



VILLAGE OF BURK'S FALLS COUNCIL AGENDA

May 12, 2026

5:00 pm at the Armour, Ryerson, and Burk's Falls
Memorial Arena

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 April 21, 2026

6. DELEGATIONS TO COUNCIL

- a. Emily Samuel regarding Re-Nature Foundation Project at Land of Lakes Public School.
- b. Jillian Peever - The Space Upstairs

7. STAFF AND COMMITTEE REPORT

- a. 2026 Budget highlights
- b. Public Works Cement Reconstruction Tender
- c. Public Works Woodchipper report
- d. Public Works Young Street Rehabilitation project
- e. Arena Manager Report for the Month of May
- f. Arena Manager Man-Gate Latch Replacement Report
- g. Arena Manager Non-Profit Organisation Use Report
- h. Rural Youth Group Draft Minutes of April 27, 2026
- i. Public Works GPS Report

8. ITEMS FOR DISCUSSION

- a. Draft -Shared Service Agreements- Arena, Landfill feedback
- b. Hazmat Day, May 23, 2026- Call for volunteers
- c. No Lithium Way Citizen support request
- d. A.A (Non-Profit) Study group location

9. RESOLUTIONS TO BE PASSED

- a. Adopt Village of Burk's Falls Health and Safety Policy
- b. Rescind 2026-128 incorrect amount
- c. 2026 Library Budget amount correction
- d. Obtain legal counsel re: property ownership 168 Ontario st
- e. Almaguin Special Olympics application Special Event June 3
- f. Accounts Payable
- g. Bylaw 20-2026 to set tax ratios for the purpose adopting municipal budget

10. CONFERENCES AND INVITATIONS



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11. COUNCILLOR(S) REPORT

12. CORRESPONDENCE

C.1 Minutes of Committee

- a. Burk's Falls & District Historical Society Minutes of April 20, 2026
- b. Southeast Almaguin Highlands Regional Fire Services Committee Minutes of November 6, 2025 and April 23, 2026
- c. Almaguin Highlands O.P.P. Detachment Board Minutes of February 11, 2026, and Draft Minutes of April 8, 2026, Draft Budget and Policy

C.2 Request for Support and Correspondence to Village

- a. JBC Permit Summary for April
- b. Ministry of Municipal Affairs and Housing regarding amendments to O. Reg. 584/06
- c. Ministry of Transportation regarding continued widening of Highways 11 and 17
- d. Ministry of Tourism, Culture and Gaming regarding Summer Employment Opportunity Program 2026
- e. Ministry of Natural Resources regarding regulations under the Geologic Carbon Storage Act, 2025
- f. Highlights from April 2026 Medical Officer of Health Report to Board of Health
- g. Township of Armour regarding rescheduling the TRI Council meeting
- h. Township of Perry regarding enhanced protection for municipal workers and contractors
- i. Municipality of Magnetawan regarding the Huntsville Cancer Clinic proposed relocation
- j. Fort Francis and Township of Emo regarding accessible roadside rest areas- washrooms
- k. City of Peterborough regarding guaranteed basic income resolution
- l. City of Pickering regarding Provincial School Board Governance Consultation Process
- m. Moose Hide Campaign regarding 15th Annual Moose Hide Campaign Day
- n. Township of Otonabee-South Monaghan regarding ALTO High-Speed Rail
- o. Labour Market Group April Newsletter

13. CLOSED SESSION

Item 13a: Municipal Property

Pursuant to the Municipal Act 2001, c. 25:
Section 239(2) (c) of the Municipal Act, 2001, as amended, Council move into closed session to consider a proposed or pending acquisition or disposition of land by the municipality or local board,

14. CONFIRMING BY-LAW

15. ADJOURNMENT



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
April 21, 2026

The regular meeting of Burk's Falls Council was held on Tuesday, April 21, 2026

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

DECLARATION OF PECUNIARY INTEREST

Councillor A. Brandt declared pecuniary interest for item 8. g) Flood waste discussion

ADOPTION OF AGENDA

2026-109 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the following items be added to the Council agenda:

Items for Discussion:

f) Yonge St Rehabilitation

g) Flood Waste Management

Carried.

2026-110 Moved by N. Kyte - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the regular meeting of April 21, 2026.

Carried.

MINUTES

2026-111 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the Special Meeting of March 12, 2026, Regular Meeting of March 17, 2026, and the amended minutes of the Special Meeting of April 14, 2026.

Carried.

DELEGATIONS TO COUNCIL

None

REPORTS TO COUNCIL

- A. J. Godfrey, a member of the Rural Youth Group Advisory Committee, attended the meeting to respond to questions from Council regarding the initiative. Council posed several questions and subsequently passed a resolution to proceed with staffing to allow for initial planning and operating. This will include policy development, subject to review by the Village. Council emphasized that the initiative was presented as having no cost to ratepayers, and directed that a formal understanding confirming this be established moving forward.
- B. Treasurer presented an overview of the 2026 Budget, reflecting a 4% increase. Council had the opportunity to ask questions and subsequently passed a resolution directing the Treasurer to prepare the by-law based on the 4% increase.
- C. Public Works Foreman provided an update on the Yonge Street project. Council approved proceeding with Option 5, as presented in March, with any shortfall to be funded from the water reserve. It was noted that the shortfall is allocated for contingency purposes and may not be fully utilized. A by-law will be brought forward at the next Council meeting.
- D. The Public Works Foreman presented a report regarding the replacement of an obsolete confined space retrieval device. Council passed a resolution supporting the purchase.
- E. Council received the Arena Manager's Report for April. Inquiries were made regarding the removal of the stove in the Karl Crozier Room and the associated challenges. The CAO-Clerk will obtain additional information. Council accepted the report.
- F. Council received the Arena Manager's Generator Report and approved the repair, as provided for in the budget.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
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- G. Council received the Arena Manager's Floor Finishing Report and passed a resolution accepting the recommendation.
- H. Council received the Theatre Advisory Committee meeting minutes of April 2, 2026. The proposed logo was not approved. Council discussed obtaining community feedback on a new logo design, including the possibility of holding a public contest.
- I. Council received the Recreation Advisory Committee meeting minutes of April 13, 2026. Council approved the continuation of the skating program for the upcoming fall season.

ITEMS FOR DISCUSSION:

- A. Council considered a request from Land of Lakes Public School for an in-kind donation of arena use. The request was approved, and the Donation Policy was reshared with the school for future reference.
- B. Council considered a donation request from Almaguin Highlands Secondary School in support of their graduation. A donation was approved, and the Donation Policy was reshared with the school for future requests.
- C. Council received the 2025 Burk's Falls Sewage Lagoon and Collection Systems Report. No questions were raised.
- D. Council received the MLEO invoice for information purposes.
- E. Council discussed the Royal Canadian Legion Military Service Recognition Book and agreed to proceed with participation consistent with the previous year.
- F. This item being Yonge Street rehabilitation was addressed during the Public Works Foreman report.
- G. Council discussed options for those impacted by the flood to dispose of contaminated items. In 2019 the Village did not provide bins and directed residents to use the landfill. Council provided a resolution for staff to explore this matter further.

RESOLUTIONS PASSED:

2026-112 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Treasurer's Budget Report; And further directs the Treasurer to prepare the budget bylaw utilizing the following percentage increase:

4%

Carried.

2026-113 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Yonge Street Report;

And further accepts the tender from Kenalex Construction Company Ltd. to complete Yonge Street Rehabilitation Option #5 based on EXP Consultation recommendation presented at the March Council Meeting;

And further authorizes the Treasurer to take the extra from water reserves with repayment schedule to replenish the reserve.

Carried.

2026-114 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Public Works Foreman Confined Space Report and approves the purchase of equipment from TransCanada Safety in the amount of \$5,622.98.

Carried.



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
April 21, 2026

2026-115 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Rural Youth Advisory Committee minutes of March 9, 2026;

And further accepts the following recommendations:

a) Council approve the hiring of a Youth Coordinator based on the previously submitted candidate selection, with the position set at 20 hours per week for an initial six-month term.

b) Council approve the six-month budget as presented in principle, with the option that rent could be reduced in consideration of any renovation costs.

c) Council direct staff to review the Rural Youth Committee policies and procedures provided by the Rural Youth Coordinator regarding operations of the future youth drop in centre.

Carried.

2026-116 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 Report for the month of April.

Carried.

2026-117 Moved by S. Cotton - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager Generator Report;

And further accepts the quotation from Total Power for the capital upgrades for the facility generator in the amount of \$6,565.36 plus HST.

Carried.

2026-118 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager Floor Finishing Report;

And further that Council accept local company Hunt's Cleaning Services as the preferred vendor for the floor refinishing of the Karl Crozier Room;

And further accept the quotation from Hunt's Cleaning Services in the amount of \$3,000.00 plus HST

Carried.

2026-119 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Theatre Advisory Committee minutes of April 2, 2026;

And further approve the following:

i. Staff be directed to provide more options and possible public input on a logo.

ii. The Committee provide more information regarding the creative direction of a newsletter.

Carried.

2026-120 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the Recreation Advisory Committee minutes of April 13, 2026;

And further approves the following recommendation:



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
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i. That the Learn to Skate Program be approved to run beginning October 2026 for an 8-week Saturday session, utilizing 2 hours of ice time per week to accommodate multiple skill levels, as outlined.

Carried.

2026-121 Moved by A. Brandt - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Donation Request from Land of Lakes Public School for a one-time in-kind donation for the use of the Arena;

And further it is approved.

Carried.

2026-122 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Donation Request from Almaguin Highlands Secondary School for a contribution towards the Graduation Awards Program;

And further approves a donation in the amount of \$200.00.

Carried.

2026-123 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Burk's Falls Sewage Lagoon & Sewage Collection System 2025 Annual Performance Report.

Carried.

2026-124 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the price list for the Royal Canadian Legion Ontario Command "Military Service Recognition Book" ad;

And further approve the design and ad size of ¼ page in the amount of \$ 650.00.

Carried.

2026-125 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved:

That the Council for the Village of Burk's Falls hereby authorizes administration to research a process and plan to allow residents affected by flooding to dispose of damaged waste items at the landfill with a record kept.

Carried.

2026-126 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby agrees to reschedule the May 19th Regular Meeting of Council to May 12th, 2026.

Carried.

2026-127 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

Whereas the Village of Burk's Falls has been approved for funding under the Canada Summer Jobs Program in the amount of \$4928.00;

And further authorizes the Treasurer to sign the funding agreement.

Carried.

2026-128 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the Burk's Falls, Armour and Ryerson Union Public Library Draft Budget in the total amount of \$211,477.00, with the Village of Burk's Falls share being \$64,014.00.

Carried.



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COUNCIL MEETING MINUTES
April 21, 2026

2026-129 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves By-law 17-2026, being a By-law to establish a Joint Compliance Committee and Appoint Committee Members for the 2026 Municipal Election period.

Carried.

2026-130 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the revision to the Municipal Volunteer Policy.

Carried.

2026-131 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$ 391,869.06 for up to and including this date is hereby approved for payment.

Carried.

2026-132 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves By-law 18-2026, being a By-law to authorize the execution of a transfer payment agreement between the Corporation of the Village of Burk's Falls and his Majesty the King in Right of Ontario as represented by the Minister of Emergency Preparedness and Response.

Carried.

2026-133 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the change of the next date of the next Tri-R meeting from May 25, 2026, to June 22, 2026

Carried.

CONFERENCES AND INVITATIONS

The District of Parry Sound Municipal Association Spring Meeting will be held in the Town of Kearny on May 29, 2026. Mayor Hope and Councillor Kyte will plan to attend.

COUNCILLORS REPORT

The Deputy Mayor Cotton reported that, at a recent TRI Subcommittee meeting, the scheduling of the upcoming TRI Council meeting was discussed. It was recommended that the meeting be deferred to June to allow sufficient time for the completion and review of two outstanding agreements by participating Councils. Council concurred with the recommendation and approved rescheduling the TRI Council meeting to June.

CORRESPONDENCE DISCUSSION

None

CLOSED SESSION

2026-134 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Council for the Village of Burk's Falls now enters into a closed meeting at 7:28 pm, pursuant to the Municipal Act 2001, c. 25, Item 13 a)

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

Carried.

2026-135 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 8:02 pm.

Carried.



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2026-136 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 19-2026 being a By-law to confirm the proceedings of Council at its regular meeting of April 21, 2026, as presented and considered read three times and passed this 21st day of April 2026.

Carried.

2026-137 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 8:05 pm.

Carried.

Chris Hope, Mayor

Denis Duguay, CAO - Clerk



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

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:

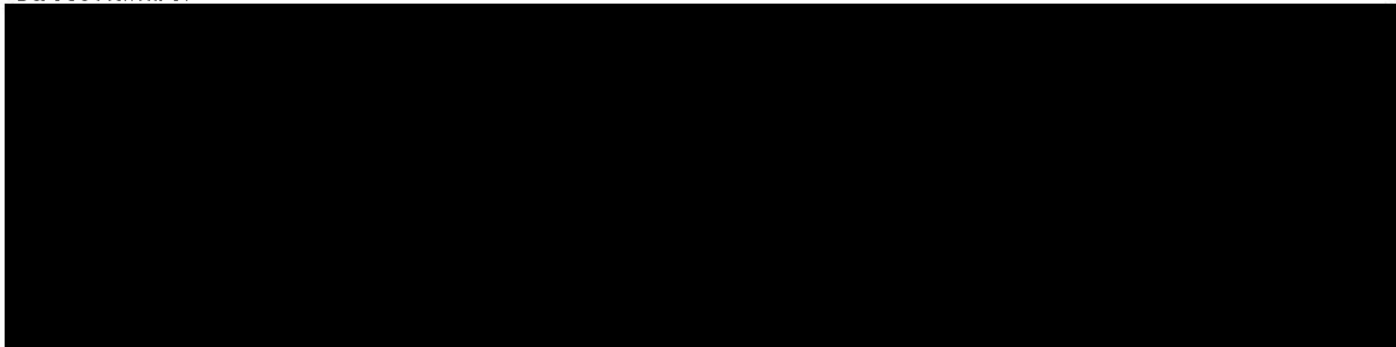
Samuel

First Name:

Emily

Street Number:

Street Name:



Proposed Meeting Date Requested: May 19th, 2026

Alternate Meeting Date Requested: June 16th, 2026

Purpose of the Delegation:

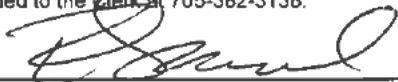
NNDSB and Re-Nature Foundation wish to present to council to provide information about our project at Land of Lakes Public School, where we will be planting trees and constructing an outdoor learning environment in support of our goals of enriching the outdoor learning environments of students across the region. We will be asking the council to pass a Resolution of Support for our funding application to the Federation of Canadian Municipalities. We are not asking for financial support.

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: 

Date: April 2nd, 2026

APPROVAL:

Council Meeting Date: _____

CAO/Clerk Signature: _____

Date: _____

Engaging Council through a Delegation

Council welcomes and encourages public input. A person may appear before Council as a Delegation to present information verbally on matters of fact or make a request of the Council.

What Rules of Procedure do I keep in mind up to and during the meeting?

1. Delegations should be factual, stating why one is speaking in favor or against a particular matter.
2. All delegations should be limited to a maximum of 10 minutes unless permitted otherwise.
3. Where there are numerous presenters (from an association, a club, a family, a neighborhood, etc.) on the same matter they are encouraged to select one spokesperson to present their information.
4. The meeting Chairperson (Mayor/Chair) may curtail any presenter for disorder or any other breach of the Procedural By-Law. Once the Mayor/Chair rules that the delegation is concluded, the person or persons appearing shall withdraw. Failure to withdraw or to engage in behavior that is inappropriate can result in the Mayor/Chair requesting the person(s) to vacate the premises (see Code of Conduct below).
5. There will be no debate during any delegation. Presenters should be prepared to answer questions from members of Council at the end of the deputation/ presentation. Presentations are not a question-and-answer period. Questions to Council should be sent separately in writing for consideration.
6. Subsequent presentations on the same topic by the same person, or groups will be accepted, but will be limited to the submission of new information only.

What is meant by a "Code of Conduct"?

No Deputant(s) (or Member of the Public) shall:

- a. Speak without first being recognized by the Mayor/Chair.
- b. Speak disrespectfully of any person.
- c. Use offensive words, gestures or make abusive comments.
- d. Use signage, placards or banners in the meeting unless previously approved.
- e. Speak on any subject other than the subject stated in their request for delegation.
- f. Enter into cross debate with other deputations/presenters, administration, Council members or the Mayor/Chair or the attending public.
- g. Disobey the Rules of Procedure or decisions of the Council.
- h. Engage in any activity or behavior that would affect the deliberations.
- i. Bring food into the meeting unless permitted.
- j. Allow any electrical/electronic device (cell phones, iPods, etc.) to ring, play or operate to a point of disrupting the proceedings.

The Petition Approach

What is a "Petition"?

A written application from a person or persons to some governing body or public official asking that some authority be exercised to grant relief, favors, or privileges.

How do I prepare a petition?

The purpose of the petition must be clearly and factually stated, including the remedy sought from Council or the appropriate Committee; and

1. Include the name, civic address, and either telephone number or email address of the petition creator; and
2. Include the names, civic address, and date of signing of everyone who signs the petition; and
3. Include the date the petition was started.

All information contained in a petition is deemed to be public information, including the names and addresses of those signing the petition.

How do I present a Petition?

A petition may be presented at the time of your delegation appearance at the Council, or separately addressed to the Mayor and Members of Council. In the latter situation it should be given to the CAO/Clerk provide the petition to Council in a timely fashion for deliberations at a Regular Council meeting. The originator of the petition will be contacted by Municipal Staff as to when the petition's subject matter will appear in front of Council.



March 30th, 2026

Mayor Chris Hope,
The Village of Burk's Falls,
172 Ontario Street, P.O. Box 160,
Burk's Falls, ON P0A 1C0

Dear Mayor Hope,

Re-Nature Foundation is a Not-for-Profit foundation dedicated to providing outdoor learning spaces to students across the country. Our program builds living learning spaces for schools and follows through with a two-year staff mentorship program to help teachers and facilities staff make the most of the new space so that children can spend more learning time outside.

We are very excited to announce that we are planning projects in the Village of Burk's Falls, in partnership with the Near North District School Board.

For this project, we will be building an outdoor classroom at Land of Lakes Public School. This will include a chalk board, student seating, 50 trees for shade and shelter, and other features to assist with outdoor learning and ecological regeneration.

We are not asking the municipality to provide funding.

Instead, a portion of our funding comes from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" fund. This initiative is a fund-matching program, so recipients must spend money on trees to receive financial support. **To qualify for the GCCC initiative as a Not-For-Profit foundation, Re-Nature must obtain a resolution of support in each municipality where we intend to plant trees.** (We will be drawing on the program for about \$50,000 per school, from the \$10M cap).

To that end we have provided a resolution text, attached below. Please also find a short introduction to the projects and letters of support.

We look forward to working within the municipality and with the school boards to give the students in the community a new place to spend time outside under the trees!

Jamie Thomson
Director of Development,
Re-Nature Foundation.



Resolution of Support Text:

Whereas, The Village of Burk's Falls has the following interest: Improving our schoolyards by creating outdoor learning spaces and tree canopy environments; and

Whereas, The Re-Nature Foundation is undertaking the "**Growing Near North District School Board Canopies with Re-Nature**" program, which will be building outdoor learning spaces and planting trees at the elementary schools within the municipality.

Now Be it Resolved that the Council of **The Village of Burk's Falls** acknowledges and supports the funding opportunity from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" initiative for the "**Growing Near North District School Board Canopies with Re-Nature**" program, which will be building learning spaces and planting trees at an elementary school in the municipality, in partnership with **The Village of Burk's Falls**.

And that Council also recognizes that the lifetime contribution from the "Growing Canada's Community Canopies" initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

Re-Nature
FOUNDATION

Growing Schoolyard Canopies with Re-Nature

The Re-Nature Schoolyard Canopies Program aims to enrich the educational experience for children across Canada through the creation of outdoor learning spaces and the planting of tree canopies to provide shade and shelter.

Our Goal: Every school in Canada will have its own forest and outdoor learning space, and every teacher will have the support they need to use it.

For more information, please view [Your School & Re-Nature Foundation](https://www.renature.org/) at <https://www.renature.org/>



Our Approach to Funding School Yard Planting Projects:

Our collaborative partnership with the school board will allow us to apply for federal funding under the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" (GCCC) program. This program offers a 50% match for our tree planting costs, and will enable us to establish vital green infrastructure, enhancing staff and student well-being, and providing invaluable hands-on learning environments for the next generation.

Re-Nature's work will be funded in part by federal grant programs, but Re-Nature also provides funding and brings outside funders on board to complete the funding of the projects.

Included Materials:

With this package you will find the following elements:

- An introduction to Re-Nature, the program, our work & goals.
- An example site plan and list of features planned for the school sites.



Municipal Council Resolutions

The Federation of Canadian Municipalities (FCM) delivers the Green Municipal Fund (GMF), a program funded by the Government of Canada that supports municipal sustainability. A specific initiative under the GMF is “Growing Canada's Community Canopies” (GCCC), which provides funding and resources for communities to enhance their forests.

To be eligible for the “Growing Canada’s Community Canopies” grant program, applicants must provide a resolution drafted and adopted by each municipal council partnering on the project.

The scope of our initiative:

- Re-Nature is applying for a tree-planting grant from the federally funded program.
- Re-Nature is requesting \$50,000 in federal grant support per school site.
- Re-Nature is asking the council to acknowledge that the funding we receive will be part of the maximum \$10M allowed within each municipality.
- The federal grant support will significantly reduce the cost of the integrated forest which is an important part of the successful outdoor learning environments we intend to build for the schools.

Site Plan and Feature List

We've provided an example project site plan to illustrate what all the school sites included in the initiative will get, and how outdoor learning features might be distributed across a site to encourage student-led gathering and spark moments of experiential learning.

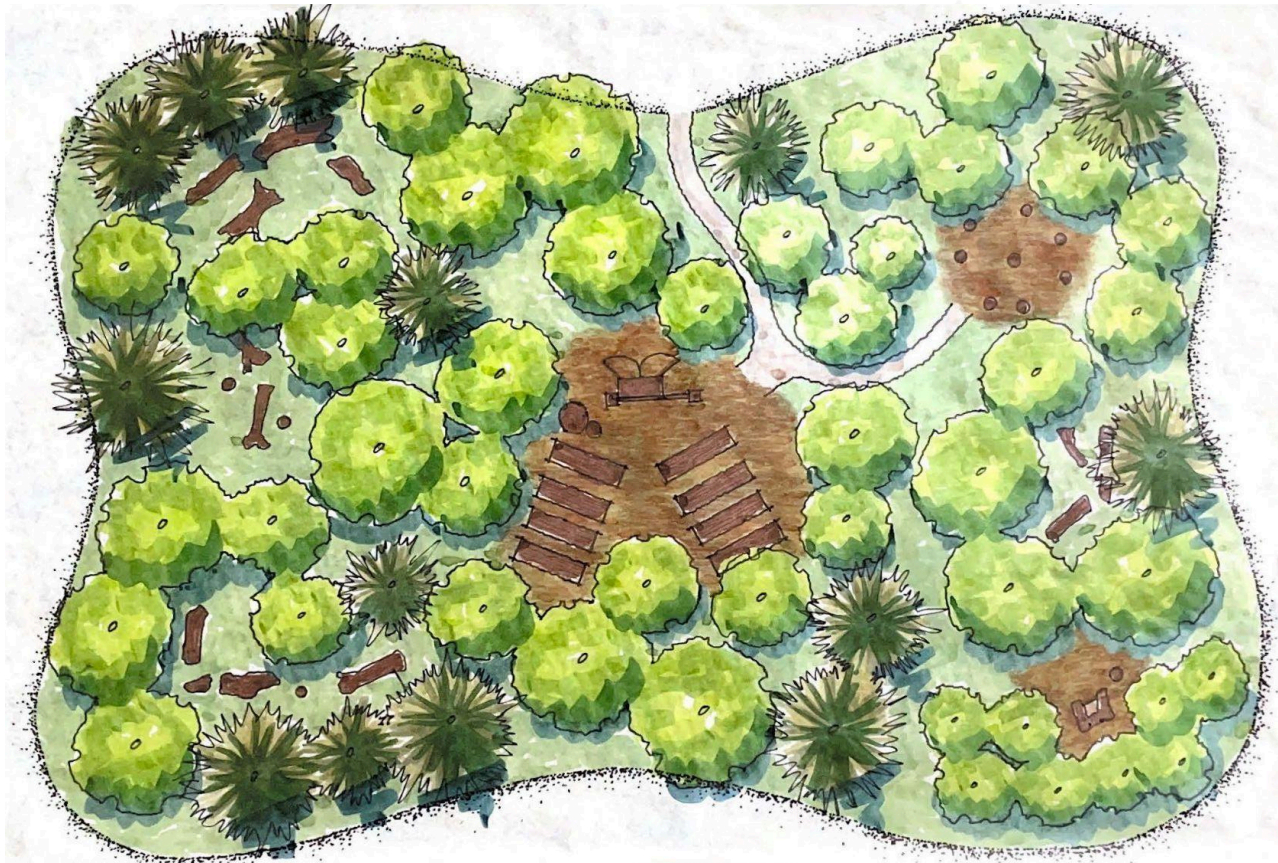
Multiple Zones

An 8500 sq. ft. site can support several multi-use learning zones, each with a focal point supporting various pedagogical approaches. Features are spaced to allow for full-class and group activities without excessive distraction from other zones.

- blackboard with curriculum cabinet & teacher station, with seating for 20-30 students
- a talking circle for up 5-10 students
- one-to-one seating pockets for teacher-student mentoring
- multiple informal seating arrangements using reclaimed local logs in ecological restoration zones

“**Ecological Restoration**” zones make the most of the available space. These are informal areas equipped with large logs (18-inches in diameter) for seating, student-led learning or simply for play. Some of these logs will be cut into additional stools to help create more points of interest throughout the zones. The features in these areas will help focus student social interaction and they'll also contribute to the forest environment as they eventually become part of the soil of the site.

Example Project Plan:



Key Features of the Outdoor Learning Spaces

The pedagogical foundation of this site plan emphasizes experiential and inquiry-based learning. The focal points and zones are framed by trees, which provide shade, habitat, and the living backdrop for the spaces. These natural elements are accompanied by features meant to enhance learning and play:

- 1 post-mounted blackboard with curriculum cabinet secured to the blackboard posts
- 8 milled benches
- 1 teacher station
- 8 sculpted stump seats
- 1 carved chair or spiral bench
- 100 linear feet of Ecological Restoration logs. (18-inch diameter logs up to 8 feet long), scattered across the zones to serve as seating, incidental focal points and group work. Some cut into stump stools.
- 50 or more single stem and multi-stem trees

An introduction to Re-Nature's Philosophies.

A Schoolyard... Or A Parking Lot?



If more of our schoolyards aren't shaded by resilient forest in the next ten years, it will simply be too hot for the kids to be outside.

Our children deserve better.

To thrive, a regenerative forest requires a minimum of 15 square feet per daily student user. While more is better, for most schools in Canada, this equates to 50 single and multi-stemmed trees covering 7500-8500 square feet per schoolyard forest.

Re-Nature's Four Guiding Principles:

Teachers will take their children outside if there is a forest to provide shade, a classroom to teach in, a mentor to lean on, and a curriculum to teach.





**NNDSB's Outdoor Learning Partnership
Proposal with Re-Nature**

WHY WE ❤️ OUTDOOR LEARNING





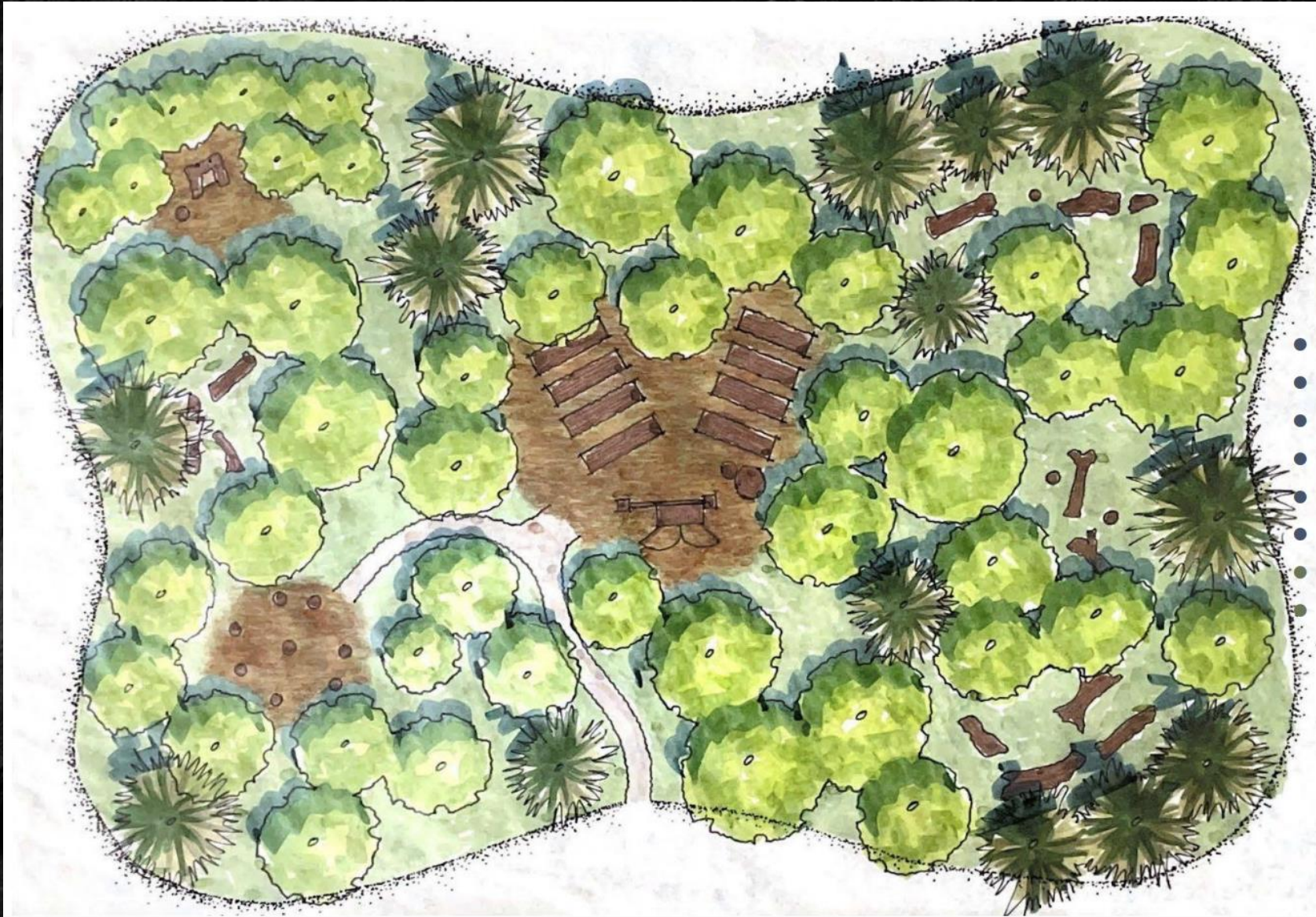
Impactful and engaging education often comes through experiential learning opportunities.

Re-Nature is a Canadian non-profit organization that creates regenerative landscapes for schools – addressing mental health, climate change and education equity.

Re-Nature's goal is that every school in Canada will have its own forest and outdoor learning space, and every educator will have the support they need to use it.



Sample Design



- 1 blackboard
- 1 curriculum cabinet
- 8 milled benches
- 1 teacher station
- 8 sculpted stump seats
- 1 carved chair or spiral bench
- 100 feet Eco Restoration logs.
- 50+ trees

Nature
FOUNDATION

Four Guiding Principles



Educators will take their children outside if there is a forest to provide shade, a classroom to teach, a mentor to lean on, and a curriculum to teach.

The Role of the Municipality

- Support Near North District School Board in applying for the "Growing Canada's Community Canopies" (GCCC) program through the Federation of Canadian Municipalities (FCM) via resolution tonight.
- The lifetime value of the GCCC is 10 million dollars per municipality and each school board is asking to access \$50,000 per school site.

There is no cost to the municipality

Next Steps

- Pass a resolution of support from participating municipalities
- Complete applications for FCM's GCCC program for the schools where we have municipal support
- If approved for the grants, design and install the outdoor learning spaces Spring/Summer/Fall 2027





Near North
District School Board

Emily Samuel
System Principal

emily.samuel@nearnorthschools.ca





NNDSB's Outdoor Learning Partnership Proposal with Re-Nature

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District School Board

Emily Samuel
System Principal

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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

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:

Peever

First Name:

Jillian

Street Number:

214

Street Name:

Ontario st.

Town/City:

Burk's Falls

Postal Code:

P0A 1C0

E-mail Address:

thespaceupstairs.nearnorth@gmail.com

Contact Number:

416-732-7361

Proposed Meeting Date Requested: May 19, 2026

Alternate Meeting Date Requested: June 16 2026

Purpose of the Delegation:

To discuss the work of the SPACE Upstairs in the community and proposed pilot program partnership with the Village of Burk's Falls

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: Jillian Peever

Date: May 6, 2026

APPROVAL:

Council Meeting Date: _____

CAO/Clerk Signature: _____

Date: _____

Engaging Council through a Delegation

Council welcomes and encourages public input. A person may appear before Council as a Delegation to present information verbally on matters of fact or make a request of the Council.

What Rules of Procedure do I keep in mind up to and during the meeting?

1. Delegations should be factual, stating why one is speaking in favor or against a particular matter.
2. All delegations should be limited to a maximum of 10 minutes unless permitted otherwise.
3. Where there are numerous presenters (from an association, a club, a family, a neighborhood, etc.) on the same matter they are encouraged to select one spokesperson to present their information.
4. The meeting Chairperson (Mayor/Chair) may curtail any presenter for disorder or any other breach of the Procedural By-Law. Once the Mayor/Chair rules that the delegation is concluded, the person or persons appearing shall withdraw. Failure to withdraw or to engage in behavior that is inappropriate can result in the Mayor/Chair requesting the person(s) to vacate the premises (see Code of Conduct below).
5. There will be no debate during any delegation. Presenters should be prepared to answer questions from members of Council at the end of the deputation/ presentation. Presentations are not a question-and-answer period. Questions to Council should be sent separately in writing for consideration.
6. Subsequent presentations on the same topic by the same person, or groups will be accepted, but will be limited to the submission of new information only.

What is meant by a “Code of Conduct”?

No Deputant(s) (or Member of the Public) shall:

- a. Speak without first being recognized by the Mayor/Chair.
- b. Speak disrespectfully of any person.
- c. Use offensive words, gestures or make abusive comments.
- d. Use signage, placards or banners in the meeting unless previously approved.
- e. Speak on any subject other than the subject stated in their request for delegation.
- f. Enter into cross debate with other deputations/presenters, administration, Council members or the Mayor/Chair or the attending public.
- g. Disobey the Rules of Procedure or decisions of the Council.
- h. Engage in any activity or behavior that would affect the deliberations.
- i. Bring food into the meeting unless permitted.
- j. Allow any electrical/electronic device (cell phones, iPods, etc.) to ring, play or operate to a point of disrupting the proceedings.

The Petition Approach

What is a “Petition”?

A written application from a person or persons to some governing body or public official asking that some authority be exercised to grant relief, favors, or privileges.

How do I prepare a petition?

The purpose of the petition must be clearly and factually stated, including the remedy sought from Council or the appropriate Committee; and

1. Include the name, civic address, and either telephone number or email address of the petition creator; and
2. Include the names, civic address, and date of signing of everyone who signs the petition; and
3. Include the date the petition was started.

All information contained in a petition is deemed to be public information, including the names and addresses of those signing the petition.

How do I present a Petition?

A petition may be presented at the time of your delegation appearance at the Council, or separately addressed to the Mayor and Members of Council. In the latter situation it should be given to the CAO/Clerk provide the petition to Council in a timely fashion for deliberations at a Regular Council meeting. The originator of the petition will be contacted by Municipal Staff as to when the petition’s subject matter will appear in front of Council.

THE SPACE UPSTAIRS

Sharing the **P**erforming **A**rts and **C**ulture with **E**veryone

Today's Presentation

- About The SPACE UPSTAIRS
- Our Track Record
- Why Dance Matters
- Local Reality
- Grant Support
- Our Request
- How Can Dance Help?
- Dance Burk's Falls
- Why this works for Burk's Fall's
- Community Return
- Summary

About the SPACE UPSTAIRS



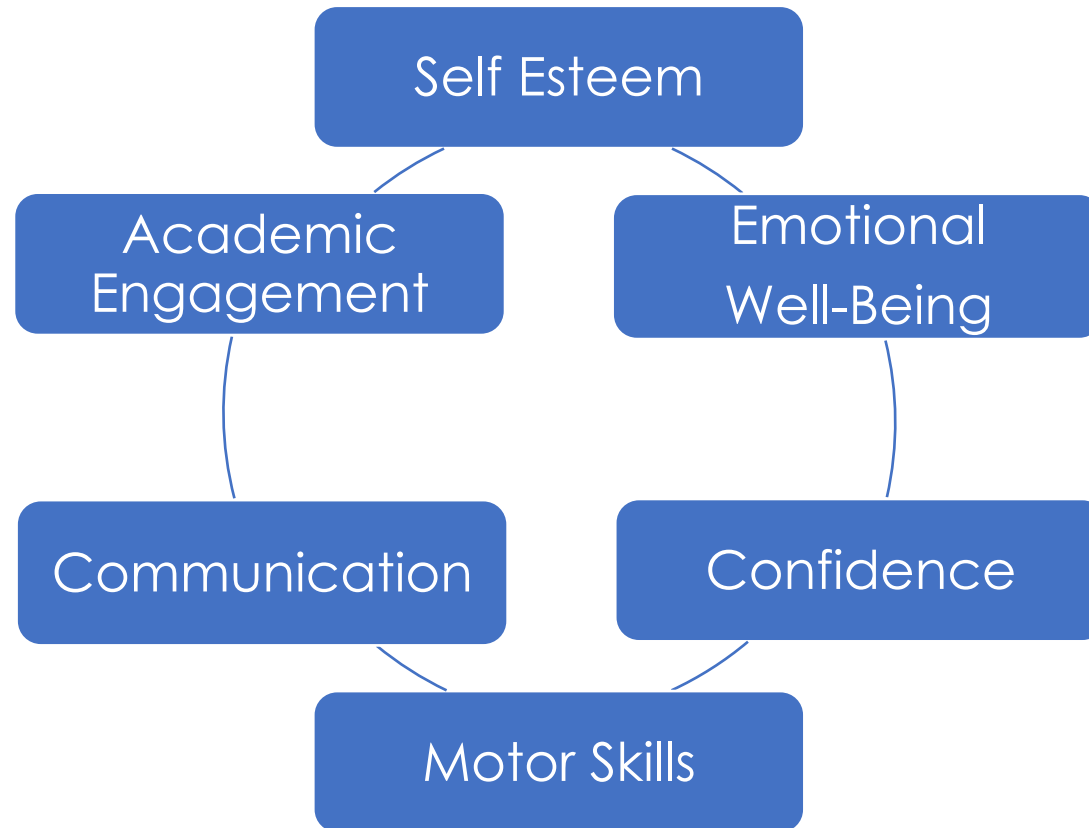
★ THE SPACE UPSTAIRS

Our track record



★ THE SPACE UPSTAIRS

Why dance matters



Local reality

- Earnings
- Transportation
- Cost of Living



Grant support



★ THE **S** **P** **A** **C** **E** UPSTAIRS

Our Request



★ THE SPACE UPSTAIRS

Why this works for Burk's Fall's

Pilot Approach

This is a defined partnership, not an ongoing obligation.

- Waive fee
- Subject to review
- Measurable through participation, feedback
- Summary report

Community Return



★ THE SPACE UPSTAIRS

Summary



★ THE SPACE UPSTAIRS

Thank you



★ THE SPACE UPSTAIRS



The Municipality of the
VILLAGE OF BURK'S FALLS

172 Ontario Street • PO Box 160 • Burk's Falls ON P0A 1C0
P 705-382-3138 • F 705-382-2273 • www.burksfalls.net

2026 Budget

May 12, 2026



The Municipality of the
VILLAGE OF BURK'S FALLS

2026 Budget Highlights

1. General Purposes Tax Rate increased from 0.01809544 to 0.01881926
Increase of 4% from 2025.

With a 4% tax rate increase taxpayers will pay an additional \$73.08 per year, or \$6.09 per month for every \$100,000 in residential assessment.

School board tax rates remain the same as in 2025.

2. Taxation Revenue increase of \$89,686.

3. The 2026 property assessment increased by \$1,443,600 from 2025.
Property assessments in 2026 are once again frozen and are not subject to valuation increases through the four-year phase-in that has been in place. The only increase in assessment is the result of new builds or changes to the property that result in an increase or decrease to the assessed value.

4. Mandatory Levies

Municipal Property Assessment Corporation increased by \$492
(From 15,499 to 15,991)

Policing Levy increased by \$28,903
(From 262,751 to 291,654)

Land Ambulance Levy increased by \$2,086
(From 30,245 to 32,331)

Health Unit Levy increased by \$1,217
(From 31,188 to 32,405)

DSSAB Levy increased by \$2,653
(From 38,110 to 40,763)

Eastholme Home for the Aged Levy increased by \$587
(From 32,187 to 32,774)

Overall Increase from 2025 Levies is 8.7% - \$35,938
2026 Levies Total \$445,918

5. Capital

General Government	Asbestos Abatement - \$5,500
Fire Department	Purchase Property (Burk's Falls share) - \$19,841
Protection to Persons	Pumphouse Asbestos Abatement - \$5,000 Digital Sign Board - \$45,000

Roads Department	Yonge Street Reconstruction - \$1,113,302 Chipper for Tractor - \$5,000 Guardrail End Treatments - \$30,000 Resurface Elm Street - \$24,000 Funeral Home Sidewalk - \$17,500
Water & Wastewater	Water Meter Upgrades - \$25,000 Sewer Rehabilitation - \$30,000 Yonge Street Watermain Replacement - \$346,000 Elm Street Water Line - \$20,000
Health Centre	Fire Pump Controller - \$16,000 Basement Flooring - \$14,000 Plumbing Repair - \$10,000
Medical Building	Hydro Meter - \$40,000
Arena	Compressor #2 replacement - \$146,323 Generator Capital Service - \$11,000 Arena Man Gates - \$7,500 Hall Floor Resurfacing - \$3,500
Parks & Recreation	Theatre Lobby Upgrades - \$13,002

Total Capital \$1,952,968

6. Transfers to Reserves

Infrastructure General	
Fire	27,481
Roads	20,000
Truck Replacement	10,000
Bucket Truck Replacement	25,000
Mower Replacement	5,000
Tractor Replacement	5,000
Water Capital	50,000
Manganese Treatment	20,000
Landfill	8,500
Server	5,000
Integrity Commissioner	10,000
Arena	9,000
Playground	2,500
Walking Bridge	50,000
Library Building	3,113
Health Centre	35,000
Local Hospital Share	15,800
Strategic Plan	10,000
Capacity Study	25,000
Dog Park	<u>375</u>
	336,769

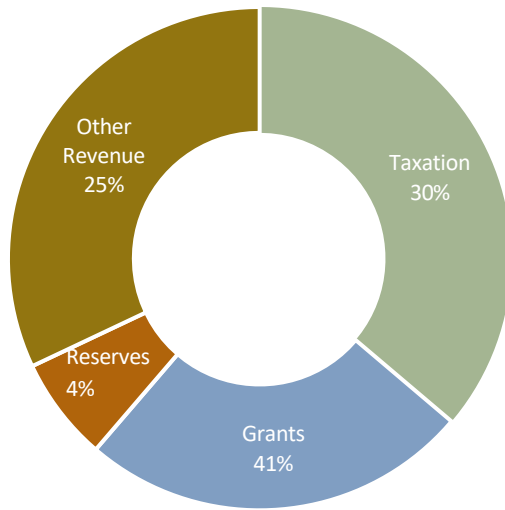
Total Reserves \$2,051,947

**VILLAGE OF BURK'S FALLS
RESERVE SCHEDULE**

RESERVES & DEFERRED REVENUES		BALANCE AT DECEMBER 31, 2025	2026 TRANSFER FROM RESERVES	2026 TRANSFER TO RESERVES	2026 PROJECTED BALANCE
13-201	DEFERRED REVENUE-GAS TAX	324,779	387,463	62,684	0
13-204	DEFERRED REVENUE-OCIF FORMULA BASED FUND	742,538	1,002,377	259,839	0
13-203	DEFERRED REVENUE-NORDS FUNDING	51,787	51,787		0
13-205	DEFERRED REVENUE-CANNABIS FUNDING	10,503			10,503
	TOTAL DEFERRED REVENUES	1,129,607	1,441,627	322,523	10,503
13-311	WORKING FUND RESERVE	162,834			162,834
13-202	PARKLAND RESERVE	3,346			3,346
13-311-1	INFRASTRUCTURE GENERAL RESERVE	94,394			94,394
13-312	GENERAL GOVERNMENT RESERVE	50,798	1,982		48,816
13-312-1	SERVER RESERVE	10,000		5,000	15,000
13-313	WATER RESERVE	443,240	222,045		221,195
13-313-1	WATER RESERVE-PUMPS	88,801		50,000	138,801
13-313-2	SEWER RESERVE	20,000			20,000
13-313-3	MANGANESE TREATMENT RESERVE	60,000		20,000	80,000
13-314	HAZARDOUS WASTE RESERVE	8,000			8,000
13-315	FIRE RESERVE	44,148		27,481	71,629
13-315-1	BURN BUILDING RESERVE	15,799			15,799
13-316	ROADS RESERVE	117,046		20,000	137,046
13-316-1	TRACTOR REPLACEMENT RESERVE	0		5,000	5,000
13-316-2	TRUCK REPLACEMENT RESERVE	20,000		10,000	30,000
13-316-3	BUCKET TRUCK REPLACEMENT	0		25,000	25,000
13-317	LANDFILL RESERVE	178,338		8,500	186,838
13-319	ARENA RESERVE	80,004		9,000	89,004
13-320	STEERING COMMITTEE RESERVE	240			240
13-321	PLAYGROUND RESERVE	32,075		2,500	34,575
13-321-1	MOWER RESERVE	10,000		5,000	15,000
13-324	WALKING BRIDGE RESERVE	104,790		50,000	154,790
13-325	COMMUNITY BUS RESERVE	17,563			17,563
13-326	RECREATION PROGRAMS RESERVE	995			995
13-330	DOG PARK RESERVE	375		375	750
13-327	COMMUNITY IMPROVEMENT RESERVE	114,477	3,002		111,475
13-329	WATERFRONT DEVELOPMENT RESERVE	120,000			120,000
13-330	STRATEGIC PLAN RESERVE			10,000	10,000
13-331	CAPACITY STUDY RESERVE			25,000	25,000
13-333	LIBRARY BUILDING RESERVE	14,258		3,113	17,371
13-335	GEN GOVT - INTEGRITY COMMISSIONER	30,000		10,000	40,000
13-336	LOCAL SHARE - NEW HOSPITALS	45,886		15,800	61,686
13-350	HEALTH CENTRE RESERVE	54,800		35,000	89,800
	TOTAL RESERVES	1,942,207	227,029	336,769	2,051,947

2026 Operating & Capital Revenue

2026 Sources of Revenue

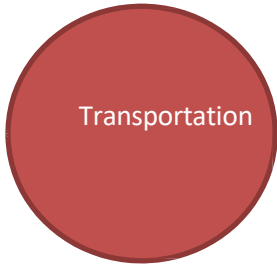


Revenue Highlights

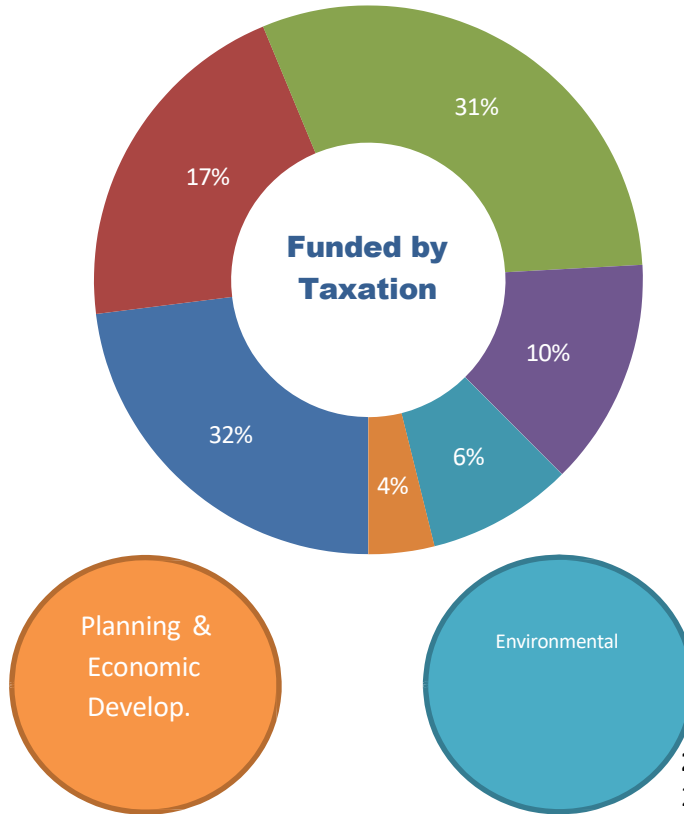
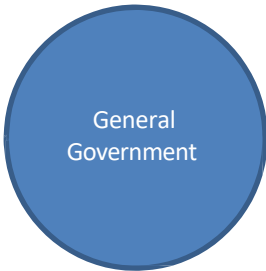
- 4% residential property tax rate increase
- Ontario Municipal Partnership Fund \$742,400
- Ontario Community Infrastructure Fund (OCIF) \$794,839
- Northern Ontario Resource Development Support Fund (NORDS) \$51,787
- Canada Community-Building Fund (former Gas Tax Fund) \$387,463
- Pothole Prevention Grant \$38,000

2026 Operating Costs (tax rate)

2026: \$430,225
2025: \$476,887



2026: \$794,182
2025: \$738,588



2026: \$759,510
2025: \$715,410



2026: \$252,900
2025: \$222,042

2026: \$90,362
2025: \$141,827

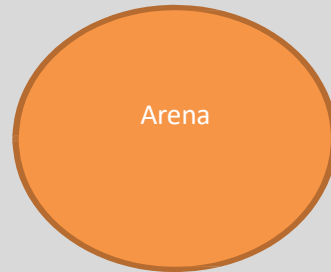


2026: \$158,973
2025: \$167,797

2026 Net Expenses (Shared Services)

Shared Services

2026: \$550,141
Village Share:
\$183,380



2026: \$649,876
Village Share:
\$185,865



2026: \$285,322
Village Share:
\$50,195



**The Corporation of the Village of Burk's Falls
Municipal Act, 2001 Ontario Regulation 284/09
2026 Budget**

In 2009 significant changes were made to Public Sector Accounting Board ("PSAB") rules that govern the preparation of municipal financial statements. Municipalities were required to adopt these rules for financial statement purposes, but they have been allowed to follow their historical modified accrual accounting procedures for budget purposes. To address some of the major differences between these two accounting methods, the Municipal Act, 2001 was amended, and Ontario Regulation 284/09 was passed.

Ontario Regulation 284/09 states that a municipality may currently exclude specific expenses (amortization expenses, post-employment benefit expenses and solid waste landfill closure and post-closure expenses) from the budgeted amounts for which revenue must be raised. However if excluded, the regulation requires councils to adopt annual reports that show the impact of not fully covering these estimated expenses. Additionally, the annual reports must be prepared and adopted by council resolution before approving a municipal budget.

Outside of the expenditures identified in Ontario Regulation 284/09, there are other differences between a budget set on a modified accrual basis and one set on a PSAB accounting rule basis. Section 1 below itemizes all of the differences between these two accounting methods, including the excluded expenses specifically mentioned in Ontario Regulation 284/09, and shows the anticipated effect of the May 2026 version of the draft budget - including the Village's share of its shared services - on the overall surplus of the Village.

Section 2 of this report discusses the impact of this budget on the Village's ability to fund future capital asset requirements.

1. Budget Deviations from PSAB Accounting - Impact on Surplus

Description	Estimated Impact on Surplus	Comments
Village surplus carried forward from prior year	(146,552)	Prior year surplus is included as revenue in current year budget. This is not revenue under PSAB rules.
Surplus and unfinanced capital carried forward from prior year - Shared Services	117,680	Village's share of prior-year shared service surpluses and unfinanced included as revenue and expense in current year budget. This is not revenue/expense under PSAB rules.
Net transfers to reserves	112,703	This reflects the net reserve transfers for operating and capital purposes of the Village and shared services. In the budget, transfers to reserve are considered expenses and transfers from reserves are considered revenue. Under PSAB accounting rules they are not revenue/expense, but simply a transfer from one surplus account to another.
Capital acquisitions	2,786,270	Capital asset purchases are expenses under modified accrual accounting but not under PSAB accounting.
Amortization expense	(815,446)	2026 amortization of existing assets plus 1/2 year amortization of budgeted asset additions. This is an expense under PSAB accounting rules but is omitted from the budget.
Change in asset retirement obligations related to buildings and landfill closure and post-closure expenses	(61,381)	Anticipated increase in unfunded liability due to anticipated remediation in the year, transfer of ARO on fire building to the Village and accretion of remaining obligations. This represents a change in surplus under PSAB accounting rules not reflected in the budget.
Post-employment benefits	13,239	Estimated as inflated prior-year balance, adjusted for the elimination of future liabilities for the Village and arena. This is a revenue under PSAB accounting rules that is omitted from the budget.
Unfunded municipal debt	(459,070)	Net increase in outstanding debt principal. This is treated as revenue in the budget, but is not under PSAB accounting rules.
Overall anticipated change in surplus	1,547,443	

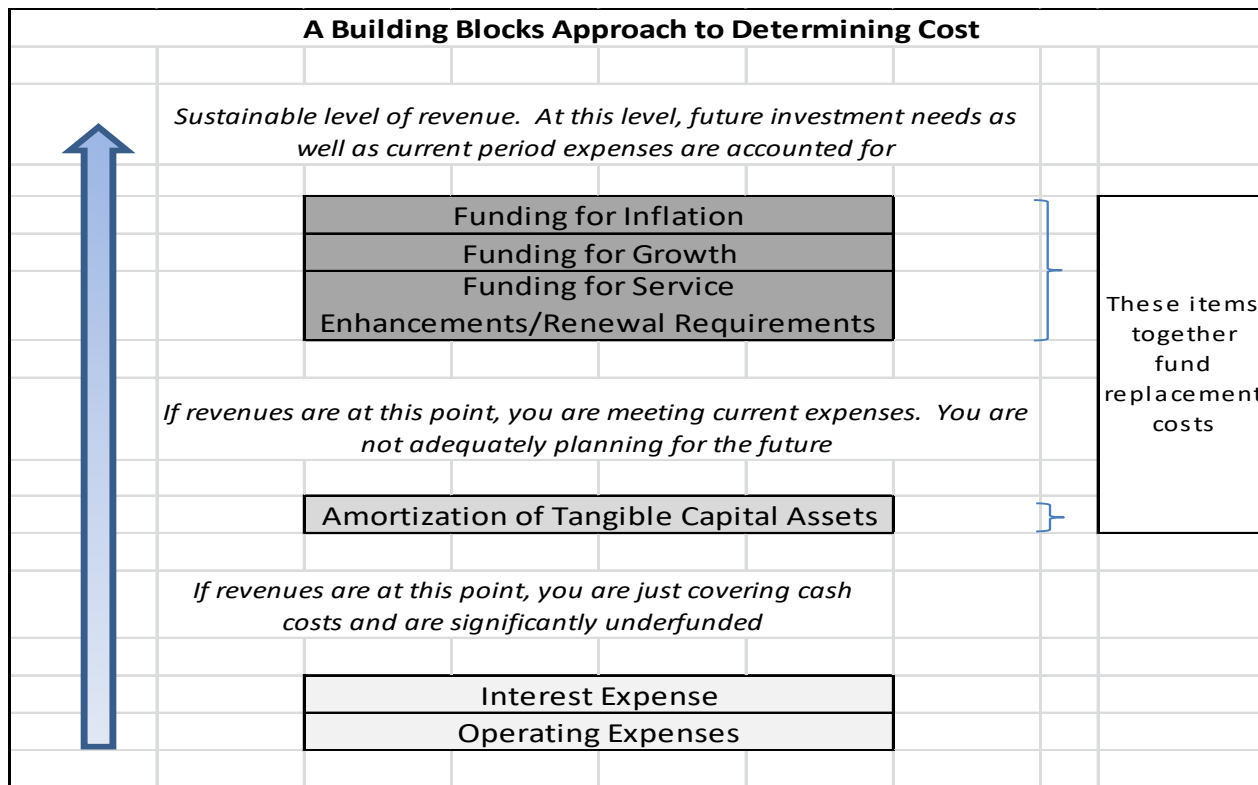
On a modified accrual basis, the Village's budget has been set to eliminate its opening operating surplus. On a PSAB rule basis, the Village's surplus is expected to increase by approximately \$1.5 million, due largely to the prior-year deferred grants being applied to capital projects in 2026.

