cleaned.

Our lagoon release is completed.

Repairs have been made to the release gate at the lagoons.

We have received the information collected from the CCTV (Closed Circuit Television) inspection.

Roads

Elm Street was damaged to the point of the asphalt having to be removed from the water leak.

Victoria Street and Ontario Street asphalt replacement work has been completed.

Roadside ditching has been completed for the year.

Snow clearing operations are ready to go.

Ditching complete for 2025.

Had site meeting for Yonge Street Rehab work (2026?)

No overnight parking signs are installed

Sidewalks

We just have to install GPS system in the new tractor for recording winter operations.
Brushed limbs over hanging sidewalk that interfere with winter operations.
Old tractor is ready for winter operations until new one connected.

Parks And Rec.

Planter is removed from Stan Darling Park.
We will be decorating the Park shortly and be completed before the parade.
Dog park is complete and looking good. The fence was damaged and repaired the first weekend it was done.
Ball diamond washrooms are closed for the season
Planters and garbage cans are off the sidewalks.
All of the new banners are up.

AGENDA

Health Centre

We have been trying to coordinate the drain repair at the health centre with Boyes Construction.

The floor is cut and ready to go.

We have been collecting information to get an energy audit possibly done.

Regards,

Derek Smith

Public Works, Foreman

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CAO-10 REPORT – Non-Eligible Recycling

Date: November 14, 2025

BACKGROUND

On August 23, 2022, Council passed a resolution to opt out of entering into a contract with Circular Materials Ontario (CMO) for the transition year.

Effective January 1, 2025, the responsibility for the collection of Blue Box materials from eligible sources was transferred to CMO, in accordance with Ontario's transition to a producer-responsibility model for the Blue Box program. This transition, implemented across the province, required producers to assume responsibility for the management of designated recyclable materials.

Throughout the transition process, municipalities that previously provided recycling services were required to assess the operational impacts of this regulatory shift. Based on the available information at the time, the Village of Burk's Falls transferred its curbside collection services for residential recyclables to CMO as of December 31, 2024.

CMO clarified that materials from non-eligible sources are not included under the regulatory obligations of the Extended Producer Responsibility (EPR) framework—either during the transition period or beyond 2026. As such, any decisions made by municipalities regarding the continuation, modification, or discontinuation of services for non-eligible sources do not impact on the responsibilities of CMO or the producers under the EPR regulation.

OVERVIEW

In October 2024, staff-initiated discussions with Waste Connections to explore the feasibility of extending the existing contract for business recycling collection services through the 2025 transition year. During this process, staff reached out to the service provider appointed by Circular Materials (Emterra) for quotes, staff received information from both Waste Connections and Emterra.

2025 Quotes:

2024 - Waste Connections: $79,908.36 annually (Waste - Eligibles - Non-eligibles)
Emterra: $60,116.68 annually (Waste - Eligibles - Non-eligibles if combined in one truck)
Emterra: $72,320.56 annually (Two truck system Waste - Eligibles - Non-eligibles)

After conducting a comparative analysis of the proposals, staff concluded that engaging Emterra for the 2025 transition year would be the more cost-effective option. As a result, a recommendation was presented to Council. Emterra was officially appointed by Circular Materials as the collection contractor for eligible sources in Burk's Falls, effective January 1, 2025. Following this, Council approved extending Emterra's services to include recycling collection for non-eligible sources throughout the transition year.

December 31, 2025, marks the end of the transition year, and Council can now determine whether to opt in or opt out of providing Blue Box collection services for non-eligible sources within the Village of Burk's Falls.

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P 705-382-3138 ● F 705-382-2273 ● www.burksfalls.net

ANALYSIS

Following a review and recent regulatory changes, providers are not permitted to transport eligible and non-eligible materials in the same vehicle; these materials must now be collected separately. As a result, Emterra was asked to provide a quote. Based on Emterra's submission, Council can continue to offer the same level of service as prior to the regulatory changes, but at a reduced overall cost. The estimated cost for 2026 is $72,320.56, plus waste-disposal charges per metric tonne.

Collection Type	Service Frequency	Current Price per Service	1 Year Term	3 Year Term	Notes
Collection of Garbage	Weekly	$ 864.20	$ 890.13	3% Increase per Year	
Garbage Disposal Price- MT	Price per MT	$ 140.00	$ 150.50	5% Increase per Year	
Non - Eligible source (combined with Eligible source	Weekly- Alternative Streams	$ 291.89	$ 500.65	3% Increase per Year	If Separated from CMO Tonnage
Non - Eligible source (combined with Eligible source	Weekly- Alternative Streams	$ 291.89	$ 300.65	3% Increase per Year	If Included in CMO Tonnage

RECOMMENDATION

That council accept Emterra's quote to maintain the same level of service for both eligible and non-eligible recycling materials.

Denis Duguay C M R P
CAO/CLERK

AGENDA

Recreation Advisory Committee Meeting
November 3, 2025, at 5:00pm, at 172 Ontario St., Council Chambers

Present: Chair Councillor Ashley Brandt, Councillor Ryan Baptiste, Debbie Hope, Diane Landstrom, Recording Secretary
Regrets: Matthew Orr, Brady Peever.

1. The meeting was called to order at 5:39pm by Chair Councillor A. Brandt

2. **Disclosure of Interest**: None

3. **Adoption of Previous Meeting Minutes:**
   2025-11 Moved by D. Hope - Seconded R. Baptiste
   THEREFORE BE IT RESOLVED THAT The Village of Burk's Falls Recreation Advisory Committee approves the minutes of October 9, 2025. Carried.

4. **Old Business:**
   a) **Follow Up- Recommendations to Council**
      The Committee reviewed the Council Resolution regarding the recommendations submitted from the October 9, 2025 meeting. No concerns were raised.
   b) **Tree Lighting/ Santa Skate**
      The Committee reviewed plans for the Tree Lighting and Santa Skate. The full event will take place at the ARBFMA. The Recording Secretary will contact the Arena Manager to confirm event details. No additional ice booking is required as the event will run during public skate. Activities will include hot beverages, baked goods (prepared by the Recording Secretary), an ornament-decorating table, and visits with Santa and Mrs. Claus. The Recording Secretary will prepare the event poster.
   c) **Business Window Decorating Contest**
      The Committee reviewed remaining tasks for the Downtown Business Window Decorating Contest. D. Hope and R. Baptiste will visit participating businesses to outline event details. The Recording Secretary will create and publish the voting survey on Survey Monkey prior to December 8, 2025.

5. **New Business:**
   a) **2026 Recreation Schedule**
      The Committee noted that Council approved the recommended new programs for 2026. The Committee finalized the program schedule for the year, with the goal of releasing all program details and registration dates early so families can plan in advance.

AGENDA **Budget**

The Committee reviewed the revenue section of the 2026 Recreation Budget draft. The Recording Secretary will submit the completed draft budget to the Treasurer upon completion.

c) Canada Day Grant

The Recording Secretary informed the Committee of the opportunity to apply for additional funds through the 2026 Canada Day Grant. To qualify, the event would need to include a soccer-themed component. It was noted that funding approval is not guaranteed, even with the proposed addition.

Suggestions for the soccer theme included a parade featuring participants from the Village's soccer program around the baseball field, or a soccer-themed obstacle course on the soccer field.

The Committee agreed to recommend to Council that an application be made for the additional grant funding.

Moved by R. Baptiste – Seconded by D. Landstrom

d) Santa Claus Parade Float

The Committee discussed ideas for the Santa Claus Parade float. No final decisions were made at this time. The Committee will continue to collaborate on the design and planning of the Hallmark-themed float.

e) Committee Member Resignation

Margaret French submitted a letter of resignation to the Committee. The Committee expressed its appreciation for Margaret's contributions and extended best wishes to her in the future. The Committee accepted her resignation.

6. Recommendations to Council:

The Recreation Advisory Committee recommends that Council approve:

2025-12 Moved by R. Baptiste – Seconded by D. Landstrom

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

- that the Village Office Staff apply for the additional portion of the 2026 Canada Day Grant, which includes a requirement for a soccer-themed component.

7. Date of Next Meeting: November 24, 2025, at 5:30pm

8. Meeting Adjourned: 7:05pm

Chair Signature

AGENDA

Rural Youth Group Committee Meeting

November 6th, 2025, at 5:30pm at 172 Ontario Street

Present: Chair Barry Burton, Co-Chair Ashley Brandt (arrived 6:00pm), Mayor Chris Hope (left 6:37pm), Jeannette Godfrey, Corinne Penstone, Mary Thomson, Recording Secretary
Guests: None
Regrets: None
Delegations: None

1. The meeting was called to order at 5:30pm 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. Hope - Seconded by J. Godfrey
   THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the agenda of the meeting for November 6, 2025.
   Carried.

5. **Adoption of Previous Meeting Minutes:**
   Moved by C. Hope - Seconded by M. Thomson
   THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the minutes of the meeting held on October 2, 2025.
   Carried.

6. **Old Business:**
   a) **Results from Council Meeting**
   Results from the recent Council meeting were emailed to all committee members. Overall, the Committee expressed satisfaction with the outcome; however, there was some disappointment regarding the change in oversight of the Coordinator position from direct supervision by the Committee to the Village CAO-Clerk. Mayor Hope clarified that while the CAO will now be responsible for staff supervision, overall direction will come from the Committee. Overall, members were pleased to be moving forward.

   The Committee was asked to develop a six-month budget.

   The Recording Secretary has posted an advertisement for a new committee member in accordance with the approved resolution.

b) Hiring of Youth Coordinator

Chair B. Burton presented a draft advertisement for the Youth Coordinator position. J. Godfrey will refine the draft.

Motion: Moved by C. Hope - Seconded by C. Penstone, that J. Godfrey be authorized to refine ad and send to members for review, and submit the job posting to CAO-Clerk for approval. Carried.

The Committee discussed forming a hiring panel and developing interview questions. M. Thomson, Co-Chair A. Brandt, and J. Godfrey volunteered to serve on the hiring committee.

In addition, it was noted that eight adult volunteers will be required to assist the coordinator at the centre. Volunteers could be expected to provide approximately four hours of support every two weeks. The Committee would like them to complete the Village's Volunteer Application Form and submit a Criminal Reference Check with Vulnerable Sector Screening once approved. The Committee will review applications and make recommendations. J. Godfrey will prepare the volunteer recruitment advertisement. This will need approval from CAO-Clerk.

c) Facility Rental

Questions were raised about who would prepare the rental agreement between the potential landlord and the Village. Mayor Hope confirmed that the Village will prepare the contract.

Mayor Hope will obtain a quote for the washroom renovation from the contractor currently engaged by the Village. The committee will need to follow the Procurement Policy, and possibly the tender the project.
The Recording Secretary will confirm the applicable threshold for the tendering process.

Mayor Hope noted that the Accessibility Committee will need to review the proposed space.

The Committee set a target opening date of February 16, 2026, recognizing this as ambitious, but the goal none the less.

Chair B. Burton distributed a "Youth Centre TO DO List" to those present in the room.

d) Finance

The former Chair provided committee documents to the Recording Secretary, which have since been given to Chair B. Burton. Chair B. Burton will review the file to identify potential grant opportunities and submission deadlines. C. Hope and J. Godfrey will assist with preparing applications. A list of potential grants must first

AGENDA ubmitted to the CAO. J. Godfrey and Chair B. Burton will review the materials provided by the former Chair and develop a draft list for submission.

The Committee discussed the anticipated cost of computers and the importance of involving an IT provider in system setup and monitoring. Mayor Hope confirmed that the Village has an existing IT contractor.

The Committee agreed to place the proposed GoFundMe page on hold until a facility has been secured.

Chair B. Burton will contact ACED to explore possible funding opportunities.

e) Short Term Initiatives- Social Media, Communications

The Great North Arrow has approached the Youth Group for an interview. Mayor Hope will seek clarification from the CAO regarding whether the Committee may proceed. Chair B. Burton volunteered to conduct the interview once approval is obtained.

7. <u>New Business:</u>

a) Open House

The Committee agreed to postpone hosting an Open House until a location is confirmed and staff are in place to avoid further rescheduling.

b) Attracting Volunteers

Chair B. Burton will review the committee materials to identify individuals who have already expressed interest in volunteering at the centre.

The Committee will also reach out to local colleges and universities to recruit additional volunteers.

c) Marketing the Youth Centre

C. Penstone and Co-Chair A. Brandt will design a promotional flyer for the Youth Group to distribute in local schools. The draft will be submitted to the CAO-Clerk for approval prior to release.

The Committee agreed not to publicly promote the facility until the location has been finalized.

d) Update Terms of Reference

The Committee discussed the need to expand membership to prevent burnout among members. The idea of establishing a subcommittee involving youth was raised, though no decision was reached at this time.

e) Common Vision for Centre- Drop In, Education, Recreation

The Committee agreed that the new facility will serve as a Youth Centre, offering a

AGENDA of recreation, relaxation, education, and fun activities in a welcoming environment.

Members suggested the Centre should have a name. C. Penstone proposed *"The Zone"* as an example. All members will bring up to three name ideas to the next meeting for review.

f) **Workshop Updates**

The last scheduled workshop was cancelled. Members suggested that the first session should be fun and interactive.

g) **Change of Meeting Day**

Previously, meetings were held at the Legion, utilizing internet provided by the former Chair. The Seniors Centre is unavailable Thursday evenings.
In the interim, meetings have been held in the former Council Chambers, though the space poses accessibility challenges.
Motion: Moved by C. Penstone - Seconded by J. Godfrey, that the Committee hold its meetings on the first Monday of each month at the Seniors Centre, beginning in December. Carried.
The Recording Secretary will book the location.

8. **Recommendations to Council**
   THEREFORE, BE IT RESOLVED THAT the Rural Youth Group Committee recommends the following to Council: N/A

9. **Date of Next Meeting:** December 4, 2025, at 5:30pm

10. **Meeting adjourned** at 6:50pm. Moved by C. Penstone - Seconded by J. Godfrey

_____

Signature of Chair

TRI COUNCIL INFORMAL SUB-COMMITTEE MEETING
AGENDA
MINUTES

Tuesday, November 04, 2025 – 1:30PM

Location: Young at Heart Seniors Centre, 136 Yonge, Burk's Falls
Attendance: Armour Township: Councillor Wendy Whitwell, CAO Dave Gray
Ryerson Township: Councillor Delynne Patterson, CAO Nancy Field
Village of Burk's Falls: Deputy Mayor Sean Cotton CAO/Clerk Denis Duguay

Meeting called to order at 1:30 PM

Discussion Items:

Sub-Committee Terms of Agreement review

Township of Ryerson CAO Nancy presented the Committee with a draft Terms of Reference for review.
The Committee discussed the current and future purpose of the group, emphasizing the importance of transparency in shared services. Further discussion was held regarding the Committee's mandate, particularly its role in identifying areas for improvement or adjustment in service delivery.
Following deliberation, the Committee reached a consensus that its primary role is not to pursue service delivery improvements directly, but rather to focus on fostering collaboration, enhancing communication, and promoting transparency among the municipal partners.

The Committee then reviewed the section of the Terms of Reference pertaining to membership, including the potential inclusion of alternate members to maintain continuity and momentum. The Committee discussed the advantages and disadvantages of appointing alternates, as well as the possible challenges such an approach might present to the Committee's overall progress.

The Committee then discussed the appointment of the meeting chair and the rotation of meeting locations among the three partner municipalities. It was agreed that, in the absence of the Council representative, the CAO of the host municipality would assume the role of Chair and the meetings would rotate amongst the partners.

Library Lease Discussion

In accordance with the newly established committee mandate, an inquiry was raised regarding the recent increase to the library lease. The Committee requested that additional information on the rent adjustment be shared with all partner municipalities. The request will be brought forward to the next Village of Burk's Falls Council meeting for consideration and approval.

Next Step: Terms of reference

DRAFT

Actions:

AGENDA

- Staff to review terms of reference and provide feedback
- Present to Committee Draft terms of reference (January 6, 2026)
- Individual municipalities approval (January 2026)
- Final passing at February Tri-Council meeting

Next Meeting:

Tuesday January 6, 2026 @ 1:30 PM – Township of Armour Municipal Office

Adjournment
2:34 PM

DRAFT

The Municipality of the
VILLAGE OF BURK'S FALLS

172 Ontario Street Box 160 Burk's Falls ON P:705-382-3138 F:705-382-2273 www.burksfalls.net

Report: Burk's Falls Cemetery Season End Report

Date: November 4, 2025

Purpose:

The purpose of this report is to provide Council with an overview of activities and emerging trends related to the Burk's Falls Cemetery for the year 2025, to date.

Background:

The cemetery grounds are open to the public from May 1 through October 31 for visitation, interments, and monument installations. During the off-season, when the grounds are closed, staff continue to perform essential administrative and planning functions. This includes coordinating with families, funeral service providers, caretakers, and monument companies to prepare for the upcoming operational period. Staff also provide year-round assistance to individuals seeking information on burial locations or wishing to make prearrangement plans. This continuous engagement reflects the department's commitment to delivering respectful, high-quality service and ensuring the cemetery is maintained to a professional standard.

Summary of Activities and Trends:

Number of monument installations: 8

Number of casket interments: 7

Number of cremation interments: 7

Number of plots sold: 4

Number of deaths registered: 64 (to date)

In addition to seasonal operations, staff undertook a significant project this year involving the removal of two large piles of aged fill and waste material from the cemetery grounds. These piles, originally situated along the perimeter and used for soil displaced during interments, had become centrally located over time as the cemetery expanded. The presence of the fill had become a source of concern for both families and staff due to their unsightly appearance and encroachment upon adjacent plots.

Through a competitive quotation process, a qualified contractor was selected to complete the removal at a reasonable cost. The project was successfully carried out, resulting in a noticeable improvement to the cemetery's appearance. Following the removal, the Public Works Department plan to restore the cleared area by grading and seeding it with grass to enhance the aesthetics of the grounds.

Additional improvements completed this year included the replacement of a missing window in the upper section of the mortuary to prevent bird intrusion, the trimming of overgrown trees, and the removal of a large dead tree located at the cemetery entrance. These maintenance activities have contributed to the ongoing beautification and proper upkeep of the cemetery grounds, ensuring a respectful and well-maintained environment for visitors and families.

As part of ongoing administrative enhancements, staff undertook a review of cemetery rates in comparison with those of similar facilities. Following this analysis and consultation with the Board, pricing was updated to align with current local mark[illegible] partnership with CGIS, staff also facilitated the development of comprehensive digital cemetery [illegible]re finalized last year and have been actively utilized throughout the current year to support operations and service delivery. All paper-based interment rights certificates have been scanned and incorporated into the centralized digital record system to improve record-keeping efficiency and accessibility. In addition, the cemetery successfully completed its annual financial audit with no issues or concerns identified, reflecting sound financial management practices and effective oversight.

AGENDA

In recent years, there has been a noticeable increase in requests for plot buybacks. These requests generally occur when plot owners determine they no longer require their interment space and wish to return it to the cemetery. In accordance with current policy, the cemetery is required to repurchase such plots at the prevailing market rate, less applicable care and maintenance fees. While this activity does not presently pose a significant concern, it represents a trend that warrants continued monitoring, as the funds allocated for buybacks are limited.

Conclusion:

The Burk's Falls Cemetery continues to be maintained with care, and a commitment to serving the community with dignity and respect. In 2025, operational improvements, beautification projects, and digital record-keeping enhancements have strengthened both the appearance and functionality of the cemetery. While the overall activity levels remain consistent with past years, emerging trends, such as increased plot buyback requests, will require ongoing monitoring to ensure the long-term sustainability of cemetery operations and finances. Staff will continue to prioritize thoughtful planning, responsive service, and proactive management to preserve the integrity and respectful atmosphere of the cemetery for years to come.

Camille Barr

Name

AGENDA

Village of Burk's Falls

Annual Conferences 2026

Conferences	Dates 2026	Location	Attendee	
Rural Ontrario Municipality Association	January 18 - 20	Toronto		Sheraton Centre Hotel
Ontario Good Roads Assocation	March 29 - April 1	Toronto		Fairmont Royal York Hotel
Ontario Business Improvement Assoc.	April 19 - April 22	St Catherines		
Ontario Small Urban Municipalities	April 29 - May 1	Parry Sound		
FONOM	May 11th - 13th	Timmins		
Association of Municipalities of Ontario	August 16 - 19	Ottawa		
AMCTO Annual	June 7 - 10	Deerhurst Resort	CAO-Clerk	
MFOA			Treasurer	
OMTRA			Staff	
AMCTO ZONE 7			CAO & Senior admin	

AGENDA

October 14, 2025

Village of Burk's Falls
172 Ontario St,
Burk's Falls, ON, P0A 1C0

Dear Mayor and Council;

The Santa Claus Parade Committee is preparing for the 2025 Santa Claus Parade. This year if our 33rd anniversary! The co-operation of the Village of Burks Falls and support has been exceptionally helpful and beneficial. We cannot thank you enough!

We are asking for a donation to help support the cost associated with the parade, we would benefit tremendously from your financial support in a donation; this donation will help us continue to make the parade an annual event in hopes we can make it to 50 years!

It would be great to see a float with Council Members and Staff in the parade! We would love to acknowledge everyone for all the hard work you have accomplished for our community.

Respectfully,

Danika McCann

Danika McCann

AGENDA

Burk's Falls Firefighter Association

Dear Community Partner,

The Burks Falls Fire Department volunteers are the heartbeat of our community – dedicated individuals who respond to emergencies, often leaving their families and full-time jobs to protect our neighbours. This Christmas, we're asking for your help to show appreciation for these local heroes.

The Burks Falls Firefighters Association is collecting donations for our annual Christmas event on **November 29, 2025.** These gifts will be a small *token of gratitude for our firefighters and their supportive families who make* tremendous personal sacrifices.

We are asking for your help by contributing an item for a gift basket, raffle or a creative way to show your support.

If you can contribute an item or gift card by **November 26**, you will help us celebrate the spirit of community and support those who support us all year round. Don't hesitate to get in touch with Louise Cottreau to arrange for items to be picked up/dropped off 519-577-0252 or louise.cottreau@gmail.com

Kim Sutherland
@ kimsuth@gmail.com
or 705 571 3961

Warmly,

Burks Falls Firefighter's Association

AGENDA

The Village of South River
63 Marie Street, P.O. Box 310, South River, Ontario, P0A 1X0
Ph: (705) 386-2573 Fax: (705) 386-0702 e-mail: clerk@southriver.ca

October 18, 2025

Mayor Chris Hope and Council
Village of Burk's Falls
172 Ontario Street, PO Box 160
Burk's Falls ON
P0A 1C0

Re: Proportional Use of Joint Building Committee Reserves for Insurance and Legal Costs

Dear Member Community of the Joint Building Committee,

On behalf of the Village of South River, we respectfully submit a recommendation regarding the use of the accumulated reserves currently held by the Joint Building Committee. As you are aware, the Committee has responsibly built a substantial reserve over time, thanks to the careful financial stewardship of both staff and board members.

We believe there is an appropriate opportunity to utilize a portion of these funds to offset insurance premiums and legal expenses directly related to the operations of the Building Department. These costs, while necessary for protecting the Committee's interests and ensuring regulatory compliance, can place an avoidable financial burden on local taxpayers—especially while significant building-related revenues remain unutilized in the reserve. Insurance costs for building inspections is currently $2825 annually and enforcement and legal costs can vary from $0 to several thousand depending on the year for the Village of South River.

We propose that up to 50% of the accumulated reserves be designated to help offset these specific expenses, thereby easing pressure on municipal budgets and reinforcing the long-term sustainability of our shared services model.

Recommendation

We strongly encourage the Committee to adopt a policy indicating that any withdrawal from the reserves for insurance or legal expenses is **allocated proportionally among participating municipalities**, based on where the associated building fees were earned. One suggestion is to use a five-year rolling average of building fees collected in each municipality to determine annual contributions. This method would help ensure costs are distributed fairly and accurately.

Supporting Principles

- **Equity:** A proportional allocation ensures that no single municipality bears a disproportionate portion of shared costs relative to their benefit from the service.
- **Transparency:** A clearly defined policy for reserve use promotes openness and strengthens trust among all municipal partners.
- **Sustainability:** A consistent and fair funding approach supports long-term planning while preserving reserve funds for their intended use.

Proposed Next Steps

AGENDA

To move this initiative forward, we propose the member communities encourage the Joint Board Committee to review the current surplus to determine if building inspection related costs such as insurance and enforcement could be an acceptable use of some of those funds.

The Village of South River greatly values the collaborative relationship we maintain through the Joint Building Committee. We believe this proposal is both fiscally prudent and procedurally fair, and we respectfully request that it be considered at an upcoming Committee meeting.

Should further discussion be required, we would welcome the opportunity to speak to this recommendation in more detail.

Thank you for your continued partnership and support.

Sincerely,
Mayor Jim Coleman
Village of South River

AGENDA

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS BY-LAW 40-2025

BEING A BY-LAW TO ADOPT AN OFFICIAL PLAN FOR THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

WHEREAS under Section 17 of the Planning Act, R.S.O. 1990 cp. 13, authorizes municipalities to adopt official plans; and

WHEREAS the Council of the Corporation of the Village of Burk's Falls deems it advisable to replace the existing Official Plan for the Village of Burk's Falls 2010 with a new Official Plan that reflects current provincial policy directions, studies that have been conducted by the Municipality and modernizes the process for achieving growth within the community; and

WHEREAS the Council of the Corporation of the Village of Burk's Falls conducted a public open house on August 21, 2025 and a formal meeting on October 21, 2025, pursuant to Section 17 of the *Planning Act,* R.S.O. 1990, as amended;

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

1. THAT the Official Plan for the Village of Burk's Falls updated 2022 and Schedules thereto attached to and forming part hereof is hereby adopted as the Official Plan for the Village of Burk's Falls.

2. THAT the Official Plan for the Village of Burk's Falls 2010 is hereby repealed.

3. THAT this by-law shall come into force and effect in accordance with the relevant provisions of the Planning Act, R.S.O. 1990, as amended, inclusive of approval being granted by the Ministry of Municipal Affairs and Housing.

READ A FIRST, SECOND, AND THRID TIME AND CONSIDERED PASSED IN OPEN SESSION THIS 25 DAY OF NOVEMBER 2025

_____
Chris Hope, Mayor

Seal

_____
Denis Duguay, CAO-Clerk

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS

AGENDA

BY-LAW NO. 41-2025

Being a By-law to Establish Site Plan Control Within the Village of Burk's Falls

---

BEING A BY-LAW TO DESIGNATE THE ENTIRE VILLAGE OF BURK'S FALLS AS A SITE PLAN CONTROL AREA.

WHEREAS under the provisions of Section 41 of the *Planning Act*, R.S.O., 1990, c. P.13 as amended, (the "*Planning Act*") authority is granted to Councils of Municipalities to designate a Site Plan Control area, where an Official Plan is in effect; and

WHEREAS there is an Official Plan in effect in the Village of Burk's Falls and the Official Plan contains policies for the establishment of a Site Plan Control area; and

WHEREAS the Village of Burk's Falls Official Plan designates that Site Plan Control shall apply to the entire Village of Burk's Falls; and

WHEREAS Section 41 of the *Planning Act* states that the Council of a municipality shall appoint an officer, employee or agent of the municipality as an authorized person for the purposes of subsection (4); and

WHEREAS the Council of the Corporation of the Village of Burk's Falls considers it desirable to pass such a By-law.

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

1.0 DEFINITIONS

In this By-law:

a) **"Council"** means the official administrative Council for the Village of Burk's Falls;

b) **"Development"** means the construction, erection or placing of one or more buildings or structures on land, or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot, pursuant to the definition of 'development', including defined exclusions, in section 41 of the *Planning Act*, as amended from time to time;

c) **"Land(s)"** means any parcel of land subject to Site Plan Control;

d) **"Owner"** means an owner of land whose interest in the land is defined and whose name is specified as the registered owner of the applicable parcel of land in the records of the Land Registry Office;

e) **"Tribunal"** means the Ontario Land Tribunal, or any predecessor or successor tribunal thereof;

f) **"Village"** means the Corporation of the Village of Burk's Falls.

2.0 AREAS DESIGNATED FOR SITE PLAN CONTROL

All lands within the corporate limits of the Village of Burk's Falls are hereby designated as Site Plan Control Areas. No development is permitted within the Village unless the person(s) undertaking the development receives Site Plan Approval, or unless exempted from this requirement as set out in this By-law.

3.0 DELEGATION OF SITE PLAN APPROVAL

The powers and authority given to Council under Section 41 of the *Planning Act* are hereby delegated to the Clerk of the Village (or their designate) for all site plan applications and the Clerk (or their designate) is the "authorized person" for site plan approval further to subsection 41(4.0.1) of the *Planning Act*.

4.0 EXEMPTIONS FROM SITE PLAN CONTROL

Despite the provisions of Section 2.0 of this By-law, the following are exempt from Site Plan Control:

a) All farm buildings save and except for those buildings and structures used for intensive livestock operations, the sale of agricultural goods or agricultural related goods and services which are made available to the general public at the site.

b) A single detached residential dwelling containing less than 3 dwelling units, or a secondary/accessory dwelling unit thereto, and accessory uses except where Site Plan Approval is required as a condition of Consent or Minor Variance approval.

c) The replacement, repair or restoration to a safe condition of any building or structure, provided such replacement, repair or restoration does not increase the height, size or volume of the building or structure.

d) Municipal projects determined to be exempt from Site Plan Control by Council.

5.0 APPROVAL OF PLANS

No person shall undertake any development in an area designated under Section 2.0 of this By-law unless the Village or the Tribunal has approved plans or drawings, for which conditions of approval may be imposed by the Village, in accordance with Section 41 of *the Planning Act*.

All Site Plans shall be completed in accordance with subsection 41(4) of the *Planning Act*, together with complete application requirements determined during any Preconsultation and as set out in the Village of Burk's Falls Official Plan and the *Planning Act*. If the necessary information is not completed or supplied as required by the Village, the application will be deemed incomplete and will not be processed until satisfactory information is received.

All person(s) applying for Site Plan Approval are strongly encouraged to undertake a pre-consultation meeting with the Village in accordance with the Village's Official Plan prior to submitting an application for Site Plan Control.

6.0 REVIEW OF APPLICATION

Where an application for Site Plan Control is made, the Village will review development proposals based on the provisions for Site Plan Control and the Village of Burk's Falls Official Plan and such review will generally include, but are not limited to, the following criteria:

a) compatibility with adjacent uses;

b) standard of urban design and aesthetics;

c) function and efficiency;

d) safety and access;

e) accessibility for persons with disabilities;

f) adequacy of servicing, grading and drainage; and

g) adequacy of landscaping and lighting

7.0 SITE PLAN AGREEMENT

As a condition of approval of the plans and drawings required further to this By-law and the *Planning Act*, the Village may require the Owner to enter into a Site Plan Agreement with the Village imposing any conditions permitted in Section 41 of the Planning Act.

Any Site Plan Agreement entered into in accordance with the provisions of this By-law may be registered on title of land to which it applies, and the Village is entitled to enforce the provisions of such Agreement against the Owner and, subject to the provisions of the *Registry Act*, R.S.O. 1990, c. R.20 and the *Land Titles Act*, R.S.O. 1990, c. L.5, against any and all subsequent Owners of the lands. The Village may, at its sole discretion, require postponement of any encumbrances registered on title in favour of the Site Plan Agreement.

In accordance with the *Planning Act*, the Village may, at its sole discretion, establish an expiration date for Site Plan Approval, which shall be included in the Site Plan Agreement. If a Building Permit has not been issued prior to the expiration date, the Owner shall be required to reapply for new Site Plan Approval.

8.0 SITE PLAN AMENDMENTS

Notwithstanding any other provisions to the contrary, the Clerk shall be authorized to approve, in writing, changes to plans and drawings which have received Site Plan Approval, without any further Approval being required, where requested by the Owner of the lands in respect of which the said Site

Plan Approval has been granted. Such changes shall only be approved where they are considered by the Clerk to be minor, which is determined in accordance with all of the following:

a) The proposed changes to the approved plans do not significantly alter:

i) The location or height of any buildings and structures;

ii) The size of any building or structure by way of an expansion beyond 5% of the building footprint;

iii) The design and appearance of the Development; and

iv) The location or function of any works required under Subsection (7) (a) of Section 41 of the Act.

b) There is no amendment required to any Site Plan Agreement; and

c) There is no amendment required to any conditions of the Site Plan Approval.

9.0 DEFAULT

Where an Owner is obligated to complete development in accordance with Site Plan Approval and is in default under the Approval, including any obligations imposed by way of condition or any obligations contained in a Site Plan Agreement, the Village is authorized to complete the obligations at the sole expense of the Owner, and the expense so incurred may be recovered from securities posted for the works. If there are no securities, or if the amount of securities held by the Village are not sufficient to cover the costs incurred by the Village, then without limiting the Village's remedies the costs incurred by the Village which cannot be reimbursed or recovered from securities will be added to the tax roll of the property that is the subject of the Approval and will be collected in the same manner as municipal taxes.

Further, Section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25, applies to any requirements made under this By-law.

If Site Plan Approval has been granted based on false information or granted in error, the Village may revoke the Site Plan Approval that had been given, find the Owner in default under the Approval and/or require the Owner to re-apply for new Site Plan Approval.

10.0 SECURITY

The Village shall require security to be posted for a development.

a) In such cases, the Owner of the lands shall deposit with the Village an irrevocable letter of credit or a surety bond, in a form approved by the Municipal Treasurer, in such amount that will be determined by the Village.

b) The value of the security shall include but not be limited to: an estimate of engineering and legal fees; contingency; landscaping; fencing; drainage facilities; sanitary sewers; watermains; water services; paving and curbing proposed on lands by the Owner or required by the Village.

c) Such irrevocable letter of credit or surety bond shall be deposited with the Village prior to the execution of any Site Plan Agreement.

d) In the event that the Village cashes a letter of credit or surety bond to complete or satisfy any works or obligations required of the Owner pursuant to Site Plan Approval and any conditions imposed thereon, including any requirements contained in a Site Plan Agreement, any surplus monies that remain after all such obligations are satisfied or completed shall be returned to the issuing financial institution or bond provider for transmission to that party that took out the original letter of credit or surety bond.

11.0 TITLE

This By-law may be referred to as the "Site Plan Control By-law".

12.0 REPEAL

That By-law # 09-2021 be and is hereby repealed.

13.0 FORCE AND EFFECT

This By-law comes into force and effect on the date it is enacted by Council.

Read a **FIRST, SECOND,** and **THIRD TIME** and **FINALLY** passed this _____ day of _____ , 2025.

_____
MAYOR Chris Hope

_____
CLERK Denis Duguay

AGENDA

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
BY-LAW NO. 42-2025

Being a by-law to regulate and permit encroachments onto municipal property and to authorize the Village of Burk's Falls to enter into Encroachment Agreements with Fell Homes Retirement Home.

WHEREAS section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality has broad authority to govern its affairs and to enhance its ability to respond to municipal issues;

AND WHEREAS section 9 of the Municipal Act, 2001 provides a municipality with the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS section 11 of the Municipal Act, 2001 authorizes a municipality to pass by-laws respecting highways, structures, and the use of municipal property;

AND WHEREAS the Council of The Corporation of the Village of Burk's Falls deems it necessary and desirable to regulate, control, and authorize encroachments onto municipal property and to enter into agreements for such purposes;

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

1. That the agreement between Fell Homes Retirement Home and the Village of Burk's Falls with respect to the Encroachment agreement, hereby attached as Schedule A and being part of this by-law, be entered into.