2. Impact of Budget on Ability to Finance Past, Present and Future Capital Expenditures

The annual amortization of the Village's assets is a conservative estimate of a sustainable level of capital asset funding. The weaknesses of using amortization as an indicator of appropriate capital funding include:

- a) Assets that are fully amortized are excluded from the calculation.
- b) Amortization is based on the historical cost of tangible capital assets and not replacement costs, which in most cases would be significantly higher due to inflation.

This idea is depicted in the following funding level summary, adapted from the Province's Building Together Guide. In a more comprehensive view of sustainability, a municipality's funding levels would be sufficient to cover not only current amortization, but also, would take price increases and service level changes into account.



The Village's estimated 2026 amortization expense is \$815,446. This can be compared to the Village's current level of permanent/predictable annual funding for capital asset purchases of \$652,734 as detailed below:

a) net operating income generated by the 2026 budget (see attached "Calculation of Net Income from Operations")	329,734
b) approximate annual gas tax funding	63,000
c) approximate annual OCIF funding	260,000
	652,734

The Village's current level of capital asset funding increased by approximately \$20,000 over the comparable 2025 level. However, it remains insufficient to cover the existing amortization of the historical cost of its assets. As depicted in the diagram above, this level of investment does not cover current expenses, and is not sustainable in the longer-term. Consequently, if the Village is to move towards sustainable investment in tangible capital assets, through the taxation and user fee policies adopted in the annual budgets, continuing efforts to increase funds available to finance capital expenditures must be made.

Village of Burk's Falls			
Calculation of Net Income from Operations			
2026 Budget - May 2026 Draft			
	2026 Draft Budget	2025 Final Budget	
Total Revenue	6,557,493	5,851,777	
Deduct Capital Revenue -			
Grants and Donations:			
OCIF formula-based-sewer and water	207,538	538,900	
Roads revenue-funeral home sidewalk	15,000	-	
Gas Tax - water	-	130,000	
OCIF formula-based-roads Yonge St rehab	725,839	50,000	
OCIF formula-based-roads Elm St	69,000	-	
Gas Tax - roads Yonge St rehab	387,463	-	
NORDS funding	51,787	347,805	
Emergency preparedness funding-digital sign board	45,000	-	
ICIP grant - COVID -19 resilience	-	67,650	
	1,501,627	1,134,355	
Prior-year Surplus - general	146,552	244,533	
From Reserves - water and sewer	222,045	-	
From Reserves - theatre fan	3,002	-	
From Reserves - tractor	-	5,000	
From Reserves - burn building	-	5,720	
Operating Revenue	4,684,267	4,462,169	
Total Expenses	6,557,493	5,851,777	
Deduct Capital Expenditures -			
Capital Asset purchases:			
Gen govt capital items	-	75,550	
Burn building	-	10,079	
Fire Hall land purchase	19,841	-	
Emergency measures sign board	45,000	-	
Roadways	1,167,302	347,805	
Sidewalks	35,000	50,000	
Public works equipment	5,000	12,900	
Shop furnace	-	4,500	
Sewer capital	30,000	20,000	
Sewer showers in PW building	-	3,500	
Water meter update	25,000	25,000	
Watermain replacement`	346,000	648,900	
Waterline parts Elm St	20,000	-	
Health Centre	40,000	59,465	
Medical Centre	40,000	5,000	
Parks/Dog Park	-	7,500	
Parks - gazebo roof	-	10,000	
Theatre	13,002	-	
New Library project	-	9,765	
	1,786,145	1,289,964	
Interest on capital loans:			
Streetlight capital lease interest	-	92	
OILC loan interest	11,086	12,540	
	11,086	12,632	

	2026 Draft Budget		2025 Final Budget	
Principal repayments on capital loans:				
Roads principal streetlight capital lease	-		9,220	
Roads principal Kubota loan	12,138		-	
Water principal Standpipe loan	47,706		46,252	
		59,844		55,472
Transfers to reserves for capital purposes:				
General Government server	5,000		5,000	
Fire	27,481		14,000	
Roads construction	20,000		20,000	
General infrastructure	-		94,894	
Truck	10,000		10,000	
Bucket Truck	25,000		-	
Tractor	5,000			
Water and Sewer	50,000		63,796	
Landfill	8,500		8,500	
Health Centre	35,000		10,000	
Parks/Dog park	2,500		2,500	
Walking Bridge	50,000		50,000	
Mower	5,000		5,000	
Arena	9,000		9,000	
Library Building	3,113		3,113	
		255,594		295,803
Shared Services capital items included in Burk's Falls portion of cost share:				
Fire capital	943,766		9,295	
Fire loan and construction loan interest repayment	21,784		6,066	
Fire loan proceeds net of repayments/unfinanced capital	- 399,575		8,042	
Fire capital grant	- 529,100		-	
Tri-R capital	4,480		12,165	
Tri-R equipment sale proceeds	- 1,493			
Arena capital items	51,274		35,750	
Library capital (excluding books)	605		2,017	
Library decrease in reserves for capital and opening surplus	- 1,450		- 2,317	
JBC capital	-		-	
		90,291		71,018
Operating Expenses		4,354,533		4,126,888
Net Income from Operations		329,734		335,281
Historical Net Income from Operations				
2024 Budget				298,233
2023 Budget				152,109
2022 Budget				151,035
2021 Budget				125,485
2020 Budget				252,545
2019 Budget				327,456
2018 Budget				362,083



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Public Works Cement Reconstruction Report

Council meeting for May 12, 2026

RECOMMENDATIONS: To accept the tender bid from 1000840418 Ontario Inc. o/a Tec Services.

BACKGROUND/ITEMS TO DISCUSS/ACTIVITY:

For several years 210 Ontario Street has raised concerns about the deterioration of its front platform and adjacent sidewalk. While Public Works has previously carried out patch repairs, these have proven to be short-lived. The most recent repair costs were shared equally between The Village of Burk's Falls and 210 Ontario Street, and the property owner is willing to enter into a similar cost-sharing arrangement again.

ANALYSIS:

This project was included in the budget and completing it will create a safe and visually appealing entrance to the Funeral Home at 210 Ontario Street. The Village of Burk's Falls received two bids for the tender.

HUMAN RESOURCES IMPACT:

The human resource impact would be to award the tender bid to 1000840418 Ontario Inc. o/a Tec Services.

FINANCIAL IMPACT:

The financial impact of having the work completed is \$9,200.00 plus HST.

Company Name	Price (plus HST)
1000840418 Ontario Inc. o/a Tec Services	\$9,200
Gurpartap Rai	\$19,875.00

OPTIONS / END WITH RECOMMENDED OUTCOME:

1. Accept the proposal from 1000840418 Ontario Inc. o/a Tec Services.
2. Award tender to Gurpartap Rai.
3. Re-tender.
4. Do nothing in regards with 210 Ontario Street.

Signature, Department



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Public Works Woodchipper Report

Council meeting for May 12, 2026

RECOMMENDATIONS: To purchase a Woodland TF 68 pro woodchipper

BACKGROUND/ITEMS TO DISCUSS/ACTIVITY:

Public Works rents a large woodchipper annually to process roadside brush and other fallen forestry debris. The rental costs approximately \$2,000 per week, and the equipment must be used within that fixed timeframe, regardless of weather conditions. Chipping the material improves efficiency by allowing more volume per load, reduces storage space requirements, and produces wood chips that are repurposed for use on local walking trails.

ANALYSIS:

After reviewing the costs of ownership, purchasing the chipper is a practical choice. It would allow Public Works to use the equipment whenever needed, improving service levels and enhancing the appearance of the walking trails. The woodchipper is expected to pay for itself in less than three years.

HUMAN RESOURCES IMPACT:

The human resource impact would be to order the woodchipper, assemble, and connect to the tractor.

FINANCIAL IMPACT:

This item is a budgeted item of \$5,000. The Woodland TF68 Pro is on sale right now saving \$475.

Make/model	Size of wood	Price
Woodland TF68 Pro	6"	\$4,479
Woodland TF 46 Pro	4"	\$4,414
Wood Maxx MX-8600	6"	\$5,345
Wallenstein BX52s	5"	\$4,799

OPTIONS / END WITH RECOMMENDED OUTCOME:

1. Accept the recommendation of purchasing the Woodland TF68Pro.
2. Go with a different woodchipper.
3. Do not purchase a woodchipper.

Signature, Department



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Public Works
Yonge Street Rehabilitation Road Closure Report

Council meeting for May 12, 2026

RECOMMENDATIONS: To allow Kenalex to close Yonge Street to Centre Street to Simpson Street while working on the water and stormwater installations.

BACKGROUND/ITEMS TO DISCUSS/ACTIVITY:

Kenalex Construction is upgrading the watermain from Centre Street to Simpson Street. After having conversations with them, they asked about closing that portion of the street while the installation of the watermain and stormwater infrastructure in the contract. The estimated time to complete that portion is 5-7 weeks with the street closed. With the street open during the installation time to complete it is estimated at 12-14 weeks.

ANALYSIS:

Kenalex is proposing to mobilize the week of May 17, 2026, 5-7 weeks from then would put them at completing that section around July 1, 2026. Kenalex will keep the street open for local traffic (meaning people getting to an address in the affected area).

HUMAN RESOURCES IMPACT:

The impact on human resources is the time it takes to grant Kenalex permission to set up the detour.

FINANCIAL IMPACT:

There is no financial impact.

OPTIONS / END WITH RECOMMENDED OUTCOME:

1. Accept the proposal from Kenalex
2. Not allow the street closure

Signature, Department



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ARBFMA Manager's Report – May 2026

Date: May 12th, 2026

RECOMMENDATION

Accept this report as information.

BACKGROUND

The facility ice season ended April 12th, 2026. It was the end of a busy ice season that consisted of 2,100 hours of ice rentals between June 29th, 2025, and April 12th, 2026. Staff are anticipating and preparing for another busy ice season starting June 28th, 2026. The current ice bookings are promising and are looking similar to those hour in the last ice season.

The summer ice program is 10 weeks in 2026. Staff have booked a mini tournament in mid-July as well as a 2-day old-timers tournament at the end of July.

The Karl Crozier Room was also busy April and early May. The types of room rentals included the normal monthly rentals being Seniors exercise, Friends, Bingo, Bible Group, and Cadets. The extra room rentals in April and May included 6 birthday Senior Stand-Up Classes, Holistic Trade Show, Tournament Luncheon, Cadets Reception, Kick Boxing Classes and 5 VofBF Council Meetings.

ANALYSIS

- Staff are now in their maintenance phase of the year. Although there are still facility rooms and floor rentals to serve, staff have cleaning and maintenance to complete to prepare the facility for the next ice season.
- The ice rink boards and glass have been cleaned & scrubbed of all the puck and stick marks. Attached is a before and after pic of the arena boards.
- The capital projects are all underway.
- The condenser has arrived and is installed, ready for the start up in June.
- The hall floors should be resurfaced on May 9, 10, 11 and 12, 2026, and ready for another busy hall rental season.
- Staff have been receiving more requests for the hall use which is a promising sign for the facility

FINANCIAL IMPACT

N/A

HUMAN RESOURCE IMPACT

N/A



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OPTIONS

The Council accepts this report as information and discussion

Graham Smith

Graham Smith RRFA/CIT
ARBFMA Manager





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Capital Report – Man-gate Latches Replacement - May 12th, 2026

RECOMMENDATION

Accept the quotation of from Near North Industrial in the amount of \$1,059.75 plus HST for the manufacturing of the latches for the 9 man-gates for access to the arena ice surface and floor.

Accept the quotation from Punter Property Management Services in the amount of \$3,000 plus HST which includes removal, disposal, installation, parts and welding of the latches.

BACKGROUND

Staff have been dealing with damage and repairs of the door closures for the past 2 to 3 years. Over time the latches have worn out and the welds have busted. Staff have also received a number of customers approaching them with their concerns about the damaged latches.

When the latches break they become a safety issue for the customers using the ice surface and a liability to the facility, staff and the Village of Burk's Falls.

ANALYSIS

Staff were able to obtain 3 quotes for this work

- 1) Near North Industrial and Punter Property Management Services \$4,059.75 plus HST
- 2) Sound Barriers \$7,975 plus HST
- 3) The Welmar Group – Latches and Door Stops only \$963 plus HST plus Shipping.

Note – Staff would still need to hire an installer to remove and replace.

Near North Industrial and Punter Management Services are both local businesses the ARBFMA uses both businesses as needed for supplies and facility maintenance.

FINANCIAL IMPACT

Council approved \$7,500 in the 2026 Capital budget for the replacement of the man door latches.

Options

Council accepts the quotation from Near North Industrial and Punter Property Management Services in the amount of \$4,059.75 plus HST for the man gate latch replacement.

Graham Smith RRFA/CIT
Burk's Falls Arena Manager



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ARBFMA - No Charge and Reduced Rate Report – May 2026

Date: May 12th, 2026

RECOMMENDATION

Accept this report as information and discussion

BACKGROUND

The ARBFMA at the direction of current and previous Council offers certain groups the facility at No Charge or at a reduced rate rather than the prime rate. Council is reminded staff do not use the word "Free" because a rental that brings in zero dollars still costs the facility budget dollars. These costs include utilities, staff time to manage the event, staff time to clean up, toiletries, cleaning supplies, and wear and tear on the facility.

Groups that received the facility at no charge, or a reduced rate in 2025 were Local Minor Hockey Groups, Winning Techniques, The Friends, Armour Ryerson Burk's Falls Agricultural Society, East Parry Sound Community Support Services, Cadets, Elections Canada, Elections Ontario, Land of Lakes Public School, Almaguin Highlands Secondary School, The Bible Study Group, Village of Burk's Falls Recreation Department, and the Tri-Councils.

Through the annual budget, Council and the ARBFMA provides annually the community an ice surface for public skating, parents and tots and adult/senior skating. The public skating program does charge admission, but these admissions have never covered the costs required to cover the cost of the ice surface. In September 2025, staff reduced number of public skating hours offered to help reduce the cost of the program annually. Staff try to get community sponsorship annually to support public skating and this has been very successful during March & Christmas Break and on Family Day. In 2025 staff also received sponsorship for 10 weeks on Friday nights. It is important to note that the public skating donations to sponsor public skating do lower the expected admissions annually.

ANALYSIS

Local Minor Hockey

- Local Minor Hockey receives an hourly rebate on their ice usage.
 - The Village annually offers a rebate to local minor hockey programs, and the rebate equates to 20% off the prime-time ice rate.
-



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Local Minor Hockey Continued:

- Local Minor Hockey Groups used **261 ¾ hours** of ice time in 2025. The rebate received in 2025 was **\$6,327.71**.
- Local Minor Hockey also receives a rebate on the hall use as needed. Minor Sports used **3 hours** of hall rentals in 2025. The rebate received in 2025 was **\$100.01**.
- Offering minor sports, a rebate is common in most municipal arenas including the other 2 municipalities that serve the local minor sports groups
- The rebate for Local Minor Sports is approved annually when the facility rates are approved.

ARBFAS

- The Amour Ryerson Burk's Falls Agricultural Society receives all their ARBFMA rentals at no-charge.
- The Village of Burk's Falls and the ARBFAS have an agreement from the 1970s that allows the ARBFAS use of the facility at no-charge.
- The ARBFAS use the facility for monthly bingos – which includes the hall and kitchen
- Other ARBFAS facility use includes the tuck show, fall fair, annual general meeting, fall fair awards dinner, annual Christmas craft sale and the annual Easter egg drop.
- In 2025 the ARBFAS had 18 different events in the hall, kitchen and lobby for a total of **291 hours of facility use**.
- The value of the **291 hours** of facility use is **\$10,581.06** which calculated using the hourly facility rates for each facility used.
- The Easter egg drop does not include rental of the interior facility and uses the parking lot. The patrons of the Easter Egg Drop however, use the facility washrooms and lobby which is a cost for staffing, toiletries, facility wear and tear and cleaning supplies.
- The Fall Fair does rent the lobby and hall for specific events or vendors, however the facility is often used for washroom use and a warming or cooling area for patrons. This results in a costs for staffing, toiletries, cleaning supplies and facility wear and tear.

Cadets

- Cadets are long time users of the facility and before the COVID-19 pandemic used 1 day per week.
 - The COVID pandemic cadets to move their 2 day a week program to the ARBFMA.
 - Cadets are a youth group that has always been offered the facility at no charge.
 - Cadets do give the ARBFMA an annual donation of **\$250 to \$500** and publicly thank the Village of Burk's Falls and the ARBFMA staff for there long-standing support.
 - In 2025 the Cadets used **202** hours in the hall and on the arena floor.
 - The value of this use is **\$10,078.69**
-



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East Parry Sound Community Support Services

- The East Parry Sound Community Support Services are long time users of the ARBFMA, and they provide exercise classes for local seniors. The fee charged for these classes is “No-Charge”
- The main seniors exercise program is offered weekly on Wednesday mornings and there is also a 10 week Stand up class offered every spring 2 days a week.
- The total number of hours used by the East Parry Sound Community Support Services in 2025 was **100 ½ hours**.
- The value of this no-charge use is **\$4,980.78**
- East Parry Sound Community Support Services occasionally receive funding for the Stand-up classes.
- In 2026 there is a small amount donated for the 2026 Stand-up program

Elections Canada

- At election time in Canada the Government of Canada uses the ARBFMA for elections and advanced polling.
- In 2025 Elections Canada used the hall, kitchen and lobby for **60 hours**.
- Elections Canada set the rate they pay for the facilities they use. The Governments rates are not the same rates the ARBFMA charges for facility rentals.
- The rebate the Government of Canada received in 2025 was **\$424.89**

Elections Ontario

- At election time in Ontario the Government of Ontario uses the ARBFMA for elections and early polling.
- In 2025 Elections Ontario used the hall, kitchen and lobby for **60 hours**.
- Elections Ontario sets the rate they pay for the facilities for the advanced polls which are not the same rates the ARBFMA charges for facility rentals.
- Elections Ontario does not pay for election day as they require municipalities in Ontario to provide their facilities at “No-Charge” for Election Day. The provinces reasons for the “No-Charge” fee on election day is because of the money they give to municipalities annually.
- The rebate and no charge use in 2025 offered to the Government of Ontario was **\$2,234.15**.

Land of Lakes Public School

- The Land of Lakes Public School uses the ARBFMA for school skating and class trips.
 - In 2025 Council agreed to offer the ice surface use of **3 hours** at no-charge to Land of Lakes.
 - The value of this offer is **\$223.02**
-



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Almaguin Highlands Secondary School

- The Almaguin Highlands Secondary School uses the ARBFMA for their School hockey program.
- AHSS are offered a reduced rate for the ice surface because the patrons are youth.
- The AHSS used **27 hours** of ice time in 2025
- The rebate received was **\$585.35**

Winning Techniques

- Winning Techniques has a contract with the Village of Burk's Falls until 2030.
- The contract identifies 505 ½ hours of banked time that was paid for but never used.
- The banked time mentioned in the contract benefits Winning Techniques because the value of the 505 ½ banked hours in 2018 was \$150.96 per hour * 505 ½ which totals \$76,310.28.
- That same time in 2025 would be valued at \$192.02 per hour * 505 ½ which totals \$97,066.11.
- Annually Winning Techniques banked time value exceeds the total amount prepaid before 2018. There is still a balance of 146 banked ice hours to use.
- Winning Techniques has until 2030 to use the bank time or lose the banked time.
- The total number of banked ice time used in 2025 was **60 hours**.
- The value of those 60 hours used in 2025 was **\$10,402.80**.

The Friends

- The Friends are an Alzheimer's seniors group providing seniors weekly a day of socializing, fun and good food.
- The Friends use the hall 8 hours a day every Friday of the year.
- There are days the program is cancelled due to illness, stat days or weather related.
- The Friends program has always been offered a large rebate weekly for their program as it provides great value to the community seniors in need.
- The Friends program used **328 hours in the hall/kitchen** in 2025.
- The rebate offered in 2025 for this program is **\$6,563.07**

Village of Burk's Falls and Tri-Council use

- There was 40 hours used in the hall dedicated Council, Staff, Tri-Council and Council Donated events.
 - These hours used include public meetings, clinics, 2 public events, and staff training
 - In 2025 Councils and Staff used **40 hours** for training, public events and public meetings.
 - The value of those **40 hours** is **\$1,982.40**
-



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Village of Burk's Falls Recreation Programs

- The VofBF recreation department runs programs at the facility annually
- The recreation programs do receive funding through registration, but that registration revenue is not used to pay for the facilities booked and used.
- The recreation department used 4 hours of ice and 13 ½ hours of hall time in 2025.
- The value of the **17 ½ hours** of facility use is **\$1,115.08**
- The number of recreation programs being offered at the ARBFMA is increasing in 2026.

Bible Study Group

- The bible study group is a non-profit group that uses the ARBFMA hall for weekly bible study
- The bible study group used **45 hours** of hall use in 2025.
- The rate charged was the non-profit rate which is significantly reduced from the regular rate.
- The rebate the bible study group received in 2025 was **\$876.20**

Birthday Party Hall Use

- The use of the hall for a birthday party is offered at a reduced rate to give value to the birthday party packages sold.
- The ice surface for a birthday party is charged at full rate
- In 2025 there was **82 hours** of birthday party packages used in the hall.
- The total rebate offered for these parties was **\$2,386.94**

Exercise Classes

- There was a private group that used the hall in 2025 for 7 weeks of exercise classes
- At reduced rate for exercise classes was developed and approved in 2021.
- The exercise classes used only **8 hours** of time in 2025.
- The rebate received was **\$130.30**

Public Skating

- Public Skating is a little more complicated because like the recreation programs it is offered to the community through the Village or ARBFMA budget.
 - The program however still comes at a cost to the budget and should be included in the allocations for reduced rate or no-charge use.
 - Public skating also includes parents and tots, parents and tots shinny and Adult only skating
 - The total number of hours allocated to the public skating program in 2025 was **235 ½ hours**
-



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- The total value of the hours allocated is **\$20,793.04**.
- Staff secured **\$2,437.30** in sponsorship donations and received **\$2,088.28** in admissions in 2025.
- The total value of the ice surface minus the donations and admission fees is **\$16,267.46** in 2025.

Public Skating Info:

An Ontario municipality is **not legally mandated** to provide public skating.

Public skating is considered a recreational service or amenity, not an essential service like police, fire, or water. Therefore, decisions about providing skating, maintaining arenas, or creating outdoor rinks are made by local councils based on community demand, budget, and resources.

However, many municipalities do choose to offer it, and if they do, they are governed by specific guidelines:

Sponsorships: Many public skating sessions are free or low-cost, often supported by local business, community sponsorships or Municipal Councils.

Note: If a municipality offers public skating, it is typically managed through the Parks and Recreation department and announced in seasonal schedules.

FINANCIAL IMPACT

Financial Breakdown Attached

HUMAN RESOURCE IMPACT

Staff time to manage and clean up the events.

OPTIONS

The Council accepts this report as information and discussion.

Graham Smith

Graham Smith RRFA/CIT – ARBFMA Manager



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NO CHARGE AND REBATE INFORMATION

Group	Facility Hours used	Rebate Offered	No Charge Rate	2025 Facility Rental Revenue
Minor Sports Groups	261.75	\$6,327.71		
ARBFAS	291		\$10,581.06	
The Cadets	202		\$10,078.69	
East Parry Sound Community Support Service	100.50		\$4,480.78	
Elections Canada	60	\$424.89		
Elections Ontario	60	\$2,234.15		
Land of Lakes Public School	3		\$223.02	
Almaguin Highlands Secondary School	27	\$585.35		
Winning Techniques	60		\$10,402.80	
The Friends	328	\$6,563.07		
Village Council, Staff & Tri-Council	40		\$1,982.40	
Village of Burk's Falls Recreation	17.50		\$1,115.08	
Bible Study Group	45	\$876.20		
Birthday Party Use	82	\$2,386.94		
Exercise Classes	8	\$130.30		
Public Skating	235.5	\$16,267.46		
Totals	1,713.25	\$35,796.07	\$38,863.83	
Total Facility Hours and Revenues	4,081			\$207,774.89



Rural Youth Group Committee Meeting

April 27, 2026, at 5:30pm at 136 Yonge Street, Burk's Falls

Present: Chair Barry Burton, Mayor Chris Hope (Zoom), Jeannette Godfrey, Mary Thomson, Corrine Penstone (Zoom), Recording Secretary

Guests: None

Regrets: Co-Chair Ashley Brandt

Delegations: None

1. The meeting was called to order at 5:33 pm 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 of April 27, 2026.
Carried.
5. **Adoption of Previous Meeting Minutes:**
Moved by J. Godfrey - Seconded by C. Penstone
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the minutes of the meeting held on March 30, 2026.
Carried.
6. **Old Business:**
 - a) **Update from Council Meeting**
At their meeting of April 21, 2026, Council provided the following resolution:
That the Council for the Village of Burk's Falls hereby adopts the Rural Youth Advisory Committee minutes of March 9, 2026;
AND Further accepts the following recommendations:
 - a) Council approves the hiring of a Youth Coordinator based on the previously submitted candidate selection, with the position set at 20 hours per week for an initial six-month term.
 - b) Council approve the six-month budget as presented in principle, with the option that rent could be reduced in consideration of any renovation costs.
 - c) Council direct staff to review the Rural Youth Committee policies and procedures provided by the Rural Youth Coordinator regarding operations of the future youth drop in centre.Carried.

J. Godfrey attended the meeting and responded to questions from Council. J. Godfrey has contacted the top candidates to confirm their continued interest and availability. The Village Personnel Committee will conduct secondary interviews with selected candidates prior to final

selection, with the goal of completing this within the next one to two weeks, pending availability. J. Godfrey has offered to act as the primary point of contact for the staff member outside of meetings, which the Committee supports.

Discussion at both Council and Youth Group meetings identified the need for clarification regarding responsibilities for costs between the Village and the Youth Group. J. Godfrey and B. Burton will draft a Memorandum of Understanding this week for presentation to Council.

The Committee passed a resolution to accept the related Council resolutions as noted above. Moved by J. Godfrey - Seconded by M. Thomson.

b) Update on Space

B. Burton received communication from a realtor regarding a potential rental location. B. Burton and C. Hope will attend a viewing.

Moved by C. Penstone - Seconded by M. Thomson

Be it resolved that;

That Mayor C. Hope and Chair B. Burton meet with owner of potential site location this Friday.

Carried.

7. New Business

a) Strategy Moving Forward

A second site will be viewed prior to the next meeting, which will assist in determining timelines. Chair B. Burton will contact Clearview Township to request their youth program policy binder. Key policies for consideration include procedures for youth leaving the centre, late pick-up, substance use, staffing ratios, and sign-in processes etc. These will be provided to the coordinator for customization.

The Committee discussed petty cash and spending procedures. The Recording Secretary will forward related questions to Village administration for clarification.

Insurance was also discussed. Mayor C. Hope advised that the program will likely fall under the Village's insurance policy.

b) Set Completion Dates

To be determined at the next meeting, pending site availability.

c) Confirm location

To be determined at the next meeting, pending site availability.

d) Strategy to Increase Volunteers

C. Penstone has prepared 10 draft social media posts to promote volunteer recruitment, which have been submitted to the Village for approval. The Village will also reissue a call for volunteers in the next newsletter. The Committee emphasized the need for volunteers, as staff cannot operate alone. Committee members have been provided with the Village Volunteer Package to complete.

e) Fundraising, Accessibility Grants

An accessibility grant is currently open until May 7 however, due to the lack of a confirmed location, the Committee will not be applying at this time and will revisit the opportunity next year.

The Committee noted that grant writing will be a significant component of the Coordinator's role. An incentive program for donors was briefly discussed for future development. In the interim, tax receipts can be issued for donations.

8. Recommendations to Council

None.

9. Date of Next Meeting: May 4, 2026, at 5:30 pm.

10. Meeting adjourned at 6:16 pm.

Signature of Chair



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Public Works report for GPS

Council meeting for May 12, 2026

RECOMMENDATIONS: To purchase Trimble GPS hardware and software to accurately record water shut-off locations and other assets.

BACKGROUND/ITEMS TO DISCUSS/ACTIVITY:

We were using a Garmin GPS to record assets locations, however it is no longer working.

ANALYSIS:

We looked at replacing the Garmin with a new one, but we found that the Garmin is not very accurate for finding the waypoint after it has been recorded. Looking at the most advanced Garmin MAP67 GPS the accuracy is 6.5-9.8 feet (2-3 meters). The Garmin MAP67i accuracy is 6.5-9.8 feet (2-3 meters) circumference. The Trimble system is software and hardware that uses the cell phone and tablets that we have and accuracy is 1 foot (.3 meter) circumference.

HUMAN RESOURCES IMPACT:

The human resource impact would be to order the new GPS and record assets. With the proposed unit there would be 1-2 hours training on using the system to maximize its potential.

FINANCIAL IMPACT:

Trimble Software and Hardware is - a one time cost of \$1,283.50
Annual cost of \$1,384.75

Garmin MAP67 - \$ 729.00

Garmin MAP67i - \$869.99

OPTIONS / END WITH RECOMMENDED OUTCOME:

1. Approve the purchase of the Trimble hardware and software
2. Do not approve GPS purchase
3. Choose a different GPS system

Signature, Department

JOINT ARENA SERVICES AGREEMENT

This Agreement made effective this [REDACTED] day of April, 2026

BETWEEN:

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

-and-

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

-and-

THE CORPORATION OF THE TOWNSHIP OF RYERSON

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may enter into an agreement with one or more municipalities or local bodies to jointly provide for their joint benefit any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS Armour, Burk's Falls and Ryerson have jointly operated, and desire to continue to jointly operate, Arena Services;

AND WHEREAS Armour, Burk's Falls and Ryerson wish to set out their respective rights and obligations regarding the provision of such Services;

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:

I. DEFINITIONS

1. In this Agreement including in the recitals above,

- (a) **"Act"** means the *Municipal Act, 2001*, S.O. 2001, c.25;
- (b) **"Administer"** means to provide the Service to the public in accordance with Applicable Law, and **"Administration"** has the same meaning;
- (c) **"Administrative Services"** means those services as set out in section 10 of this Agreement;
- (d) **"Agreement"** means this Joint Arena Services Agreement and all Schedules and Exhibits attached to this Agreement;
- (e) **"Arena Services"** means all Services related to the provision of a place of recreation, known as the "Armour, Ryerson and Burk's Falls Memorial Arena and

Karl Crozier Community Centre” located at 220 Centre Street in Burk’s Falls, Ontario; including an ice surface, banquet hall, kitchen, bar, and ancillary interior and exterior space, with parking;

- (f) “**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;
- (g) “**Armour**” means The Municipal Corporation of the Township of Armour;
- (h) “**Burk’s Falls**” means The Corporation of the Municipality of the Village of Burk’s Falls;
- (i) “**Business Days**” means any day other than a Saturday, Sunday or statutory holiday;
- (j) “**Calendar Days**” means consecutive days, including Saturday, Sunday or statutory holiday;
- (k) “**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 Service;
- (l) “**Capital Items**” means machinery, equipment, vehicles and furniture required to provide the Service;
- (m) “**Council**” means the municipal council of each of Armour, Burk’s Falls and Ryerson, or all of them together, as the context requires;
- (n) “**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 Service, in whole or in part and may include both person-caused and natural-caused events, activities and circumstances;
- (o) “**Expenditure**” means funds used by the Administering Municipality to obtain new assets, improve existing ones or reduce a liability;
- (p) “**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;
- (q) “**Head of Council**” means the Mayor of each Municipality, as applicable;
- (r) “**Municipality**” means any of Armour, Burk’s Falls or Ryerson, as the context requires, and “**Municipalities**” means all of them or any two of them, as the context requires;

- (s) “**Net Cost**” means all operating, capital and real property capital expenditures of the Service less all revenues generated by the Service including, but not limited to, government grants, user fees, rents, sales and donations and “**Net Costs**” has the same meaning;
- (t) “**Real Property**” means land, land improvement and any building or buildings erected upon the land used to provide a Service;
- (u) “**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 a Service;
- (v) “**Remaining Municipality**” means one or more Municipalities which elect to continue providing Arena Services after receiving notification of withdrawal from one or more Parties to this agreement, and “**Remaining Municipalities**” has the same meaning.
- (w) “**Report**” means that Report referred to in clause 10(f) of the Agreement, in the form required by the Administering Municipality and “**Reporting**” has the same meaning;
- (x) “**Ryerson**” means The Corporation of the Township of Ryerson;
- (y) “**Service**” means the Arena Services, and “**Services**” has the same meaning;
- (z) “**Tri-Council Meeting**” means a meeting between the Councils of each of the parties, with a quorum from the Council of each party present, such quorum including the Head of Council or designate from each party.
- (aa) “**Withdrawing Municipality**” means a Municipality which has provided written notice of its intent to withdraw from the Agreement, as per the notice provisions outlined in Section 3.

II. TERM OF THE AGREEMENT

2. This Agreement takes effect on January 1, 2028 and the term of this Agreement is five (5) years. For clarity, the Agreement expires at 11:59 p.m. on December 31, 2032.
3. This Agreement will be automatically renewed every five (5) years unless one of the Municipalities advises the other Municipalities, in writing one (1) year in advance of the date of expiry set out in Section 2 of this Agreement, that it wishes to withdraw or renegotiate all or part of this Agreement.
4. If one of the Municipalities has requested a renegotiation of this Agreement and the renegotiated agreement is not in place at the expiry date of this Agreement as set out in Section 2 of this Agreement, this Agreement will remain in place until a new agreement is in force and effect.

5. Upon receipt of a notice of withdrawal from another Municipality, the Head of Council of a municipality may call a Tri-Council 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 Service.
6. If the Council that sent notice pursuant to Section 2 of this Agreement sends further notice within the one (1) year period set out in Section 2 of this Agreement, the provisions of Sections 9 and 10 of this Agreement are no longer applicable and the Agreement renews as provided for in this Agreement as if the original notice was never given.

III. THE JOINT SERVICE

Ownership, Operation and Maintenance

7. The ownership of the Real Property upon which the Service is provided is set out in **Schedule “A”** to this Agreement.
8. The Administering Municipality shall operate and maintain the Real Property and Capital Items associated with the Service it Administers in good condition and in accordance with Applicable Law.

Administration, Cost Sharing, Oversight and Reporting

9. Burk’s Falls shall serve as the Administering Municipality of the Joint Arena Service.
10. For the purposes of this Agreement, the Administrative Services to be provided by the Administering Municipality is as follows:
 - (a) Operation of the Service in compliance with Applicable Law;
 - (b) Staffing for the Service, through employees, contractors or agents, as the Municipality deems appropriate, 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, Conservation, and Parks, the Ontario Ministry of Municipal Affairs, the Ontario Ministry of Sport, and the Ontario Ministry of Finance, with respect to the Service, as may be required by Applicable Law;
 - (e) Maintain financial records with respect to the Service and report to the other Municipalities as required by this Agreement with respect to budgets, revenues, expenses, audits and other financial activities related to the Service; and

- (f) Reporting, on a quarterly basis, in the form required by the Administering Municipality, to the other Municipalities.
11. Burk's Falls shall not charge any additional fees to the other Municipalities to Administer the Service.

IV. TRI-COUNCIL AND SUBCOMMITTEE MEETINGS

12. Tri-Council meetings shall be held up to four (4) times each calendar year, and shall be subject to the following provisions:
- (a) Meetings shall be held at 7:00 p.m. local time on the last Monday of the month.
 - (b) The February and October meetings shall primarily serve for the purposes of reviewing and finalizing the budget for the Joint Arena Service.
 - (c) Tri-Council meetings shall be hosted by each Municipality on a rotating basis, commencing with Armour, followed by Burk's Falls, and then followed by Ryerson, and shall be chaired by the Head of Council or designate of the host Municipality.
 - (d) Tri-Council meetings shall be open to the public except for those meetings or parts thereof that may be closed to the public pursuant to Section 239 of the *Municipal Act, 2001, as amended*.
 - (e) The Procedural By-law of the host Municipality shall be used to govern the Tri-Council meetings hosted by such host Municipality.
13. The Tri-Council Shared Services Sub-Committee (the "Committee") shall serve as a secondary forum for discussion regarding the joint Arena Services, and function based on the Terms of Reference established therefor.
14. This Committee exists to strengthen the partnership formed through the development and provision of Joint Arena Services, and to work collaboratively to improve service delivery and future planning regarding the Arena Service. The Committee exists to keep Partners informed on operational challenges faced by the Arena Service, service delivery issues, and provide representation from each of the Partner Councils.
15. The Arena Manager, and/or designate, may be present at select Committee meetings to provide technical input or advise relating to the Arena Service.
16. The Committee shall endeavour to meet quarterly, at a schedule to be determined amongst its members.
17. The Committee shall not direct any of the Administrative Services provided by Burk's Falls or provide direction to employees of the Arena Service.

V. BUDGETS AND FINANCIAL REPORTING

18. The Administering Municipality shall prepare, on an annual basis, a draft operating and a capital budget for the Arena Service.
 - (a) Such draft budgets shall be presented at the October Tri-Council Meeting of each calendar year and, once reviewed at such Tri-Council Meeting, shall be presented for consideration to each Municipality's Council at its next regular meeting and each Municipality shall report to the other Municipalities the outcome of such meeting.
 - (b) Based on the comments received, the Administering Municipality shall prepare a final budget proposal and forward it to the other Municipalities, through the respective Municipal clerks, by the last Friday in January of each year.
 - (c) Each Municipality shall bring a resolution to the February Tri-Council Meeting indicating whether or not it supports the budget for the Arena Service.
 - (d) The Budget for the Arena Service shall be implemented once approved by all Municipalities subject to this Agreement.
19. Prior to the preparation and presentation of the annual budget, the Administering Municipality shall notify the other Municipalities of the user fees established for the Arena Service and shall send, on an annual basis, a copy of its by-law establishing such fees to the other Municipalities when it circulates the annual budget.
20. If any Municipality does not agree to the proposed budget, the contributions from all Municipalities to the budget shall not change from the most recently approved budget until all Municipalities agree to the proposed budget.
21. From the time the annual budget for the Service is approved by each Council, the Administering Municipality shall provide, every three (3) months thereafter, in writing, a budget to actual report to the other Municipalities, through the Clerk of each Municipality.
22. Once the budget is approved by each Municipality, 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 each of the Municipalities in order to be implemented. The Municipality requesting such change shall notify the Clerks of the other Municipalities with an explanation of the requested change and shall request that a Tri-Council 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 Administering Municipality to the other Municipalities with an explanation of and reason(s) for the overspending.

23. If circumstances arise in any calendar year where any unbudgeted Expenditure becomes necessary, as determined by the Administering Municipality, the Administering Municipality shall provide a written explanation of the unbudgeted Expenditure, including its impact on the Administration and delivery of the Service, and shall provide an estimate of the cost of the unbudgeted Expenditure to each of the other Municipalities, through the respective Clerks, for consideration by each, to consider such item at its next regularly scheduled meeting of Council.
- (a) If all Municipalities cannot agree on proceeding with the unbudgeted Expenditure, within thirty (30) Calendar Days of the date of the written explanation, the Head of Council for the Administering Municipality shall call a Tri-Council Meeting, to be held no later than fifteen (15) Calendar Days following the call of the meeting and at that meeting the unbudgeted Expenditure shall be considered and will only go forward if approved by each Municipality. The Municipality requesting such change shall notify the Clerks of the other Municipalities with an explanation of the requested change and shall request that a Tri-Council meeting be held within fifteen (15) Calendar Days of such request.
24. The Administering Municipality is responsible to ensure that its auditor carries out an audit, on an annual basis, for the Service and shall provide a copy of its audited financial statements to the other Municipalities within ten (10) Business Days after they are received from its auditor.

VI. ADMINISTRATION OF COST SHARING

25. The Net Cost of the Services shall be shared annually as follows:
- (a) Township of Armour: 1/3
- (b) Village of Burk's Falls: 1/3
- (c) Township of Ryerson: 1/3
26. The Administering Municipality shall invoice the other Municipalities quarterly (March 1st, June 1st, September 1st and December 1st) for their share of the Service and such invoices are due within thirty (30) Calendar Days of issuance.
27. After the annual audit is complete, the Administering Municipality shall either invoice or refund to the other Municipalities the difference between the budgeted amount paid by each Municipality and the actual amount to be paid as determined by the audit.

VII. INDEMNIFICATION AND INSURANCE

28. Each Party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other Parties, their respective officials, employees, agents, and contractors (the "Indemnified Parties") from and against any and all claims, demands, suits, losses, liabilities, damages, and expenses (including reasonable legal fees and costs) arising out of or related to:

- (a) Any act or omission of the Indemnifying Party or its employees, agents, contractors, or representatives in the performance of their obligations under this Agreement;
 - (b) Any breach by the Indemnifying Party of any provision of this Agreement;
 - (c) The operation and funding the Arena Services during the term of this Agreement, except to the extent caused by the gross negligence or willful misconduct of the Indemnified Parties.
29. This indemnification obligation shall survive the termination or expiration of this Agreement, and each Party's indemnification obligations shall be limited to its proportional contribution to the funding and operation of the Arena Services as set out herein.
30. During the term of this Agreement, each 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.
31. During the term of this Agreement, each 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.
32. If any Municipality receives a notice of claim, action, application, order, or any other insurance or legal proceeding in respect of the Arena Service, it shall, within five (5) Business Days, provide a copy of such to the other Municipalities.

VIII. EMERGENCY SITUATIONS

33. From time-to-time Emergencies may arise and, in such circumstances, the Municipalities shall cooperate to the best of their abilities regarding public communication about the impact of the Emergency on the Service. The Administering Municipality shall take the lead on the response to the Emergency.
34. As soon as practical following the identification and initial handling of an Emergency, the Head of Council for the Administering Municipality shall call for a Tri-Council Meeting to address any Administration and budget issues that may have arisen due to the Emergency.

IX. RESOLUTION OF DISPUTES

35. In the event of any dispute arising out of or in connection with this Agreement, the Chief Administrative Officer and one representative Member of Council from each of the Parties shall meet to discuss the dispute and attempt to form a resolution. Should informal discussions fail to resolve the dispute, the Parties agree to then attempt to resolve the matter through formal mediation. If mediation fails, the dispute shall be referred to arbitration in accordance with the rules of the Ontario Arbitration Act. Parties agree that all of the aforementioned steps are required to be taken, prior to issuing a notice of withdrawal.

X. TERMINATION OF AGREEMENT/WITHDRAWAL FROM SHARED SERVICES

36. If any Municipality wishes to withdraw from participation in the shared delivery of the Service and wishes to terminate the Agreement, it shall give such notice in writing, as provided for in Sections 2 and 9 of this Agreement, to the other Municipalities, accompanied by a resolution of Council indicating such decision to withdraw.
37. If notice of withdrawal is received prior to the dispute resolution procedures as established in Section 9 being engaged, said notice shall be deemed not to be in effect and the party issuing the notice shall be directed to engage in the formal dispute resolution procedures as outlined.
38. If notice to terminate this Agreement/withdraw from the shared delivery of the Services is given and the Municipality giving such reverses such decision within the notice period provided for in Section 2 of this Agreement, the shared delivery of Services and this Agreement will continue as if such notice was never given, unless the Municipalities amend or reconstitute this Agreement and then such agreement will continue on such new terms as may be memorialized in this Agreement or any successor agreement.

XI. DISSOLUTION

39. Upon the effective termination of this Joint Arena Services Agreement, the assets and liabilities shall be distributed in accordance with the provisions set out in **Schedule "B"** to this Agreement.

XII. NOTICE

40. 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 Municipality) as follows:

The Municipal Corporation of the Township of Armour

Attention: Clerk
 56 Ontario Street, P.O. Box 533
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-2068
 Email: clerk@armourtownship.ca

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

Attention: Clerk
 172 Ontario Street, P.O. Box 160
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-2273
 Email: clerk@burksfalls.ca

The Corporation of the Township of Ryerson

Attention: Clerk
 28 Midlothian Road
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-3286
 Email: clerk@ryersontownship.ca

41. 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 Municipality may change its notice information for the purpose of this Agreement by directing a notice in writing of such change to the other Municipalities at the above addresses and thereafter such changed information shall be effective for the purposes hereunder.

XIII. FORCE MAJEURE

42. Whenever and to the extent that any 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 the Service or utility or the doing of any work or the making of any repairs, by reason of being unable to obtain the material, goods, equipment, service, utility or labour required to enable it to fulfil such obligation, or by reason of any statute, law, by-law or order-in-council or any regulation or order passed or made pursuant thereto, or by reason of the order or direction of any legislative, administrative or judicial body, controller or board, or any governmental department or any governmental officer or other authority having jurisdiction, or by reason of its inability to procure any licence or permit required therefor, or by reason of not being able to obtain any permission or authority required therefor, or by reason of any strikes, lockouts, slow-downs or other combined action of workmen, or shortages of material, or act of war, act of God, adverse weather conditions, unexpected

soil, groundwater or other subsurface or other conditions or any other cause beyond its reasonable control, such Municipality shall be relieved from the fulfilment of such obligation so long as such cause continues. In such event the impacted Municipality will immediately notify the other Municipalities, and each will work together to communicate with the public and explore options for the provision of the Service.

XIV. GENERAL PROVISIONS

Severability and Jurisdiction

43. 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 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 parties that each is satisfied as to the jurisdiction of each party to enter into this Agreement. The parties agree that they shall not question the jurisdiction of any 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 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

44. 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

45. This Agreement constitutes the entire agreement between the 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

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

Amendments

47. This Agreement may only be amended by a written agreement executed by all Parties.

Counterparts

48. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Headings and Wording

49. The inclusion of headings in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
50. 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.
51. 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.
52. The Municipalities 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 Municipalities, and no presumption or burden of proof shall arise favouring or disfavouring any Municipality by virtue of the authorship of any of the provisions of this Agreement.
53. This Agreement shall not be modified or amended except with the written consent of all Municipalities and no modification or amendment to this Agreement binds any Municipality unless in writing and executed by the Municipality intended to be bound.
54. No Municipality shall assign or transfer any of the rights, benefits and obligations in or under this Agreement without the prior written consent of the other Municipalities. Any such assignment shall not relieve any Municipality of its obligations herein. This agreement shall be binding upon and endure to the benefit of the parties and their successors and permitted assigns and heirs.
55. No Municipality 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 Municipalities, 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 Municipality in such proceedings.
56. This Agreement may be executed in counterparts and delivered by facsimile transmission and each such counterpart, whether delivered executed in its original form or by facsimile transmission, shall be, and be deemed to be, an original instrument and all such counterparts when taken together, shall constitute one and the same document.
57. The Schedules attached hereto which form part of this Agreement are as follows:

Schedule "A" - Real Property Ownership

Schedule "B" - Dissolution of Assets

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement, made and effective as of the [redacted] day of April, 2026.

**THE MUNICIPAL CORPORATION OF
THE TOWNSHIP OF ARMOUR**

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

Mayor

Mayor

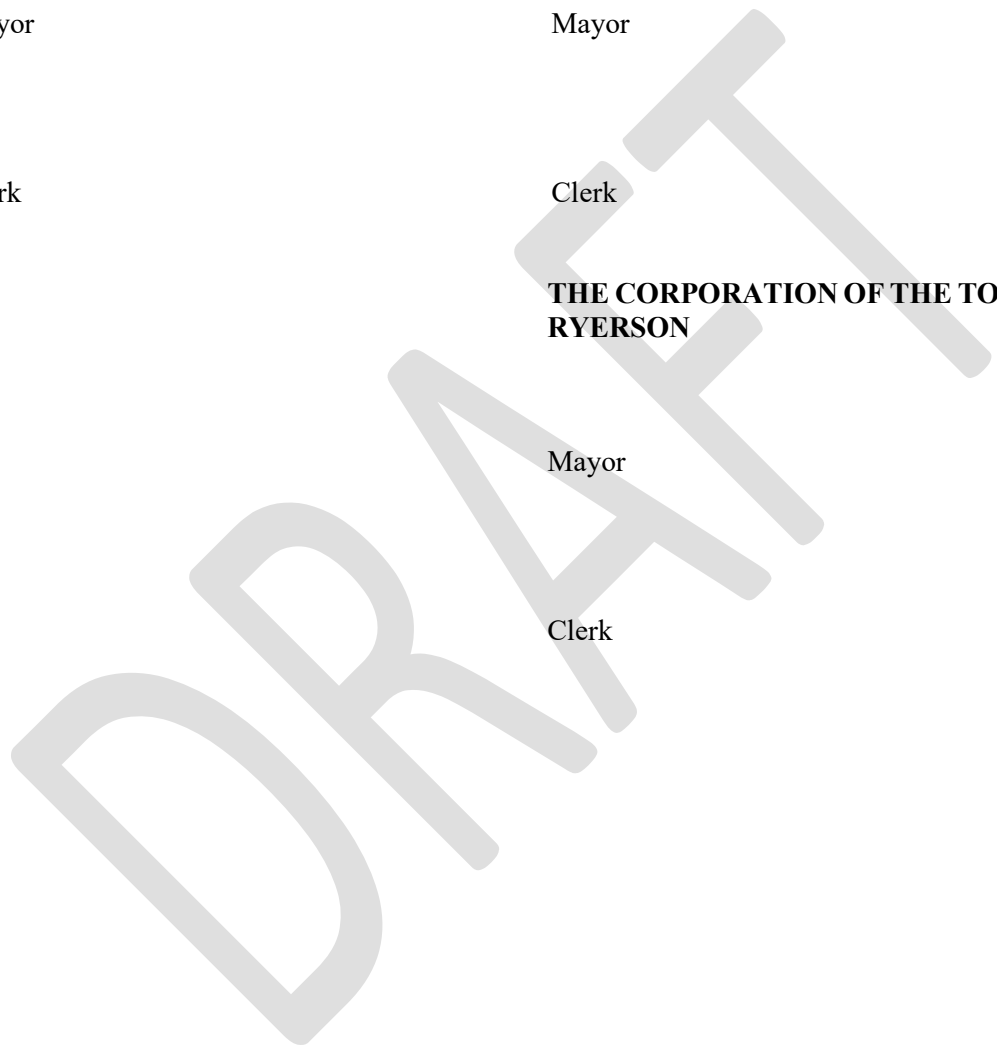
Clerk

Clerk

**THE CORPORATION OF THE TOWNSHIP OF
RYERSON**

Mayor

Clerk



**SCHEDULE A
REAL PROPERTY OWNERSHIP**

Armour, Ryerson and Burk's Falls Memorial Arena and Karl Krozier Community Centre

- Municipally known as 220 Centre Street, Burk's Falls, Ontario.
- The Village of Burk's Falls is listed on the parcel register/title solely as registered owner of the property.
- Each Municipality holds one third (1/3) of the unregistered equitable ownership in the Real Property, which terminates immediately upon the termination or dissolution of this Agreement.

SCHEDULE B DISSOLUTION OF ASSETS

Upon dissolution of Joint Arena Services or termination of the Agreement, the assets for the Service shall be distributed as set out below.

1.1. Ownership of the Real Property

- a. **Termination of Agreement by Burk's Falls:** If Burk's Falls is the Withdrawing Municipality, the title ownership of the Real Property remains with Burk's Falls, and the equitable ownership interests of the other Municipalities revert to Burk's Falls with no compensation owing to those Municipalities.
- b. **Termination of Agreement by Other Party:** If Armour or Ryerson is the Withdrawing Municipality, the title ownership of the Real Property remains with Burk's Falls, and the equitable ownership interests of the Withdrawing Municipality reverts to Burk's Falls with no compensation owing to that Municipality. The other Remaining Municipality, if any, shall continue to hold an unregistered equitable interest in the Real Property.

1.2. Dissolution of Capital Items

Upon termination of the Joint Arena Services Agreement, the dissolution of non-Real Property Capital Items shall be addressed as follows:

- a. **Joint Assumption by Remaining Municipalities:** The Remaining Municipalities shall have the right of first refusal to jointly assume all Capital Items for the continued operation and funding of the Arena Service. The Withdrawing Municipality shall have no entitlement to any share of the Capital Items following its withdrawal.
- b. **Sole Assumption by One Municipality:** If only one of the Remaining Municipalities elects to assume all Capital Items, that municipality shall compensate the other Remaining Municipality in accordance with their respective cost-sharing percentages. The Withdrawing Municipality shall not be entitled to any compensation in respect of the Capital Items.
- c. **Disposal of Capital Items:** If neither of the Remaining Municipalities elects to assume the Capital Items, the Capital Items shall be sold or otherwise disposed of. The net proceeds of such disposal shall be distributed among all Parties in accordance with their respective cost-sharing percentages. Notwithstanding the foregoing, the Withdrawing Municipality's share of the proceeds shall be reduced by an amount equal to any costs or losses reasonably incurred by the Remaining Municipalities as a result of the withdrawal.

1.3. Long Term Debt and Capital Leases

Upon termination of the Joint Arena Services Agreement, any long-term debt or capital leases listed on the Arena Service's audited financial statements shall be assumed by the municipality or municipalities assuming responsibility for the Arena Service. No compensation shall be owed by the other municipality or municipalities for such debt or leases.

1.4. Other Recorded Assets or Liabilities

All other Assets and Liabilities recorded on the Service's audited financial statements shall be assumed by the municipality or municipalities assuming responsibility for the Arena Service. No compensation shall be owed by the other municipality or municipalities for the assumption of such assets and liabilities.

1.5. Unrecorded Assets or Liabilities

Upon termination of the Joint Arena Services Agreement, any unrecorded assets or liabilities of the Arena Service shall be the responsibility of the Remaining Municipality or Municipalities that assume the Arena Service. The Withdrawing Municipality shall have no entitlement to any share of such assets, nor shall it bear any responsibility for such liabilities, regardless of whether they relate to activities that occurred before or after termination of the Joint Arena Services Agreement.

In the event that only one of the Remaining Municipalities assumes the Arena Service, that municipality shall compensate the other Remaining Municipality for its share of any such unrecorded asset or liability in accordance with their respective cost-sharing percentages.