2. That the Mayor and the Clerk be given the authority to sign the agreement on behalf of the Village of Burk's Falls.

3. THAT this By-law shall take effect upon its passing.

AS READ A FIRST AND SECOND AND THIRD AND FINALLY PASSED THIS 25 DAY OF NOVEMBER 2025

_____
Mayor, Chris Hope

SEAL

_____
CAO-CLERK, Denis Duguay

AGENDA

ENCROACHMENT AGREEMENT

Between
The Corporation of the Village of Burk's Falls
and
Fell Homes Retirement Home

THIS AGREEMENT made this ___ day of _____*, 2025*

BETWEEN:
THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
(hereinafter called the "Village")

- and -

FELL HOMES RETIREMENT HOME,
of 5 Mary Street, Burk's Falls, Ontario
(hereinafter called the "Licensee")

RECITALS

A. The Licensee operates a retirement home located at 5 Mary Street, adjacent to a municipal road allowance under the jurisdiction of the Village.
B. The Licensee has requested permission from the Village to encroach upon a portion of the municipal road allowance for the purpose of parking motor vehicles associated with the operation of the retirement home.
C. The Village is prepared to grant permission for such encroachment on the terms and conditions set out in this Agreement.

---

1. GRANT OF LICENSE

1.1 The Village grants to the Licensee a non-exclusive, revocable license to occupy and use that portion of the municipal road allowance described in *Schedule "A"* attached hereto (the "Encroachment Area") for the limited purpose of vehicle parking.
1.2 This Agreement does not convey any ownership, leasehold, or other proprietary right in the Encroachment Area.
1.3 The Licensee's right of use is subject at all times to the paramount rights of the Village to use, manage, repair, and control the road allowance.

2. TERM

2.1 The term of this Agreement shall commence on the ___ day of _____**,** 2025 and shall continue for a period of one (1) year, unless terminated earlier under Section 6.
2.2 The Village may, at its discretion, renew this Agreement upon written request by the Licensee, subject to any revised terms or fees.

---

3. FEES

3.1 The Licensee shall pay to the Village an annual encroachment fee of $200, or such other amount as may be established by the Municipality from time to time, payable on or before January 1st each year.

---

4. MAINTENANCE AND REPAIR

4.1 The Licensee shall keep the Encroachment Area in a clean, safe, and orderly condition at all times.
4.2 The Licensee shall be responsible for all maintenance related to the use of the Encroachment Area, including snow and ice removal.
4.3 Any damage caused to the road allowance by the Licensee's use shall be repaired by the Licensee to the Village's satisfaction.

---

5. INSURANCE AND INDEMNIFICATION

5.1 The Licensee shall maintain commercial general liability insurance in an amount not less than $2,000,000 per occurrence, naming *The Corporation of the Village of Burk's Falls* as an additional insured.
5.2 The Licensee shall provide the Village with a certificate of insurance annually, or upon request.
5.3 The Licensee shall indemnify and save harmless the Village, its officers, employees, and agents from and against any and all claims, damages, or losses arising from the Licensee's use or occupation of the Encroachment Area.

---

6 AGENDA N

6.1 The Village may terminate this Agreement:

(a) At any time upon giving thirty (30) days' written notice to the Licensee; or

(b) Immediately, if the Licensee breaches any term of this Agreement or if the Municipality requires the Encroachment Area for municipal purposes.

6.2 Upon termination, the Licensee shall cease use of the Encroachment Area and restore the site to its original condition to the Village's satisfaction.

---

7. GENERAL

7.1 This Agreement constitutes the entire understanding between the parties concerning the encroachment.
7.2 Any modification to this Agreement must be in writing and signed by both parties.
7.3 Notices under this Agreement shall be in writing and delivered to the parties at their respective addresses listed above.
7.4 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

The Village of Burk's Falls	**Fell Homes Retirement Home**
_____	_____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

SCHEDULE "A"
(Attach a sketch, plan, or written description showing the portion of the Village Road allowance to be used for parking.)

AGENDA
MAIN STREET
MARY STREET
CENTRE STREET
YONGE STREET
Magnetawan River
JAMES STREET

AGENDA

Community Safety and Well Being Plan Update
2026-2030

Almaguin Highlands has a regional Community Safety and Wellbeing (CSWB) plan for 2021 to 2025. A small group from 3 participating municipalities was formed to review the plan by celebrating accomplishments, updating information and offering any new actions as an update for the plan for the next 5 years.

The document is supplemental to the original CSWB plan and in effect until the end of 2030.

COMMUNITY BACKGROUND

The original plan included demographic information from the 2016 Census data. Please find below the updated census data using 2021 Census data.

Municipality	Population (2021)	Median Total Income by Household (2020)	Age % (15 – 64 yrs)
Township of Armour	1459	69,500	31.8 65 yrs +
Village of Burk's Falls	957	54,400	60.2
Township of Joly	293	71,000	55.2
Town of Kearney	974	68,000	60.0
Municipality of Magnetawan	1753	67,000	55.0
Township of McMurrich/Monteith	907	62,800	59.1
Township of Perry	2650	72,000	59.8
Municipality of Powassan	3346	79,500	57.2
Township of Ryerson	745	67,000	59.1
Township of South River	1101	61,200	59.1
Township of Strong	1566	70,000	55.9
Village of Sundridge	938	61,200	50.5

The total population for the region grew by 5.1%. Seven municipalities increased their population count with the top three being Magnetawan, Perry and Strong. Five municipalities decreased in population count with the top three being Powassan, Burk's Falls and Sundridge.

DRAFT

AGENDA

W at the median total income of households, the income has increased on average over $12,000 per household across the region from the 2016 Census.

Every municipality saw a reduction in the percentage of adults aged 15-64 in their municipalities.

PRIORITY RISKS

The following 5 risks were identified by survey ranked in order of importance. Below each risk, relevant updates have been summarized.

1. ***Physical Health, Access to Healthcare***
    - The Sundridge & District Medical Centre's Lead Physician coordinates additional HCP to provide services to patients that are outside of the scope of services the medical centre's HCP offer [ie dietician, social work, etc.]
    - Expansion of services for after hours
    - The SDMC is a partner of the MAOHT and has representation on the various committees under that umbrella, and the SDMC has a representative that sits on the AHHCC.
    - Various communities contribute $1,000 per year to the MAHC HR Recruiter Position
    - South River Machar Medical Centre now partners with the Powassan and Area Family Health Team for expanded services
    - Efforts to attract a corporate rideshare service are being made
    - Council Representatives sit on the ACED Community Transportation Committee to investigate collaborative transportation options and solutions

2. ***Access to Services***
    - Carpool Almaguin initiative in place and regularly promoted to support safe ride sharing opportunities
    - Employing staff dedicated to economic development both in local and regional capacities that assist with addressing gaps in service delivery/availability
    - A new Magnetawan Economic Tourism Committee has been formed to address and react to local needs

DRAFT

AGENDA

ment Opportunities

- Municipalities advertise on Indeed and through Employment North and Agilec as required
- Summer students are employed every summer for various municipal roles
- Connections with local high school are improving and providing opportunities for initiatives and programs focused on engaging youth in various capacities

4. ***Affordable Housing***
    - Some municipalities have lowered minimum building size to accommodate smaller homes (as low as 200 sq. ft.) in all zones except for Shoreline
    - ACED Housing Task Force created to promote collaborative approaches to addressing housing challenges in the region. A recommendations summary report has been circulated to all municipalities.

5. ***Services to Youth and Education Institutions***
    - Regional partners have partnered within the Rural Communities Immigration Program (RCIP) to support the infilling of local employment gaps
    - Almaguin Highland Secondary School Engagement Project through ACED
    - Burk's Falls based Rural Youth Group Committee is working to establish a rural youth centre and/or youth programs
    - Novar based Youth Program primarily aged 13 to 19 providing weekly services including a carpentry program, substance abuse program, community serve program assisting seniors or those requiring assistance in the community and Kingdom Building Projects.

ACTIONS

1) Identify positions and update contacts that have changed. All Clerks
2) Make sure the new Police Services Board is aware of the CSWB plan. Secretary to Board

CONCLUSION

The Clerks and Treasurers group of the Almaguin Highlands municipalities will present this supplemental document to their respective councils for approval. The group also agrees to review the plan again prior to the end of 2030.

DRAFT

Burk's Falls, Armour & Ryerson
Union Public Library

AGENDA

Our Vision

Access to knowledge for all

Our Mission

The Burk's Falls, Armour & Ryerson Union Public Library is a dynamic organization that provides innovative programming in various formats to meet the evolving interests and needs of our diverse and growing population.

Minutes of the Board of Trustees Virtual Meeting

September 17th, 2025

Present were:	Chairperson:	Ruth Fenwick
	Board Trustees:	Bev Abbott Rod Blakelock Sean Cotton Donna Luck Tiffany Monk Robert Van der Wijst
Regrets:	Patty Butler, Joseph Vella	
Also attending:	CEO: Nieves Guijarro and Vicky Roeder-Martin	

1 Call to order — With a quorum present CEO called the meeting to order at 7:02 p.m.

2 Approval of Meeting Agenda

MOTION 434/25 IT WAS MOVED BY: B. Abbott
AND SECONDED BY: T. Monk

That the virtual meeting agenda of the Board of Trustees of September 17th, 2025 be accepted as presented:

CARRIED

3 Declaration of conflict of interest — No conflicts were declared

4 Approval of consent Agenda

MOTION 435/25 IT WAS MOVED BY: R. Van der Wijst
AND SECONDED BY: S. Cotton

That the consent agenda of the Board of Trustees virtual meeting of September 17th, 2025 be approved as presented:

- **a)** Resolution to accept the **minutes of July 2025**
- **b)** Resolution to accept the **CEO's Report of July & August 2025**
- **c)** Armour Township **Financial Statement August 2025**

CARRIED

5 **B** **AGENDA** **rom the minutes**

-The Library Agreement between Burk's Falls, Armour & Ryerson has been revised by the three councils and the final document will be available before the next Tri Council meeting in October.
- The renewed Library Agreement: Clause 3 Communication will simplify communication between library staff, members of the board and municipal staff.
-Members of the Board discussed the rental increase in 2026. A need for clarification from the Village of Burk's Falls was raised - details of the percentage increase (24.5 %) was requested by the councillors present.

6 **Committee Reports**

-Building/Fundraising Cmte – Joe, Ruth, Bev, Rod & Tiffany

Library staff working on creating a list of fundraising ideas.

-Finance/Budget Cmte – Ruth, Patty & Joe

The committee has scheduled a meeting for October 9th to prepare the budget draft. Charitable status application is almost complete.

-Personnel Cmte – Bob, Bev & Patty
No Report

-Policy/Planning Cmte – Ruth, Vicky, Bev & Bob
Donna Luck will be attending the Board Assembly Meeting organized by the Ontario Library Service. October 29th, 2025.

7 **Correspondence**

-Canada Post and InterLibraryLoans agreement. An update will be available soon

-Terry Boyle Memorial Award 2025

MOTION 436/25 IT WAS MOVED BY: R. Blakelock
AND SECONDED BY: T. Monk

That the Terry Boyle Bursary be granted to Megan Ratcliff who volunteered her time to launch and run the Library Sewing Club. Megan will be attending Veterinary School.

CARRIED

8 **New Business**

-Front desk donation – the members considered allocating the front desk jar donations to the New Building Project.

MOTION 437/25 IT WAS MOVED BY: T. Monk
AND SECONDED BY: B. Abbott

That the funds collected from the jar donation be earmarked to the Building Project.

CARRIED

8 **New Business**

- To ensure the timely conduct of board business, it is required that municipalities appoint an alternate councillor to the library board. Nieves will contact CAOs with such request.
- There is an opportunity being considered by the Burk's Falls Theatre Committee and the Friends of the library to frame collaborative efforts to fundraise for the library and the theatre.

9 A **AGENDA**

MOTION 438/25 by T. Monk at 8:30 pm to adjourn.

CARRIED

Ruth Fenwick *October 15th, 2025*

BOARD CHAIRPERSON **DATE**

AGENDA

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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, October 20, 2025

Members Present: Diane Brandt – President
Jarv Osborne – Vice President
Charlene Watt – Deputy Treasurer/Secretary
Nieves Guijarro
Peter Hall
Barry Burton
Nancy Kyte
Krista Trulsen

The Members present constituted a quorum.

Call to Order:
The meeting was called to order at 7:00 p.m.
Diane Brandt in the Chair. Regrets from Jenny Hall, Treasurer.

Welcome:
Diane welcomed Members.

Approval & Amendments of the Minutes of the Last Meeting:
Acceptance and adoption of the September 15, 2025 Meeting Minutes as circulated: **Moved by Barry Burton, Seconded by Nieves Guijarro. Carried**

Treasurer's Report:
Treasurer's / Financial Report was presented by Diane Brandt. Main bank account balance as of September 1, 2025, was $11,780.97. Total expenses for the month amounted to $1,522.12, covering fixed monthly business costs (telephone and internet), refreshments and treats for visiting day camp children, farmhouse key and hardware, photo pages and glue, restoration of the Children's Orphanage sign (repair and painting), toner, tax return courier fees, and office/archival supplies. This also included costs for a gift of appreciation and service recognition for Kirk upon his departure. Total revenue for the period was $309.33, generated through the sale of a Ralph Bice book at the Fall Fair and donations received at the heritage centres. The closing bank balance as of September 30, 2025, was $10,568.18. Invoices received to date but not processed for payment include an invoice from the Township of Armour for the summer student wages & benefits in the amount of $3,405.19 and treats for the Halloween party in the amount of $108.39. Barry Burton submitted a donation to the

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Historical Society in the amount of $100.00 for the Halloween treats. A receipt will be provided to Barry at a future meeting. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Krista Trulsen, Seconded by Jarv Osborne. Carried**

Committee Reports:

Wiseman's Corner Schoolhouse Update:
Diane Brandt reported that the Heritage Centre is now closed for the season. She plans to visit the facility to ensure everything is in order during the off-season.

Watt Farm House Update:
Diane Brandt will be available to open the farmhouse for visitors by appointment throughout the winter months. This weekend, Nancy Kyte and her mother will meet Diane at the facility to hang the curtains.

Representatives from the Amish community visited the property and assessed the condition of the barn. Options and quotes for dismantling the structure will be submitted to Charlene Watt at the Armour Township office.

Membership Committee:
Peter Hall reported that a recent audit of memberships revealed that family memberships had previously been counted as a single individual. After adjusting for this, the actual number of members for 2025 is confirmed to be 31. Additionally, Judy Armstrong, Facility Manager at Fell Homes, submitted a new membership at the beginning of the meeting.

Facilities and Functions Committee:
A written report was reviewed by Members from Diane Brandt. On Wednesday, October 1, 2025 at 3:00 p.m., Committee members Barry Burton, Diane Brandt, Jarv Osborne, and Jenny Hall met with Dave Gray, CAO of the Township of Armour, and Mayor Rod Ward at the Watt Century Farm House to discuss the Red Building. Updates included the near completion of the accessible washroom—pending installation of a grab bar, toilet paper holder, paper towel dispenser, and mirror—and the installation of a hot water tank in the Utilities Room. Barry and Diane also met with a Napoleon representative in September regarding heating options for the building, and a quote of $22,343.83 was received. This quote was shared with Mr. Gray and Mayor Ward, who indicated that grant funding may be available to support the installation. To meet application requirements, Barry Burton will obtain two additional quotes.

Correspondence:
Diane Brandt informed the Members that an email of appreciation was received, thanking the Historical Society for providing information on the McGill family history.

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General Business:

Halloween: Charlene Watt reviewed the event planning details for the upcoming Halloween Party in coordination with the Burk's Falls Lions Club and the Burk's Falls Legion. A summary of the planning meeting was presented, confirming that the Historical Society will distribute free popcorn during the event, with Nieves operating the popcorn machine. Collins' Independent has generously agreed to donate 150 drinks for the children. Approximately 300 bags of potato chips and cheesies were purchased by Diane Brandt for the event. Confirmed volunteers for the evening include Diane, Nieves, Krista, Peter, Jenny, Charlene, Nancy, and her son James. Set-up will begin at 3:30 p.m. on October 31. Nieves will bring the popcorn machine, Jarv will bring the pool for the fishing game, Charlene will deliver the drink donations from Collins' Independent, and Nancy and James will assist after school. All volunteers are asked to arrive at the arena by 5:30 p.m. The event will run from 6:00 p.m. to 8:00 p.m.

TRI Council Meeting: Diane Brandt advised Members of the upcoming TRI Council Meeting. An annual donation request of $5,000 from the three municipalities was submitted. The annual report and newsletter will be shared as well. The donation submission form was sent to the Village of Burk's Falls on October 14, 2025.

OHS Membership: Diane Brandt informed Members that the annual report, financial statements and membership renewal has been sent to the Ontario Historical Society.

New Business:

Poppy Fund:
Members discussed the annual donation to the Burk's Falls Legion's Poppy Fund. **Motion that the Burk's Falls and District Historical Society approve a donation to the Burk's Falls Royal Canadian Legion Poppy Fund in the amount of $100.00: Moved by Jarv Osborne, Seconded by Nancy Kyte. Carried**

Jarv Osborne confirmed that he will be in attendance for the Remembrance Day Ceremony and will lay the wreath on November 11.

Santa Claus Parade:
Members discussed the annual Santa Claus Parade and agreed to donate to the community event. Members did not confirm participation in the Parade. **Motion that the Burk's Falls and District Historical Society approve a donation to the Burk's Falls Santa Claus Parade Committee in the amount of $100.00: Moved by Barry Burton, Seconded by Krista Trulsen. Carried**

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Library Collaboration:
Diane Brandt presented Nieves Guijarro with a framed display featuring a poppy, along with historical information and details on the variations of the Remembrance Day symbol, to be exhibited at the library.

Walking Tour:
Members discussed the possibility of revitalizing the historical walking tour within the Village of Burk's Falls, which had been implemented several years ago. Nancy Kyte suggested engaging local businesses to display photographs of historic structures in their windows, noting that the attraction could potentially be integrated with the planned steamboat tour in the future. It was also noted that the Library had previously hosted a walking tour; Nieves will gather additional information and report back at a future meeting.

Historic Music Sheets:
Nieves Guijarro informed the Members that she had been made aware of an individual who may be interested in either loaning or donating historic sheet music from the 1800s. She will provide additional details at a future meeting.

Tour of Simcoe County Museum:
Barry Burton proposed to organize a tour of the Simcoe County Museum to explore their programs and guided tours. Barry Burton will coordinate with interested Members to arrange the visit.

Adjournment:
The next meeting will be held on Monday, November 17, 2025 at Fell Homes. There being no further business, **Peter Hall moved to adjourn the meeting at 8:02 p.m.**

Recorded by
Charlene Watt, Secretary &
Deputy Treasurer

Approved by
Diane Brandt, President

AGENDA

705-382-2900
www.almaguin-health.org

ALMAGUIN HIGHLANDS HEALTH COUNCIL

MINUTES: October 2, 2025, 10:00 am in person at the Township of Perry Municipal Office and via Zoom

Present: Jim Ronholm, Shawn Jackson, Margaret Ann MacPhail, Vickey Roeder-Martin (Vice-Chair), Rod Ward (Chair), Brad Kneller, Delynne Patterson, Cheryl Philip, Sean Cotton, Deb Duce (Secretary)

Regrets: Tom Bryson, Norm Hofstetter

Guests: Cheryl Harrison, Deb Raynard, Courtney Metcalfe, Sandy Zurbrigg, Shelly van den Heuvel, David Gravelle.

Called to order at 10:00 a.m. by Chair R. Ward.

1. **2025-22** Moved by Brad Kneller. Seconded by Delynne Patterson.
   THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the amended agenda for the meeting of October 2, 2025.

2. **2025-23** Moved by Vickey Roeder-Martin. Seconded by Jim Ronholm.
   THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of October 2, 2025.

2. **DECLARATION OF PECUNIARY OF INTEREST: None**

3. **DELEGATIONS: None**

4. **RESOLUTIONS TO BE PASSED:**

   2025-24: Letter of Support to Burk's Falls | Rural Ontario Development Program Application
   2025-25: Support the Partnered Funding for Engineering Study Huston St. Health Centre

5. ITEMS FOR DISCUSSION

a) Progress Report

AGENDA

. Harrison provided an MAHC update highlighting capital development to date and the $20 million dollar donation by the Hutcheson Family to support the new hospital as well as annual scholarships.

ii. D. Raynard shared information on the AHFHT staff, programs, services, and unattached patient waitlist (800), D. Duce will D. Raynard the OH HHC contact information for the region.

b) Community & Clinical Providers Survey Update

Presentation of key points in the feedback from over 300 respondents to the community survey.

Discussion of an agreement and/or contract between an FHT and the municipalities to support the recruitment of primary care providers needed. Current OH criteria sets limits that are tied to funding.

Following discussion, it was agreed that a group will meet in the next week to discuss a possible AHHC PCAT submission outside of the OHT. Those interested included S. van den Heuvel, R. Ward, V. Roeder-Martin, D. Patterson, & S. Zurbrigg.

c) Healthcare Services Survey Update

Overview of the data received to date and discussion of sharing on municipal digital spaces.

d) **OPRA Recommendation to Ontario Health & Physician Recruitment Update**

D. Gravelle presented an overview of the OPRA recommendation to OH/PCAT to provide $5M over 2 years to support 1. existing community recruiters, 2. shared technology systems, 3. travel, outreach, community engagement activities as well as 4. data and reporting infrastructure to guide evidence-based recruitment and 5. equity subsidies for underfunded and underserved communities.

C. Metcalfe share information on the Rural Community Immigration Pilot (https://nbrcip.ca/) funding opportunity.

e) **Explore Almaguin Website and the Health Hub webpage** LINK

Council members were asked to review the Health Hub webpage on the Almaguin website and provide feedback to C. Metcalfe.

f) **Village of Burk's Falls Letter of Support – Funding Application for Strategic Plan**

R. Ward shared background information on the request for a letter of support. The following resolution was put forward.

2025-24 Moved by Brad Kneller. Seconded by Shawn Jackson.
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council will submit a letter of support to the Village of Burk's Falls for inclusion in their Rural Ontario Development Program Grant Application for development of a comprehensive strategic plan.

g) **Recruiter Funding Renewal Update | Confirmations Received to Date**

An overview of the status of the MAOHT recruiter funding renewal by AH municipalities. An email will be sent to those who have not yet shared information requesting an update.

AGENDA

h) **Engineering Study – Quote**

Sean shared background information, and the following resolution was put forward. The plan summary will be scanned and sent to all AHHC members. The resolution (2025-25) was deferred.

i) Position Hiring N/A

j) Other Business N/A

6. ADJOURNMENT

2025-21 Moved by DeLynne Patterson - Seconded by Vickey Roeder-Martin.
THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:56 a.m. to meet again on October 2, 2025, at 10:00 am at Perry Township. Carried.

Town of Parry Sound EMS Advisory Committee

C **AGENDA**

Date:

October 23, 2025

Time:

7:00pm

Location:

Dunchurch Community Centre, 2199 Hwy 124, Dunchurch, ON

Members Present:

Jamie McGarvey - chairperson, Scott Sheard, Ann MacDiarmid, Joel Constable, Dan Robertson, Pearl Ivens

Regrets:

Shelly Foote

Present:

Dave Thompson, Director of Development and Protective Services

Recording:

Sheri Skinner, Administrative Assistant

Guests:

Matt Thomas, EMS Manager

Land Acknowledgment

Town of Parry Sound EMS Advisory Committee

C **AGENDA**

1. Agenda

1.1 Additions to Agenda

5.1 Discussion prompted by Councillor Scott Sheard about the AED Foundation Ontario with Matt Thomas to give a summary to the Committee.

1.2 Prioritization of Agenda

1.3 Adoption of Agenda

Moved by Ann MacDiarmid

Seconded by Scott Sheard

That the October 23, 2025 Parry Sound District Emergency Medical Services Committee meeting agenda be approved.

carried

1.4 Disclosure of Pecuniary Interest and the General Nature Thereof

2. Minutes and Matters Arising from Minutes

2.1 Adoption of Minutes

Moved by Pearl Ivens

Seconded by Joel Constable

That the Minutes of the May 22, 2025 meeting of the Parry Sound District Emergency Medical Services Committee be approved as circulated.

Carried

3. Correspondence

4. Deputations

5. Emergency Services Director's Report

Moved by Scott Sheard

Seconded by Dan Robertson

That the Emergency Services Director’s Report dated October 23, 2025 be accepted as submitted.

Carried

5.1 AED Foundation Ontario

Matt Thomas provided a description on the AED Foundation Ontario which is a province wide nonprofit organization network to make AED's visible and accessible to the general public. Discussions on what the AED Foundation Ontario hopes to achieve as well as registering personal/private AEDs thru the website aedfoundationontario.ca. The website and database is still being developed but should be live in early 2026.

6. Reports

6.1 EMS Statistical Report - August 2025

6.2 EMS Night Call Statistics - August 2025

6.3 EMS Vehicle Inventory - August 2025

Dave Thompson provided a descriptive overview of the various reports attached.

Resolution

EMS Committee members have received reports 6.1, 6.2, 6.3 as listed above.

Moved by Ann MacDiarmid

Second by Scott Sheard

Carried

7. Ratification of Matters from Closed Agenda

8. Other Business

8.1 DT RR 2026 Land Ambulance Budget-2025

8.1.1 DT ATT#1 2026 Land Ambulance Budget-2025

Resolution

Moved by Joel Constable

Seconded by Dan Robertson

That the EMS Advisory Committee recommends Town of Parry Sound Council approve the 2026 District Land Ambulance Budget in the total amount of $13,687,699.00 including capital expenditures of $595,000 from the EMS Capital Reserve.

Carried

8.2 DT RR South River Brewery - 2025

Resolution

Moved by Pearl Ivens

Seconded by Joel Constable

That the EMS Advisory Committee recommends that staff further discuss with South River about the possible relocation of the EMS Base to the former South River Brewery property.

Carried

9. Adjournment @ 7:54pm

Moved by Scott Sheard

Seconded by Dan Robertson

Carried

AGENDA

MEMORANDUM

Chris Litschko, Chief Executive Officer
Lakeland Holding Ltd.

TO: **Municipal Councils:**

- **Town of Bracebridge**
- **Town of Huntsville**
- **Town of Parry Sound**
- **Village of Burk's Falls**
- **Village of Sundridge**
- **Municipality of Magnetawan**

FROM: **Chris Litschko, Chief Executive Officer**

COPY: **Municipal Chief Administrative Officers**
Lakeland Board of Directors
Executive Team

DATE: **October 24, 2025**

SUBJECT: **2025 Q3 Shareholder Update**

On behalf of Roger Alexander, Chair, and the members of the Board of Directors of Lakeland Holding Ltd. (Lakeland), I am pleased to provide Lakeland's 2025 Q3 Shareholder Update.

Land Acknowledgement

Lakeland respectfully acknowledges that we work and live on lands that are the traditional territories of Indigenous Communities. We offer gratitude to Indigenous peoples for their care for, and teachings about, our earth and our relations.

VISION STATEMENT

BE THE LEADER IN SUSTAINABLE SOLUTIONS AND CATALYST FOR IMPROVING THE LIVES OF OUR CUSTOMERS AND COMMUNITIES WE SERVE.

MISSION STATEMENT

LEVERAGING OUR TEAM, WE ARE DEDICATED TO GROWING RESPONSIBLY, SERVING OUR SHAREHOLDERS, CUSTOMERS AND COMMUNITIES WITH SAFE, RELIABLE, AND QUALITY SUSTAINABLE SOLUTIONS.

AGENDA

MEMORANDUM

Chris Litschko, Chief Executive Officer
Lakeland Holding Ltd.

CORPORATE VALUES STATEMENT

SAFETY: WE ARE DEDICATED TO THE SAFETY OF OUR EMPLOYEES AND COMMUNITIES.

ENVIRONMENTAL STEWARDSHIP: WE ARE CONCERNED FOR THE ENVIORNMENT IN EVERYTHING WE DO. WE ARE COMMITTED TO PROTECTING AND NOURISHING THE ENVIRONMENT BY DOING BETTER FOR OUR PLANET WHILE WE GROW.

RELIABILITY: WE PROVIDE DEPENDABLE, CONSISTENT AND RELIABLE SERVICE.

ACCOUNTABILITY: WE ARE SERIOUS AND RESPONSIBLE FOR OUR ACTIONS AND ACCOUNTABLE TO THOSE WE SERVE.

PARTNERSHIPS: WE DRAW ON ONE ANOTHER AND OUR PARTNERS TO ACHIEVE SUCCESS.

PROFESSIONALISM: WE ARE DEDICATED TO EXCELLENCE IN MANAGEMENT AND SERVICE DELIVERY. WE ARE INCLUSIVE AND ARE COMMITTED TO PROVIDING EQUITABLE SERVICES AND TREATING ALL WITH RESPECT.

CONTINUOUS IMPROVEMENT: WE CONSTANTLY SEEK NEW IDEAS, ARE FUTURE FOCUSED AND RESULTS ORIENTED. WE ARE EFFICIENT, EFFECTIVE, INNOVATIVE AND WE OFFER VALUE-ADDED.

RELATIONSHIP BUILDING & RECONCILIATION: WE ARE COMMITTED TO RELATIONSHIP BUILDING AND RECONCILIATION. WE ARE DRIVEN BY TRUST AND INTEGRITY AND WE VALUE THE KNOWLEDGE AND EXPERIENCE OF ALL.

The table below provides a summary of the Lakeland Holding's current business activities through each of the current subsidiary companies:

Lakeland Power Distribution Ltd. (Local Distribution Company)	**Bracebridge Generation Ltd. & Lakeland Solutions**		**Lakeland Energy Ltd. (Including Lakeland Networks Operations)**
• 14,893 Connections	• Bracebridge Falls Generation Plant	2.6 MWs	• Web Mapping
• 163 square Kms of Service Area	• Wilson Falls Generation Plant	2.9 MWs	• Fibre to Business
• 367 Kms of Distribution Lines	• High Falls Generation Plant	2.3 MWs	• Fibre to Home
• 10 Substations	• Cascade Generation Plant	3.25 MWs	• 8,857 Fibre Connections
• 2,392 Transformers	• Burk's Falls Generation Plant	1.2 MWs	• 670 Km of Installed Fibre-Optic Cable
• Offices in Bracebridge, Huntsville, and Parry Sound	• Bancroft Generation Plant	0.6 MWs	• Internet Service Provider
	• Drag River Generation Plant	0.3 MWs	• VOIP and Traditional Phone Services
	• Irondale Generation Plant	0.5 MWs	• IT Server Hosting
	• Elliott Falls Generation Plant	0.8 MWs	• Voice and Data Cabling
	• Chute Blanche (50% ownership)	1.4 MWs	• Business Phone Systems
	• Solar Field	0.5MWs	• Streetlight Maintenance
	• Tesla Battery Storage	1.25 MWs	• 1350 Water Heater Rentals
	• Wasdell Falls	1.65mWs	
	13 Generation Facilities =	***19.25Mws***	
	• Microgrid	1	
	• 17 EV Charging Sites	62 Ports	

AGENDA

MEMORANDUM

Chris Litschko, Chief Executive Officer
Lakeland Holding Ltd.

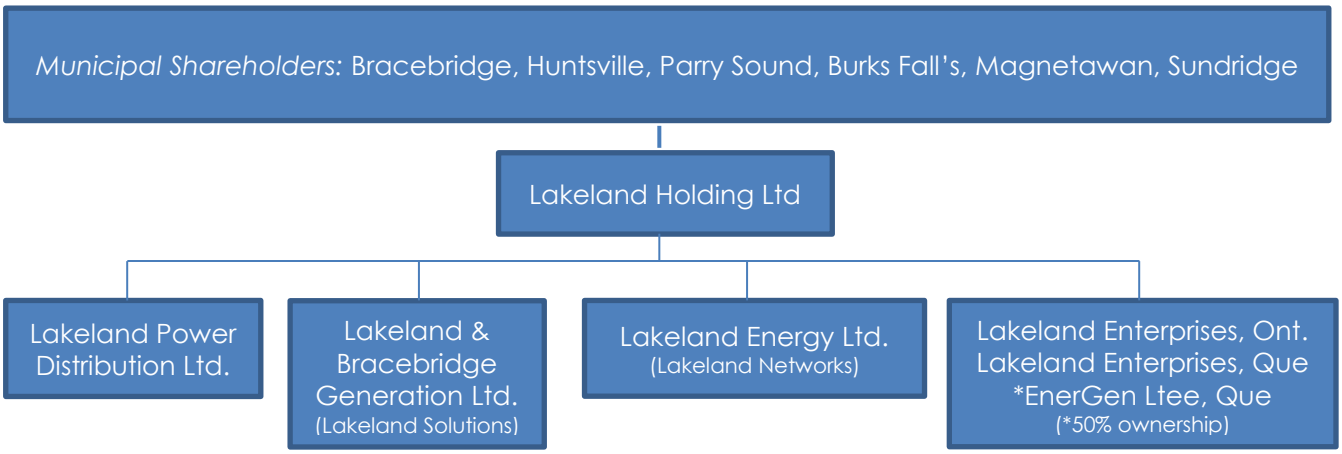
The 2025 Q3 report, attached as Appendix “A” to this memorandum, highlights Lakeland’s continued success in achieving its Mission to the benefit of our Shareholders and the customers we serve.

Respectfully submitted on behalf of Lakeland’s Board of Directors.

Chris Litschko, CEO

Appendix "A"

2025 Q3 Shareholder Update



Lakeland marked its 25th anniversary on September 1, 2000, with gratitude to supportive shareholders, an excellent Board of Directors, and dedicated team members. Overall, we are experiencing good financial results with the exception of the significant shortfalls in generation revenue due to another season of drought.

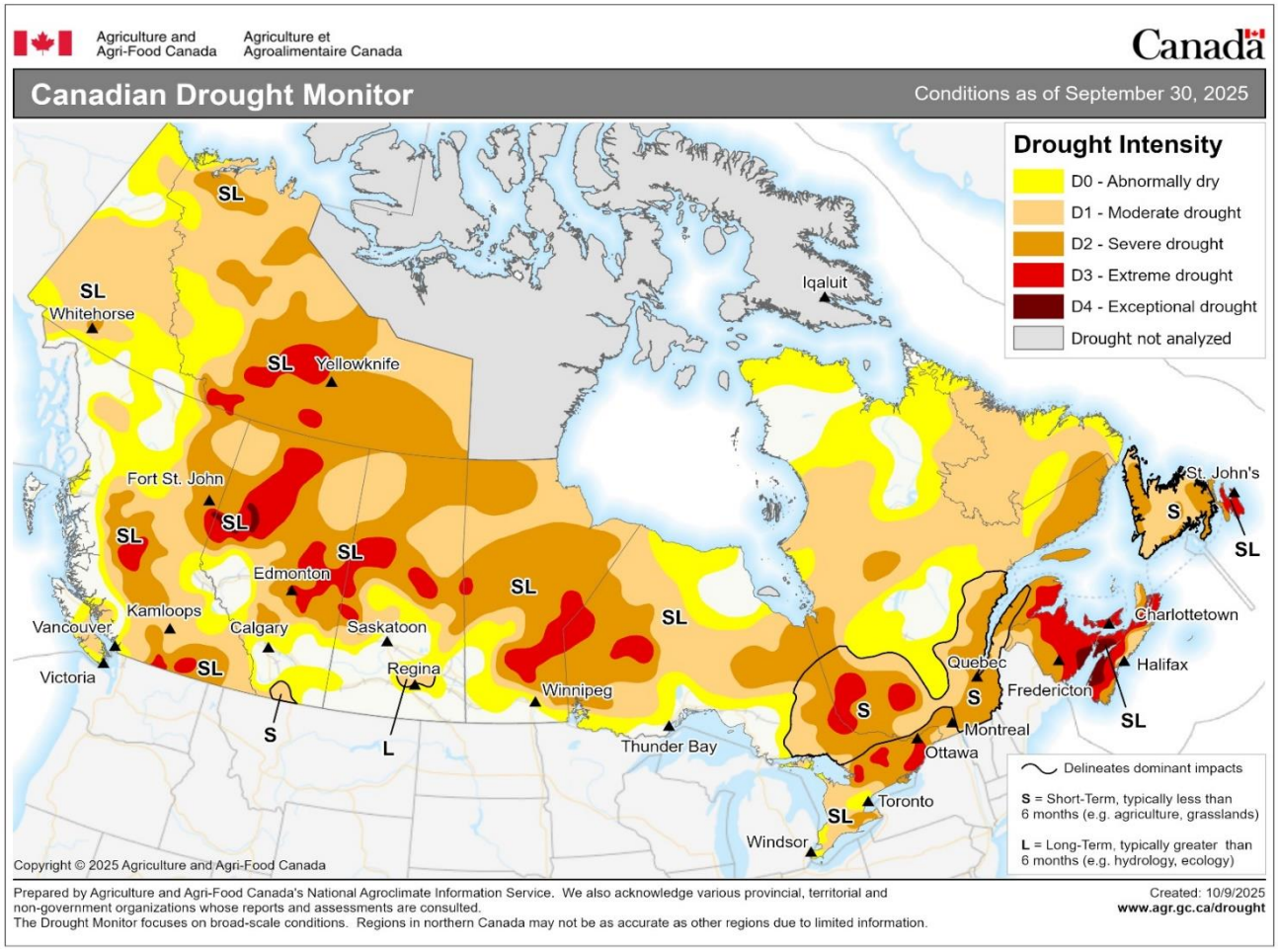
Throughout Q3, Lakeland made significant strides in People & Culture initiatives, successfully filling key roles and maintaining a stable workforce of 95 full-time and 5 contract employees, with minimal turnover. Recruitment and onboarding processes were streamlined, supported by ongoing enhancements to reward tracking, hiring, onboarding, and compliance. The organization advanced coaching and development programs for high-potential staff while also initiating salary benchmarking for the 2026 wages. Health and safety remained a priority, with the launch of an Incident Reporting Incentive Program, compliance upgrades, and targeted training sessions. Culturally, Lakeland fostered engagement through events such as the All-Staff Health & Safety BBQ, the 25th Anniversary, and observance of National Truth and Reconciliation Day. Preparations began for upcoming 2026 regulations, including pay transparency and AI hiring disclosure. Overall, these efforts reflect Lakeland's commitment to staff development, operational excellence, and a vibrant workplace culture.

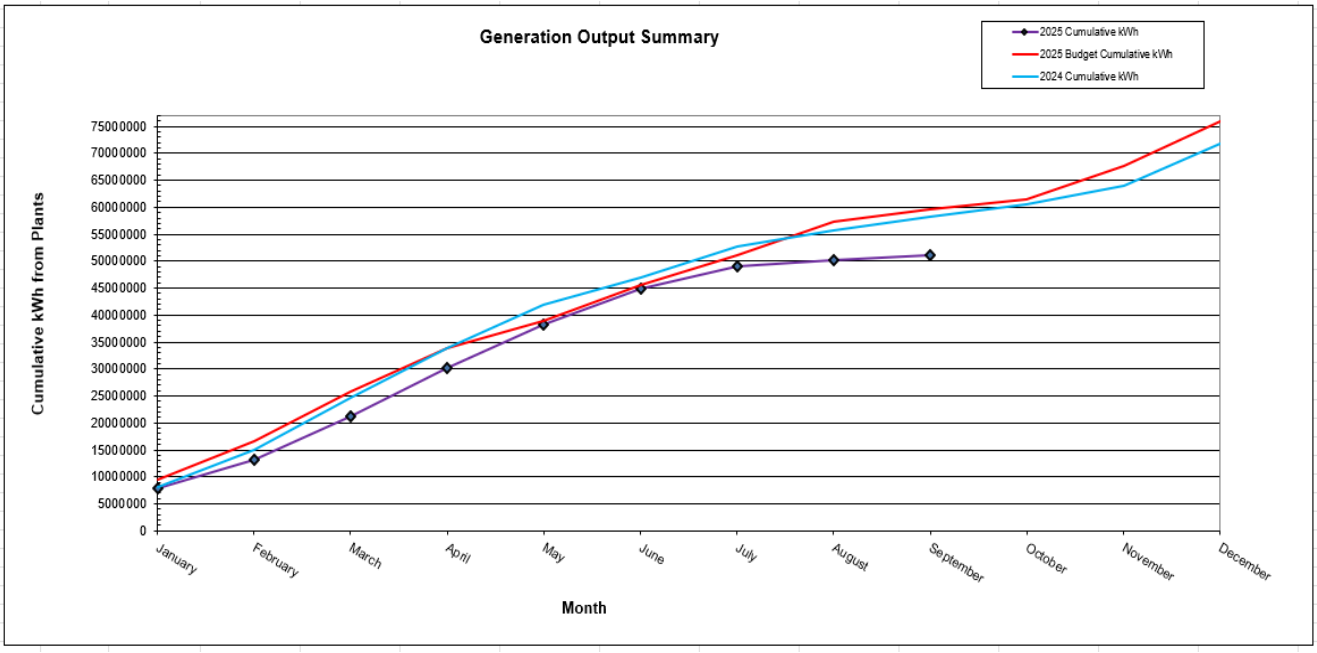
The company is close to reaching a deal with a third party to use Artificial Intelligence for making recommendations on everything from assets to customer service across all our businesses.

Lakeland Networks demonstrated robust operational and financial performance throughout the third quarter of 2025. The company achieved increased new customer acquisitions of 450, reaching a total base of 8,857, and maintained a solid 47% penetration rate across its service area. Sales retention strategies proved effective, with declining cancellations and notable growth in both residential and business accounts, particularly in Gravenhurst and Huntsville, where targeted sales campaigns drove double-digit increases. Construction and technical teams expanded service to new regions, advanced infrastructure projects, and introduced cost-saving measures, while the rollout of advanced technologies like XGS-PON and CommandIQ app upgrades enhanced network reliability and customer experience. Despite competitive pressures, TV subscriptions continued to grow, buoyed by popular sports packages. Growth efforts may advance through a telecom partnership to resell health apps and explore cellular services, targeting a local launch in mid-2026, while monitoring competitive developments. Strategic sponsorships and community engagement further strengthened Lakeland's brand presence, positioning the company for continued expansion and shareholder value.

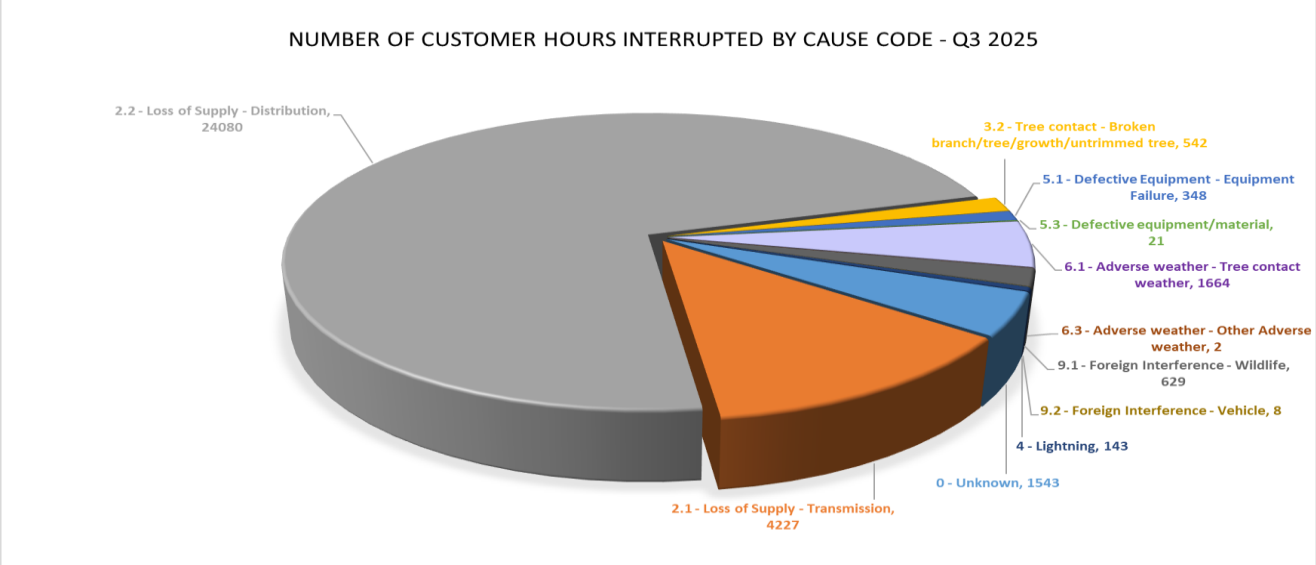
Lakeland EV Charging continued its strong performance in the third quarter, with August marking a record month and notable growth in Huntsville and Sundridge. Usage consistently exceeded budget projections, contributing to significant greenhouse gas reductions. Operational highlights included equipment upgrades, credit card terminal rollout, and progress on new charger installations, while marketing efforts and event participation boosted community engagement. September saw activity stabilize in line with seasonal trends, with financials and energy usage remaining close to budget. Due to past successes, NRCan approached our Solutions team and after a detailed analysis the Board approved an additional chargers 7 sites (50% funded) outside our existing area south to Innisfil. Ongoing projects, maintenance, and pending funding proposals position the network for sustained growth and improvement.

In Generation, the third quarter experienced continued low flows and rainfall, well below historical averages, resulting in year-to-date production at 86%, a 14% decrease. Annual turbine maintenance was completed at four plants. Major capital work progressed at Cascade and High Falls dams, permitting for CPR Dam refurbishment continues, and minor Mill Lake Dam maintenance awaits design review. Staff acted quickly to reduce watermain flow into Bracebridge Falls station and worked with the District of Muskoka on an underground repair. Capital purchases have been paused since generation and hence revenue is under budget. With the exception of a necessary $100,000 trash rack replacement at High Falls internal staff will take care of deferred projects. Lakeland continues to participate in an Ontario Waterpower Association working group focused on capital investments in non-revenue generating dams.


Agriculture and Agri-Food Canada
Agriculture et Agroalimentaire Canada
Canada
Canadian Drought Monitor
Conditions as of September 30, 2025
Drought Intensity
D0 - Abnormally dry
D1 - Moderate drought
D2 - Severe drought
D3 - Extreme drought
D4 - Exceptional drought
Drought not analyzed
Whitehorse
Yellowknife
Iqaluit
Fort St. John
Edmonton
Kamloops
Vancouver
Calgary
Saskatoon
Victoria
Regina
Winnipeg
Thunder Bay
Quebec
Fredericton
Charlottetown
Halifax
St. John's
Montreal
Ottawa
Toronto
Windsor
SL
S
L
Delineates dominant impacts
S = Short-Term, typically less than 6 months (e.g. agriculture, grasslands)
L = Long-Term, typically greater than 6 months (e.g. hydrology, ecology)
Copyright © 2025 Agriculture and Agri-Food Canada
Prepared by Agriculture and Agri-Food Canada's National Agroclimate Information Service. We also acknowledge various provincial, territorial and non-government organizations whose reports and assessments are consulted.
The Drought Monitor focuses on broad-scale conditions. Regions in northern Canada may not be as accurate as other regions due to limited information.
Created: 10/9/2025
www.agr.gc.ca/drought


Generation Output Summary
2025 Cumulative kWh
2025 Budget Cumulative kWh
2024 Cumulative kWh
Cumulative kWh from Plants
75000000
70000000
65000000
60000000
55000000
50000000
45000000
40000000
35000000
30000000
25000000
20000000
15000000
10000000
5000000
0
January
February
March
April
May
June
July
August
September
October
November
December
Month

Power made significant operational and engineering progress, connecting 35 new customers (14,893 total connections) and advancing critical infrastructure projects such as the Lakeland automatically operational Viper switch initiative to restore power quicker. The team successfully managed scheduled outages and maintenance to sustain system reliability, while overcoming challenges like the Canada Post strike through increased digital engagement, resulting in 52% customer enrollment in e-billing. Customers experienced 0.3 outages lasting 1 hour and 20 minutes over the past 12 months. Engineering supported major developments, trialed smart sensors, and completed upgrades across subdivisions and commercial projects, including EV charging station installations and transformer enhancements. Capital improvements continued with reconductoring, voltage conversions, and substation upgrades. Lakeland Power crews energized the new Parry Sound high school and installed large transformers. Customer outreach promoted digital billing and pre-authorized payments, and ongoing regulatory consultations enhanced connection processes. Progress on the Fiber to the Home project, expanded smart sensor deployment, and continued focus on system upgrades position Power for future growth, with priorities set on substation enhancements, improved outage management, and efficient project delivery. This quarter, Lakeland prepared and submitted a Z-factor filing to the Ontario Energy Board for extraordinary events, consolidating both the ice storm and Centennial Station failure (Bracebridge) Z-factors for the October rate application. The team conducted a detailed post-mortem with the OEB on the costly and time consuming Cost of Service application, sharing feedback and sparking wider sector discussions. The OEB-mandated third-party cyber audit commenced with completion expected by January 2026 and an interim report forthcoming.



On a consolidated basis, Lakeland invested $6.3M (net of contributions) in capital improvement and expansion investments through Q3.

MUSKOKA ALGONQUIN HEALTHCARE

MAHC Political Leaders Forum

MINUTES of Thursday, October 9, 2025 at 0900-1000hrs
Via Zoom

AGENDA

"R" = Regrets; "✓" = Confirmed Attendance

INVITED POLITICAL LEADERS:

Scott Aitchison, MP		Graydon Smith, MPP		Jeff Lehman, District Chair		Rick Maloney, Mayor – BB	✓
Nancy Alcock, Mayor – Huntsville	✓	Peter Kelley, Mayor – Mus. Lakes	✓	Terry Glover, Mayor – Lake of Bays		Heidi Lorenz – Gravenhurst	
Peter Koetsier, Mayor – Georg. Bay		Chris Hope, Mayor – Burk's Falls		Rod Ward, Mayor – Armour	✓	Tim Bryson, Mayor – Strong	
Sam Dunnett, Mayor – Magnetawan		Jim Coleman, Mayor – South River		Norm Hofstetter, Mayor – Perry		Cheryl Philip, Mayor – Kearney	
Liz Danielsen, Mayor – Algonquin Highlands	✓	Vicky Roeder-Martin, Councillor – McMurrich/Monteith		Justine Leveque, Mayor – Sundridge		Delynne Patterson, Councillor – Ryerson	
Bryan McCabe, Mayor – Joly		Dan Armour, Deputy Mayor – HV		Brenda Rhodes, Deputy Mayor – BB	✓		

MUNICIPAL STAFF PARTICIPANTS:

Note: All Muskoka and East Parry Sound CAOs and Clerks invited; record captures only those who attended

Stephen Rettie, CAO – Bracebridge	✓	Denise Corry, CAO – Huntsville	✓	David Pink, CAO – Muskoka Lakes	✓	Greg Mariotti, CAO – Georgian Bay	✓
Norm Barrette, Health Services Commissioner – District	✓						

MUSKOKA AND AREA ONTARIO HEALTH TEAM PARTICIPANTS:

Keith Cross, MAOHT Alliance Council Co-Chair	✓

FOUNDATION PARTICIPANTS:

Leah Walker, SMMH Foundation	✓	Katherine Craine – HDMH Foundation	✓

MAHC PARTICIPANTS:

Dave Uffelmann, Board Chair	✓	Carla Clarkson-Ladd, Board Vice Chair	✓	Cheryl Harrison, President & CEO	✓	Dr. Khaled Abdel-Razek, Chief of Staff	R
Diane George, VP, Integrated Care, Patient Services, Quality & CNE	R	Alasdair Smith, VP, Corporate Services & Chief Financial Officer	R	Mary Silverthorn, VP, People, Communications & Stakeholder Relations and Chief HR Officer	✓	Bobbie Clark, Director of Communications & Stakeholder Relations	✓
Allyson Snelling, Communications	✓	Amy Carriere, Executive Assistant	✓				

Agenda Topic	Notes from Discussion	Follow Up Required
1. Welcome & Introductions – Dave Uffelmann	The Board Chair introduced himself, along with MAHC participants. D. Uffelmann noted upcoming MAHC delegations to council meetings. Requests for particular topics can be directed to Bobbie Clark, Director of Communications & Stakeholder Relations. **Pine Street Site Selection:** The selection of Pine Street as the location for the new Bracebridge site has been the subject of community discussion and media attention.	

AGENDA	• **Strategic Rationale:** Pine Street was chosen as the most sustainable long-term option for the new facility. The site meets all technical requirements, has passed cost reviews, and aligns with municipal objectives. With over 45 acres, it exceeds ministry guidelines for hospital sites. • **Community Engagement:** The decision was informed by extensive community engagement, including twelve (12) sessions with broad stakeholder participation. Feedback on accessibility, proximity to downtown, and environmental considerations was incorporated into the final decision. • **Future Expansion:** Independent review by Stantec confirmed the site's suitability for future expansion with minimal additional development costs. While the Board remains open to acquiring additional land for a broader campus of care, this is not a current priority and does not impede progress on the new build. • **Site Readiness:** Concerns regarding pit remediation have been addressed; no remediation is required for the initial or subsequent hospital stages. Grading, access, environmental readiness, and utilities have all been considered and are included in the 1.3 submission. • **Governance and Oversight:** Both the Board of Directors and MAHC management have thoroughly revisited and reaffirmed the site selection decision. The Ministry of Health has reviewed the process and is satisfied with the prioritization of safety, environmental integrity, and efficient land use. The potential for a regional clean fill site exists, but this remains only an option, not a commitment. • **Communications Approach:** All relevant site selection information is available on the madeinmuskokahealthcare.ca microsite and has been communicated in various forums. The Board's advice is to avoid direct rebuttals in the media, preferring factual communication in appropriate settings. Speaking points are available upon request for council or community presentations. **Financial Challenges:** Hospitals across the province, including MAHC, are experiencing significant financial challenges, and many operating in deficit positions. In response, the provincial government has initiated efforts to support hospitals in developing strategies to return to financial stability and eliminate deficits over the coming years. Management formulated a comprehensive plan and MAHC has confidence in achieving a break-even position within the next three years. R. Maloney asked if MAHC has shared the information about site selection to the public. D. Uffelmann advised that all the information is available on the microsite.	
2. 2025-Operational Update – Cheryl Harrison	C. Harrison provided updates on the following: **Obstetrics:** There has been ongoing work with government partners and considerable effort and innovation over the summer to explore feasible and collaborative models for obstetrical care in the region. The overarching goal is to establish a robust and sustainable obstetrical program for Muskoka, independent of the sites, and to pursue innovative solutions that align with the Ministry's expectations. MAHC will present its assessment of the options at a meeting with government partners on October 10. MAHC is committed to advocate to the government for timely, shared communication with the community. While a final decision on the preferred option may not be reached immediately, the priority is to update the community with meaningful information as soon as possible. **Stage 1.3 Submission:** All inquiries from the relevant authorities have been addressed satisfactorily. While a specific timeline for approval cannot be guaranteed, recent discussions indicate that a decision may be reached by year end. MAHC is committed to transparent communication and will promptly inform stakeholders of any developments.	

AGENDA	**Emergency Dept./Inpatient/ALC Occupancy Trends:** Emergency Department occupancy averaged between 100% and 105% this year, closely tracking the 110% target across both sites. Alternate Level of Care (ALC) bed days are at approximately 22%, well below the provincial target of 28%. The number of open ALC cases remains consistently below the Ontario Health target of 36%, with current figures at approximately 21. These improvements reflect effective collaboration with Ontario Health teams and community partners. **Respiratory/Flu Season Preparations:** The hospital is proactively ramping up surge planning in anticipation of flu season. Recent experience with COVID-19 and the prevalence of other respiratory illnesses such as RSV underscore the importance of ongoing vaccination efforts. MAHC encourages vaccination as essential to maintaining public health and minimizing hospital admissions. **Assistant Deputy Minister Visit:** In August, MAHC hosted Interim Assistant Deputy Minister of Hospitals and Capital Division Danielle Jane for a comprehensive tour of both sites, presenting the unique challenges facing MAHC. The visit reinforced the critical need for redevelopment and highlighted the organization's innovative approach to future healthcare delivery. Ms. Jane expressed appreciation for the successes and challenges shared, and her involvement as ADM whose responsibility includes obstetrics, has strengthened the working relationship, providing optimism for continued collaboration. **MRI Update:** The MRI unit opened in Huntsville in July and has already processed over 600 cases. Inpatients represent approximately 10% of the cases, underscoring the reduced need for patient transfers and associated system costs. Recruitment of additional MRI Technologists is ongoing to meet demand and reduce wait times. **Communications & Stakeholder Engagement:** The Pulse Podcast continues with a recent episode in August highlighting the vital role of Auxiliary volunteers and the patient care they support. The latest capital redevelopment video featuring community members and local leaders has nearly 5,000 views and strong feedback from across Muskoka. This summer, new billboards showcasing the Made-in-Muskoka Healthcare brand were installed at both sites, reinforcing the message of one health system, two hospitals. The CEO Advisory Committee continues to meet monthly.	
3. Update from Foundations – Leah Walker and Katherine Craine	**South Muskoka Hospital Foundation:** L. Walker advised the SMHF Board of Directors has reserved and invested over $6 million toward future development, surpassing annual targets through major gifts, estates, and planned giving. She indicated Huntsville's news about its large donation is fostering collaboration and enthusiasm among donors and families across the region and reinforcing the strength of the regional healthcare system. Community support continues, highlighted by upcoming fundraising initiatives such as the annual Moose FM Radiothon on October 10 from 6 a.m. to 6 p.m. **Huntsville Hospital Foundation:** K. Craine shared that the recently announced major gift of $20 million includes $17.5 million which is a true match. With every year that money is raised for the campaign it will be matched in December by the donor. HHF is busy working on new gift agreements with major donors. Additionally, $2.5 million of the $20 million has been designated for the Limberlost Invictus Scholarship, providing $250,000 annually for 10 years to support recruitment, retention, and training of healthcare workers across the organization. These funds offer flexibility for innovative solutions to workforce challenges and will be activated upon stage 1.3 approval. Fundraising for essential equipment, such as a new CT scanner, continues in parallel.	
4. Round Table of Healthcare-Related Items – Dave Uffelmann	K. Cross provided an update from the Muskoka Almaguin OHT, indicating the province has committed a significant investment in primary care. The OHT is working on a proposal focused on reducing unattached patients. ALC numbers are improving and the ALC group continues to meet regularly to reduce demand in the inpatient sector. Funding has been secured for a contracted palliative care coach to work to integrate programs by hospice and family health team for better regional coordination. The Cottage Country Family Health Team, in partnership with	

AGENDA	the Gravenhurst Rotary Club, is advancing the completion of the Family Health Team in Gravenhurst and will present their collaborative model at the upcoming Family Health Team conference in Toronto. R. Maloney noted that obstetrics remains a sensitive and high-profile issue within the community. With ongoing discussions about the potential consolidation of OB services, he queried the implications on the Stage 1.3 submission. C. Harrison assured him that MAHC continues to prioritize maintaining high-quality obstetrical care across both sites, recognizing the challenges of staffing and service volume, and is actively engaging with government partners to explore innovative solutions. R. Maloney requested additional context on ALC reductions and impact over several months. C. Harrison to provide an updated report to help demonstrate the improvements after two quarters. N. Alcock asked what the ALC reduction is attributed to. C. Harrison explained factors include identification of at-risk patients early in their hospital journey, ALC Rounds as a review process with a senior clinical leader to ensure all options are exhausted prior to designation, and collaborative work on transitional care beds in the community. It was noted that Huntsville Town Council has again committed to a three-year commitment for MAOHT's Health Human Resources recruiter. K. Cross asked about the possibility of tighter integration between family practice and midwifery around the obstetrics. C. Harrison confirmed this approach is actively being explored with both community-based and hospital-based midwifery programs under consideration as an option for future service delivery.	**C. Harrison**
8. Adjournment	The meeting adjourned at 9:46 a.m. The next meeting is scheduled Friday, January 9, 2026, at 9 a.m.	

Southeast Almaguin Highlands Regional Fire Services Committee (RFSC)

AGENDA

MINUTES

Thursday, November 6, 2025

Perry Township Council Chambers
(Sign-in sheet attached)

1. Call to Order

Mayor Norm Hofstetter opened the meeting at 7:00 p.m.

2. Minutes

Resolution No. 2025-02
Moved by: Rod Ward **Seconded by: Dan Robertson**
Be it resolved that the Regional Fire Services Committee hereby approves the Minutes of the March 13, 2025 Meeting, as presented.

Carried

3. Live Fire Training Unit

The Live Fire Training Unit is working extremely well so far. Each Fire Station has cycled through it a minimum of three times. Training has been a joint effort and has been completed in the evenings due to schedules, but the department is working to schedule a weekend training. The fire simulation is as real as can be achieved. The unit has also been used for search and rescue, ladder work, as well as other training.

4. Proposed Second Training Unit for Search and Rescue

The Fire Chiefs are not sure it is the right time to focus on a second unit. With new Fire Halls being built, it is best to consider in a few years. Looking at spreading resources out in the future. The existing Live Fire Training Unit can be used for fire and rescue. The Fire Chiefs confirmed that the former Perry Municipal Office is no longer required for search and rescue training. They have a few props and materials to get out prior to demolition, but can be cleared prior to demo in 2026.

AGENDA

5 Live Fire Training Unit

Resolution No. 2025-03
Moved by: Dan Robertson Seconded by: Chris Hope
Be it resolved that the Regional Fire Services Committee hereby recommends that the Councils of the 7 member municipalities hereby support that the Township of Perry forward the MOU and comments from their insurance to Russell Christie's Office for their legal opinion and update;
And that the costs associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference;
And that the Final Agreement be circulated to each municipality to be adopted by By-law.

Carried

6. Updates on Recruitment and Retention

Online portion of the Recruitment Class starts December 4, 2025. There are 18-20 recruits.

7. Regional Training – Update and Discussion

This item came up for discussion as a reminder that the contract expires in 2027 and the RTO has mentioned potential retirement. The Chiefs outlined that this has been a discussion with consideration of hiring someone in the area that would work 5 days a week rotating within the 5 stations and also would respond to calls.

8. Shared Equipment

RDC was purchased and in service as of May 2025. In addition, the department acquired an additional one by donation that has been incorporated into the training.

9. DZ Driver Training Program

The DZ Driver Training Program has begun. Perry hosted the one-day training and opened it to all stations. The 10 firefighters within the region attended the one-day training session covering off the requirements for daily checks, including but not limited to testing air brakes, low pressure sensors, etc. Each firefighter is required to complete the driving practice within their own stations. November 27 and 28 has been blocked off at MTO in Huntsville for drive test.

AGENDA

1[illegible] Business

Rod Ward requested an update on reporting. Chiefs outlined with the new FirePro program reporting will be made simpler and Chiefs will be able to report on training, response hours, response times, number of calls for service, etc. Most stations have or are getting the program.

Burk's Falls, Armour and Ryerson together and Magnetawan are in the process of building new halls. Kearney is looking at a new hall, planned in approximately 3 years.

The Chiefs outlined that drones are being used within the department and have already had success using them in various situations, including assisting in search and rescue of a lost person.

11. Next Meeting

The next meeting will be in February 2026.

12. Adjourn

The meeting adjourned at 7:45 p.m.

Dated this _____ day of _____, 2026.

_____

Norm Hofstetter, *Chair*

AGENDA

REPORT

Date: November 6, 2025

To: RFSC

From: Beth Morton, RFSC Secretary / Clerk-Administrator Perry

Re: Memorandum of Understanding (MOU) for Live Fire Training Unit

Overview

Staff of the Township of Perry submitted details for the Live Fire Training Unit to the Township's Insurance Provider, Brokerlink on behalf of IPE in order to obtain insurance on the new Live Fire Training Unit for liability and structure. As part of their review, IPE required the Agreement that was in place. The Fire Chief provided Perry staff with a copy of a MOU entered into between the Fire Chiefs of the 7 member municipalities.

IPE's Risk Management Team reviewed the MOU and provided the following commentary:

> *Risk Management - Review of MOU*
>
> *It is our understanding that the Township of Perry has entered into a memorandum of understanding with the Township of Ryerson, the Town of Kearney, the Municipality of Magnetawan, and the Township of McMurrich Monteith for the purposes of working collaboratively in the construction and use of a Live Fire Training Unit.*
>
> *The MOU is already executed.*
>
> *The MOU states that any costs incurred due to damages inflicted by the negligence of any one partner shall be borne by the partner responsible, in their entirety. This is preferred, however, they could include a reciprocal indemnification clause with more detailed wording, noting each party is responsible for trained staff and equipment. Sample wording is provided below for reference purposes only.* ***This should be drafted and reviewed by their solicitor****.*
>
> *They could also include a statement that each party confirms they maintain general liability insurance.*
>
> *We don't see major concerns. We hope this helps.*

AGENDA

Sample Wording

Mutual/Reciprocal Indemnification

The Indemnifying Party agrees to defend, indemnify and save the Indemnified Party harmless, along with their respective councillors, officers, employees and agents from any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of the Indemnifying Party's obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery or expense, including assessable legal fees, directly attributable to, arising from, or caused by the negligence or breach of contractual obligation hereunder by the Indemnified Party.

The Indemnifying Party agrees to defend, indemnify and save harmless the Indemnified Party from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Indemnifying Party's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the parties in accordance with this Contract, and shall survive this Contract.

***** This is a sample only, does not constitute legal advice, and is for information purposes. An Indemnification/Hold Harmless should be drafted by your legal counsel *****

General Liability Insurance

General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of _____ with a limit of not less than $_____. The policy shall be endorsed to include each party to the agreement as an additional insured with respect to the Mutual Use as per the agreement. The policy shall further be endorsed to include cross-liability, contractual liability and personal injury.

Moving Forward:

The MOU was entered into by the Fire Chiefs of the 7 member municipalities that are part of the RFSC. It was an excellent starting point to ensure an agreement was in place for liability and protection for the Live Fire Unit, however moving forward the Township of Perry's insurance has made recommendations.

It AGENDA mendation that the MOU, along with this report be provided to each member municipality for their initial review with the recommendation that it be circulated to Russell Christie's Office for their review. Once completed and a final draft is provided by Russell Christie, it should be circulated and adopted by each member municipality's Council.

Resolution:

Be it resolved that the RFSC hereby recommends that the Councils of the 7 member municipalities hereby support that the Township of Perry forward the MOU and comments from their insurance to Russell Christie's Office for their legal opinion and update;

And that the costs associated with the legal opinion be payable on a 1/7th share by each member municipality as per the Terms of Reference;

And that the Final Agreement be circulated to each municipality to be adopted by By-law.

Submitted to the RFSC for discussion and consideration.

MEMORANDUM OF UNDERSTANDING

AGENDA

This Memorandum of Understanding ('MOU') is made and entered into on this 25th day of March, 2025 ('Effective Date') by and between the Township of Ryerson, the Town of Kearney, the Municipality of Magnetawan, the Township of McMurrich Monteith, and the Township of Perry (collectively, the 'Partne

I. Description of the Project

The Burk's Falls and District Fire Department, Town of Kearney Fire Department, Municipality of Magnetawan Fire Department, Township of McMurrich/Monteith Fire Department, and Township of Perry Fire Department are working collaboratively in the construction of a Live Fire Training Unit ('Training Unit'). The Training Unit is to be located at the Township of Perry Fire Hall, 64 Old Government Road, Emsdale Ontario.

II. Purpose and Scope

The Purpose of this MOU is to provide the framework for the usage, maintenance, and financial implications of the Training Unit Project.

III. Obligations

The Partners desire and wish that this document will create an agreement between the Partners to work together in such a manner that would promote an atmosphere of collaboration in support of an effective and efficient partnership with regards to all matters related to the Project.

IV. Roles and Responsibilities

It is agreed that each Fire Department will have equal annual use of the Training Unit, based on a schedule to be created and approved by November 30th of the preceding calendar year.

In using the Training Unit, all Operating Guidelines and Procedures must be followed at all times. A Safety Plan must also be implemented and followed at all times.

An affirmative vote by a majority of Partners is required before any maintenance costs are incurred, or any building alterations completed. All maintenance costs shall be split equally between the Partners.

Notwithstanding the above, any costs incurred due to damages inflicted by the negligence of any one Partner shall be borne by the Partner responsible, in their entirety.

V. Withdrawal from Partnership

Any Partner wishing to withdraw from its inclusion in the Project must submit 90 days notice, in writing, to each of the other Partners.

Compensation for any partner withdrawing will be based on the chart in Appendix A, and will be paid out by the other remaining Partners. The Chiefs will assess the value and make necessary changes to Appendix A based on renovations and repairs throughout the Training Unit's life span.

Depending on the time a partner withdraws, compensation may not be paid out until the next years budget.

Once the Training Unit has reached the end of its useful life, the costs associated with the removal and/or remediation of the Project site shall be shared equally amongst the Partners.

VI. Duration

This MOU will come into force on the day it is signed by all Partners, and remain in force until another memorandum is signed. The terms of this MOU may be amended by unanimous agreement of the Partners, in writing.

VII. Signature

This MOU is signed by an authorized signatory of each Partner.

Joe Readman	Township of Ryerson	May 22 2025 Date
Dave Schaefer	Town of Kearney	MAY 22/2025 Date
Derek Young	Municipality of Magnetawan	May 22/25 Date
Joe Readman	Township of McMurrich/Monteith	May 22/2025 Date
Dan Marshall	Township of Perry	May 22, 2025 Date

AGENDA

AGENDA

Appendix A

Age of training unit	Percentage of value of the Training Unit
Year 1	100%
Year 2	100%
Year 3	100%
Year 4	100%
Year 5	100%
Year 6	95%
Year 7	90%
Year 8	85%
Year 9	80%
Year 10	75%
Year 11	70%
Year 12	65%
Year 13	60%
Year 14	55%
Year 15	50%
Year 16	45%
Year 17	40%
Year 18	35%
Year 19	30%
Year 20	25%
Year 21	20%
Year 22	15%
Year 23	10%
Year 24	5%
Year 25	0%

AGENDA

5 **B** **AGENDA** **rom the minutes**

-The Library Agreement between Burk's Falls, Armour & Ryerson has been revised by the three councils and the final document will be available before the next Tri Council meeting in October.
- The renewed Library Agreement: Clause 3 Communication will simplify communication between library staff, members of the board and municipal staff.
-Members of the Board discussed the rental increase in 2026. A need for clarification from the Village of Burk's Falls was raised - details of the percentage increase (24.5 %) was requested by the councillors present.