JOINT WASTE MANAGEMENT SERVICES AGREEMENT

This Agreement made effective this [REDACTED] day of April, 2026

BETWEEN:

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

-and-

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

-and-

THE CORPORATION OF THE TOWNSHIP OF RYERSON

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may enter into an agreement with one or more municipalities or local bodies to jointly provide for their joint benefit any matter which all of them have the power to provide within their own boundaries;

AND WHEREAS Armour, Burk's Falls and Ryerson have jointly operated, and desire to continue to jointly operate, Waste Management Services;

AND WHEREAS Armour, Burk's Falls and Ryerson wish to set out their respective rights and obligations regarding the provision of such Services;

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:

I. DEFINITIONS

1. In this Agreement including in the recitals above,
 - (a) “**Act**” means the *Municipal Act, 2001*, S.O. 2001, c.25;
 - (b) “**Administer**” means to provide the Service to the public in accordance with Applicable Law, and “**Administration**” has the same meaning;
 - (c) “**Administrative Services**” means those services as set out in section 10 of this Agreement;
 - (d) “**Agreement**” means this Joint Waste Management Services Agreement and all Schedules and Exhibits attached to this Agreement;
 - (e) “**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;

- (f) “**Armour**” means The Municipal Corporation of the Township of Armour;
- (g) “**Burk’s Falls**” means The Corporation of the Municipality of the Village of Burk’s Falls;
- (h) “**Business Days**” means any day other than a Saturday, Sunday or statutory holiday;
- (i) “**Calendar Days**” means consecutive days, including Saturday, Sunday or statutory holiday;
- (j) “**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 Service;
- (k) “**Capital Items**” means machinery, equipment, vehicles and furniture required to provide the Service;
- (l) “**Council**” means the municipal council of each of Armour, Burk’s Falls and Ryerson, or all of them together, as the context requires;
- (m) “**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 Service, in whole or in part and may include both person-caused and natural-caused events, activities and circumstances;
- (n) “**Expenditure**” means funds used by the Administering Municipality to obtain new assets, improve existing ones or reduce a liability;
- (o) “**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;
- (p) “**Head of Council**” means the Mayor of each Municipality, as applicable;
- (q) “**Municipality**” means any of Armour, Burk’s Falls or Ryerson, as the context requires, and “**Municipalities**” means all of them or any two of them, as the context requires;
- (r) “**Net Cost**” means all operating, capital and real property capital expenditures of the Service less all revenues generated by the Service including, but not limited to, government grants, user fees, rents, sales and donations and “**Net Costs**” has the same meaning;

- (s) **“Real Property”** means land, land improvement and any building or buildings erected upon the land used to provide a Service;
- (t) **“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 a Service;
- (u) **“Remaining Municipality”** means one or more Municipalities which elect to continue providing Waste Management Services after receiving notification of withdrawal from one or more Parties to this agreement, and **“Remaining Municipalities”** has the same meaning.
- (v) **“Report”** means that Report referred to in clause 10(f) of the Agreement, in the form required by the Administering Municipality and **“Reporting”** has the same meaning;
- (w) **“Ryerson”** means The Corporation of the Township of Ryerson;
- (x) **“Service”** means the Waste Management Services, and **“Services”** has the same meaning;
- (y) **“Tri-Council Meeting”** means a meeting between the Councils of each of the parties, with a quorum from the Council of each party present, such quorum including the Head of Council or designate from each party.
- (z) **“Waste Management Services”** means the operation, administration, and decommissioning of a landfill and recycling/re-use centre located at 141 Chetwynd Road in the Township of Armour, all in accordance with Certificate of Approval A521003, issued February 10, 1972 as amended on March 28, 2017 and as may be further amended by the Ontario Ministry of the Environment, Conservation and Parks pursuant to the *Environmental Protection Act*, R.S.O. 1990, c. E.19 or other applicable legislation.
- (aa) **“Withdrawing Municipality”** means a Municipality which has provided written notice of its intent to withdraw from the Agreement, as per the notice provisions outlined in Section 3.

II. TERM OF THE AGREEMENT

2. This Agreement takes effect on January 1, 2028 and the term of this Agreement is five (5) years. For clarity, the Agreement expires at 11:59 p.m. on December 31, 2032.
3. This Agreement will be automatically renewed every five (5) years unless one of the Municipalities advises the other Municipalities, in writing one (1) year in advance of the date of expiry set out in Section 2 of this Agreement, that it wishes to withdraw or renegotiate all or part of this Agreement.

4. If one of the Municipalities has requested a renegotiation of this Agreement and the renegotiated agreement is not in place at the expiry date of this Agreement as set out in Section 2 of this Agreement, this Agreement will remain in place until a new agreement is in force and effect.
5. Upon receipt of a notice of withdrawal from another Municipality, the Head of Council of a municipality may call a Tri-Council 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 Service.
6. If the Council that sent notice pursuant to Section 2 of this Agreement sends further notice within the one (1) year period set out in Section 2 of this Agreement, the provisions of Sections 9 and 10 of this Agreement are no longer applicable and the Agreement renews as provided for in this Agreement as if the original notice was never given.

III. THE JOINT SERVICE

Ownership, Operation and Maintenance

7. The ownership of the Real Property upon which the Service is provided is set out in **Schedule "A"** to this Agreement.
8. The Administering Municipality shall operate and maintain the Real Property and Capital Items associated with the Service it Administers in good condition and in accordance with Applicable Law.

Administration, Cost Sharing, Oversight and Reporting

9. Armour shall serve as the Administering Municipality of the Joint Waste Management Service.
10. For the purposes of this Agreement, the Administrative Services to be provided by the Administering Municipality is as follows:
 - (a) Operation of the Service in compliance with Applicable Law;
 - (b) Staffing for the Service, through employees, contractors or agents, as the Municipality deems appropriate, 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, Conservation and Parks, the Ontario Ministry of Municipal Affairs, the Ontario Ministry of Sport,

and the Ontario Ministry of Finance, with respect to the Service, as may be required by Applicable Law;

- (e) Maintain financial records with respect to the Service and report to the other Municipalities as required by this Agreement with respect to budgets, revenues, expenses, audits and other financial activities related to the Service; and
 - (f) Reporting, on a quarterly basis, in the form required by the Administering Municipality, to the other Municipalities.
11. Armour shall not charge any additional fees to the other Municipalities to Administer the Service.

IV. TRI-COUNCIL AND SUBCOMMITTEE MEETINGS

12. Tri-Council meetings shall be held up to four (4) times each calendar year, and shall be subject to the following provisions:
- (a) Meetings shall be held at 7:00 p.m. local time on the last Monday of the month.
 - (b) The February and October meetings shall primarily serve for the purposes of reviewing and finalizing the budget for the Joint Waste Management Service.
 - (c) Tri-Council meetings shall be hosted by each Municipality on a rotating basis, commencing with Armour, followed by Burk's Falls, and then followed by Ryerson, and shall be chaired by the Head of Council or designate of the host Municipality.
 - (d) Tri-Council meetings shall be open to the public except for those meetings or parts thereof that may be closed to the public pursuant to Section 239 of the *Municipal Act, 2001, as amended*.
 - (e) The Procedural By-law of the host Municipality shall be used to govern the Tri-Council meetings hosted by such host Municipality.
13. The Tri-Council Shared Services Sub-Committee (the "Committee") shall serve as a secondary forum for discussion regarding the joint Waste Management Services, and function based on the Terms of Reference established therefor.
14. This Committee exists to strengthen the partnership formed through the development and provision of Joint Waste Management Services, and to work collaboratively to improve service delivery and future planning regarding the Waste Management Service. The Committee exists to keep Partners informed on operational challenges faced by the Waste Management Service, service delivery issues, and provide representation from each of the Partner Councils.

15. The Waste Management Administrator, and/or designate, may be present at select Committee meetings to provide technical input or advise relating to the Waste Management Service.
16. The Committee shall endeavour to meet quarterly, at a schedule to be determined amongst its members.
17. The Committee shall not direct any of the Administrative Services provided by Armour or provide direction to employees of the Waste Management Service.

V. BUDGETS AND FINANCIAL REPORTING

18. The Administering Municipality shall prepare, on an annual basis, a draft operating and a capital budget for the Waste Management Service.
 - (a) Such draft budgets shall be presented at the October Tri-Council Meeting of each calendar year and, once reviewed at such Tri-Council Meeting, shall be presented for consideration to each Municipality's Council at its next regular meeting and each Municipality shall report to the other Municipalities the outcome of such meeting.
 - (b) Based on the comments received, the Administering Municipality shall prepare a final budget proposal and forward it to the other Municipalities, through the respective Municipal clerks, by the last Friday in January of each year.
 - (c) Each Municipality shall bring a resolution to the February Tri-Council Meeting indicating whether or not it supports the budget for the Waste Management Service.
 - (d) The Budget for the Waste Management Service shall be implemented once approved by all Municipalities subject to this Agreement.
19. Prior to the preparation and presentation of the annual budget, the Administering Municipality shall notify the other Municipalities of the user fees established for the Waste Management Service and shall send, on an annual basis, a copy of its by-law establishing such fees to the other Municipalities when it circulates the annual budget.
20. If any Municipality does not agree to the proposed budget, the contributions from all Municipalities to the budget shall not change from the most recently approved budget until all Municipalities agree to the proposed budget.
21. From the time the annual budget for the Service is approved by each Council, the Administering Municipality shall provide, every three (3) months thereafter, in writing, a budget to actual report to the other Municipalities, through the Clerk of each Municipality.
22. Once the budget is approved by each Municipality, 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 each of the Municipalities in order to

be implemented. The Municipality requesting such change shall notify the Clerks of the other Municipalities with an explanation of the requested change and shall request that a Tri-Council 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 Administering Municipality to the other Municipalities with an explanation of and reason(s) for the overspending.
23. If circumstances arise in any calendar year where any unbudgeted Expenditure becomes necessary, as determined by the Administering Municipality, the Administering Municipality shall provide a written explanation of the unbudgeted Expenditure, including its impact on the Administration and delivery of the Service, and shall provide an estimate of the cost of the unbudgeted Expenditure to each of the other Municipalities, through the respective Clerks, for consideration by each, to consider such item at its next regularly scheduled meeting of Council.
- (a) If all Municipalities cannot agree on proceeding with the unbudgeted Expenditure, within thirty (30) Calendar Days of the date of the written explanation, the Head of Council for the Administering Municipality shall call a Tri-Council Meeting, to be held no later than fifteen (15) Calendar Days following the call of the meeting and at that meeting the unbudgeted Expenditure shall be considered and will only go forward if approved by each Municipality. The Municipality requesting such change shall notify the Clerks of the other Municipalities with an explanation of the requested change and shall request that a Tri-Council meeting be held within fifteen (15) Calendar Days of such request.
24. The Administering Municipality is responsible to ensure that its auditor carries out an audit, on an annual basis, for the Service and shall provide a copy of its audited financial statements to the other Municipalities within ten (10) Business Days after they are received from its auditor.

VI. ADMINISTRATION OF COST SHARING

25. The Net Cost of the Services shall be shared annually as follows:
- (a) Each Municipality shall pay fifteen percent (15%) of the net costs; and
 - (b) The balance of net costs shall be shared based on the number of garbage bags the residents for each Municipality have deposited into the landfill in the prior calendar year.
26. Each year, at the February budget meeting, the Waste Management Administrator shall provide the final total number of garbage bags each Municipality's residents have deposited into the landfill in the prior calendar year, and these figures shall be used to allocate the remainder of the net costs between each Municipality.

27. Each Municipality, at its discretion, may elect to provide an allocation of subsidized garbage bags to each household in its Municipality per calendar year. The Administering Municipality shall invoice the other Municipalities monthly for the cost of any subsidized garbage bags brought to the landfill in the previous month, and such invoices are due within thirty (30) Calendar Days of issuance.
28. The Administering Municipality shall invoice the other Municipalities quarterly (March 1st, June 1st, September 1st and December 1st) for their share of the net costs of the Service and such invoices are due within thirty (30) Calendar Days of issuance.
29. After the annual audit is complete, the Administering Municipality shall either invoice or refund to the other Municipalities the difference between the budgeted amount paid by each Municipality and the actual amount to be paid as determined by the audit.

VII. INDEMNIFICATION AND INSURANCE

30. Each Party (the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other Parties, their respective officials, employees, agents, and contractors (the "Indemnified Parties") from and against any and all claims, demands, suits, losses, liabilities, damages, and expenses (including reasonable legal fees and costs) arising out of or related to:
 - (a) Any act or omission of the Indemnifying Party or its employees, agents, contractors, or representatives in the performance of their obligations under this Agreement;
 - (b) Any breach by the Indemnifying Party of any provision of this Agreement;
 - (c) The operation and funding the Waste Management Services during the term of this Agreement, except to the extent caused by the gross negligence or willful misconduct of the Indemnified Parties.
31. This indemnification obligation shall survive the termination or expiration of this Agreement, and each Party's indemnification obligations shall be limited to its proportional contribution to the funding and operation of the Waste Management Services as set out herein.
32. During the term of this Agreement, each 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.
33. During the term of this Agreement, Armour shall obtain and maintain in full force and effect an Environmental Liability Policy in an amount of not less than five million dollars (\$5,000,000) per occurrence, against claims for bodily injury, including sickness, disease, shock, mental anguish, mental injury, as well as injury to or physical damage to tangible property, or the prevention, control, repair, cleanup, or restoration of environmental impairment of the lands, the atmosphere or any water course or body of water on a sudden or accidental basis and/or gradual release. The policy will be renewed for three (3) years after termination of this Agreement. Should the policy be non-renewed, ninety (90) days' notice of said cancellation or non-renewal must be provided by the Administering Municipality to the other Municipalities, and any of the Municipalities have the right to request that an extended policy period be purchased by the Administering Municipality. Said policy shall name the other parties as an additional insured with respect to any claim arising out of the obligations under this Agreement.
34. During the term of this Agreement, each 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.
35. If any Municipality receives a notice of claim, action, application, order, or any other insurance or legal proceeding in respect of the Waste Management Service, it shall, within five (5) Business Days, provide a copy of such to the other Municipalities.

VIII. EMERGENCY SITUATIONS

36. From time-to-time Emergencies may arise and, in such circumstances, the Municipalities shall cooperate to the best of their abilities regarding public communication about the impact of the Emergency on the Service. The Administering Municipality shall take the lead on the response to the Emergency.
37. As soon as practical following the identification and initial handling of an Emergency, the Head of Council for the Administering Municipality shall call for a Tri-Council Meeting to address any Administration and budget issues that may have arisen due to the Emergency.

IX. RESOLUTION OF DISPUTES

38. In the event of any dispute arising out of or in connection with this Agreement, the Chief Administrative Officer and one representative Member of Council from each of the Parties shall meet to discuss the dispute and attempt to form a resolution. Should informal discussions fail to resolve the dispute, the Parties agree to then attempt to resolve the matter through formal mediation. If mediation fails, the dispute shall be referred to arbitration in accordance with the rules of the Ontario Arbitration Act. Parties agree that all of the aforementioned steps are required to be taken, prior to issuing a notice of withdrawal.

X. TERMINATION OF AGREEMENT/WITHDRAWAL FROM SHARED SERVICES

39. If any Municipality wishes to withdraw from participation in the shared delivery of the Service and wishes to terminate the Agreement, it shall give such notice in writing, as provided for in Sections 2 and 9 of this Agreement, to the other Municipalities, accompanied by a resolution of Council indicating such decision to withdraw.
40. If notice of withdrawal is received prior to the dispute resolution procedures as established in Section 9 being engaged, said notice shall be deemed not to be in effect and the party issuing the notice shall be directed to engage in the formal dispute resolution procedures as outlined.
41. If notice to terminate this Agreement/withdraw from the shared delivery of the Services is given and the Municipality giving such reverses such decision within the notice period provided for in Section 2 of this Agreement, the shared delivery of Services and this Agreement will continue as if such notice was never given, unless the Municipalities amend or reconstitute this Agreement and then such agreement will continue on such new terms as may be memorialized in this Agreement or any successor agreement.

XI. DISSOLUTION

42. Upon the effective termination of this Joint Waste Management Services Agreement, the assets and liabilities shall be distributed in accordance with the provisions set out in **Schedule "B"** to this Agreement.

XII. NOTICE

43. 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 Municipality) as follows:

The Municipal Corporation of the Township of Armour

Attention: Clerk
 56 Ontario Street, P.O. Box 533
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-2068
 Email: clerk@armourtownship.ca

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

Attention: Clerk
 172 Ontario Street, P.O. Box 160
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-2273
 Email: clerk@burksfalls.ca

The Corporation of the Township of Ryerson

Attention: Clerk
 28 Midlothian Road
 Burk's Falls, ON P0A 1C0
 Fax: 705-382-3286
 Email: clerk@ryersontownship.ca

44. 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 Municipality may change its notice information for the purpose of this Agreement by directing a notice in writing of such change to the other Municipalities at the above addresses and thereafter such changed information shall be effective for the purposes hereunder.

XIII. FORCE MAJEURE

45. Whenever and to the extent that any 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 the Service or utility or the doing of any work or the making of any repairs, by reason of being unable to obtain the material, goods, equipment, service, utility or labour required to enable it to fulfil such obligation, or by reason of any statute, law, by-law or order-in-council or any regulation or order passed or made pursuant thereto, or by reason of the order or direction of any legislative, administrative or judicial body, controller or board, or any governmental department or any governmental officer or other authority having jurisdiction, or by reason of its inability to procure any licence or permit required therefor, or by reason of not being able to obtain any permission or authority required therefor, or by reason of any strikes, lockouts, slow-downs or other combined action of workmen, or shortages of material, or act of war, act of God, adverse weather conditions, unexpected soil, groundwater or other subsurface or other conditions or any other cause beyond its reasonable control, such Municipality shall be relieved from the fulfilment of such obligation so long as such cause continues. In such event the impacted Municipality will immediately notify the other Municipalities, and each will work together to communicate with the public and explore options for the provision of the Service.

XIV. GENERAL PROVISIONS

Severability and Jurisdiction

46. 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 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 parties that each is satisfied as to the jurisdiction of each party to enter into this Agreement. The parties agree that they shall not question the jurisdiction of any 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 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

47. 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

48. This Agreement constitutes the entire agreement between the 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

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

Amendments

50. This Agreement may only be amended by a written agreement executed by all Parties.

Counterparts

51. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Headings and Wording

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

53. 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.
54. 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.
55. The Municipalities 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 Municipalities, and no presumption or burden of proof shall arise favouring or disfavouring any Municipality by virtue of the authorship of any of the provisions of this Agreement.
56. This Agreement shall not be modified or amended except with the written consent of all Municipalities and no modification or amendment to this Agreement binds any Municipality unless in writing and executed by the Municipality intended to be bound.
57. No Municipality shall assign or transfer any of the rights, benefits and obligations in or under this Agreement without the prior written consent of the other Municipalities. Any such assignment shall not relieve any Municipality of its obligations herein. This agreement shall be binding upon and endure to the benefit of the parties and their successors and permitted assigns and heirs.
58. No Municipality 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 Municipalities, 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 Municipality in such proceedings.
59. This Agreement may be executed in counterparts and delivered by facsimile transmission and each such counterpart, whether delivered executed in its original form or by facsimile transmission, shall be, and be deemed to be, an original instrument and all such counterparts when taken together, shall constitute one and the same document.
60. The Schedules attached hereto which form part of this Agreement are as follows:
 - Schedule "A" - Real Property Ownership
 - Schedule "B" - Dissolution of Assets

IN WITNESS WHEREOF the parties hereto have hereunto executed this Agreement, made and effective as of the day of April, 2026.

**THE MUNICIPAL CORPORATION OF
THE TOWNSHIP OF ARMOUR**

Mayor

Clerk

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

Mayor

Clerk

**THE CORPORATION OF THE TOWNSHIP OF
RYERSON**

Mayor

Clerk

DRAFT

**SCHEDULE A
REAL PROPERTY OWNERSHIP**

TRI-R Communal Landfill

- Municipally known as 141 Chetwyn Road in Burk's Falls, Ontario
- The Village of Burk's Falls is listed on the parcel register/title as sole registered owner of the Real Property.
- Unregistered equitable ownership is as follows:
 - Armour holds forty percent (40%) of the equitable ownership
 - Burk's Falls holds forty percent (40%) of the equitable ownership
 - Ryerson holds twenty percent (20%) of the equitable ownership

SCHEDULE B DISSOLUTION OF ASSETS

Upon dissolution of Joint Waste Management Services or termination of the Agreement, the assets for the Service shall be distributed as set out below.

1.1. Ownership of the Real Property

The title ownership of the Real Property remains with Burk's Falls, and the equitable ownership interests of the other Municipalities revert to Burk's Falls with no compensation owing to those Municipalities.

1.2. Dissolution of Capital Items

Upon termination of the Joint Waste Management Services Agreement, the dissolution of non-Real Property Capital Items shall be addressed as follows:

- a. **Joint Assumption by Remaining Municipalities:** The Remaining Municipalities shall have the right of first refusal to jointly assume all Capital Items for the continued operation and funding of the Waste Management Service. The Withdrawing Municipality shall have no entitlement to any share of the Capital Items following its withdrawal.
- b. **Sole Assumption by One Municipality:** If only one of the Remaining Municipalities elects to assume all Capital Items, that municipality shall compensate the other Remaining Municipality in accordance with their respective cost-sharing percentages. The Withdrawing Municipality shall not be entitled to any compensation in respect of the Capital Items.
- c. **Disposal of Capital Items:** If neither of the Remaining Municipalities elects to assume the Capital Items, the Capital Items shall be sold or otherwise disposed of. The net proceeds of such disposal shall be distributed among all Parties in accordance with their respective cost-sharing percentages. Notwithstanding the foregoing, the Withdrawing Municipality's share of the proceeds shall be reduced by an amount equal to any costs or losses reasonably incurred by the Remaining Municipalities as a result of the withdrawal.

1.3. Long Term Debt and Capital Leases

Upon termination of the Joint Waste Management Services, any long-term debt or capital leases listed on the Waste Management Service's audited financial statements shall be assumed by the municipality or municipalities assuming responsibility for the Waste Management Service. No compensation shall be owed by the other municipality or municipalities for such debt or leases.

1.4. Other Recorded Assets or Liabilities

All other Assets and Liabilities, with the exclusion of closure/post-closure liabilities, recorded on the Service's audited financial statements shall be assumed by the municipality or municipalities assuming responsibility for the Waste Management Service. No compensation shall be owed by the other municipality or municipalities for the assumption of such assets and liabilities.

1.5. Unrecorded Assets or Liabilities

Upon termination of the Joint Waste Management Services Agreement, any unrecorded assets or liabilities of the Waste Management Service shall be the responsibility of the Remaining Municipality or Municipalities that assume the Waste Management Service. The Withdrawing Municipality shall have no entitlement to any share of such assets, nor shall it bear any responsibility for such liabilities, regardless of whether they relate to activities that occurred before or after termination of the Joint Waste Management Services Agreement.

In the event that only one of the Remaining Municipalities assumes the Waste Management Service, that municipality shall compensate the other Remaining Municipality for its share of any such unrecorded asset or liability in accordance with their respective cost-sharing percentages.

1.6. Post Closure Liability

No immediate compensation is owing from or to any Municipality regarding the landfill closure/post-closure liability as recorded on the audited financial statements. Burk's Falls will be responsible for paying all future landfill closure/post-closure costs, and the other Municipalities will be required to pay Burk's Falls for their share of these actual costs within thirty (30) days of being invoiced. Cost shares shall be fixed as the cost-sharing percentage in effect for the 2028 calendar year.

If any financial security in respect to the post-closure costs of the Waste Management Service has been provided to the Ministry of the Environment, Conservation, and Parks, or are required to be provided to the Ministry of the Environment, Conservation, and Parks, the Municipalities agree that the financial security is to be provided in proportion to the cost-sharing percentage in effect for the 2028 calendar year.

NO LITHIUM WAY CITIZENS UNITED INC. (N.L.W.C.U.I.)

Resolution # 2026-5

Where as Armour Township has declined the BESS application by Power Bank Corporation

And

Where as Power Bank Corp. has filed an appeal to the decision and filed for a hearing with the Ontario Land Tribunal and a pre-hearing was held on April 29 2026 via video conference.

And

Where as NLWCUI was granted Participant Status.

And

Where as Armour Township indicated that they would NOT Oppose the appeal and that the legal teams of both Parties have been in communication in regards to achieving a settlement.

And

Where As NLWCUI are not part of those negotiations and continue to oppose the BESS project and have incurred legal fees from their legal team.

And

Where as the proposed BESS sight is of serious concern to the neighbouring municipality of

The Village of Burk's Falls

And

Therefor NLWCUI are Respectfully requesting financial support from the Village Of Burk's Falls in the amount of \$1,000.00. to assist them in the ongoing legal fight to protect our communities

Date:

Moved BY: Ana

Seconded By: Grace

Carried: Barry Burton May 5 2026

Alamguin highlands medical center room rental

From Craig Watson [REDACTED]

Date Tue 4/14/2026 1:46 PM

To Camille Barr <SeniorAdmin@burksfalls.ca>

[REDACTED]

I am a member of A.A. (Non-profit organization) and was inquiring about the availability of a room at the medical center for a once a week study meeting.

We are trying to get 10 members to join an AA big book study group that would meet for approximately 1 hour. Our preference is to meet Monday night at 7:00pm for a 6 mos period if possible but please let me know the availability.

A.A. is a self supporting organization and we would gladly contribute rent to the town for use of this space if granted access.

Thank you for seeing to this matter and look forward to your response.

Craig Watson

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Health and Safety Policy

Intent

The Village of Burk's Falls acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease due to accidents or incidents is a continuing objective. We make every effort to provide a safe and healthy work environment for all staff, whether they work onsite at The Village of Burk's Falls or remotely in a private residence for the company. We believe all accidents are preventable and that active participation at all levels helps ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

The company is committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of this commitment, the company develops, implements, and enforces policies and procedures that promote and provide a healthier, safer work environment. The company understands the importance of safety to the wellbeing and productivity of all employees, and strives to safeguard the workplace against injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties to maintain a safe and healthy work environment. The Village of Burk's Falls complies with all applicable workplace health and safety legislation.

Guidelines

Communication

The Village of Burk's Falls encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern are not subject to reprisal or retaliation.
- Health and safety comments are reviewed by leadership. The Chief Administration Officer initiates an investigation into each reported or potential hazard.
- Employees should inform the Department Manager of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous if so desired.

Responsibilities

Employers must:

- Provide appropriate personal protective equipment (PPE) and clothing and ensure its use;
- Maintain the equipment in good condition, ensuring it fits properly and is appropriate to the circumstances, taking all relevant factors into account;

- Provide information and instruction related to all real and potential workplace hazards to workers, advise workers of results of occupational health and safety reports, provide competent supervision, and take every reasonable precaution to protect the health and safety of all workers;
- Review all health and safety policies annually, make revisions where necessary, and develop and maintain a program to implement the policies;
- Communicate and cooperate with the health and safety representative, directors, and any other legislatively required party on matters related to workplace health and safety;
- Post a copy of this policy, a copy of the OHS Act along with any explanatory materials prepared by the Ministry, a copy of an annual summary from the Workplace Safety and Insurance Board (WSIB), and the names and work locations of health and safety representatives or committee members in the workplace or in a readily accessible electronic format in accordance with the OHS Act;
- Adhere to any legislative requirements related to biological, chemical, and physical agents in the workplace, such as maintaining records, monitoring levels and exposure, and providing instruction and training; and
- Provide appropriate training programs related to occupational health and safety.

Due to specific risks of employees experiencing an opioid overdose while working at The Village of Burk's Falls, the company provides naloxone kits in the workplace. The company regularly maintains the naloxone kits to ensure they are in good condition. Kits are replaced after each use or by the expiry date noted on the kit, whichever comes first.

Training is provided to anyone who oversees a naloxone kit and its use to ensure it can be administered safely. This training covers how to recognize an opioid overdose, how to administer naloxone, and associated hazards. The names and locations of the workers trained to oversee and use a naloxone kit are posted in a conspicuous place in the vicinity of the kit.

Supervisors must:

- Always promote a safe and healthy workplace and take every precaution to protect the health and safety of workers they supervise;
- Use or wear PPE appropriately and when required, and ensure workers use and wear PPE that fits properly and is appropriate to the circumstances, having regard to all relevant factors; and
- Advise workers of any real or potential hazards or dangers to their health and safety the supervisor is aware of, and when required provide written instruction on procedures to maintain a healthy and safe workplace.

Employees must:

- Work in compliance with all occupational health and safety policies and procedures;

- Report all missing or defective PPE, any contravention of the OHSA the worker becomes aware of, and the existence of any real or potential hazards they discover in the workplace to their supervisor or the company;
- Inform the Department Manager if they feel there is a risk of worker opioid overdose;
- Use appropriate PPE as required;
- Never remove or alter any PPE without providing an adequate replacement or alternative;
- Report when provided PPE does not fit properly or is not appropriate to the circumstances; and
- Never operate any equipment or work in a way that could endanger themselves or another worker, and never engage in pranks or unnecessary boisterous conduct while in the workplace.

Workplace Violence and Harassment Policy

Intent

The Village of Burk's Falls is committed to building and preserving a safe, productive, and healthy working environment for its employees, free from violence and harassment. The company takes all reasonable measures to ensure job candidates, employees, managers, and clients are not subject to any form of violence or harassment. This commitment applies to all areas of business, including training, performance assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions, including remote work.

The company neither condones nor tolerates acts of violence or harassment against or by any employee. This policy outlines the company's commitment to preventing violence and harassment, including how incidents of violence and harassment are handled and investigated.

Definitions

Complainant: A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

Respondent: A person whom another individual has accused of committing an act of violence or harassment.

Workplace harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment.

Workplace sexual harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace violence: The exercise of, or attempt to exercise, physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Guidelines

This policy has been developed in consultation with the health and safety representative. It is reviewed annually, or more frequently if necessary to ensure that it accurately represents the The Village of Burk's Falls prevention program.

The company provides all employees with appropriate training and information regarding the violence and harassment prevention practices and procedures. Employees are responsible for adhering to this policy, and should report every incident of violence or harassment immediately to management. This includes any incidents that have been witnessed, experienced by, or reported to an employee.

For the purposes of this policy, workplace harassment or violence can occur:

- At the workplace;
- At work-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone or through other information and communications technology if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Reasonable day-to-day actions by a manager that help manage, guide, or direct workers or the workplace and appropriate employee performance reviews, counselling, or discipline by a manager do not constitute harassment.

Responsibilities

The Village of Burk's Falls has a duty to:

- Provide information, instruction, and supervision to workers to protect their health and safety as it relates to workplace violence and harassment;
- Take every reasonable precaution to protect workers from workplace violence and harassment;
- Review and update this policy at least annually, and develop and maintain a workplace violence and harassment program to eliminate identified hazards from the workplace;
- Post a copy of this policy in a conspicuous location in the workplace;
- Ensure supervisors are competent in dealing with workplace violence and harassment matters;
- Investigate all incidents and complaints for workplace violence and harassment; and
- Assist the health and safety representative in carrying out functions related to workplace violence and harassment, and provide them with copies of any reports, investigations, or documents related to workplace violence and harassment.

Supervisors have a duty to:

- Advise workers of all potential or real hazards and dangers they are aware of involving workplace violence and harassment;

- Provide workers with written instruction when necessary to prevent workplace violence and harassment; and
- Take every reasonable precaution to protect workers from workplace violence and harassment.

All employees are expected to:

- Work in compliance with all applicable legislation and all policies and procedures related to workplace violence and harassment prevention;
- Report all instances of workplace violence and harassment they become aware of to their supervisor or management; and
- Never commit acts of workplace violence or harassment.

Risk Assessment and Prevention

The Village of Burk's Falls conducts a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of employees and institutes measures to eliminate or control any identified risks to employee health and safety.

The following factors are considered during the assessment:

- Past incidents of violence;
- Violence that is known to occur in similar workplaces;
- The circumstances in which work takes place, including the type of work and conditions of work;
- The interactions that occur in the course of performing work; and
- The physical location and layout of the workplace.

The risk assessment may include reviews of records, security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Areas that are considered and may contribute to the risk of violence or harassment include but are not limited to contact with the public, exchange of money, receiving doors, and working alone or at night.

The company provides the health and safety representative with a written copy of the assessment and advises them of the results.

The company reassesses risks as often as necessary to ensure the related program and policy protect employees from workplace violence and harassment. A written copy of the re-assessment is also provided to the health and safety representative.

The company discloses information to workers who are likely to encounter a person with a known history of violence in the performance of their job duties, or if there is a potential risk of workplace violence as a result of interactions with the person with a history of violence. However, the company only discloses personal information that is deemed reasonably necessary to protect the worker from physical harm.

Control Measures and Procedures

Specific hazard controls and procedures are developed and implemented at The Village of Burk's Falls to eliminate or reduce the risks of workplace violence or harassment identified during workplace violence and harassment risk assessments. All employees are trained on workplace violence and harassment prevention procedures that apply to them and their work.

Reporting Incidents of Workplace Violence and Harassment

An employee who believes they have been subject to violence or harassment should submit a complaint to the Department Manager. The complaint should be made as soon as possible after the incident and must include the following information:

- The date and time of the incident;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and
- A thorough description of what occurred.

An employee who believes they have been subject to harassment may also choose to confront the person they believe is responsible without filing a complaint. They can confront the other person directly or through writing, detailing the unwelcome behaviour and requesting it to stop.

If the other person is the employee's manager, or in a position of power, the complainant is welcome to file a complaint with the Chief Administration Officer.

Immediate Assistance Procedures

The following measures and procedures should be followed when an incident of violence has occurred or is likely to occur and immediate assistance is required:

- Get to a safe place. Do not return to the area where incident occurred.
- Place an immediate call to emergency services by dialing 911.
- When safe to do so, report the incident to the Department Manager.

The company provides appropriate assistance to any employee who is a victim of violence or harassment. The Village of Burk's Falls recommends that a worker who has been harmed as a result of an incident of violence at the workplace consult their healthcare provider for treatment or referral for post-incident counselling, if appropriate.

Investigation Procedures

Once a complaint has been received, The Village of Burk's Falls completes a thorough investigation as soon as possible. If necessary, the company may employ outside assistance or request the use of legal counsel during the investigation. The investigation includes:

- Informing the respondent of the complaint;
- Interviewing the complainant and any persons involved in the incident;
- Identifying and interviewing any witnesses; and
- Obtaining statements from all parties involved.

All of the above information is documented and used to determine whether an incident of violence or harassment occurred. The health and safety representative is not involved in investigations of harassment and is not provided with any identifying information of the parties involved.

A copy of the complaint, detailing the complainant's allegations is provided to the respondent, who is invited to reply in writing to the complainant's allegations. The reply is made known to the complainant before the case proceeds.

The company takes all measures to prevent any disclosure of the incident and the identities of the parties involved, unless the disclosure is required for the investigation, for taking corrective action, or by law.

Results of Investigation

Upon completion of an investigation, The Village of Burk's Falls provides both the complainant and respondent a written summary of the results of the investigation and any corrective action that has been or will be taken. This written notification is provided as soon as possible after the investigation has been completed, and does not include the investigation report unless required by law.

Where The Village of Burk's Falls determines that violence or harassment has occurred, control measures are implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures are determined on a case-by-case basis. Any control measure enacted are communicated to the complainant and respondent, as well as any other employees the measure affects.

Disciplinary Measures

If the company determines that an employee has been involved in an incident of violence or harassment towards another employee, immediate disciplinary action will be taken, up to and including termination. Any disciplinary action is determined by the Chief Administration Officer and will be proportionate to the seriousness of the behaviour or action involved in the incident.

Recordkeeping

The Village of Burk's Falls ensures that appropriate records of complaints and investigations relating to incidents of violence and workplace harassment are kept, including:

- A copy of the complaint or details about the incident;
- Any records related to the investigation, including notes;
- A copy of the investigation report, when required;
- A summary of the investigation results, including what was provided to the complainant and respondent; and
- A copy of any corrective action taken to address the complaint or incident.

Domestic Violence

If The Village of Burk's Falls becomes aware that domestic violence is likely to expose an employee to physical injury in the workplace, the company will take every precaution reasonable in the circumstances for the protection of the worker.

Fraudulent or Malicious Complaints

It is a violation of this policy for anyone to knowingly make a false complaint or provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and the company significant damage. Any employee who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action up to and including termination of employment.

Confidentiality

The Village of Burk's Falls does not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint, or where required by law. The company only discloses the minimum amount of personal information or details necessary for these purposes.

All records of harassment, and subsequent investigations, are considered confidential and are not disclosed to anyone except to the extent required by law. The company does everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

Training

The Village of Burk's Falls ensures all workers are trained and educated on violence and harassment and that they are clear about their roles and responsibilities as well as this policy and its procedures. In addition, a copy of this policy is made available to all workers.

The Village of Burk's Falls provides workers with training and education, which include:

- How to recognize a potentially violent situation;
- Procedures, work practices, administrative arrangements, and engineering controls that have been developed to mitigate the associated risks;
- Appropriate responses to incidents of violence and harassment, including how to get help when required; and
- How to report incidents of workplace violence and harassment.

Review

The Village of Burk's Falls reviews and, where necessary, revises this policy annually, or sooner if there is a change in circumstances that could affect employee health and safety. Any changes are communicated to employees and a copy of the updated policy will be made available.

Smoke-Free Workplace Policy

Intent

The Village of Burk's Falls is committed to providing a healthy and safe workplace. The company has adopted this policy in accordance with the *Smoke-Free Ontario Act, 2017* (Act).

Definitions

Electronic cigarette: A vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

Enclosed workplace: The inside of any place, building, structure, or vehicle or conveyance or a part of any of them that is covered by a roof, that employees work in or frequent during their employment whether they are acting in the course of their employment at the time, and that is not primarily a private dwelling or a prescribed place.

Use of electronic cigarette: Inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette.

Vapour products: An electronic cigarette, an e-substance, or any component of an electronic cigarette, including the package in which the electronic cigarette, e-substance, or component is sold.

Guidelines

Smoking is prohibited in all enclosed workplaces, as well as in company vehicles, hotel rooms, or rental cars booked for company business purposes. Individuals must not smoke or hold lit tobacco or cannabis products or use an electronic cigarette in these locations. This prohibition applies to all employees, guests, contractors, and customers of The Village of Burk's Falls.

Signs are posted throughout the workplace in accordance with the *General Regulation* under the Act indicating that smoking and the use of electronic cigarettes are prohibited. Ashtrays or similar items are not permitted in the workplace. Ashtrays may be present in company vehicles when they were installed by the manufacturer, but are not to be used for their intended purpose.

Employees are expected to arrive to work fit for duty and remain fit for duty throughout their shift. If an employee wishes to smoke tobacco products or use an electronic cigarette, they may do so on their scheduled breaks, outside the enclosed workplace in the designated smoking area.

Violations

Any violation of this policy must be reported to the Department Manager. Employees who act in accordance with or seek the enforcement of this policy and the *Act* are never subject to reprisal. If any person is found smoking in the enclosed workplace, they will

be immediately asked to stop. Refusals to comply with this request will result in the individual being asked to leave the workplace.

Employees who violate this policy will be subject to discipline up to and including termination under the company's policy on progressive discipline.

Workplace Hazardous Materials Information System (WHMIS) Compliance Policy

Intent

The Village of Burk's Falls values the safety and wellbeing of our workers and works to provide every reasonable safety measure possible. In pursuit of high safety standards and in compliance with applicable regulations, the company adheres to Workplace Hazardous Materials Information System (WHMIS) requirements under Ontario occupational health and safety legislation. This policy outlines the responsibilities associated with complying with WHMIS 2015.

Guidelines

WHMIS incorporates elements of the Globally Harmonized System (GHS) of Classification and Labelling of Chemicals and establishes the requirements for labels and safety data sheets (SDSs). Hazardous materials are not to be used, handled, or stored in the workplace unless they are properly identified and labelled, SDSs are available, and employees have received training or instruction on their safe use, handling, and storage.

The Village of Burk's Falls Responsibilities

The Village of Burk's Falls will remain up to date on all WHMIS changes and ensure all related legislative standards are met. All necessary employees and managers receive information and training on hazardous materials and the safe use of hazardous materials in the workplace. The company also ensures control measures related to safe handling and use of hazardous materials are in place to protect the health and safety of workers.

Wherever a hazardous material is regularly used, stored, handled, or disposed of, the company posts clearly visible signs indicating such things occur in that area of the workplace. All containers holding hazardous materials are expected to have appropriate labels, either a manufacturer's label or a workplace label, and the company works to ensure this is always the case. Hazardous materials should never be transferred from a labelled container to a new container unless the new container already has appropriate labelling attached.

SDSs are readily available and remain up to date. They contain additional hazard and precautionary information beyond what is included on any label. Suppliers are expected to provide the appropriate supplier labels and SDSs for all incoming hazardous materials. If they are not supplied, the company immediately contacts the supplier to ensure information is up to date.

Employee Responsibilities

All The Village of Burk's Falls employees must participate in WHMIS training and education. This ensures everyone in the workplace is prepared in the event of an incident involving hazardous materials. All employees should report any violation of safe work procedures connected to WHMIS to their immediate supervisor, manager, or a safety representative. To ensure all other employees remain safe, employees should also inform their immediate supervisor, manager, or a safety representative if they cannot

access the proper information on a hazardous product, such as in situations where the SDS is missing, damaged, or illegible, or when a label has been damaged.

Training and Education Program

The Village of Burk's Falls provides WHMIS with GHS training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties. This training and education program includes instruction in two forms: classroom and on-the-job.

The classroom instruction includes information on the following:

- Supplier labels and workplace labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements and precautionary statements; and
- Signal words.

In addition to the classroom instruction, employees are provided on-the-job training specific to their role in the company and the hazardous products they might use. This training includes the procedures for the safe use, storage, handling, and disposal of hazardous materials in the workplace; handling leaks and spills; an emergency event involving hazardous products; and worksite-specific training on measures for working safely with hazardous products.

The Village of Burk's Falls reviews its training and education program and content annually, and makes revisions as necessary. In the event of any changes to the program, and when new hazardous products are brought into the workplace, workers will be retrained and educated.

Company employees are compensated for time spent at training sessions, considered to be normal work time, and paid at their regular rate of pay, or at an overtime rate of pay as applicable.

Right to Refuse Unsafe Work Policy

Intent

The Village of Burk's Falls is vitally interested in the ongoing health and safety of everyone in the workplace. If an employee encounters unsafe working conditions, or where the required equipment, tools, or machinery present a health and safety concern, the employee has the right to refuse any work that they believe to be unsafe. This policy has been adopted to provide appropriate guidelines for any potential work refusal or stoppage in accordance with Ontario's *Occupational Health and Safety Act* (OHSA).

Guidelines

Employees have the right to refuse dangerous work if they have reason to believe that:

- The use or operation of a machine, tool, or piece of equipment constitutes a danger to anyone in the workplace;
- A condition exists in the workplace that constitutes a danger to employees, including if workplace violence is likely to endanger them; or
- Any machine, tool, piece of equipment, the physical condition of any part of the workplace, or any other thing in the workplace is in contravention of the OHSA and that contravention is likely to endanger someone in the workplace.

Employees cannot refuse work if the refusal puts the life, health, or safety of someone else in danger, or if the danger the employee is referring to is inherent in the work or a normal condition of employment. Any employee who reasonably refuses unsafe work will continue to be paid their regular wages while present at work and while completing any work that is a reasonable alternative to the refused work.

Work Refusal Procedure

Whenever an employee chooses to refuse unsafe work, the employee should immediately report the circumstances of the refusal to their manager or supervisor. The manager or supervisor will investigate the report as soon as possible in the presence of the refusing employee and a health and safety representative. Until the investigation is complete, the refusing employee is expected to remain in a safe place that is as close to the work as possible and remain available to the person conducting the investigation.

Once the investigation is complete, the manager or supervisor will take whatever reasonable steps possible to remedy any unsafe circumstances so the refusing employee can return to work safely. If the refusing employee still has reasonable grounds to believe that the work is unsafe after the initial investigation is complete and any remedial steps have been taken, the employee may continue to refuse the unsafe work.

If an employee continues to refuse unsafe work after an investigation and any remedial action has been taken, the manager or supervisor will contact an inspector at the Ministry of Labour, Immigration, Training and Skills Development. The employee is welcome to do the same. The inspector will investigate the work refusal in consultation with the manager or supervisor who investigated the refusal, the refusing worker, and a health and safety representative. During normal working hours, the refusing employee

must remain in a safe place and reasonably available to the inspector while they conduct their investigation.

After completing their investigation, the inspector will decide whether an unsafe circumstance is likely to endanger anyone in the workplace. This decision will be delivered in writing as soon as possible to all involved parties. While awaiting the findings of the inspector's investigation, the company may assign the refusing employee reasonable alternative work during their normal working hours. If an inspector determines something in the workplace is unsafe, the company will take immediate action to remedy the situation and ensure all employees can work safely.

Continuing Work That Has Been Refused

Where an employee continues to refuse the work they believe to be unsafe, the company may ask another worker to perform the refused work while waiting for the inspector to investigate and give a decision on the continued refusal.

Where a second employee is asked to perform work that has been refused, they will be informed of the initial work refusal, and the refusing worker's reasons for the refusal. This information must be provided in the presence of a health and safety representative. The second employee also has the right to refuse the work.

Discipline for Refusal to Work

Employees will not be disciplined, threatened with discipline, intimidated, or coerced, or have a penalty imposed on them for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.

If a work refusal was made in bad faith, or if the worker continues to refuse the work after a ruling from an inspector and subsequent remedial action has been taken, the company may use disciplinary action up to and including termination of employment.

First Aid Policy

Intent

The Village of Burk's Falls has adopted this policy to ensure the ongoing health and safety of staff, customers, and visitors. The company always works to eliminate hazards and risks in the workplace; however, in the event of a workplace injury, first aid will be provided safely, reasonably, and as soon as possible. The company is committed to meeting all legislative requirements regarding first aid under the *Workplace Safety and Insurance Act, 1997*, the *Occupational Health and Safety Act*, and their regulations.

Guidelines

First aid is the emergency care provided to an injured person immediately after an incident occurs. First aid is used to minimize injury and potential future disability, and in serious cases may be necessary to keep injured people alive until emergency services arrive.

The Village of Burk's Falls ensures at least one individual certified to perform first aid is present in the workplace during all operating hours. First aid supplies remain in the charge of this certified individual while workers are present in the workplace.

The company provides several first aid stations in the workplace. Stations are located in each vehicle and each facility, workers are trained in their location.

Each first aid station contains a first aid box and a notice board that includes the first aid certificates of qualification of the trained workers in the workplace, a first aid box inspection form, and a poster detailing the four-step process of what to do in case of injury at work. First aid stations are the responsibility of the employee with first aid certification who works closest to the first aid station. Responsibilities include ensuring the first aid station remains accessible, clean, and in good condition, and ensuring it is adequately stocked with the required first aid supplies. The company inspects the first aid box at least quarterly.

All injuries that occur in the workplace requiring first aid are recorded and reported. Reports include an account of the incident by the injured worker, the date and time the incident took place, the name of the certified individual who provided first aid, and the first aid measures provided. The company investigates all incidents that result in injury to determine cause, assess risk, and eliminate associated hazards.

The Village of Burk's Falls emergency procedures and emergency phone numbers are posted at the first aid station, as well as near all telephones.

First Aid Box

The company ensures first aid boxes are sufficiently stocked, in line with legislative requirements. When restocking is required, certified first aid providers should contact the Chief Administration Officer to facilitate the purchase of first aid supplies at the company's expense.

Naloxone Kits

Due to specific risks of employees experiencing an opioid overdose while working at The Village of Burk's Falls, the company provides naloxone kits in the workplace. The company maintains the naloxone kits on a regular basis to ensure they are in good condition. Kits are replaced after each use or by the expiry date on every kit, whichever comes first.

At minimum, any nasal spray naloxone kit on The Village of Burk's Falls property will be kept in a hard case and contain:

- Two doses of intranasal spray, with each dose containing 4 mg/0.1 ml of naloxone hydrochloride;
- One rescue breathing barrier; and
- One pair of non-latex gloves.
- At minimum, any injectable naloxone kit on The Village of Burk's Falls property will be kept in a hard case and contain:
 - Two vials or two ampoules, with each vial or ampoule containing a 0.4 mg/1 ml dose of naloxone;
 - For each ampoule included in the kit, one device to safely open the ampoule, such as a breaker, snapper, or opener;
 - Two syringes, with each syringe attached to a licensed 25-gauge safety-engineered needle that measures one inch in length;
 - Two alcohol swabs;
 - One rescue breathing barrier; and
 - One pair of non-latex gloves.

Training is provided to individuals tasked with overseeing the naloxone kit and its use to ensure it can be administered safely. This training covers how to recognize an opioid overdose, how to administer naloxone, and associated hazards. The names and locations of the workers trained to oversee and use the naloxone kit are posted in a conspicuous place in the vicinity of the kit.

Reporting Workplace Accidents and Injuries Policy

Intent

The Village of Burk's Falls recognizes that work-related accidents and injuries require clear reporting procedures to ensure the appropriate authorities are notified. This policy outlines the process for reporting work-related accidents and injuries.

Definitions

Accident: Includes a wilful and intentional act, not on the part of the employee; a chance event by a physical or natural cause; and a disablement occurring out of and in the course of employment.

Critically injured: An injury that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or toe, involves the amputation of a leg, arm, hand, or foot but not a finger or toe, consists of burns to a major portion of the body, or causes the loss of sight in an eye.

Director: An inspector under the *Occupational Health and Safety Act* who is appointed as a director.

Inspector: An inspector appointed under the *Occupational Health and Safety Act*, including the director.

Medical attention: Treatment from a legally qualified medical practitioner or a registered nurse who holds an extended certificate of registrations under the *Nursing Act, 1991*.

Occupational illness: A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired. Includes an occupational disease that entitles a worker to benefits under the *Workers Safety and Insurance Act, 1997*.

Guidelines

Employee Responsibilities

Employees of The Village of Burk's Falls must report all workplace accidents, injuries, and occupational illnesses to the Department Manager as soon as reasonably possible. Where an individual is killed or critically injured, the scene of the incident must not be interfered with, disturbed, destroyed, or altered except where necessary to:

- Save the life of or provide first aid to the injured individual; or
- Prevent unnecessary damage to other equipment or property.

No wreckage, articles, or other items connected to the occurrence should be removed without permission of an inspector.

All accidents are investigated in accordance with the Workplace Accident Investigation Policy.

Reporting to the Workplace Safety and Insurance Board

Employees must also submit a claim to the Workplace Safety and Insurance Board (WSIB) as soon as reasonably possible after an accident, but no later than six months after the accident or after the employee discovers they have an occupational disease. Extensions to this deadline may be permitted at the discretion of the WSIB. The employee must report the accident using the required WSIB form and provide all required information about the accident, including consenting to the disclosure of their functional abilities from a healthcare professional to the company to facilitate their return to work.

Failure to file a claim within the required period or provide consent to sharing functional abilities may affect the employee's entitlement to workers' compensation.

The Village of Burk's Falls Responsibilities

The Village of Burk's Falls reports workplace accidents and injuries and provides all required information in accordance with the applicable legislation.

Reporting a Death or Critical Injury

If a person is killed or critically injured from any cause at the workplace, The Village of Burk's Falls immediately informs an inspector and the health and safety representative by phone or another direct contact method. A written report of the circumstances of the incident is provided to the director and the health and safety representative within 48 hours of the occurrence.

Reporting an Accident, Explosion, Fire, or Violence Causing Injury

The Village of Burk's Falls reports any instances where an employee is disabled from performing their work or requires medical attention (but is not critically injured) because of an accident, explosion, fire, or workplace violence within four days of the occurrence to the health and safety representative and the director.

Reporting an Occupational Illness

If The Village of Burk's Falls is informed that an employee has an occupational illness or that a claim of occupational illness has been filed with the WSIB regarding an occupational illness, written notice is provided to a director and the health and safety representative within four days of becoming aware.

Reporting to the WSIB

The company notifies the WSIB within three days after learning of an accident involving an employee if the accident requires healthcare or results in the employee not being able to earn their full wages. The company notifies the WSIB using the approved form and provides all required information regarding the accident. A copy of the completed form is also provided to the employee.

Hazard Identification and Control Policy

Intent

The Village of Burk's Falls takes all reasonable precautions and measures to eliminate workplace hazards, and where this is not possible, implements appropriate hazard controls. The company has adopted this policy to ensure that all workplace hazards and risks are identified so that they can be removed or controlled appropriately.

Definition

Hazard: A potential source of harm to a worker. Occupational hazards are typically classified as either safety hazards, which involve physical injury, or health hazards, which result in development of diseases.

Hazard identification: The process of finding and characterizing hazards.

Guidelines

Hazard identification is an ongoing practice at The Village of Burk's Falls. The company works to identify hazards whenever a process is to be implemented or a new piece of equipment is introduced, before work is to be completed, while work is being completed, during workplace inspections, after issues are reported, and after incidents occur. Company employees are expected to be knowledgeable about the work they complete and participate in hazard identification to ensure all employees can work safely.

Hazard identification is a crucial part of the overall workplace risk assessment process. Whenever identifying hazards in the workplace, it is important to be specific and actively scrutinize tasks, processes, and equipment to ensure no real or potential hazards are overlooked. All employees are expected to report any real or potential workplace hazards they encounter to the Department Manager, even if the hazard does not directly affect the work they perform.

Categorizing Hazards

Hazards can exist in many different forms, so it is important for employees to understand what constitutes a hazard. In line with company processes and policies, The Village of Burk's Falls employees should classify and consider hazards in the following categories:

- Biological hazards, such as bacteria and viruses from humans, insects, animals, and plants;
- Chemical hazards, which involve contact with substances that can cause harm through ingestion, inhalation, or physical contact;
- Ergonomic hazards, such as repetitive motions, poor posture, and physical exertion;
- Physical hazards, including issues related to temperature, noise, vibration, and physical contact with anything that can cause harm; and
- Psychosocial hazards, which involve employee behaviours, stress, violence, harassment, fatigue, and mental health.

Considering Real and Potential Hazards

All The Village of Burk's Falls employees are encouraged to speak with their supervisor regarding potential hazards whenever they feel like a situation could be unsafe or lead to harm. The company provides all employees with training on workplace hazards to develop a shared understanding of what could constitute a workplace hazard and establish a baseline for hazard identification in the workplace. Real hazards should be immediately reported to a supervisor or manager.

Employees are expected to review their workstations each day before they begin work to determine whether anything could be hazardous. Employees are also expected to continually monitor the workplace for real and potential hazards throughout their workday.

Hazard Identification During Job and Process Design

The health and safety representative in collaboration with management conduct hazard identification when designing and planning new processes and procedures, and when introducing new equipment or tools into the workplace, to ensure when the associated work begins the potential risk is as low as possible. Employees may be consulted at this stage in the process for their expertise on completing related work.

Hazard Identification During Inspections

The workplace is regularly inspected by the health and safety representative for real and potential hazards. Inspections can involve tasks such as interviewing workers, assessing processes and equipment, visual review and observing work, review of related documentation, and any other action appropriate to help identify hazards and keep the workplace safe.

Post-incident Hazard Identification

In the event of an incident or injury, The Village of Burk's Falls conducts post-incident assessments to prevent similar incidents from occurring again. Steps are taken to review events that led up to the incident to determine causal factors and identify related hazards.

Hazard Elimination and Control

Once a hazard is identified, The Village of Burk's Falls uses the following process hierarchy to ensure the hazard is eliminated or controlled appropriately:

1. Elimination or substitution: The company first attempts to eliminate hazards whenever possible. This may be completed by removing the hazard from the workplace or substituting something less hazardous in its place.
2. Engineering controls: Design or modify the physical space, equipment, ventilation systems, and processes to reduce hazard exposure.
3. Administrative controls: Modify how work is completed, such as changing schedules, implementing policies, providing training, and increasing standards.
4. Personal protective equipment (PPE): Provide workers with equipment and clothing that is to be worn while working to reduce exposure to hazards. PPE is often required in addition to engineering or administrative controls for redundancy.

The implementation of hazard controls and the overall hazard control program is reviewed periodically and whenever the working environment changes to ensure controls remain effective and to determine whether additional or improved controls are needed.

Health and Safety Representative Policy

Intent

The government of Ontario has established health and safety legislation under the *Occupational Health and Safety Act* (OHSA) providing clear requirements in respect of the establishment of a health and safety representative. Based on these requirements and the company's commitment to maintaining the health and wellbeing of its employees, The Village of Burk's Falls has established a health and safety representative, and this policy outlines the duties of this representative.