6 **Committee Reports**

-Building/Fundraising Cmte – Joe, Ruth, Bev, Rod & Tiffany

Library staff working on creating a list of fundraising ideas.

-Finance/Budget Cmte – Ruth, Patty & Joe

The committee has scheduled a meeting for October 9th to prepare the budget draft. Charitable status application is almost complete.

-Personnel Cmte – Bob, Bev & Patty
No Report

-Policy/Planning Cmte – Ruth, Vicky, Bev & Bob
Donna Luck will be attending the Board Assembly Meeting organized by the Ontario Library Service. October 29th, 2025.

7 **Correspondence**

-Canada Post and InterLibraryLoans agreement. An update will be available soon

-Terry Boyle Memorial Award 2025

MOTION 436/25 IT WAS MOVED BY: R. Blakelock
AND SECONDED BY: T. Monk

That the Terry Boyle Bursary be granted to Megan Ratcliff who volunteered her time to launch and run the Library Sewing Club. Megan will be attending Veterinary School.

CARRIED

8 **New Business**

-Front desk donation – the members considered allocating the front desk jar donations to the New Building Project.

MOTION 437/25 IT WAS MOVED BY: T. Monk
AND SECONDED BY: B. Abbott

That the funds collected from the jar donation be earmarked to the Building Project.

CARRIED

8 **New Business**

- To ensure the timely conduct of board business, it is required that municipalities appoint an alternate councillor to the library board. Nieves will contact CAOs with such request.
- There is an opportunity being considered by the Burk's Falls Theatre Committee and the Friends of the library to frame collaborative efforts to fundraise for the library and the theatre.

9 A **AGENDA**

MOTION 438/25 by T. Monk at 8:30 pm to adjourn.

CARRIED

Ruth Fenwick *October 15th, 2025*

BOARD CHAIRPERSON **DATE**

AGENDA

District of Parry Sound Social Services Administration Board

Chief Administrative Officer's Report

November 2025

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

Inviting Partners to Help Create New Affordable Housing Opportunities

AGENDA

The District of Parry Sound Social Services Administration Board (DSSAB) has launched an Expression of Interest (EOI) inviting qualified housing partners to help advance new affordable housing projects across the Parry Sound District.

This latest initiative reflects the Board's ongoing commitment to addressing the housing challenges faced by residents throughout the district. Through the EOI, the DSSAB, supported by EllisDon Community Builders, is seeking to identify innovative and sustainable housing ideas and partnerships that can bring more affordable homes to life. The goal is to strengthen local communities by expanding access to affordable housing options for families, seniors, and individuals.

The EOI invites submissions from non-profit, Indigenous, municipal, and private-sector partners interested in:

- Developing housing on DSSAB-owned land,
- Exploring joint venture or partnership models, or
- Identifying acquisition or turnkey opportunities aligned with local housing needs.

"This is an important step in bringing new housing opportunities to communities across our district," said Tammy MacKenzie, DSSAB's Chief Administrative Officer. "We know that collaboration is key to creating lasting housing solutions, and this process is designed to help us build those partnerships."

The call for Expressions of Interest is open until November 19, 2025, at 3:00 p.m. Full details and submission requirements are available at www.psdssab.org/tenders.

For more information, contact:
Nina Tomic, Senior Development Analyst, EllisDon Community Builders
ntomic@ellisdon.com

‘Everyday Impact’

AGENDA

This month, we are proud to recognize Sherry Heal, Clinical Counsellor, and Kim Goddard, Outreach Worker, from Esprit Place Family Resource Centre for their dedication and compassion in supporting residents facing complex challenges.

Most recently, Sherry and Kim have worked closely with two women who came to the centre feeling overwhelmed and alone, with limited personal support and many obstacles to navigate. They stepped in with empathy and determination, working as a team and collaborating closely with community partners to connect these residents with the services and resources they needed.

Through extensive research, advocacy, and collaboration, they have helped these residents access supports such as employment services, multicultural programs, faith communities, court support, driver’s education, and financial literacy resources - each step creating new opportunities for independence and stability.

The compassion and dedication shown by Sherry and Kim highlight the incredible impact our staff can have when they go above and beyond. Their efforts have not only changed lives today but have also set the foundation for continued growth and confidence for the residents they support.

Take Back the Night -October 3, 2025

On October 3, community members gathered at Market Square Park in Parry Sound for *Take Back the Night*. This was an evening of solidarity, awareness, and action against gender-based violence.

Hosted by the Violence Against Women Coordinating Committee (VAWCC) with support from local health, justice, and social service organizations, the event brought together survivors, allies, and advocates to march through downtown Parry Sound in a powerful show of unity.

We would like to extend a heartfelt thanks to everyone who attended and to local leaders from several surrounding municipalities for their support and participation.

Licensed Child Care Programs

AGENDA

Total Children Utilizing Directly Operated Child Care in the District
September 2025

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	3	1	3	6	14	27
Toddler (18-30M)	5	6	12	26	31	80
Preschool (30M-4Y)	16	13	16	25	48	118
# of Active Children	24	20	31	57	93	225

There has been an increase in infant enrollment for the month as children are transitioning to the older age groupings. Overall, the Directly Operated Child Care Programs are continuing to enroll children as the ages correspond with the available spaces.

School Age Programs
September 2025

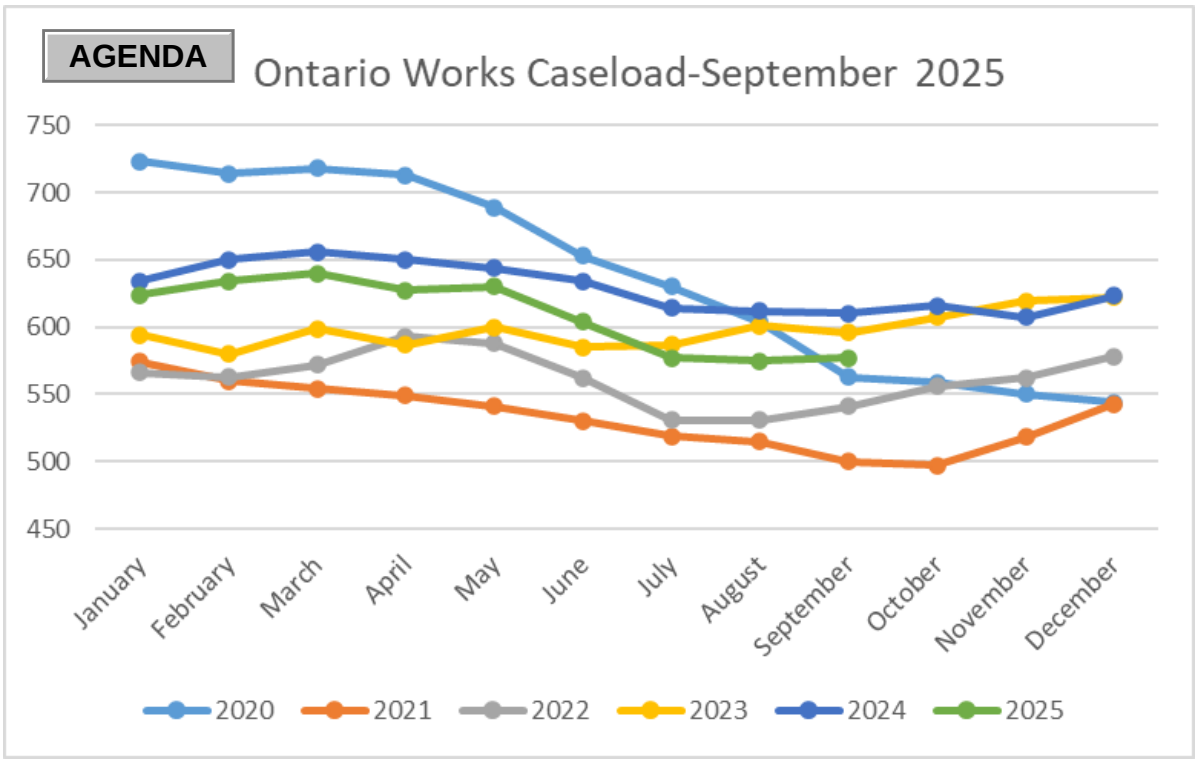
Location	Enrollment
Mapleridge After School	12
Mapleridge Before School	26
Home Child Care	13
# of Active Children	51

Inclusion Support Services

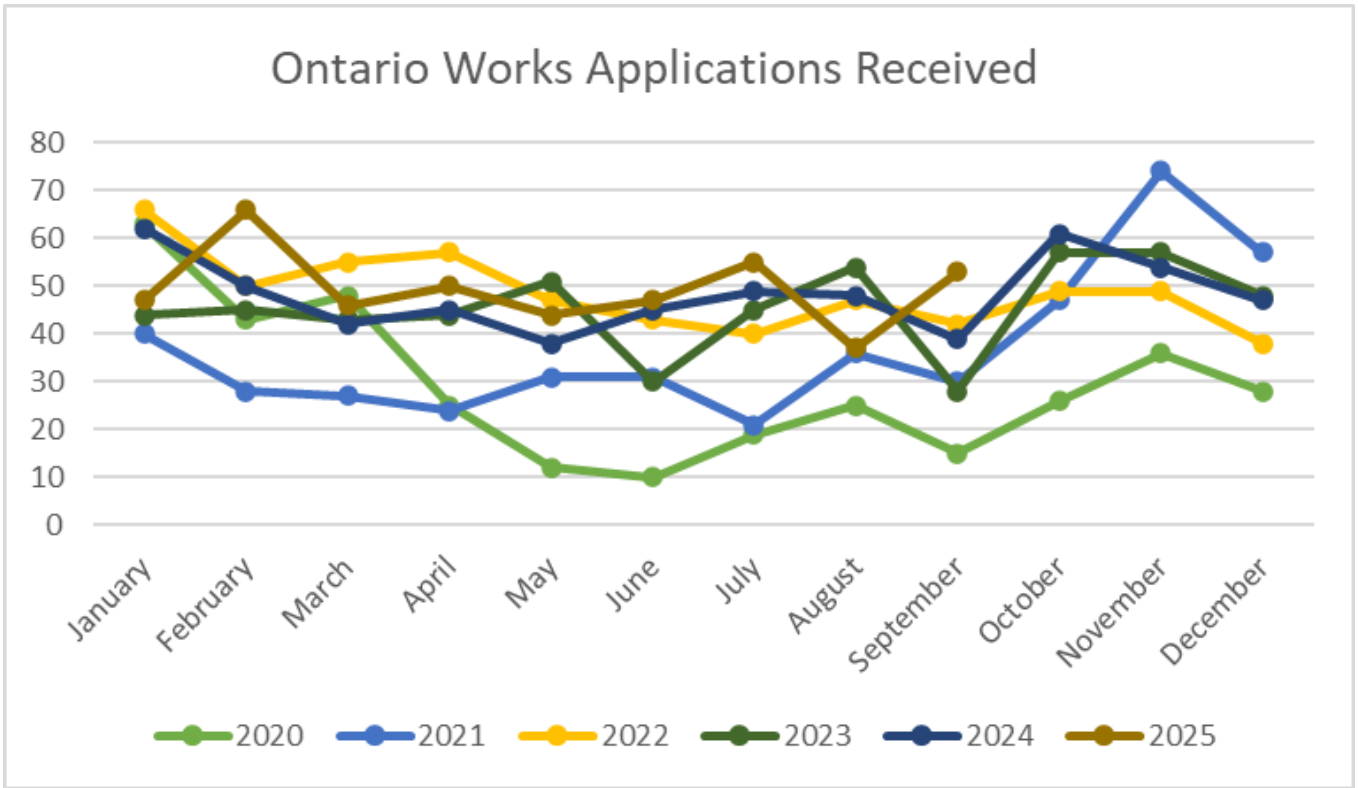
Septe AGENDA

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	3	0	0	0
Toddler (18-30M)	5	12	17	24	0	1	0
Preschool (30M-4Y)	9	33	42	49	0	3	0
School Age (4Y+)	1	13	14	26	0	2	15
Monthly Total	14	61	75	[redacted]	0	6	15
YTD Total	34	77	[redacted]	102	18	43	28

September had 61 children on caseload, 6 new referrals (2 school age, 1 EarlyON and 3 licensed child care). There were 15 school age discharges in September as children transitioned to kindergarten.

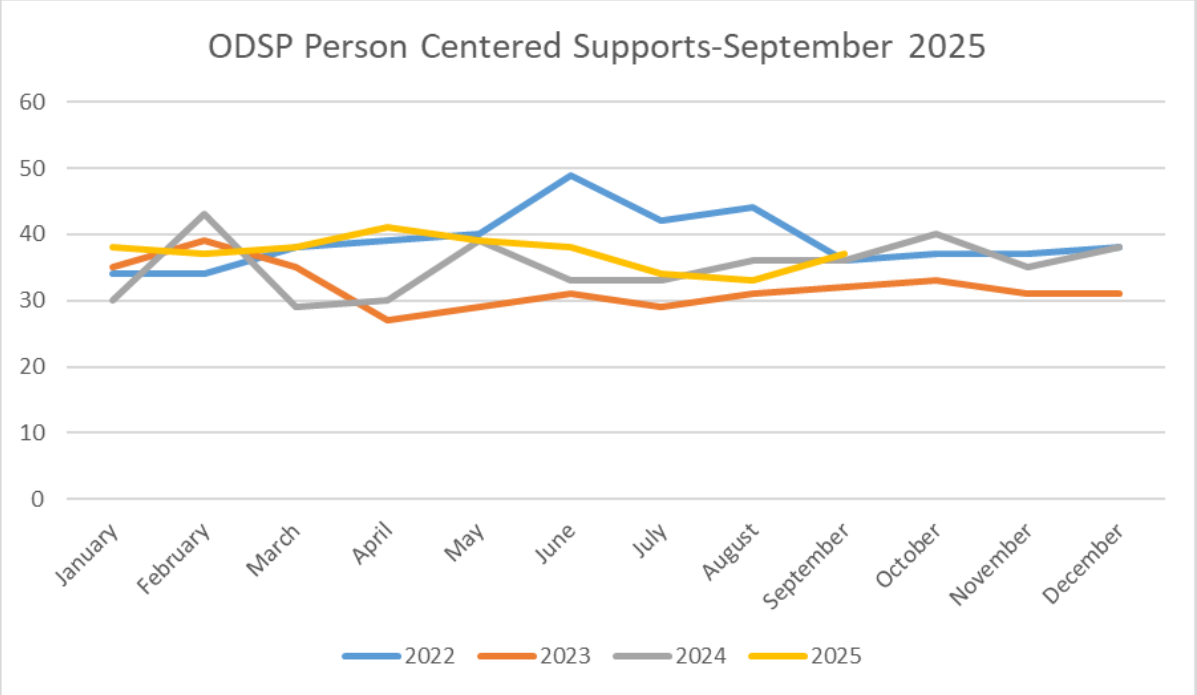


Ontario Works Intake Unit - Social Assistance Digital Application (SADA) Ontario Works Applications Received



ODSP Participants Receiving Person Centred Supports through Ontario Works

AGENDA



The OW Caseload continues to hold steady at 577 cases (887 beneficiaries). We are providing 37 ODSP participants Person-Centred Supports. We also have 61 Temporary Care Assistance cases. 53 applications were received through the province's Ontario Works Intake Unit (OWIU).

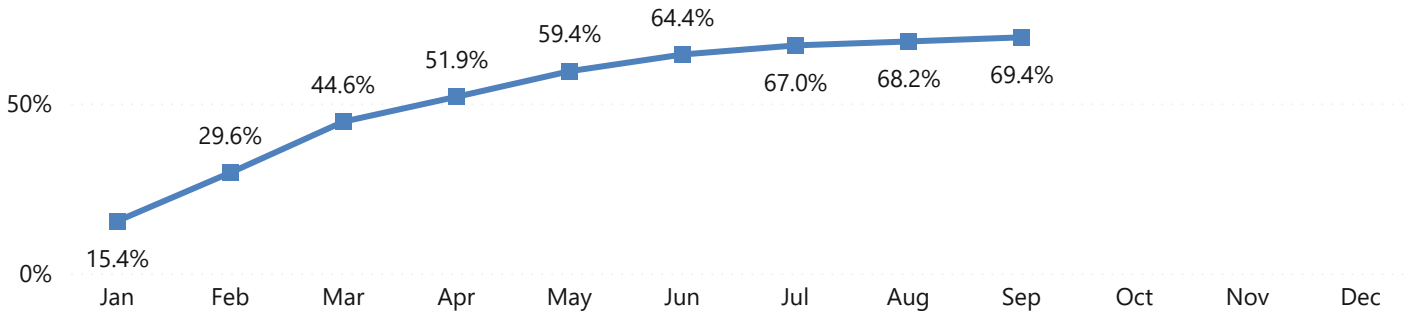
AGENDA

Ontario Works (OW) Performance Measures

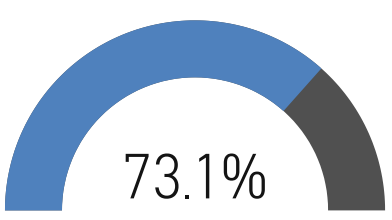
On March 1st, 2025, as part of the province's Employment Services Transformation, we officially entered Integrated Employment Services model (IES) along with our Northeast DSSAB partners with our new Service System Manager College Boreal. This means that employment assistance for Social Assistance recipients now moves under the Employment Ontario umbrella. We are responsible for providing Person Centered Supports to SA Recipients in 4 Support Pillars.

- Crisis & Safety-homelessness, personal safety
- Health-medical, mental health counselling, addiction treatment
- Life Skills-Literacy and Basic Skills such as budgeting, time management
- Community Supports-Housing, transportation and legal support

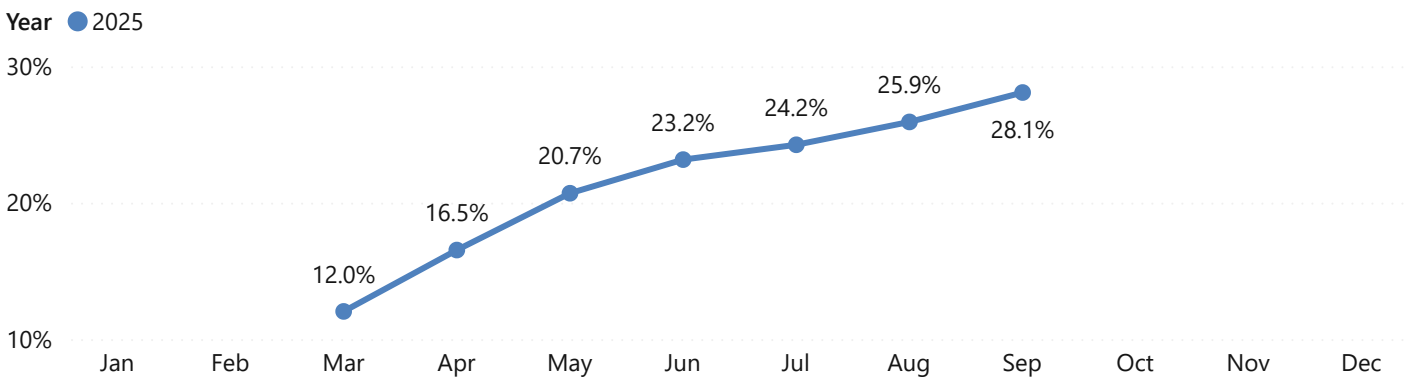
Percentage of OW + NDA Members with mandatory participation requirements that have created a Social Assistance Action Plan (Cumulative Year-to-Date)*



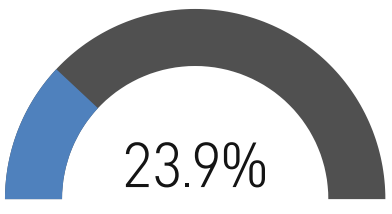
Provincial Value for Latest Month in Selected Range



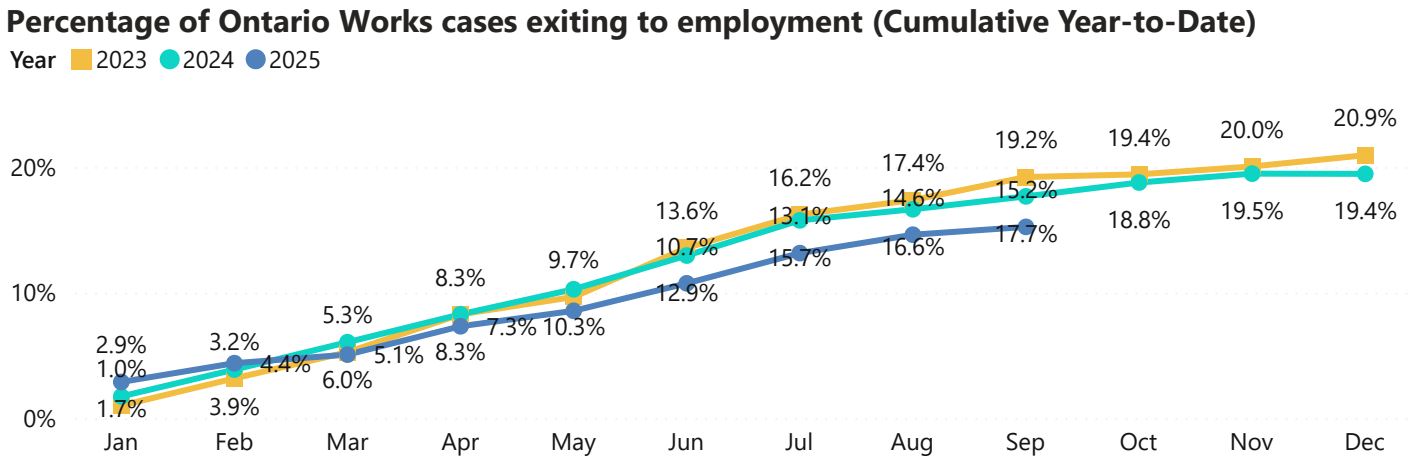
Percentage of OW + NDA Members with mandatory participation requirements that are referred to EO (Cumulative Year-to-Date)



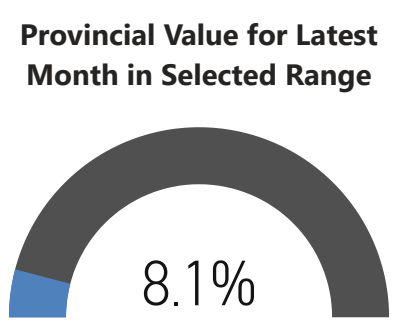
Provincial Value for Latest Month in Selected Range



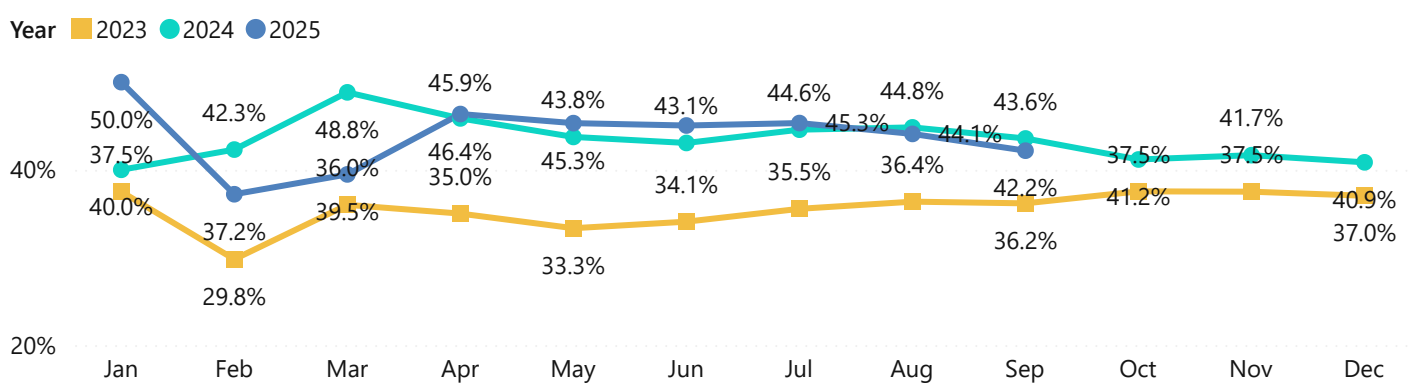
Percentage of Ontario Works cases exiting to employment (Cumulative Year-to-Date)



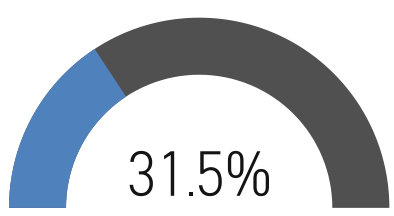
Provincial Value for Latest Month in Selected Range



Percentage of Ontario Works cases who exit the program and return within one year (Cumulative Year-to-Date)



Provincial Value for Latest Month in Selected Range



Income Support & Stability Update

AGENDA

Income Support and Stability Program Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly or bi-weekly supports, required by the individual to succeed in achieving and maintain life stabilization goals.

Housing Status

Clients who identify as experiencing homelessness, or at immediate risk of homelessness

2025	September	YTD
Active in a Transitional Unit	5	12
Exited Transitional Housing	1	7

June 2024—September 2025

Short Term Housing Allowance

Max of $400 for 6 months

	Active	YTD
September	6	36

Provincial Priority Groups

2025	September	YTD
Chronic Homelessness	13	20
Youth Age 16-25	5	13
Indigenous	1	3
Provincial Institution	1	2

April 1—September 2025

Case Type

Clients working with Income Support and Stability. New and active files

2025 –September	New Families	Returning Families	Single Person	Returning Single Person
At Risk of Homelessness	4	8	14	19
Experiencing Homelessness			2	4
On the By Name List	2		1	1
YTD	16	39	41	148

Type of Assistance Provided:

AGENDA

2025	September				YTD
	ODSP	Ontario Works	Low Income Senior	Low Income non-senior	
Prevention interventions before housing loss occurs	6		4		79
Prevention with ongoing case management	9	14	4		154
Rapid Resolution	1	1		1	8
Diversion Case Management					1
Eviction Prevention					
Food Security		1			2
TOTAL	16	15	8	1	244

April 1—September 2025

Household Income Sources and Issuance from Homelessness Prevention Program

Reason for Issue	Total	YTD
Rental Arrears	$14,655.25	$88,554.88
Utilities/Firewood	$8,970.66	$57,335.42
Transportation	$50.00	$1,736.83
Food/Household/Misc.	$9,772.35	$43,777.07
Emergency Housing	$640.04	$3,162.47
Total	$34,088.30	$195,207.07

April 1—September 2025

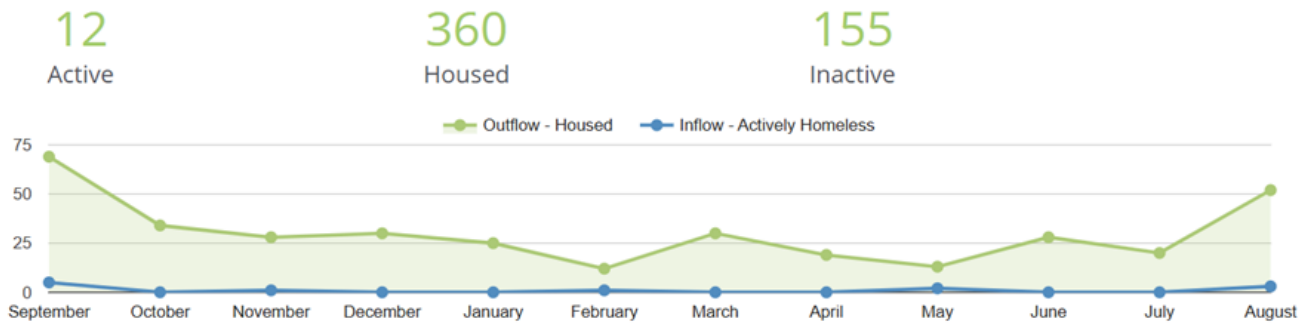
Income Source	Total	YTD	HPP	YTD
Senior	8	35	$6,306.16	$26,776.57
ODSP	18	91	$12,523.03	$70,375.83
Ontario Works	20	117	$15,070.80	$88,097.03
Low Income	2	17	$3,038.72	$10,0170.57
TOTAL				$195,207.07

April 1—September 2025

By-Name List Data (September 1, 2021– September 30, 2025)

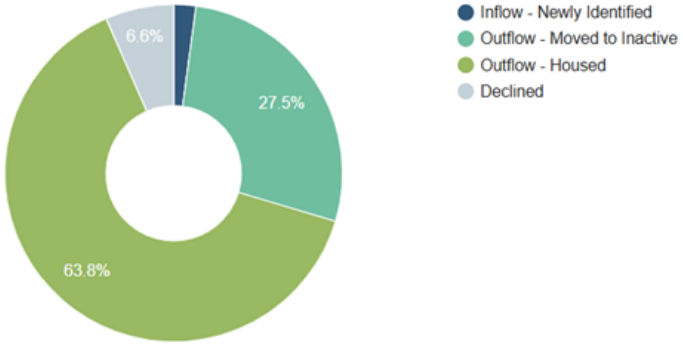
AGENDA

The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to maintain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access. As we standardize our definition of homelessness across our team and partners, we have been reviewing our By Name List data to ensure consistency. This explains the sharp decrease for this month.



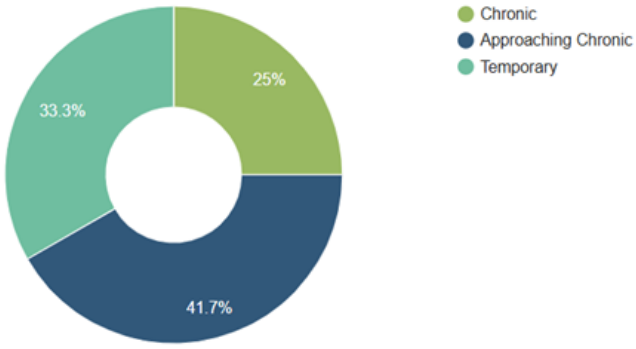
⇄ BNL INFLOW & OUTFLOW

Type	Clients
Inflow - Newly Identified	12
Inflow - Returned from Housing	0
Inflow - Returned from Inactive	0
Outflow - Moved to Inactive	155
Outflow - Housed	360
Declined	37



☰ ACTIVE CLIENTS BY HOMELESS PRIORITY

Type	Clients
Chronic	3
Approaching Chronic	5
Temporary	4
N/A	0



Parry Sound District Housing Corporation

AGENDA

September 2023

Activity for Tenant Services

	Current	YTD
Move outs	2	17
Move in (centralized waitlist along with internal transfers)	5	26
L1/L2 hearings	0	11
N4 Delivered to tenant or filed with the LTB– Notice of eviction for non-payment of rent	1	6
N5 Filed with the LTB– notice of eviction disturbing the quiet enjoyment of the other occupants	3	11
N6 Filed with the LTB –notice of eviction for illegal acts or misrepresenting income for RGI housing	0	1
N7 Filed with the LTB – notice of eviction for willful damage to unit	0	1
Repayment agreements—new (formal & informal)	1	16
No Trespass Order	0	0
Mediation/Negotiation/Referrals	35	187
Tenant Home Visits/Wellness Checks	35	375
Tenant Engagements/Education	0	21

Proper[illegible]nance
AGENDA
September 2025

Pest Control		Monthly pest control inspections were completed at 10 buildings. 42 units were inspected. Of the 42 units, 4 units required treatment. 4 additional units were treated based on tenant reports.
Vacant Units	5	4 one-bedroom, 1- multiple bedrooms (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	6	6 market units
After Hours Calls	10	monitoring station offline, smoke alarm battery, plumbing leaks, tenant dispute, lock out, fridge not working, toilet plugged
Work Orders	95	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings
Purchase Orders	174	Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC properties
Fire Inspections	1	Annual fire suppression inspection completed on a 6-storey senior building
Annual Inspections	0	Annual inspections continue across the district
Inspections (other)	25	Housekeeping, Fire Prevention Officer follow up, and preconstruction/ postconstruction
Incident Reports	0	

Capital Projects
September 2025

AGENDA

General Overview

September marked a transition month with multiple remediation and restoration projects reaching completion and the continuation of several major infrastructure, siding, and roofing projects initiated earlier in the summer. Multiple units remediated through August were fully reconstructed and re-occupied following final inspections. Ongoing projects remain focused on structural repairs, HVAC upgrades, and preventative work ahead of the winter season.

Hazardous Material Remediation and Water Damage Repairs

- Multiple abatement and remediation projects completed through mid-September, including the restoration of previously vacated units.
- Final drywalling and plumbing completed at multiple abatement sites by late September, with post-construction inspections scheduled.
- Attic abatement and insulation replacement began September 22 and will conclude in early October.
- Clearance inspections conducted following completion at each abatement site.
- Continued environmental testing and clearance through Pinchin and Caliber for remaining fall abatement sites.

Doors, Siding, Painting, and Cosmetic Upgrades

- Exterior door installations completed September 5.
- Siding replacement completed September 5, with finishing work and touch-ups finalized mid-month.
- Additional quotes for painting projects submitted for review and awaiting budgetary approval.
- Masonry repair quote recommendations submitted for approval, with contractor selection expected in early October.

Roofing and Structural Projects

- Roofing and attic abatement initiated September 10 following approval; work remains ongoing into October.
- Structural drywalling and finish carpentry underway at multiple remediated units.
- Foundation repair work commenced at designated sites.
- Structural assessments and post-inspection coordination with contractors continued through late September.

Capital Projects
AGENDA
September 2025 cont'd...

HVAC, Electrical, and Generator Work

- Generator exhaust fabrication still pending completion for one remaining site.
- Mechanical repairs and plumbing deficiencies addressed and completed at several locations.
- ERV and RTU mechanical systems inspected and confirmed operational; independent control adjustments verified.

Landscaping and Site Enhancements

- Seasonal landscaping projects scheduled for fall, including installation of cedar privacy hedging.
- Remaining grading and surface work deferred to spring 2026 due to seasonal conditions.

Summary

The Capital team maintained strong progress through September, completing multiple abatement and siding projects while advancing fall roofing and structural work. Final inspections, contractor scheduling, and turnover coordination have positioned the portfolio well heading into Q4. All fall abatement and roofing work remain on track for completion by mid-October, with remaining electrical, generator, and cosmetic upgrades continuing into November.

Housing Programs

AGENDA

Social ntralized Waitlist Report September 2025

	East Parry Sound	West Parry Sound	Total
Seniors	54	138	192
Families	175	492	667
Individuals	562	175	737
Total	791	805	1596
Total Waitlist Unduplicated			442

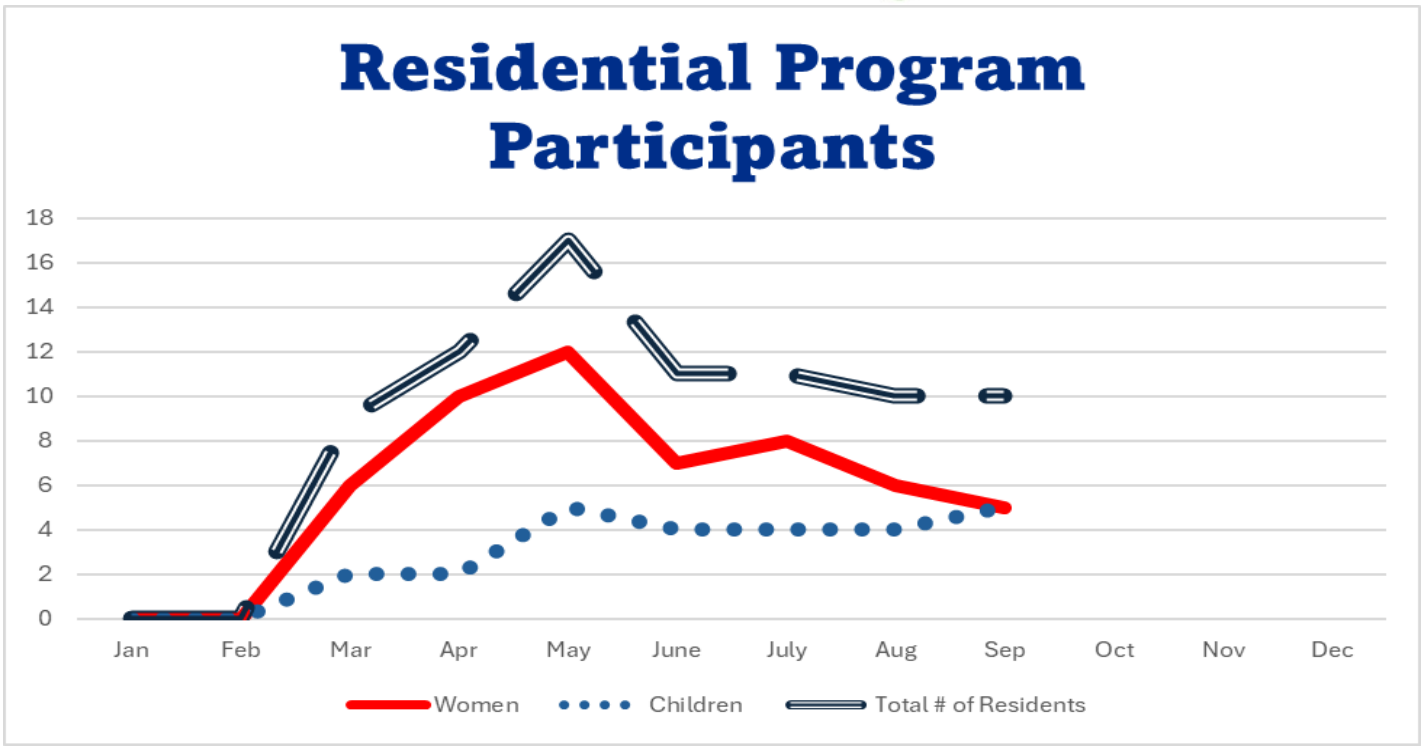
SPP = Special Priority Applicant

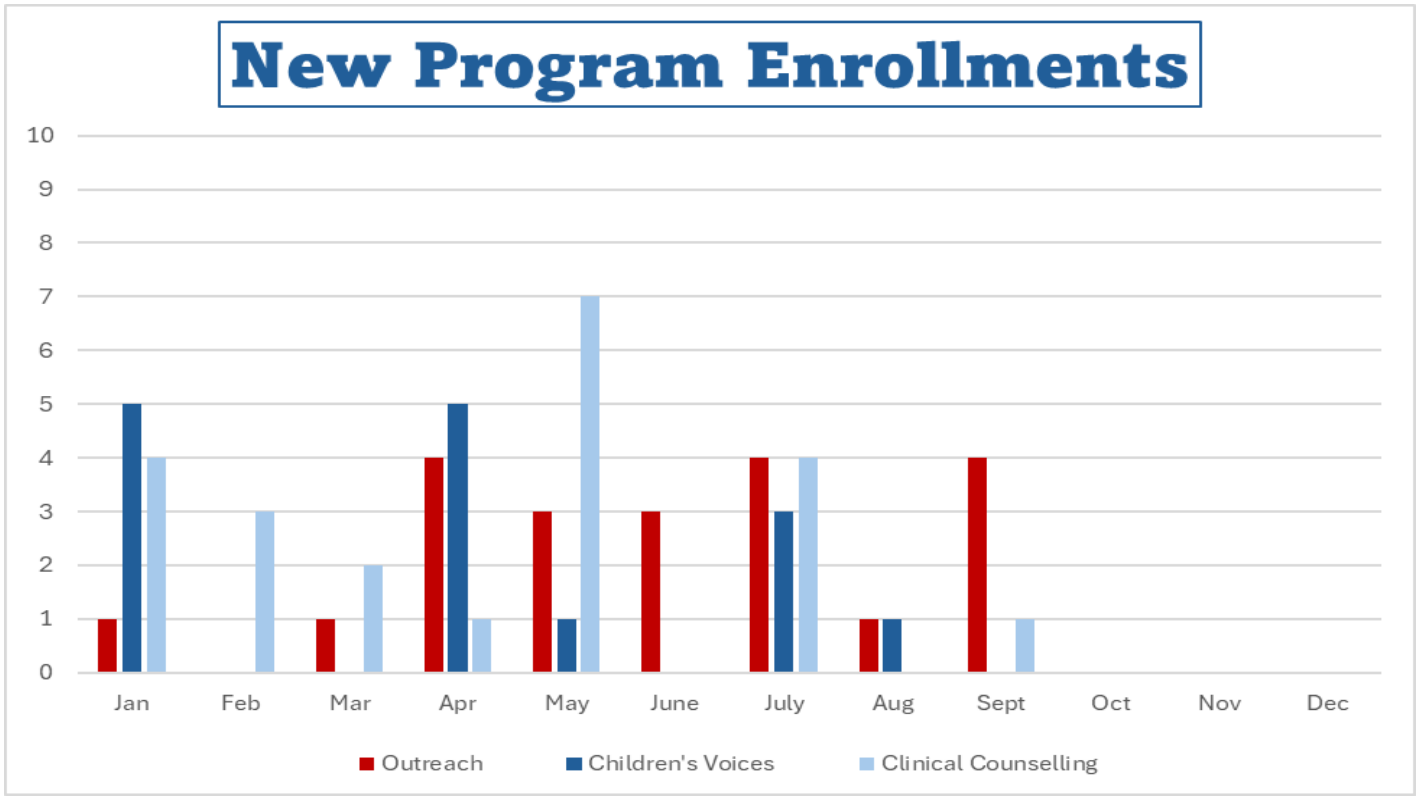
Social Housing Centralized Waitlist (CWL) 2024 - 2025 Comparison Applications and Households Housing from the CWL

Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2025	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	3		2	1		Jan	9	0	0	2	
Feb	5		11	1		Feb	8	0	2	3	
Mar	7		3	3		Mar	9	1	4	1	
Apr	10	1	7			Apr	6	1	10		
May	4	1	5	1		May	11		1	2	
June	1		15	3		June	12	2	1	2	
July	9	1	19			July	14			2	1
Aug	9	1	21			Aug	9	1	1	2	1
Sept	6		16	2		Sept	7	4	1	2	2
Oct	6		9	4		Oct					
Nov	10	1	17	3		Nov					
Dec	11		6	3	2	Dec					
Total	81	5	131	21	2	Total	85	9	20	16	4

Esprit Place Family Resource Centre

AGENDA





Social Media Stats

AGENDA

Facebook –District of Parry Sound Social Services Administration Board	MAY 2025	JUNE 2025	JULY 2025	AUG 2025	SEPT 2025	OCT 2025
Total Page Followers	738	749	749	770	780	786
Post reach/views this period	3159	11,121	11,941	5,904	33,114	18,590
Post Engagement this Period (# of reactions, comments, shares)	501	77	75	37	211	138

Facebook -Esprit Place Family Resource Centre	MAY 2025	JUNE 2025	JULY 2025	AUG 2025	SEPT 2025	OCT 2025
Total Page Followers	225	225	225	229	229	229
Post reach/views this period	100	580	815	1,314	424	313
Post Engagement this Period (# of reactions, comments, shares)	22	10	0	27	2	3

DSSAB LinkedIN Stats https://bit.ly/2YyFHlE	MAY 2025	JUNE 2025	JULY 2025	AUG 2025	SEPT 2025	OCT 2025
Total Followers	548	551	558	561	561	563
Search Appearances (in last 7 days)	371	205	132	122	113	140
Total Page Views	52	35	22	26	27	44
Post Impressions	650	660	715	235	1092	2184
Total Unique Visitors	29	20	12	14	15	27

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	MAY 2025	JUNE 2025	JULY 2025	AUG 2025	SEPT 2025	OCT 2025
Total Followers	104	105	107	109	112	114
# of accumulated posts	65	65	66	67	69	69

AGENDA

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)

MINUTES
September 18, 2025

A regular meeting of the ACED Board was held at the Village of Sundridge Office and virtually on September 18th, 2025 at 6:01 pm.

Present: Chris Nicholson, Township of Joly, Chair
Tim Bryson, Township of Strong
Vicky Roeder-Martin, Township of McMurrich/Monteith
Sheri Norman, AHCC Representative
Margaret Ann McPhail, Township of Perry
Sharon Smith, Village of Sundridge
Wendy Whitwell, Township of Armour
Chris Hope, Village of Burk's Falls
Brenda Scott, Village of South River
Dan Robertson, Township of Ryerson

Regrets: Noel Walker, FedNor
Trista Porter, MND

Staff: Dave Gray, Director of Economic Development
Courtney Metcalf, Economic Development Officer
Megan Yemm, Communications and Marketing Officer

Guests: Rod Ward, Township of Armour
Joel Lumley, Township of Perry

Call to Order
The meeting was called to order at 6:01 pm.

Minutes

The minutes of the meeting of Thursday, August 28th, 2025 were adopted as presented.

Director's Report

The Director covered the following items from the report:

1. An update on core activity tracking, which lists what the department has done over the past month was provided. These included business assistance, marketing, ACED website updates, social media activities, and communications.

2. Some of the updates in the report included:

AGENDA

a) Individual municipal support/projects
b) AHCC partnership updates
c) Community organization support
d) The return of passenger rail service
e) Physical Brand rollout and signage plan
f) Marketing and Communications updates
g) ACED Information package 2025

3. The ACED Department discussed the revised shared service agreement and funding formula. It was requested to remove the Village of South River and The Village of Burk's Falls from the draft document. The South River Councillor and Board member withdrew from ACED as the South River representative.

Resolutions

1. 2025-28– Moved by Tim Bryson; Seconded by Vicky Roeder-Martin
   Be it resolved that the Almaguin Community Economic Development Board approve the August 28th, 2025, meeting minutes, as circulated. Carried

2. 2025 – 29 – Moved by Tim Bryson; Seconded by Wendy Witwell
   Be it resolved that the Almaguin Community Economic Development Board hereby accept the resignation of Brenda Scott from the ACED Board. Furthermore, the Board respectfully request that the Council of the Village of South River appoint a replacement member. Carried

3. 2025 – 30 – Moved by Wendy Whitwell _; Seconded by Vicky Roeder-Martin
   Be it resolved that the Almaguin Community Economic Development Board has received and reviewed the Two-Year Joint service agreement. Furthermore, the Board approves the agreement as amended and directs staff to proceed with circulating the agreement to municipalities and the Almaguin Highlands Chamber of Commerce. Carried

Adjournment

4. 2025 - 31 – Moved by Vicky Roeder-Martin; Seconded by Sharon Smith
   Be it resolved that the Almaguin Community Economic Development Board adjourn the September 18th, 2025 ACED meeting at 7:18 p.m. Carried

The next meeting will be October 23rd, 2025, at 6:00 p.m. at the Strong Township Office. If this changes, members will be advised.

AGENDA

Board Meeting Agenda

Date: Thursday, October 23, 2025
Time: 6:00PM
Location: Strong Township Office – 28 Municipal Ln, Sundridge

Join Zoom Meeting
https://us02web.zoom.us/j/88602918726?pwd=138JZ8J2Qfbcyua5N52mnGBiuFFbHu.1
Meeting ID: 886 0291 8726
Passcode: 228043

AGENDA

1. Call to Order
2. Acceptance of the September 18th, ACED Meeting Minutes (Resolution 2025-32)
3. Round table introductions (if required)
4. Staff Report
    a. Discussion Items
        i. RED Gala – December 9th, 2025
        ii. Replacement of DoED
5. Round table comments or updates from Board Members
6. FedNor / MND updates
7. Closed Session (if required)
8. Next meeting date: Thursday, November 27th, 2025 – Strong Township Office
9. Adjournment (Resolution 2025-33)

AGENDA

Director of Economic Development (DoED) Report
October 23, 2025

Core Activity Tracking – (Since last report)

Activity:	Interactions	Description
Business Assistance		
Start Up Files		
Expansion Files		
Developer Files		
General Support	1	Perry
Brand Ambassador	1	Sundridge
High Priority		
Business Visits		
Program Referrals		
Marketing*		
ACED Website Updates	4	Business Directory, Events, Tourism & Lifestyle News, Almaguin Transportation
Social Media Posting	11	17 (EXPLORE) 4 (ACED)
Facebook/Instagram Reach	10.2K	10.2k (EXPORE) (1.9k ACED)
Facebook/Instagram Views	37.2K	37.2K (EXPLORE) 4458 (ACED)
Facebook/Instagram Likes/Followers		2859 (EXPLORE Facebook) 1017 (EXPLORE Instagram) 1831 (ACED Facebook)
Website Tracking		
Total Users / Views	2.4k	
Most viewed pages		
(besides landing page)	273	Screaming Heads
	248	Fall Colour Crawl
Communications		
Email Blasts	1	ACED Business Updates/Workshops
Organization Meetings	5	RCIP, IION, AHHC, DPSMA, RTO12 Tourism Summit
Partnership Projects	2	Shop Local, RED Gala
Municipal Visits	6	SR, Strong, M/M, Perry, BF, Sundridge
Member Interactions / Support Requests	2	Sundridge, Strong
Media Comment Requests	1	Almaguin News- Fall Colour Tourism Article

Current Files & Projects

Project 1A – Business Support

RCIP Update

The RCIP Board met on September 24th, with another 41 applications reviewed and approved.

AGENDA

Business Directory Update:

The CMO has updated the Sundridge Business Directory and submitted it to the municipal office for review and verification. Cold calls are ongoing to confirm unverified business listings. The CMO has also compiled a regional trades and contractors list, which was shared with Kidd's Home Hardware for cross-referencing with their database. Updates will continue.

Contractors and Trades Support

The EDO and the AHCC Executive Director met with management of Kidd's Home Hardware to discuss opportunities for connecting and providing support to the contractors and trades industry. A plan to connect with their network of contractors and trades will help ACED, the AHCC and other community partners develop programs and workshops based on the needs of the businesses. A trades fair, in partnership with the High School was also discussed as a potential option.

Project 2A – Community Organization Support

The CMO created a Facebook post to encourage community organizations to take advantage of the AVEMP, with a focus on supporting upcoming events such as local Christmas vendor markets. As part of this outreach, the CMO also contacted the Emsdale Agricultural Society regarding their upcoming Christmas Market to see if they would be interested in participating in the program. A response is currently pending.

Project 2B – Regional Recreation & Municipal Support

Village of Sundridge Support

EDO has been working with the Village of Sundridge and a private business to determine the best options for a new development. At this time, the proposal will be taken to Council for their review and consideration.

Municipal Supports

The CMO posted an in-office calendar on Facebook to promote availability to local businesses and stakeholders, facilitating easier scheduling and engagement during designated in-office days.

Project 3A – Almaguin Housing Task Force

The DoED and Chair of the South Almaguin Highlands Planning Board co-presented a 2025 AHTF update at the Fall District of Parry Sound Municipal Association Meeting held in Orrville on Friday, September 26th. The presentation included an overview of the AHTF Summary and Recommendations Report as well as a summary of action items that have been implemented in 2025.

Project 3B – Transportation

Almaguin Community Transportation Committee

The next Almaguin Transportation Committee (ACT) meeting will take place on Thursday, October 30th at 10:00 a.m. The agenda will be sent out by October 22nd.

The Return of Passenger Rail Service

The EDO has connected with Christine Puma from Ontario Northland regarding marketing with O[AGENDA]nd. ACED will host a Brand Ambassador event on November 10th at the Katrine Community Centre. This will focus on marketing opportunities with ONR, collaborative marketing opportunities between businesses, and the direction ACED should take when marketing the Almaguin region.

Transportation Almaguin

The EDO has revised the 'Carpool Almaguin' webpage, and renamed it 'Transportation Almaguin', which, in addition to carpooling, now also highlights other public transportation options including the Northland bus, Zipz Taxi, and East Parry Sound Community Support Services.

Project 4A – Brand Strategy Implementation

Phase 2 – Physical Brand Roll Out

ACED Staff have submitted both the FedNor Phase 2 Application and the ROD Funding Application for the Signage Plan. A notification from FedNor states that FedNor has received the application and has moved to the review and evaluation stage.

Social Media/Explore Almaguin Website/ Email Marketing/Content

The CMO continued fall tourism efforts with targeted Facebook and Instagram posts and reels, achieving strong organic reach. A Hike This, Eat That campaign was launched featuring a website article, social media posts, and a reel promoting pairing up local trails and eateries this fall. The campaign garnered 9,892 views and 6,399 organic reach. Additionally, a Halloween in Almaguin campaign was created, including a website listicle and social media posts highlighting Halloween events taking place in the region.

Project 4B – Tourism Promotion

Almaguin Summer Star Party

The EDO was a guest speaker at the Explorers' Edge/RTO12 Tourism Summit that took place in Parry Sound on October 16th regarding the Almaguin Summer Star Party. The EDO, along with Explorers' Edge, presented on the specifics of Almaguin's Summer event, highlighting the collaboration and partnerships between municipalities, local businesses, and community organizations. With the return of Passenger Rail, niche tourism opportunities, like dark sky viewing, can set Almaguin apart from other destinations, which was a focal point of the presentation.

Project 4C Shop in Almaguin Campaigns

No new updates. Carried from last report: The ACED Team, in collaboration with the Chamber of Commerce, has begun planning the Christmas shop local campaign. Magnetawan Recreation Committee has reached out with a request to collaborate again.

Project 5A – RED Gala

The RED Gala Save-The-Dates have been sent out to ACED board members and municipal staff. The official event invitations will be sent out at the beginning of November to Almaguin municipalities, Almaguin Brand Ambassadors, AHCC members, community organizations, economic development partners in neighbouring communities, and local businesses.

Event Details include:
Date – Tuesday, December 9th, 2025
T **AGENDA** en at 5:30 p.m.
Location – Sprucedale Community Centre
Guest Speaker – Avery Swartz from CampTech on Practical Uses of AI for municipalities and businesses
Caterer – Chef Trevor from Katrine Food

ACED Shared Services Agreement, Evolution of Service Delivery, ETC.

Finalizing the Revised Shared Services Agreement & Funding Formula

The DoED has circulated the finalized agreement to all Almaguin Municipalities along with the ACED Information Package with a request to consider participating in the 2-year agreement. Along with the circulation was an invitation letter as well as a call to connect with ACED regarding any additional required information or interest in having a delegation from staff and Board members.

Once decisions have been received from all municipalities, the budget will be revised and circulated to all partners.

Replacement of the DoED

During the August meeting, the Board passed resolution 2025-25 in response to the August 28, 2025 Staff Report regarding transitioning to a two-person department. The resolution requested that the Township of Armour proceed with taking the necessary administrative steps to process the transition. This will involve posting the position internally for 1 week, per the Township of Armour's Employment Policy. This will take place between November 3rd and 10th. The start date for the role will be set for January 2nd, 2026.

Future sustainability considerations

An ACED member has brought forward the prospect of having the Board consider establishing a municipal services corporation (MSC) at the end of the Two Year Interim ACED Agreement. The scope of the MSC would initially be to graduate the ACED Board from a municipally administered board to a stand-alone organization. While ACED would be the first service overseen by the corporation, there could be potential to add other regionally inclusive services to the corporation in the future as the will of partnering municipalities exists.

AGENDA

RESOLUTION

2025-32

Be it resolved that the Almaguin Community Economic Development Board approve the September 18, 2025 ACED meeting minutes as: (please circle).

CIRCULATED **AMENDED**

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

AGENDA

RESOLUTION

2025-3__

Be it resolved that the Almaguin Community Economic Development Board

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

AGENDA

RESOLUTION

2025-33

Be it resolved that the Almaguin Community Economic Development Board adjourn October 23rd, 2025, ACED Meeting at _____ P.M.

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

AGENDA

JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2025

Month	No. of Permits	Permit Fees	Project Values		Size (sq.m)
January	7	$12,586.00	$791,900.00		137
February	5	$19,070.00	$1,238,000.00		1552
March	10	$37,040.50	$2,402,700.00		1321
April	13	$30,650.00	$1,952,000.00		1372
May	19	$51,896.00	$2,954,772.00		1535
June	15	$42,825.00	$2,754,000.00		3016
July	10	$50,008.00	$3,267,800.00		2269
August	13	$25,125.00	$1,462,000.00		2249
September	8	$29,605.40	$1,920,360.00		1195
October	12	$26,415.00	$1,681,000.00		1612
November	0	$0.00	$0.00		0
December	0	$0.00	$0.00		0
TOTALS	112	$325,220.90	$20,424,532.00	**New Construction**	16258
				Demolitions	298

JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2025

SFD'S, Seasonal Dwellings and Multi-Unit Dwellings

Month	No. of Permits	Permit Fees	Project Values	2024	2025
Burks Falls	13	$67,337.50	$4,401,500.00	3	2
Joly	2	$4,827.50	$308,500.00	0	1
South River	5	$12,695.00	$813,000.00	1	1
Machar	33	$97,075.40	$5,765,332.00	7	11
Strong	24	$62,135.00	$3,959,500.00	4	4
Ryerson	23	$60,450.50	$3,876,700.00	4	3
Sundridge	12	$20,700.00	$1,300,000.00	3	4
TOTALS	112	$325,220.90	$20,424,532.00		26

Permit activity at end of October 31, 2025

TOTALS	105	$226,881.50	$14,168,100.00	24	

Permit activity at end of October 31, 2024

TOTALS	**7**	**$98,339.40**	**$6,256,432.00**		**2**

Difference from previous year

AGENDA

Parry Sound DDSAB

Expression of Interest

October 28, 2025

District of Parry Sound
Social Services
Administration Board

AGENDA

1 Beechwood Dr, Parry Sound, ON P2A 1Z1
Tel: (705) 746-7777
www.psdssab.org

Issued by: Parry Sound District Social Services Administration Board
Issue Date: October 28, 2025
Submission Deadline: November 19, 2025 at 3 pm

Re: Expression of Interest (EOI) for Parry Sound District Social Services Administration - Housing Development Opportunities in Parry Sound District

The Parry Sound District Social Services Administration Board (Parry Sound DSSAB) is inviting Expressions of Interest (EOIs) from qualified organizations to help advance new affordable and attainable housing opportunities across the Parry Sound District.

Parry Sound DSSAB is responsible for delivering social services across 22 municipalities and numerous communities within the District of Parry Sound. The Board provides leadership in housing, homelessness prevention, childcare and income support programs, working collaboratively with local partners, Indigenous communities and senior levels of government to improve social and economic well-being across the region.

As part of its commitment to addressing the housing crisis, Parry Sound DSSAB is exploring innovative and sustainable ways to expand the local supply of affordable and attainable homes.

This EOI seeks to identify innovative, feasible and sustainable housing concepts that align with Parry Sound DSSAB's mission to expand access to affordable housing for residents of the District. Submissions will inform development of a Strategic Housing Development Plan and guide future decisions regarding partnerships, site development and potential acquisitions.

S AGENDA ectives of EOI

The purpose of this EOI is to identify collaborative opportunities that can accelerate the creation of affordable and attainable housing within the Parry Sound District. Through this process, Parry Sound DSSAB aims to understand current market capacity, interest and innovation among potential partners, and to establish a foundation for a future project delivery pathway.

Through this EOI, Parry Sound DSSAB aims to:

- Identify potential development partners across the Indigenous, non-profit and private sectors.
- Explore potential development opportunities on Parry Sound DSSAB-owned land.
- Assess acquisition or partnership models for existing or in-progress housing projects.
- Gather information on any innovative delivery approaches available to Parry Sound DSSAB.

Section 2 - Types of Opportunities

Respondents may submit proposals under one or more of the following pathways:

Figure 1: Summary of Types of Opportunities

Type of Opportunity	Summary of Opportunity
Development on Parry Sound DSSAB Owned Land	Proposals that leverage Parry Sound DSSAB's land holdings for new housing development (66 Waubeek Street*).
Joint Ventures or Partnerships	Collaborative initiatives involving Parry Sound DSSAB and other organizations to deliver new housing projects.
Acquisition or Turnkey Projects	Opportunities to acquire or partner on completed or in-progress developments that meet Parry Sound DSSAB's housing objectives.

Each respondent may submit up to three proposals, one for each type of opportunity. Proposals should clearly indicate which pathway they address. Respondents are not required to submit for all three; submissions can be made for any one, two or all three categories.

**Parry Sound DSSAB owns the property at 66 Waubeek Street, which has received an approved Official Plan Amendment and Zoning By-law Amendment to enable the development of up to 90 residential units. Please reference Appendix A for the Official Plan Amendment and Appendix B for the Zoning By-law Amendment.*

S AGENDA omission Requirements

Submissions should include the following information (as applicable). Responses must be limited to 15 pages in total per submission, excluding optional attachments.

Figure 2: Submission Requirements

Section	Requirements
A. Proponent Information	• Organization name and type (non-profit, Indigenous organization or private developer). • Contact information and key personnel. • Summary of relevant housing development or management experience
B. Project Concept	• Overview of the proposed opportunity (location, scale, tenure mix, target population). • Proposed development pathway (Parry Sound DSSAB-owned site, joint venture or acquisition). • Current development readiness (zoning, building permits, servicing, design level, etc.). • If applicable, summary of the project team (including general contractor and design team) • If submitting for 66 Waubeek Street, please indicate your proposed vision and solution for the site.
C. Affordability and Community Impact	• Intended affordability levels (rents or income thresholds). • Anticipated community and social benefits. • If applicable, highlight any partnerships with local agencies or service providers.
D. Financial and Delivery Approach	• Potential or confirmed funding sources, financing partners or grants. • Expected role of Parry Sound DSSAB (e.g., partner land contributor, funder and/or operator). • Pro Forma (Recommended): Respondents are encouraged to include a high-level pro forma to illustrate project costs, funding sources and operating assumptions. Key financial assumptions should be included.
E. Implementation Timeline	• Key milestones and anticipated delivery timeline.
F. Proposed Structure and Partnership Approach	• Respondents should outline the proposed structure of their concept and the anticipated partnership with Parry Sound DSSAB, including: – Proposed ownership or governance model. – Roles and responsibilities between parties. – Expectations regarding financial participation, land contribution, or long-term ownership. – Key success factors for implementing the partnership.
G. Additional Supporting Information (Optional – not included in page count)	• Concept drawings, renderings, or site photos. • Any other applicable information.

C AGENDA ormation and Non-Disclosure Agreements (NDAs)

Respondents who anticipate including commercially sensitive or confidential information within their submission should notify the Contact Person no later than ten (10) business days prior to the submission deadline to request execution of a Non-Disclosure Agreement (NDA).

Parry Sound DSSAB will review the request and, if appropriate, execute an NDA prior to the submission deadline. Any information not identified as confidential at the time of submission will be treated as non-confidential. Parry Sound DSSAB reserves the right to decline NDA requests that are submitted after this date or are deemed unnecessary for the purposes of this EOI.

Section 4 – Submission Process & Key Dates

Submissions must be provided electronically in PDF format to ntomic@ellisdon.com. Submissions must not exceed 25 MB in total file size (including attachments). Respondents requiring additional capacity for large files should contact the Contact Person in advance to arrange an alternative method of submission (e.g., secure file-transfer link).

For clarity:

- All responses should be limited to 15 pages, excluding optional attachments, per submission (maximum of 3 submissions).
- The email subject line should read: "EOI Submission – Parry Sound District Housing Opportunities"
- Questions regarding this EOI may be submitted in writing to the Contact Person no later than November 10, 2025. Responses to all questions will be shared with interested parties to ensure transparency.
- If your organization wishes to include commercially sensitive or confidential information, please notify the Contact Person by November 5, 2025 to request execution of a Non-Disclosure Agreement.

The following table summarizes the key milestones, deadlines and anticipated decision points associated with this EOI process. Respondents are encouraged to review these carefully and plan their submissions accordingly.

Figure 3: Summary of Key Dates

Milestone	Date
EOI Release	October 28, 2025
Deadline to Request NDA	November 5, 2025
Questions Due	November 10, 2025
Addendum Deadline	November 14 2025
EOI Submissions Due	3 pm on November 19, 2025
Parry Sound DSSAB Review & Interviews (If required)	November 19, 2025 to January 15, 2026
Communication with Respondents on Next Steps	January 16, 2026

S AGENDA view & Assessment Process

All submissions will be reviewed by Parry Sound DSSAB and its advisors. This process is exploratory and non-competitive; the purpose of the EOI is to understand potential housing concepts, partnership structures and delivery pathways that could inform future decisions.

Submissions will be assessed using the following directional framework:

Figure 4: Framework for Assessment

Criteria	Description	Rating
Alignment with Parry Sound DSSAB Priorities	Degree to which the proposal supports affordable, sustainable, and community-focused housing outcomes.	High / Medium / Low
Feasibility & Readiness	Readiness for implementation, including land control, zoning, site plan, servicing and overall viability.	High / Medium / Low
Financial	Strength and realism of the proposed funding or delivery approach, including availability of a high-level pro forma if provided.	High / Medium / Low
Partnership Potential	Clarity and feasibility of the proposed relationship with Parry Sound DSSAB.	High / Medium / Low
Innovation & Scalability	Creativity and potential for regional benefit.	High / Medium / Low

Parry Sound DSSAB may invite selected respondents to participate in an interview or discussion session to clarify their proposal or explore partnership opportunities. These discussions are non-binding and intended solely to support strategic understanding. Please note that participation does not imply prequalification or selection for any future procurement.

Section 6 – Contact Person

Nina Tomic,
Senior Development Analyst, EllisDon Community Builders
ntomic@ellisdon.com

AGENDA

APPENDIX A - OFFICIAL PLAN AMMENDMENT

10.3.1

Corporation of The Town of Parry Sound

Passing of By-law No: 2023 – 7309

AGENDA

17th Day of January 2023

Moved by Councillor GA

Seconded by Councillor

That By-law No: 2023 – 7309

Being a By-law to Adopt Official Plan Amendment No. 5 - 66 Waubeek Street

Be considered as read a first time.

- Carried -

Are all members in favour of having the second and third readings?

Moved by Councillor

Seconded by Councillor GA.

Deferred to Feb 21/23

That the By-law Above Mentioned Be Considered as Read A Second, And Third Time, Passed, Signed and Sealed.

- Carried -

Entered as Part of The Minutes of the Meeting Held this ~~17th~~ 21st day of ~~January~~ February 2023.

Mayor Jamie McGarvey

Clerk Rebecca Johnson

Postponed to: _____

Amends By-law: _____

Repeals By-law: _____

By-law Amended: _____

By-law Repealed: _____

The Corporation of the Town of Parry Sound

By AGENDA 7309

Being a By-law to Adopt Official Plan Amendment No. 5 – 66 Waubeek Street

Whereas Sections 17 and 22 of the Planning Act, R.S.O. 1990, c.P.13 as amended, authorize municipalities to adopt Official Plans and Amendments to Official Plans; and

Whereas Section 17(9) of the Planning Act and O.Reg 525/97 exempt amendments to the Town of Parry Sound Official Plan from the Minister of Municipal Affairs and Housing's approval;

Now Therefore the Council of The Corporation of the Town of Parry Sound Enacts As Follows:

1. Official Plan Amendment No. 5 for The Corporation of the Town of Parry Sound, in the format as generally attached in Schedule "I", is hereby adopted;

2. Schedule "I" attached hereto is hereby made part of this By-law; and

3. Official Plan Amendment No. 5 shall take effect on the final passing thereof, and shall come into force in accordance with the Planning Act, R.S.O. 1990, c.P.13 as amended.

READ a FIRST time this 17th day of January, 2023

Mayor Jamie McGarvey

Clerk Rebecca Johnson

READ a SECOND and THIRD time, PASSED, SIGNED and SEALED this 21st day of February, 2023

Mayor Jamie McGarvey

Clerk Rebecca Johnson

The Corporation of the Town of Parry Sound

B AGENDA - 7309

Schedule "I"

Amendment No. 5 to the Official Plan for the Town of Parry Sound

Being a site-specific amendment - Part of Block MA, Plan 137, except Part 1, Plan 42R-2931, Town of Parry Sound, 66 Waubeek Street.

The attached document constitutes Amendment No. 5 to the Official Plan for the Town of Parry Sound

Date: 21st day of February, 2023

Clerk: _____

Mayor: _____

Corporate
Seal of Municipality

The Corporation of the Town of Parry Sound

By-law 7309

AGENDA

Constitutional Statement

The following Amendment to the Official Plan of the Town of Parry Sound Consists of two parts, being Part A and Part B.

Part A - The Preamble, does not constitute part of this Amendment.

Part B - The Amendment, consisting of the noted text and Schedule A constitutes Official Plan Amendment No. X to the Town of Parry Sound Official Plan.

The Corporation of the Town of Parry Sound

By-law 7309 AGENDA

AMENDMENT NO. 5 TO THE OFFICIAL PLAN FOR THE TOWN OF PARRY SOUND

Part A - The Preamble

SECTION 1 - LANDS SUBJECT TO THE AMENDMENT

1.1 This amendment is for the lands described as part of Block MA, Plan 137, except Part 1, Plan 42R-2931, Town of Parry Sound; 66 Waubeek Street. The lands are more specifically identified on Appendix A.

SECTION 2 - PURPOSE OF THE AMENDMENT

2.1 This Amendment has been prepared in response to an application submitted by John Jackson Planner Inc., on behalf of District of Parry Sound Social Services Assessment Board, being the owner of the subject lands.

2.2 The purpose of the Amendment is to redesignate the lands from Low Density Residential and Medium Density Residential to High Density Residential.

SECTION 3 - BACKGROUND AND BASIS OF AMENDMENT

3.1 The Subject Property is located at 66 Waubeek Street and legally described part of Block MA, Plan 137, except Part 1, Plan 42R-2931, Town of Parry Sound.

3.2 The Subject Property is located in the Low Density Residential, Medium Density Residential and High Density Residential Designations. The Official Plan of the Town of Parry Sound in Section 3.1.2, Low Density Residential, states that:

3.1.2.1 The maximum allowable net density in the Residential Low Density designation is 25 units per hectare.

3.2.2.2 This designation will generally be limited to single detached dwellings.

3.3 The Official Plan of the Town of Parry Sound in Section 3.1.3, Medium Density Residential, states that:

3.3.2 3.1.3.1 The maximum allowable net density in the Medium Density Residential designation is 50 units per hectare.

3.3.3 3.1.3.2 This designation includes single detached dwellings, converted

AGENDA

dwellings, duplexes, triplexes, semi-detached dwellings and row houses and multiple unit dwellings to a maximum of three units. Fourplexes, row housing and small scale multiple dwellings in excess of three units are permitted in accordance with the policies of this Section.