Guidelines

The Village of Burk's Falls Responsibilities

In accordance with the OHSA, The Village of Burk's Falls is committed to supporting the health and safety representative in respect of their functions and duties at the workplace and will ensure that the representative receives training in health and safety and is informed of their responsibilities. The company always informs the representative of any workplace hazards, illnesses, injuries, or deaths, as well as related industry health and safety standards.

The company assists and cooperates with the representative when carrying out their duties, including workplace inspections. The company also provides the representative with information or reports regarding health and safety, work practices, and standards in similar industries to the best of their knowledge.

The company consults and collaborates with the representative to develop and update training and instruction related to hazardous materials in the workplace, to develop and update a written program regarding the implementation of violence and harassment policies, and regarding testing strategies for investigating industrial hygiene, as well as testing related to other aspects of occupational health and safety. The company also provides the representative with the results of any violence risk assessments completed.

The company responds to written recommendations from the representative within 21 days. Responses state which recommendations were not accepted and explain why. Responses also provide a timeline for implementing the recommendations that were accepted.

The company allows a representative to accompany an inspector from the Ministry of Labour, Training and Skills Development during a workplace inspection and provides the representative with copies of all orders and reports from the Ministry of Labour, Training and Skills Development inspector.

The company meets with the health and safety representative as necessary to address health and safety matters.

Health and Safety Representative Responsibilities

In accordance with the OHSA, the representative is given specific duties in respect of the workplace. They identify and evaluate potential hazards in the workplace, recommend corrective action, and follow up on the implementation of these recommendations. They also participate in investigating and assessing the exposure of employees to workplace

hazards and ensure that workplace health and safety inspections are completed at least monthly and the entire workplace is inspected at least once a year.

They have a responsibility to be consulted on and present for any testing related to health and safety in the workplace. They also are responsible for investigating when an employee is injured or killed in the workplace. This includes reporting the findings and making recommendations to the company to reduce the risk of reoccurrence. They must be present for and participate in the investigation of a work refusal.

The health and safety representative will meet with the company as necessary to address health and safety matters.

Workplace Inspections

The representative conducts workplace inspections in order to identify workplace hazards and make recommendations to the company to correct these hazards. The workplace is inspected once a month. If it is not practical to inspect the entire workplace at once, a different part of the workplace must be inspected monthly, and the entire workplace inspected once a year. These inspections are done in accordance with a schedule agreed upon between the representative and the company.

Selection of Health and Safety Representative

The health and safety representative must be an employee who does not exercise managerial functions at The Village of Burk's Falls and be chosen by the other employees they will represent.

Time from Work and Entitlement to Pay

Health and safety representatives are entitled to time from their regular job duties to fulfil specified duties and responsibilities. This is deemed to be work time and therefore the representative is paid by the company at their regular rate of pay or premium rate when applicable.

Workplace Inspection Policy

Intent

To comply with health and safety legislation and to demonstrate our commitment to developing a safe and healthy work environment for employees, The Village of Burk's Falls inspects the workplace regularly to identify and record actual or potential hazards for corrective action. The company has adopted this policy to outline the guidelines and responsibilities for workplace inspections.

Guidelines

The Village of Burk's Falls will complete workplace inspections monthly, as required by Ontario occupational health and safety legislation. Inspections will be conducted by the health and safety representative. The company may select additional personnel to assist with or consult with the inspection team due to specialized knowledge of potential hazards or specific work procedures or equipment.

For a full list of inspection team members, refer to the health and safety bulletin board or speak to the Department Manager.

Preparation

The inspection team meets before a workplace inspection to discuss the inspection route, what to look for, what personal protective equipment (PPE) is required (if any), and any other important details of the inspection. Inspections take as long as necessary to conduct a thorough and thoughtful evaluation of the workplace, processes, and equipment.

An inspection report must be completed and outline any hazards found (actual and potential), recommended corrective action, and an assessment of how urgently correction is needed. The completed report must be submitted to the Department Manager.

To complete the inspection report, the workplace inspectors may consider and review any of the following:

- Equipment inventory;
- Manufacturers' safety manuals;
- Chemical inventory;
- Safety data sheets (SDSs);
- Workplace inspection checklist;
- Previous inspection reports; and
- Necessary PPE.

Employee and Inspector Expectations

Assessing the Workplace

During a workplace inspection, inspectors evaluate the workplace for immediate dangers, unsafe equipment, and other real or potential hazards. In order to properly assess for these factors, inspectors may ask employees questions to gain an understanding of how a piece of equipment or process works and any potential dangers that could be present. An inspector may ask all the questions necessary to accurately judge the safety of the work environment, process, or equipment; however, they should never ask questions to unnecessarily disrupt work activities.

Inspectors may also request trained workers to demonstrate the use of equipment or monitor their work. The inspectors must never operate the equipment themselves. An inspector only records hazards and health and safety concerns. They do not monitor employees for performance outside these parameters.

Locking Out and Tagging Out Equipment

If an inspector deems a piece of equipment unsafe, they will require the operator to shut down, lock out, and tag out the item until it is repaired. Employees must never operate equipment that is shut down, locked out, or tagged out.

Safety Suggestions

A workplace inspection is an opportunity to assess for potential or real hazards and to determine corrective action. Employees are encouraged to suggest improvements to inspectors during an investigation or any other time.

Preventing Distractions

While conducting an inspection, inspectors must be mindful of the work environment they are in and allow workers to perform their job safely and in the same capacity as they would if an inspection was not taking place. Inspectors should refrain from behaving in any way that would distract workers from their job. However, an inspector may instruct an employee to stop what they are doing if they have questions or if they suspect that the worker is in immediate danger.

Employee Privacy

Inspectors may need to photograph a piece of equipment or location in the workplace if they cannot clearly describe or sketch a hazard. The company and its inspectors will prioritize the privacy of employees in these situations.

Additional Inspections

The company conducts three additional types of inspections: ongoing, pre-operation, and periodic inspections. Employees conduct ongoing inspections as part of the internal responsibility system during their normal job duties, such as daily equipment checks. These inspection requirements are communicated to employees during training and should be completed each day.

Workplace Accident Investigation Policy

Intent

The Village of Burk's Falls recognizes that workplace accidents may occur and that these events require investigation and corrective action to prevent similar occurrences in the future. This policy outlines the standards for investigating workplace accidents.

Guidelines

The Village of Burk's Falls will investigate workplace accidents as soon as reasonably possible after they occur. The goal of these investigations is to identify causes and implement measures to prevent re-occurrence and similar incidents. The company will follow all accident investigation procedures and requirements from the Workplace Safety and Insurance Board (WSIB) where applicable and will ensure that all accidents are investigated in accordance with the *Occupational Health and Safety Act* and its regulations.

When an accident resulting in a non-critical injury occurs in the workplace, the Department Manager will be promptly informed so they may begin an investigation. They will determine circumstances of the accident, including identifying any machinery, equipment, or procedures involved. If there were any witnesses to the accident, they may be interviewed to provide an account of what they saw. Based on this information, the cause of the accident will be determined, and the company will implement measures to prevent a re-occurrence or a similar incident. Any changes to company policy or practices in response to this will be communicated to employees promptly.

When an accident resulting in a critical injury or death occurs, the health and safety representative, along with the Chief Administration Officer, will investigate the accident to determine its cause and develop preventive measures.

Report of the investigation findings will be shared with the required parties, including the health and safety representative within the required timelines and retained for at least three years from the date the report was made.

Risk Assessment Policy

Intent

The Village of Burk's Falls has adopted this policy to ensure that all workplace hazards and risks are identified and controlled appropriately. These measures have been taken to ensure the ongoing health and safety of our staff.

Definitions

Hazard: Any source of potential damage, harm, or adverse health effects on something or someone.

Hazard identification: The process of finding, listing, and characterizing hazards.

Risk: The chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.

Risk assessment: The overall process of hazard identification, risk analysis and evaluation, and hazard elimination or control.

Risk evaluation: The process of comparing an estimated risk against given risk criteria to determine the significance of the risk.

Guidelines

To reduce the potential for injuries at The Village of Burk's Falls, we regularly conduct workplace inspections and risk assessments of all work areas and work processes. Regular workplace inspections take place to ensure current workplace conditions, policies, and procedures are working as intended and do not require any alteration or adjustment to ensure the safety of everyone in the workplace. During the inspections and assessments, the company completes hazard identification to identify potential hazards that exist in work areas, processes, and procedures.

To assist in these assessments and ensure the workplace remains safe, employees must report any workplace hazards to their supervisor or manager as soon as they are discovered. Where a hazard creates dangerous working conditions, all associated work should cease until the hazard can be controlled or eliminated.

Where a hazard is identified, the health and safety representative in collaboration with management completes a risk evaluation to assess the hazard, determine the potential severity of any injuries the hazard could cause, and the level of risk associated with the hazard. This lets the company prioritize risks and address them appropriately.

The company then addresses and resolves workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker, or at the worker. Where possible, the company strives to eliminate or control hazards at the source first.

The Village of Burk's Falls uses information collected during the risk assessment to determine appropriate safe work procedures and practices. The company provides training and education on changes to safe work practices, policies, and procedures as needed.

Risk Assessment Process

The goal of a risk assessment is to identify and evaluate hazards, then remove or control the level of risk associated with the hazard to create a safe workplace. Risk assessments are completed before new processes are introduced, before changes to existing processes are implemented, and when hazards are identified. Whoever conducts the assessment must always consider potential hazards in addition to any hazards that have been identified.

Before a risk assessment begins, the company determines the necessary scope of the assessment, what resources are required, and who will be involved. A member of management who is familiar with the work the assessment relates to, along with the health and safety representative in collaboration with management are responsible for ensuring the risk assessment is completed correctly. Additional employees may be included in the process at the discretion of those individuals. Additional information on any relevant legislation, policies, and procedures is also provided.

Step 1: Hazard Identification

Hazards can be identified through several means. All aspects of the work are considered in order to ensure all real and potential hazards are identified, including regular operation, maintenance, cleaning, how the work is organized, who completes the work, what equipment is used, foreseeable unusual conditions (such as emergencies), and whether or not a condition or related aspect of the work could be intentionally or unintentionally changed (such as rendering a guard ineffective). Anyone completing a risk assessment must also consider how different groups of people experience the situation, such as new or inexperienced employees and persons with disabilities.

Step 2: Risk Evaluation

After specific hazards are identified, the risks associated with the hazards are evaluated. The likelihood or probability of someone coming in contact with a hazardous agent or thing and experiencing harm, such as an injury or illness, is evaluated, along with how severe that harm could be. These two metrics are documented on a Standard Operating Procedure with Risk Assessment form and used to determine a total risk value for the hazard.

To complete this step, the person or group doing the assessment evaluates each risk individually and documents it separately. To ensure a thorough and reasonable evaluation of the risk is completed, workplace documentation, as well as other valid information sources, are reviewed to help the assessors determine severity and probability values.

Step 3: Ranking and Prioritizing Risks

Once hazards are identified and evaluated, the risks are ranked and prioritized in order of their total risk values to determine which hazards need to be controlled first. The hazards with the highest total risk values are addressed and controlled before hazards with lower total risk values.

Hazard Control

Once the company determines which hazards to control first, the control methods are determined. A hierarchy of controls exists that ranks control methods from most effective to least effective. That hierarchy, where 1 is most effective, is:

1. Elimination or substitution;
2. Engineering controls;
3. Administrative controls; and
4. Personal protective equipment (PPE).

The Village of Burk's Falls works to eliminate hazards or substitute something less hazardous whenever possible. In many cases a combination of control methods is used in order to provide the most safety from the hazard.

If elimination or substitution is not possible, the company works to implement an engineering control. Engineering controls include modifying the environment, equipment, or processes to control the risk associated with the hazard. Engineering controls can be implemented at the source or along the path of the hazard.

If engineering controls cannot be used, the company works to implement an administrative control. Administrative controls alter the way the work associated with the hazard is done, such as altering policies, providing training, and increasing maintenance frequency.

PPE is never the only measure used to control a hazard. PPE can only be implemented at the worker, so if it is the only control measure in use and it fails, the worker is completely exposed to the hazard. PPE is only used in addition to other controls to add another layer of protection to the overall control of the hazard.

Monitoring and Review

It is crucial to continually monitor hazards and their control measures to ensure the control is effective at reducing or eliminating the associated risk. The Village of Burk's Falls continually monitors the workplace to determine whether the controls solved the problem, whether the risk from the original hazard is contained, whether new hazards have been created, and whether all appropriate documentation is complete. Employees are also expected to continually monitor for new hazards and report them to management immediately. The monitoring process is also reviewed to ensure it is adequate. Additionally, the company ensures workers are well-informed of the situation and any changes.

Return to Work Policy

Intent

This policy sets out measures to reintegrate an employee into the workplace following a job-protected leave or an extended approved absence from work, including absences due to illness or injury. This policy does not apply to an employee returning to work following vacation, sick days, or unapproved absences.

Guidelines

The Village of Burk's Falls is committed to returning employees to work in a safe and timely manner. The return-to-work process is adapted as necessary to meet the needs of the employee. The company provides training to individuals who are responsible for facilitating the return-to-work process on how to prepare and execute a return-to-work plan, including the duty to accommodate and the accommodation process.

Where an employee returns to work after a work-related injury, the company complies with the requirements of the *Workplace Safety and Insurance Act, 1997* (WSIA) and cooperates with the Workers Safety and Insurance Board (WSIB).

Re-employment

Employees returning to work following a job-protected leave or workplace injury are re-employed in accordance with the *Employment Standards Act, 2000* (ESA) or WSIA as applicable.

Protected Leave

When an employee concludes a job-protected leave under the applicable company policy, they are reinstated to the position they most recently held; if that position does not exist, they are reinstated to a comparable position. Upon reinstatement, the employee is paid either the rate they most recently earned or the rate they would be earning if they worked throughout the leave, whichever is greater.

Workplace Injury

The Village of Burk's Falls offers re-employment to workers who were unable to work due to a workplace injury and have been employed by the company for at least one continuous year. When an employee is medically able to perform the essential duties of their pre-injury job, they are offered re-employment in the position they had on the day they were injured, or offered alternate employment of a comparable nature and earnings to the position they held when they were injured. When an employee can perform suitable work but not the essential duties of their pre-injury position, they are offered the first suitable position that becomes available at the company.

The company's obligation to re-employ an employee after a workplace injury ends on the second anniversary of the date of the injury, one year after the worker is medically cleared to perform their pre-injury duties, or the date the employee reaches 65 years of age, whichever occurs first.

Responsibilities

The Village of Burk's Falls is responsible for:

- Establishing and applying policies and procedures regarding leaves, accommodation, and return to work;
- Meeting with the employee and engaging them in discussions about returning to work;
- Requesting, gathering, and documenting information required to create a return-to-work plan;
- Providing accommodation, where required, up to the point of undue hardship;
- Working with the employee to obtain information from healthcare professionals about the employee's ability to return to work and their functional abilities, where applicable;
- Keeping all documentation and information gathered as part of the return-to-work process confidential, and only sharing on a need-to-know basis to facilitate the employees to return to work;
- Developing an individual return-to-work plan that meets the employee's needs in a timely manner;
- Regularly checking in with the employee and modifying the return-to-work plan to meet any changes to their needs;
- Providing training to enable the employee to complete alternate duties, where applicable; and
- Providing re-orientation to the employee as necessary.

Employees are responsible for:

- Informing the company of their expected return-to-work date or any changes to their return-to-work date;
- Informing the company about the need for accommodation, where known;
- Providing reasonable documentation requested by the company to facilitate the return-to-work process in a timely manner; and
- Communicating changes in their needs and progress as soon as reasonably possible.

Return-to-Work Process

Employees taking a job-protected leave must provide notice of their return-to-work date in accordance with the applicable company policy. In all other circumstances, employees should inform the company of their expected return-to-work date when they begin their leave. If an employee cannot determine their return-to-work date, the company maintains occasional contact with the employee during their leave to receive updates about their expected return. The employee must inform the Department Manager as soon as they are able to return to work.

Once an employee confirms they are ready to return to work, a return-to-work plan is developed in collaboration with the employee, the company, and any relevant third parties. Third parties involved may include union representatives, treating healthcare professionals, insurance providers, or the WSIB.

The company may request relevant documentation based on the employee's circumstances to facilitate their return to work. Where an employee has been off work due to a workplace injury or a job-protected leave and their ability to perform the essential job duties of their position is affected, the company may request medical documentation from a treating healthcare provider to confirm the employee's functional abilities and any limitations when returning to work and identify any potential accommodations in accordance with company policy on human rights considerations.

Accommodation

The Village of Burk's Falls recognizes employees may require accommodation to return to work. The company provides accommodation up to the point of undue hardship to address the needs of the individual based on a prohibited ground of discrimination under the *Human Rights Code*. Accommodations are provided in accordance with applicable company policy.

The accommodation process may begin in one of three ways:

- An employee requests accommodation;
- The company becomes aware that an accommodation may be required; or
- An authorized third party requests accommodation on behalf of an employee.
- Requests for accommodation should be submitted to the Department Manager.

Return-to-Work Plan and Reintegration

Once all necessary details are gathered, a return-to-work plan is developed for the employee that sets out:

- The name of the employee;
- Their job description;
- The return-to-work date;
- Whether the employee will return to their pre-leave position or an alternate position;
- The job description for the alternate position if applicable;
- The employee's functional abilities and any limitations if applicable;
- Accommodation measures to be put in place if any, and their duration;
- The work schedule to be implemented;
- A follow-up schedule to periodically check in with the employee; and
- A re-evaluation date.

If an employee returns to work in an alternate position, they receive training to enable them to perform the duties and responsibilities of the role.

Once the return-to-work plan is developed, a meeting is scheduled with the employee, the company representative who developed the plan, and any applicable third parties to discuss the plan. The employee is presented with the return-to-work plan and given time to review it, ask questions, and raise concerns. The return-to-work plan is clarified or modified where required based on the employee's feedback. Once the plan is agreed

upon, it must be signed by the employee and the company. A copy of the plan is provided to the employee and a copy is kept in the employee's file and retained in accordance with company policy on confidentiality and record retention. Details of the return-to-work plan are confidential and only shared on a need-to-know basis to facilitate the employee's return to work.

Employees undergo re-orientation to the workplace as appropriate, based on the duration of their leave and changes within the organization. Once the employee returns to work, the company regularly conducts check-ins to ensure the plan is working as intended and determine whether modifications are required. Employees must inform the Department Manager if there are any changes to their needs.

The company meets with the employee on the re-evaluation date to determine whether the employee has been successfully reintegrated into the workplace or the return-to-work measures or accommodations need to be extended.

Health and Safety Awareness and Training Policy

Intent

Ontario is committed to improving health and safety in all workplaces, and The Village of Burk's Falls is dedicated to meeting this commitment. Education and training are important parts of meeting this commitment. This policy provides a brief overview of the awareness and training requirements for The Village of Burk's Falls.

Guidelines

The *Occupational Health and Safety Act* (OHSA) and its regulations assign duties and responsibilities to different persons in a workplace depending on their levels of responsibility. Each person has a unique role, which ensures that everyone is working towards the same purpose: a healthy and safe working environment. The company, supervisors, and workers all have roles to ensure health and safety as outlined in the OHSA.

A health and safety culture requires that all parties work together and pay constant, appropriate attention to workplace health and safety. All workplace parties at The Village of Burk's Falls must collaborate on health and safety issues, solve problems, and make ongoing improvements to health and safety matters. The goal is to develop a sustainable health and safety culture in the workplace where everyone is committed to preventing injuries and illnesses and reducing risk.

Training Content Requirements

The following are the content requirements of training provided to The Village of Burk's Falls workers and supervisors. Additional job-specific training may be provided to workers and supervisors.

Workers

The worker health and safety awareness training program includes:

- The duties and rights of workers under the OHSA;
- The duties of the employer and supervisors under the OHSA;
- The roles of health and safety representatives and joint health and safety committees under the OHSA;
- The roles of the Ministry of Labour, the Workplace Safety and Insurance Board (WSIB), and health and safety system partners;
- Common workplace hazards;
- Workplace Hazardous Materials Information System (WHMIS) training with respect to information and instruction on hazardous products; and
- Occupational illness, including latency.

Employees must complete training as soon as practicable. Exceptions may apply if a worker shows proof of completion of a training program that meets the requirements above.

Supervisors

The supervisor health and safety awareness training program includes:

- The duties and rights of workers under the OHSA;
- The duties of employers and supervisors under the OHSA;
- The roles of health and safety representatives and joint health and safety committees under the OHSA;
- The roles of the Ministry of Labour, the WSIB, and health and safety system partners;
- How to recognize, assess, and control workplace hazards, and how to evaluate those hazard controls;
- Sources of information on occupational health and safety;
- Common workplace hazards;
- Workplace Hazardous Materials Information System (WHMIS) training with respect to information and instruction on hazardous products; and
- Occupational illness, including latency.

Supervisors must complete occupational health and safety training within one week of performing work as a supervisor. Exceptions may apply if the supervisor shows proof of completion of a training program that meets the requirements above.

Recordkeeping

The Village of Burk's Falls maintains a record of employee and supervisors who complete or are exempt from training. The company provides workers and supervisors with written proof of training completion or exemption during continuous employment. If a former employee requests written proof of training completion or exemption within six months of the employee no longer performing work for the company, the company provides such proof.

Responsibilities

All individuals at The Village of Burk's Falls have responsibilities outlined in the OHSA to ensure a safe and healthy workplace.

The Village of Burk's Falls

The company:

- Provides workers with health and safety training and supervision;
- Ensures all individuals in the workplace know about hazards and how to perform their work safely;
- Ensures that supervisors know about their duties regarding health and safety;
- Develops health and safety policies and procedures;
- Ensures everyone understands and complies with policies and procedures;

- Provides appropriate personal protective equipment (PPE) and clothing and ensures its use;
- Maintains PPE in good condition, ensuring it fits properly and is appropriate to the circumstances, taking all relevant factors into account;
- Provides the required occupational health and safety training, maintains records of such training, and provides proof of completion of the training when requested; and
- Ensures that training is provided to enable a committee member to become a certified member, along with other requirements established by the chief prevention officer.

Supervisors

Supervisors must:

- Inform workers about potential and present hazards and provide instruction for workers to perform tasks safely;
- Take every precaution reasonable to protect workers;
- Ensure that workers follow the policies and procedures of the workplace and the law; and
- Use or wear properly fitting PPE appropriately and when required.

Workers

Workers must:

- Follow health and safety policies and procedures set by The Village of Burk's Falls and the OHSA and its regulations;
- Perform work in a manner that protects the health and safety of anyone in the workplace;
- Use or wear personal protective equipment as required;
- Report when provided PPE does not fit properly or is not appropriate to the circumstances;
- Immediately report defective equipment and hazards to a supervisor; and
- Be aware of their health and safety rights.

Workers cannot remove or destroy any protective devices provided or use equipment in a way that could put anyone in danger. Workers must not engage in any pranks or other dangerous activities.

Rights Under the OHSA

The Right to Know

The company informs all workers of known or potential hazards at work and provides training and information to protect worker health and safety. The company informs workers about any hazards before starting work.

The Right to Participate

All workers have the right to participate and have input regarding health and safety. Workers can report concerns, make suggestions, and participate as a member of the health and safety committee or representative.

The Right to Refuse Unsafe Work

All workers have the right to refuse unsafe work without fear of reprisal if they have reason to believe that working conditions or required equipment, tools, or machinery present a health and safety concern.

Timelines

The company adheres to timelines outlined by the Ministry of Labour for frequency of training, retention and proof of training records, and completion deadlines.

Young Workers Safety Policy

Intent

The purpose of this policy is to ensure the safety of all workers, both part-time and full-time, employed at The Village of Burk's Falls. This policy outlines the guidelines and expectations regarding young workers.

Definitions

Young worker: Any worker under the age of 25.

Guidelines

At all times, The Village of Burk's Falls meets its legislative obligations when employing young workers and acts reasonably in assigning duties to them, taking into account the age, knowledge, education, and work experience of the young worker. The Village of Burk's Falls never requires any young worker to complete work that is beyond their capabilities or capacity, or that could be detrimental to their health or development.

Minimum Age of Employment

Minimum age of employment varies depending on the type of work to be completed, but under no circumstances does The Village of Burk's Falls employ a worker who is under the age of 14. The company identifies all potential risks and hazards young workers may be exposed to in the workplace and gives appropriate instructions to ensure young workers can always work safely. The company also ensures all young workers are supervised by competent adults with sufficient experience to supervise safely.

The Village of Burk's Falls understands that children under the age of 16 must attend school and cannot be employed during school hours. The company considers exceptions to this on a case-by-case basis if all related legislative requirements are met.

Training

The Village of Burk's Falls does not permit any young worker to begin work without first completing training on specific safe work practices relevant to them. Orientation specific to ensure young worker safety is also provided to all young workers before they begin work.

Emergency Response Plan Policy

Intent

The Village of Burk's Falls is committed to protecting the health and safety of employees and visitors. In pursuit of this, the company has established an emergency response plan to address existing and potential emergencies affecting the company. This policy outlines standards for developing and maintaining the emergency response plan.

Guidelines

The Village of Burk's Falls has developed an emergency response plan outlining the procedures to follow in case of various emergency situations. All employees are informed of the company's emergency response plan and are expected to follow all its procedures. A copy of the plan can be found at the health and safety bulletin board and on the company intranet for reference. If an update to this plan is made, employees are informed as soon as reasonably possible, and an updated copy of the plan is made available.

Employees should inform the company of any changes to their contact information as soon as possible. This information is used if employees need to be contacted during an emergency.

The Village of Burk's Falls has established a planning team that is responsible for creating, implementing, and reviewing the emergency response plan. Team members include representatives from management, the health and safety representative, and personnel from various departments to ensure a comprehensive and coordinated approach.

Emergency Response Team

The Village of Burk's Falls has an emergency response team. The team is responsible for:

- Assessing the severity of an emergency;
- Communicating appropriate actions immediately with departments;
- Coordinating evacuation procedures;
- Providing first aid and medical assistance;
- Ensuring the safety and security of all personnel;
- Communicating with external emergency services, utility providers, and authorities as soon as possible;
- Monitoring and maintaining emergency equipment; and
- Documenting and reporting the incident.

Responsibilities in an emergency are delegated among team members. Each role has a designated backup or alternate to ensure coverage across all shifts. Team members receive training on their roles and responsibilities.

Hazard Identification

Before completing the emergency response plan and during each scheduled review, the planning team conducts a hazard and risk assessment in accordance with the company's health and safety policy. Results of the assessments are used to inform the emergency response plan to ensure it addresses all existing and potential emergency situations. This risk assessment is conducted in consultation with a qualified person and reviewed regularly to ensure its accuracy and effectiveness.

After a workplace emergency, the emergency response team is responsible for investigating what caused the emergency, whether the company was prepared for the emergency, and how the company could improve its response to similar emergencies.

Safety Equipment and Resources

The Village of Burk's Falls ensures that all necessary safety equipment and resources are available and maintained in accordance with manufacturer standards and as required by legislation. This includes first aid supplies, fire extinguishers, emergency lighting, communication tools, and rescue and evacuation equipment. A detailed list of all safety equipment and their locations can be found in the company's emergency response plan.

Equipment maintenance records are kept and maintained in line with legislative requirements. Maintenance records are available upon request to any worker or government official concerned with the safe operation of the equipment.

Training and Drills

As part of the emergency response plan, the planning team conducts training and drills annually, at least once, and after any significant changes to the emergency response plan in collaboration with the emergency response team. These drills ensure employees are aware of emergency exit routes, fire prevention, and procedures, and also review the procedures' effectiveness. Employees must participate in these sessions to ensure they are adequately prepared for emergencies.

The Village of Burk's Falls also provides appropriate levels of training for workers designated to provide rescue or evacuation services. Rescue and evacuation training includes simulated rescue or evacuation exercises and regular retraining appropriate to the type of rescue or evacuation being provided. Related training records are kept and maintained.

The company maintains records of drills, including:

- A description, the date, and the time of the drill;
- The identity of every person who participated in the drill;
- Whether the drill is effective at ensuring emergency procedures are effective and workers are familiar with their roles and responsibilities; and
- Any action the company must take to improve or correct the effectiveness of the drill.

These records are retained for one year.

Review

The emergency response plan is reviewed at least annually, as well as whenever:

- There is an emergency that causes or could have caused a serious injury, serious illness, or death;
- There is a significant change in the workplace that poses a risk not previously identified;
- The company conducts an emergency response drill; or
- There is reason to believe that the risk assessment is no longer valid.

The company consults with third-party subject matter experts when reviewing and revising the plan to ensure response measures are appropriate.

Evacuations

If employees must evacuate the premises due to an emergency, the company ensures that the workplace is safe to re-enter before allowing employees to do so. If the business cannot resume operations that day, employees are sent home and paid for the number of hours worked. If the employee has worked for fewer than three hours, they are paid for at least that many hours. Employees are expected to show up for their next scheduled shift unless they are contacted by the company and informed otherwise.

The Village of Burk's Falls ensures means of escape are available from all work areas where equipment or work processes could malfunction and create an immediate danger to worker health and safety or where the regular means of exit could become dangerous or unusable. Emergency exit routes are designed and marked to ensure quick and unimpeded exit from the workplace to a safe location. During emergency situations that require evacuation or rescue, the company ensures effective communication is maintained between workers engaging in rescue or evacuation procedures and any support personnel.

Whenever there is a real or potential risk of an emergency that requires a rescue or evacuation, the company conducts a risk assessment. If the risk assessment shows a need for evacuation or rescue, the company develops and implements written procedures to follow in those situations.

Required Written Procedures

The Village of Burk's Falls ensures written procedures for evacuation or rescue are developed and implemented for all instances of:

- Work at steep angles;
- Work in confined spaces;
- Work with hazardous substances;
- Underground work;
- Work on or over water; and
- Work where there are people who require physical assistance to be evacuated or rescued.

Temporary Business Closures

If the business cannot re-open for reasons associated with an emergency, The Village of Burk's Falls notifies all employees as soon as reasonably possible. The company remains

in contact with employees to update them on the situation and provides notice of the date of re-opening.

The company may implement alternate work arrangements, such as working from home where possible, to enable business operations to continue during the closure. Any such arrangements are communicated to eligible employees.

If the business must remain closed for an extended period, the company may place employees on temporary layoffs in accordance with their employment contracts and applicable legislation.

Wages and Benefits During Temporary Business Closures

Depending on the length of the temporary business closure, employees may continue to be paid and have access to paid time off. The Village of Burk's Falls informs employees of their entitlements as soon as reasonably possible after deciding close the business.

Payroll processes may be delayed depending on the emergency. Any delays are communicated to employees as soon as reasonably possible. The company takes all reasonable measures to maintain employees' regular payday.

Employee Support

The Village of Burk's Falls recognizes that emergency situations can have negative physical and psychological effects on employees. Employees are encouraged to inform their manager or human resources if they experience adverse effects and require support after an emergency.

Alternative Formats

It is essential that all employees understand the emergency response plan. The emergency response plan is provided in an alternative format upon request. Alternative formats can be requested by contacting the Department Manager.

A competent person will consult the employee to determine their specific accessibility needs and provide the emergency response plan in an alternative format promptly.

Individualized Emergency Response Plans

The Village of Burk's Falls recognizes that employees with temporary or permanent disabilities may face unique challenges in emergency situations. Individualized emergency response plans are developed for these employees as part of their accommodation plans. This includes specific instructions on how to respond during emergencies, considering any barriers they face and the physical setup of their workspace.

An individualized emergency response plan is reviewed whenever:

- The employee moves to a different workspace or location;
- The employee's workspace or accommodation needs are reviewed; or
- The emergency response plan is reviewed.

If an employee requires assistance from another person during an emergency, information about their individualized emergency response plan may be shared with the designated assistance person with the employee's consent.

Duty of Persons Directing Work Policy

Intent

The Village of Burk's Falls acknowledges that any person who has the authority to direct how another person does work must take all reasonable steps to prevent any harm from arising from that work. This policy has been adopted to ensure all persons directing work at the company, including managers and supervisors, take necessary steps to keep the workplace as safe as possible.

Guidelines

Responsibilities

The Village of Burk's Falls

The Village of Burk's Falls is responsible for the actions of all employees while at work, as well as any person acting on the company's behalf or contracting to the company. The company provides all necessary health and safety resources to persons directing work, including training as required.

Persons Directing Work

Company representatives acting in any supervisory capacity whatsoever must take all reasonable steps to avoid any acts or omissions that may result in harm to employees or to members of the public. Company tools and resources such as training, inspections, assessments, and experience are used by persons directing work to give the employees under their supervision or direction the ability to perform their work safely.

All persons directing work at the company must comply with all company policies and procedures. They must at all times exercise the care of an ordinary, thoughtful, cautious, prudent, and reasonable person in a similar circumstance.

While work is ongoing, managers and supervisors will provide direction to employees to promote health and safety in their work areas and ensure no task is completed in a way that could endanger anyone. If an employee is found to be completing work unsafely, managers and supervisors must take immediate action to address the danger, and subsequently provide coaching and specific instruction to prevent and manage issues as they arise.

Persons directing work are responsible for responding to any questions from employees under their direction, to ensure that all parties have the information required to perform their tasks safely.

Employees

All employees must exercise the care of an ordinary, thoughtful, cautious, prudent, and reasonable person and must comply with company policies and procedures while engaging in any job duties or work-related activities.

Employees who have any questions regarding the company's health and safety policies and procedures should address these to the Department Manager.

Any employee who witnesses another employee engaging in any conduct that may cause harm to others must report the occurrence to the Department Manager immediately.

Liability

Persons directing work for The Village of Burk's Falls or employees who show wanton or reckless disregard for the lives or safety of other persons while doing anything or omitting to do anything that is their duty to do under the law may be criminally liable for their conduct.

Anyone who breaches company policy or without being condoned by the company conducts their job duties carelessly or recklessly, and thereby endangers or risks endangering anyone, will also be subject to discipline up to and including termination.

Health and Safety Planning Policy

Intent

The Village of Burk's Falls has adopted this policy to identify and control workplace hazards and risks before any job or project. By planning jobs, The Village of Burk's Falls can mitigate potential health and safety issues before incidents occur. These measures have been taken to ensure the ongoing health and safety of everyone on company jobsites.

Guidelines

Documentation collected during job planning is made available to the health and safety representative.

Before Work Is Performed

Health and safety planning must be performed before new jobs or projects. The level of detail and complexity involved in the planning stage is relative to the level of risk associated with each job task. Information collected from previous planning stages is considered when conducting planning reviews and assessments.

When a standard operating procedure (SOP) exists, health and safety planning for related tasks should include reviews of SOPs and their implementation. If a supervisor determines that additional health and safety measures are necessary to a specific situation involving the implementation of SOPs, they must contact the Department Manager to recommend the SOP is updated with new health and safety procedures.

Hazard Identification and Control

All supervisors must review all relevant hazard assessment reports before any work is begun to determine whether the controls which have been recommended or established are adequate. If any activities resulting from unexpected changes to the working environment take place, a new hazard assessment must be completed to reflect the changing activities and procedures, and the subsequent job briefing must include these considerations.

During hazard assessments, The Village of Burk's Falls ensures potential hazards that exist in the procedures, equipment, and work areas are identified. Where hazards are identified, the company assesses the hazard, determines the possibility and severity of any injuries the hazard could cause, and the level of risk associated with the hazard. The company then addresses and resolves workplace hazards using appropriate hazard controls.

Where possible, the company controls hazards at the source during health and safety planning and implements the use of personal protective equipment (PPE) as a supplement to any other control measures. The company also determines appropriate safe work procedures and practices specific to each job task during health and safety planning. Training is provided on the hazards that exist in the workplace, control measures that are used to reduce the associated risk, and safe working procedures and practices before starting work.

During the health and safety planning stage, specific consideration is given to potential hazards related to ergonomics, violence and harassment, and emergency situations. These health and safety topics are typically unique and everchanging in how potential hazards can manifest in the workplace and how control measures must be implemented, so special attention is given towards ensuring these unique risks and hazards are controlled.

Job Briefing

Before work begins, those who will participate in the job attend a job briefing so that everyone is aware of how the job will proceed. The job briefing includes the following:

- Process steps and materials to be used;
- Any specific process steps where risk is higher and additional instruction provided;
- All hazards that have been identified, the controls established, and the potential consequences to an employee's health and safety; and
- All equipment that will be used, including all PPE.

Employees can ask questions or receive clarification on any points introduced in the job briefing.

Job briefings are designed to supplement health and safety or hazard-related training and are not a replacement for training.

While Work Is Performed

Job planning documents and the results of any hazard assessments must be posted or readily available to the employees performing the work and those who may be exposed to any onsite hazards.

If for any reason the scope of work changes or new hazards are identified during work, the work must be stopped until it is determined whether more controls are necessary.

After Work Has Been Performed

Once a job is completed, the supervisor in charge should assess the job and create a report to determine any improvements that could be included in any future planning processes. The related documents should be kept on file and readily available for as long as that work is performed.

Responsibilities

The Village of Burk's Falls

The Village of Burk's Falls ensures that all resources are available for all planning procedures. The company provides resources for the implementation of all hazard controls as needed. The company also supports supervisors in creating, reviewing, and enforcing all aspects of health and safety involved in the planning process.

Supervisors

Supervisors are expected to be familiar with all work areas, processes, equipment, and employees under their supervision and conduct planning processes for all related jobs. They must also review associated hazard assessments and include any pertinent

information in planning records. Supervisors must ensure all employees under their supervision attend all required training and must also ensure work is being performed in accordance with that training and all procedures laid out during health and safety planning.

If a supervisor ever has questions or concerns about any established health and safety planning steps or procedures, SOPs, implemented safeguards, or any other health and safety element of the workplace, they must direct those questions to the Chief Administration Officer to ensure health and safety at The Village of Burk's Falls is maintained to the highest degree.

Employees

Employees must ensure they always follow all health and safety planning instructions, plans, and documents. They must attend all required health and safety training and all job briefings. Employees must also be familiar with the jobs they complete and report all potentially unsafe conditions to their supervisor.

Employees have the right to refuse unsafe work and will not face discipline for refusing or reporting unsafe work to a supervisor in good faith.

Working Alone Policy

Intent

The purpose of this policy is to establish procedures that protect the health and safety of employees who are required to work alone. The Municipality is committed to providing a safe work environment and implementing safe systems of work to eliminate or minimize risks associated with working alone.

Scope

This policy applies to all municipal employees who may be required to work alone at any municipal facility, property, or remote location.

Policy Statement

The Municipality will take every reasonable precaution to protect employees working alone, in accordance with the Occupational Health and Safety Act.

Working alone shall only be permitted where appropriate hazard assessments, communication systems, and safety controls are in place.

Each job duty or task performed while working alone must have a corresponding documented Standard Operating Procedure with Risk Assessment, and appropriate controls must be implemented prior to the work being undertaken.

Hazards related to workplace violence shall be addressed in the Municipality's Workplace Violence Policy.

Definitions

Working Alone

A worker is considered to be working alone when, at any time during their shift:

Assistance is not readily available from a co-worker; and

They cannot be seen or heard by another person; and

They cannot expect immediate assistance in the event of injury, illness, or emergency

Two-Way Communication

The ability to send and receive communication using devices such as cell phones, radios, or other communication equipment.

Risk Levels

High Risk: Tasks involving serious hazards requiring immediate controls (e.g., confined spaces, electrical work, hazardous substances, working at heights, extreme environments, potential for violence).

Medium Risk: Tasks involving moderate hazards (e.g., handling money, facility security).

Low Risk: Tasks involving minimal hazards (e.g., administrative work, custodial duties).

General Requirements

Working alone situations shall be identified, assessed, and managed collaboratively between supervisors and employees.

A documented SOP including a Risk Assessment risk is required for each duty performed

while working alone. These assessments must be completed prior to the work being assigned and reviewed regularly.

Each working alone assignment must be evaluated on a case-by-case basis considering:

- Tasks and associated hazards
- Consequences of a worst-case scenario (severity)
- Likelihood of injury occurring
- Likelihood of others being present
- Ability to call for assistance
- Emergency response time
- Worker training, experience, and familiarity with the task
- Worker capability to safely perform the task
- Time of day and working conditions
- Effectiveness of safeguards and controls

Working Alone Safety Plans

Each department or facility shall develop written SOP that includes a Risk Assessment appropriate to their operations and includes:

- Scope
- Definitions
- Roles and responsibilities
- Required Training
- Tools and equipment
- Procedure
- Identification of hazards and risks for each duty- Risk Assessment
- Applicable legislative requirements (e.g., confined space, electrical safety)
- Safety Plan to eliminate or minimize risks
- Communication methods and emergency response procedures
- Required check-in intervals
- Conditions under which working alone is permitted or prohibited
- Incident reporting procedures

Safety plans shall be:

- Reviewed and approved by management
- Communicated to all affected employees
- Reviewed annually or when conditions or job duties change
- Updated whenever a task or associated risk assessment changes

Responsibilities

Management / Supervisors

Management and supervisors will:

- Ensure SOP Risk Assessments are completed for each working alone duty
- Communicate this policy and procedures to employees
- Conduct and document hazard assessments
- Identify tasks that must not be performed while working alone
- Ensure appropriate communication systems are in place
- Establish and monitor check-in procedures
- Consult with the Joint Health and Safety Committee (JHSC) where applicable
- Review risk assessments regularly and update as required
- Take every reasonable precaution for worker protection

Employees

Employees will:

- Follow all working alone procedures and safety plans
- Participate in hazard assessments and risk mitigation
- Comply with controls identified in task-specific risk assessments
- Maintain required communication and check-in procedures
- Report hazards, incidents, or concerns immediately
- Take every reasonable precaution for their own safety and the safety of others

Communication and Monitoring

- Employees working alone must have access to reliable two-way communication.
- Appropriate measures may include:
 - Regular check-in procedures (scheduled calls or messages)
 - Site visits or supervision where required
 - Use of communication devices (cell phones, radios, pagers)
 - Emergency alert systems (panic alarms, security systems)
 - Use of code words to discreetly signal distress

Failure to maintain contact must trigger an escalation procedure, which may include repeated contact attempts, supervisor notification, and , where necessary, emergency services dispatch.

Administrative Controls

To minimize risks, the Municipality will:

- Schedule hazardous work when assistance is available

- Use buddy systems where required
- Coordinate work to reduce isolation
- Provide appropriate communication and safety equipment
- Establish procedures for opening, closing, and securing facilities
- Promote awareness and reporting of working alone hazards

Prohibited Working Alone Activities

Working alone is not permitted for the following activities:

- Confined space entry
- Work on energized electrical equipment (over 300 volts)
- Operating equipment near live power lines
- Work requiring fall arrest systems or scaffolding
- Working with acutely toxic or hazardous substances
- Work with risk of drowning without proper safety equipment
- Welding operations requiring a fire watch
- Working in or near trenches
- Working in extreme weather or environmental conditions
- High-risk ladder work (e.g., near traffic or unsecured ladders)
- Work requiring a signaller (e.g., backing equipment in high traffic areas)
- Any task deemed by a risk assessment to require more than one worker

Note: This list is not exhaustive.

Risk Reduction Measures

Examples of measures to minimize working alone risks include:

- Providing emergency contact numbers
- Supplying communication devices
- Establishing check-in systems and response procedures
- Using code words for emergency situations
- Installing security or alarm systems
- Scheduling work to ensure assistance is available
- Implementing buddy systems for higher-risk tasks
- Clearly documenting when working alone is permitted or prohibited

Review and Continuous Improvement

This policy and all related procedures, including task-specific risk assessments, shall be reviewed at least annually, or more frequently as required, to ensure effectiveness and compliance with legislative requirements.

Workplace Mental Health Policy

Intent

The Village of Burk's Falls values and prioritizes the health and safety of all employees, including their mental health and wellbeing. The company has adopted this policy to promote and protect the mental wellbeing of all employees. Fostering mental health in the workplace is the responsibility of every employee in the company.

Guidelines

The Village of Burk's Falls makes all reasonable efforts to create a workplace that minimizes sources of stress and poor mental health. The company also provides support for employees who experience workplace stress or mental illness. In pursuit of these goals, all employees are expected to follow the pillars of workplace mental health outlined here.

Healthy and Safe Workplace

The company is committed to creating a safe and healthy work environment that promotes mental wellness. The company works towards this outcome by setting achievable goals with reasonable deadlines to eliminate unnecessary overtime and minimize stress and by aligning career development plans with employee goals to challenge and provide value for employees.

When workplace changes occur, the company provides as much notice as possible to minimize stress from disruptions.

Ensuring a healthy and safe workplace is everyone's responsibility, and the company ensures that employees have all the tools needed for success and safety in their roles, including adequate training. The company works to prevent, remove, and address all incidents of workplace violence and harassment per the Workplace Violence and Harassment Policy. All workplace leaders must demonstrate civility, consideration, respect, and fairness at all times.

As part of encouraging excellent mental health, the company promotes open communication between employees and management, and it supports equal opportunity and values diversity across every aspect of the workplace.

Work–Life Balance

The company recognizes that employees must manage the demands of work, family, and their personal life. To help employees achieve work–life balance, the company:

- Offers flexible work options;
- Encourages employees to take all assigned breaks and available paid time off;
- Supports employees dealing with personal or familial challenges; and
- Issues programs, training, and policies to prevent burnout.

Tools and Resources

The company aims to support employees with the appropriate tools and resources to manage mental health conditions. These tools and resources include:

- Sharing information on the importance of mental health;
- Having a mental health policy and adopting this policy;
- Supporting an employee's decision to seek medical advice or treatment;
- Administering stress reduction activities, including social events and opportunities for physical activity;
- Helping staff develop techniques for managing stress and mental health conditions;
- Posting emergency hotline and other mental health service information in common areas of the workplace;
- Training staff and management on how to recognize signs of mental health conditions and how to address concerns while maintaining confidentiality; and
- Providing staff with adequate training on mental health in the workplace.

Open Door Policy

The company encourages employees to discuss work-related issues with their manager in an open and safe setting. Employees may choose to speak to management if they are experiencing a mental health condition and feel that it could be affecting their work, or if they witness or reasonably suspect another employee's health and safety is at risk due to a mental health condition. For example, where an employee feels their current workload and job demands are too great, they are encouraged to speak to their manager to discuss priorities, time management, and potential workload adjustments.

The employee will not be subject to reprisal for discussing issues in good faith.

Mental Health Condition Disclosure

While not obligated to do so, employees may wish to disclose a mental health condition to management or HR if they feel comfortable. Disclosing a mental health condition can help the company identify areas to improve the employee's work situation and offer them appropriate support.

Employees who disclose the presence of a mental health condition will in no way face reprisal or reprimand and will be accommodated and supported appropriately according to the organization's accommodation procedures.

Confidentiality

The company fully respects each employee's right to privacy and keeps confidential all private information given by the employee unless otherwise obligated by existing legislation.

While the company encourages employee disclosure of mental health conditions in order to ensure employee and workplace safety and productivity, the company continuously respects the privacy rights of anyone who wishes not to disclose a mental health condition.

Suicide Reporting Procedures

If an employee has suicidal thoughts or reasonably suspects that another employee may have suicidal thoughts, they should immediately inform a member of management.

If an employee attempts or dies by suicide at a company workplace, employees must:

- Immediately call emergency services (911);
- Immediately inform the Department Manager;
- Follow the company's crisis response plan;
- Never touch or alter the scene; and
- Never sensationalize or exploit the situation by talking about it with other co-workers, and leave any communication of the situation to management.

Management must also immediately report the incident to the appropriate government authorities in line with company policy on incident reporting.

In the event of an attempted suicide or a suicide off company premises, the employee or a relative of the employee must call the company and speak to the Chief Administration Officer to inform them of the situation. Additionally, the company will as appropriate:

- Make every effort to offer appropriate aid to the employee who attempted suicide;
- Provide funeral service and memorial service information to other employees;
- Launch a response plan to assist other employees in coping with the situation, including providing grief counselling to affected employees;
- Conduct a risk assessment to identify, eliminate, and reduce the effect of any potential contributing factors; and
- Hold a tribute for the lost employee.

Accommodation

Employees who may be facing difficulties with their mental health should speak to the Department Manager about a possible accommodation, especially if the condition is preventing them from achieving expected levels of job performance or puts them at risk of additional health and safety issues. Employees can submit a formal request to begin the accommodation process, as outlined in the company policy on accommodation. The company will develop a safe and agreeable return-to-work plan for any employee who has attempted suicide.

In addition, the company provides support services for any employee who has attempted suicide, and anyone who is affected either through witnessing or hearing about the event. This includes but is not limited to gradual return to work, additional coaching and support from management and team members, and ongoing check-ins with the Department Manager to determine whether further support can be provided.

Continual Improvement

The Village of Burk's Falls is committed to continually improving the physical and psychosocial environment and runs regular surveys to solicit direct feedback about mental health issues and supports. Employees can always submit feedback outside the regular surveys. If an employee identifies areas for improvement to this policy or

experiences any behaviour that directly contradicts the values in this policy, they are encouraged to speak to the Department Manager.

Noise Management Policy

Intent

The Village of Burk's Falls recognizes that workers may be exposed to potentially hazardous levels of noise in the workplace. The company takes all reasonable measures and complies with all requirements of the *Occupational Health and Safety Act* and its regulations regarding noise control and hearing conservation to protect the health and safety of workers.

Definitions

Attenuation: A reduction in sound pressure level incident upon the ear.

dBA: A measure of sound level in decibels using a reference sound pressure of 20 micropascals when measured on the A-weighting network of a sound level meter.

Decibel: A unit of measurement of sound pressure level that is equal to 20 times the logarithm to the base 10 of the ratio of the pressure of a sound, divided by the reference pressure of 20 micropascals.

Guidelines

The Village of Burk's Falls ensures that compliance with all applicable legislation and regulations is maintained regarding noise management, and that the company meets its duty as an employer to protect its employees from related workplace hazards at all times. The Village of Burk's Falls takes all measures reasonable in the circumstances to protect workers from exposure to hazardous sound levels. This may be achieved by eliminating or modifying the noise source, substituting quieter equipment or processes, engineering control measures, and personal protective equipment (PPE).

The company conducts hazard assessments as often as necessary to ensure noise levels are safe. Sound levels are measured periodically so that the company can maintain a regular understanding of the noise levels in the workplace and to ensure that no worker is exposed to sound levels greater than an equivalent sound exposure level of 85 dBA over an eight-hour period. Sound level testing and measurement are always completed without regarding the use of hearing protection to convey potential hazards as if they are uncontrolled. Whenever practicable, the company posts signs in every area where sound levels regularly exceed 85 dBA.

Controlling Hazards

Wherever possible, The Village of Burk's Falls protects workers from exposure to sound levels greater than an equivalent sound exposure level of 85 dBA over an eight-hour period without requiring the use of PPE, in line with legislative requirements. The Village of Burk's Falls uses all reasonably practicable means to reduce noise levels in all areas where workers may be required or permitted to work. The company follows the hierarchy of controls when implementing these measures.

PPE Requirements

When engineering controls are not practicable, cannot be obtained, are rendered ineffective due to specific circumstances, or are ineffective due to an emergency, all The

Village of Burk's Falls employees must wear and use hearing PPE whenever there is potential for exposure to noise levels that exceed an equivalent sound exposure level of 85 dBA over an eight-hour period.

Hearing protection devices are selected to be appropriate for specific circumstances, considering the expected sound levels a worker will be exposed to, the attenuation provided by the device, and the manufacturer's information about the use and limitations of the device. The Village of Burk's Falls ensures workers are provided the appropriate PPE for the circumstances they work in. All company-provided PPE must be used and maintained in accordance with the manufacturer's instructions.

Training and Instruction

The Village of Burk's Falls ensures all workers who are provided hearing protection devices receive adequate training and instruction on the care and use of the device, including its limitations, proper fitting, inspection and maintenance, and the cleaning and disinfection of the device.

The Village of Burk's Falls ensures that all employees are educated concerning the dangers of excessive noise and the long-term effects of hearing loss. The company also ensures that employees are educated in the various control measures implemented to manage noise and control noise-related hazards to ensure their continued safety while at work.

Reporting Noise Hazards

If any employees have concerns about the level of noise present at The Village of Burk's Falls, they should report those concerns to the Department Manager as soon as possible.

Automated External Defibrillator (AED) Policy

Intent

The Village of Burk's Falls has adopted this policy to ensure the health and safety of all employees and visitors in the workplace who may suffer a cardiac arrest. This policy ensures that employees are provided with appropriate guidelines on the safe use of an automated external defibrillator (AED) and outlines the requirements that The Village of Burk's Falls must meet.

Definitions

Automated external defibrillator (AED): An automated external medical heart monitor and defibrillator that is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, determining whether defibrillation should be performed without intervention by an operator, and automatically charging and requesting delivery of an electrical impulse to an individual's heart as medically required.

Cardiopulmonary resuscitation (CPR): An emergency substitution of heart and lung action through chest compression to make the heart pump combined with mouth-to-mouth ventilation.

Designated premises: Premises accessible to the public that are designated by the *Defibrillator Registration and Public Access Act, 2020*.

Guidelines

The Village of Burk's Falls will ensure that:

- AEDs are installed at the premises in accordance with the regulations;
- AEDs installed at the premises are easily accessible;
- The location of an AED at the premises is appropriately indicated with signs;
- AEDs are maintained and tested in accordance with the manufacturer's guidelines; and
- Training is provided to designated employees on the use of an AED.

Registration of Defibrillator

Every person who owns or operates designated premises or public premises at which an AED is installed will register the AED with the registrar within 30 days after it is installed. If a registered AED is moved to a different location, or is removed from the premises for any reason, The Village of Burk's Falls will notify the registrar in accordance with the regulations. The Village of Burk's Falls will also notify designated employees who are trained to operate the device if a new AED has been registered or moved. The Village of Burk's Falls will comply with any inspections conducted for the purpose of determining compliance and may be required to provide evidence of documents such as registration of AED and training. Neither The Village of Burk's Falls nor its employees will:

- Violate the requirements as listed in *the Defibrillator Registration and Public Access Act, 2020*.

- Obstruct, hinder, or interfere with an inspection; or
- Provide false or misleading information to an inspector, or conceal or destroy anything relevant to an inspection.

Location

All employees are informed of pertinent AED locations during onboarding.

Contractor Management Policy

Intent

The Village of Burk's Falls is committed to the protection of its employees, customers, visitors, the environment, and its physical assets. This policy is intended to establish guidelines for situations involving contractors to provide and maintain a safe work environment for everyone working with or at The Village of Burk's Falls.

All employees and contractors are equally responsible for complying with Ontario's *Occupational Health and Safety Act* (OHSA) and its regulations, and must do so continually.

Definitions

Constructor: A person who undertakes a construction project for an owner and includes an owner who undertakes all or part of a project by themselves or by more than one employer.

Employer: A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services.

Owner: Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as workplace, and a person who acts for or on behalf of an owner as their agent or delegate.

Guidelines

All contractors being considered for hire by The Village of Burk's Falls must be reviewed to ensure all associated legislative requirements are met and they are legally permitted to work for the company. All contractors must be approved by the Chief Administration Officer before starting any work. As part of the approval process, all contractors hired by the company must provide appropriate documentation before the start of any work indicating that they carry appropriate insurance and WSIB coverage, have sufficient qualifications to successfully complete the required work, that they maintain a legislatively compliant health and safety policy or program as applicable, and that they employ qualified and competent supervisors.

Where The Village of Burk's Falls controls any part of a project and must act as a constructor, the company ensures that all contractors hired, and their employees where applicable, have received appropriate training and maintain appropriate levels of qualifications to perform the required work safely and competently. In these situations, hired contractors on company projects must meet all applicable requirements and obligations of the OHSA and applicable regulations.

Where The Village of Burk's Falls hires a contractor to act as a constructor and maintain control of a project, The Village of Burk's Falls holds that contractor responsible for upholding all applicable health and safety obligations and requirements of the OHSA and its regulations for the project. A binding agreement between the contractor and the company must be signed to confirm the specifics of this working relationship.