3.3.4 3.1.3.3 Lands designated Residential Medium Density will be zoned to allow up to three dwelling units on a property. Additional dwellings may be permitted by rezoning up to the maximum density subject to the following criteria:

a) the design of the project is compatible with the area in which it is situated and does not conflict with adjoining development;
b) appropriate access, both vehicular and pedestrian, can be provided to and from the site;
c) the development is located within close proximity to public open space or adequate on-site open space and/or recreational facilities are provided;
d) the development is located on or in close proximity to arterial or collector roads; and
e) there is adequate sewer and water capacity available to service the development

3.4 Up to 90 residential dwelling units are proposed for the subject property in the form of rowhouses and apartment dwellings.

3.5 The portions of the subject property located in the Low Density Residential, Medium Density Residential are proposed to be located in the High Density Residential Designation. The Official Plan of the Town of Parry Sound in Section 3.1.4, High Density Residential, states that:

3.5.1 3.1.4.1 The maximum allowable net density in the High Density Residential designation is 75 units per hectare.

3.5.2 3.1.4.2 This designation includes all those uses permitted in the Residential Medium Density designation, but apartment buildings, row housing, stacked townhouses and all forms of multiple housing are the preferred form of development.

3.6 The location of the Subject Property is identified on Appendix A. Appendix B, attached, is a copy of the Official Plan Schedule A to be amended.

3.7 The proposal has been reviewed in accordance with the Provincial Policy Statement and is consistent with the relevant policies and conforms to the intent of the Town of Parry Sound Official Plan.

3.8 A Zoning By-law amendment is being processed concurrently with this Official Plan Amendment.

AGENDA

Part B - The Amendment

SECTION 4 – APPLICABLE LANDS

The Official Plan for the Town of Parry Sound and Schedule "A", as modified and approved as modified April 29, 2014, be amended for the lands located at 66 Waubeek Street, and legally described as Block MA, Plan 137, except Part 1, Plan 42R-2931, Town of Parry Sound, and more specifically identified on Appendix A as follows:

4.1 Schedule "A" to the Town of Parry Sound Official Plan be modified to redesignate portions of the subject property to High Density Residential, per Appendix B.

SECTION 5 - IMPLEMENTATION AND INTERPRETATION

5.1 The provisions of this Amendment shall be implemented by a Zoning By-law amendment to be enacted by the Town.

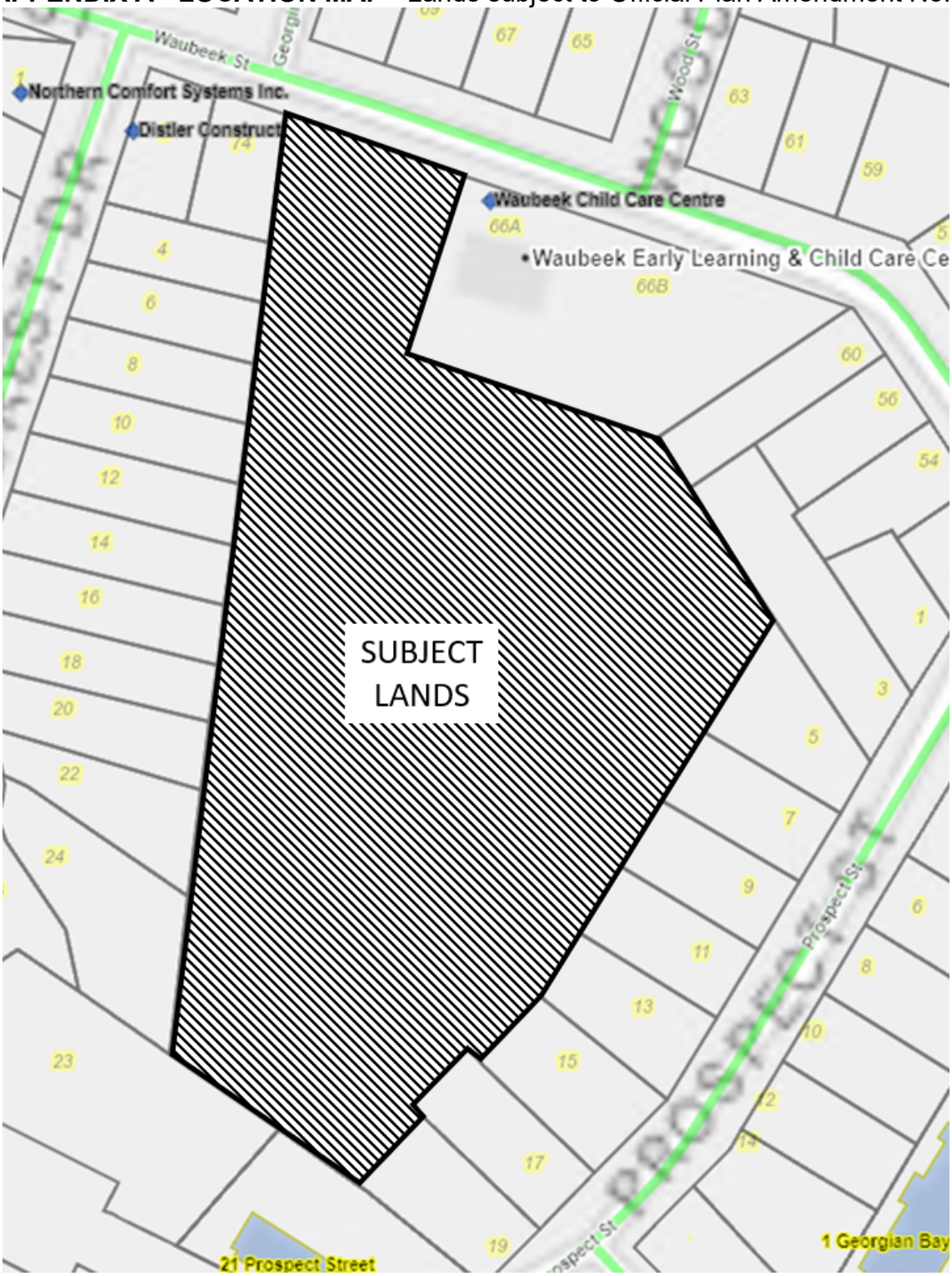
5.2 The interpretation of the Official Plan for the Town of Parry Sound, as modified, shall govern the interpretation of this Amendment.

The Corporation of the Town of Parry Sound

AGENDA

By-law 7309

APPENDIX A - LOCATION MAP - Lands subject to Official Plan Amendment No. 5

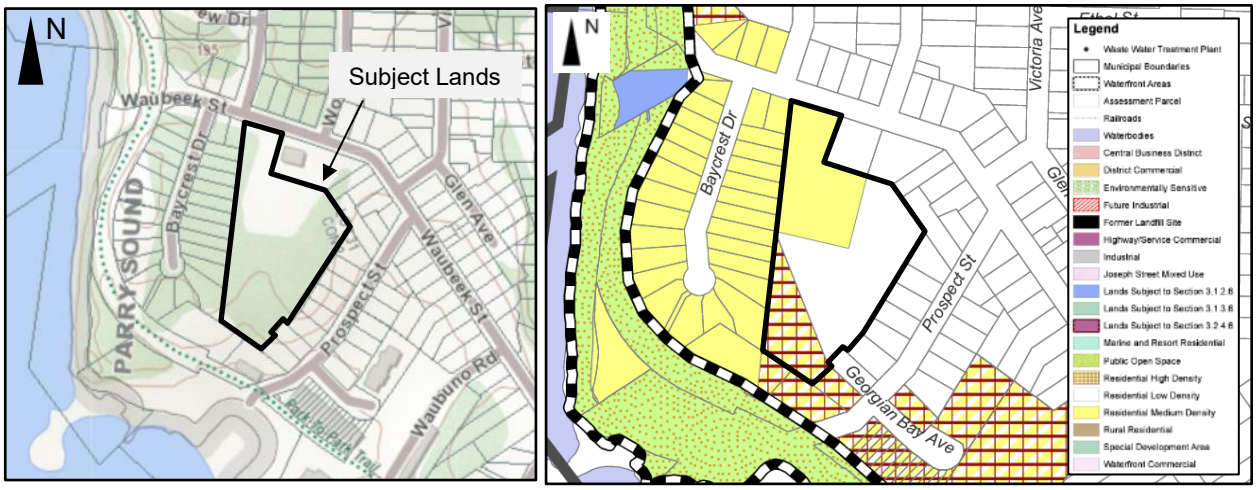


The Corporation of the Town of Parry Sound

B AGENDA **7309**

APPENDIX B – PROPOSED OFFICIAL PLAN AMENDMENT - Lands to be redesignated from Low Density Residential and Medium Density Residential to High Density Residential.

Schedule "A"
Proposed Official Plan Amendment
66 Waubeek Street
The Town of Parry Sound
2023



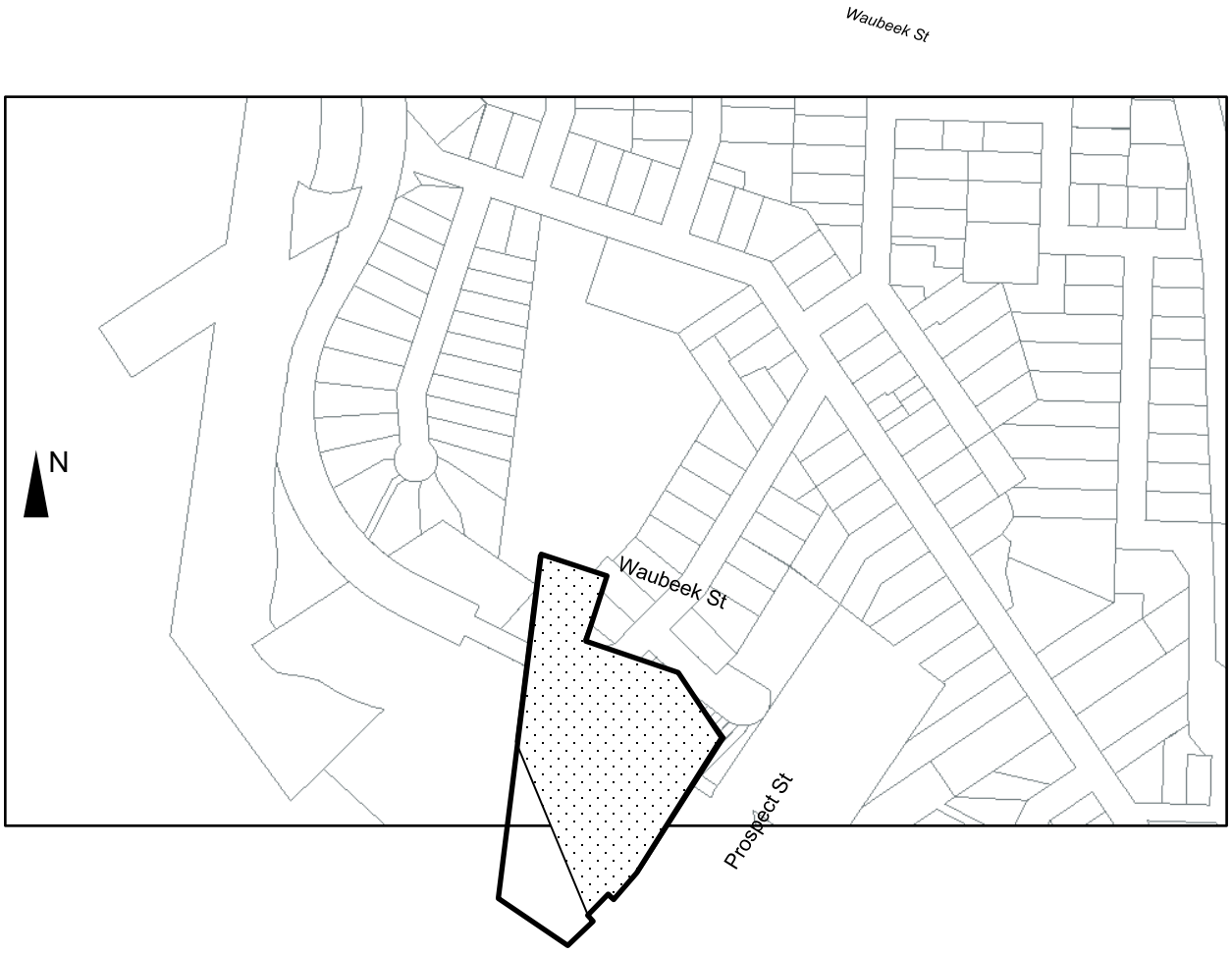
Existing Land Uses – The Town of Parry Sound – Official Plan – Schedule "A"

Baycrest Dr

The Corporation of the Town of Parry Sound

AGENDA

By 7309



AGENDA

APPENDIX B - ZONING BY-LAW AMMENDMENT

10.3.2.

Corporation of The Town of Parry Sound

Pa[illegible]law No: 2023 – 7310

AGENDA

17th Day of January 2023

Moved by Councillor G.A

Seconded by Councillor B.K.

That By-law No: 2023 – 7310

Being a By-law to amend By-law No. 2004-4653, as amended, for 66 Waubeek Street

Be considered as read a first time.

- Carried -

Are all members in favour of having the second and third readings?

Moved by Councillor

Seconded by Councillor B.K.

That the By-law Above Mentioned Be Considered as Read A Second, And Third Time, Passed, Signed and Sealed.

- Carried -

Entered as Part of The Minutes of the Meeting Held this ~~17th~~ 21st day of ~~January~~ February 2023.

Mayor Jamie McGarvey

Clerk Rebecca Johnson

Postponed to: _____

Amends By-law: _____

Repeals By-law: _____

By-law Amended: _____

By-law Repealed: _____

The Corporation of the Town of Parry Sound

AGENDA

By-law 2025-7310

Being a By-law to amend By-law No. 2004-4653 (The Zoning By-law), as amended, for 66 Waubeek Street (Parry Sound District Social Services Administration Board)

Whereas the authority to pass this by-law is provided by Section 34 of the Planning Act, R.S.O. 1990, c P.13 and amendments hereto;

Whereas By-law 2004-4653 was enacted by the Corporation of the Town of Parry Sound to regulate land use within the Municipality;

And whereas the Council of the Corporation of the Town of Parry Sound deems it advisable to further amend By-law 2004-4653:

Now Therefore the Council of the Corporation of the Town Of Parry Sound Enacts As Follows:

1. Schedule “A” and Section 26 – Special Provisions of By-law 2004-4653, as amended, are further amended by changing the zoning for the property described as Part of Block MA, Plan 137 and Part 1, Plan 42R-2931, from the existing Residential First Density (R1) Zone and Open Space (O1) Zone to S.P.26.134 (h), as shown hatched in red on *Schedule "A".*

2. *S*chedule "A" shall form part of this By-law.

3. Section 26 “Special Provisions” of By-law No. 2004-4653, as amended, is hereby further amended by adding the following immediately after S.P. 26.133:

“**S.P. 26.134(h)** The lands affected are described as Part of Block MA, Plan 137 and Part 1, Plan 42R-2931. Despite Section 8.3 – R3 Zone Requirements of By-law 2004-

4653, as amended, for those lands described above, a development is permitted subject to:

a) A minimum interior side yard of 6.0 metres.

b) A maximum number of 90 residential units.

Except as noted above, all provisions of the R3 zone and By-law 2004-4653, as amended shall continue to apply.

Council may pass a By-law to lift the Holding Provision (h) on the lands when the following has been completed to the satisfaction of the Town:

1. Confirmation of sufficient servicing capacity to the satisfaction of the Town's Public Works Department.

2. The completion of a site plan agreement with the Town which shall include provisions that ensure the existing access function of the "laneway" bisecting the easterly portion of the property be maintained. This could include the establishment of a new configuration of the access provided existing access rights are maintained.

3. Completion of Species at Risk assessment for the entire property and completion of a tree preservation plan.

Schedule 'A' attached hereto is hereby made part of this By-law.

This By-law shall come into force and take effect upon the final passing thereof pursuant to Section 34 (21) and (30) of The Planning Act, R.S.O. 1990, c. P.13, as amended.

The Corporation of the Town of Parry Sound

AGENDA

By-law 2023 - 7310

READ a FIRST time this 17th day of January, 2023

Mayor Jamie McGarvey

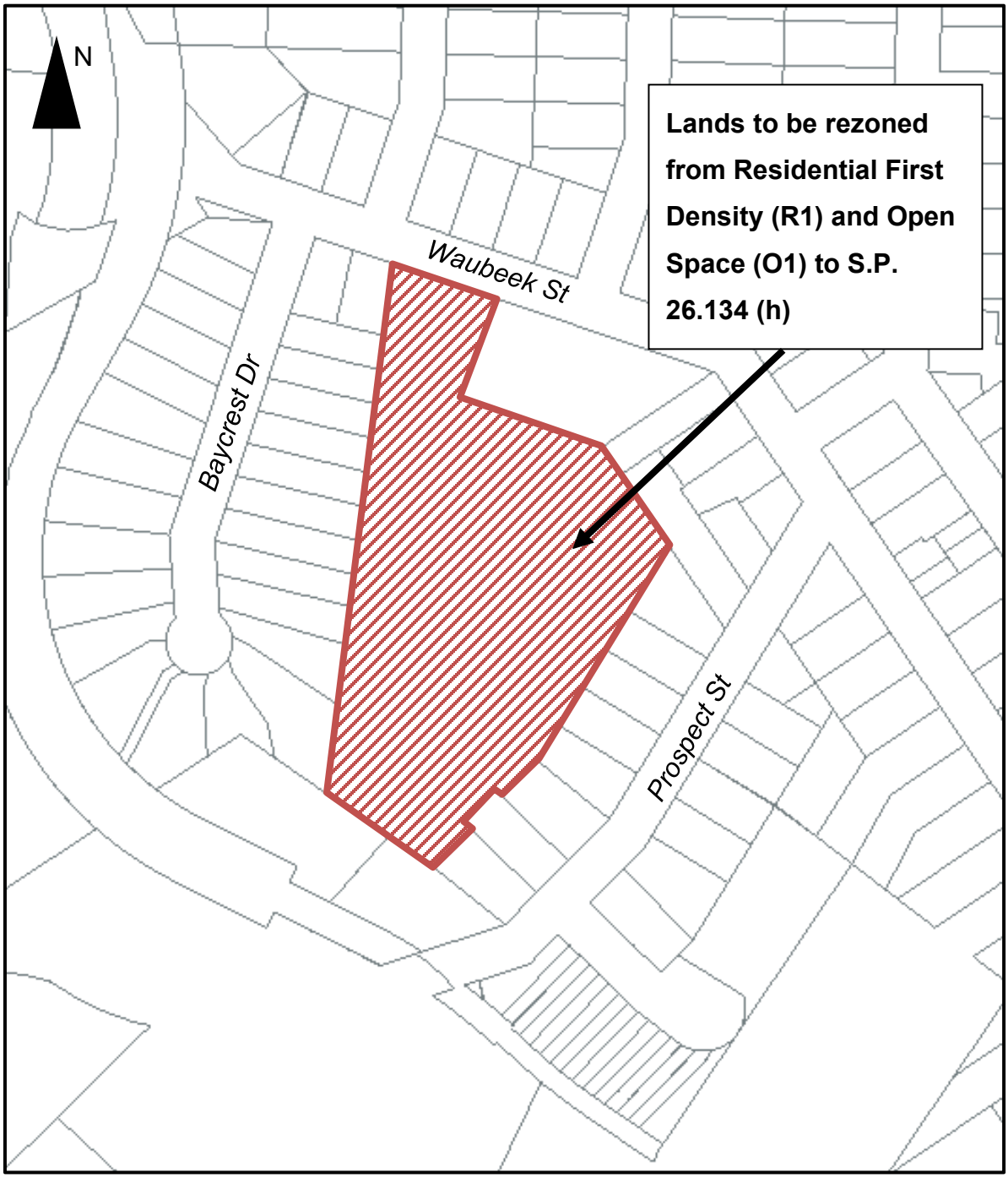
Clerk Rebecca Johnson

READ a SECOND and THIRD time, PASSED, SIGNED and SEALED this 21st **day of** February. **, 2023**

Mayor Jamie McGarvey

Clerk Rebecca Johnson

SCHEDULE A - LOCATION MAP - Lands subject to Zoning By-law Amendment



AGENDA

ALMAGUIN HIGHLANDS OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT D'ALMAGUIN HIGHLANDS DE LA POLICE PROVINCIALE

ALMAGUIN HIGHLANDS OPP DETACHMENT
DÉTACHEMENT D'ALMAGUIN HIGHLANDS DE LA POLICE PROVINCIALE

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

DRAFT

Item 6.1 Appointment of Acting Secretary

Res. 2025-24

AGENDA

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.

_____

Robert Sutherland, *Chair*

_____

Kim Seguin, *Acting Secretary*

DRAFT

AGENDA

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 Counites 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;

ARDSBURGH 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

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.

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

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:

    - 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

If you have any questions, please contact me at the email address below.

Sincerely,

Natalie Charette
Interim Clerk
clerk@twpec.ca

AGENDA

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

Ministry of Municipal Affairs and Housing

Office of the Minister

77 [AGENDA] oor
To
Tel.: 416 585-7000

Ministère des Affaires municipales et du Logement

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

Ontario

234-2025-4857

November 12, 2025

Dear Head of Council,

On October 23, 2025, our government introduced the *Fighting Delays, Building Faster Act, 2025* (Bill 60). Through this legislation and other changes, we are protecting Ontario's economy and keeping workers on the job by cutting red tape, getting shovels in the ground faster and supporting the construction of homes, roads and infrastructure.

The bill contains bold actions, creating the conditions for building housing and transportation infrastructure faster to support families, attract investments, create good jobs and keep Ontario competitive.

You are invited to review the Environmental Registry of Ontario and Regulatory Registry of Ontario posting links provided with this letter and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at Tanner.Zelenko@ontario.ca.

In the face of economic uncertainty, we must protect Ontario. I look forward to continued collaboration with you, our municipal partners, to build the more prosperous, resilient and competitive economy that Ontario needs today, tomorrow, and in the decades to come.

Sincerely,

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

c. Prabmeet Sarkaria, Minister of Transportation
Doug Downey, Attorney General of Ontario
Todd McCarthy, Minister of the Environment, Conservation and Parks & Acting Minister of Infrastructure
Graydon Smith, Associate Minister of Municipal Affairs and Housing
Robert Dodd, Chief of Staff, Minister's Office
Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
Caspar Hall, Assistant Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing
Municipal Chief Administrative Officers

…/2

D AGENDA Charges Act – Ministry of Municipal Affairs and Housing

Schedule 3 of the Bill would make amendments to the *Development Charges Act, 1997*.

Land Acquisition Costs

A new subsection 7 (3.1) of the *Development Charges Act, 1997* would require development charge-eligible land acquisition costs to be part of a class in a development charge by-law consisting only of those costs. Land acquisition costs would, pursuant to a new section 5.3, be exempted from the historic service level cap, and these costs, for certain services, would be limited to those that relate to the ten-year period after the background study.

A new subsection 35 (1.1) of the Act would provide that money in an existing reserve fund established to pay for growth-related capital costs of eligible services can continue to be used for growth-related land acquisition costs of the applicable service, so long as those costs are not being paid from the reserve fund for the land acquisition class.

Requiring Local Service Policies

A new subsection 59 (2.2) of the Act would require municipalities that levy development charges to establish local service policies for each service to which the by-law relates and for which a part of the service would be provided as a local service.

The local service policy must identify the works or classes of works that are intended to be for the provision of local services. It could also identify works or classes of works that are not intended to be for the provision of local services (e.g. works that would be funded through development charges) or works or classes of works that would only partially be intended to be for the provision of local services.

A municipality could not require a work for the provision of local service to be paid for or constructed as a condition of land division if it is not identified as being intended to be so provided in the local service policy. This rule applies on the earlier of 18 months after Royal Assent or the day on which the local service policy is established.

The municipality would need to send a copy of the local service policy to the Minister of Municipal Affairs and Housing on request, by the date specified in the request.

If a local service policy has been established, it must be reviewed and a resolution passed by council at the same time as a development charge by-law is passed, indicating whether revisions would be needed.

Requiring Treasurer's Statements to be Submitted by a Specific Date

Subsection 43 (1) of the Act is amended to require the municipal treasurer to give council a development charges financial statement (commonly referred to as the treasurer's statement) on or before June 30 annually. Subsection 43 (3) of the Act is amended to require the treasurer to give a copy of the financial statement to the Minister of Municipal Affairs and Housing no later than July 15 of the year in which the statement is provided to council.

…/3

Requiring Municipal Documents to be Submitted to the Ministry on Request
A **AGENDA** on 10 (5) of the Act would require municipal councils to give a copy of the development charge background study to the Minister of Municipal Affairs and Housing on request, by the deadline specified in the request

A new subsection 13 (5) of the Act, requires municipal councils to give a copy of the development charge by-law passed by the municipality to the Minister on request, by the deadline specified in the request.

You may provide your comments on the proposed changes to the *Development Charges Act, 1997* through the Ontario Regulatory Registry (25-MMAH018) from October 23, 2025 to November 22, 2025.

Municipal Act – Ministry of Municipal Affairs and Housing

Schedule 7 of the Bill propose changes to the *Municipal Act, 2001*, to transfer jurisdiction over water and wastewater (sewage) services from Peel Region to the lower-tier municipalities of Mississauga and Brampton, and Caledon, effective January 1, 2029, or a different date as prescribed by the Minister. The proposed amendments prevent the transfer of jurisdiction over water and wastewater back from the lower-tier municipalities to Peel Region using existing authority to transfer services in the *Municipal Act, 2001*.

You may provide your comments on the proposed changes to the *Municipal Act, 2001*. through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry (025-1098) from October 23, 2025 to November 22, 2025.

Planning Act – Ministry of Municipal Affairs and Housing

Schedule 10 of the Bill proposes the following amendments to the *Planning Act* that would help create the conditions necessary to support housing and community development. If passed, the proposed changes would:

- Provide authority for the Minister to make regulations that would remove the need for certain minor variances,
- Allow certain official plan amendments modifying the authorized uses of land within a Protected Major Transit Station Areas (PMTSA) to be exempt from Minister's approval,
- Make provincial policy statements inapplicable with respect to all Minister's decisions under the *Planning Act* outside the Greenbelt Area. A transparent and accountable oversight framework would be developed to support implementation,
- Enable all upper-tier municipalities to establish regional Community Improvement Plans (CIPs) without being prescribed, allow municipalities to fund the CIPs of their respective upper- or lower-tier municipalities, and, for upper-tier municipalities without planning responsibilities, to revive CIPs that were in effect on the day before the municipality lost its planning responsibilities, and
- Enable Minister's zoning orders (MZO) to be made by non-regulatory orders and require them to be published on a Government of Ontario website.

AGENDA

We are interested in receiving your comments on these proposed measures. Comments c[illegible]hrough the Environmental Registry of Ontario and the Ontario Regulatory Registry from October 23, 2025, to November 22, 2025:

- ERO 025-1097 Proposed Planning Act Changes (Schedule 10 of Bill 60 - *Fighting Delays, Building Faster Act, 2025*).

We are also interested in receiving any comments you may have on associated consultation postings:

- ERO 025-1099: Consultation on simplifying and standardizing official plans.
- ERO 025-1100: Consultation to better understand the linkage between minimum lot sizes on urban residential lands and increased housing options and affordability.
- ERO 025-1101: Consultation to understand current municipal practices with respect to green development standards at the lot level (outside of building) in order to assess whether future changes are needed to prohibit mandatory green development standards in order to improve consistency and clarity across Ontario.

The Environmental Registry postings provide additional details regarding the proposed changes.

City of Toronto Act, 2006 – Ministry of Municipal Affairs and Housing

The proposed change would, through a proclamation order, remove the City of Toronto's authority, under the *City of Toronto Act, 2006*, to require green roofs or other alternative roof surfaces on buildings, effective November 3, 2025.

Residential Tenancies Act – Ministry of Municipal Affairs and Housing / Ministry of the Attorney General

Schedule 12 of the Bill amends the *Residential Tenancies Act, 2006* (RTA) to help address delays and support backlog reduction efforts at the Landlord and Tenant Board (LTB) and adjust the balance of landlord and tenant rights and responsibilities. If passed, the proposed changes would:

- Remove the requirement for a landlord to provide compensation to a tenant when evicting for personal use of the rental unit, if the landlord gives at least 120 days' notice of termination, instead of the required 60 days' notice;
- Shorten the notice period a landlord must provide to a fixed-term or month-to-month tenant to evict them for rent arrears from 14 days to 7 days;
- Remove a tenant's ability to raise issues that could otherwise be the subject of a tenant application to the LTB as part of a rent arrears hearing, if the tenant has not paid at least half of the rent arrears claimed in the application filed by the landlord;
- Remove a tenant's ability to raise issues that could otherwise be the subject of a tenant application to the LTB on the day of a rent arrears hearing, if the tenant has not given prior notice in accordance with LTB timelines;
- Specify a 15-day period for a landlord or tenant to request internal review of a final order or decision of the LTB; and

AGENDA

new regulation-making authorities for the government to prescribe:
  - The form of a notice given by a landlord or tenant to terminate a tenancy.
  - Rules and guidelines for determining what qualifies as a "persistent" failure to pay rent / monthly housing charges, when they are due, by a tenant / member of non-profit housing co-operative.
  - Limitations on the LTB's ability to postpone the enforcement of an eviction order and/or factors the LTB must consider before postponing enforcement.
  - Limitations, conditions, or tests related to a tenant / member of non-profit housing co-operative making a motion to set aside an eviction order that has been issued, without a hearing, when the tenant/member has given notice of termination to a landlord/co-op, or the parties have entered into an agreement to end a tenancy.
  - Limits or conditions on the power of the LTB to review its final decisions and orders.

The proposed amendments would come into force on a day to be named by order of the Lieutenant Governor in Council.

You may provide your comments on the proposed change through the Ontario Regulatory Registry rom October 23, 2025, to November 22, 2025 at the links below:

- RR 25-MMAH019: Seeking Feedback on Proposed Amendments to the Rules Related to Tenants Raising New Issues at a Landlord and Tenant Board (LTB) Rent Arrears Hearing
- RR 25-MMAH024: Seeking Feedback on Proposed Amendments to Shorten the Rent Arrears Eviction Notice Period
- RR 25-MMAH025: Seeking Feedback on Proposed Amendments to the Compensation Requirements for Landlord's Own Use Evictions
- RR 25-MAG017: Seeking Feedback on Proposed Amendment to the Residential Tenancies Act, 2006 (RTA) to Shorten the Period of Time Available to Request a Review of an LTB order

Water and Wastewater Public Corporations Act – Ministry of Municipal Affairs and Housing

Schedule 16 of the Bill proposes a new Act which sets out a framework for a new delivery model for water and wastewater services. The new framework will include legislative authority for the Minister to:

- Designate corporations as water and wastewater public corporations by regulation.
- Require prescribed municipalities to deliver water and wastewater exclusively through a water and wastewater public corporation beginning on a date as prescribed.

U AGENDA framework, the Minister will have regulation-making authority, including the ability to:

- Prescribe duties and responsibilities for the water and wastewater public corporation.
- Govern the transfer, issuance, redemption and purchase of shares and dividends of a water and wastewater public corporation.
- Govern requirements related to the nomination, appointment, election, resignation or removal of members of the board of directors of the corporation.
- Govern powers for the water and wastewater public corporation to impose and collect fees and charges. If required by LGIC regulation, the Minister of Municipal Affairs and Housing would have oversight powers over rate plans (and additional plans that may be prescribed in regulations).
- Provide for additional transitional matters.

Subject to future regulations setting out the share allocation, the first corporation would provide water and wastewater services in Peel Region and would be jointly owned by Mississauga, Brampton and Caledon. A corporation would be incorporated under the *Ontario Business Corporations Ac*t at the direction of the Minister that the Minister would designate as a water and wastewater public corporation.

The council of a municipality prescribed by the regulations shall, by the date specified in the regulations, make by-laws transferring employees, assets, liabilities, rights and obligations of the municipality to a water and wastewater public corporation for the purpose of providing water and wastewater services.

You may provide your comments on the proposed changes to the *Municipal Act, 2001*. through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry (025-1098) from October 23, 2025 to November 22, 2025.

GO Transit Station Funding Act – Ministry of Infrastructure

Schedule 4 of the Bill proposes changes the *GO Transit Station Funding Act, 2023*, to enable Municipalities the flexibility to specify payment of a transit station charge, in respect of any part of a development that consists of residential development, upon occupancy and require financial security to secure the payment of any transit station charge that is required to be paid upon occupancy of residential development.

Additional amendments will provide for the determination of a transit station charge that is payable upon occupancy of residential development.

You may provide your comments on the proposed change to the *GO Transit Station Funding Act, 2023* through the Environmental Registry of Ontario (ERO) notice 025-1182 from October 23, 2025 to November 22, 2025.

T AGENDA rfront Revitalization Corporation Act – Ministry of Infrastructure

The proposed amendments to the *Toronto Waterfront Revitalization Corporation Act, 2002* would extend the mandate of Waterfront Toronto from 2028 to 2035, and allow for a further extension up to 2040.

The amendments also include provisions relating to a strategic review of Waterfront Toronto in 2031-32 that may inform the extension, a provision requiring the provincial government to consult with the federal government and City of Toronto prior to winding-up the corporation, and the repeal of provisions in the Act that are no longer applicable.

You may provide your comments on the proposed change to the *Toronto Waterfront Revitalization Corporation Act, 2002* through the Environmental Registry of Ontario (ERO) notice 025-1182 from October 23, 2025 to November 22, 2025.

Transit-Oriented Communities Act – Ministry of Infrastructure

Schedule 15 of the Bill proposes to amend the *Transit-Oriented Communities Act, 2020*, which may allow the Minister to establish a Transit-Oriented Communities Advisory Panel. The Minister may appoint up to four individuals to this Advisory Panel and appoint a Chair from among them.

The Transit-Oriented Communities Advisory Panel would advise and make recommendations to the Minister, in respect of such matters as the Minister directs, related to infrastructure, transit-oriented community projects, land designated as transit-oriented community land under the Act, and other related matters.

The amendments will also enable the Minister to make an order requiring an owner of land designated as transit-oriented community land to enter into an agreement with a municipality addressing any matters that the Minister considers necessary for the appropriate development of the transit-oriented community land.

Municipalities will also be required to designate a municipal officer or employee to give to the Minister such information as the Minister requests with respect to the implementation of transit-oriented community projects that are located within that municipality.

You may provide your comments on the proposed change to the *Transit-Oriented Communities Act, 2020* through the Environmental Registry of Ontario (ERO) notice 025-1182 from October 23, 2025 to November 22, 2025.

Construction Act - Ministry of the Attorney General

Schedule 2 of the bill proposes the following amendments to the *Construction Act* that would, if passed, refine the new annual release of holdback system that was enacted in 2024 but that is not yet in force:

S AGENDA e-enacted in order to apply with respect to the abandonment or termination of a contract or subcontract, rather than to a circumstance in which a contractor or subcontractor defaults in the performance of a contract or subcontract.

Not-yet-in-force amendments to section 31 that would have been made by section 27 of Schedule 4 to the *Building Ontario For You Act (Budget Measures), 2024* – providing for annual lien expiry – are repealed. Section 31 is amended to retain the provisions of those amendments dealing with notice of termination and its effects. The not-yet-in-force re-enacted version of section 26 (payment of basic holdback) is consequently amended to require the annual release of holdback without the expiry of liens.

Section 87.4 is amended by adding a separate transition rule for alternative financing and procurement arrangements (otherwise known as “public-private partnerships”) and to adjust the transition rules respecting amendments made to section 31.

Transitional regulation-making authority in section 88 is made more generally applicable and is transferred from the Lieutenant Governor in Council to the Minister.

The amendments are to come into force at the same time as related amendments to the Act made by the *Building Ontario For You Act (Budget Measures), 2024,* except for the transitional regulation-making authority which comes into force on Royal Assent.

Ontario Water Resources Act - Ministry of the Environment, Conservation and Parks

Schedule 8 of the bill proposes amendments to the *Ontario Water Resources Act (OWRA)* that would, if enacted, would reduce the time and costs with providing on-site sewage treatment to on-farm worker housing by allowing larger systems (comprised of multiple systems with design capacities no greater than 10,000 L/d each and up to 50,000 L/d total per lot or parcel of land) to be regulated under the Ontario’s Building Code and exempting these systems from existing *Ontario Water Resources Act* requirements for environmental compliance approvals.

You may provide your comments on the proposed change to the *Ontario Water Resources Act* through the Environmental Registry of Ontario (ERO) notice ERO 025-0900 from October 23, 2025 to November 22, 2025. In parallel, the government is also consulting on a policy proposal on how the Ontario Building Code will continue to provide protection to human health, the environment, and neighbouring properties in relation to these on-farm systems. You may provide comments on this supporting policy proposal to the Ontario Building Code through Environmental Registry of Ontario notice ERO 025-0899 from October 24, 2025 to December 7, 2025.

Building Transit Faster Act, 2020 **– Ministry of Transportation**

AGENDA

Schedule 1 of the bill proposes amendments to the *Building Transit Faster Act, 2020* (BTFA) that, if passed, would remove barriers and streamline processes that may otherwise result in delays to the timely completion of provincial transit projects by:

- Reducing the notice period to property owners from 30 to 15 days for Metrolinx to conduct due diligence work (e.g., carrying out inspections, removing obstructions), extending access to municipal right-of-way and third-party lands to the operation and maintenance of projects, and expanding the application of Minister's access orders to additional infrastructure (e.g., tunnels, life safety systems, buildings, bridges). Amendments will also create Minister's regulation-making authorities to name additional infrastructure and to delegate powers for access orders to Metrolinx or to an MTO official.

You may provide your comments on the proposed change to the BTFA through the Environmental Registry of Ontario notice ERO 025-1035.

Highway Traffic Act **– Ministry of Transportation**

Schedule 5 of the bill amends the *Highway Traffic Act* (HTA) to require applicants for a Driver's Licence, Photo Card and Registrant Identification Number demonstrate that the person is a resident of Ontario, that the person has legal status in Canada and, with respect to an application for a commercial class driver's licence, that the person is lawfully able to work in Canada.

The Schedule also makes amendments to Part II.1 of the HTA to address concerns about the impact of vehicle lane reductions on traffic flow, congestion, and transportation efficiency. Amendments to s.195.3 would prohibit all municipalities from reducing the number of motor vehicle lanes when installing new bicycle lanes. Regulation-making authority is also proposed that would allow the Minister to expand the prohibition to include other municipal activities or provide exemptions to the prohibition altogether.

Finally, amendments to s. 195.9 would streamline the process for reimbursement regarding the existing bicycle lane provisions.

You may provide your comments on the proposed changes through Environmental Registry of Ontario notice ERO 025-1071 and Regulatory Registry notice RR 25-MTO019.

Local Roads Boards Act **– Ministry of Transportation**

Schedule 6 of the bill amends the *Local Roads Boards Act* to allow owners of certain tax-exempt lands to make voluntary payments to their local roads boards. If approved by the Minister, the voluntary payments would be eligible for matching provincial government funding. The Minister is provided regulation-making authority to prescribe lands for this purpose, as well as to establish an approvals process for such payments. Other related amendments are made regarding record-keeping.

…/10

Photo Card Act, 2008 **– Ministry of Transportation**

AGENDA

Schedule 9 of the bill amends the *Photo Card Act, 2008,* to require that an applicant for a photo card establish that they are a resident of Ontario, and that they are in Canada lawfully.

Public Transportation and Highway Improvement Act **– Ministry of Transportation**

Schedule 11 of the bill adds a new section to the *Public Transportation and Highway Improvement Act* (PTHIA), stating that various things under the Act do not constitute an expropriation or injurious affection.

This Schedule also repeals and replaces s. 117 of the Act. The Minister of Transportation has existing authority under this section to set mandatory standards for highways, including for municipal roads; however, there is no such regulation currently in place. Proposed amendments would support implementation of common road construction standards across the province by creating new regulation-making authorities to allow the province to prescribe requirements for road construction contracts, establish an exemption process, and set reporting requirements pertaining to road standards. Amendments also allow the Minister to require input from stakeholders regarding standards upon request.

You may provide your comments on the proposed change to the PTHIA related to road construction standards through the Environmental Registry of Ontario notice ERO 025-1140.

Towing and Storage Safety and Enforcement Act, 2021 **– Ministry of Transportation**

Schedule 14 of the bill amends the *Towing and Storage Safety and Enforcement Act, 2021,* such that tow operators and vehicle storage operators are not required to submit their rates to the ministry for a service where a maximum amount for that service has been set by regulation.

You may provide your comments on the proposed changes through Regulatory Registry notice RR 25-MTO017.

DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0

(705) 382-3332
(705) 382-2954
Fax: (705) 382-2068
Email: admin@armourtownship.ca
Website: www.armourtownship.ca

Date: **October 28, 2025**

Motion # 330

WHEREAS the Township of Armour is a party to the Burk's Falls, Armour & Ryerson Union Public Library Board; and

WHEREAS it is necessary and in the best interest of the Township of Armour to appoint an alternate representative to the Board to ensure continued representation in the event the appointed Council representative is unable to attend a meeting;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour hereby appoints JERRY BRANDT as the Alternate Representative to the Burk's Falls, Armour & Ryerson Union Public Library Board for the remainder of the current Council term; and

FURTHER THAT staff be directed to notify the Burk's Falls, Armour & Ryerson Union Public Library Board of this appointment.

Moved by:		**Seconded by:**	
Blakelock, Rod	☐	Blakelock, Rod	☐
Brandt, Jerry	☐	Brandt, Jerry	☑
Haggart-Davis, Dorothy	☑	Haggart-Davis, Dorothy	☐
Ward, Rod	☐	Ward, Rod	☐
Whitwell, Wendy	☐	Whitwell, Wendy	☐

Carried / Defeated 2

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:	For	Opposed
Blakelock, Rod	☐	☐
Brandt, Jerry	☐	☐
Haggart-Davis, Dorothy	☐	☐
Ward, Rod	☐	☐
Whitwell, Wendy	☐	☐

AGENDA

28 Municipal Lane,
P.O. Box 1120, Sundridge, Ontario P0A 1Z0
705-384-5819 Fax 705-384-5892
www.strongtownship.com

Township of Strong Council Resolution
October 28, 2025 Regular Meeting
8.0 Discussion Items

8.2 Almaguin Clerks Group – Community Safety and Well-Being Plan Supplemental Report
R2025-309
Moved By: Marianne Stickland Seconded by: Jeff McLaren
WHEREAS the Township of Strong has adopted a Community Safety & Well Being Plan in 2022, as required by legislation;

AND WHEREAS the Plan requires a review of the document within the first five years;

AND WHEREAS Staff have completed the review regionally with the updates as outlined;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Township of Strong hereby approves updates to the Community Safety and Well Being Plan to be reviewed again prior to the end of 2030.
Carried

DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0

(705) 382-3332
(705) 382-2954
Fax: (705) 382-2068
Email: admin@armourtownship.ca
Website: www.armourtownship.ca

Date: **October 28, 2025**

Motion # 331

That the Council of the Township of Armour is in support of the Sub-Committee meetings for shared services.

Moved by:		**Seconded by:**	
Blakelock, Rod	☐	Blakelock, Rod	☑
Brandt, Jerry	☐	Brandt, Jerry	☐
Haggart-Davis, Dorothy	☑	Haggart-Davis, Dorothy	☐
Ward, Rod	☐	Ward, Rod	☐
Whitwell, Wendy	☐	Whitwell, Wendy	☐

Carried / Defeated 2

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:	For	Opposed
Blakelock, Rod	☐	☐
Brandt, Jerry	☐	☐
Haggart-Davis, Dorothy	☐	☐
Ward, Rod	☐	☐
Whitwell, Wendy	☐	☐

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

November 6, 2025

Via email: mark.carney@parl.gc.ca

Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Hon. Mark Carney,

Re: Removing HST/GST from New Homes to Support Housing Affordability

Please be advised that South Huron Council passed the following resolution at their November 3, 2025, Regular Council Meeting:

444-2025
Moved By: Ted Oke
Seconded by: Jim Dietrich

That South Huron Council supports the October 21, 2025 Resolution of the Town of Bradford West Gwillimbury regarding removing HST/GST from new homes to support housing affordability; and

That the supporting resolution and originating documentation 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, MP Lobb and MPP Thompson, AMO, and to all municipalities in Ontario.

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

AGENDA

Encl.

cc: Minister of Finance and National Revenue, Hon. Francois-Philippe Champagne, minister-ministre@fin.gc.ca; Minister of Housing and Infrastructure, Hon. Gregor Robertson, gregor.robertson@parl.gc.ca; Premier of Ontario, Hon. Doug Ford, doug.fordco@pc.ola.org; Ontario Minister of Finance, Hon. Peter Bethlenfalvy, peter.bethlenfalvy@pc.ola.org; Ontario Minister of Municipal Affairs and Housing, Hon. Rob Flack, rob.flack@pc.ola.org; MP Lobb, ben.lobb@parl.gc.ca; MPP Thompson, lisa.thompson@pc.ola.org; AMO, resolutions@amo.on.ca; and all Ontario Municipalities

Ministry of Finance
Office of the Minister
Frost Bu[AGENDA]or
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Tel.: 416-325-0400

Ministère des Finances
Bureau du ministre
Édifice Frost Sud 7e étage
7 Queen's Park Crescent
Toronto (Ontario) M7A 1Y7
Tél.: 416-325-0400

Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

October 31, 2025

Dear Head of Council:

I am writing to provide you with an update on the 2026 Ontario Municipal Partnership Fund (OMPF).

We understand the importance of the Ontario Municipal Partnership Fund to communities across Ontario. The government is committed to supporting the economic vitality and sustainability of Ontario's small, northern, and rural municipalities.

To support these objectives, as announced in Fall 2024, the government will invest a further $50 million into the OMPF for the payment cycle beginning in January 2026. This brings the two-year incremental investment to $100 million, and increases the total funding envelope to $600 million. This continued enhancement for 2026 will once again be targeted towards small, northern, and rural municipalities, as well as those with a limited property tax base. This funding will assist municipalities in providing critical services to people across the province.

With the further $50 million enhancement to the OMPF, each of the program's core grant components will again increase in 2026. The program will remain responsive to changing circumstances of individual core grant recipient municipalities through annual data updates and related adjustments. Transitional assistance will also ensure that core grant recipient municipalities in northern Ontario receive at least 90 per cent of their 2025 OMPF allocation, while those in southern Ontario receive at least 85 per cent.

In addition, starting in 2026, municipalities who are ineligible for core grants will be gradually phased-out of Transitional Assistance over a five-year period. This adjustment will allow for further investment in municipalities with measurable challenges, through the OMPF's four core grant components.

The enhancement to the OMPF builds on the significant increases in support that the government is providing to municipalities, including:

- An additional $1.6 billion investment through the Municipal Housing Infrastructure Program (MHIP), increasing the total investment to $4 billion;

…/cont'd

- A further $1 billion investment through the Ontario Community Infrastructure Fund (OCIF) over five years, initiated in 2022; and
- An increase in annual funding for Connecting Links from $30 million to $45 million to support municipalities in addressing critical road and bridge improvement needs, extending the life cycle of their assets and advancing local development.

We have always been committed to working closely with our municipal partners and recognize how important the OMPF is for many municipalities. During consultations with municipalities over this past summer, the government heard perspectives and advice on municipal priorities for the program. We want to thank our municipal partners for their input on the future of the OMPF. In early 2026, the ministry will be engaging municipalities through a short survey to better understand how the OMPF is supporting local communities.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2026 OMPF allocation. Supporting materials on the 2026 program are available on the ministry's website at Ontario.ca/document/2026-ontario-municipal-partnership-fund.

As we continue to work together to build up our communities and move Ontario's economy forward, maintaining a close relationship with our municipal partners remains critical. I look forward to our continued collaboration in building a stronger future for our province.

Sincerely,

Peter Bethlenfalvy
Minister of Finance

c: The Honourable Rob Flack, Minister of Municipal Affairs and Housing
The Honourable Lisa M. Thompson, Minister of Rural Affairs

AGENDA

Municipality of Bluewater

October 16, 2025

Resolution Urging the Federal Government to Keep Climate Change as a Foremost National Priority

WHEREAS, the impacts of climate change—such as rising temperatures, extreme weather events, flooding, droughts, wildfires, and sea-level rise—are already affecting communities across Canada;

WHEREAS, climate change poses a serious threat to public health, infrastructure, local economies, biodiversity, and future generations;

WHEREAS, municipalities are on the front lines of climate change, often bearing the burden of disaster response, infrastructure adaptation, and long-term community resilience;

WHEREAS, despite local action, meaningful progress on climate change requires bold and coordinated leadership at the federal level, including policies, legislation, funding, and international cooperation;

WHEREAS, Canada has made national and international climate commitments, including under the Paris Agreement, and must continue to strengthen its role in mitigating greenhouse gas emissions and supporting adaptation;

NOW THEREFORE BE IT RESOLVED THAT the Municipality of Bluewater Council urges the Government of Canada to:

1. **Maintain climate change as a top national priority**, reflected in legislation, national planning, funding, and public policy;
2. **Prioritize investments in the clean energy transition in the upcoming Federal budget**;
3. **Continue to support municipalities** in their efforts to mitigate and adapt to climate change, including through sustainable infrastructure funding, disaster preparedness support, and clean energy investments since municipalities have the ability to influence change in ~50% of emissions within Canada;
4. **Accelerate the transition to a low-carbon economy**, ensuring that it is just, inclusive, and economically beneficial for all regions and communities;
5. **Engage in transparent, science-based policymaking** that reflects the urgency of the climate crisis and the lived experiences of Canadians;
6. **Collaborate with Indigenous communities** and respect Indigenous knowledge and leadership in addressing climate change including obtaining free, prior and informed consent; and
7. **Continue to report annually** on national progress in reducing emissions and implementing adaptation strategies.

B AGENDA **R RESOLVED THAT** a copy of this resolution be forwarded to the Prime Minister of Canada, the Minister of Environment and Climate Change, local Members of Parliament, the Federation of Canadian Municipalities, the Premier of Ontario, the Association of Municipalities of Ontario as well as local MPPs and all municipalities for their consideration.

Sincerely,

Chandra Alexander
Manager of Corporate Services/Clerk

cc: The Right Honourable Mark Carney, Prime Minister of Canada
The Honourable Doug Ford, Premier of Ontario
The Honourable Julie Dabrusin, Minister of Environment and Climate Change
Lisa Thompson, Huron-Bruce MPP
Ben Lobb, Huron-Bruce MP
Federation of Canadian Municipalities
Association of Municipalities of Ontario
All Ontario Municipalities

The Town of The Blue Mountains
Council Meeting

AGENDA

Title: orrection to July 14, 2025 Council Meeting Minutes

Date: Monday, October 20, 2025

Time: 2:49 PM

Moved by: Councillor Ardiel

Seconded by: Councillor Hope

THAT, at the July 14, 2025 Council Meeting, Council received the June 19, 2025 correspondence from the CANN Group;

AND THAT, in response to the correspondence received, Council passed the following two motions that, in error, included reference to “battery storage”;

NOW THEREFORE, in order to correct the formal record of the July 14, 2025 Council Meeting minutes, Council directs the Town Clerk to amend the July 14, 2025 Council Meeting minutes, to remove the words “battery storage” from the two resolutions, and to circulate the corrected resolutions to all parties:

D.1.2 Sally Leppard, Co-Lead, Climate Action Now Network TBM (CANN) Re: Bill 5, Special Economic Zones and T.C. Energy's Pumped Storage Proposal

THAT Council of the Town of The Blue Mountains receives for information the June 19, 2025, correspondence from Sally Leppard, CANN regarding Bill 5, Special Economic Zones and T.C. Energy’s Pumped Storage Proposal;

AND THAT Council communicate to the Province that the Town of The Blue Mountains requests that TC Energy's proposed ~~battery storage~~ project is excluded from designation as a Special Economic Zone under the regulations to be developed in Bill 5 - Protect Ontario by Unleashing our Economy Act 2025;

THAT Council of the Town of The Blue Mountains receives for information the June 19, 2025, correspondence from Sally Leppard, CANN regarding Bill 5, Special Economic Zones and T.C. Energy’s Pumped Storage Proposal;

AND THAT Council requests Grey County Council and the Municipality of Meaford to request the Province to exclude TC Energy's proposed ~~battery storage~~ project from designation as a Special Economic Zone under the regulations to be developed in Bill 5 - Protect Ontario by Unleashing our Economy Act, 2025;

AND THAT the Town of The Blue Mountains welcomes enquiries from any municipalities or Indigenous Nations interested in making similar motions to the Town of The Blue Mountains

YES: 7 NO: 0 ABSENT: 0

AGENDA The motion is Carried

YES: 7

Mayor Matrosovs	Deputy Mayor Bordignon	Councillor Ardiel	Councillor Hope
Councillor Maxwell	Councillor McKinlay	Councillor Porter	

NO: 0

ABSENT: 0

FONOM
AGENDA

noma
Northwestern Ontario Municipal Association

Representing the Districts of Kenora, Rainy River and Thunder Bay
P.O. Box 10308, Thunder Bay, ON P7B 6T8
www.noma.on.ca
p. 807.683.6662 e. admin@noma.on.ca

FOR IMMEDIATE RELEASE

October 10, 2025

FONOM and NOMA Thank the Federal and Provincial Governments for their Partnership to Keep Kap Paper Operating

Northern leaders commend collaboration to protect jobs, families, and regional stability

KAPUSKASING / MARATHON, ON – The Federation of Northern Ontario Municipalities (FONOM) and the Northwestern Ontario Municipal Association (NOMA) are expressing their sincere appreciation to the Government of Canada, Premier Doug Ford, and the Province of Ontario for their coordinated efforts to keep the Kapuskasing Paper facility operating.

This joint support provides much-needed stability to families, workers, and businesses across Northeastern Ontario. The decision ensures that a cornerstone of the regional forestry supply chain — vital to Canada's housing and construction goals — continues to operate and support communities that depend on its success.

FONOM President **Dave Plourde** said the announcement reflects the power of collaboration between governments and Northern communities:

"On behalf of FONOM and the people of Northeastern Ontario, I want to thank both the federal and provincial governments for stepping up for Kapuskasing and the entire forestry sector. This partnership demonstrates what's possible when all levels of government collaborate to protect jobs and ensure a sustainable future for the North. The continued operation of Kap Paper means stability for families and hope for the next generation."

NOMA President **Rick Dumas** echoed those sentiments, emphasizing the regional and national significance of the mill:

"This is a win not only for Kapuskasing but for all of Northern Ontario and Canada's housing sector. The forestry industry is the backbone of our northern economy, and Kap Paper is a critical link in that chain. We deeply appreciate the leadership shown by the federal government, Premier Ford, and Ministers Harris and Holland in finding a path forward that keeps people working and our communities strong."

The forestry sector remains one of Northern Ontario's most important economic drivers, connecting sawmills, trucking operations, contractors, and service providers across the region. The continued operation of Kap Paper protects thousands of direct and indirect jobs, reinforcing the importance of the North's contribution to national priorities, including affordable housing and sustainable economic growth.

noma
Northwestern Ontario Municipal Association
Representing the Districts of Kenora, Rainy River and Thunder Bay
P.O. Box 10308, Thunder Bay, ON P7B 6T8
www.noma.on.ca
p. 807.683.6662 e. admin@noma.on.ca

FONOM and NOMA also acknowledged the constructive engagement from federal and provincial officials throughout the process, noting that their responsiveness and cooperation made this outcome possible.

“When Northern voices are heard, the results speak for themselves,” added Plourde. “This outcome is a clear example of partnership in action — and a model for how governments can work together to strengthen our communities.”

—30—

Media Contacts:
Dave Plourde, President, FONOM
705-335-1615 | fonom.info@gmail.com

Rick Dumas, President, NOMA
807-683-6662 | admin@noma.on.ca

October 2025

AGENDA

LABOURFOCUS

The Labour Market Group

JOBS REPORT SEPTEMBER 2025

TOTAL NUMBER OF JOB POSTINGS

481 NIPISSING **-8** from August

118 PARRY SOUND **-4** from August

TOP INDUSTRY WITH VACANCIES

NIPISSING
Health Care & Social Assistance (26.6%)

PARRY SOUND
Health Care & Social Assistance (23.7%)

To view the full report, visit our website
www.thelabourmarketgroup.ca
readysethired.ca

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:

Ontario

ONTARIO ECONOMIC SCAN 2024

DEMOGRAPHICS

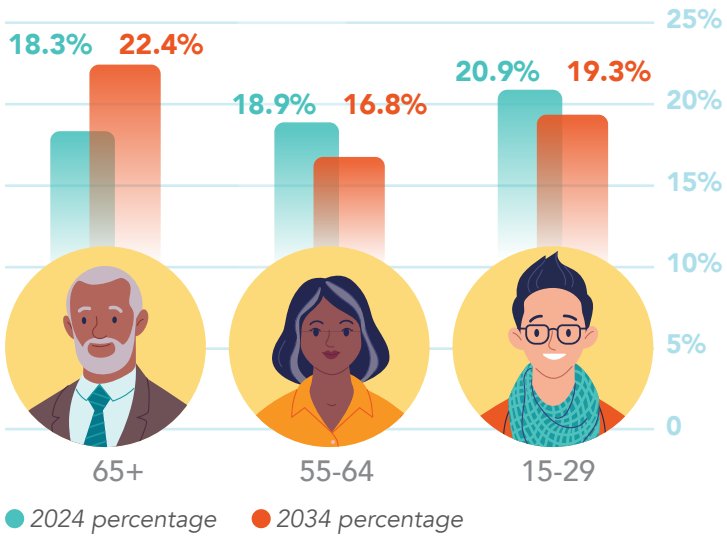
Ontario represents **39.0%** of Canada's total population.

6.2 million people lived in Ontario in 2024, an increase from 2023 of **2.2%**

Labour force participation has **risen amongst workers aged 65 and over** in recent years as the cost of living has increased.

Age Cohort Proportions of Working Age Population – 2024 Versus 2034

In 2034 the proportion of seniors aged 65+ is projected to increase from 2024 numbers; on the other hand the proportion of working-age individuals aged 55-64 and 15-29 years old is projected to decline in that same time frame.



18.6%
less permanent residents planned for 2025

Large Decrease Expected in New Permanent Residents

Ontario has the largest proportion of recent immigrants arriving in Canada between 2016 and 2021, with 44.0%.

In 2024, Canada welcomed 483,390 new permanent residents, an increase of 2.5% compared to the previous year, about 42.6% settled in Ontario.

Immigration, Refugees and Citizenship Canada has set a lower goal of about 395,000 new permanent residents for 2025, a decrease of 18.6% from 2024.

Source: Canada Job Bank Economic Scan – Ontario 2024

ONTARIO ECONOMIC SCAN 2024

RISKS TO THE ONTARIO ECONOMY IN 2025

Ontario continues to face challenges arising from affordability pressures, and weak employment gains. Recent changes to Canada's immigration policies and targets may affect the economic outlook for Ontario. Lower levels of immigration and an aging population will likely slow down economic momentum in Ontario.

Low-income populations

About 10.1% of Ontario's population were in low-income status, according to the 2021 Census. The prevalence of low-income was especially high for those living alone, and those living in a single-parent household.

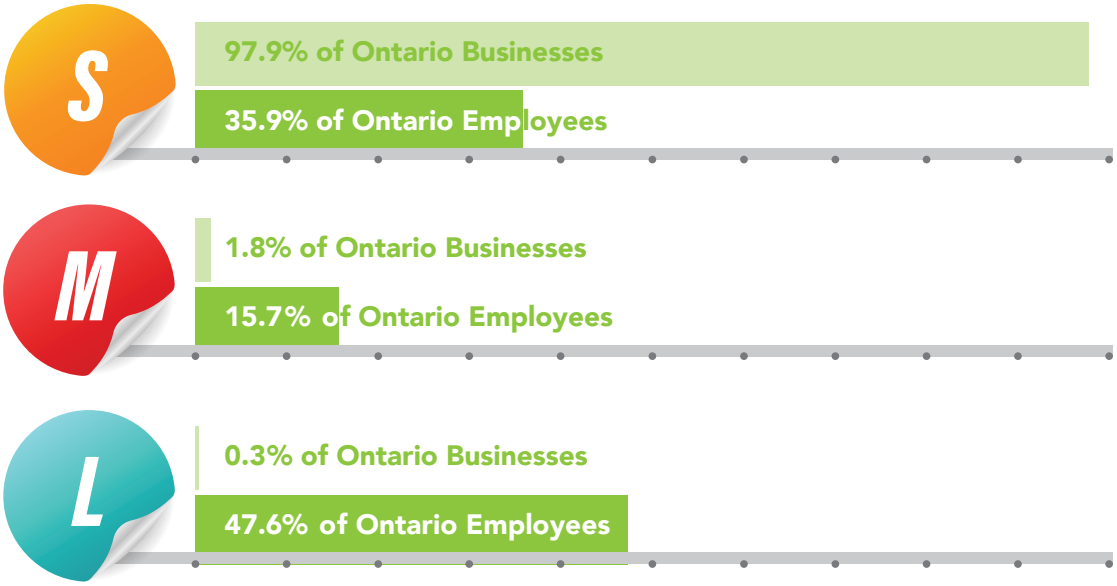
Small-Medium Enterprises (SMEs)

Small enterprises (1-99 employees) represented 97.9% of businesses with at least one employee in Ontario and employed 35.9% of employees in Ontario as of June 2024.

Medium-sized enterprises (100-499 employees) represented 1.8% of businesses with at least one employee in Ontario and employed 15.7% of employees in Ontario as of June 2024.

Large enterprises (500+ employees) represented 0.3% of businesses with at least one employee in Ontario and employed 47.6% of employees in Ontario as of June 2024.

Average wages went up by 5.2% in 2024, higher than the Ontario inflation rate of 2.4%.



Source: Canada Job Bank Economic Scan – Ontario 2024

AGENDA

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P1B 3B9

The Labour Market Group is funded by:

Ontario

AGENDA

TOWN OF WASGA BEACH

30 Lewis Street, Wasaga Beach
Ontario, Canada L9Z 1A1
Tel (705) 429-3844
mayor@wasagabeach.com

OFFICE OF THE MAYOR

October 16, 2025

Minister of Education
Honourable Paul Calandra
438 University Ave, 15th Floor
Toronto, ON M7A 2A5

BY EMAIL ONLY

Dear Minister Calandra,

RE: Resolution from the Town of Wasaga Beach – Mandatory Water Safety & Swim-to-Survive Training

Please be advised that the Council of the Town of Wasaga Beach, during their October 9, 2025 Council meeting, and at the request of the City of Dryden, passed the following resolution regarding Mandatory Water Safety and Swim-to-Survive Training.

Whereas drowning remains one of the leading causes of preventable death among children in Ontario, and research by the Lifesaving Society of Ontario indicates that most children who drown never intended to be in the water; and

Whereas evidence clearly demonstrates that basic swimming ability and water survival skills significantly reduce the risk of drowning; and

Whereas many children across Ontario face barriers to accessing swimming lessons outside of school, whether financial, cultural, or geographic in nature; and

Whereas municipalities across the province, including the City of Dryden, have expressed strong support for improved water safety education for children; and

Whereas the Ministry of Education holds the authority to include water safety and survival training in the elementary school curriculum, recognizing it as a vital life skill comparable to fire and road safety education; and

Whereas the Town of Wasaga Beach is home to the world's longest freshwater beach and welcomes hundreds of thousands of visitors annually to its waterfront, underscoring the critical importance of water safety and swim survival skills for both residents and visitors, especially children;

Now therefore be it resolved that the Council of the Town of Wasaga Beach supports the resolution passed by the Council of the Corporation of the City of Dryden urging the Government of Ontario, through the Ministry of Education, to incorporate mandatory water safety and Swim-to-Survive training into the elementary school curriculum for all Ontario students; and

AGENDA

TOWN OF WASGA BEACH

30 Lewis Street, Wasaga Beach
Ontario, Canada L9Z 1A1
Tel (705) 429-3844
mayor@wasagabeach.com

OFFICE OF THE MAYOR

Be it further resolved that a copy of this resolution be forwarded to The Honourable Minister of Education of Ontario, local Members of Provincial Parliament, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities with a request for their endorsement.

Should you have any questions, please contact me at mayor@wasagabeach.com or (705) 429-3844 ext. 2225.

Sincerely,

Brian Smith
Mayor, Town of Wasaga Beach

/mps

cc: Local Members of Provincial Parliament
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

AGENDA

The Corporation of the Municipality of St. Charles
RESOLUTION PAGE

Regular Meeting of Council

Agenda Number:	5.4.2.
Resolution Number	2025-241
Title:	Resolution of Support - Closure of Before and After School Programs
Date:	October 15, 2025

Moved by: Councillor Pothier
Seconded by: Councillor Laframboise

WHEREAS the Council of the Municipality of Bluewater, at its Regular Meeting of September 2, 2025, passed a Resolution urging the Province of Ontario to address the staffing shortages leading to the closure of before and after school programs;

AND WHEREAS the Municipality of St-Charles is experiencing a similar challenge, whereby financing for before and after school programming is provided through the Manitoulin-Sudbury District Services Board, but the managing organization has been unable to recruit sufficient staff to operate programs in our local school, despite the existence of a substantial waiting list of families requiring care;

AND WHEREAS the Council of the Municipality of St-Charles recognizes the importance of before and after school programs in providing a trusted, safe, and consistent environment for children outside of regular school hours—support that many working parents and guardians rely upon to balance their employment and family responsibilities;

BE IT THEREFORE RESOLVED that the Council of the Municipality of St-Charles hereby supports the Municipality of Bluewater's September 2, 2025 resolution regarding the closure of before and after school programs;

AND BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Paul Calandra, Minister of Education; John Vanthof, MPP for Timiskaming—Cochrane; and all Ontario municipalities.

CARRIED

Paul Branconnier
MAYOR

Outlook

AGENDA

Northern Ontario Women's Association (NOW Association) | Upholding Women's Rights, Leadership, and Environmental Health in the Implementation of Ontario Bill 5

From Alana Torresan <atorresan@thearchipelago.ca>

Date Tue 2025-11-11 2:30 PM

To premier@ontario.ca <premier@ontario.ca>; MinisterEnergy@ontario.ca <MinisterEnergy@ontario.ca>; minister.indigenousaffairs@ontario.ca <minister.indigenousaffairs@ontario.ca>; charmaine.williams@pc.ola.org <charmaine.williams@pc.ola.org>; taunya.paquette@ontario.ca <taunya.paquette@ontario.ca>; Minister (MMAH) <minister.mah@ontario.ca>; Minister, MECP (MECP) <minister.mecp@ontario.ca>; FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>; admin@noma.on.ca <admin@noma.on.ca>; Englehart Town of <admin@englehart.ca>; Jennifer Montreuil <Jennifer.Montreuil@tkl.ca>; Chantal Guillemette <Chantal.Guillemette@kapuskasing.ca>; Vickie Boudreau <clerk@valharty.ca>; Smooth Rock Falls Town of <nvachon@townsrf.ca>; Cobalt Town of <cobalt@cobalt.ca>; Beth Morton <beth.morton@townshipofperry.ca>; Wendy Schroeder <deputy.clerk@whitestone.ca>; Moosonee Town of <info@moosonee.ca>; Township of Machar <aloneymachar@vianet.ca>; Denis Duguay <clerk@burksfalls.ca>

Cc Cheryl Fort <mayor.fort@hornepayne.ca>

Good Afternoon,

On behalf of Cheryl Fort, Chair of the Northern Ontario Women's (NOW) Association, please be advised that at the NOW Association's General Membership Meeting held on October 29, 2025, the below resolution concerning the implementation of Bill 5 and the need to protect women's rights, leadership, and environmental health was formally passed.

Resolution: Ensuring Women's Leadership, Safety, and Well-being in Development Under Ontario Bill 5

Subject: Upholding Women's Rights, Leadership, and Environmental Health in the Implementation of Ontario Bill 5

WHEREAS The Government of Ontario has passed Bill 5, Protect Ontario by Unleashing Our Economy Act, 2025, aiming to facilitate and accelerate resource development in Northern Ontario; and

WHEREAS Bill 5 presents far-reaching implications for municipalities, First Nations, and Indigenous communities across Northern Ontario—particularly affecting natural ecosystems and regions where women, Two-Spirit, and gender-diverse people have historically borne the brunt of unchecked development and continue to face systemic disparities and heightened risks tied to resource extraction; and

WHEREAS Women are too often included in economic and development decisions as an afterthought, rather than as proactive and central stakeholders, despite their increasing presence in leadership across municipalities, First Nations governments, community services, and economic development organizations; and

WHEREAS The Northern Ontario Women's Association (NOW Association) was founded to ensure that the voices of women—who increasingly occupy leadership roles in municipal councils, First Nations governance, and community planning—are respected, protected, and embedded in all regional development initiatives; and

WHEREAS First Nations of Ontario women continue to be underrepresented at decision-making tables, despite significant leadership: as of recent reports, women hold over 35% of elected Chief positions in First Nations of Ontario, and significantly more leadership positions within community organizations,

health, and education boards - positions that bring deep experience in balancing development with community well-being; and

WHEREAS The legacy of natural resource development in Northern Ontario has contributed to environmental degradation and social disruption, including clear links to the ongoing crisis of Missing and Murdered Indigenous Women, Girls, and Two-Spirit People (MMIWG2S); and

AGENDA

WHEREAS The National Inquiry into Missing and Murdered Indigenous Women, Girls, and Two-Spirit People (MMIWG2S) identified extractive industries as a key contributor to increased vulnerability to violence, especially in isolated development zones lacking oversight and safeguards; and

WHEREAS Resource extraction has historically contributed to environmental degradation, increased cost-of-living, housing instability, and elevated levels of gender-based violence, particularly in rural and remote areas; and

WHEREAS Without gender-based and culturally informed planning, development under Bill 5 risks reproducing the same harmful patterns of exclusion, exploitation, and environmental harm that have characterized previous waves of resource development; and

WHEREAS Development under Bill 5 also presents opportunities for women's economic empowerment—including entry into skilled trades, environmental monitoring, and leadership roles in infrastructure and project planning—if such pathways are made intentional, accessible, and equitable; and

WHEREAS Environmental degradation is directly linked to the health and well-being of women and children, particularly in remote and Indigenous communities where access to clean water, healthy food systems, and cultural practices are tied to land-based knowledge; and

WHEREAS The Province of Ontario has an obligation to ensure that economic growth is not achieved at the expense of women's safety, human rights, or environmental integrity.