Where The Village of Burk's Falls is considered a project owner, the company ensures all parties present on the project receive a list of any designated substances present at the project site before entering into a contract. The company also ensures sufficient washroom access is provided to all workers present on the project site.

Where The Village of Burk's Falls must act as the employer to hired contractors, the company takes every precaution reasonable in the circumstances to protect those contractors. The company ensures that contractors receive appropriate training on safe work practices and applicable policies. The company also ensures those contractors are sufficiently supervised where required, receive any necessary personal protective equipment, and are aware of all real and potential hazards that exist in the workplace.

Chemical and Biological Hazards Policy

Intent

The Village of Burk's Falls is committed to taking all reasonably necessary steps to protect workers from exposure to hazardous chemical or biological agents in the workplace. This policy outlines the measures that the company has implemented to ensure employee safety when exposed to these hazards.

Definitions

Airline respirator: A respirator and air supply hose with a hood or helmet, a tight-fitting facepiece, or a loose-fitting facepiece or visor, that is supplied with compressed breathing air from a compressed breathing air system.

Air-purifying respirator: A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Assigned protection factor: The anticipated level of respiratory protection that would be provided by a properly functioning respirator or class of respirators to properly fitted and trained users.

IDLH atmosphere: An atmosphere that poses an immediate threat to life or that will cause irreversible adverse health effects or impair a worker's ability to escape from the environment.

Maximum use concentration: The maximum concentration of an airborne designated substance that a respirator can be expected to protect a worker using the respirator from.

Guidelines

The Village of Burk's Falls takes all reasonably necessary measures to protect employees from exposure to chemical and biological hazards in the workplace. The company does this through hazards controls in line with the Hazard Identification and Control Policy. To protect employees from chemical and biological hazards, the company:

- Implements and requires adherence to safe work practices for the storage, handling, or use of chemical and biological agents in the workplace, and maintains an exposure control plan;
- Inspects the workplace for chemical and biological hazards, including monitoring, sampling, and measuring airborne concentrations of hazardous products;
- Provides training to employees on WHMIS and the associated safe working procedures;
- Implements appropriate controls for all chemical and biological hazards and trains employees on the hazards and their controls;
- Follows all other legislative requirements relating to limiting worker exposure to chemical and biological hazards;

- Ensures procedures for monitoring, sampling, and determining airborne concentrations of hazardous agents and worker exposure comply with legislative standards;
- Provides employees with appropriate personal protective equipment (PPE) to protect against chemical and biological hazards and trains employees on safe use; and
- Maintains an exposure control plan.

The company always protects workers from exposure to biological or chemical hazards without requiring them to wear and use a respirator unless hazard assessments suggest that substitution or engineering controls are not reasonable or practical in those circumstances, at which time a respirator is provided.

All chemical and biological agents or products present at The Village of Burk's Falls are appropriately labelled and stored, and up-to-date safety data sheets for the products are available.

Respirator Requirements

All respirators that The Village of Burk's Falls supplies are approved by the Canadian Standards Association (CSA) or National Institute for Occupational Safety and Health (NIOSH) as required, and meet or exceed the applicable assigned protection factor for respirators set out in legislation.

Respirators are selected based on the following criteria:

- The airborne concentration of the designated substance or hazardous biological or chemical agent that the employee is exposed to and the maximum use concentration of the respirator;
- The manufacturer's information on the intended use, scope, and limitations of the respirator;
- The potential for an atmosphere with an oxygen concentration of less than 19.5 percent, an IDLH atmosphere, or oil in the atmosphere;
- If a respirator is required to protect an employee from asbestos, it must have a HEPA filter or a N-100, R-100, or P-100 particulate filter; and
- If an airline respirator is required in an IDLH atmosphere, it must be fitted with an auxiliary supply of breathing air that allows the employee to escape unassisted from the atmosphere.

Respirators must be used in accordance with the manufacturer's instructions. Employees will not be assigned to an operation that requires the use of a respirator unless they can physically perform the operation while using the respirator and have received the appropriate training.

A respirator that is designed to fit tightly must be tested by the employee for fit using appropriate testing and checking methods before each use. Tight-fitting respirators will not be provided to any employee with facial hair that interferes with the safe use of the respirator.

Potential Worker Exposure

The Village of Burk's Falls monitors and samples the airborne concentrations in the workplace as necessary and uses legislatively compliant methods to determine the concentration levels of any biological or chemical agents that a worker may be exposed to.

All employees receive training on the safe handling of and exposure to harmful substances and must follow all safety precautions and procedures related to their use. If an employee determines that they cannot safely conduct work that involves harmful substances, the employee must report this to their supervisor immediately.

If a worker is exposed to hazardous levels of biological or chemical agents and the worker and their physician believe the worker's health to be affected by the exposure, or if the company has reason to believe the employee's health will likely be affected by the exposure, the worker may agree to undergo medical examination and testing to determine the existence of an occupational illness and whether the employee is fit to continue work, at the company's expense.

Training

All workers who may be exposed to chemical and biological hazards receive training on safe use, storage, handling, labelling, and emergency procedures, including all hazard information for the associated hazardous agent or product, in line with the Worker Hazardous Materials Information System (WHMIS) and any other applicable legislation.

Additionally, the company provides all employees with training on safe use, selection, and care of all required PPE used to control hazards related to chemical and biological hazards.

Flammable and Combustible Substances Policy

Intent

Health and safety in the workplace are vitally important to The Village of Burk's Falls, and we are committed to ensuring the health and safety of our employees regarding the storage, handling, and use of flammable and combustible substances.

Definitions

Combustible substances: Gases, liquids, and solids that have a flashpoint that allow them burn above normal working temperatures.

Flammable substances: Gases, liquids, and solids that have a flashpoint that allow them to burn in air if exposed to a source of ignition at normal working temperatures.

Flashpoint: The lowest temperature at which a flammable or combustible substance gives off enough vapour to start burning at its surface. Flashpoint values are to be used as a guideline only.

Guidelines

Personal Protective Equipment (PPE)

The Village of Burk's Falls provides employees with appropriate PPE, materials, and devices to work with flammable and combustible substances, safely and will ensure those employees know how to properly use that equipment.

Employees must wear all PPE as instructed when using, handling, or storing flammable and combustible substances, without exception. Failure to use the PPE may result in disciplinary action up to and including termination.

Fire Extinguishers

To protect the health and safety of our workers, The Village of Burk's Falls chooses appropriate portable fire extinguishers, places them appropriately in the workplace, and ensures they are regularly inspected, maintained, and tested.

Safe Use of Flammable or Combustible Substances

Wherever a flammable or combustible substance is handled, used, stored, produced, or disposed of, The Village of Burk's Falls will develop specific written procedures for the task to promote the health and safety of workers who partake in those activities and to reduce hazards. Safety data sheets and other requirements of the Workplace Hazardous Materials Information System will always be available and up to date for flammable and combustible substances.

Flammable and combustible substances can emit vapour that when mixed with air can create serious fire hazards that are difficult to detect. To keep everyone safe, it is crucial that safety measures and procedures related to flammable or combustible substances are carried out in the workplace at all times. The Village of Burk's Falls will ensure that all employees who may be exposed to a flammable or combustible substance in the

course of work receive appropriate training and instruction on potential hazards and how to work safely.

In general, whenever a flammable or combustible substance is spilled or the potential for a hazard exists, employees should clean the spill and reduce the hazard following appropriate procedures as soon as possible, consider the risk of hazardous vapour remaining in the area or on clothing or equipment, and ensure everyone in the surrounding area is aware of the potential fire hazard until it can be confirmed the hazard is no longer present.

Ignition Sources

When a flammable or combustible substance is handled, used, or stored, all ignition sources must be eliminated or adequately controlled. Sources of can ignition include:

- Open flame;
- Spark-producing equipment;
- Smoking;
- Static discharge; and
- Any electrical equipment or installation that is not approved for hazardous locations.

Where practicable, The Village of Burk's Falls will ensure that sources of ignition are eliminated. In cases where sources of ignition cannot be eliminated, The Village of Burk's Falls will ensure the source is safely and adequately controlled in any work area where a flammable or combustible substance is stored, handled, or used.

Transferring and Dispensing

Before dispensing or transferring any flammable or combustible substance, employees must ensure:

- The door to the room or enclosure where the dispensing or transfer is taking place is firmly closed;
- The room is adequately ventilated;
- The containers used are either non-conductive, electrically bonded to one another, or electrically grounded to reduce the risk of static discharge; and
- No other ignition sources are present.

Disposal

If materials become contaminated by flammable or combustible substances, or if there is garbage that constitutes a fire hazard, The Village of Burk's Falls will ensure those materials are placed in appropriate receptacles. Workers will be trained on these processes and how to appropriately dispose of flammable and combustible substances to ensure proper safety processes are followed at all times.

Storage

The Village of Burk's Falls is committed to the safe storage of flammable and combustible substances and will ensure all such substances are stored in accordance with applicable legislation and safety standards.

Cold Weather Work Policy

Intent

The Village of Burk's Falls is committed to the ongoing health and safety of employees and will take all reasonable steps to ensure a safe working environment is provided. The company has adopted this policy to ensure that any necessary work conducted in cold weather is performed safely. This policy provides guidance on developing safe work procedures for preventing injuries related to cold stress. This policy is also intended to help supervisors and health and safety staff address health and safety concerns related to cold stress.

Definitions

Cold stress: The general term for symptoms resulting from cold exposure. Symptoms are progressive if unaddressed. Symptoms typically start with shivering and grogginess, then progress to slurred speech, loss of coordination, and shallow breathing, and further progress to loss of consciousness and weak pulse.

Frostbite: The freezing of skin and tissues below the skin, characterized by skin appearing waxy and feeling hard to the touch. Most often occurs when body parts are exposed and there is direct contact with cold air, cold and wet environments, and cold objects.

Hypothermia: The state of the human body when its core temperature falls below 35 degrees Celsius. Typically develops if cold stress symptoms are not addressed and exposure to cold temperatures persists. Hypothermia can be fatal.

Wind chill: A metric for the combined effects of air temperature and wind speed that reflects how cold the human body feels. The wind chill index is displayed in temperature-like units. If the wind chill is -15 while the air temperature is -10 degrees Celsius, exposed skin will feel as though the air temperature is -15 degrees Celsius with no wind.

Guidelines

Health and Safety Hazards Associated with Cold Weather Work

Cold weather work presents several risks and hazards, including increased risk of slips and falls, lowered dexterity, increased fatigue, frostbite, and hypothermia. Hypothermia and frostbite have the highest associated risk due to cold exposure.

Injuries related to cold stress may be caused by a combination of factors like air temperature, wind speed, humidity, time spent outdoors, and the body's contact with cold objects. Risk of frostbite increases significantly when temperatures and the comparable windchill factor are at or below -27 degrees Celsius. Whenever someone is in a cold environment, the risk of hypothermia increases the longer they remain in that environment. Risk also increases as temperatures decrease.

Cold weather personal protective equipment (PPE) must be worn when temperatures are below -5 degrees Celsius. This includes appropriate footwear, layered clothing, insulated

gloves, and insulated headwear. Exposed skin should be covered as much as possible when working in cold weather.

All efforts should be made to remain dry, as wet clothing draws heat away from the body. If clothing or PPE gets wet, workers should try to replace it with dry clothing or PPE as soon as possible. Clothing should be worn in layers to allow workers to remove outer layers that get wet and to regulate warmth as temperatures change.

The Village of Burk's Falls ensures that in cold weather environments, workers are under regular supervision. Supervisors are responsible for monitoring changes in conditions that could cause risks and hazards such as decreasing temperatures and increasing winds, to ensure workers can work safely and not be unnecessarily exposed to hazards related to cold weather.

Work should be completed in environments that do not present cold stress hazards whenever possible. When work must be completed in environments that present cold stress hazards, it is the responsibility of the supervisor to establish working rotations that allow workers to adhere to this policy while continuing as much as possible to complete work.

Work-Warming Regimen

The following work-warming regimen must be followed to ensure workers are not unnecessarily exposed to cold stress hazards:

- When air temperatures are –26 to –28 degrees Celsius with at least 25 km/h wind speed, the duration of outdoor work will be limited to 50 minutes, which must immediately be followed by 10 minutes spent in a warmer setting. No duration limits apply when working in this temperature range with winds below 25 km/h.
- When air temperatures are –29 to –31 degrees Celsius with at least 25 km/h wind speed, the duration of outdoor work will be limited to 40 minutes, which must immediately be followed by 10 minutes spent in a warmer setting. When temperatures are in this range and wind speed is less than 25 km/h, the duration of outdoor work will be limited to 50 minutes, which must immediately be followed by 10 minutes spent in a warmer setting.
- When air temperatures are –32 to –34 degrees Celsius with at least 25 km/h wind speed, the duration of outdoor work will be limited to 30 minutes, which must immediately be followed by 10 minutes spent in a warmer setting. When temperatures are in this range and wind speed is less than 25 km/h, the duration of outdoor work will be limited to 40 minutes, which must immediately be followed by 10 minutes spent in a warmer setting.
- When air temperatures are –35 degrees Celsius or colder with at least 25 km/h wind speed, all non-emergency work will stop.
- When air temperatures are –35 to –37 degrees Celsius and wind speed is less than 25 km/h, the duration of outdoor work will be limited to 30 minutes, which must immediately be followed by 10 minutes spent in a warmer setting.
- When air temperatures are at or below –38 degrees Celsius, all non-emergency work will stop.

Note that cold weather PPE must be worn while working in cold weather conditions. Employees must limit the length of time spent in extreme cold conditions and use the buddy system to ensure this policy is followed.

Acclimatization

Some degree of acclimatization may be possible in cold environments, which will alter the effects cold weather has on some individuals. With enough exposure to cold, the body undergoes changes that increase comfort and reduce the risk of injuries related to cold stress. People who are physically unfit, older, or who are taking medications may not acclimatize as readily and should be monitored more closely while working in cold weather.

Education and Training

Education and training are fundamental health and safety practices for those who may be exposed to the hazards of cold stress. The Village of Burk's Falls employees will be trained and educated in the following before working in cold weather conditions:

- Knowledge of the hazards and potential health effects of cold stress;
- Recognition of predisposing factors, danger signs, and symptoms;
- Awareness of first aid procedures for injuries related to cold stress;
- Employee responsibilities in minimizing cold stress;
- Safe work practices; and
- Use of protective clothing and equipment.

Responsibilities

Supervisors

The Village of Burk's Falls supervisors are expected to be familiar with all jobs under their supervision that have been identified to have the risk of cold stress. They must ensure employees follow safe work practices and procedures and ensure training and education are provided to employees. Supervisors must monitor environmental conditions like temperature, humidity, and wind chill, and implement appropriate safe work procedures to prevent injuries related to cold stress.

Employees

The Village of Burk's Falls employees are expected to attend the required training to become familiar with cold stress hazards, safe work practices, and control measures. Whenever employees work in cold weather, they are expected to wear appropriate cold weather clothing and follow safe work procedures established to prevent cold stress injuries. Employees must report all cold stress symptoms that they observe in themselves or their co-workers to their supervisor.

Heat Stress Prevention and Hot Weather Policy

Intent

The Village of Burk's Falls has adopted this policy to ensure the ongoing health and safety of employees exposed to high temperatures that could cause adverse health effects, such as heat strain. The company operates the workplace in compliance with all applicable legislation, and appropriate actions are taken in response to any concerns relating to heat stress and heat strain.

Definitions

Acclimatization: The process of adjusting the body's ability to adapt to a hot environment through progressively longer periods of heat exposure, typically over a period of days.

Heat strain: The physiological and behavioural responses resulting from heat exposure.

Heat stress: The overall heat load a worker may be exposed to from the combination of metabolic heat, clothing and personal protective equipment (PPE) requirements, and environmental factors like air temperature, humidity, air movement, and radiation.

Guidelines

The Village of Burk's Falls understands that heat stress affects all employees differently, and to effectively prevent hazards and risks associated with heat stress, plans and procedures may need to be applied to each affected employee individually.

Work may be stopped entirely when temperatures become exceedingly high.

Heat Stress Prevention Plans and Hot Weather Plans

Whenever a hazard identification and risk assessment finds risks associated with heat stress, a heat stress prevention plan will be implemented. These plans include detailed exposure limits, monitoring practices, appropriate hazard controls, and preparation for related emergency responses. These plans account for all sources of heat, including machinery and equipment, workload, temperature and humidity, and radiant heat sources. Any questions regarding a heat stress prevention plan should be directed to the Department Manager.

The Village of Burk's Falls has prepared hot weather plans for whenever working situations require them and is ready to implement these plans between May 1 and September 30 each year. Common triggers for hot weather plans include temperatures reaching 32 degrees Celsius for three or more consecutive days, the humidex exceeding 35, and Environment Canada issuing a humidex advisory. The company monitors the weather forecast to anticipate hot weather plan triggers and ensure adequate steps are taken to protect employees before heat-related hazards affect the workplace. When it is necessary to implement a hot weather plan, the Department Manager will make the announcement and share a copy of the plan.

Acclimatization

Acclimatization is an important part of heat stress prevention and hot weather plans. The Village of Burk's Falls understands that employees become acclimatized at different rates and can lose their acclimatization over time. Appropriate steps will be taken to address these issues and ensure all workers can perform their duties safely.

Manager and Supervisor Responsibilities

The Village of Burk's Falls management and supervisors are responsible for the overall health and safety of staff members under their direction, including appropriate application of heat stress prevention and hot weather plans.

In collaboration with the health and safety representative, management and supervisors perform hazard identification and risk assessments, and ensure that work is safe when high temperatures can create workplace hazards. Where heat stress in the workplace is a concern, management and supervisory staff evaluate the work that will be performed, ensure that appropriate safeguards are in place, and ensure that relief measures are available and implemented, such as drinking water and scheduled rest periods.

Managers and supervisors acclimatize workers under their direction in line with the procedures detailed in the heat stress prevention and hot weather plans. The needs of each employee are considered to ensure everyone can perform their duties safely. As necessary, management and supervisory staff will adjust and adapt work schedules to effectively reduce the risk of injury and illness due to heat stress and to allow all employees to become adequately acclimatized.

Employee Responsibilities

Employees of The Village of Burk's Falls must participate in health and safety training and adhere to all health and safety policies and safe work procedures related to heat stress prevention. Whenever a heat stress prevention plan or hot weather plan is in place, employees must follow it. Knowing that symptoms of heat strain are difficult to recognize in oneself, employees are expected to protect their co-workers by looking for symptoms of heat strain in one another whenever working in hot conditions and reporting these instances to their manager or supervisor.

Sun Safety Policy

Intent

To ensure the health and safety of all employees, The Village of Burk's Falls has developed this policy to outline good health behaviours to prevent illness and injury due to working outdoors.

Guidelines

The Village of Burk's Falls is committed to providing a safe working environment for all employees, and this includes taking all reasonable steps to reduce the health risks of occupational exposure to the sun and ultraviolet (UV) radiation. Using appropriate sun safety practices reduces the chance of employees suffering from heat stress.

Hazards related to sun exposure can occur on hot and sunny days and on cloudy and cool days. Employees should monitor the daily UV rating to determine the appropriate dress and protection required to protect against sun hazards.

The Village of Burk's Falls uses a combination of engineering and administrative controls to reduce the risks associated with working outdoors, as well as ensuring that personal protective equipment is provided and used.

Whenever possible, employees should refrain from working in direct sunlight, and should conduct their work in shaded areas. When required to work in direct sunlight, work should be scheduled to avoid working during the hottest part of the day, typically avoiding work in the sun in the afternoon.

Dehydration

It is crucial employees that work in the sun remain hydrated by drinking plenty of water. When working outside is required, The Village of Burk's Falls ensures all employees have access to clean drinking water.

Dehydration can be caused by lack of fluid consumption, sweating, or by other illnesses or health conditions. Consuming alcohol, drinks with high sugar content, and drinks with caffeine can also dehydrate workers. Workers should limit consumption of these types of beverages on days where risk of sun exposure are high.

Symptoms of dehydration include excessive thirst, dizziness, headache, fatigue, dry mouth and eyes, and dark yellow urine. If left unattended, dehydration can lead to severe dehydration, which is considered a medical emergency that requires medical attention beyond first aid. Some symptoms of severe dehydration are a weak pulse and, in some cases, a rapid heartbeat, sunken eyes, cold hands and feet, and seizures.

All employees who work in the sun must collaborate and watch one another for signs of dehydration. If an employee is showing signs of dehydration, any employee who notices should inform them and their supervisor immediately.

Hazard Controls

The Village of Burk's Falls uses various controls to reduce the risk of hazards associated with sun exposure.

Engineering Controls

When work outside is required, The Village of Burk's Falls collaborates with relevant workplace parties to review related hazards and determine what engineering controls are appropriate. Common examples of engineering controls are temporary structures to provide shade, fans and other similar devices to circulate air, and providing company vehicles where breaks can be taken in a cooler, air-conditioned environment.

Administrative Controls

When risks of hazards related to sun exposure are high, The Village of Burk's Falls requires any employee working outdoors take their breaks in shaded areas, indoors, or in air-conditioned areas to reduce the time they spend in direct sunlight and high temperatures. The company may also implement administrative controls, such as reassigning employees to alternate work with less risk, providing employees with additional breaks to manage sun exposure, or rescheduling work as appropriate.

All employees who work outdoors at The Village of Burk's Falls must attend related safety training. Training programs discuss safe work procedures, related risks and hazards, hazard controls, signs and symptoms of related ailments, personal protective equipment, and any additional information required to ensure workers can work safely.

Personal Protective Equipment

To reduce harmful effects of sun exposure, employees should wear the following personal protective equipment while working in the sun:

- A wide brimmed hat or helmet with brim attachment that covers the face, head, and ears;
- Clothing that covers the back of the neck;
- Clothing that is loose fitting, tightly woven, lightweight, and covers as much skin as possible;
- Clothing that has an SPF rating;
- Protective eyewear that provides full UVA and UVB protection;
- Waterproof sunscreen with a minimum SPF rating of 30; and
- Lip balm with a minimum SPF rating of 30.

Employees should apply their sunscreen 20 to 30 minutes before sun exposure and reapply it every two hours thereafter.

The Village of Burk's Falls provides all employees who work outdoors with sunscreen with a minimum SPF rating of 30 upon request. Employees should request sunscreen from the Department Manager.

Communicable Disease Prevention Policy

Intent

The Village of Burk's Falls has instituted this policy to create guidelines for communicable disease prevention. This policy must be used in conjunction with all other applicable health and safety policies, procedures, legislation and government guidelines.

Guidelines

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of communicable diseases that may circulate in a workplace include COVID-19 and seasonal influenza.

Employees will be notified of any pertinent health notices and their responsibilities in the face of health notices or bulletins. Employees must always follow all health and safety policies and wear any necessary personal protective equipment (PPE).

This policy will be amended as required or as contagious infections come in season (for example, communicable disease outbreak, influenza, or cough or cold season).

Transmission of Microorganisms

Employees of The Village of Burk's Falls may be exposed to pathogenic microorganisms, bacteria, and other microbes in the workplace that can cause infection and disease.

Transmission of microorganisms can be caused by contact transmission from hands (direct) or objects (indirect), droplet transmission from coughing or sneezing, or airborne transmission from the inhalation of organisms surviving in air for long periods.

Other routes of entry for infection include:

- Injection;
- Inhalation;
- Ingestion; and
- Contact with the skin, eyes, or nose.

It may not be possible for the company to completely eliminate all routes of entry for infections, and employees share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

Employees Who May Be Contagious

Employees who may have contracted a communicable disease and are in the early stages of infection should not report to work, as they may infect others. Employees must exercise their judgement and call in absent using the company's call-in procedure if they may be contagious. Employees who may be ill but would like to work may work from home rather than in the physical workplace.

Managers at The Village of Burk's Falls will keep records of absences and are responsible for noting any alarming trends or repeated outbreaks of infection. In any cases where a

pattern is noted, senior management will be notified so that additional infection control procedures can be put into place where necessary.

Employees should only return to the physical workplace when they are no longer symptomatic or when a medical professional has certified that they are no longer contagious.

Routine Practices

Routine practices are strategies and procedures The Village of Burk's Falls has implemented to protect workers and minimize exposure to communicable diseases. Following routine practices helps protect both employees and clients of The Village of Burk's Falls from pathogens. Consistent practices must be used at all times with all persons, as someone could be infected but be asymptomatic.

All employees receive training on the company's routine practices for infection prevention and control. This training includes:

- The risks associated with infectious diseases;
- How to complete a risk assessment before a task;
- Hand hygiene and PPE;
- Applicable administrative and environmental controls; and
- The importance of appropriate immunizations.

Risk Assessment

The Village of Burk's Falls will conduct a risk assessment to evaluate the risk of communicable disease transmission throughout the workplace. These assessments will be completed regularly and as often as necessary. Where required, the company will implement additional policies and procedures to address the risks and minimize exposure.

Employees must conduct a risk assessment of their assigned tasks to determine what protective measures, such as hand hygiene or PPE, should be used. Employees will receive training on how to complete a risk assessment. Any employee who cannot complete a risk assessment or is unsure of the level of risk involved must raise their concerns with their managers immediately, before starting the assigned task.

Hand Hygiene

Hand hygiene is one of the most important measures in preventing the transmission of communicable diseases. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

The Village of Burk's Falls will implement a hand hygiene program that incorporates the following elements:

- Provides employees with the ability to wash their hands with soap and water or alcohol-based hand sanitizer when working with a client;
- Ensure sanitization stations are provided throughout the workplace;
- Provides education to employees about how and when to wash their hands;

- Provides employees with hand moisturizer that is compatible with hand hygiene products to help maintain the skin's integrity; and
- Ensures that client hand hygiene is also supported.

Personal Protective Equipment (PPE)

PPE creates a physical barrier that protects an employee's own tissue from exposure to infectious materials and from transmission resulting from contact. The type of PPE used depends on the nature of the interactions within the workplace. Employees will be provided with appropriate PPE necessary to perform their job duties and functions. Employees must wear PPE when interacting with or in close proximity to others in the workplace. Common PPE includes gloves, face protection, and goggles.

Gloves

- Gloves should be put on immediately before performing the activity for which they are being used.
- Gloves must be removed and discarded immediately after use; hand hygiene must then also be performed.
- Gloves may break, so proper hand hygiene must be performed before and after using gloves.
- Employees who have any open wounds on their hands must wear a bandage over the wound and then gloves over the bandage.

Face Protection

- A mask should be used to reduce the likelihood of airborne infectious diseases.
- A mask should be put on immediately before the activity for which it is indicated, and hand hygiene is to be performed after removing the mask.
- Where required, face masks should be worn in all common space areas, such as breakrooms, washrooms, hallways, and so on.
- Where a mask cannot be worn, a face shield should be worn instead.

Goggles

- Goggles should be used to reduce the likelihood of airborne infectious diseases.
- Goggles must be properly fitted for use and put on immediately before the activity for which it is intended.
- Goggles should be maintained and cleaned to ensure optimal visibility to perform job duties and functions.

Administrative and Environmental Controls

Administrative and environmental controls include respiratory hygiene, encouragement of employee immunizations, and environmental cleaning and sanitizing.

Respiratory Hygiene

The Village of Burk's Falls expects that all employees practise respiratory etiquette and personal practices that help prevent the spread of communicable diseases. This includes:

- Cover mouth and nose when coughing or sneezing (either against a sleeve or shoulder or with a tissue);
- Turn the head away from others when coughing or sneezing;
- Use the nearest waste receptacle to dispose of the tissue promptly after use; and
- Perform hand hygiene after having contact with respiratory secretions and contaminated objects or materials.

Environmental Cleaning and Sanitizing

Cleaning is the removal of foreign material (for example, dust, soil, or microorganisms). Cleaning physically removes rather than kills the microorganism, and thorough cleaning is required for any equipment or surface to be disinfected, as organic matter may inactivate a disinfectant.

Disinfection is the process used on inanimate objects and surfaces to kill microorganisms. Cleaning and disinfecting agents may be combined into a single product to save a step in the cleaning and disinfecting process.

Maintaining a clean and healthy environment is integral to the safety of employees and clients and is a top priority at The Village of Burk's Falls. Environmental cleaning and disinfection is performed routinely and consistently to provide a safe and sanitary work environment. The company follows and distributes a cleaning schedule specific to the workplace to ensure maintenance of a clean and healthy environment. Employees receive training on proper cleaning and sanitizing procedures.

Environmental Waste Control and Disposal Policy

Intent

The Village of Burk's Falls recognizes environmental protection as a key component of its business. This policy provides guidelines respecting waste control and disposal to ensure the company does not harm the environment.

Guidelines

To ensure continual improvement regarding environmental waste control and disposal, company programs designed to address the environmental cost and impact of our activities are implemented and reviewed regularly. These programs support pollution prevention and minimization, promote energy efficiency and resource conservation, promote cooperation with our community, suppliers, contractors, government agencies, and other organizations engaged in improving the environment, and allow for review of key environmental objectives and performance.

The Village of Burk's Falls also periodically audits and evaluates all manufacturing practices and processes as part of our commitment to continually lessen our environmental impact. Audits include reports on air and water quality, waste management, spill prevention and control, management of hazardous materials, and employee awareness.

To ensure The Village of Burk's Falls is not harming the environment, the company will:

- Identify, assess, and responsibly manage its environmental health and safety risks through a comprehensive risk management plan;
- Integrate the consideration of environmental concerns and impacts in all decision-making and activities;
- Promote environmental awareness among employees and encourage them to work in an environmentally responsible manner;
- Train employees about environmental issues that may affect their work;
- Take all precautions reasonable to prevent pollutants being released into the environment;
- Report any incident of a release or spill of toxic or potentially harmful materials;
- Comply with all applicable laws, regulations, and standards;
- Develop and maintain appropriate emergency and spill response programs where required by legislation or when significant health, safety, or environmental hazards exist; and
- Periodically review related policies to ensure continued success.

Waste Management Planning

Regardless of the scope and size of a project, there will always be some degree of waste produced. It is everyone's responsibility to ensure this waste is managed properly.

The Village of Burk's Falls expects to minimize and where feasible prevent pollution and waste generated by the company from entering the environment. To this end, The Village of Burk's Falls uses source reduction as the preferred method, followed by reuse, recycling or recovery, treatment, and disposal.

Source Reduction

Source reduction means decreasing the volume of waste The Village of Burk's Falls generates. This is the most effective method of waste management, as it reduces the amount of waste that has to be managed. Source reduction can be accomplished by changes to processes that involve material elimination or substitution, inventory control and management, process modification, and improved housekeeping, maintenance, and training.

Reuse and Recycling or Recovery

Reuse is the use of a product more than once. Before reusing any material or item, it should be verified that reuse is appropriate and will not cause a negative effect to the environment.

Recycling or recovery is the process by which materials otherwise destined for treatment or disposal are collected and processed or remanufactured to allow for secondary use. Items intended for reuse, recycling, or recovery must be approved by designated employees who have received appropriate training. The designated employees are responsible for ensuring items approved for reuse, recycling, or recovery are directed to the appropriate location.

Treatment

Where applicable, The Village of Burk's Falls collects waste materials that can go through a treatment process to be usable again. Treatment of waste materials may only be completed by trained and competent employees or by external professionals. After materials are treated, they are tested to ensure they are suitable for use. Materials that are approved for use are stored with other useable materials, while unusable materials are designated as waste and must be disposed of appropriately.

Disposal

The Village of Burk's Falls takes all reasonable steps to avoid disposal of materials. If no other solution is possible, materials designated for disposal must be taken to the appropriate area in the workplace and sorted in line with legislative requirements. Employees responsible for disposal are trained on disposal practices.

Spill Prevention and Control

The Village of Burk's Falls implements proper planning and preventive measures to minimize the likelihood of spills, and to clean up a spill quickly and successfully if one occurs. A spill coordinator is designated to be the main point of contact for spill management and prevention. The spill coordinator is primarily responsible for ensuring compliance with legislation requirements related to spills.

In the event of a spill that could harm the environment, the spill coordinator must be notified immediately. When a spill involves hazardous or controlled substances, employees must ensure they do not endanger themselves or others while taking steps to control the spill.

Some spills may be considered emergency situations. If the spill coordinator requires assistance, all workers must be prepared to follow the spill coordinator's direction to control the emergency as quickly as possible. Area- and material-specific training will be provided to applicable employees. Appropriate personal protective equipment must be worn during spill cleanup.

The Village of Burk's Falls maintains spill kits containing a sufficient quantity of absorbent and barrier materials to adequately contain and recover foreseeable spills. These kits may include but are not limited to absorbent pads, straw bales, absorbent clay, sawdust, floor-drying agents, spill containment barriers, plastic sheeting, skimmer pumps, and holding tanks.

Where required, the spill coordinator is responsible for reporting spills to the appropriate government agent, ensuring applicable external parties are aware of potentially hazardous spills, and coordinating and communicating spill-related information within the workplace.

Training

The Village of Burk's Falls trains all employees who handle substances that can harm the environment on spill prevention, containment, and cleanup in accordance with applicable legislation.

Fuel Handling and Storage Policy

Intent

The Village of Burk's Falls is dedicated to the health and safety of its employees. The intent of this policy is to outline safe fuel handling and storage procedures for employees of the company, as well as to ensure that the company adheres to its commitment to environmental responsibility regarding fuel spills.

Definitions

Fuel: Material that is burned to produce heat or power. This includes gasoline, diesel, propane, and oil.

Guidelines

Smoking is strictly prohibited in all areas where fuel is handled, transported, or stored, and no smoking signs are posted in all such areas. All employees who handle or store any type of fuel are trained on safe handling and storage procedures and Workplace Hazardous Materials Information System (WHMIS) standards.

Employees must never add fuel to equipment when the equipment is running. Fuel must never be used for activities outside its intended use, and all waste fuel must be properly disposed of in line with WHMIS standards found on the fuel's safety data sheet.

Fuel Handling

When handling fuel, all employees must ensure all manufacturer's directions are read and followed. Employees must ensure all containers are labelled properly in line with WHMIS. All fuel must be stored in a well-ventilated area.

All employees must use provided personal protective equipment (PPE) when handling and transporting fuel to avoid fuel contact with skin. If skin contact occurs, wash skin thoroughly with soap and water. If fuel is spilled on clothing, remove the clothing, and allow fuel and fuel vapour to dissipate completely in a well-ventilated area before washing.

When transporting fuel, employees must use only containers approved by the company for that type of fuel. Any vehicle transporting fuel must have adequate ventilation. Additionally, fuel containers must never be overfilled, as some fuel may expand in warm temperatures.

Fuel Storage

Fuel must only be stored in containers approved and designated for that specific type of fuel. All fuel must be stored in a cool, dry, and well-ventilated area, and sufficiently far from any potential ignition source, in line with legislative requirements. Employees must keep in mind that fuel vapours are also highly flammable and are heavier than air. All fuel storage tanks at The Village of Burk's Falls meet legislative requirements regarding their design and location. Employees must ensure no other materials classified under WHMIS as hazardous are stored in the same areas as fuel.

All areas, containers, and tanks will be periodically inspected, and routine maintenance of any equipment involved in the storage and handling of fuel will be completed in line with legislative requirements and manufacturers' recommendations.

Fuel Spills

All fuel spills must be reported to the Department Manager as soon as possible. If a fuel spill involves fuel volumes in excess of 100 litres, or if the spill could create a hazard to public safety, contaminate a body of water, or leak into a sewer system or drain, the spill must also be reported to the appropriate government authority. If it is safe to do so, stop or reduce the source of the spill. If the spill is less than 100 litres, contain and soak up spill with absorbent that does not react with the fuel. If the source of the spill cannot be controlled or if the spill exceeds 100 litres, immediately contact the Department Manager for spill control procedures.

Safe Handling of Propane Cylinders Policy

Intent

This policy provides guidelines for the safe handling, storage, and use of propane cylinders. Following these guidelines is essential to maintaining the safety of all The Village of Burk's Falls employees. The company complies with all requirements of the Workplace Hazardous Materials Information System (WHMIS) and Ontario legislation regarding the safe handling of propane cylinders.

Guidelines

Responsibilities

To promote the safety of everyone at The Village of Burk's Falls, the company ensures:

- Only qualified employees handle propane cylinders;
- Employees required to work with propane cylinders receive appropriate training to do the job safely;
- Employees are aware of their responsibility to report unsafe or potentially hazardous conditions related to propane cylinders, and are encouraged to do so;
- Propane cylinders are properly labelled and the safety data sheet (SDS) for propane is available and easily accessible to all employees;
- Employees use all appropriate or required personal protective equipment (PPE) when handling propane cylinders;
- Safety mechanisms, safeguards, or hazard controls related to propane cylinders are never tampered with or removed and remain in good working condition;
- All propane cylinders on site meet legislative requirements and are approved for use;
- Eating, drinking, and smoking near propane cylinders is strictly prohibited;
- "No smoking" and "No open flame" signs are posted where propane cylinders are handled and stored;
- Employees comply with all policies and procedures related to health and safety and propane cylinders; and
- Propane cylinders are disposed of in accordance with all appropriate legislation.

Use, Transportation, and Storage

Whenever using, transporting, or storing propane cylinders, employees should:

- Take all necessary steps to protect themselves and their co-workers when working with propane cylinders;

- Inspect every propane cylinder carefully before use, transport, and storage;
- Never transport or use propane cylinders that are damaged, show signs of corrosion, have been exposed to fire, or appear to be leaking. If damage is detected, report the damage immediately to The Village of Burk's Falls;
- Only use and store propane cylinders outdoors or in well-ventilated areas;
- Ensure the propane cylinder valve is firmly closed after each use;
- Always protect cylinders from physical damage and never roll, drag, slide, or drop cylinders when handling;
- Ensure propane cylinders are used, transported, and stored in the position or orientation for which they were designed;
- Ensure cylinders are well secured so they do not fall over and are kept away from sources of ignition at all times;
- Never use, store, or transport propane cylinders where they could be exposed to temperatures greater than 52 °C (125 °F);
- Segregate and store full and empty propane cylinders separately;
- Ensure that all equipment and safeguards related to propane cylinders are in good working order before using or handling the propane cylinder; and
- Store propane cylinders in accordance with local regulations.

Ergonomics Policy

Intent

The Village of Burk's Falls takes all reasonable measures to protect the health and safety of employees. In pursuit of this, the company has adopted this policy to address ergonomics in the workplace.

Guidelines

The Village of Burk's Falls applies ergonomic principles to the workplace to help reduce the risk of workplace injuries and enable work to be completed efficiently and safely. Despite the implementation of these principles, the company recognizes that workplace injuries may still occur. Workplace injuries must be reported in accordance with the Reporting Workplace Incidents and Injuries Policy. Employees should also report any ergonomic hazards and questions or concerns about ergonomics to the Department Manager.

Hazard and Risk Assessment

The company conducts a hazard and risk assessment to identify existing and potential ergonomic hazards and the level of risk they pose. Force, repetition, and work posture are considered when determining the level of risk. Employees and the health and safety representative are consulted as part of the hazard and risk assessment process. Ergonomic hazards are eliminated where possible or addressed in accordance with the hierarchy of controls. An updated hazard and risk assessment is completed annually or sooner if there is change to work conditions.

Education and Training

Employees receive education and training before being assigned work where ergonomic hazards exist. Updated training is provided when working conditions change or new hazards are introduced.

Training includes:

- Existing and potential ergonomic hazards;
- Control measures to address ergonomic hazards;
- Recognizing workplace injuries associated with ergonomic hazards; and
- How to report workplace injuries.

Lifting and Material Handling Policy

Intent

This policy has been adopted to promote safe lifting and material handling practices at The Village of Burk's Falls. The ongoing health and safety of company employees is of utmost importance, and everyone in the workplace should work in line with this policy when handling materials to reduce the incidence of musculoskeletal injuries.

Definitions

Manual material handling (MMH): Physically lifting, lowering, pushing, pulling, carrying, or holding an object or load.

Musculoskeletal injury (MSI): Injury involving muscles, tendons, nerves, and other soft tissues.

Guidelines

The Village of Burk's Falls acknowledges the reality of the risks related to MMH and works to reduce these risks through job design, education and training, and safe workplace conditions. All employees have the right to refuse unsafe work, and this includes MMH.

Whenever MMH is required, the goal should always be to complete the task safely by reducing the risk of MSI however possible. Moving the load is important, but if it cannot be done safely, then it should not be moved until a safe way to complete the task can be determined, whether that involves bringing in new tools and equipment, getting assistance from other employees, or reconfiguring the load to be more manageable.

Employees required to complete MMH tasks will be trained on safe MMH procedures and techniques. These techniques must be used for all lifts to reduce the risk of MSI. In general, employees should not lift alone any load that weighs more than 25 kilograms. Even if the employee is physically capable of lifting the weight, additional workplace factors that are beyond their control can add risk to the situation, so tools, equipment, or assistance from a co-worker should be used.

Repetitive lifting can also create hazards for employees. If a task requires repetitive lifting, employees must consider the MSI risks, ensure they use safe lifting techniques for each lift, and take adequate breaks throughout the process.

Examination of the Load

Before the manual lifting, pushing, pulling, handling, or carrying of any materials, the employee must examine the material and determine the:

- Approximate weight of the load;
- Size and shape of the load; and
- Distance that the load must be moved.

From these determinations the employee then chooses the best possible solution for moving the load, including the use of any tools or devices, the route taken, whether it

requires assistance from another employee, and any additional personal protective equipment (PPE) required. If the load cannot be moved safely, the unsafe work should be reported to a supervisor, who will assist with finding a solution.

Strain-Inducing Movements

Not all types of MMH movements have the same risk of MSI. Generally speaking, lowering objects causes less strain than lifting and carrying objects, pulling objects is less strenuous than carrying them, and pushing objects causes less strain than pulling. For example, lowering a load onto a cart is less strenuous than lifting the same load onto a shelf, pulling a loaded cart is less strenuous than carrying the load, and pushing the cart is the least strenuous.

Lifting, Lowering, and Carrying

Safe lifting and lowering procedures must be followed at all times when completing MMH tasks. Training is provided on these procedures during orientation for jobs that regularly involve MMH, whenever a supervisor or manager sees fit, or when an employee requests a refresher. Part of the importance of examining the load to be moved is determining whether safe lifting procedures can be adhered to. Things to consider in this respect include:

- How close can the employee get to the load;
- Whether the natural curvature of the lower back can be maintained;
- Whether twisting or bending in any direction other than forward can be avoided; and
- Whether the employee can bend at the knees and ankles, not the waist.

If an employee is found to not be implementing safe MMH procedures, their supervisor will require they again receive appropriate training. Subsequent findings of unsafe work practices may result in disciplinary action.

Carrying objects places continuous strain on several parts of the body. Employees must be aware of this when planning how to move a load. Care should be taken not to carry heavy loads over great distances, and when many loads must be moved, a cart or other means of transporting the loads should be chosen over carrying the loads to reduce risk of MSI.

Pushing and Pulling

Loads should be pushed whenever possible, and pulling loads should always be avoided. Pushing a load is easier on joints and muscles, as it enables individuals to drive with their legs and core without putting as much stress on other joints. Pulling a load, although less strenuous than carrying the load, still puts strain on the legs, back, core, shoulders, and arms, which increases the chance of injury on those areas. Also, there is increased risk of injury due to being struck by the load or pinned between the load and something else when a load is pulled.

Lockout/Tagout Policy

Intent

The Village of Burk's Falls has adopted this policy to prevent incidents caused by stored or potential energy discharging hazardously. Equipment and systems that contains stored energy can release this energy without warning and cause serious injury. To prevent injuries resulting from the accidental or inadvertent release of stored energy, the company requires that all employees and contractors purge all stored and potential energy in a system or equipment before beginning to service or repair the equipment, lock the equipment so it cannot be started, tag the equipment so other workers are aware of who controls the process, and remove safeguards once work is complete.

Guidelines

The Village of Burk's Falls employees who work in areas where lockout/tagout procedures may be required receive training to ensure they are aware of the program and how to treat lockout/tagout situations.

The Village of Burk's Falls employees and contractors are prohibited from undertaking any work on equipment unless the equipment is fully secured against accidental start-up, movement, or release of energy. Lockout/tagout procedures must be followed in these situations to ensure the equipment is secure and safe to work on.

All locks used for lockout procedures must meet company specifications, most notably that the locks must be keyed. Combination locks are not permitted for equipment lockout. Also, all writing on associated tags must be clear and legible. Tags should not be reused and should always be written in permanent ink. Tags should also be attached to the equipment using a cable or zip tie to ensure the tag has not been removed or tampered with. Zip ties and tags should be fully removed once lockout/tagout procedures are completed by whoever put them on.

Responsibilities

The Village of Burk's Falls

The company is responsible for establishing policies and procedures for lockout/tagout to ensure employees can work safely. Training programs are also developed by the company specific to the applications of lockout/tagout found in its facility. The company is responsible for ensuring this training is available to employees and for ensuring associated procedures are followed in the workplace.

All equipment purchases will be made with consideration towards this policy and lockout/tagout procedures. Similarly, as necessary, The Village of Burk's Falls provides equipment and supplies that allow employees to properly execute lockout/tagout procedures.

Managers and Supervisors

The Village of Burk's Falls managers are responsible for writing, reviewing, and updating lockout/tagout procedures and programs as needed. Managers must have a high level of knowledge of the equipment and processes they oversee to ensure that the lockout/tagout program is properly used. To this end, supervisors must work with

management to ensure employees under their supervision are following appropriate procedures when necessary. Supervisors are also responsible for ensuring only employees who have the required training perform work that requires lockout/tagout, and all work completed under their supervision is completed safely. Managers and supervisors are points of contact in any working area that should be used as sources of information regarding lockout/tagout procedures and responsibilities, and all questions and concerns regarding lockout/tagout should be directed to them.

Employees

As part of the overall health and safety program at The Village of Burk's Falls, all employees must follow all expectations and procedures related to lockout/tagout to prevent injuries and incidents. All real and potential hazards related to de-energizing equipment or lockout/tagout use and procedures must be reported to a manager or supervisor as soon as possible.

All employees working in areas where lockout/tagout procedures are used must complete associated training. This ensures all are aware of the program and how to treat lockout/tagout situations when they are encountered. Any equipment provided to employees to facilitate the lockout/tagout process must only be used for those purposes. Whenever employees encounter a lock, tag, or piece of equipment someone else has locked out or tagged out, it is crucial they do not tamper with or remove the lock or tag.

Policy Exceptions

If any work must be performed on equipment while it is in operation, specific safe work procedures must be in place. Employees must be trained on these safe work procedures and always follow them. These procedures may include modified versions of the lockout/tagout process.

Exceptions to this policy may only be granted by the Chief Administration Officer. In situations where an employee believes an exception to this policy is necessary to complete a task, they must inform their supervisor before taking any action. The supervisor will collaborate with the Chief Administration Officer and the health and safety representative as needed to ensure the work can be completed safely. If a lockout/tagout exception is granted, that process will be specifically documented and will become part of the trained standard procedures for that specific piece of equipment. Additional documentation will be required whenever this exception is put into practice for internal tracking purposes and future health and safety considerations.

Municipal Evacuation and Shutdown Policy

Intent

This policy is intended is to establish guidelines to follow when a municipal evacuation occurs that requires The Village of Burk's Falls to shut down.

Guidelines

Pre-evacuation Planning

All employees are trained in The Village of Burk's Falls evacuation procedures that must be followed in the event of an emergency. These same procedures apply to municipal evacuations, with the additional requirement that once The Village of Burk's Falls evacuation processes are complete, employees must ensure they also evacuate the municipality.

Where possible and in accordance with applicable legislation, The Village of Burk's Falls stores employee contact information in a secure computer database that can be accessed offsite.

Evacuation

When a municipal emergency is declared and an evacuation is mandated during working hours, employees are asked to evacuate in accordance with company evacuation procedures. Where employees have worked for less than three hours before the evacuation, employees are paid for three full hours in accordance with employment standards. Otherwise, employees are paid at their regular rate for any hours worked. Once evacuation procedures have been followed and employees are safely at the muster or meeting point, employees are released from work so they may follow the municipal evacuation procedures.

Employees are not expected to return to work until municipal evacuation orders have been repealed and it is safe to return to the area.

Extended Closure

When a municipal evacuation order is in place, The Village of Burk's Falls employees are not permitted to work and must not report to the workplace. Employees continue to be prohibited from the workplace until the municipality confirms it is safe to return to the area.

The Village of Burk's Falls contacts all employees to inform them of any municipal evacuation order-related closure as soon as reasonably possible. The company stays in communication with employees while the workplace is shut down and notifies all employees when the municipal evacuation order has been removed and they can return to the workplace.

Wages and Benefits During Closure

The Village of Burk's Falls employees are not paid any wages during any time where the company is forced to remain closed for reasons beyond the company's control.

Where it has become clear that the business must remain closed for an extended period of time due circumstances beyond The Village of Burk's Falls control, such as natural disasters, the company may choose to place employees on a temporary layoff. All layoffs and associated decisions comply with applicable legislative requirements.

The Village of Burk's Falls benefits contributions are paid for as long as possible during municipal evacuations. During periods of forced business closure, the company may reevaluate benefits contributions to align with shutdown schedules and operational needs. Employees are expected to continuing paying their share of any paid benefits while the business is closed.

Safe Food Handling Policy

Intent

Food safety is a top priority of The Village of Burk's Falls. This policy has been adopted to ensure that all food is safely handled to manage contamination risks to the fullest extent possible.

Definitions

Contamination: The presence of any microorganism, chemical substance, extraneous material, or other substance that may render food injurious to human health or unsuitable for human consumption.

Cross-contamination: The unintentional physical movement or transfer of a biological, chemical, or physical hazard from a person, object, or place to another.

Guidelines

Contamination and Cross-Contamination

To reduce the risk of contamination and cross-contamination, The Village of Burk's Falls conducts a hazard analysis to identify all hazards that risk contaminating food. The company implements the following control measures to prevent and reduce contamination and cross-contamination hazards:

- Physically separating areas dedicated to handling and preparing raw food from areas dedicated to handling and preparing cooked ready-to-eat food, including marking dedicated equipment and utensils for each area;
- Creating clean air flow from finished product or packaging areas to raw product handling areas;
- Ensuring equipment does not have harbourage sites, such as cracks or seams where water and debris can collect;
- Avoiding repairing equipment during processing operations unless the work can be done without risk of contamination;
- Routinely inspecting food preparation and storage areas for signs of pest or other environmental infestations or related damage;
- Implementing policies and procedures for food labelling of raw and processed foods, including marking the potential for any contact with allergens; and
- Ensuring common allergens, including nuts, dairy products, and soy are labelled and subject to additional cleaning procedures when used.

Reporting Contamination and Cross-Contamination

If an employee knows or suspects that contamination or cross-contamination has occurred, the employee must report immediately to the Department Manager. Work using the affected food or in the affected area will cease until the food or area is cleared for continued operations by the Department Manager.

If an employee has other concerns that relate to preventing contamination and cross-contamination, such as suggestions for improving any of the processes implemented by the company or suggestions for new processes or procedures to mitigate risk, the employee should report to the Department Manager. The company considers all suggestions as part of its hazard and risk analysis and adopt suggestions as appropriate at its discretion.

Sanitation and Hygiene

Food preparation equipment and areas where food is stored or prepared must be kept sanitary. Food preparation stations must be sterilized in accordance with applicable procedures, before and after every use, and at least daily.

Personal Hygiene and Dress

Employees must maintain good personal hygiene to prevent contamination in food storage and preparation areas. Employees must wash hands frequently, including before beginning any food preparation and when moving between food preparation stations.

Employees are prohibited from spitting, chewing gum, using tobacco or cannabis products, eating, having unnecessary contact with the food, and doing any other act that risks food contamination in areas where food is prepared or stored.

If an employee is ill, presents symptoms of illness, or has an open or infected lesion, the employee must not begin work in an area where food is prepared or stored. The employee must instead immediately report to the Department Manager, who will determine whether the risks can be managed such that the employee may return to work.

Employees who handle food or who enter into the areas where food is stored or prepared must wear clothing, footwear, and protective coverings, including gloves, a hairnet, a beard net if necessary, and a smock. This uniform must be maintained in good and clean condition.

The company provides each employee with all required personal protective equipment. Employees must use the provided uniform in accordance with company policy on dress code.

Training

The company is responsible for ensuring all employees who handle food receive training that covers:

- Safe food handling practices and procedures;
- Required temperatures for freezing, cooling, thawing, storing, heating, and reheating food;
- Cleaning and sanitation practices and procedures; and
- Recognizing food safety hazards and the associated reporting procedures.

Slips, Trips, and Falls Policy

Intent

The Village of Burk's Falls has adopted this policy to ensure the ongoing health and safety of our employees, and to provide a safe and healthy working environment. This policy is intended to provide guidelines for the prevention of injuries caused by slips, trips, and falls. The company will take all reasonable precautions in the prevention of workplace hazards that may cause slips, trips, and falls.

Guidelines

The Village of Burk's Falls takes a collaborate approach to reducing the risks associated with slips, trips, and falls. Everyone in the workplace has a shared responsibility to keep one another safe, so it is everyone's responsibility to adhere to all best practices.

Housekeeping and Maintenance Practices

Floors, walkways, stairways, and any other trafficked areas must be kept free of debris, clutter, waste, and other trip hazards at all times. Avoid the accumulation of clutter and waste in any area to prevent the creation of hazards. All materials and equipment should be properly stored when not in use. Avoid placing extension cords, conduits, cables, and hoses across walking surfaces. Use a cord runner when such placement cannot be avoided to cover cables that intersect walkways. Cupboards, doors, drawers, and file cabinets should not be left open or ajar.

Keep floors clean and dry. Spills should be cleaned up as soon as possible and a "Caution – Wet floor" sign should be used until the floor is dry. Loose and unsecured floor mats, carpets, and floor coverings should be put back in their place whenever they are encountered. Damaged or missing flooring materials, handrails, and inadequate lighting should be reported to management as soon as possible. Leaking machinery and equipment should also be reported and repaired immediately to prevent slick areas on floors.

Snow and ice should be removed from outdoor walkways, driveways, and parking lots to prevent hazardous conditions. Outdoor walkways and other trafficked areas should be kept free of obstruction and monitored for slip, trip, and fall hazards. If any of these conditions are encountered, they should either be remedied or reported immediately.

Hazard Controls

The workplace is assessed periodically for hazards relating to slips, trips, and falls. During these assessments, The Village of Burk's Falls considers things like the characteristics of the work area, weather conditions, the tasks performed by each worker, and general work practices. Control measures are implemented to eliminate or reduce risks associated with slips, trips, and falls. Common examples of engineering controls are slip-resistant flooring and mats, drainage, lighting, guardrails, and handrails. Administrative controls are also used to reduce associated risks. Footwear and other personal protective equipment (PPE) appropriate for the tasks employees complete should always be worn. Footwear should be properly fitted and securely laced. Loose and improperly worn footwear increases the risk of slips, trips, and falls.

Hazards controls are also considered after incidents involving slips, trips, and falls occur.

Movement and Surface Conditions

It is important to always remain aware of your surroundings and be on the lookout for potential slip, trip, and fall hazards. Be aware of surface changes, such as carpet to tile or level to sloped surfaces, and always use handrails when navigating stairways, platforms, or uneven surfaces when they are available to reduce the risk of slipping, tripping, or falling. Any unsafe walking surfaces, damaged stairways or ramps, and loose handrails must be reported to the Department Manager as soon as possible.

When using ladders of any size, ensure you are following proper inspection, setup, and use procedures to limit the fall risks associated with ladder use. Ladders should only be used for their intended purpose, and other items like chairs or boxes should never be used in place of a ladder.

Running and roughhousing are strictly prohibited on company property. Employees must always take their time and pay attention to where they are going and the surface they are walking on. Stairs should always be taken at a cautious pace. Areas not intended to be used as a walkway and areas with poor or faulty lighting should be avoided whenever possible. All employees should act cautiously when carrying any items and ensure they maintain the ability to see where they are going.

Responsibilities

The Village of Burk's Falls will:

- Be aware of slip, trip, and fall hazards, communicate them to all employees, and work to eliminate or control hazard whenever possible;
- Conduct detailed, regular inspections of work areas and assess the risks of hazards;
- Investigate all slip, trip, and fall hazard reports and ensure that proper reporting procedures are followed;
- Investigate all incident reports involving slips, trips, and falls whether injury occurs or not;
- Provide training to employees to help minimize the risk associated with slips, trips, and falls in compliance with any applicable health and safety legislation; and
- Enforce this policy to promote health and safety in the workplace.

The Village of Burk's Falls employees are expected to:

- Be aware of slip, trip, and fall hazards and assist other employees when they are unaware of such hazards;
- Ask a supervisor when unsure about hazards related to slips, trips, and falls;
- Report all real and potential slip, trip, and fall hazards to a manager or supervisor;
- Report all incidents of slips, trips, and falls to a manager or supervisor, even if no injury occurs;

- Avoid work practices and behaviour that may cause slips, trips, falls or other hazards;
- Attend and participate in related training and apply learned principles; and
- Use or wear all required PPE to reduce the risk of slips, trips, and falls.

Controlled Entrance Security Policy

Intent

The Village of Burk's Falls depends on its personnel and assets, and must manage these resources with due diligence, taking appropriate measures to safeguard them from injury or damage. These measures include the implementation of procedures for maintaining the control of keys and the installation of locking devices on gates and doors on The Village of Burk's Falls premises.

Guidelines

Locking devices or key controls are to be installed on all areas that allow entry to the premises. This includes external and internal windows, gates, and fences. The issuance of keys for these devices must be documented. Only individuals with the appropriate security clearance may be issued keys or access to controls.

For all areas enclosed by fencing, the fencing must be maintained and inspected on a regular basis to ensure the area remains protected. Gates are monitored at all times to prevent unauthorized access to fenced areas.

Certain restricted areas must be protected by alarm systems and must be under video surveillance at all times. Where applicable, employees receive security clearance, identification badges, and appropriate access devices (keys or keycards) to gain entry to secure areas. All employees are prohibited from making unauthorized copies of any The Village of Burk's Falls key or keycard.

No employee may gain access to or enter any area they are not authorized to work in. If any employee discovers anyone in a restricted area who does not have clearance to that area, they must report the situation to their supervisor immediately.

Employees who lose a key or keycard must report the loss to their supervisor immediately. If necessary, a replacement key or keycard will be provided. When an employee finds a key or keycard that does not belong to them, they must turn it in to their supervisor immediately. The supervisor will turn in the key to the appropriate authority and ensure it is protected.

Issuance of any keys, keycards, and passwords must be appropriately documented. Documentation must be updated if any changes occur, such as an employee receiving additional security clearance or an employee losing clearance and returning a key or keycard to the company.

Visitors

All visitors must sign in when they arrive and sign out when they depart. This information must be accurately timestamped and must include the visitor's full name. After signing in, all visitors receive a visitor name tag that must be visibly worn at all times. All visitors must be escorted by a The Village of Burk's Falls employee at all times. Visitor access to any restricted area must be documented. All employees are prohibited from giving visitors keys, keycards, or passwords.

Suspected Employee Impairment Policy

Intent

The Village of Burk's Falls seeks to create a safe and healthy work environment. Working while impaired poses a serious risk to the health and safety of everyone in the workplace and can lead to accidents, and interfere with the accuracy and efficiency of work. This policy outlines the standards and procedures to follow when an employee is suspected to be impaired at work.

Guidelines

Impairment is considered an abnormal change in an individual's physical, mental, or emotional state. It can stem from various causes that may be temporary or long-term. Potential causes of impairment include but are not limited to:

- Substance or alcohol use;
- Fatigue;
- Use of prescription medication;
- Experiencing a mental health crisis;
- High levels of stress; and
- Exposure to extreme cold or heat.

All employees are expected to arrive fit to work and remain fit to work for the duration of their shift. This includes refraining from using alcohol, drugs, or other substances that cause impairment in accordance with the company's policy on drug and alcohol use.

Reporting Suspected Impairment

If an employee cannot perform their work safely because of impairment, they should immediately inform their manager. Employees should also inform their managers if they suspect another employee is impaired while at work. If an employee suspects their managers is impaired, they should inform the Chief Administration Officer. All conversations should be had in a private location to respect the privacy of those involved.

Anyone receiving a report of suspected impairment should assess each situation on a case-by-case basis to determine whether emergency action is required and take appropriate action based on their assessment. Suspected impairment must be acted on and documented and the time of observation. Signs of impairment vary from person to person and may include but are not limited to:

- Erratic behaviour;
- Slurred speech;
- Poor coordination;
- Glassy or red eyes; and
- Smell of alcohol or drugs.

Emergency Cases of Suspected Impairment

Violence or Verbally Abusive or Threatening Behaviour

If an employee who discloses their impairment or is suspected of being impaired becomes violent, verbally abusive, or otherwise threatening, the Department Manager who received the report should call 911 to summon police assistance and must follow any instructions provided by the dispatcher. Once it is safe to do so, the Department Manager will inform the Chief Administration Officer and document the incident in writing.

Medical Assistance Required

If an employee who discloses their impairment or is suspected of being impaired requires medical assistance, the Department Manager should call 911 to summon medical assistance and must follow any instructions provided by the dispatcher. The Department Manager will inform the Chief Administration Officer as soon as reasonably possible and document the incident in writing.

Non-emergency Cases of Suspected Impairment

In a non-emergency case of suspected impairment, the Department Manager will observe the employee for signs of impairment. If the Department Manager suspects the employee is impaired, they will consult another member of management and have them observe the employee to confirm their suspicion. If the second member of management agrees the employee appears to be impaired, both members of management will take the employee aside and speak with them privately.

Whether voluntarily disclosed or suspected of impairment, the employee will be asked to explain their conduct. Based on their response and current condition, they may be re-assigned to non-safety-sensitive work or asked to stop work for the day. Employees who are asked to stop work for the day will be sent home with pay. They will be provided with transportation home at the expense of the company. If an employee refuses the provided transportation, the company is obligated to and will contact the police to make them aware of the situation.

Follow-Up Meeting

The Department Manager will schedule a follow-up meeting with the impaired employee at the beginning of their next scheduled shift. Another member of management will also be present for the meeting. Employees who are sent home due to suspected impairment are expected to return to work for their next scheduled workday or shift unless they are medically unable to do so or have followed appropriate absence reporting procedures in accordance with the company's policy on attendance.

During the follow-up meeting, the employee will be asked to explain their conduct and given the opportunity to disclose the need for an accommodation. If the employee does not disclose the need for an accommodation, managers will inquire whether there is anything the company can do to support the employee. If the need for accommodation is identified, the manager will follow the procedures set out in the company's policy on accommodation. The employee will also be reminded about company supports available, such as the employee assistance program.

If accommodation is not required, the member of management will implement appropriate progressive discipline measures in accordance with the company's policy on progressive discipline and set expectations for future conduct.

The incident details and actions taken will be documented in writing and a copy will be placed in the employee's file.

Privacy

All information related to suspected cases of impairment will be kept private. Details of incidents will only be shared with individuals who need to know this information and documented in the employee's personal file.

Workplace Disinfection Policy

Intent

The Village of Burk's Falls has adopted this policy to ensure the ongoing health and safety of employees, and to provide a safe and healthy working environment. This policy provides guidelines to follow for keeping the work environment clean and organized to minimize hazards to employees.

Guidelines

To ensure employees work in a safe and healthy environment, The Village of Burk's Falls workspaces must be kept clean and organized. All work surfaces and tools must be disinfected regularly to control the spread of germs. When cleaning and disinfecting, employees should:

- Clean visibly soiled items and surfaces before disinfecting using approved procedures;
- Wear all required personal protective equipment (PPE);
- Only use approved chemicals and solutions for cleaning and disinfecting;
- Follow the manufacturer's instructions for the safe and proper application of specific cleaning and disinfecting products;
- Always follow disinfecting procedures; and
- Ensure all WHMIS protocols are followed, including any precautions and information found on applicable safety data sheets.

In addition to disinfecting tools and work surfaces, employees should regularly disinfect items and areas that are touched or handled often. Items and areas that require daily disinfecting include but are not limited to:

- Common areas;
- Doorknobs and handles;
- Bathrooms surfaces;
- Computers and other equipment; and
- Phones.

Removal of an Individual Policy

Intent

The Village of Burk's Falls is committed to providing a healthy and safe environment for its employees, management, and members of the public by instituting standards for the safe and sound removal of individuals who exhibit violent, harassing, or otherwise unacceptable behaviour. The Village of Burk's Falls does not tolerate threatening, harassing, violent, or offensive behaviour.

Definitions

Aggressor: Any person who displays inappropriate or aggressive behaviour towards another person that goes against the requirements of any policies related to violence and harassment at The Village of Burk's Falls.

Harassment: A course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or sexual harassment.

Sexual harassment: A course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or should reasonably be known to be unwelcome.

Violence: The exercise or attempted exercise of physical force by a person against a person that causes or could cause physical injury to the worker, or a statement or behaviour that is reasonably interpreted as a threat to exercise physical force against the person that could cause physical injury to the worker.

Guidelines

The Village of Burk's Falls acknowledges that due to interactions with the public, risk assessments pertaining the hazards associated with violence and harassment must consider the circumstance specific to the workplace. The Village of Burk's Falls strictly prohibits violence, harassment, and any other inappropriate behaviour in its facilities, whether it comes from the public or from an employee.

Examples of inappropriate behaviour include:

- Making verbal threats;
- Shaking a fist at another person;
- Hitting or trying to hit someone;
- Throwing things at other people;
- Sexually harassing another person;
- Bullying;
- Using vulgar or offensive language;
- Preventing access to the community centre to other persons;

- Fighting or challenging someone to fight;
- Using offensive words to provoke a reaction;
- Disrupting activities in the community centre, such as a meeting or game; and
- Engaging in boisterous horseplay.

Situations Involving Violence

If any person exhibits violent behaviour and is considered a real or potential threat to The Village of Burk's Falls, its employees, or anyone present in the workplace, the Department Manager must be notified immediately. If the person committed any act of violence or threat of violence against another person, the police must be contacted immediately before contacting the Department Manager.

Employees should keep themselves safe and not directly engage with someone who has committed violent acts until either a manager, supervisor, or emergency services arrive. All The Village of Burk's Falls employees are strictly prohibited from initiating physical contact with anyone they encounter at The Village of Burk's Falls. If someone commits an act of violence against an employee, that employee should defend themselves to the best of their ability while attempting to leave the dangerous environment. Once in a safe location away from the aggressor, they should contact the police, then the Department Manager.

Non-violent Situations

If any individual exhibits unacceptable non-violent behaviour, such as harassment, bullying, or causing an unacceptable disruption to services provided by The Village of Burk's Falls, a manager or supervisor should be called immediately.

When a manager or supervisor arrives to manage a non-violent threat, they will:

- Approach the aggressor calmly and conscientiously, ask for the aggressor's perspective of what has transpired, and state that they have been called to help address the situation;
- Attempt to speak with the aggressor away from others in the community centre, including other employees; and
- Inform the aggressor that, in line with company policy on violence and harassment, their behaviour is unacceptable and that they must either stop such behaviour immediately or leave the premises.

If the aggressor expresses their intent to stay at the facility, the person responding must ensure the aggressor understands the specific issue at hand and that further similar behaviour will cause their immediate removal from the facility and potential police intervention. Once the Department Manager believes there is no longer a threat and the person may remain in the facility, they should shift the discussion to determine whether the person has a legitimate complaint that was the root of the disruption and, if so, take the steps necessary to rectify the situation.

If an employee is present who was a victim of harassing behaviour, then to protect the employee's safety the Department Manager should ask the employee to leave the area while they speak with the aggressor. When the Department Manager makes such a request, the employee is expected to follow it. The person responding will address any issues alone with the aggressor before speaking with the employee privately. This will

ensure the Department Manager can give the aggressor their undivided attention and control the hazardous situation as quickly and as safely as possible. After the situation has been controlled and the person responding has determined there is no longer a threat, they must meet with the employee to address their situation in line with the company's policy on violence and harassment.

If after the Department Manager has intervened and spoken to the aggressor regarding their behaviour the aggressor continues to behave inappropriately, they will be asked to leave the premises immediately. If the aggressor becomes hostile or refuses to leave, the person responding must notify them that the police department will be called due to the continued disturbance, then must contact the police immediately.

After Removal from the Facility

After someone has been removed from The Village of Burk's Falls, the Department Manager who was involved must ensure a copy of the surveillance footage showing the incident is retained. They should also speak to others who were in the area when the incident occurred to obtain witness statements.

Any further documentation must be completed and retained in line with the company's violence and harassment policy.

Personal Protective Equipment (PPE) Policy

Intent

The Village of Burk's Falls is committed to the health and safety of its employees and has created this policy regarding personal protective equipment (PPE). PPE can prevent many workplace injuries, and this policy must always be observed when working in areas requiring PPE.

Guidelines

All employees, guests, and visitors of The Village of Burk's Falls must wear PPE appropriate to the area or to the work that is approved by the Canadian Standards Association (CSA). All PPE used and provided by the company complies with the requirements under Ontario occupational health and safety legislation.

PPE used by company employees should be stored and maintained in accordance with the manufacturer's instructions and requirements. Any company-provided PPE that is damaged, broken, or in need of repair must be removed from service immediately and provided to the Department Manager. All PPE that has been removed from use is tagged "out of service" and should not be used again unless repaired and inspected by the Department Manager.

The company maintains inspection and service logs for all specialty PPE. No PPE should be modified or changed contrary to its manufacturer's instructions, specifications, or occupational health and safety legislation.

Responsibilities

Management

- Management provides and ensures employees use the appropriate PPE for their duties and location.
- Managers train and inform all employees on the use and inspection of PPE, along with reasons why it is required to perform their duties safely.
- Management does not allow any employee to perform their duties without appropriate PPE or with damaged PPE.
- Managers ensure PPE is inspected on a regular basis, at least once every month, to ensure it remains safe to use.
- Managers are responsible for removing any damaged or broken PPE from the workplace and submitting it for repair or replacement.

Employees

- Employees are expected to attend all provided training, and follow all guidelines as outlined in this policy for wearing the required PPE when in designated areas.
- PPE must be inspected at the time of issue and before each use by the employee.

- Employees must report any unsafe behaviours, improper use, or potential hazards they see in the workplace involving PPE to the Department Manager.
- Employees may never, under any circumstances, modify or change an article of PPE. Uncomfortable or poor fitting PPE may be due to lack of fit or improper adjustment. Employees should request a different size or assistance for adjustment and instruction on proper use.

Protective Headwear Policy

Intent

The Village of Burk's Falls is vitally interested in the health and safety of its employees. Protection of all employees from head injuries is a major continuing objective. As such, the company stresses the importance of wearing personal protective equipment (PPE) and understanding the related risks. This policy establishes guidelines for wearing protective headwear in order to minimize the frequency and severity of head injuries employees incur.

Definitions

Protective headwear: PPE specifically designed to protect wearers from head injuries and electrical hazards, including hard hats, bump caps, and other items worn by workers on their head to protect themselves from injury.

Guidelines

Employees required to wear protective headwear receive training on safe and appropriate use of protective headwear, the related hazards, and any other control measures in place to protect from those hazards. Protective headwear is provided to employees whenever it is required. All protective headwear provided by The Village of Burk's Falls meets all applicable standards and is suitable for the work being completed.

Whenever an employee is provided protective headwear, it is the employee's responsibility to ensure that headwear is kept clean, in good condition, and remains suitable for protecting against related hazards. Employees are expected to inspect their protective headwear daily before each use to ensure it is in good condition.

Employees are prohibited from modify protective headwear in any way. Because protective headwear is only rated to protect against a single incident or blow, whenever protective headwear becomes damaged, is worn during an incident, or is subject to an impact, the headwear should be discarded and the employee should be issued new PPE. If the ability for a piece of protective headwear to protect the wearer is ever in question, it should not be worn and PPE that is in good condition should be used in its place.

Required Use

Protective headwear may be required when employees are exposed to risks and hazards of falling or flying objects, head injury, or electricity. When instructed that protective headwear is required, all employees must follow this instruction and wear protective headwear.

- Specific areas where hard hats must be used include, but are not limited to:
- Areas designated and marked as "Protective Headwear Required;"
- Areas where any crane, hoist, or other overhead lifting device is in operation;
- Areas with a risk of an employee hitting their head; and
- Areas with a risk related to falling objects.

The Village of Burk's Falls acknowledges there are instances where wearing protective headwear may adversely affect a worker. Protective headwear does not need to be worn when the risk or hazard created by wearing the protective headwear outweighs the benefits of protection provided by wearing the headwear. Determinations under such circumstances are at the discretion of the supervisor responsible for the area where the work is completed.

Although employees have a responsibility to protect themselves by wearing protective headwear when required, supervisors must ensure that all workers under their supervision work safely and wear all required PPE whenever required.

Footwear Policy

Intent

The Village of Burk's Falls is committed to ensuring the ongoing health, safety, and wellbeing of our staff. We have adopted the following guidelines to minimize the risks associated with wearing improper footwear.

Guidelines

Proper footwear is considered personal protective equipment (PPE) at The Village of Burk's Falls, and as such all employees must wear the required footwear for a given working situation. Wearing appropriate footwear for the job being performed helps employees avoid incidents and injuries. These incidents can relate to hazards from falling objects, hazards encountered on the ground, and hazards involving equipment, machinery, or tools. Well-fitting footwear that is worn properly also reduces slip, trip, and fall incidents and provides the worker with the support they require throughout their workday. This helps reduce pain and strain on joints and muscles.

Employees must always wear CSA-approved steel toed boots when working in public works or the arena, with limited exceptions. Employees are provided training and instruction on appropriate and required footwear before they begin work.

All footwear must be in good condition, free of holes, tears, or frays. Footwear must also be a good fit for the worker wearing it, meaning it is not overly loose or overly tight. Shoelaces must always be tied to prevent tripping.

Any employee who is unsure whether their footwear meets these standards should discuss it with their supervisor as soon as possible.

Violations

Wearing the required PPE is a responsibility of all employees. Employees who are not wearing proper footwear may not be permitted to complete their job duties. As improper footwear presents a safety risk and legislation requires all workers to wear the PPE required by their employer, employees who violate this policy may face disciplinary action.

Working at Heights Policy (Fall Protection)

Intent

The Village of Burk's Falls has adopted this policy to ensure the ongoing health and safety of our employees. The company understands that employees may encounter risks related to working at heights in the course of their work. This policy sets out guidelines and requirements to help ensure employees can work at heights safely. This policy conforms with Ontario's *Occupational Health and Safety Act* and its applicable regulations that relate to working at heights. The company complies with this legislation and take all reasonable measures to protect the health and safety of employees when working at heights.

Guidelines

This policy applies to all The Village of Burk's Falls employees who may need to work at heights and be exposed to risk of falling:

More than three metres (10 feet);

- More than 1.2 metres (four feet) if the work area is used as a path for a wheelbarrow or similar equipment;
- Into operating machinery;
- Into water or another liquid;
- Into or onto a hazardous substance or object; or
- Through an opening on a work surface below.

The Village of Burk's Falls conducts a risk assessment to identify and control hazards related to working at heights. All structures for working at heights, such as scaffolding and elevated work platforms, are constructed, used, and removed in accordance with the applicable legislation. Where practical, guardrails that meet legislative requirements are installed to protect employees when working at heights. Where this is not practical, one or more methods of fall protection are used. The following fall protection methods are ranked in order from most effective (1) to least effective (4):

1. Travel restraint systems;
2. Fall restricting systems;
3. Fall arrest systems; and
4. Safety nets.

The company uses the highest ranked method of fall protection possible in the situation. All fall protection systems used meet legislative requirements. All travel restraint systems, fall restriction systems, and fall arrest systems must be inspected by a competent person before each use. If any concerns with the system are found, the equipment is taken out of service and replaced as soon as possible.

If any additional personal protective equipment (PPE) is necessary to allow employees to safely work at heights, the company provides it, and it must meet all legislative

requirements. The company ensures all PPE and fall protection systems are maintained in good condition. Employees must use the required fall protection system and wear the appropriate PPE when working at heights.

Before beginning work, the company develops a written procedure for rescuing employees in the event of a fall, which is included in their fall protection plan. The fall protection plan includes other information, such as site location or address, site-specific hazards, the type of fall protection to be used, equipment inspection details, requirements before beginning work, and a worker signature. The plan is posted in a conspicuous place for easy reference.

If a fall occurs, the fall protection method that was used, including all of its components, must be removed from service and not used again unless all components have been approved as safe for reuse by the manufacturer.

Any unsafe conditions, hazards, or equipment defects must be reported immediately to the Department Manager. If employees are concerned about any part of a fall protection system or the equipment used for it, they should communicate their concerns to their supervisor immediately and refrain from using the system until it has been thoroughly inspected.

Training

All employees who may be required to use a fall protection system receive training on working at heights from a government-approved provider. The company retains written proof of completion of the training course before an employee can work at heights. The Village of Burk's Falls does not allow any employee to work at heights who is not properly trained and certified.

Employees must retake the required training before their certification period expires. If an employee fails to maintain their certification, the company reserves the right to modify the employee's work duties or to evaluate their employment status, as appropriate, to ensure the company remains compliant and no employee works at heights without current certification. The company takes all reasonable actions to help ensure that employees are up to date with their training.

The company also provides training specific to the fall protection systems used at The Village of Burk's Falls. The training covers how to use the fall protection system properly and safely and how to work safely at heights, and the training includes both oral and written instructions.

Record of Training

The Village of Burk's Falls maintains a record of training completed by employees. The internal company record includes the employee's name, the date of completion of the training, the name of the approved training provider, and the name of the approved training program. The company ensures all training providers provide a written and dated record as proof of completion that is signed by that the employee who completed the training.

Workplace Equipment Safety Policy

Intent

The Village of Burk's Falls is vitally interested in the ongoing health and safety of employees. This policy has been adopted to establish guidelines for the safe use of equipment in the workplace. Employees are expected to work collaboratively to ensure the workplace remains as safe as possible for everyone.

Definitions

Manufacturer's specifications: Any written specifications, instructions, or recommendations of the manufacturer of equipment or supplies that describe how the equipment or supplies are to be erected, installed, assembled, started, operated, handled, stored, stopped, calibrated, adjusted, maintained, repaired, or dismantled, including a manufacturer's instructions, operating or maintenance manual, or drawings for the equipment.

Rated capacity: The maximum capacity, speed, load, depth of operation, or working pressure, as the case may be, recommended by the manufacturer's specifications for the equipment under the circumstances prevailing at the time of operation.

Safeguard: A guard, shield, guardrail, fence, gate, barrier, toe board, protective enclosure, safety net, handrail, or other device designed to protect workers operating equipment or machinery, but does not include personal protective equipment.

Guidelines

The Village of Burk's Falls values the health and safety of all workers and endeavours to provide a workplace that is free from hazards. Maintaining a safe workplace requires a collaborative effort from The Village of Burk's Falls and its employees, so employees must comply with the organization's requirements for the safe operation of all workplace equipment.

Before using any equipment, employees must become familiar with the guidelines for safe operation of that equipment, including the manufacturer's specifications and the rated capacity. Additionally, employees receive specific training on safe use of any piece of equipment before being permitted to use it.

Each day, before using a piece of equipment, employees must conduct a visual inspection of the equipment to ensure it is free from any defect, has been properly maintained, and is in good working condition. Employees who must conduct these inspections receive training specific to the equipment that covers each item that must be inspected during every inspection. Where a defect or hazardous condition is identified, employees must immediately report it to their supervisor. Employees must not use the piece of equipment until the situation has been investigated and the equipment has been deemed safe for use.

Operating equipment that is known to be in disrepair or that has been locked out is strictly prohibited.

Employees must only use equipment for the purpose it is intended for and must ensure its use does not endanger themselves or anyone else in the workplace. Employees must also abide by all control measures that have been implemented to control hazards, including the use of required personal protective equipment and all safeguards. Employees must never alter any piece of equipment or its safeguards unless specifically instructed to do so.

Safeguards

Before any piece of equipment is made available for use at The Village of Burk's Falls, it is reviewed by competent workers for real and potential hazards. Where hazards are found, safeguards are installed to protect employees. Each new safeguard must be added to the list of items to be inspected before the equipment is used each day.

While equipment is in use, employees responsible for its safe use must continually pay attention to the equipment's operation and consider whether any hazards are created by the equipment's use. If any real or potential hazards are discovered while equipment is in use, employees must immediately shut down the equipment and inform their supervisor. The supervisor and the employee, along with any other required workplace party, will review the situation and determine whether it is safe to continue operating the equipment. When necessary, the supervisor is responsible for ensuring safeguards are installed and working as expected to maintain workplace health and safety.

Employees are strictly prohibited from de-activating or altering any safeguards for any reason. Any equipment missing or having faulty guards should be reported immediately to a supervisor and taken out of service until repaired.

Responsibilities

Management and Supervisors

Regarding safe equipment use, The Village of Burk's Falls supervisors and management will:

- Prohibit any employee to operate any equipment until they have been properly trained and have demonstrated competence in the equipment's use and operation;
- Document all provided training and provide refresher training when needed;
- Ensure all workplace equipment is properly maintained;
- Investigate promptly any report of defect, disrepair, or other hazard;
- Ensure any equipment deemed as not safe for use is not used by anyone until it has been replaced or repaired and determined as safe;
- Ensure written safe operating procedures for all equipment are readily available to employees; and
- Conduct equipment risk assessments as necessary to determine hazards and associated risks, and implement control measures when required.

Employees

The Village of Burk's Falls employees are expected to:

- Comply with the requirements of this policy and equipment safe operating procedures at all times;
- Participate in all required training related to safe equipment use;
- Conduct visual inspections of equipment before operation;
- Use or wear all personal protective equipment required when using equipment;
- Immediately report all real and potential hazards to The Village of Burk's Falls;
- Never operate any equipment they are not permitted to use;
- Never alter any part of any equipment, including safeguards, unless doing so is required for a repair or maintenance; and
- Only use equipment for its prescribed purposes.

Aerial Lift Safety Policy

Intent

The Village of Burk's Falls has adopted this policy to provide procedures that meet or exceed the requirements of applicable legislation by ensuring the consistent protection of all employees when using aerial lifts.

Definitions

Aerial Platform: A work platform that is attached to an extendible support, designed to situate individuals and their tools / materials at raised work sites.

Boom-Lift: Mobile powered equipment with an aerial platform which can be controlled from the platform. The base of the equipment can be placed beyond the base of the equipment.

Bucket Truck: This refers to an aerial platform that is connected to an extended support that is mounted on a vehicle. The elevating functions are typically controlled from the aerial platform, but there are secondary overrides in the vehicle.

Materials Handling Equipment: Refers to equipment that is used to transport, lift, move or position individuals, materials, goods or things, but does not refer to elevating devices that are permanently installed within a building.

Scissor Lift: Mobile powered equipment with an aerial platform which can be controlled from the platform. The equipment can be elevated vertically, but not completely beyond the base.

Guidelines

- The Village of Burk's Falls will ensure the safe operation and maintenance of aerial lifts at all times.
- Aerial lifts will not be modified without the written permission of the manufacturer.
- Aerial lifts will only be used in conditions that have been approved by the manufacturer.
- No employee will override hydraulic, mechanical or electrical safety devices.
- The Operator's Manual and Maintenance Manual will be made accessible to all operators.
- Operator's controls will be clearly and properly labelled, and will be made accessible to the operator.

Before Operating Aerial Lifts

Operators will conduct proper safety checks (e.g. check operating and emergency controls and safety devices etc.) prior to operating the aerial lift, and will document and make Supervisors aware of any damage or maintenance requirements. Operators will do a safety check of the area in which work will be conducted for:

- Level surfaces (e.g. cannot exceed manufacturer's slope requirements);
- Holes, drop-offs, bumps, debris, etc.;
- Overhead obstructions and overhead power lines;
- Stable surface; and
- Other hazards.

Operators will set outriggers, brakes, and wheel chocks, even when working on a level slope.

Training and Education

The Village of Burk's Falls will ensure that employees who operate, inspect or maintain an aerial lift receive appropriate training from a competent operator or instructor prior to the operation of the aerial lift. Training will include:

- A discussion of the hazards involved in operating the lift and the associated precautions;
- How to operate the lift;
- Rated load capacity for the lift (including workers, tools, materials, bucket liner, etc.); and
- Any manufacturer's requirements, as outlined in the operator's manual.

Employees will be expected to demonstrate their skills and knowledge through a demonstration to a qualified trainer. Re-training will occur as deemed necessary by The Village of Burk's Falls or its supervisors.

Maintenance

The Village of Burk's Falls will ensure that aerial lift equipment is regularly inspected and maintained in accordance with manufacturer's instructions. Detailed annual inspections will be conducted by a qualified mechanic. Only qualified and competent employees will be permitted to inspect and maintain the equipment. Maintenance will be properly documented. Insulated aerial lifts will be subjected to special electrical test requirements. Aerial lifts must be properly de-energized and locked-out prior to conducting any maintenance or repairs.

Fall Protection

To prevent injuries associated with falling from heights, employees working from aerial lifts must utilize fall protection equipment that is appropriate to the aerial platform and to the position of the platform. To prevent falls, employees must:

- Always close lift entrance chains or doors;
- Stand on the floor of the lift platform / bucket; and
- Avoid leaning on or climbing over the guardrails.

The Village of Burk's Falls supervisors will monitor the use of proper personal fall-protection, its provision and use.

Electrical Safety

- Non-electrical workers must stay at least ten (10) feet away from overhead power lines.
- Electrical workers must de-energize / insulate power lines and use proper PPE / equipment prior to work being conducted.
- Employees will use insulated buckets near overhead power lines.
- Employees are cautioned to treat all lines as energized, regardless of insulation.
- Regular checks of insulation on buckets must be completed.

Safe Operating Procedures

To prevent the tipping hazards associated with the operation of aerial lifts The Village of Burk's Falls has implemented the following safe operating procedures:

- Prior to operation employees must establish proper work zone protection, particularly when working near traffic, and conduct all necessary checks;
- Operators must operate the lift in accordance with training and manufacturer's requirements;
- Operators must not exceed the manufacturer's rated load capacity limits (Note: The combined weight of the employee, tools and materials must be taken into consideration for load limits);
- Workers should never be positioned between overhead hazards and the rails of the basket;
- Unless specified within the manufacturer's requirements, aerial lifts should not be moved with the lift in the elevated position;
- Operators must properly position lifts, being careful to avoid drop-offs or holes;
- Platforms cannot be raised on uneven or soft surfaces, or during windy conditions; and
- Operators are cautioned to avoid excessive horizontal forces when working on elevated scissor lifts.

Ladder Safety Policy

Intent

The Village of Burk's Falls has adopted this policy to establish guidelines for the safe use of ladders in the workplace. The company works in compliance with all applicable occupational health and safety legislation to ensure the ongoing safety of all employees at all times.

Guidelines

All portable ladders at The Village of Burk's Falls are CSA-approved. All ladders, including fixed ladders, are inspected at least monthly. Employees are given the most appropriate ladder equipment for the tasks they are expected to complete to ensure the tasks can be completed safely.

Training

Employees required to use ladders in their regular duties are trained on the safe use of ladders, and are expected to apply the training as they complete their work.

Ladder Selection

To ensure a ladder can be used safely, the appropriate ladder must be selected for a given job. Employees are expected to consider the hazards associated with the work in question and select a ladder that best suits the needs of the work. The four main considerations should be the type of ladder needed, the size of ladder, the material the ladder is made from, and the weight the ladder will need to support. The most appropriate ladder option for the task should always be selected and used. Employees should never attempt to use a ladder for anything other than its intended use.

Ladder Inspection and Setup

Employees are expected to inspect ladders before each use using the appropriate ladder inspection documentation. If the employee is unsure of an inspection item, they should consult their supervisor for assistance. If the ladder does not pass any part of the inspection, the employee should clearly tag the ladder as unsafe for use, take it out of service, and notify their supervisor. A qualified individual will then determine whether the ladder is suitable for repair or needs to be disposed of.

If the selected ladder passes inspection, the employee is expected to safely transport the ladder to the location where it will be used. Safe setup requirements vary depending on the type of ladder, but in general the area around the base of the ladder should be free of debris and potential slipping hazards, the ladder should be clean and dry, the ladder should be on level ground, and the feet of the ladder should be firmly placed or secured to ensure they cannot move while the ladder is in use. Ladder use should be avoided in walkways and high-traffic areas, but if necessary, signage should be placed around the base of the ladder to warn co-workers of the associated hazards. Ladders should never be set up in high winds or during electrical storms.

Safe Ladder Use

Ladder use should never be rushed, and employees are expected to maintain full control while climbing up and down ladders. Only one person is permitted to climb up or down a ladder at a time. Employees must always maintain three-point contact when climbing up and down ladders, always face the ladder when climbing up or down, and ensure their centre of gravity remains between the rails of the ladder (not leaning outside the ladder rails). Loads of any size should not be carried up or down ladders, and ladder weight limits should never be exceeded.

Employees are not permitted to stand on the top two steps or the shelf of a stepladder, or the top three rungs of an extension or straight ladder. Employees should never use a ladder that is tagged as unsafe for use. Portable ladders should not be used when a permanent or fixed alternative such as stairs is available.

Appropriate personal protective equipment for work involving ladders must always be worn.

Ladder Maintenance and Repair

The maintenance and repair of ladders is only permitted to be completed by trained and competent individuals.

Power Tool Policy

Intent

The Village of Burk's Falls prioritizes the health and safety of its workforce at all times. Power tools serve many purposes and make various types of work easier, but also can create workplace hazards. This policy provides guidelines employees must follow when using power tools.

Guidelines

Pre-start

Before operating any power tool, employees must read the manufacturer's safe operating procedures and receiving training on its safe use. Employees are only permitted to use power tools after receiving training.

Before each power tool use, employees must inspect the tool for damage. Inspections must be completed when the tool is off. The tool must be free of cracks, frays, bends, missing components, and any other damage that would affect safe use. All safeguards must also be in good condition and able to protect against whichever risk they were designed to protect against. Safeguards must not be altered in any way.

The area where the power tool will be used must be inspected to confirm it is free of hazards and that it is safe to use a given power tool in that area.

For power tools that need to be plugged in, employees should confirm there is a suitable outlet accessible to the work area for the tool to be plugged into. If necessary, ensure a suitable extension cord is used that does not create additional hazards. Before plugging in the tool, ensure any switches or buttons are in the off position and that the tool will not start as soon as it is plugged in.

For battery-powered tools, ensure the correct battery is installed and is in good condition.

Safe Use

Manufacturer's guidelines and The Village of Burk's Falls safe operating procedures must always be followed when using power tools.

All employees must wear the personal protective equipment designated or required for a given tool. Employees must also ensure they are not wearing baggy or loose clothing that could interfere with safe power tool use. Power tools must only be used in areas where it is safe to do so.

Power tools must only be used for the task that they were designed to be used for. Improper use can create unexpected risks and hazards. Power tools must never be left running and unattended.

If a power tool creates hazards in its normal and expected use, such as how a grinder creates sparks and metal shards, sufficient safeguards must be implemented in the area to ensure no other employees are at risk.

If a power tool breaks during use, the employee must stop using the tool immediately. The broken tool must be taken out of service and not used until it is in good working condition. All broken power tools must be reported to the employee's supervisor.

Power tools must be stored safely. Employees are responsible for storing power tools in a way that does not damage the tool and does not create any hazards. All power tools should be clean while stored. Power tools should never be cleaned with flammable, toxic, or corrosive substances.

Utility Knife Safety Policy

Intent

The Village of Burk's Falls is committed to maintaining a safe and healthy workplace for all employees. This policy establishes guidelines for the safe use of utility knives in the workplace.

Guidelines

Knives must never be left out or unattended. When not in use, the edge of the blade must be covered in a manner that ensures it does not pose a risk, typically either by retracting the blade into the body of the knife or by putting the knife in a sheath.

Employees must wear all required personal protective equipment (PPE) when using utility knives.

Before using a utility knife, all warning labels and manufacturer's instructions must be read and understood. Only individuals required to use utility knives may use them, and they must follow all safe working procedures related to their use. All employees required to use utility knives must attend utility knife safety training before they may use utility knives.

All knives must be inspected before each use. If a knife is broken or dull, it must be removed from service and either disposed of in line with applicable company policies or submitted to the Department Manager for sharpening. No employee is permitted to sharpen a utility knife without company approval. Employees should request a new knife or replacement blades from the Department Manager as needed.

Breakable or disposable blades should never be sharpened and must be disposed of in line with applicable company policies. When breaking off a dull portion of a breakable blade, employees must always use the designated tool or part of the knife designed to break blades safely.

Utility knives must only be used for their intended purpose. Misuse can result in injury. When using utility knives, employees must:

- Ensure the work area is clear of debris and hazards;
- Ensure the knife is sufficiently sharp;
- Wear all required PPE;
- Use the knife in a manner that directs the blade away from the user and anyone in the area;
- Always ensure cut strokes are not made over or towards any body part; and
- Always cut in a manner that does not twist or gouge the knife blade in the material.

When using retractable knives, the blade should only be exposed to the minimum length required for the task. When not in use, the knife blade must be retracted inside the body of the knife.

First Aid

Because utility knives are so sharp and can easily wound employees, incidents resulting in injury must be attended to immediately. Utility knife wounds can result in excessive bleeding. If an employee cuts themselves with a utility knife, they should immediately apply pressure to the wound to control bleeding and either inform workers in the area that they require first aid or immediately report to the first aid station. First aid workers will provide required assistance and determine whether additional medical treatment is necessary.

Safe Driving for Work Policy

Intent

The Village of Burk's Falls is committed to providing a safe work environment for all employees, which includes workers who drive company vehicles. This policy has been adopted to outline expectations and responsibilities related to driving for work.

Guidelines

Any employee of The Village of Burk's Falls required to drive while working is expected to do so safely and always adhere to the laws of the roadways they drive on. Any instance of an employee breaking the law while driving on behalf of the company will, at minimum, result in immediate suspension of driving privileges, and further disciplinary action will be considered. Any attempt by an employee to hide an instance of breaking the law while driving on behalf of the company will result in disciplinary action.

Employees who drive on behalf of the company are expected to comply with this policy and associated safe driving procedures, attend safe driving training, always carry their driver's licence while driving, and ensure any other required documentation can be produced if needed, such as vehicle insurance.

The company should be immediately notified of any hazards and health and safety concerns encountered while driving for work. Employees must report all driving related incidents to the Department Manager. Pre-trip vehicle inspections are to be completed before every use of a vehicle for work purposes to ensure the vehicle is safe.

Only authorized employees of The Village of Burk's Falls may operate company-owned vehicles. If the company discovers an unauthorized person has driven a company-owned vehicle while it is in the care of an employee, the employee will be subject to disciplinary action.

Safe Driving

Employees are expected to practice safe driving at all times. The use of mobile devices, such as cellphones and laptops, is strictly prohibited while driving. The use of hands-free communication is permitted but should be limited while driving whenever possible. GPS navigation systems can be used while driving only if the trip is pre-programmed and does not require the driver to use or handle the device while driving. If route changes need to be made, the driver should stop the vehicle in a safe location, make the necessary changes to the GPS navigation system, then safely proceed.

The vehicle's radio and climate control may be used while driving if they have been set up before travelling and require little attention while driving. Food should never be consumed while driving. Drinking is permitted but should be avoided whenever possible.

Employees are prohibited from driving on behalf of the company while under the influence of drugs or alcohol. If an employee requires prescription medication that could alter the mental state of the employee and impair them while driving, specific considerations will be made regarding accommodation and their ability to safely operate a vehicle.

Passengers who are not The Village of Burk's Falls employees are prohibited from travelling in vehicles driven for company business.

Fatigue

Hazards related to experiencing fatigue while driving are especially dangerous because it is up to the discretion of the employee to determine how fatigued they are. Whenever an employee is experiencing symptoms of fatigue while driving, they are expected to stop the vehicle in a safe location and rest until they are prepared to drive safely.

Employees who refuse to operate a vehicle because they are experiencing fatigue-related symptoms will not face reprisal, based on the understanding that using the vehicle while fatigued is unsafe work.

Inclement Weather

During periods of inclement weather such as snow, fog, rain, ice, hail, or high winds, drivers are expected to reduce their speed and allow for increased stopping distances between them and other vehicles on the road. If an employee feels unsafe driving due to the weather, they should stop their vehicle in a safe area and wait until it is safe to continue. Company management should be notified of any weather-related hazards that impede the driver's normal work when it is safe to do so.

Incidents and Vehicle Accidents

In the event of a vehicle accident or incident involving an on-duty The Village of Burk's Falls employee while driving that results in an injury or property damage, the employee should immediately call 911 if they can. If possible, the vehicle should be moved to a safe location to prevent further injury or damage before completing any administrative tasks like collecting insurance information for involved individuals. Company drivers involved in any vehicle-related accidents and incidents should report the incident both to the police and to their manager once it is safe to do so. The Department Management will work with the employee to complete an incident report.

Confined Spaces Policy

Intent

The Village of Burk's Falls is committed to protecting the health and safety of all employees, contractors, and constructors by complying with all applicable legislative and regulatory requirements regarding confined spaces. This policy identifies confined space hazards and outlines procedures and provisions for working in confined spaces, in line with the requirements of the *Occupational Health and Safety Act* and its regulations.

Definitions

Attendant: A worker trained in the hazards of confined spaces whose primary responsibility is to monitor and assist the workers in the confined space.

Confined space: A fully or partially enclosed space that is not designed and constructed for continuous human occupancy, where atmospheric hazards might occur because of its construction, location, or contents, or because of work that is done in it.

Hot work: Work that can produce a source of ignition.

Guidelines

The Village of Burk's Falls ensures all workers in a confined space are protected against hazardous and harmful substances or energy. No worker may enter a confined space without the appropriate precautions in place to protect them. If unauthorized entry into a confined space is possible, The Village of Burk's Falls or, in the case of a project, the constructor will ensure that each entrance to the confined space is adequately secured against unauthorized entry or has been adequately barricaded, with warning signs prohibiting unauthorized entry in place. All confined spaces have a safe means for entering and exiting the confined space.

The Village of Burk's Falls ensures each worker who enters a confined space has adequate personal protective equipment, clothing, and safety devices.

While working in confined spaces, The Village of Burk's Falls workers retain the right to refuse work that they consider to be dangerous to themselves or others, in accordance with the company's Health and Safety Policy. Employees will not face reprisal for exercising this right in good faith.

Confined Space Program

The The Village of Burk's Falls confined space program is used to ensure the continued safety of workers who must enter confined spaces to perform work. This program is developed, written, and maintained in accordance with applicable legislation, and it applies to all confined spaces encountered in the course of work. When necessary, the health and safety representative is consulted on the development and maintenance of the program, and provided copies. When working on a project, the constructor of the project is also provided a copy of the program, as well as any other employer or worker who performs work related to the confined space program.

The program describes the methods used for recognizing confined spaces, assessing hazards workers may be exposed to in those confined spaces, developing confined space

entry plans, and training workers on safely working in confined spaces. The program also includes requirements of the confined space entry permit system in place at The Village of Burk's Falls.

Assessments

As part of the confined space program, The Village of Burk's Falls assesses the hazards related to all confined spaces before any worker may enter. Hazard assessments include a written record of all hazards that may exist due to the design, construction, location, use, or contents of the confined space, and any hazards that may develop while a worker completes work inside the confined space. If two or more confined spaces are similar and share the same hazards, they may be recorded on the same assessment document, with each confined space clearly identified.

The Village of Burk's Falls ensures that only workers with adequate knowledge, training, and experience of working in confined spaces conduct hazard assessments of confined spaces. All assessments contain the name of the person conducting the assessment, as well as their signature and date the assessment was completed. Assessments are provided on request to the health and safety representative. The company reviews confined space hazard assessments as often as necessary to ensure they remain applicable, and to ensure the overall confined space program remains relevant.

Hazards

In addition to other general health and safety procedures, The Village of Burk's Falls takes steps to protect workers in confined spaces, specifically against the release of hazardous substances, contact with electrical energy, contact with moving parts, and drowning, engulfment, entrapment, and suffocation from flowing materials in confined spaces. These potential hazards may be controlled by disconnecting the energy source, de-energizing, locking out, or by other adequate means.

Atmospheric Hazard Testing

Atmospheric hazard testing is required whenever a worker needs to enter a confined space that has been left unoccupied and unattended. The Village of Burk's Falls appoints qualified workers to perform tests for atmospheric hazards in confined spaces using appropriate testing equipment before a worker enters a confined space. Testing continues while they are in the confined space to ensure safe atmospheric levels are maintained while workers are present in the confined space.

The company maintains written records of all atmospheric hazard tests. If the tests are performed using continuous monitoring, the test results must be recorded at adequate intervals. Testing must not endanger the health or safety of the person conducting tests.

Explosive and Flammable Substances

The Village of Burk's Falls continuously monitors the workplace to ensure that no worker enters or remains in a confined space that contains or is likely to contain an airborne combustible dust or mist whose atmospheric concentration can create a hazard of explosion, or explosive or flammable gas or vapour. Workers are permitted to perform work that does not produce a source of ignition in confined spaces if the atmospheric concentration is legislatively compliant. Workers are also permitted to enter these confined spaces to perform inspection work that does not produce a source of ignition if the atmospheric concentration is legislatively compliant.

If a worker needs to perform hot work in a confined space, the following conditions must be satisfied:

- The atmospheric concentration of an explosive or flammable gas or vapour is less than five percent of its lower explosive limit, as determined by a combustible gas instrument;
- The atmosphere in the confined space does not contain, and is not likely to contain while a worker is inside, an oxygen content greater than 23 percent by volume;
- The atmosphere in the confined space is monitored continuously;
- The entry permit includes adequate provisions for hot work and corresponding control measures; and
- An adequate warning system and exit procedure are provided to ensure that workers have adequate warning and can exit the confined space safely, if either the atmospheric concentration exceeds five percent of the lower explosive limit for an explosive or flammable gas, or the oxygen content of the atmosphere exceeds 23 percent by volume.
- The above provisions related to hot work in confined spaces do not apply if:
- The atmosphere in the confined space has been rendered inert by adding an inert gas, and is monitored continuously to ensure that it remains inert;
- A worker entering the confined space uses adequate respiratory protective equipment, adequate equipment to allow persons outside the confined space to locate and rescue the worker if necessary, and such other equipment as necessary to ensure the worker's safety; and
- Equipment is inspected by a person with adequate knowledge, training, and experience and is in good working order before the worker enters the confined space.

Ventilation and Purging

If atmospheric hazards exist or are likely to exist in a confined space, the confined space will be purged, ventilated, or both before any worker enters it so that acceptable atmospheric levels are maintained in the confined space while any worker is inside. If mechanical ventilation is required to maintain acceptable atmospheric levels, an adequate warning system and exit procedure will be implemented to maintain worker safety if the mechanical equipment fails.

If purging and ventilating a confined space are determined to be impractical and mechanical ventilation is not required, a worker entering the confined space must use adequate respiratory protective equipment, equipment that allows for worker location and rescue, and any other equipment necessary to ensure worker safety.

All ventilation and purging equipment must be inspected by a person with adequate knowledge, training, and experience, and must be in good working order before the worker enters the confined space.

Confined Space Plans

As part of the confined space program, before any worker can enter a confined space, The Village of Burk's Falls ensures a written plan is developed and implemented for that space that includes procedures for the control of hazards identified in the assessment.

One confined space plan may include two or more confined spaces that are similar and present the same hazards as identified by the assessment. Each plan contains information regarding:

- The duties of workers and attendants;
- Coordination in accordance with regulations for confined spaces with multi-employment involvement (if applicable);
- Onsite rescue procedures;
- Rescue equipment and methods of communication;
- Personal protective equipment, clothing, and devices;
- Isolation of energy and control of materials movement;
- Adequate means for entering and exiting;
- Atmospheric testing;
- Adequate procedures for working in the presence of explosive or flammable substances; and
- Ventilation and purging.
- The company reviews confined space plans as often as necessary to ensure they remain applicable, and the overall confined space program remains relevant.

Training

The Village of Burk's Falls ensures a person with adequate knowledge, training, and experience is appointed to provide legislatively compliant training on safe work practices related to working in confined spaces, including the recognition of hazards associated with confined spaces, to every worker who enters a confined space or performs related work. Training also includes any pertinent information contained in confined spaces plans for each confined space.

All employees who receive confined spaces training must follow the overall confined spaces program and any confined space plans that apply to the work they complete.

Training is developed in consultation with the health and safety representative. Training is reviewed at least annually or whenever workplace changes occur that may affect worker safety when entering a confined space, in consultation with anyone involved in training development.

The Village of Burk's Falls maintains written records showing who provided and received training, the nature of the training and the date it was provided. For workplaces designated as projects, the company provides training records to the required parties on the project.

Entry Permits

The Village of Burk's Falls ensures a separate entry permit is issued each time work is to be performed in a confined space, before any worker enters the space. Before each shift, a competent person verifies entry permits comply with the relevant plan for all confined spaces. All entry permits include:

- The location of the confined space;
- A description of the work to be performed;
- A description of the hazards and the corresponding control measures;
- The time period that the entry permit applies to;
- The name of the attendant;
- A record of each worker's entries and exits;
- A list of the equipment required for entry and rescue, and verification that the equipment is in good working order;
- Results obtained in atmospheric testing; and
- Adequate provisions for any required hot work and corresponding control measures.

The Village of Burk's Falls ensures entry permits are readily available to every person who enters a confined space or performs work related to the confined space whenever those permits apply.

Rescue Procedures

The Village of Burk's Falls ensures no worker enters or remains in a confined space unless adequate written rescue procedures for the confined space have been developed and are ready for immediate implementation. The company also ensures workers who are adequately trained in the rescue procedures, first aid, cardiopulmonary resuscitation (CPR), and the use of rescue equipment are available for immediate implementation of these rescue procedures before a worker enters a confined space.

Required rescue equipment identified in the relevant confined space plan is readily available to perform a rescue in confined spaces. All identified rescue equipment is reviewed by the company to ensure it is appropriate for entry into the confined space, and it is inspected by a qualified worker as often as is necessary to ensure it is in good working order. These rescue equipment inspections are recorded in writing.

Attendants

Confined space attendants are responsible for monitoring the safety of workers inside a confined space, providing assistance to workers, and calling for rescue response if required. The Village of Burk's Falls ensures an attendant is assigned and stationed outside the entrance to each confined space when a worker is inside. Attendants remain in constant communication with all workers inside the confined space using the means of communication described in the relevant plan, and are provided with a communication device for adequate rescue response.

Whenever a worker enters a confined space, the attendant must not enter the confined space at any time for any reason.

Confined Spaces with Multi-employer Involvement

If workers from another employer perform work in or around a confined space controlled by The Village of Burk's Falls or in a confined space where The Village of Burk's Falls workers are present, the following requirements apply:

- Before any worker enters the confined space or begins related work, the lead employer or, in the case of a project, the constructor will prepare a coordination document to ensure that the duties imposed on employers are performed in a way that protects the health and safety of all workers who perform work in the confined space or related work with respect to the confined space;
- In the case of a workplace that is not a project, the coordination document may provide for the performance of duties by an employer on behalf of other employers with respect to the workers;
- A copy of the coordination document will be provided to each employer who has employees working in or around the confined space;
- If a workplace is not a project, the coordination document must be provided to the joint health and safety committee or health and safety representative for each employer whose workers perform work or related work in the same confined space; and
- If a workplace is a project, the coordination document must be provided to the joint health and safety committee or health and safety representative for the project.

Records

The Village of Burk's Falls retains all confined spaces assessments, plans, coordination documents, records of training, entry permits, records of inspection, and records of tests and samples for one year after the document is created, or for the period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained, whichever is longer.

For records of confined spaces documents for projects, The Village of Burk's Falls or the constructor must retain every assessment, plan, coordination document, record of training, entry permit, record of an inspection, and record of a test or sample that was used at the project for one year after the project is finished. These documents are available for inspection as needed.

If the workers of more than one employer perform work in the same confined space or perform related work with respect to the same confined space, the documents described in this section will be retained by either the employer or constructor responsible for creating them, in line with the applicable legislation.

All records relating to confined spaces are maintained in line with legislative requirements.

Powered Mobile Equipment Policy

Intent

The Village of Burk's Falls has adopted this policy for mobile equipment used at work to ensure the ongoing health and safety of our staff and to eliminate and control hazards whenever possible. This policy is written in compliance with Ontario's *Occupational Health and Safety Act* and its regulations.

Definitions

Competent person: A person who is qualified because of knowledge, training, and experience to organize work and its performance, is familiar with *Occupational Health and Safety Act* and the regulations that apply to the work, and has knowledge of any potential or actual dangers to health or safety in the workplace.

Powered mobile equipment: Self-propelled machine or combination of machines designed to manipulate or move workers or materials.

Guidelines

The Village of Burk's Falls takes all reasonable precautions to protect the health and safety of all workers regarding powered mobile equipment.

To ensure the equipment remains in good condition, all equipment is inspected daily before each use to ensure hazardous conditions and defects can be discovered and addressed as soon as possible. All equipment must remain inactive while it is defective or hazardous, being repaired or serviced, and while the weather or working conditions are such that operating equipment could be hazardous.

All The Village of Burk's Falls equipment is equipped with sufficient brakes and a seat for the operator. No person other than the equipment operator is permitted to ride on equipment unless another seat is provided for the specific use by passengers, and the passenger uses that seat. The means of access to equipment cabs or operating stations must be maintained in a way that prevents hazardous conditions from developing and must be equipped with skid-resistant work surfaces. Whenever an overhead hazard is present in the workplace, The Village of Burk's Falls ensures the equipment is fitted with a sufficient cab to protect the operator from the hazards.

Operation

Whenever operating The Village of Burk's Falls equipment, employees must ensure they do so in a manner that does not endanger themselves or anyone else in the workplace. All equipment must also be operated in accordance with the manufacturer's operating manuals. Operating manuals are kept readily available where the equipment is being operated to allow employees to reference them as necessary. All workers who work around equipment must report all real and potential hazardous conditions to their supervisor as soon as possible.

Whenever equipment is parked on a slope, the operator must ensure the equipment's brakes are applied and its wheels are blocked to prevent movement. Any equipment fitted with components that lift must be parked with those components lowered to the ground and must never be left unattended with those components raised. Similarly, employees are prohibited from leaving equipment unattended while it is running.

Equipment operators should avoid reversing their equipment whenever possible, and The Village of Burk's Falls works to organize and plan work areas to avoid the need to reverse equipment as much as possible. Equipment operators must be assisted by competent signallers whenever their view of their intended path of travel is obstructed and whenever there is risk of another worker being endangered by the equipment's operation.

Rollover Protective Structures (ROPS)

When necessary, The Village of Burk's Falls equipment is fitted with legislatively compliant rollover protective structures (ROPS). Whenever operating equipment fitted with ROPS, all employees must ensure they are wearing a seatbelt or restraining device to prevent them from falling outside the ROPS.

All ROPS are designed and maintained in line with legislative requirements to ensure they can protect operators in the event of a rollover or other incident. All ROPS are fitted with a label indicating the name and address of the manufacturer as well as the make, model, and maximum mass of the machine it is designed to fit. When ROPS require repair or modification, The Village of Burk's Falls ensures a competent engineer has certified the ROPS as safe for its intended use before the equipment is put back into service.

Maintenance

All The Village of Burk's Falls powered mobile equipment is maintained to ensure that it does not endanger any worker while in operation. In addition to daily pre-use inspections, all powered mobile equipment is inspected by a competent person at least annually to ensure it can handle the stated rated capacity and operate without defect or hazardous condition. When defects or the need for repair is discovered, the company ensures that replacement parts never reduce the safety of the equipment.

When maintenance is taking place, The Village of Burk's Falls employees must ensure sufficient blocking is installed to prevent the collapse or movement of any parts of the equipment that could endanger workers completing maintenance.

All moving mechanical parts of equipment must be guarded while the equipment is in operation to prevent hazards.