NOW, THEREFORE, BE IT RESOLVED THAT The Northern Ontario Women's Association calls on the Province of Ontario to:

1. Ensure that women, Two-Spirit, and gender-diverse people—particularly from Indigenous and Northern communities—are actively engaged at the forefront of all planning, consultation, and implementation processes under Bill 5, from concept to completion;

2. Establish a dedicated Ministerial role or mandate for overseeing and safeguarding women's rights, safety, and economic opportunity throughout the resource development process, including authority to apply gender-based impact assessments to proposed projects;

3. Mandate gender-based and intersectional impact assessments be carried out on all developments enabled by Bill 5, particularly with regard to safety, housing, transportation, healthcare access, and cultural impacts on women and girls;

4. Ensure environmental protections are explicitly tied to community health outcomes, especially for women and children, by investing in environmental monitoring and enforcing strong environmental safeguards tied to traditional ecological knowledge and include community-led, land-based health indicators;

5. Invest in training, apprenticeship, and leadership programs to ensure women and girls—particularly those in remote, Indigenous, and underserved communities—can access opportunities in the skilled trades, environmental sciences, project management, and public service tied to resource development;

6. Recognize and act on the findings of the MMIWG2S Inquiry by implementing protective measures around development zones, including funding for shelters, safe transportation, trauma-informed care, community safety initiatives, and anti-violence strategies embedded in community agreements;

7. Publish annual, public-facing progress reports on the gendered impacts of development under Bill 5, including employment statistics, leadership inclusion, environmental outcomes, and

indicators of community safety and wellness; and

BE IT FURTHER RESOLVED THAT This resolution be forwarded to the Premier of Ontario, the Minister of En[AGENDA]s, the Minister of Indigenous Affairs and First Nations Economic Reconciliation, the Asso[AGENDA]f Women's Social and Economic Opportunity, Minister of Municipal Affairs and Housing, and the Minister of the Environment, Conservation and Parks, FONOM, NOMA, as well as all Northern Ontario municipalities and First Nations governments.

Motion: Sally Hagman

Second: Melanie Pilon

CARRIED

The Northern Ontario Women's Association (NOW) is a group of local elected officials in Northern Ontario who identify as women, and who want to lead the conversation on priorities and issues that are directly affecting women in the northern region. NOW's membership includes women with diverse professional backgrounds in economic development, locomotive engineering, skilled trades training, health care, employment services, marketing, business management, and more. Many have multi-year experience on municipal council.

Alana Torresan (she/her)
Deputy Clerk

Township of The Archipelago
9 James Street, Parry Sound, Ontario, P2A 1T4
705-746-4243 x 315 | atorresan@thearchipelago.ca

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AGENDA

The Town Of PLYMPTON-WYOMING

Date: 8 October 2025 **2**

Moved By: Councillor Kristen Rodrigues

Seconded By: Councillor Alex Boughen

Whereas conservation authorities serve a critical function in safeguarding Ontario's natural heritage, overseeing watershed management, mitigating flood risks, and advancing climate resilience;

And whereas the Province of Ontario's recent mandate to freeze conservation authority fees has significantly hindered their capacity to deliver essential services;

And whereas Conservation Authorities are now expected to process an increasing volume of permit applications under a fee structure that remains frozen, despite rising costs of living and wage pressures, further compounding operational and fiscal challenges;

And whereas municipalities are increasingly compelled to absorb the resulting financial shortfalls, leading to unsustainable downloading of costs onto local taxpayers;

And whereas the intent behind the provincial fee freeze was to reduce development-related expenses and accelerate housing supply;

And whereas this policy has inadvertently shifted the financial burden from a user-pay cost recovery model to the municipal tax base, thereby straining local budgets and compromising the principle of fair and equitable funding;

Now Therefore, be it resolved that the Council of the Town of Plympton-Wyoming urges the Province of Ontario to reconsider the fee freeze mandate and to implement a funding framework that protects municipal taxpayers from cost recovery deficits, while supporting a sustainable and balanced approach to conservation authority financing.

✓		
Carried	Defeated	Deferred

	Yay	Nay
Gary L. Atkinson		
Netty McEwen		
Alex Boughen		
Kristen Rodrigues		
John van Klaveren		
Mike Vasey		
Bob Woolvett		

AGENDA

CORPORATION OF THE TOWNSHIP OF RYERSON

Date: October 14, 2025 **Resolution Number: R-** 139 **- 25**

Moved by: Councillor Miller

Seconded by: Councillor Robertson

Be it resolved that Ryerson Township Council is in support of the Subcommittee meetings for shared services.

Carried ☑ **Defeated** ☐

George Sterling

(Chair Signature)

Declaration of Pecuniary Interest by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		**Yea**	**Nay**	**Abstention**	**Absent**
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				

AGENDA

CORPORATION OF THE TOWNSHIP OF RYERSON

Date: October 14, 2025 **Resolution Number: R- 140 - 25**

Moved by: Councillor Robertson

Seconded by: Councillor Abbott

Be it resolved that leave be given to introduce a Bill # 29 -25, being a By-law to enter into a Library Agreement and further; That By-Law #29-25 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 14th day of October, 2025.

Carried ☑ **Defeated** ☐

George Sterling

(Chair Signature)

Declaration of Pecuniary Interest by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		**Yea**	**Nay**	**Abstention**	**Absent**
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				

AGENDA

CORPORATION OF THE TOWNSHIP OF RYERSON

Date: October 28, 2025 **Resolution Number: R- 152 - 25**

Moved by: Councillor Abbott

Seconded by: Councillor Patterson

Be it resolved that Ryerson Township Council supports the library funding formula presented in the Library Agreement.

Carried ☑ **Defeated** ☐

(Chair Signature)

Declaration of Pecuniary Interest by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		**Yea**	**Nay**	**Abstention**	**Absent**
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				

Outlook

AGENDA

Fw: Federally-funded road resilience help for Canadian communities & First Nations

From Burk's Falls Mayor <mayor@burksfalls.ca>
Date Wed 2025-10-15 4:37 PM
To Denis Duguay <clerk@burksfalls.ca>

Fyi correspondence

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From: NAMSCanada <admin@namscanada.org>
Sent: Wednesday, October 15, 2025 1:00:26 PM
To: Burk's Falls Mayor <mayor@burksfalls.ca>
Subject: Federally-funded road resilience help for Canadian communities & First Nations

---

Does your community have a priority transportation route with existing flooding or wildfire concerns that may be disrupted during major climate events?

If you do now's the time to plan for its future.

Join a national cohort of Canadian communities and First Nations working together to strengthen critical road resilience against flooding and wildfire risks ensuring safe access and continuity of emergency services and evacuation routes.

AGENDA

The National Road Resilience Project, delivered through the federally-funded Climate Ready Infrastructure Services program, offers your community FREE personalized, one-on-one consulting to:

- Identify risks & road upgrade priorities
- Review resilient designs, materials and nature-based solutions
- Evaluate stormwater, water and sewer systems
- Align with grant funding opportunities

Each participating community can receive:

- Up to 60 hours of technical guidance
- A custom report & council presentation
- Options analysis + costing + funding alignment

To join the program, contact NAMS Canada. The deadline to apply is October 31, 2025.

Let's build climate-ready infrastructure, together!

Find Out More

Eligibility: Local governments and First Nations serving populations under 30,000 that own, operate, or manage critical roads and underlying service networks.

This program is offered through the Climate Ready Infrastructure Service (CRIS), in Partnership with AIM Network and NAMS Canada. The Climate Ready Infrastructure Service (CRIS) is delivered by the Canadian Urban Institute and funded by the Government of Canada.

Your community might also be interested in...

AGENDA

Introduction to Asset Management

Join us for Intro to Asset Management, a relaxed, interactive session designed for your entire team, from operations to executives. We'll unpack service-level frameworks, risk-informed decision-making, ISO 55000 principles and other topics essential for aligning priorities, breaking down silos and getting your team speaking the same AM language. Contact us to inquire.

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Inquire

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As we continue supporting resilient, sustainable public infrastructure across Canada, we're pleased to share our refreshed *Strategic Priorities* reaffirming our commitment to excellence in training, tools, and mentorship—grounded in global best practices and tailored to community needs. Take a look and see how **our strategic priorities align with the evolving challenges and opportunities in infrastructure asset management**.

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AGENDA

Unsubscribe

AGENDA

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, October 21, 2025

Resolution # RC25170	Meeting Order: 8
Moved by:	Seconded by:

WHEREAS the Government of Ontario has introduced new regulations, effective January 1, 2026, requiring grocery stores with over 4,000 square feet of retail space to accept empty alcohol containers and return deposits as a condition of maintaining their liquor licenses; and

WHEREAS many large retailers have raised concerns about this obligation due to logistical challenges, including costs, space limitations, and insufficient infrastructure to manage high volumes of returned containers and local residents in Wawa are very upset that there will be no location in the community or area accepting empty alcohol containers; and

WHEREAS this change may negatively impact vulnerable populations, including low-income individuals who depend on bottle returns as a modest yet vital source of income and will increase the amount of waste being dumped at the municipal landfill; and

WHEREAS the ongoing privatization and deregulation of Ontario's previously effective bottle return program threaten to undermine decades of progress in sustainable waste management, environmental stewardship, and circular economy practices; and

WHEREAS the lack of a clear, accessible, and equitable alternative for recycling alcohol containers may place additional strain on municipal waste systems and contribute to increased environmental degradation;

Page 2...

AGENDA

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of Wawa supports the development of an accessible, province-wide, and publicly accountable alcohol container return system that:

1. Protects low-income earners and vulnerable residents who rely on bottle returns;
2. Closes gaps in the deposit-return cycle to reduce landfill waste and environmental harm;
3. Provides adequate infrastructure, training, and support to retailers participating in the return system;
4. Ensures strong, consistent enforcement and oversight of return program compliance;
5. Safeguards the public interest in recycling and waste diversion amid increasing privatization pressures;

AND BE IT FURTHER RESOLVED that the Council urges the Government of Ontario to collaborate meaningfully with municipalities, retailers, environmental organizations, and experts to implement a fair, effective, and inclusive solution that ensures the long-term success of Ontario's deposit-return and recycling systems;

AND BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), and all Ontario municipalities for their support and consideration.

RESOLUTION RESULT	RECORDED VOTE		
☑ CARRIED	MAYOR AND COUNCIL	YES	NO
☐ DEFEATED	Mitch Hatfield		
☐ TABLED	Cathy Cannon		
☐ RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐ PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐ WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk:_____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
M. Pilon	M. O'Neill

This document is available in alternate formats.

AGENDA

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 15, 2025

Resolution # RC25121	Meeting Order: 8
Moved by: Cathy Cannon	Seconded by: Joseph Opato

WHEREAS The Beer Store has closed more than 70 of its store locations across the Province since the Ford Government made the decision to end its exclusivity agreement with The Beer Store and allowed other locations like convenience and grocery stores to sell beer, wine and mixed alcoholic drinks; and

WHEREAS many of the retail stores being closed are in small, northern communities such as Chapleau, Atikokan, Powassan and Blind River where The Beer Store is very important to the local community; and

WHEREAS the presence of The Beer Store in Northern Ontario communities and in Wawa, provides good paying jobs, convenient access to beer sales for tourists looking to purchase a variety of Canadian made beer products not carried in other locations and contributes to the local and provincial economy; and

WHEREAS The Beer Store closure in Wawa would lead to job losses in the community and negatively impact the local economy;

NOWTHEREFORE Council of the Municipality of Wawa request that the Provincial Government take the steps necessary to preserve the presence of The Beer Store in small, rural and northern communities and that it request that The Beer Store reconsider its decision to close additional Beer Stores in Ontario, especially in small, northern communities.

AND FURTHER that a copy of this Resolution be forwarded to Premier Doug Ford, Honourable Peter Bethlenfalvy the Minister of Finance, Honourable Victor Fedeli the Minister of Economic Development, Job Creation and Trade, Bill Rosenberg the M.P.P. Algoma-Manitoulin, FONOM, NOMA, and AMO.

RESOLUTION RESULT	RECORDED VOTE		
☑ CARRIED	MAYOR AND COUNCIL	YES	NO
☐ DEFEATED	Mitch Hatfield		
☐ TABLED	Cathy Cannon		
☐ RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐ PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐ WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk:_____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
M. Pilon	Maury O'Neill

This document is available in alternate formats.

AGENDA

October 17, 2025

The Beer Store
Corporate Office | 2258 Coleraine Drive
Bolton, ON L7E 3A9

Attention: Roy Benin

Dear Mr. Benin.

The closing of The Beer Store is the final nail in the coffin for those of us in the town of Wawa who are interested in our environment and recycling. I am not a consumer of alcohol, but since 1992, I have picked up the sad, abandoned packaging others have thrown out on the sides of our roads.

As a volunteer, I have cleaned our outdoors of trash by the truckloads and most of it was made up of beer and wine containers. Having a European background and knowing that even pop cans have a deposit of 10 cents on them there, it is with tears in my eyes that I see the loss of a place to turn in recyclables.

I fought the bureaucracy, wrote to companies and ministers about the abuse of our environment and the renewable resources until finally a deposit was established here in Ontario. The program encourages people to turn in their recyclables rather than putting them in the landfill and the pennies add up.

Here in the north, we live in an "untouched" wilderness and try to promote this for tourism, hunting, and fishing. Often, one of the first stops in town is The Beer Store. Why is this now closed when the nearest store is over 200 km away and there is now no place to accept the empties? Our grocery store had beer and wine when that program was first introduced, but has now cut back as they don't want to accept the recyclables. The one convenience store is also not set up for recyclables and doesn't carry the selection of products The Beer Store did.

So, while it is still possible to purchase a limited selection in our town, the loss of the recycling program affects us deeply. Many organizations, such a skating clubs, hockey teams, Boy Scouts/Girl Guides and even retirees profit from the deposit through bottle drives. These assist the community and keep our outdoors clean to benefit the environment as well. Cans and bottles do not disintegrate in the outdoors. To the contrary, broken glass hurts people and wildlife both. Why are we going backwards on this important recycling project? Why are we in the North forgotten.

We will be drowning in beer cans without a recycling program. What is the solution? Please find one as it is you and this government that have made these changes.

Sincerely,

Karin Grundt

Karin Grundt
Garbologist
P.O. Box 1430
Wawa, ON P0S 1K0

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 4, 2025

Resolution # RC25177	**Meeting Order: 5**
Moved by:	**Seconded by:**

WHEREAS this council understands that the need for affordable rental housing not only applies to new builds but also to the protection of existing affordable units; and

WHEREAS the removal of rent control in 2018 on any new residential rental unit opened the door to excessive year over year rent increases and the resulting anxiety and mental anguish that come with unpredictable rental costs and loss of housing security; and

WHEREAS the loss of rent control has caused a high number of people across Ontario to be forced out of their homes due to their inability to afford their rent increases; and

WHEREAS without protection from excessive and malicious rent increases, many Wawa renters will also be at risk of being priced out of their own homes; and

WHEREAS unlimited rent increases can be used as a tool by landlords acting in bad faith to remove existing tenants in order to replace them with new tenants at increased rates; and

WHEREAS providing housing stability, maintaining affordable housing stock, and protecting renters from unfair rent increases is of utmost importance to this council.

WHEREAS This council recognizes that landlords are essential to a flourishing and affordable housing system; and

WHEREAS maintaining Northern Ontario as a location that is attractive to landlords is of utmost importance.

Page 2.....

AGENDA

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Municipality of Wawa request the Province of Ontario provide adequate protection against excessive and malicious rent increases for all rental units occupied for residential purposes while maintaining the ability for landlords to operate a viable and sustainable business, and that the Clerk for the Municipality of Wawa send a letter to Honourable Doug Ford Premier of Ontario, MPP Bill Rosenberg, MP Terry Sheehan, and other municipalities throughout Ontario for their endorsement consideration.

RESOLUTION RESULT	RECORDED VOTE		
☑ CARRIED	MAYOR AND COUNCIL	YES	NO
☐ DEFEATED	Mitch Hatfield		
☐ TABLED	Cathy Cannon		
☐ RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐ PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐ WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk:_____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
M. Pilon	Maury O'Neill

This document is available in alternate formats.

AGENDA

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 4, 2025

Resolution # RC25180	Meeting Order: 8
Moved by:	Seconded by: Cathy Cannon

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;

Page 2.....

AGENDA

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

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 Council of the Corporation of the Municipality of Wawa 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 Council of the Corporation of the Municipality of Wawa 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, Premier Doug Ford, relevant MPs and MPPs, FONOM and NOMA, Superior East Mayor's Group and posted on the municipal website.

RESOLUTION RESULT	RECORDED VOTE		
☑ CARRIED	MAYOR AND COUNCIL	YES	NO
☐ DEFEATED	Mitch Hatfield		
☐ TABLED	Cathy Cannon		
☐ RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐ PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐ WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk:_____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL

This document is available in alternate formats.

AGENDA

The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
shawj@cambridge.ca

October 30, 2025

Re: Rent Protection for Tenants

At its Council Meeting of October 28, 2025, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS this council understands that the need for affordable rental housing not only applies to new builds but also to the protection of existing affordable units.

WHEREAS the removal of rent control in 2018 on any new residential rental unit opened the door to excessive year over year rent increases and the resulting anxiety and mental anguish that come with unpredictable rental costs and loss of housing security.

WHEREAS the loss of rent control has caused a high number of people across Ontario to be forced out of their homes due to their inability to afford their rent increases.

AND WHEREAS without protection from excessive and malicious rent increases, many Cambridge renters will also be at risk of being priced out of their own homes.

WHEREAS unlimited rent increases can be used as a tool by landlords acting in bad faith to remove existing tenants in order to replace them with new tenants at increased rates.

WHEREAS providing housing stability, maintaining affordable housing stock, and protecting renters from unfair rent increases is of utmost importance to this council.

AND WHEREAS This council recognizes that landlords are essential to a flourishing and affordable housing system,

AND WHEREAS maintaining Ontario as a location that is attractive to landlords is of utmost importance.

AGENDA

NOW THEREFORE BE IT RESOLVED that:

1. Cambridge City Council request the Province of Ontario provide adequate protection against excessive and malicious rent increases for all rental units occupied for residential purposes while maintaining the ability for landlords to operate a viable and sustainable business, and that the City Clerk for the City of Cambridge send a letter to Honourable Doug Ford Premier of Ontario, MPP Jess Dixon, MPP Brian Riddell, and other municipalities throughout Ontario for their endorsement consideration.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

Jennifer Shaw
City Clerk

CC: (via email)
Honourable Doug Ford, Premier of Ontario
MPP Jess Dixon
MPP Brian Riddell
Ontario Municipalities

TOWNSHIP OF SOUTH-WEST OXFORD
R. R. # 1, Mount Elgin, ON N0J 1N0
312915 Dereham Line
Phone: (519) 877-2702; (519) 485-0477
Fax: (519) 485-2932

AGENDA

November 6th, 2025 **Sent via email.**

The Honourable Doug Ford
Premier of Ontario
Legislative Building Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Dear Premier Ford:

Re: Automated Speed Enforcement (ASE) Cameras

At the Regular Council meeting on October 21st, 2025, the Council of the Township of South-West Oxford directed staff to write a letter in opposition to the Provincial decision on Automated Speed Enforcement (ASE) Cameras.

In December 2019, the Province of Ontario established regulations allowing municipalities to use ASE cameras to address speeding and enhance public safety. Following provincial encouragement, municipalities adopted ASE technology to reduce speeding, prevent collisions, and save lives.

Research at local, regional, and international levels supports the effectiveness of ASE programs, indicating a significant reduction in speeding, improved compliance in school and community safety zones, and positive changes in driver behavior. The suggestion that the Provincial government views the ASE program as a "cash grab" is entirely unfounded, as revenue generated through ASE arises solely from individuals who choose to disregard posted speed limits. If drivers comply with speed regulations and adjust their behaviour accordingly, there would be no generated revenue from ASE cameras.

Municipal councils are directly responsible for the health and safety of their communities and are therefore best positioned to determine the areas of greatest concern regarding local driving conditions. Each municipality understands the unique traffic patterns, school zones, and community safety issues within its jurisdiction. Furthermore, policing and traffic enforcement are municipal responsibilities, and as such, municipalities should have the autonomy to determine whether and how to deploy ASE technology in the most effective and efficient manner to protect residents and road users.

Following significant municipal investment across Ontario, the recent decision, made without consultation, to cancel Automated Speed Enforcement (ASE) programs has

TOWNSHIP OF SOUTH-WEST OXFORD
R. R. # 1, Mount Elgin, ON N0J 1N0
312915 Dereham Line
Phone: (519) 877-2702; (519) 485-0477
Fax: (519) 485-2932

raised serious concerns. Rather than an outright ban, adjustments to existing legislation and program standards would provide a more balanced and collaborative approach. Therefore, the Council of the Township of South-West Oxford respectfully requests that this decision to ban ASE cameras be reconsidered, and that municipalities be permitted to continue using ASE cameras in school zones and urban areas where local councils deem them warranted. At a time when police services are facing significant resource constraints that limit their capacity to enforce speed limits, ASE cameras remain a necessary tool to address community safety concerns.

Thank you for your consideration.

Yours truly,

Denny Giles
Manager of Legislative Services/Clerk
Township of South-West Oxford

cc. The Honourable Prabmeet Singh Sarkaria, Minister of Transportation
The Honourable Rob Flack, Minister of Municipal Affairs
All Ontario Municipalites

East Gwillimbury AGENDA

Legal and Legislative Services
Amanda McNeil, Hon. B.A., M.M.St.
Legislative Coordinator
905-478-4282 ext. 1256
amcneil@eastgwillimbury.ca

October 28, 2025

SENT VIA EMAIL

The Honourable Doug Ford
Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

Dear Premier Ford,

Re: East Gwillimbury's Opposition to the *Protect Ontario by Unleashing Our Economy Act, 2025*.

For your information and records, at its meeting of Municipal Council held on October 21, 2025, the Council of the Town of East Gwillimbury enacted as follows:

> *WHEREAS on April 17, 2025, the Government of Ontario brought forth Bill 5: "Protect Ontario by Unleashing Our Economy", a broad omnibus legislation that introduces sweeping changes to multiple environmental and planning statutes, including the Environmental Assessment Act, Endangered Species Act, Ontario Heritage Act, and others; and*
>
> *WHEREAS this legislation was passed through the legislature in 49 days, thus limiting opportunities to provide feedback; and*
>
> *WHEREAS Bill 5 received Royal Assent on June 5, 2025; and*
>
> *WHEREAS the "Protect Ontario by Unleashing Our Economy" Act, 2025 enables the creation of Special Economic Zones (SEZs), which allow the provincial cabinet to exempt projects from compliance with municipal bylaws, environmental protections, and Indigenous consultation obligations; and*
>
> *WHEREAS lands under protection through various provisions, such as the Oak Ridges Moraine and the Greenbelt Protected Countryside, constitute 83% of the total EG area, which makes EG relevant in environmental stewardship for the Region and the Province; and*
>
> *WHEREAS the Oak Ridges Moraine Conservation Plan and the Greenbelt Plan are foundational to protecting the ecological and hydrological integrity of the region, and the provisions in the Protect Ontario by Unleashing Our Economy Act, 2025 directly conflict with the objectives of these plans; and*

Legal and Legislative Services
Amanda McNeil, Hon. B.A., M.M.St.
Legislative Coordinator
905-478-4282 ext. 1256
amcneil@eastgwillimbury.ca

WHEREAS in alignment with the 2022 – 2024 Strategic Plan, EG Council declared a Climate Emergency in 2023 and approved the EG's Thinking Green Environmental Strategy in 2024, highlighting EG's commitments and efforts to preserve and restore the environment as EG grows; and

WHEREAS the Town of East Gwillimbury achieved 92% of its 2024 housing target, regardless of current environmental provisions, demonstrating that promoting sustainable growth is not only responsible but necessary;

THEREFORE BE IT RESOLVED THAT Council acknowledges the stated goals of economic growth and development in the Protect Ontario by Unleashing Our Economy Act, 2025, but expresses serious concerns with the Act as it interferes with local planning, limits public consultation, is inconsistent with the principles of free, prior and informed consent in consultation processes with Indigenous communities, and weakens protections to heritage and species, and formally opposes the Protect Ontario by Unleashing Our Economy Act, 2025 in its current form; and

THAT Council endorses the position of the Association of Municipalities of Ontario (AMO) in requesting that municipalities be included in the development of any regulatory frameworks related to Special Economic Zones; and

THAT Council directs staff to submit this resolution to:

- *The Honourable Doug Ford, Premier of Ontario*
- *The Honourable Rob Flack, Minister of Municipal Affairs and Housing*
- *The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks*
- *The Honourable Caroline Mulroney, Minister of Francophone Affairs, President of the Treasury Board, and MPP for York-Simcoe*
- *The Association of Municipalities of Ontario (AMO)*
- *All Ontario municipalities for their awareness and consideration*
- *The Rural Ontario Municipal Association (ROMA)*
- *Donna Big Canoe, Chief of the Chippewas of Georgina Island First Nation*
- *Abram Benedict, Ontario Regional Chief (ORC) for the Chiefs of Ontario; and*

THAT Council encourages residents to contact their MPPs to express concerns about the impacts of the Protect Ontario by Unleashing Our Economy Act, 2025, on local governance, environmental protection, and Indigenous rights..

Legal and Legislative Services
Amanda McNeil, Hon. B.A., M.M.St.
Legislative Coordinator
905-478-4282 ext. 1256
amcneil@eastgwillimbury.ca

If you have any further questions, feel free to contact the undersigned.

Yours truly,

Amanda McNeil, Hon. B.A., M.M.St.
Legislative Coordinator

CC:

The Honourable Rob Flack, Minister of Municipal Affairs and Housing
The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks
The Honourable Caroline Mulroney, Minister of Francophone Affairs, President of the Treasury Board, and MPP for York–Simcoe
The Association of Municipalities of Ontario (AMO)
All Ontario municipalities
The Rural Ontario Municipal Association (ROMA)
Donna Big Canoe, Chief of the Chippewas of Georgina Island First Nation
Abram Benedict, Ontario Regional Chief (ORC) for the Chiefs of Ontario

Outlook

AGENDA

Seeking re-election or first-time candidate? AMO's new, free workshop series is for you

From AMO Education <events@amo.on.ca>
Date Thu 2025-10-16 1:01 PM
To Denis Duguay <clerk@burksfalls.ca>

AMO's Healthy Democracy Leaders Series:

Stronger Leaders, Stronger Communities

Join AMO's new online workshop series for leaders seeking re-election or first-time aspiring candidates—offered at no charge for participants

As Ontario heads toward the 2026 municipal elections, elected officials and aspiring candidates are being tested like never before. From navigating divisive politics and social media toxicity to maintaining personal wellbeing under constant public scrutiny, the demands of leadership can feel overwhelming.

Developed in partnership with **Nominee**, *Stronger Leaders, Stronger Communities* is designed to equip you with the tools, resilience, and confidence to meet these challenges head-on — and to rediscover the purpose that brought you to public service in the first place.

Through expert facilitation, guided peer-to-peer discussion, and practical takeaways, you'll leave each session with fresh insight, renewed energy, and a stronger foundation for leadership.

This workshop series is offered through AMO's Healthy Democracy Project, please find additional research and resources on the Project's website. If you are interested in more of the Project's initiatives, please join us at the 2nd Annual Healthy Democracy Forum in October 18 and 19.

This workshop series is being offered for no charge in two streams:

Stream 1: For elected officials at the municipal level across Ontario who are considering re-election in 2026 and preparing their path forward.

REGISTER HERE FOR STREAM 1

Stream 2: For community members considering a run for municipal office in 2026—first-time candidates who want to build confidence before launching a campaign. Civic-minded leaders who want to explore whether elected office is right for them.

REGISTER HERE FOR STREAM 2

AGENDA

Each stream includes four inspiring sessions (you can register for the full series or individual sessions):

- **Session 1—November/December 2025:** Finding Your Why – Leading with Purpose and Authenticity
- **Session 2—January/February 2026:** Praise Your Rivals – Managing Conflict and Building Effective Relationships
- **Session 3—February/March 2026:** What Matters Most – Prioritizing Mental Health and Wellbeing
- **Session 4—March/April 2026:** Building Your Movement – Turning Values into Action

What you'll gain by attending these sessions:

- **Clarity of Purpose**: reconnect with your values and what drives you to serve
- **Resilience in Conflict:** handle tough situations with skill and confidence
- **Personal Wellbeing:** prevent burnout and create sustainable leadership practices
- **Stronger Communication:** inspire trust and mobilize authentic community support
- **Practical Tools & Resources:** customized workbooks, scripts, and templates you can use immediately
- **Peer Connection:** build relationships with others also preparing to run in 2026

For more information, click here.

Please email events@amo.on.ca with any questions.

Inquires: events@amo.on.ca

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

AGENDA

NOTICE OF INTENT TO CONSIDER REMOVAL OF A HOLDING SYMBOL FROM THE ZONING BY-LAW

The Council of the Municipal Corporation of the Township of Armour is considering an amendment to the Township Zoning By-law No. 27-95, as amended, for the lands shown on the Key Map below.

APPLICANT: The Township of Armour

LOCATION: This By-law applies only to part of Part of Lot 5 Concession 7 also known as Part 1 of Plan 42R-22866 fronting on Peggs Mountain Road in the Township of Armour, as generally located on the Key Map below.

PURPOSE AND EFFECT: The purpose of the By-law is to place all of the subject lands within the Rural Industrial (M) Zone to be used for a new Fire Hall. The subject property is part of lands acquired by the Township of armour from the Ontario Ministry of Transportation (MTO) to be developed as employment land for commercial, municipal and rural industrial uses.

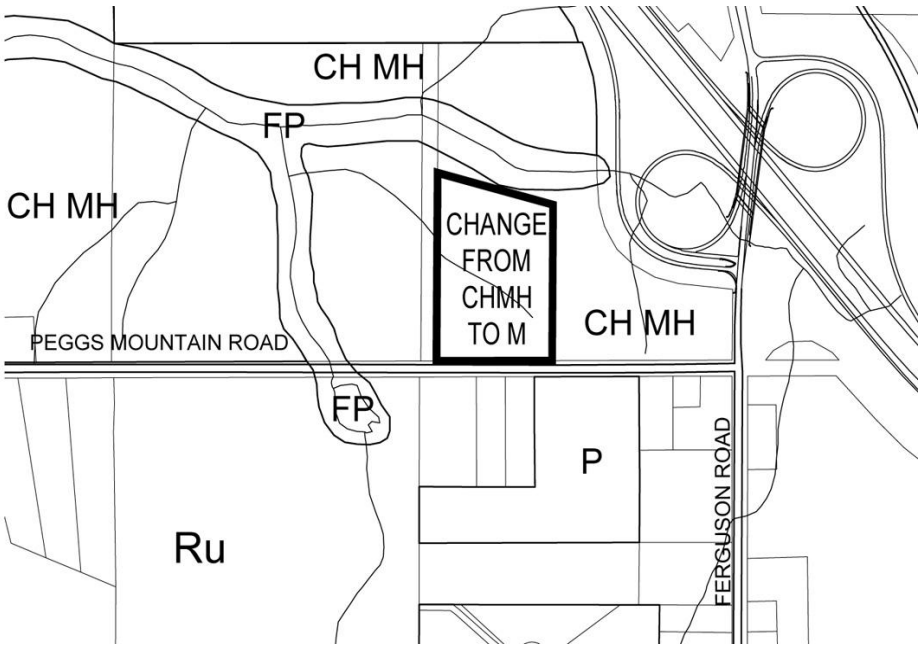
PUBLIC ENQUIRIES: Under Sections 34 and 36 of the Planning Act, Council will not hear representations from the public on this matter, however, enquiries about the amendment may be made in the Township office or by contacting the Municipal Clerk.

TAKE NOTICE: That the Council of the Municipal Corporation of the Township of Armour will consider a By-law to remove the Holding H symbol on the subject lands pursuant to Sections 34 and 36 of the Planning Act no earlier than November 25, 2025.

A Key Map is included with this Notice for your ease of reference.

Ms. Kaiyla Hoffmann
Administrative Assistant – Building/Planning
Township of Armour
56 Ontario Street, Box 533
Burk's Falls, ON P0A 1C0

Dated at the Township of Armour this 30th day of October, 2025.



AGENDA

ZONING BY-LAW NO. _____

A BY-LAW TO AMEND
ZONING BY-LAW NO. 27-95 AS AMENDED

(New Fire Hall removal of Holding H Zoning symbol)

MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

56 Ontario Street
Burk's Falls, Ontario
P0A 1C0

Planning Consultant:

Robert J. Miller
Professional Land Use Planner

AGENDA

EXPLANATORY NOTE

To Zoning By-law No. _____

Passed by the Council of the Municipal Corporation of the Township of Armour

Lands Affected:	This By-law applies only to part of Part of Lot 5 Concession 7 also known as Part 1 of Plan 42R-22866 fronting Peggs Mountain Road in the Township of Armour, as shown in detail on Schedule 'A' attached.
Present Zoning:	The Comprehensive Armour Township Zoning By-law No. 27-95 places the subject lands in the compound Commercial Holding / Rural Industrial Holding (CH MH) Zone.
Proposed Zoning	This By-law will place all of the subject lands in the Rural Industrial (M) Zone permitting rural industrial uses including a new Fire Hall plus accessory uses, buildings and structures.
Official Plan Designation:	The Armour Township Official Plan designates the subject lands Rural Community within the Commercial / Industrial Redevelopment Corridor with frontage on Peggs Mountain Road, adjacent to the Ferguson Road / Highway 11 Interchange. The proposed zoning conforms with the Official Plan.
By-Law Purpose:	The purpose of the By-law is to place all of the subject lands within the Rural Industrial (M) Zone. The subject property is part of lands acquired by the Township of Armour from the Ontario Ministry of Transportation (MTO) to be developed as employment land for commercial, municipal and rural industrial uses.

AGENDA

ZONING BY-LAW NO. _____

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

Being a By-law under the provisions of Sections 34 and 36 of the ***Planning Act, R.S.O. 1990***, to amend Zoning By-law No. 27-95, as amended, of the Municipal Corporation of the Township of Armour, with respect to those lands forming Part 1 on registered plan 42R-22866 fronting on Peggs Mountain Road in the Township of Armour, District of Parry Sound.

WHEREAS THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR has reviewed Zoning By-law No. 27-95 as amended, and deems it advisable to amend same:

NOW THEREFORE THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR ENACTS as follows:

1. **THAT** Schedule 'A-2' of Zoning By-law No. 27-95, as amended, is hereby amended by changing the zoning classification of the subject lands forming part of Part 1 on plan 42R-22866 from the compound Commercial Holding / Rural Industrial Holding (CH MH) Zone to the Rural Industrial (M) Zone in accordance with Schedule "A" attached hereto and by this reference forming part of this By-law' and

2. **THAT** this By-law shall come into force on the date it is passed by the Council of the Municipal Corporation of the Township of Armour subject to the provisions of the ***Planning Act, R.S.O. 1990***.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this ____ day of _____, 2025.

_____
Rod Ward, Mayor

_____
Charlene Watt, Clerk