Training

All employees assigned to operate powered mobile equipment at The Village of Burk's Falls will be trained on the equipment before starting work. When required, only employees who hold valid certification to operate a given piece of equipment may do so, and must carry proof of that certification with them while operating. While receiving training, workers are only permitted to operate equipment while being instructed and directly supervised by a competent person.

Acknowledgement and Agreement

By signing below, I acknowledge that I have read and understand the contents of this policy manual. I agree to adhere to this policy manual and will ensure that employees working under my direction adhere to this policy manual. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____



The Municipality of the
VILLAGE OF BURK'S FALLS

Moved By: SC Date: April 21, 2026

Seconded By: RS Resolution # 2026- 128

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the Burk's Falls Armour and Ryerson Union Public Library Draft Budget in the total amount of \$211,477.00, with the Village of Burk's Falls share being \$64,014.00.

Recorded Vote requested by: _____

Ryan Baptiste	for / opposed
Ashley Brandt	for / opposed
Sean Cotton	for / opposed
Chris Hope	for / opposed
Nancy Kyte	for / opposed

<u>10</u>	_____	_____
Carried	Defeated	Deferred

Pecuniary Interest declared by:

[Signature]

Mayor

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
20-Mar-26

Account #	Description	2025 Final Budget	2025 Actual (pre-audit)	2026 Budget	Budget Increase (Decrease) vs. 2025 Actual	Budget Increase (Decrease) vs. 2025 Budget	Comments
1	OPERATING ACTIVITIES						
2	REVENUE						
3	GRANTS						
4	15-375-003 McMurrich/Monteith	2,589	2,589	2,589	0	0	
5	15-375-013 Gov't of Ontario annual funding	13,814	13,814	13,814	0	0	
6	15-375-015 Student Grants	2,300	2,000	2,300	300	0	Canada Summer Jobs grant budgeted re 1 summer student position for July and August 2026. Grant not received in 2025. 2025 = TD Reading award
7	15-375-016 Federal YCW Grant	0	0	0	0	0	Applied for 2 student grants in 2025 but didn't receive either.
8	15-375-018 Miscellaneous grants:	2,650	2,636	1,020	(1,616)	(1,630)	Internet Connectivity, ILL postage and Volunteer Income Tax Program grants in 2025. Status of connectivity grant for 2026 is unknown. Budget = ILL (475) and Income Tax Program (545).
9	DONATIONS						
10	15-375-023 Donations - Library Building Reserve	1,200	1,676	1,200	(476)	0	
11	15-375-025 Donations - Miscellaneous	0	0	0	0	0	
12	15-375-027 Donations - Adopt-a-book	500	1,051	700	(351)	200	
	15-375-028 Donation - Earmarked (Senior Programs)	0	0	750	750	750	Donation received in 2025
13	15-375-029 Donations - Earmarked (Children Programs)	0	625	1,000	375	1,000	Donation received in 2025
14	OTHER REVENUE						
15	15-375-043 Faxes sent	250	475	350	(125)	100	
16	15-375-053 Used book sales	800	712	600	(112)	(200)	
17	15-375-063 Photocopies	900	2,134	1,000	(1,134)	100	
18	15-375-073 Investment interest	2,800	2,676	2,575	(101)	(225)	GIC earning 2.8% and is locked in until May 23/26. Assuming 3.0% at time of renewal.
19	15-375-083 Non-resident memberships	350	413	350	(63)	0	
20	15-375-093 Miscellaneous revenues	0	167	0	(167)	0	
21	15-375-103 Transfer from Bursary Reserve	300	300	300	0	0	Any bursary-related costs to be transferred from related reserve.
22	TOTAL OPERATING REVENUE	28,453	31,266	28,548	(2,718)	95	
23							

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
20-Mar-26

Account #	Description	2025 Final Budget	2025 Actual (pre-audit)	2026 Budget	Budget Increase (Decrease) vs. 2025 Actual	Budget Increase (Decrease) vs. 2025 Budget	Comments
24	OPERATING EXPENDITURES						
25	WAGES						
26	16-800-000 Salaries & Benefits	166,248	171,502	183,982	12,480	17,734	2026 budget is based on Pay Equity adjustments and 1.8% CPI
27	ACQUISITIONS						
28	16-800-002 Books	10,000	8,690	10,000	1,310	0	
29	16-800-001 DVDs	1,700	1,424	1,700	276	0	
30	16-800-003 Magazines	300	190	200	10	(100)	
31	FACILITIES						
32	16-800-012 Telephone	270	269	270	1	0	No change in current rate anticipated.
33	16-800-014 Hydro	2,140	2,002	2,180	178	40	2% inflationary increase over 2025 budget.
34	16-800-016 Heat	1,020	835	1,040	205	20	2% inflationary increase over 2025 budget.
35	16-800-018 Water	1,077	840	545	(295)	(532)	2% inflationary increase over current monthly charge. Water bill shared with Seniors Centre as per landlord decision
36	16-800-022 Cleaning supplies	400	529	500	(29)	100	
37	16-800-024 Weekly cleaning	2,650	2,650	2,650	0	0	
38	16-800-032 Insurance	3,700	3,641	3,710	69	10	2% inflationary increase over 2025 actual.
39	16-800-042 Repairs & maintenance	500	25	500	475	0	
40	16-800-052 Rent	7,788	7,788	9,700	1,912	1,912	Lease renewed in 2025. 2026 = \$9,700 (2027 = \$10,185).
41	ADMINISTRATIVE AND PROGRAM EXPENSES						
42	16-800-062						
43	16-800-072 Computer support	1,000	153	1,000	847	0	
	16-800-080 Senior Programming Expenses			750			
	16-800-081 Children Programming Expenses			1,000			
44	16-800-082 Program expenses	2,000	1,163	2,000	837	0	
45	16-800-084 Bursary Program	300	300	300	0	0	Bursary funded from bursary reserve created in 2016.
46	16-800-092 Staff Training	500	1,630	1,400	(230)	900	2025 and 2026 includes Little Branches 2-day conference
47	16-800-094 Board Training			500			New account for 2026
48	16-800-102 Bank charges	200	244	200	(44)	0	\$12.50 CAFT fees monthly + square deposit/non-recurring bank charges
49	16-800-112 Office & clerical supplies	2,000	1,927	2,000	73	0	
50	16-800-114 Postage	400	642	500	(142)	100	

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
20-Mar-26

Account #	Description	2025 Final Budget	2025 Actual (pre-audit)	2026 Budget	Budget Increase (Decrease) vs. 2025 Actual	Budget Increase (Decrease) vs. 2025 Budget	Comments
51	16-800-122 Annual dues & licences	4,000	4,512	4,000	(512)	0	
52	16-800-132 Internet connectivity	2,016	2,078	2,090	12	74	Basic internet (112/m) plus square connection (62/m). No change in current rates anticipated.
53	16-800-142 Audit & accounting	8,000	7,970	8,200	230	200	Estimated Accounting (1,000) and Audit (7,200).
54	16-800-152 Advertising/Social Media Marketing	500	0	500	500	0	
55	16-800-162 Miscellaneous expenses	500	573	500	(73)	0	
56	16-800-172 Contingency	500	0	500	500	0	
57	TOTAL OPERATING EXPENDITURES	219,709	221,574	242,417	18,593	20,458	
58							
59	NET OPERATING EXPENDITURES	191,256	190,308	213,869	21,311	20,363	
60							
61	CAPITAL TRANSACTIONS						
62	FROM OPENING SURPLUS						
63	15-375-001 Previous year surplus (deficit)	15,083	15,083	5,482			2025 year-end surplus (excluding jar donations) if any, to be transferred to bursary reserve (10% of prior year surplus up to \$300) and future needs reserve (balance of 2025 surplus). Jar donations received in prior year to be transferred to New Library Building Reserve.
64	15-375-010 15-375-011 15-375-012 Municipal contributions re new build	0	18,915	0			Municipal contributions re new Library Building Project omitted from 2026 budget. 2025 YTD = reimbursement of 2024 and 2025 costs paid by Library.
65	15-375-105 Transfer from Future Needs Reserve	5,000	3,935	2,000			Transfer for budgeted capital expenditures re computers .
66	TOTAL CAPITAL REVENUE	20,083	37,933	7,482			
67							
68	CAPITAL EXPENDITURES						
69	16-800-182 Capital purchases	5,000	20,115	2,000			2025 expenditures include Tulloch costs re new library building project paid by the municipalities. Replaced 2 public and 1 cataloguing computer in 2025. Budgeted for replacement of 2 office computers in 2026. Funded from future needs reserve.
70	16-800-192 Transfer to Bursary Reserve	300	300	300			10% of prior-year surplus up to \$300

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
20-Mar-26

Account #	Description	2025 Final Budget	2025 Actual (pre-audit)	2026 Budget	Budget Increase (Decrease) vs. 2025 Actual	Budget Increase (Decrease) vs. 2025 Budget	Comments
71	16-800-2XX Transfer to New Library Building Reserve	0	0	1,676			100% of jar donations received in prior year to be transferred to building reserve.
72	16-800-202 Transfer to Future Needs Reserve	14,783	14,783	3,506			Balance of prior-year surplus if any (after transfer to other reserves) to be transferred to future needs reserve.
73	TOTAL CAPITAL EXPENDITURES	20,083	35,198	7,482			
74							
75	NET CAPITAL EXPENDITURES	0	(2,735)	0	2,735	0	
76							
77	NET EXPENDITURES	191,256	187,574	213,869	24,045	20,363	
78							
79	MUNICIPAL CONTRIBUTIONS						
80	15-375-009 Armour	71,950	71,950	98,722	28,290	26,772	
81	15-375-005 Burk's Falls	77,154	77,154	64,738	(5,191)	(12,416)	
82	15-375-007 Ryerson	42,202	42,202	50,409	10,498	8,207	
83		191,306	191,306	213,869	33,597	22,563	
84		Population per 2021 census: <u>Armour 1,459</u> ; <u>Burk's Falls 957</u> ; <u>Ryerson 745</u>					Based on population: BF 30.27% R 23.57% A 46.16%
85	OPERATING SURPLUS (DEFICT)	50	3,732	0			



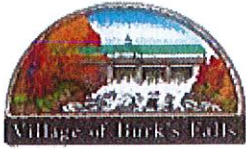
Application Special Event Permit

For comprehensive definitions and regulations, consult Festival and Events Policy					
Permit Number (For Office Use Only)					
NAME OF APPLICANT (EVENT ORGANIZER) <i>Jarney Sollman</i>		NAME OF BUSINESS (OPERATING AS) <i>Almaguin Special Olympics</i>			
[REDACTED]		BUSINESS ADDRESS <i>Box 54</i>			
CITY <i>Sundridge</i>	POSTAL CODE <i>POA 1Z0</i>	CITY <i>Burk's Falls</i>	POSTAL CODE <i>POA 1Z0</i>		
HOME PHONE	CELL PHONE [REDACTED]	BUSINESS PHONE <i>705 382-2819</i>	FAX		
E-MAIL ADDRESS (For correspondence purposes)					
EVENT NAME <i>OPP/Special Olympics Torch Run</i>		DATE OF EVENT <i>Wednesday June 3, 2026</i>			
TYPE OF EVENT <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Group Walk/Run/Cycle <input type="checkbox"/> Festival <input type="checkbox"/> Street Event/Block Party <input type="checkbox"/> Cycling or Running Race <input type="checkbox"/> Cycling or Running Race					
Total expected number of people attending and participating:					
ROAD CLOSURE REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Date and Time of Road Closure		End Date and Time of Road Closure			
Road(s) to be Closed					
SITE PLAN/MAP - Ensure the following are detailed: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Controlled Entry Sites <input type="checkbox"/> Emergency Access and Egress Routes <input type="checkbox"/> Entertainment/Activity Locations <input type="checkbox"/> Event/Incident Coordination Centre <input type="checkbox"/> Firefighting Equipment <input type="checkbox"/> First Aid Posts <input type="checkbox"/> Main Power, Water, and Gas Control <input type="checkbox"/> Garbage and Recycling Receptacles </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> On-Site Vehicles <input type="checkbox"/> Restricted Areas <input type="checkbox"/> Security Locations <input type="checkbox"/> Set Up/Take Down Area <input type="checkbox"/> Vehicle Access <input type="checkbox"/> Potable Water Location <input type="checkbox"/> Sanitary/Washroom Facility </td> </tr> </table> <div style="margin-top: 10px; text-align: right;"> <i>OPP officer/liason</i> <i>PC [REDACTED]</i> <i>- Lead organizer of road control (lead car)</i> </div>				<input type="checkbox"/> Controlled Entry Sites <input type="checkbox"/> Emergency Access and Egress Routes <input type="checkbox"/> Entertainment/Activity Locations <input type="checkbox"/> Event/Incident Coordination Centre <input type="checkbox"/> Firefighting Equipment <input type="checkbox"/> First Aid Posts <input type="checkbox"/> Main Power, Water, and Gas Control <input type="checkbox"/> Garbage and Recycling Receptacles	<input type="checkbox"/> On-Site Vehicles <input type="checkbox"/> Restricted Areas <input type="checkbox"/> Security Locations <input type="checkbox"/> Set Up/Take Down Area <input type="checkbox"/> Vehicle Access <input type="checkbox"/> Potable Water Location <input type="checkbox"/> Sanitary/Washroom Facility
<input type="checkbox"/> Controlled Entry Sites <input type="checkbox"/> Emergency Access and Egress Routes <input type="checkbox"/> Entertainment/Activity Locations <input type="checkbox"/> Event/Incident Coordination Centre <input type="checkbox"/> Firefighting Equipment <input type="checkbox"/> First Aid Posts <input type="checkbox"/> Main Power, Water, and Gas Control <input type="checkbox"/> Garbage and Recycling Receptacles	<input type="checkbox"/> On-Site Vehicles <input type="checkbox"/> Restricted Areas <input type="checkbox"/> Security Locations <input type="checkbox"/> Set Up/Take Down Area <input type="checkbox"/> Vehicle Access <input type="checkbox"/> Potable Water Location <input type="checkbox"/> Sanitary/Washroom Facility				
DETOUR ROUTE AND DETOUR MAP ATTACHED (ensure the following are detailed on the map) <ul style="list-style-type: none"> • Outline the detour route; • Ensure the detour route is at least 7.0 m wide, allows trucks to turn at corners without crossing into the oncoming lane of traffic or onto adjacent property, and can accommodate normal Village road traffic; • Show the related signage to be used; and • Include a list of all equipment and personnel that will be used to properly mark and enforce the detour. <input type="checkbox"/> Detour Route <input type="checkbox"/> Details of Detour <input type="checkbox"/> Location of Detour Signage					

Route - 1 lane NB

OPP Station to Riverbowl

OPP - lead car
BFFD - Trail Vehicle



Application Special Event Permit

TRAFFIC CONTROL

By signing below, I hereby agree to perform traffic control responsibilities as stated in the current version of Book 7 of the Ontario Traffic Control Manual. I have read and agreed to the enclosed detailed traffic control plan, and I have reviewed the detour within the plan.

Traffic Controller Municipality Person Trained in Ontario Traffic Manual Book 7 Local Police Department

Name PC Andy Carter

Title Almaguin OPP.

Signature

SAFETY PLANS ATTACHED

- | | | |
|---|--|--|
| <input type="checkbox"/> Fireworks and/or Pyrotechnics Plan | <input type="checkbox"/> Sound Management Plan | <input type="checkbox"/> Road Closure Sign Management Plan |
| <input type="checkbox"/> Emergency Plan | <input type="checkbox"/> Traffic Management Plan | <u>N/A</u> |
| <input type="checkbox"/> Parking Management Plan | <input type="checkbox"/> Waste Management Plan | |

INSURANCE

The Organization shall, at its expense, obtain and keep in force prior to approval of this Permit to ten days after the special event, commercial general liability insurance including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- A limit of liability of not less than \$5,000,000/occurrence
- The Corporation of the Village of Burk's Falls is named as an additional insured
- Confirmation that the policy contains a provision for cross liability in respect of the named insured, and a severability of interests clause;
- Non-owned automobile coverage with a limit of at least \$2,000,000 including SEF 96 (contractual liability);
- Products and completed operations coverage (broad form) not less than \$2,000,000, and
- Provide 30 days prior notice in writing of cancellation or material change in policy terms that reduces coverage to the Village

CONFIRMATION

1. I will ensure that the Organization is aware that by providing the required certificate of insurance, the Organization:
2. Approves of this special event permit application; and
3. Authorizes me to act on behalf of the Organization as the Applicant.
4. I am aware of the procedures necessary and risks involved with organizing the special event.
5. I acknowledge that the Village of Burk's Falls roads are not in a new condition and may have imperfections including but not limited to cracks, potholes, pavement distortion, gravel on the pavement, pavement drop off and washout that could contribute to a possible injury to a participant of the event.
6. I have read and understand the Village of Burk's Falls Special Event Permit Procedure and acknowledge that it forms part of the terms and conditions of the Special Events Permit for which I am applying for on behalf of the Organization.
7. I understand the Village has the right to cancel any scheduled event, at its discretion, if the event is deemed unsafe or found in contravention of this policy at any time before or during the event.

SIGNATURE

[Handwritten Signature]

TITLE

Volunteer

DATE (MM/DD/YY)

05/05/26

I have the authority to bind the business/corporation

NAME IN FULL (PLEASE PRINT)

Jamey Sollman

FOR OFFICE USE ONLY

PERMIT GRANTED

This permit has been inspected and deemed satisfactory

DOCUMENTATION RECEIVED

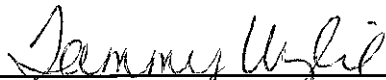
YES NO

DATED ISSUED

PERMIT NOT GRANTED This permit has been inspected and does not conform to the Village of Burk's Falls requirements at this time. Further work is required. The following outlines the issues preventing approval and release of the security deposit:

	Village of Burk's Falls	
	April/May List of Accounts for Approval	
	Balance Forward (Cheques/Other/EFT)	127,429.27
	RBC Activity Fee-April 2026	
	First Data-POS April 2026	172.42
	First Data 2-POS April 2026	114.94
	OCWA-April 2026	9,423.11
	Kubota Loan	1,011.48
	IO Mortgage - Almaguin Manor	49,166.59
	Total Payables-April 16 to May 4, 2026	187,317.81

Certified Correct this 4th day of May 2026



 Tammy Wylie, Treasurer

**THE CORPORATION OF THE VILLAGE OF BURK’S FALLS
BY - LAW NO. 20-2026**

**BEING A BY-LAW TO SET TAX RATIOS FOR MUNICIPAL PURPOSES, LEVY
THE RATES OF TAXATION AND ADOPT THE MUNICIPAL BUDGET
IN THE VILLAGE OF BURK’S FALLS
FOR THE YEAR 2026**

WHEREAS Section 308(4) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a single-tier municipality shall pass a by-law in each year to establish the tax ratios for that year for the municipality;

AND WHEREAS it is necessary for the Council of the Village of Burk’s Falls pursuant to the *Municipal Act, 2001, c.25*, as amended, to raise certain sums for the 2026 taxation year;

AND WHEREAS all property assessment rolls on which the 2026 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act subject to appeals at present before the District Court and the Ontario Municipal Board;

AND WHEREAS “Residential/Farm Assessment,” “Commercial Assessment,” “Industrial Assessment,” “Farmland Assessment” and “Managed Forest Assessment” as defined in the *Assessment Act* as amended by the *Fair Municipal Finance Act, 1997* and further amended by Regulations thereto have been determined on the basis of the aforementioned property assessment rolls;

AND WHEREAS the tax rates on the aforementioned property classes and property sub-classes have been calculated pursuant to the provisions of the *Municipal Act, 2001, c.25*, as amended, and the manner set out herein.

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

1. THAT the following tax ratios shall apply for the taxation year 2026:

- a) residential/farm property class is 1.0000
- b) multi-residential property class is 1.1778
- c) commercial occupied property class is 1.1000
- d) commercial vacant units property class is 1.1000
- e) commercial vacant land property class is 0.7700
- f) industrial occupied property class is 1.4204
- g) industrial vacant units property class is 1.4204
- h) industrial vacant land property class is 0.9233
- i) pipelines property class is 0.8576
- j) managed forest class is 0.2500
- k) farmland class is 0.2500
- l) aggregate extraction class is 1.155789

2. For the purpose of the By-Law:

- a) the commercial property class includes all commercial office property, shopping centre property and parking lot property.
- b) the industrial property class includes all large industrial property.

3. THAT the 2026 current municipal budget be adopted in the following amounts:

EXPENDITURES (MUNICIPAL)	\$ 5,186,295
WATER & WASTEWATER	\$ 1,145,863
PUBLIC/SEPARATE (EDUCATION)	\$ 225,335
TOTAL EXPENDITURES	\$ 6,557,493

**THE CORPORATION OF THE VILLAGE OF BURK’S FALLS
BY - LAW NO. 20-2026**

TAXATION AND PAYMENT IN LIEU (GENERAL PORTION)	\$ 1,707,543
WATER & WASTEWATER	\$ 1,145,863
 TAXATION (SCHOOL PORTION)	 \$ 225,335
 OTHER REVENUE	 \$ 3,478,752
 TOTAL REVENUES	 \$ 6,557,493

4. a) For the year 2026, the Village of Burk’s Falls shall levy upon the following rates of taxation per current value assessment for general purposes:

Class/Assessment	Municipal Rate	Special Area Rate	Education Rate	Total Tax Rate
Residential/Farm	0.01881926	0.00017560	0.00153000	0.02052486
Multi-Residential	0.02216532	0.00020682	0.00153000	0.02390214
New Multi-Residential	0.02070119	0.00019316	0.00153000	0.02242435
Commercial Occupied	0.02070119	0.00019316	0.00880000	0.02969435
Commercial Excess Land	0.01449083	0.00013521	0.00880000	0.02342604
Commercial Vacant	0.01449083	0.00013521	0.00880000	0.02342604
Industrial Occupied	0.02673088	0.00024942	0.00880000	0.03578030
Industrial Excess Land	0.01737507	0.00016212	0.00880000	0.02633719
Industrial Vacant	0.02468062	0.00023029	0.00880000	0.03371091
Pipeline	0.01613940	0.00015059	0.00880000	0.02508999
Aggregate Extraction	0.02175109	0.00020296	0.00511000	0.02706405
Managed Forest / Farmland	0.00470482	0.00004390	0.00038250	0.00513122
Commercial PIL	0.02070119	0.00019316	0.00880000	0.02969435

- b) The Special Area Rate is the Village of Burk’s Falls Local Share for two new hospitals to be built in Huntsville and Bracebridge.
- c) The Current Taxes shall become due and payable on September 30, 2026.
- d) A penalty shall be charged as follows:
1-1/4 % on the first day of default plus an additional 1-1/4 % on the first day of every calendar month thereafter in which taxes remain unpaid.
5. For payments in lieu of taxes due to the Village of Burk’s Falls under the *Municipal Act, 2001, c.25*, as amended, the actual amount due to the Village of Burk’s Falls will be based on the assessment rolls and the municipal rates of taxation for the year 2026.
6. THAT the 2026 municipal budget outlined on the attached Appendix ‘A’ be and is hereby adopted and forming part of this by-law.
7. This By-law shall come into force and take effect on the date adopted.

AS READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 12th DAY OF MAY 2026.

SEAL

Mayor Chris Hope

CAO-Clerk Denis Duguay

**2026 BUDGET
May 2026**

Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
Taxation & Payments in Lieu									
14-310	General Levy	1,652,636	4% tax levy increase	1,562,950	1,597,657	-34,707	1,502,837	1,434,370	1,391,153
14-310	Supplementaries-Estimated	10,000		10,000		10,000			
15-210	Payments-in-Lieu	20,000		18,551	18,255	296	17,673	18,551	18,568
15-230	Grant in Lieu-Power Dam	7,658		7,658	7,658	0	7,658	7,658	7,658
15-231	Special Levy-Local Hospital Share	15,800		15,000	15,626	-626	15,262	15,172	
15-250	PIL-Railway ROW	1,449		1,449	1,449	0	1,449	1,449	
14-110	Education Taxes-English Public	170,847		168,798	171,316	-2,518	168,537	166,398	166,848
14-111	Education Taxes-French Public	9,339		9,652	9,325	327	9,597	10,020	9,418
14-210	Education Taxes-English Separate	21,663		23,728	21,793	1,935	23,574	23,380	22,967
14-211	Education Taxes-French Separate	23,486		21,236	23,455	-2,219	21,109	21,554	22,809
Total Taxation & Payments in Lieu		1,932,878		1,839,022	1,866,534	-27,512	1,767,696	1,698,552	1,639,421
Revenues-Water & Wastewater									
15-100	Water Billings-Burk's Falls	302,087	2.5% utilities rate increase	294,719	295,551	-832	287,531	277,293	275,397
15-120	Water Service Surcharge	80,500		80,000	80,327	-327	79,677	78,885	77,573
15-125	Water Connections & Services	20,000		20,000	21,315	-1,315	11,822	15,409	10,996
15-130	Water Billings-Armour	32,974		31,270	29,610	1,660	30,508	27,724	25,440
15-150	Sewer Billings	280,719		262,179	273,872	-11,693	243,620	249,546	244,230
15-517	OCIF Formula Based Grant	30,000	sewer rehab	20,000	26,716	-6,716	120,453	96,723	
15-517	OCIF Formula Based Grant	157,538	Yonge Street-water parts	518,900					
15-517	OCIF Formula Based Grant	20,000	Elm Street-water parts						
15-535	Gas Tax (Water)			130,000		130,000			
15-791	From Reserve	222,045							
Total Revenues-Water & Wastewater		1,145,863		1,357,068	727,391	629,677	773,611	745,580	633,636
Revenues-General Government									
15-310	General Government-Miscellaneous	6,000		5,000	6,737	-1,737	24,944	38,358	-33,801
15-310	General Government-Miscellaneous			16,215					
15-311	RV Dumping Station	800		750	755		770	400	
15-325	Provincial Offences	3,000		3,000		3,000	1,324	2,808	1,570
15-326	Correctional Services Transport	733		656	617	39	497	491	164
15-327	Policing Revenue	3,200		3,000	3,069	-69	2,035	2,527	1,467
15-330	By-law Fines	1,300		800	1,125	-325	400	50	35
15-370	Arena Fundraising-Zamboni, Timeclock						140	121	
15-380	Park Donations & Parkland Use Fund							200	
15-381	Planning/Severances/Zoning	5,000		5,000		5,000		1,550	4,000
15-384	Roads Revenue	17,500	includes funeral home sidewalk	2,500	670		2,396		
15-385	Community Bus								2,045
15-790	Transfer from Reserve								11,615
15-402	Provincial Gov't-Unconditional Grants								4,419
15-501	Ontario Municipal Partnership Fund	742,400		669,300	669,300	0	608,100	577,000	577,000
15-503	Stewardship Ontario						20,945	21,158	18,530
15-503-1	Circular Materials	300	funding for newsletters	300	272				
15-504	NOHFC Grant - Intern						18,601	15,481	
15-505	Donations				800				
15-536	Gas Tax Revenue-Roads							41,640	28,493
15-720	Licenses & Permits	3,200		2,200	3,200	-1,000	1,554	2,384	2,243

		2026 BUDGET May 2026							
Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
15-721	Garbage Tags	2,400		2,000	2,384		1,919	1,385	2,361
15-722	Food Cycler							278	790
15-725	Aggregate Resource Royalty	1,000		1,000	500	500	478		
15-730	Rentals	12,000	Library, Upstairs Office	12,000	6,963	5,037	9,236	10,605	8,304
15-750	Current Interest & Penalties	40,000		40,000	34,491	5,509	32,197	36,489	33,272
15-760	Interest Income (General Account)	40,510		65,000	26,159	38,841	54,349	52,960	17,023
15-761	Interest Income (Elevator Loan)		Loan paid in full November 2025	342	342	0	1,066	1,757	177
15-762	Interest Income (Manor Debenture)	52,416		53,261	53,261	0	54,084	54,885	
15-770	Sales	5,000		5,000	1,049	3,951	77,699	15,319	26,899
15-775	General Municipal Donations								200
15-780	Lakeland Holdings Dividends	33,400		66,800	66,800	0	66,800	66,800	66,800
15-790	Transfer from Reserve-General						170,252		42,085
15-795	Prior Years Surplus	146,552	2025 Surplus	244,533	244,533	0	140,834	294,901	405,145
15-816	NOHFC Grant-Dock Capital Project								92,833
15-817	Cannabis Implementation Fund						8,233		
15-820	Kawartha Market Initiative-FedNOR								15,784
15-820	Kawartha Market Initiative-NOHFC								12,127
15-821	Welcome Centre Rent Revenue	12,500		10,768	9,601		6,435	4,680	
15-790	Transfer from Reserve		Asset Management Plan	30,000		30,000	35,038	110,243	
15-790	Transfer from Reserve	1,982					15,768		36,032
15-790	Transfer from Reserve		Compensation Review	20,000	13,010				
15-790	Transfer from Reserve		Dog Park		2,270				
15-790	Transfer from Reserve		Washroom Upgrade		20,000				
15-825	Canada Summer Jobs	4,928	summer student grant	5,504		5,504			1,817
15-826	Summer Experience Program	19,140	summer student grant	22,446		22,446	2,971	2,300	1,813
15-876	Driftscape Revenue								100
Total Revenues-General Government		1,155,261		1,287,375	1,167,908	119,467	1,359,065	1,356,770	1,381,342
Revenues-Arena									
15-3722	Arena Revenue-Ice & Floor Rentals	176,250		150,150	195,016	-44,866	159,374	128,648	82,543
15-3723	Arena Revenue-Public Skating			3,650	205	3,445	1,827	6,920	2,052
15-3724	Arena Revenue-Hall Rentals	10,250		8,250	13,335	-5,085	8,745	8,614	7,550
15-3725	Arena Revenue-Sign Rentals	8,850		8,850	7,751	1,099	3,321	1,801	2,342
15-3726	Arena Revenue-Skate Sharpening			1,350	130	1,220	87	1,382	266
15-3727	Arena Donations	2,700		300	1,013	-713	500	500	800
15-3728	Arena Revenue-Snack Booth	27,000		28,500	24,949	3,551	31,818	27,348	6,654
15-3729	Arena Revenue-Other Revenue				2,239				3,000
15-672	Armour Arena Contribution	183,380		162,872	137,224	25,648	138,299	123,014	114,514
15-672-1	Ryerson Arena Contribution	183,380		162,872	137,224	25,648	138,299	123,014	114,514
Total Revenues-Arena		591,810		526,794	519,086	7,708	482,270	421,241	334,235

		2026 BUDGET May 2026							
Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
Revenues-Recreation & Cultural Programs									
15-373-1	Recreation-Other Programs	1,993		1,200	1,155	45	369	40	533
15-373	Recreation-Travel Baseball			700	687				
15-375	Recreation-Baseball & Soccer	8,158		11,390	7,983	3,407	9,213	7,697	6,027
15-375-1	Recreation-Ball Diamond Rentals	2,500		3,000	2,447	553	310		105
15-375-2	Recreation-Ball Field Advertising	450			450				
15-377	Recreation Donations						3,380		340
15-400	Canada Day Grant	3,000		1,970	1,970	0	1,560	500	500
15-374	Theatre Revenues	30,000		30,000	16,033	13,967	26,853	30,596	25,313
15-376	Theatre Donations/Sponsors	2,250			372	-372			26
15-391	Youth Group	40,369		20,000	1,124	18,876			
15-874	Winter Carnival Revenue				920	0			
15-875	Special Events Revenue	10,570		9,740	6,679	3,061	7,124	1,076	3,060
Total Revenues-Recreation & Cultural Programs		99,290		78,920	39,820	39,100	48,809	39,909	35,904
Revenues-Health Centre									
15-540	Health Centre Rental Revenue	129,000		141,138	126,191	14,947	205,219	113,409	160,945
15-543	Health Centre-Donations	500		500	600	-100	475	517	1,876
15-544	Health Centre-Other Revenue	1,000		1,000	486	514	3,232	4,513	4,459
15-545	Municipal Contributions	45,000		45,000	22,425	22,575	47,220	16,117	45,263
15-546	Physician Recruitment-Municipalities							6,290	
Total Revenues-Health Centre		175,500		187,638	149,702	37,936	256,146	140,846	212,543
Revenues-Medical Building									
15-540-1	Medical Building Rental Revenue	104,000		95,785	82,298			55,466	
15-544-09	Shared Service Property Maintenance	22,800							
15-544-10	Medical Building-Donations								
Total Revenues-Health Centre		126,800		95,785	82,298	13,487	0	55,466	0
Revenues-Capital Projects									
15-790	Transfer From Reserve-Tractor			5,000	5,000	0			
15-790	Transfer from Reserve-PW Garage Addition								24,000
15-790	Transfer from Reserve-Fire Burn Building			5,720					
15-507	Field of Dreams Grant						50,000		
15-790	Transfer from Reserve-Theatre Fan	3,002					27,332		
15-536	Gas Tax Roads-Yonge Street	387,463							
15-508	OCIF Formula Based Funding-Yonge Street Rehabilita	725,839			22,895			-52,493	69,431
15-508-1	ICIP Grant-COVID-19 Resilience			67,650	68,374	-724			27,800
15-508-2	Community Emergency Preparedness Grant	45,000	Digital Sign Board						
15-509-4	ROD Funding	10,000	strategic plan						
15-509	OCIF Formula Based Funding-Roads	69,000	to offset Elm St resurface, guardrail end treatments,	50,000	100,443	-50,443	10,278	13,546	
15-510	Pothole Prevention Grant	38,000	funeral home sidewalk						
15-511	NORDS Fund	51,787		347,805	299,607				
15-568	Explorer's Edge Funding			1,500	1,509				
15-569	NECO Funding			1,500	1,500				10,000
Total Revenues-Capital Projects		1,330,091		479,175	499,328	-20,153	87,610	-38,947	131,231
TOTAL REVENUES		6,557,493		5,851,777	5,052,067	799,710	4,775,207	4,419,417	4,368,312

		2026 BUDGET							
		May 2026							
Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
Expenditures-General Government Council									
16-111	Council Remuneration	69,500		65,340	57,783	7,557	62,404	62,404	65,602
16-114	Council Materials	12,000	Conferences/meeting expenses	12,000	4,090	7,910	5,032	4,245	3,996
Administration									
16-121	Administration Wages & Benefits	484,537	as per wage calculation	455,000	472,508	-17,508	441,246	376,778	341,577
16-124-1	Special Legal Fees	11,000		11,000	13,356	-2,356	10,716	4,352	5,880
16-124-2	Covid Related Expenses								6,690
16-124-3	Insurance Claim-Office Entrance								125,117
16-124-4	Insurance Claim-Network								4,052
16-124-5	Insurance Claim-Welcome Centre							20,034	
16-124-11	Office Telephone	1,650		1,650	2,589	-939	1,779	992	930
16-124-12	Office Natural Gas	4,350		4,350	3,152	1,198	2,824	4,159	4,100
16-124-13	Office Hydro	3,000		3,000	3,207	-207	2,604	2,467	2,448
16-124-14	Office Internet	1,700		1,700	1,429	271	1,514	1,388	1,640
16-124-15	Memberships	4,200		4,000	3,940	60	3,595	3,325	3,523
16-124-16	Website Maintenance	2,000	training/hosting fees	2,000	890	1,110	562	543	486
16-124-17	Computers & Support	30,139		28,000	30,815	-2,815	25,503	27,980	23,691
16-124-18	Office Supplies	20,000	includes new projector \$2,500 & 8 Council room chairs \$2,500	15,000	14,016	984	15,834	13,693	15,982
16-124-19	Seminars & Workshops	8,500		8,500	5,678	2,822	3,889	5,478	8,942
16-124-20	Advertising	1,000		1,000	1,235	-235	1,018	2,964	1,742
16-124-21	Property Taxes	1,590	Village of Burk's Falls (Fowler land)	1,590	1,624	-34	1,567	1,512	1,872
16-124-22	Honorariums	75	\$75/volunteer	100	75	25	75	75	225
16-124-23	Building Maintenance	8,000	includes \$2,850 repair broken pipe	8,000	2,659	5,341	4,332	1,993	4,447
16-125-1	Office Cleaning Contract						1,119	4,884	4,884
16-126	Financing Expenses-Bank Charges	5,500		5,500	3,944	1,556	6,067	3,723	3,360
16-128	Assessment Services	15,991		15,499	15,499	0	15,161	15,070	15,230
16-129	Tax Write-Offs	2,000		2,000	3,034	-1,034	1,047	3,651	925
16-132	Insurance	45,941		46,358	47,526	-1,168	51,823	47,715	43,576
16-133	Election	10,000	Election & share of Joint Audit Compliance remuneration	2,500	573	1,927	125	144	4,589
16-135	Contract-Corporate Management	5,000	Integrity Commissioner	5,000	1,030	3,970		3,478	1,326
16-136	Audit & Legal Fees	53,000	estimated for 2026	50,000	52,911	-2,911	43,849	38,875	32,539
16-137	Reserves-General Government Integrity Commissioner	10,000	Integrity Commissioner reserve	10,000	10,000	0	10,000	10,000	
16-138	Reserves-Server Replacement	5,000		5,000	5,000	0	5,000		
16-144	Intern						24,993	21,229	
16-145	Capital Asset Planning	5,000		30,000	28,949	1,051	35,038	729	590
16-146	Asbestos Survey						15,768		
16-147	Capital-Washroom Renovations & Generator			67,650	85,441	-17,791		168	28,289
16-147-1	Capital-Asbestos Abatement	5,500		5,500		5,500			
16-147-2	Capital-Furnace Replacement			7,900	9,291	-1,391			
16-152	Compensation Review			25,000	18,010	6,990			
16-158	Donations	4,500		4,500	2,430	2,070	2,504	2,716	1,491
16-159	Reserves-Local Share Commitment	15,800	Commitment to Huntsville & Bracebridge new hospitals	15,000	15,626	-626	15,261	15,000	
Total Expenses-General Government		846,473		919,637	918,310	1,327	812,249	701,764	759,741

**2026 BUDGET
May 2026**

Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
Expenditures-Protection to Persons									
16-213	Regional Training Officer	4,885		4,771	4,808	-37	4,877	4,771	4,771
16-214	Fire Department	185,865		158,261	141,681	16,580	352,661	127,190	196,577
16214-1	Fire Hall Property Purchase	19,841							
16-2141	Fire Hydrants	1,000		1,000		1,000	733	230	
16-2142	Nelson Pumphouse Wages	2,000		2,000	1,165	835	1,171	8,909	1,469
16-2143	Reserves-Fire	14,000		14,000	14,000	0	13,741	10,042	4,486
16-2143	Reserves-Fire (Surplus)	13,481					16,407	10,580	13,307
16-2143	Reserves-Pumper Truck							30,000	
16-2143-1	Fire Burn Building	2,000		10,079	10,079		5,720		
16-2144	Pumphouse Materials	8,500		6,500	12,033	-5,533	6,546	166,914	19,461
16-2145	Pumphouse Contract	500		500		500			
16-2145-1	Capital-Asbestos Abatement	5,000		5,000					
16-220	Policing Contract	291,654		262,751	262,752	-1	259,212	290,195	235,859
16-221	OPP Detachment Board	1,140	insurance,programming,association fee	700	307				
16-241	Building Inspector								
16-244	By-law Enforcement	30,000	BLEO & OSPCA	28,500	25,791	2,709	21,390	25,473	21,688
16-244-1	By-law Enforcement-Vehicle Purchase		shared cost with South River & Strong				8,233		
16-248	Communication Tower	110		110		110			
16-251	Crossing Guards Wages	8,000		5,800	5,582	218	5,681	5,509	5,335
16-264	Emergency Measures-Materials	3,500		3,500	944	2,556	912	1,021	1,295
16-265	Emergency Measures-Contract	4,800		4,800	4,998	-198	542	824	
16-265-1	Emergency Measures-Capital	45,000	Digital Sign Board						
16-266	911 Civic Addressing	600		600		600		37	1,469
Total Expenses-Protection to Persons		641,876		508,872	484,140	24,732	697,826	681,695	505,717
Expenditures-Transportation Services									
16-311--7	Road Wages	133,300		133,300	116,057	17,243	111,920	112,204	94,541
16-3140-1	Armstrong Bridge Rehabilitation 2019/2020							1,539	452
16-3141	Materials & Services-Bridges & Culverts	10,000	Bridge Study	25,000	18,125	6,875	18,513	11,309	25,905
16-3142	Materials & Services-Roadside Maintenance	14,000	Ditching, roadside mowing, catchbasin repairs & cleaning	14,000	4,905	9,095	3,931	7,828	13,045
16-3142-1	Ontario Street Sidewalk Repair						10,278		
16-3142-3	Yonge Street Reconstruction	1,113,302		347,805	28,114	319,691			32,483
16-3142-4	Capital-Micro-Sealing							41,640	28,493
16-3142-5	Capital-Huston St Sidewalk			50,000	72,392				
16-314-26	Capital-Resurface Victoria Street				131,396				
16-314-27	Capital-Resurface Ontario Street				140,097				
16-314-28	Capital-Chipper for Tractor	5,000							
16-314-29	Capital-Guardrail End Treatments	30,000							
16-314-30	Capital-Resurface Elm Street	24,000							
16-314-31	Capital-Funeral Home Sidewalk	35,000							
16-3143	Materials & Services-Hardtop Maintenance	36,000	Sweeping, line painting, cold mix, recycled asphalt	36,000	34,988	1,012	36,299	46,144	36,627
16-3144	Materials & Services-Loosetop Maintenance	9,000	calcium, grading	9,000	1,282	7,718	8,198	641	1,470
16-3145	Materials-Winter Sand	38,000	winter sand/salt + OGRA winter monitoring application	35,000	31,290	3,710	43,077	28,757	22,574
16-3145-1	Contract-Winter Control	80,000	snow removal contract	80,000	91,978	-11,978	52,346	51,733	62,997
16-3146	Materials & Services-Safety Devices	6,500		6,500	4,640	1,860	8,548	7,251	1,879
16-3147	Materials & Services-Roads	15,000	vehicle expenses/fuel/AORS certification	15,000	1,680	13,320	1,884	16,069	8,806
16-3149	CNR Signal Maintenance	8,700	monthly road crossing fee + repair contingency	8,700	4,386	4,314	4,386	3,834	3,558
16-344	Streetlights Capital Lease Interest			92	92	0	441	796	1,141
16-345	Streetlights-Materials & Services	14,000	hydro + maintenance	30,000	25,211	4,789	28,482	29,748	25,114
16-347	Capital-Main Street								-4,292
16-348	Reserves-Roads Construction	20,000	future construction projects	20,000	20,000	0	20,000	20,000	10,000
16-348-1	Capital-Tractor Replacement			12,900	69,211	-56,311	5,000		
16-384	Kubota Tractor Loan Payments	12,138							

**2026 BUDGET
May 2026**

Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
16-349	Roads-Interfunctional Machine Credit	-7,500	offsets charge to water & sewer	7,500	-8,751	16,251	-7,239	-8,270	-8,352
16-354	Community Bus-Operation Expenses								6,204
16-359	Reserves-Infrastructure General			94,894	94,394				
16-360	Reserves-Truck	10,000		10,000	10,000		10,000		
16-360-1	Reserve-Bucket Truck	25,000							
16-360-2	Reserve-Tractor	5,000							
16-361	Sidewalk-Wages	26,087		25,575	22,798	2,777	20,889	18,721	19,068
16-364	Sidewalk-Materials	15,000	fuel,tractor repairs, equip rentals	22,000	4,933	17,067	10,408	7,064	5,830
16-364-1	Reserves-Huston St Sidewalk		hydro,gas,security,phone & internet and vehicle expenses					10,000	
16-374	Truck & Shop-Materials	20,000	ie: safety, repairs	20,000	25,360	-5,360	21,957	16,419	12,693
16-374	Shop Furnace			4,500	3,867				
16-374	Truck & Shop-PW Garage							11,209	25,742
16-374	Truck & Shop-Roads Need Study & consultant							14,145	
16-375	CLI-ECA (OCWA)				1,567		4,246		
80-121	2B Recovered-Streetlight Capital Lease			9,220	9,220	0	13,527	13,173	12,827
Total Expenses-Transportation Services		1,697,527		1,016,986	889,439	127,547	427,091	461,954	438,805
Expenditures-Water & Wastewater									
16-411	Sewer-Wages & Benefits	94,500		78,162	78,198	-36	68,531	65,202	62,573
16-412	Sewer-Capital	30,000	sewer rehab-funds from OCIF	20,000	29,477	-9,477	78,966	70,367	
16-412	Sewer-Capital		Camera Sanitary-funds from OCIF				41,487	26,356	
16-412	Sewer-Capital-Showers installed at PW Garage		Health & Safety	3,500			730		
16-412-1	Reserves-Sewer								20,000
16-414	Sewer-Material & Services	115,500	includes pump repairs & GPS system	90,000	99,419	-9,419	88,748	76,447	121,696
16-415	Sewer-Contracts	55,000		55,000	29,780	25,220	60,622	28,532	29,305
16-419	Sewer-Interfunctional Machine Charge				3,487			2,717	2,088
16-427	Capital Asset Planning-Water & Wastewater	3,000		3,000		3,000	3,109		
16-428	Water-Interfunctional Machine Charge	4,200		4,200	5,263	-1,063	4,130	5,552	6,264
16-429	Main St. Project								-9,510
16-431	Water-Wages & Benefits	120,631		98,658	89,170	9,488	90,440	85,260	80,932
16-432	Reserve-Water-Manganese	20,000	transfer to reserve	20,000	20,000	0	20,000	20,000	
16-432	Water-Capital-Yonge Street Watermain Replacement	346,000	expense covered through OCIF	648,900		648,900			
16-432	Water-Capital-Water Meter Update	25,000		25,000	21,402	3,598	18,822	13,293	15,404
16-432	Water-Capital-Truck Replacement							81,364	
16-432	Water Capital-Elm Street water line parts	20,000	funds from OCIF						
16-432-1	Reserves-Water-Pumps	50,000	reserve for future pump replacement	50,000	50,000	0	44,518	28,801	10,000
16-433	Water-Leaks & Repairs-Wages	9,240		9,060	3,968	5,092	8,774	7,323	10,090
16-433-1	Water-Leaks & Repairs-Materials & Services	11,000		11,000	10,906	94	8,586	7,493	3,004
16-434	Water-Materials & Services	95,000	includes waterline swab & chlorine test kits	81,000	94,297	-13,297	99,649	73,176	79,651
16-435	Water-Contracts & Financials	82,000		82,000	83,986	-1,986	77,823	82,219	76,325
16-437	Water Tower Inspection	6,000		5,000					
16-437-2	OILC Loan Interest-Water Tower Debenture	11,086		12,540	12,420	120	13,833	15,204	16,533
16-447	Reserves-Water-General			13,796	49,366	-35,570		12,798	67,133
80-117	OILC Loan-Water Standpipe Debenture	47,706		46,252	46,252	0	44,842	43,475	42,150
Total Expenses-Water & Wastewater		1,145,863		1,357,068	727,391	629,677	773,610	745,579	633,638

2026 BUDGET
May 2026

Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
Expenditures-Environmental Services									
16-444	Waste Contract	86,800		86,800	69,573	17,227	67,854	61,658	59,764
16-445	Recycling Contract	15,178		15,178	15,544	-366	40,088	44,984	38,740
16-446	Hazardous Waste	4,500		4,500	3,035	1,465	3,048	3,329	3,445
16-451	Waste Disposal-Supplies	1,800	garbage tags	1,400	1,657		1,413		
16-454	Landfill-Tri R	50,195		59,419	56,933	2,486	38,937	43,468	33,513
16-4554	Recycling Materials	500		500	500			475	100
16-457	Reserves-Landfill	6,000		6,000	6,000	0	5,838	5,483	1,800
16-457	Reserves-Landfill	2,500		2,500	2,500	0	2,500	2,500	2,500
Total Expenses-Environmental Services		167,473		176,297	155,242	21,055	159,678	161,897	139,862
Expenditures-Almaguin Highlands Health Centre									
16-5401	Health Centre Wages & Benefits	66,900		61,000	65,810	-4,810	78,475	44,903	36,585
16-5402	Hydro	23,352		23,352	21,346	2,006	28,533	23,975	23,656
16-5403	Natural Gas	7,650		7,650	5,611	2,039	6,542	6,398	7,981
16-5404	Fuel Oil	1,683		1,683	557	1,126	1,346		
16-5406	Cleaning Materials	4,988		4,988	4,735	253	5,905	3,162	5,674
16-5406-1	Janitorial Contract						6,875	22,619	30,344
16-5407	Pest Control	750		750	1,054	-304	1,077	734	902
16-5408	Water & Sewer	1,875		1,875	1,764	111	2,647	3,093	2,277
16-5409	Insurance	14,112		8,625	11,211	-2,586	13,981	9,392	9,160
16-541	Health Centre-Roof over Elevator Shaft							4,800	3,596
16-541	Health Centre-Capital-Key System							2,667	2,601
16-541	Health Centre-Backflow Preventer								3,943
16-541	Health Centre-Capital	40,000	fire pump controller, basement flooring & plumbing repair	59,465	41,982				
16-5410	Snow Removal	6,500		5,500	6,868	-1,368	4,331	2,848	6,433
16-5411	Elevator R&M	5,500		5,500	4,414	1,086	7,701	1,962	1,958
16-5413	Building Maintenance	30,000		30,000	27,992	2,008	33,289	30,869	22,902
16-5416	Miscellaneous	1,875		1,875	1,942	-67	2,558	189	
16-5418	Telephones	2,000		2,000	2,338	-338	3,458	3,790	3,004
16-542	Health Centre Loan Interest Payments								327
16-550	Reserves-Health Centre	35,000	Building Reserve	10,000	10,000	0	10,000	10,000	10,000
80-110	2B Recovered-Health Centre Loan		loan paid in full October 2022						24,213
Total Expenses-Almaguin Highland Health Centre		242,185		224,263	207,624	16,639	206,718	171,401	195,556
Expenditures-Medical Building									
16-542-11	Medical Building Wages & Benefits	23,700		20,000	12,277			11,928	
16-542-12	Shared Service Property Maintenance	22,800							
16-5422	Hydro	6,400		5,870	6,884			7,992	
16-5423	Natural Gas	2,500		2,500	1,854			2,133	
16-5424	Fuel Oil	550		550	186				
16-5425	Cleaning Materials	1,500		1,500	1,675			1,054	
16-5426	Janitorial Contract							7,540	
16-5427	Pest Control	250		250	93			245	
16-5428	Water & Sewer	1,610		1,610	1,533			1,031	
16-5429	Insurance	9,687		7,311	7,311			3,131	
16-5430	Snow Removal	2,000		2,000	2,813			949	
16-5431	Building Maintenance	7,500		7,500	2,044			3,092	
16-5432	Property Taxes	8,500		8,500	8,797	-297	8,178	7,964	7,752
16-5433	Miscellaneous	625		625	156				
16-542	Medical Building-Capital	40,000	hydro meter - connection	5,000	5,253			8,804	
Total Expenses-Medical Building		127,622		63,216	50,876	12,340	8,178	55,863	7,752

**2026 BUDGET
May 2026**

Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
Expenditures-Other Health Services									
16-518	Health Unit Levy	32,405		31,188	31,188	0	29,703	28,837	26,266
16-520	Land Ambulance	32,331		30,245	30,245	0	29,493	28,690	27,562
16-521	OTN Contributions								500
16-5410	Muskoka & Area Ontario Health Team	1,000	Healthcare HR Recruiter - 3 year commitment (2026-2028)	1,000	1,000	0	1,000	1,000	
16-5410	Family Health Team donation							16,123	
16-551	Cemetery Wages & Benefits	10,000		8,000	9,484	-1,484	8,301	6,318	6,042
16-554	Cemetery Materials & Services	4,500		3,500	4,537	-1,037	2,887	2,988	2,831
Total Expenses-Other Health Services		80,236		73,933	76,454	-2,521	71,384	83,956	63,201
Expenditures-Social & Family Services									
16-618	General Assistance Levy-Parry Sound DSSAB	40,763		38,110	38,110	0	36,909	35,943	35,058
16-626	Seniors Centre	12,000	snow removal, insurance	11,000	10,539	461	12,304	8,742	10,623
16-628	Eastholme Levy	32,774	estimated 3% increase	32,187	32,187	0	31,553	30,833	29,842
16-724-98	Ag Society-Fall Fair Tents	1,750							
16-638	Almaguin Manor-loan interest	46,930		48,314	48,028		49,383	50,702	
Total Expenses-Social & Family Services		134,217		129,611	128,864	747	130,149	126,220	75,523
Expenditures-Arena									
16-721	Arena Wages & Benefits	326,053		298,420	290,245	8,175	256,556	230,923	186,140
16-723	Arena Bad Debt Expense								85
16-724-1	Audit & Accounting	5,750		5,500	5,385	115	5,300	4,704	3,010
16-724-10	Insurance	50,855		48,595	50,251	-1,656	45,096	39,218	35,445
16-724-2	Telephone/Internet	2,500		3,000	1,897	1,103	2,861	1,958	1,488
16-724-3	Hydro	91,360		66,000	87,009	-21,009	65,906	58,278	51,147
16-724-4	Natural Gas	8,500		19,000	7,264	11,736	16,054	19,148	17,534
16-724-5	Water & Sewer	6,600		9,000	5,820	3,180	7,965	4,493	3,130
16-724-6	Ice Plant	22,500		19,575	32,634	-13,059	25,328	10,769	22,416
16-724-9	Arena Equipment Maintenance								
16-724-7	Building/Equipment/Garbage Maintenance	26,500		22,500	18,299	4,201	26,322	21,236	20,110
16-724-8	Cleaning Supplies	7,000		8,500	6,472	2,028	7,768	6,216	3,169
16-725	Grounds Maintenance & Supplies								
16-725-1	Garbage Disposal								
16-725-01	Zamboni Maintenance/Fuel/Blade Sharpening	16,500		14,500	14,681	-181	11,285	8,990	13,811
16-724-91	Office Supplies/Uniform/Tech Support/Software	14,500		7,000	12,220	-5,220	6,381	6,379	6,628
16-724-92	Fire Safety	3,750		3,550	3,705	-155	3,263	3,805	3,505
16-724-93	Snow Removal	6,750		6,000	5,003	997	2,197	1,898	5,360
16-724-94	Elevator	2,500		3,000	1,640	1,360	1,727	577	2,441
16-724-95	Skate Sharpener	600		600	99	501	171	410	270
16-724-96	Booth Supplies	9,900		12,825	15,256	-2,431	17,038	13,285	6,215
16-724-97	Training	4,500		4,500	4,603	-103	2,075	2,288	2,287
16-725-2	Tech Support & Operation Software								
16-724-98	Ag Society-Fall Fair Tents			5,000	5,434	-434	4,856	3,946	
16-724-98-	Asbestos Survey						5,500		
16-724-99	First Aid Supplies	250		500	68				
			compressor #2 replacement, upgrade relief pipe & stack, generator repairs,floor machine scrubber,lintel repairs,garage door replacement						
16-725	Capital	168,323		132,100	88,324	43,776	109,981	109,803	64,558
Total Expenses-Arena		775,191		689,665	656,309	33,356	623,630	548,324	448,749

**2026 BUDGET
May 2026**

Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
Expenditures-Other Recreation & Cultural									
16-705	Parks Capital			2,500			1,435		17,444
16-711	Parks Wages & Benefits	51,252		50,247	41,314	8,933	48,132	35,929	41,293
16-713	Walking Bridge Expenses	2,000		2,000		2,000	183	47	
16-714	Parks-Materials & Services	14,000		10,000	13,007	-3,007	11,805	7,101	11,573
16-715	Parks-Dog Park Capital			5,000	9,151	-4,151		74	425
16-715-1	Reserves-Dog Park	375		375	375				
16-718	Reserves-Parks	2,500		2,500	2,500	0	2,500	2,500	2,500
16-719	Reserves-Walking Bridge	50,000	as per Bridge Inspection	50,000	50,000	0	5,000	5,000	5,000
16-720	Reserves-Mower	5,000		5,000	5,000	0	5,000		
16-726	Reserves-Arena	9,000		9,000	9,000	0	5,902	5,704	5,245
16-731	Recreation Programs-Wages & Benefits	9,500		11,220	7,616	3,604	8,208	25,257	60,740
16-734	Recreation Programs-Materials & Services	14,517	Insurance, BookKing, materials	18,695	13,068	5,627	15,277	13,874	15,721
16-734-1	Recreation - Travel Baseball			700	614	86			
16-735	Recreation-Capital						1,279		
16-741	Theatre Wages & Benefits	15,250		16,519	14,530	1,989	16,724	12,518	10,157
16-743	Theatre-Confection Supplies	4,500		4,500	4,065	435	5,883	5,835	2,993
16-744	Theatre-Other Materials & Services	14,517	distributer fees, shipping, booking services	15,700	8,763	6,937	14,175	11,489	10,051
16-745	Theatre-Capital	13,002	lobby upgrades & new fan						
16-750	Youth Group-Supplies	40,369		20,000	1,124	18,876			
16-754	Ball Diamonds-Materials	4,500	insurance,hydro,contingency	3,500	4,396	-896	3,319	3,523	2,157
16-754	Ball Diamonds-Capital						77,338		
16-790	Historical Society-Museum-Donation	5,000		5,000	5,000	0	5,000	5,000	5,000
16-794	Library	64,738		77,154	77,154	0	73,646	69,929	61,807
16-794-1	New Library Project			9,765	6,305	3,460	2,735		
16-795	Library-Building Maintenance	5,000		3,500	2,784	716	797	3,401	646
16-797	Reserves-Library Building	3,113		3,113	3,113	0	3,113	3,113	3,113
Total Expenses-Other Recreation & Cultural		328,133		325,988	278,879	47,109	307,451	210,294	255,865
Expenditures-Economic Development									
16-805	Tourism Development	7,700	TODS & highway sign replacement	7,700	4,311	3,389	3,541	3,624	5,206
16-815	Planning/Economic Development	40,000	Zoning By-law; surveys \$17,000;general consulting	40,000	26,514	13,486	3,125	10,912	43,767
16-816	Planning Board Contribution		No known planning board contribution requested						
16-819	Downtown Revitalization	4,000	flowers	3,500	3,920	-420	3,330	3,464	2,884
16-820	Kawartha Market Project-FEDNOR/NOHFC Funded							12,466	85,310
16-821	Waterfront Development	2,000	spring/fall dock placement	2,000	1,830	170	1,830	1,830	103,147
16-825	Cost of Land Sales				11,232		9,828	26,883	
16-826	Appraisals						6,106		
16-841	Economic Development-Wages	4,712	staff time for locates	7,000	3,761	3,239	5,666	6,013	7,777
16-844	Economic Dev/Community Dev Officer		as per budget prepared by ACED	19,142	16,171	2,971	19,980	15,307	10,000
16-845	GIS (Geospatial Information System)	10,000		10,000	9,234	766	9,649	8,922	8,596
16-846	Reserves-Lagoon Capacity Study	25,000	estimated share of \$637,900 study	25,000					
16-861	Welcome Centre Wages & Benefits	1,200	PW minor repairs	1,200	67	1,133	103	1,095	935
16-864	Welcome Centre-Materials	6,000	building maintenance & \$4,512 insurance	10,500	13,970	-3,470	14,741	9,196	9,762
16-865	Win This Space Program								9,308
16-875	Special Events	14,750	Seniors Tea/May 24 Celebration/Canada Day/ Fair/Tree Lighting/Parade	15,785	15,118	667	11,996	8,572	6,524
16-876	Strategic Plan Implementation	20,000							
16-876-1	Reserves-Strategic Plan	10,000							
16-843-1	Transfer to Reserve-Community Improvement 2022		program cancelled in 2023						31,830
Total Expenses-Economic Development		145,362		141,827	106,128	35,699	89,895	108,284	325,046

		2026 BUDGET							
		May 2026							
Account Number	Account Name	2026 Budget	Comments	2025 Budget	2025 Actual as of Dec 31st	2025 Variance	2024 Actual	2023 Actual	2022 Actual
Expenditures-Education									
18-911	Education Taxes-English Public	170,847		168,798	171,316	-2,518	168,537	166,398	166,848
18-912	Education Taxes-English Separate	21,663		23,728	21,793	1,935	23,574	23,380	22,967
18-913	Education Taxes-French Public	9,339		9,652	9,325	327	9,597	10,020	9,418
18-914	Education Taxes-French Separate	23,486		21,236	23,455	-2,219	21,109	21,554	22,809
Total Expenses-Education		225,335		223,414	225,889	-2,475	222,817	221,352	222,042
TOTAL EXPENSES		6,557,493		5,851,777	4,905,545	946,232	4,530,676	4,278,583	4,063,745
TOTAL REVENUES		6,557,493		5,851,777	5,052,067	799,710	4,775,207	4,419,417	4,368,312
surplus/deficit		0		0	146,522		244,533	140,834	304,566



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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
REGULAR MEETING
Burk's Falls & District Historical Society
Armour Council Chamber, Burk's Falls
Monday, April 20, 2026**

Members Present: Diane Brandt – President
Jenny Hall - Treasurer
Charlene Watt – Deputy Treasurer/Secretary
Nancy Kyte
Jarv Osborne
Peter Hall
Krista Trulsen
Nieves Guijarro
Lynn McGregor (New Member)

The Members present constituted a quorum.

Guests: Danika McCann and Melissa Marshall

Call to Order:

The meeting was called to order at 7:00 p.m.
Diane Brandt in the Chair.

Welcome:

Diane welcomed Members. Regrets from Barry Burton. Members welcomed Lynn McGregor as a new Member.

Election of Director and Nomination of Vice-President:

As noted in the February minutes, Barry Burton was elected as a Director and nominated for the position of Vice-President by Diane Brandt, seconded by Jarv Osborne. As Mr. Burton was not in attendance at that time and unable to attend this meeting, consideration of the nomination was deferred to the May 2026 meeting.

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance of minutes and adoption of the March 23, 2026 AGM and regular meeting minutes as circulated: **Moved by Krista Trulsen, Seconded by Jenny Hall. Carried**



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Treasurer's Report:

Treasurer's / Financial Report was presented by Jenny Hall. The main bank account balance on March 1, 2026 was \$8,006.95. During the month, expenses totalled \$67.76 for fixed telephone and internet costs, while revenue totalled \$130.00 from eleven individual memberships and one family membership. This resulted in an end-of-month balance of \$8,069.19. All account records for the period March 1, 2025 to February 28, 2026 have been submitted for audit. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Nancy Kyte, Seconded by Peter Hall. Carried**

Committee Reports:

Wiseman's Corner Schoolhouse Update:

Diane Brandt reported to Members that the schoolhouse requires spring cleaning. A quote has been received. Carol and Michelle, cleaners for the Township of Armour municipal office, have proposed Monday, May 4, 2026 for the spring cleaning of the Schoolhouse. They indicated they can pick up the key from the Ryerson Township office at 10:00 a.m. and return it upon completion of the work. Their quoted rate for 2026 is \$75.00 per hour for both cleaners. They also confirmed they will bring their own water and are awaiting approval to proceed. **Motion to authorize the spring-cleaning services of the Wiseman's Corner Schoolhouse up to the amount of \$375 + HST from Michelle Woodman and Carol Pease: Moved by Jarv Osborne, Seconded by Krista Trulsen. Carried**

Watt Farm House Update:

Diane Brandt advised that the Heritage Centre is currently closed for the season and will require light spring cleaning. She will coordinate the organization of the facility and ensure it is prepared for the upcoming seasonal opening.

Membership Committee:

Peter Hall advised members that there are 12 paid individual memberships and 1 family membership for the year to date.

Facilities and Function Committee:

No report for April, 2026.

Heritage Day:

Members discussed the annual event with the Township of Armour's Recreation Co-ordinator. Members reviewed the Staff Report dated April 7, 2026 to the Council of the Township of Armour that provided three options on the event. Council deferred a decision until the Recreation Co-ordinator discussed the topic with the Historical Society. Members agreed that, with summer approaching, it is unlikely the event can be organized in time, as no date has



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been confirmed and volunteer availability has declined. Option #3 proposes deferring the event to allow for strategic planning toward 2027, supporting the development of sustainable programming models, improving overall quality, and reducing pressure on volunteers. This approach would enable greater focus on planning rather than delivering an event solely to maintain continuity. Members further noted that deferring the 2026 event may create opportunities for more meaningful fundraising initiatives. Members will discuss fundraising ideas as an agenda item in the May, 2026 meeting. **Motion to make a decision on the direction of the 2026 Heritage Day: That the Burk's Falls and District Historical Society acknowledges the April 7, 2026 Staff Report regarding Heritage Day and the Township of Armour's Council request for consultation through the Recreation Co-ordinator, and supports Option #3 to defer the event as outlined in the report regarding Heritage Day 2026: Moved by Nancy Kyte, Seconded by Peter Hall. Carried**

Correspondence:

Members were informed of an email from Travis Shaw regarding a research consent inquiry. Questions were asked and answered.

General Business:

Annual Audit:

Jarv Osborne reported that the audit of the 2025 Financial Statements were completed. Jarv Osborne and Krista Trulsen, as bona fide Members of the Burk's Falls and District Historical Society, have reviewed the revenues and expenses recorded for 2025 to 2026 which comprised of the statement of financial position as of February 28, 2026, the statement of cash flows for the year and notes to the financial statement and records of activity. The financial reviews were considered sufficient and appropriate to provide the opinion that the records and banks statements are true and accurate. **Motion to accept the 2025 Report on the Audit of Financial Statement and Records of the Burk's Falls and District Historical Society and the recommendation in the Report: Moved by Peter Hall, Seconded by Nancy Kyte. Carried**

New Business:

Young Canada Works – Heritage Co-ordinator Summer Student:

Diane Brandt updated Members on the status of the Young Canada Works program. The Historical Society was approved for \$6,000 this year. Diane discussed the requirement for summer staff. The employment opportunity notice has been circulated with a closing date for submissions being May 15, 2026. Questions were asked and answered.

The Interview Committee will consist of Diane Brandt and Jenny Hall.



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Adjournment:

The next meeting will be held on Monday, May 18, 2026 at the Armour Township Council Chambers. There being no further business, **Nieves Guijarro moved to adjourn the meeting at 7:42 p.m.**

Recorded by
Charlene Watt, Deputy-Treasurer/Secretary

Approved by
Diane Brandt, President

**Southeast Almaguin Highlands Regional Fire Services Committee
(RFSC)**

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.

5. MOU – 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.

10. Other 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 23rd day of April, 2026.

original signed by Rod Ward

Rod Ward, Acting Chair

**Southeast Almaguin Highlands Regional Fire Services Committee
(RFSC)**

MINUTES

Thursday, April 23, 2026

Perry Township Council Chambers
(see Sign-in sheet)

1. Call to Order

Rod Ward, Mayor of Armour Township was Acting Chair and opened the meeting at 7:00 p.m.

Terms of Reference was reviewed for Quorum and confirmed.

2. Minutes

Resolution No. 2026-01

Moved by: Joe Lumley

Seconded by: Mike Rickward

Be it resolved that the Regional Fire Services Committee hereby approves the Minutes of the November 6, 2025 Meeting as presented.

Carried

3. Live Fire Training Unit Agreement

The RFSC reviewed the comments provided by the Fire Chiefs, Clerks and Treasurers, along with those Councils that submitted their comments. There was discussion on capital and operating expenditures, as well as the terms for withdrawal (reimbursement and other costs). The majority supported including a buyout with schedule and a clause to address if Perry were to withdraw from the agreement.

\$1,500 reserves to be established for each of the five fire departments to cover maintenance of the Live Fire Unit. Perry will manage the maintenance costs and bill out annually to each of the five fire departments.

It was requested that a clause be placed into the agreement that there be no new parties included into the agreement.

The unit was purchased at a deep discount. It is recommended that municipalities consider placing money into their capital reserves for future replacement of the unit in 25-30 years.

4. Updates on Recruitment and Retention

The recruit class is now completed. The class started with 21, and as of today they are at 19, with 2 on-board and 17 testing on April 27, 2026. This number is spread evenly across the 5 fire departments.

5. Regional Training – Update and Discussion

The Regional Training Officer (RTO) provided an update on current training being provided. They are focusing on Instructor Level 2 course and creating curriculum, NFPA 1001 and 1002 and Level 1 and 2 Pump Ops. Also 1006 Water Rescue training.

6. New FirePro program, management of training records

The FirePro program cannot import documents as they had originally been advised. The RTO provides hard copy in company training folder and sends Adobe document as well to the Fire Chiefs. RTO has a secure back-up process in place to protect records. Should there ever be an investigation by Ministry of Labour, RTO can ensure that the Fire Chief is provided required electronic documents within their usual 72 hour requirement. RTO contract is specific that RTO manages the records. Joe Readman, Fire Chief for Burk's Falls/Armour/Ryerson is looking into a new electronic system "First Due". It is more costly than FirePro so the other Fire Chiefs are going to wait until he has tested the program and its capabilities before looking further into changing from FirePro.

7. GPS / camera systems on Fire Vehicles

The GPS / camera systems are very successful for Public Works and other municipal departments, however it is not recommended for Fire Services. There are concerns for privacy when attending medical calls and there are also liability concerns around their use in the Fire Department. Returning from a call, firefighters will 'debrief' and that discussion should not be recorded. It was also noted that when a responder is debriefing following a call, when recorded, they may not always let go of everything they need to. Debriefing is very important for firefighter mental health.

8. Other Business

The Committee would like to coordinate a meeting in September so that they may discuss a succession plan for regional training for the future. RTO Agreement will expire one year after new Council is in place.

9. Next Meeting

The next meeting will be scheduled for a date in September 2026.

10. Adjourn

The meeting adjourned at 8:10 p.m.

Dated this _____ day of _____, 2026.

Rod Ward, *Acting Chair*



Almaguin Highlands O.P.P. Detachment Board

**Regular Meeting of the Board
Wednesday February 11th, 2026
5:00 p.m.
Electronic Attendance Only**

Any and all Minutes are to be considered Draft until approved by the OPP Board at a Regular Meeting.

In Attendance:

Electronic: Robert Sutherland, Chair & Community Representative, Krista Miller, Vice Chair & Community Representative Board Members Kevin Noaik, Joe Lumley and Neil Scarlett, Beth Morton, Acting Secretary

Regrets: Dan Robertson

Members of the Public: n/a

Item 2 - Disclosure of Conflict of Interest- Nil

Item 3 – Adoption of Minutes

Resolution No. 2026-08

Moved by: Joe Lumley **Seconded by: Kevin Noaik**
Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the Regular Board Meeting Minutes dated Wednesday, January 14th, 2026.
Carried

Item 4 Delegations - Nil

Item 5 – Almaguin Highlands OPP Updates and or Reports – Nil

Item 6.1 – Draft 2026 Budget

Resolution No. 2026-09

Moved by: Neil Scarlett **Seconded by: Kevin Noaik**
Be it resolved that the Almaguin Highlands OPP Detachment Board has received the Draft 2 – 2026 Budget and hereby directs that the Secretary bring the final budget forward for approval at the April 8, 2026 Meeting.
Carried

Item 6.2 – 2026 Spring Conference and Annual General Meeting

Resolution No. 2026-10

Moved by: Kevin Noaik

Seconded by: Neil Scarlett

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves Dan Robertson to attend the 2026 Spring Conference and Annual General Meeting from June 1 to 3, 2026 in Niagara Falls, Ontario.

Carried

Item 6.3 Draft Meal Allowance Policy

Resolution No. 2026-11

Moved by: Joe Lumley

Seconded by: Neil Scarlett

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby directs the Secretary to bring forward a Meal Allowance Policy for consideration and approval at the April 8th, 2026 Meeting.

Carried

The Meeting adjourned at approximately 5:17 p.m.

Dated this 8th day of April, 2026.

Original signed by Robert Sutherland

Robert Sutherland, *Chair*

Original signed by Beth Morton

Beth Morton, *Acting Secretary*



Almaguin Highlands O.P.P. Detachment Board

**Regular Meeting of the Board
Wednesday April 8th, 2026
5:00 p.m.
Electronic Attendance Only**

Any and all Minutes are to be considered Draft until approved by the OPP Board at a Regular Meeting.

In Attendance:

Robert Sutherland, Chair & Community Representative, Krista Core, Vice Chair & Community Representative, Board Members: Kevin Noaik, Joe Lumley and Neil Scarlett, Dan Robertson, Acting Secretary Beth Morton, S/Sgt Detachment Commander Doug Vincer

Members of the Public: Nil

Item 2 - Disclosure of Conflict of Interest- Nil

Item 3 – Adoption of Minutes

Resolution No. 2026-12

Moved by: Dan Robertson

Seconded by: Joe Lumley

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the Regular Board Meeting Minutes dated Wednesday, February 11th, 2026.

Carried

Item 4 Delegations - Nil

Item 5 Almaguin Highlands OPP S/Sgt Detachment Commander Updates and/or Reports

Resolution No. 2026-13

Moved by: Kevin Noaik

Seconded by: Neil Scarlett

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives the 2026 Q1 OPP Detachment Board Report from the S/Sgt Detachment Commander.

Carried

Item 6 Board Business

Resolution No. 2026-14

Moved by: Neil Scarlett

Seconded by: Kevin Noaik

Whereas the Mayor of the Village of South River has provided the Almaguin Highlands OPP Detachment Board with a letter outlining the Village’s concerns regarding additional policing costs;

Now therefore be it resolved that the Almaguin Highlands OPP Detachment Board hereby directs the Secretary to send the letter of response to the Village once amendments have been made by the Board.

Carried

Resolution No. 2026-15

Moved by: Joe Lumley

Seconded by: Dan Robertson

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the 2026 Almaguin Highlands OPP Board Budget as presented.

Carried

Resolution No. 2026-16

Moved by: Krista Core

Seconded by: Neil Scarlett

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves Policy #2026-01 Meal Allowance Policy.

Carried

Item 7 Correspondence and General Information

Resolution No. 2026-17

Moved by: Krista Core

Seconded by: Dan Robertson

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives Items 7.1 to 7.4 Correspondence and General Information as outlined on the Agenda of Wednesday April 8th, 2026.

Carried

The Meeting adjourned at approximately 6:23 p.m.

Dated this 8th day of July, 2026.

Robert Sutherland, *Chair*

Beth Morton, *Acting Secretary*

**Almaguin Highlands OPP Detachment Board
2026 Budget**

Description	2026 Budget	Notes
OPP Board Insurance	\$ 3,888.00	
Honorarium - Provincial Appointee	\$ 370.92	One rep at \$61.82/meeting, 6 meetings
Honorarium - Community Representatives	\$ 741.84	Two reps at \$61.82/meeting, 6 meetings
Spring Conference	\$ 1,975.00	Conference, hotel, meals
Zone 1A Meeting - Sudbury	\$ 1,200.00	Meeting, hotel, meals, mileage
Zone 1A Meeting - Sault St. Marie	\$ 1,700.00	Meeting, hotel, meals, mileage
Appreciation Recognition	\$ 2,000.00	For OPP Detachment staff appreciation
Total for General OPP Board	\$ 11,875.76	Split evenly into 1/12 shares
OAPSB Membership	\$ 2,996.39	Split by property count - \$0.21 plus HST per property
Total Budget for 2026	\$ 14,872.15	

2026 Almaguin Highlands OPP Board Cost Distribution

2026 OPP Board Budget: \$ 14,872.15

Municipality	Property Count	OAPSB Membership	General Budget	Total for 2026
Armour	1403	\$ 332.93	\$ 989.65	\$ 1,322.58
Burk's Falls	634	\$ 150.45	\$ 989.65	\$ 1,140.10
Joly	311	\$ 73.80	\$ 989.65	\$ 1,063.45
Kearney	1375	\$ 326.29	\$ 989.65	\$ 1,315.94
Machar	967	\$ 229.47	\$ 989.65	\$ 1,219.12
Magnetawan	2219	\$ 526.57	\$ 989.65	\$ 1,516.22
McMurrich/Monteith	922	\$ 218.79	\$ 989.65	\$ 1,208.44
Perry	1861	\$ 441.62	\$ 989.65	\$ 1,431.27
Ryerson	679	\$ 161.13	\$ 989.65	\$ 1,150.78
South River	602	\$ 142.85	\$ 989.65	\$ 1,132.50
Strong	1069	\$ 253.67	\$ 989.65	\$ 1,243.32
Sundridge	585	\$ 138.82	\$ 989.65	\$ 1,128.47
Total	12627	\$ 2,996.39	\$ 11,875.76	\$ 14,872.15



SUBJECT:	Meal Allowance Policy	POLICY #: 2026-01	PAGE 1 of 2
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Meal Allowance Policy

Out-of-Town Meetings, Conferences, and Conventions

1. Purpose

To establish clear and consistent guidelines for the reimbursement of meal expenses incurred by Members of the Board while attending approved meetings, conferences, or conventions outside of the Almaguin region.

2. Scope and Eligibility

This policy applies to all Members of the Board who are authorized to travel outside of the Almaguin region to attend meetings, conferences, or conventions while being appointed to the Almaguin Highlands OPP Detachment Board.

3. Meal Allowances

Reimbursement for meals will be provided up to the following maximum amounts:

- **Breakfast:** \$15
- **Lunch:** \$25
- **Dinner:** \$50

The **maximum total daily meal allowance** shall not exceed **\$90 per day**.

4. Receipts and Reimbursement

- **Original itemized receipts are required** for all meal expense reimbursement claims.
- Reimbursement will be limited to the actual cost incurred, up to the applicable meal and daily maximums.

5. Alcohol

- **Alcoholic beverages are not eligible for reimbursement** under this policy.
- Any costs related to alcohol must be clearly separated on receipts and will be the responsibility of the Board Member.

APPROVED BY:	Almaguin Highlands OPP Detachment Board	ISSUE DATE: April 8, 2026	REVISION DATE:
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**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

SUBJECT:	Meal Allowance Policy	POLICY #: 2026-01	PAGE 2 of 2
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6. Expenses Exceeding Allowances

- Any meal expenses that exceed the maximum daily meal allowance of \$90 **must receive approval from the Board** before reimbursement.
- Expenses incurred in excess of the allowance without Board approval will not be reimbursed.

7. Administration

Claims for reimbursement shall be submitted to the Secretary within two weeks of returning from meetings, conferences, or conventions so that they may be reimbursed by the Township of Perry Finance Department.

8. Effective Date

This policy shall come into effect **upon the passing of the applicable by-law by the Board.**

APPROVED BY:	Almaguin Highlands OPP Detachment Board	ISSUE DATE: April 8, 2026	REVISION DATE:
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**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2026**

Month	No. of Permits	Permit Fees	Project Values	Size (sq.m)
January	3	\$1,950.00	\$110,000.00	137
February	3	\$5,380.50	\$338,765.00	154
March	4	\$14,686.00	\$952,400.00	511
April	6	\$13,185.00	\$845,000.00	1882
May	0	\$0.00	\$0.00	0
June	0	\$0.00	\$0.00	0
July	0	\$0.00	\$0.00	0
August	0	\$0.00	\$0.00	0
September	0	\$0.00	\$0.00	0
October	0	\$0.00	\$0.00	0
November	0	\$0.00	\$0.00	0
December	0	\$0.00	\$0.00	0
TOTALS	16	\$35,201.50	\$2,246,165.00	New Construction 2684
				Demolitions 0

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2026**

Month	No. of Permits	Permit Fees	Project Values	SFD'S, Seasonal Dwellings and Multi-Unit Dwellings	
				2025	2026
Burks Falls	0	\$0.00	\$0.00	1	0
Joly	0	\$0.00	\$0.00	0	0
South River	3	\$4,560.00	\$290,000.00	0	1
Machar	4	\$6,835.00	\$429,000.00	1	1
Strong	3	\$7,593.00	\$486,200.00	2	1
Ryerson	4	\$12,728.50	\$821,965.00	1	2
Sundridge	2	\$3,485.00	\$219,000.00	2	0
TOTALS	16	\$35,201.50	\$2,246,165.00		5
Permit activity at end of April 30, 2026					
TOTALS	35	\$99,346.00	\$6,384,600.00	12	
Permit activity at end of April 30, 2025					
TOTALS	-19	\$64,144.50	\$4,138,435.00		-7
Difference from previous year					

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél.: 416 585-7000



234-2026-1390

April 22, 2026

Dear Head of Council:

I am writing to update you on amendments to Ontario Regulation 584/06 under the *Municipal Act, 2001* (MA) and O. Reg 595/06 of the *City of Toronto Act, 2006* (COTA) that were filed on April 17, 2026. These changes come into force on July 16, 2026.

As you know, since spring 2024 the province has encouraged municipalities designing stormwater fees and charges to ensure that there are no unintended consequences that would disproportionately impact farmers and greenhouse operators.

In the province's 2025 Fall Economic Statement, our government stressed the importance of the agri-food sector and that protecting Ontario's local agriculture and food industry is essential to ensuring a strong, self-sufficient food supply chain.

Agricultural properties generally have invested in their own stormwater-mitigating measures and have large areas of green space that contribute significantly to stormwater runoff management.

In this respect, the province is making changes to remove the authority for municipalities to impose stormwater fees and charges on portions of properties that are classified in the farm or managed forests property class, if they are not connected to a municipal storm sewer.

As we continue to work together to build up our communities, I look forward to our continued collaboration in investing in key infrastructure projects while making life more affordable for members of the agri-food sector and supporting the viability of their operations. Please accept my best wishes.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer and/or Treasurer
Hon. Trevor Jones, Minister of Agriculture, Food and Agribusiness
Robert Dodd, Chief of Staff to the Minister of Municipal Affairs and Housing
Ryan Puviraj, Chief of Staff to the Minister of Agriculture, Food and Agribusiness
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Local Government Division,
Municipal Affairs and Housing

Ministry of Transportation

Office of the Minister
777 Bay Street, 5th Floor
Toronto ON M7A 1Z8

Tel: 416 327-9200

Ministère des Transports

Bureau du ministre
777, rue Bay 5^e étage
Toronto ON M7A 1Z8

Tél : 416 327-9200

**Ministry of Northern Economic Development and Growth**

Office of the Minister
16th Floor, Suite 1600
438 University Avenue
Toronto ON M5G 2K8

Ministère du Développement et de la croissance économique du Nord

Bureau du ministre
16^e étage, bureau 1600
438, avenue University
Toronto ON M5G 2K8

774-2026-131

April 20, 2026

The Honourable Steven MacKinnon
Minister of Transport

TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca

Dear Minister MacKinnon,

We are writing to request federal support to accelerate the continued widening of Highways 11 and 17, including federal investment and a commitment to eliminating any duplicative federal review processes that could delay construction.

Highways 11 and 17 are critical transportation corridors and key parts of the Trans-Canada network. By connecting Northern Ontario to the rest of Canada, they play an essential role in building a more competitive, resilient and self-reliant national economy and country.

These highways are vital to moving goods across Canada. Together, they carry 2,000 trucks each day and transport more than \$125 million in goods. As Ontario builds and strengthens trade corridors, they continue to play an important role in this work. They will also help unlock Northern Ontario's full economic potential, including the development and transport of critical minerals and other natural resources the world needs. Reliable and efficient highway capacity is essential to ensure our resources reach markets and to support Ontario's and Canada's competitiveness.

We recognize the federal government's commitment to increasing defence spending and strengthening national security. In the current geopolitical environment, Ontario will continue to punch above its weight when it comes to contributing to Canada's defence industry, and our infrastructure is no exception. Highways 11 and 17 serve as critical infrastructure for economic security, domestic supply chains and defence readiness. As a key east-west corridor through Northern Ontario, they help ensure that military personnel, equipment and essential goods move safely and efficiently across the country.

Ontario has made significant progress along this corridor through four-lane expansion, roadway widening and the launch of North America's first 2+1 highway pilot in the North. However, given the scale and national significance of this corridor, federal support for the continued widening of these highways is more important than ever to ensure this corridor meet the demands of an increasingly competitive economy and an evolving security landscape.

We would welcome the opportunity to discuss this further.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

The Honourable Prabmeet Singh Sarkaria
Ontario Minister of Transportation

A handwritten signature in black ink, featuring a large, stylized loop at the top and a long horizontal stroke extending to the right.

The Honourable George Pirie
Ontario Minister of Northern Economic
Development and Growth

c: The Honourable David J. McGuinty
Minister of National Defence

**Ministry of Tourism,
Culture and Gaming**

Regional Services Branch

435 James Street South, Suite 334
Thunder Bay, ON P7E 6S7

**Ministère du Tourisme,
de la Culture et des Jeux**

Direction des services régionaux

435, rue James Sud, bureau 334
Thunder Bay, ON P7E 6S7



May 1, 2026

Camille Barr
Deputy Clerk
The Village of Burk's Falls
172 Ontario Street
Burk's Falls, ON P0A1C0
senioradmin@burksfalls.ca

Dear Ms. Barr:

Re: **Case Number: 2026-01-1-3500446140**
Summer Employment Opportunities Program 2026

I am writing to inform you that the Ministry of Tourism, Culture and Gaming is unable to fund your proposal for a Summer Employment Opportunities Program grant under this year's program criteria.

Many excellent proposals were received, and the decision-making process was a difficult one. The limited funds available for this year's Summer Employment Opportunities Program permitted approval only for projects that most closely met the stated program objectives and ministry priorities.

Please feel free to contact Jacqueline Belanger at (705) 507-9471 or by e-mail at Jacqueline.Belanger@ontario.ca if you wish to discuss further.

Although it is not possible for the Ministry to assist your organization at this time, I would like to offer you every success in your future endeavours.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Savioli", written in a cursive style.

Wendy Savioli
Manager

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Date April 30, 2026

Subject: Regulations under the *Geologic Carbon Storage Act, 2025*

Hello,

Following up on the recent letter you received from Jennifer Keyes, I am pleased to inform you that the *Geologic Carbon Storage Act, 2025* (GCSA) and supporting regulations, detailing requirements for the authorization of research and evaluation activities and carbon storage activities in Ontario, are now in effect.

Carbon storage is new to the province, and Ontario has taken a phased approach to ensure that it is done responsibly, with measures in place to safeguard people and the environment. Throughout each phase, the Ministry of Natural Resources has invited input from Indigenous communities and organizations, industry, agricultural associations, municipalities, non-government organizations, subject matter experts, farmers and the public.

The ministry sought feedback on the Regulatory Proposals under the Proposed Geologic Carbon Storage Act from August 12th, 2025, until September 26th, 2025. The final regulations can be found online through the following links:

- Ontario Regulation 311/25: [General Matters under the Authority of the Lieutenant Governor in Council](#)
- Ontario Regulation 12/26: [General Matters under the Authority of the Minister](#)
- Ontario Regulation 13/26: [Rent](#)

Through the regulation development process, all comments were considered, and changes were made to the proposal to respond to feedback and improve clarity and consistency. Key changes include:

- Removing application fees
- Lowering the emissions threshold for projects eligible to use pore space vested in the Crown by regulation
- Extending the maximum term of licences and permits for research and evaluation to support post-closure management
- Refining municipal endorsement requirements for storage permits
- Allowing phased security and the use of surety bonds for security

- Clarifying closure timelines
- Providing for the establishment of site-specific protection boundaries, instead of using fixed buffers, to delineate areas where Oil, Gas and Salt Resources Act (OGSRA) operators are restricted from carrying out well-related activities that could impact reservoirs where CO₂ is being stored.

The original proposal also included updates to the sample processing fees charged to all operators under the OGSRA, but a decision was made to not move forward with those updates at this time. The ministry's approach to stewardship fees has been deferred and will be considered separately. The proposal and decision notices are available on the Regulatory Registry under posting # [25-MNRF006](#).

The GCSA and supporting regulations enable the safe, responsible and permanent storage of carbon dioxide in a manner that is designed to protect public safety and the environment and minimize potential adverse impacts on other land and resource uses. Establishing a clear legislative and regulatory framework for this activity is key to realizing the potential benefits and managing potential risks associated with geologic carbon storage.

For more information on geologic carbon storage in Ontario, please visit Ontario.ca/CarbonStorage. If you have questions, please contact the Carbon Storage Operations Section by email at carbonstorage@ontario.ca or by phone at 519-873-4634.

Sincerely,

John Dungavell
Director, Development and Hazard Policy Branch

Highlights from the April 2026 Medical Officer of Health Report to the Board of Health

Medical Officer of Health Update:

Canadian Public Health Week 2026

This month, the North Bay Parry Sound District Health Unit marked Canadian Public Health Week (April 6 - 10, 2026) with the release of its 2025 Annual Report. The creation of this report was led by the Communications team, with contributions from all programs and services across the Health Unit. Together, they provided statistics and stories to shine a light on the often invisible yet vital work of public health over the past year. The report is available on our website.

Also in time for Canadian Public Health Week, the Health Unit recognized individuals and organizations who have demonstrated extraordinary efforts promoting public health. Healthy communities are the result of collective action, no single organization can achieve this alone.

- **The AIDS Committee of North Bay and Area (ACNBA)** for their compassionate, client-centered approach to care, commitment to reducing barriers to service, and strong collaboration with public health to support vulnerable populations.
- **Georgian Bay Biosphere – Mnidoo Gamii** for their leadership in climate action, sustainable transportation and food systems, and community development initiatives that promote health, environmental stewardship, and community connection.
- **Kirk Hewitt** for his compassionate, non-judgemental, and client-centred support of individuals with complex health and social needs, and for his strong collaboration with Health Unit programs to improve access to care and strengthen community partnerships.
- **True Self – Debwewendizwin** for their peer-led outreach and harm reduction initiatives, commitment to culturally informed care, and collaboration with public health to expand access to services and improve health outcomes for vulnerable populations.

The Health Unit values all contributions to community health, large and small, and sincerely appreciates the ongoing partnerships that strengthen our communities.

HPV Awareness Day 2026

The month of March included HPV Awareness Day on March 4. Human papillomavirus (HPV) is a group of over 200 viruses that, without vaccination, will infect about 75% of Canadians at some point in their lives. Infections are often asymptomatic, meaning most individuals are unaware they are infected. However, persistent infections can cause various cancers, which tend to occur many years after the initial infection.

HPV is responsible for nearly¹:

- 100% of cervical cancers
- 90% of anal cancers
- 60% to 73% of throat (oropharyngeal) cancers
- 40% to 50% of penile cancers
- 40% of vaginal and vulva cancers

HPV can also cause anogenital warts.

The good news is that a publicly funded vaccine is available for students in grades 7 to 12, as well as for individuals who meet high-risk criteria. The vaccine protects against nine strains of HPV, seven associated with cancer and two that most commonly cause genital warts, significantly reducing the risk of infection.

Despite this, HPV Immunization coverage remains lower than for many other routine vaccines. In the 2024-2025 school year, only 50% of Grade 7 students in North Bay Parry Sound received two doses of the vaccine, and 70% received at least one dose, which is comparable to coverage rates across Ontario².

To coincide with HPV Awareness Day, the Health Unit launched a HPV vaccine campaign. Teams from Vaccine Preventable Diseases, Sexual Health, Oral Health, and Community Health, along with staff from other programs, collaborated with Communications and Foundational Services to create and deliver a robust video campaign designed to educating the public on the HPV vaccines.

¹ Government of Canada (Health Canada). Human papilloma virus (HPV): symptoms and treatment [internet]. 2025 [cited 2026 Mar 20]. Available from: [Human papillomavirus \(HPV\): Symptoms and treatment - Canada.ca](https://www.canada.ca/en/health-canada/services/vaccines-and-immunization/immunization/human-papillomavirus-(hpv)-symptoms-and-treatment.html)

² Ontario Agency for Health Protection and Promotion (Public Health Ontario). Immunization data tool [Internet]. Toronto, ON: King's Printer for Ontario; 2026 [cited 2026 Mar 20]. Available from: <https://www.publichealthontario.ca/en/Data-and-Analysis/Infectious-Disease/Immunization-Tool>

The campaign was intended for parents/guardians, students, and teachers, and included six videos organically shared throughout March on the Health Unit's social media platforms. Ads also ran throughout the month on Instagram, Facebook, YouTube, and Google Ads.

The goal of the campaign was to reduce stigma associated with HPV, emphasize the critical role vaccination in cancer reduction, and highlight the importance of vaccinating early, before exposure to the virus.

HPV vaccination *is* cancer prevention.

Program and Services Highlights

Communicable Disease Control

- Influenza activity has been downgraded from 'localized' to 'sporadic' in recent weeks. This means some influenza cases continue to be reported, but there are currently no ongoing laboratory-confirmed outbreaks in institutions or public hospitals.

Oral Health

- The Oral Health program is providing education sessions in low-income seniors' housing complexes to reduce barriers to oral health care.
- The sessions provide oral health education and support seniors in navigating publicly funded dental programs, including the Ontario Seniors' Dental Care Program (OSDCP) and the Canadian Dental Care Plan (CDCP).

Sexual Health

- Public Health Nurses from Sexual Health and Communicable Disease Control delivered an education session to physicians and nurses at North Bay Regional Health Centre focused on current rates and treatment guidelines for sexually transmitted and blood-borne infections.

Harm Reduction

- The Health Unit has launched an updated version of its Safe Sharps Handling and Disposal Campaign, "**Community Safety. That's the Point.**"
- The campaign equips community members with the knowledge and skills to confidently and properly pick up and dispose of sharps found in the community, while reducing the potential health and safety risks associated with handling them.

Vaccine Preventable Diseases

- The Health Unit is concluding its *Immunization of School Pupils Act* activities for the 2025-26 school year.
- Out of over 17,000 students, only 79 secondary and 174 elementary school students experienced a suspension, which was only of brief duration for most.
- Immunization coverage rates for school-aged children in the district remain above the provincial average, as reported by the Public Health Ontario Immunization Data Tool.

Environmental Health

- Three information sessions, presented by Brent Allen (Acting Program Manager, Environmental Health) and Dr. Zimbalatti (MOH/EO) were provided to municipal representatives regarding the upcoming changes to the beach water sampling program.

Healthy Families

- Healthy Babies Healthy Children staff launched a new initiative to read a short book at every home visit.
- The goal is to give children a strong start by modelling reading and encouraging families to make reading part of their routine from the very beginning.

Community Health

- Planet Youth Nipissing released the results of the sticker design contest which had the goal of strengthening youth engagement and uplifting youth voices.
- Hard copy stickers featuring the [winning designs](#) are being distributed across the community by partner organizations.

Communications

- A tick awareness campaign has been launched.
- Six humorous informational videos have been produced for weekly release, along with static informational posts reinforcing key messages and providing supplementary education.

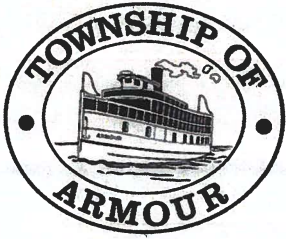
Population Health Assessment & Surveillance

- The [Mental Health and Wellbeing Dashboard](#) was recently launched on the Health Unit's website.

- Based on the Mental Health Promotion Framework, the dashboard presents local data on protective and risk factors at the individual, family, and community levels.
- A study summary on [Kidney Cancer in the City of North Bay](#) was also recently published.
- The analysis aimed to better understand the potential impact of higher levels of per- and polyfluoroalkyl substances (PFAS) in North Bay's drinking water on kidney cancer rates.

Health Equity – Food and Housing Affordability

- At the January Board of Health meeting, a resolution was passed related to [food and housing affordability](#), calling for higher social assistance rates based on findings in a recent study by the Health Unit.
- Information from this study is being shared provincially and locally, including through:
 - a provincial budget consultation submission; and
 - several presentations across the districts, including one at the Housing Solutions Forum hosted by Ontario Health and the North Bay Regional Health Centre.
- Municipalities were invited to amplify the Board of Health's resolution through their own resolutions of support. The following municipalities have done so to date:
 - Township of Mattawan
 - Municipality of East Ferris
 - Municipality of West Nipissing
 - Township of Armour
 - Township of Magnetawan
 - Town of Parry Sound



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: April 28, 2026

Motion # 2026-132

That Council for the Township of Armour adopts the recommendation of the TRI Council Sub-Committee to reschedule the TRI Council meeting originally set for May 25, 2026 to June 22, 2026, to be hosted by the Township of Armour, and further approves the cancellation of the TRI Council meeting scheduled for August 24, 2026.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input checked="" type="checkbox"/>

Carried / Defeated *R*

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>



**The Corporation of the
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: April 29, 2026

Resolution No.: 2026- 168

Moved By: Margaret Ann MacPhail **Seconded By:** Paul Sowrey

WHEREAS municipal workers and contractors play a critical role in maintaining essential infrastructure and ensuring public safety, particularly during significant weather events;

AND WHEREAS there has been a documented increase in incidents involving harassment, threats, and dangerous interference with municipal workers across Ontario;

AND WHEREAS the Association of Ontario Road Supervisors (AORS) has formally requested provincial legislative amendments to strengthen protections for these workers;

AND WHEREAS the Township of Oro-Medonte has passed a resolution supporting these requests, which has been endorsed by other municipalities including the Township of East Zorra-Tavistock;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Perry hereby supports the AORS request for provincial legislation amendments to enhance protections for municipal workers and contractors;

AND THAT the Province of Ontario be urged to:

- Implement stronger legislative measures addressing interference with municipal workers;
- Enhance protections during declared Significant Weather Events;
- Improve enforcement and coordination with police services;

AND THAT a copy of this resolution be forwarded to:

- Doug Ford, Premier of Ontario
- Michael Kerzner, Solicitor General of Ontario
- Hon. Jill Dunlop, Minister of Emergency Preparedness and Response
- Hon. Rob Flack, Minister of Municipal Affairs and Housing
- Hon. Prabmeet Singh Sarkaria, Minister of Transportation
- Hon. Graydon Smith, MPP Parry Sound - Muskoka
- Association of Municipalities of Ontario (AMO)
- Association of Ontario Roads Supervisors (AORS)
- All Ontario municipalities



Carried: _____

Defeated: _____

Joe Lumley, Acting Mayor

RECORDED VOTE		
Council	For	Against
Councillors Jim Cushman		
Margaret Ann MacPhail		
Paul Sowrey		
Acting Mayor Joe Lumley		

Corporation of the
Municipality
of
Magnetawan

Tel: (705) 387-3947
Fax: (705) 387-4875
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario POA 1P0

RESOLUTION NO. 2026 - 87 **APRIL 15, 2026**

Moved by: John Hetherington

Seconded by: Bishop

WHEREAS the Council of the Municipality of Magnetawan thanks Austin Toth for his Deputation Huntsville Cancer Clinic;

AND WHEREAS the Huntsville Cancer Clinic currently provides vital oncology services to residents of Huntsville and surrounding communities, including residents of the Municipality of Magnetawan;

AND WHEREAS cancer patients often require frequent visits for treatment, making proximity to care a critical factor in patient well-being, treatment adherence, and overall outcomes and relocating these services to Bracebridge would require significantly farther distances for treatment, increasing hardship for individuals already facing serious health challenges;

AND WHEREAS rural and northern residents already experience barriers to accessing healthcare, including transportation limitations, weather conditions, and financial constraints and maintaining equitable access to healthcare services across the region is essential to supporting healthy communities;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan strongly opposes the relocation of the Huntsville Cancer Clinic to Bracebridge and Council calls upon the Government of Ontario, the Ministry of Health, and Ontario Health to retain cancer care services in Huntsville;

AND FURTHER THAT the Municipality of Magnetawan urges other municipalities and stakeholders to join in advocating for the preservation of this critical healthcare service;

AND THAT this resolution be circulated to the Honourable Doug Ford, Premier, the Honourable Sylvia Jones, Deputy Premier and Minister of Health, the Honourable Graydon Smith MPP Muskoka Parry Sound, the Honourable Scott Aitchison MP Muskoka Parry Sound, FONOM, AMO, NOMA, and all affected Municipalities including Armour, Burk's Falls, Callander, Joly, Kearney, Machar, Magnetawan, McMurrich-Monteith, Nipissing, Perry, Powassan, Ryerson, South River, Strong, Sundridge, Whitestone, Bracebridge, Gravenhurst, Huntsville, Lake of Bays, and Muskoka Lakes.

Carried Defeated Deferred

Sam Dunnett
Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future*



OFFICE OF THE CLERK

Phone: (807) 274-5323 | Fax: (807) 274-8479

Mailing Address: 320 Portage Avenue
Fort Frances, ON P9A 3P9

Email: town@fortfrances.ca

Website: www.FortFrances.ca

April 17, 2026

To Whom It May Concern;

This letter is to formally inform you that at the Regular Council Meeting of March 23, 2026, the following oral motion was carried by Mayor and Council:

Oral Motion:

THAT Council provide a resolution of support for the Township of Emo letter regarding Accessible Roadside Rest Areas - Washrooms;

AND THAT the resolution of support be forwarded to all Ontario municipalities, the Honourable Doug Ford, and all those cc'd in the Township of Emo letter

Mover: Wendy Brunetta

Seconder: Kaleb Firth

Result: CARRIED

Thank You / Merci / Miigwech,

Ally Lewis
Deputy Clerk



The Corporation of the Township of Emo

P.O. Box 520, Emo, Ontario, P0W 1E0

Website: www.emo.ca
E-mail: township@emo.ca

Phone: 807-482-2378
Fax: 807-482-2741

March 12, 2026

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Premier@ontario.ca

Honourable and Dear Sir:

RE: Accessible Roadside Rest Areas-Washrooms

Please be advised that the Council of the Corporation of the Township of Emo at its December 10, 2025 Regular Meeting of Council, passed the following resolution:

Date: December 10, 2025

Motion: 15

Moved By: Lisa Teeple

Seconded By: Harrold Boven

WHEREAS Northwestern Ontario is significantly lacking in year-round accessible washrooms; and

WHEREAS many Northwestern Ontarian's travel for hours during the winter months without having access to an open washroom facility; and

WHEREAS Northwestern Ontarians travel daily for business, medical appointments, surgeries, shopping and family activities. During the summer months, seasonal businesses are open and allow public access to their washroom facilities. Once the colder months come, majority of these privately owned businesses close for the season.

NOW THEREFORE BE IT RESOLVED that the Township of Emo urges the Province of Ontario and the Ministry of Transportation of Ontario to provide safe, clean, and year-round accessible roadside rest area washrooms to the residents of Northwestern Ontario, at least every 100 km on Hwy 11, Hwy 17, and Hwy 71.

CARRIED

If you require any additional information, please let me know.

Sincerely,



Crystal Gray
CAO/Clerk-Treasurer
Township of Emo
P: (807) 482-2378
E: cao@emo.ca

CC: The Honourable Prabmeet Singh Sarkaria, Minister of Transportation, prabmeet.sarkaria@pc.ola.org
The Association of Municipalities of Ontario (AMO) amo@amo.on.ca
Rural Ontario Municipal Association (ROMA) roma@roma.on.ca
Northern Ontario Municipal Association (NOMA) admin@noma.on.ca
MPP Honourable Greg Rickford, greg.rickford@pc.ola.org
MP Marcus Powlowski, marcus.powlowski@parl.gc.ca
Local municipalities.



Office of the City Clerk, City Hall
500 George Street North
Peterborough, Ontario
K9H 3R9

April 24, 2026

The Right Honourable Mark Carney, Prime Minister of Canada;
Honourable Patty Hajdu, Minister of Jobs and Families and Minister responsible for the Federal Economic Development Agency for Northern Ontario;
MP Emma Harrison;
Paul Thompson, Deputy Minister of Employment and Social Development;
Rob Wright, Deputy Minister of Labour and Associate Deputy Minister of Employment and Social Development;
Cliff Groen, Associate Deputy Minister of Employment and Social Development;
Honourable Doug Ford, Premier of Ontario;
Honourable Michael Parsa, Minister of Children, Community and Social Services;
MPP Dave Smith;
Daniele Zanotti, Deputy Minister of the Ministry of Children, Community, and Social Services;
Cordelia Clarke Julien, Assistant Deputy Minister Social Assistance Program Branch;
Federation of Canadian Municipalities (FCM);
Association of Municipalities of Ontario (AMO); and
All Ontario Municipalities

Subject: Guaranteed Basic Income Resolution

The following resolution, adopted by City Council at its meeting held on March 30, 2026, is forwarded for your consideration.

WHEREAS:

- 1. Poverty and income insecurity continue to negatively impact the health and well-being of residents in Peterborough and across Ontario;**
- 2. Municipal governments bear significant costs from the downstream effects of poverty, including increased demand for social services, emergency shelters, and community programs;**
- 3. Evidence from the Ontario Basic Income Pilot (2017–2019) and comparable programs demonstrated meaningful improvements in health, housing stability, and food security among participants;**



City of
Peterborough

4. A Guaranteed Basic Income (GBI) requires collaboration between the Government of Ontario and the Government of Canada to design, fund, and implement effectively; and
5. Municipalities, as the order of government closest to residents, are well-positioned to advocate for income security policies that reflect local needs.

THEREFORE BE IT RESOLVED THAT:

1. Council urges the Government of Ontario and the Government of Canada to collaborate on the design, funding, and implementation of a Guaranteed Basic Income for all Canadian residents;
2. Council calls upon the Province of Ontario to reinstate a basic income pilot with a view to province-wide implementation; and
3. The Clerk be directed to forward a certified copy of this resolution to the Premier of Ontario, the Prime Minister of Canada, our local MPP and MP, relevant federal and provincial Ministers, AMO and FCM, and to share it with all Ontario municipalities for endorsement.

Sincerely,

A handwritten signature in black ink, appearing to read "John Kennedy".

John Kennedy
City Clerk

Sent by Email

May 1, 2026

The Honourable Peter Bethlenfalvy
MPP Pickering-Uxbridge
1550 Kingston Road, Suite 213
Pickering, ON L1V 1C3
Peter.BethlenfalvyCo@pc.ola.org

Subject: Corr. 06-26
Tracy Brown, Chair, Board of Trustees, Durham District School Board
Re: Request for Provincial School Board Governance Consultation Process

The Council of The Corporation of the City of Pickering considered the above matter at a Meeting held on April 27, 2026 and adopted the following resolution:

1. That Corr. 06-26, from Tracy Brown, Chair, Board of Trustees, Durham District School Board, dated March 26, 2026, regarding a Request for Provincial School Board Governance Consultation Process, be received and endorsed; and,
2. That a copy of this resolution be forwarded to Durham Region MP's, Durham Region MPP's, John Henry, Regional Chair, The Regional Municipality of Durham, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), all Ontario Municipalities, the Ontario Public School Boards' Association, and all Durham District School Board Trustees.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

A copy of the original correspondence is attached for your information.

Yours truly



Susan Cassel
City Clerk

SC:am

Encl.

Copy: Juanita Nathan, MP Pickering-Brooklin
Jennifer McKelvie, MP Ajax
Ryan Turnbull, MP Whitby
Rhonda Kirkland, MP Oshawa
Jamil Jivani, MP Bowmanville-Oshawa North
Jacob Mantle, MP York-Durham
Hon. Todd McCarthy, MPP Durham
Rob Cerjanec, MPP Ajax
Lorne Coe, MPP Whitby
Jennifer French, MPP Oshawa
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock
John Henry, Regional Chair, The Regional Municipality of Durham
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
All Ontario Municipalities
Ontario Public School Boards' Association
Durham District School Board Trustees

Chief Administrative Officer



Durham District School Board

400 Taunton Road East, Whitby, Ontario L1R 2K6

Phone: 905-666-5500; Toll Free: 1-800-265-3968

March 26, 2026

The Honourable Doug Ford, Premier
Premier's Office
Legislative Building, Queen's Park
Toronto, ON M7A 1A5

And

The Honourable Paul Calandra, Minister of Education
Ministry of Education
315 Front Street West, 14th Floor
Toronto, ON M7A 0B8

Sent via email: premier@ontario.ca; minister.edu@ontario.ca

Re: Request for Provincial School Board Governance Consultation Process

Dear Premier Ford and Minister Calandra,

On behalf of the Board of Trustees of the Durham District School Board, I am writing to request that a province-wide consultation process take place before making any governance changes or decisions that would result in the elimination of school board trustees.

The potential elimination of trustees is concerning and represents a significant shift in Ontario's education governance. Trustees serve as a longstanding, essential democratic link between local communities and the public education system. Any change of this magnitude should not be considered without seeking input through evidence-based research and meaningful public engagement.

It is essential that communities have an opportunity to fully understand and respond to the implications of a proposal that would remove school board trustees, which may have unintended negative consequences on the communities that we are elected to serve. We understand you have recently heard from a number of other boards across the province, and we strongly agree with the statement from our colleagues at Avon Maitland DSB that *"transparency regarding the rationale, objectives, and anticipated outcomes of this proposal is essential to maintaining public trust and ensuring informed dialogue."*

Durham Region includes diverse, urban, suburban, and rural communities, all with vastly varying histories and needs. Local representation ensures the unique needs of each of our communities are considered and met. As a Board of Trustees, we are firmly and proudly



Durham District School Board

400 Taunton Road East, Whitby, Ontario L1R 2K6

Phone: 905-666-5500; Toll Free: 1-800-265-3968

committed to promoting meaningful learning, connected communities, and well-being, being responsive to the priorities of the local community in carrying out our duties and responsibilities.

In parallel to this letter, we are also writing to the Ombudsman's Office to request an immediate review of the potential impacts of removing school board trustees with respect to fairness, openness, transparency, and accountability.

We thank you for your immediate attention to this important matter.

Sincerely,

Tracy Brown
Chair, Board of Trustees
Durham District School Board

cc.

Members of Provincial Parliament (MPPs) for Durham Region
Members of Parliament (MPs) for Durham Region
Regional Chair, Mayors and Council for Durham Region Municipalities
Ontario Public School Boards' Association and Members Board
DDSB Board of Trustees

Fw: Municipal Leaders Standing Together for Safety and Healing

From Burk's Falls Mayor <mayor@burksfalls.ca>

Date Thu 2026-04-23 6:03 PM

To Denis Duguay <clerk@burksfalls.ca>

Fyi correspondence

Get [Outlook for Android](#)

From: Moose Hide Campaign Events <events@moosehidecampaign.ca>

Sent: Thursday, April 23, 2026 5:35:41 PM

To: Burk's Falls Mayor <mayor@burksfalls.ca>

Subject: Municipal Leaders Standing Together for Safety and Healing



Dear Mayor Hope,

The nature of the cause:

- The Moose Hide Campaign is an Indigenous-led grassroots movement aimed at reconciliation and ending gender-based violence in Canada. **This May 14, 2026, marks the 15th annual Moose Hide Campaign Day:** A National Day of Ceremony where Canadians from all backgrounds, cities, communities, cultures, and gender identities stand in solidarity against gender-based violence.
- The Moose Hide Campaign gives Canadians who are looking to participate in the nation's journey of reconciliation an accessible and important path forward and an opportunity to help stop violence in our communities once and for all.
- The Moose Hide Campaign is represented by a simple square of moose hide worn on the lapels of so many Canadians. To date, over 7-million moose hide pins have been given to Canadians. All levels of governments are choosing to embrace the Moose Hide Campaign.

Eligibility: non-profit group and national awareness day.

History and background of the organization/cause:

- The Moose Hide Campaign began as a BC-born Indigenous-led grassroots movement to engage men and boys in ending violence towards women and children. It has since grown into a nationwide movement of Indigenous and non-Indigenous Canadians from local communities, First Nations, governments,

schools, colleges/universities, police forces and many other organizations – all committed to taking action to end this violence.

- Since the Campaign began over 10 years ago along the Highway of Tears, thousands of communities and organizations across Canada have held Moose Hide Campaign events and joined the annual Moose Hide Campaign Day ceremony. The campaign is grounded in Indigenous ceremony and traditional ways of knowing and being. A cornerstone of the Moose Hide Campaign is the moose hide pin. Wearing the pin signifies your commitment to honour, respect, and protect the women and children in your life and speak out against gender-based and domestic violence.

We invite your support in the following ways:

Proclamation of Moose Hide Campaign Day

- Issue a proclamation in support of Moose Hide Campaign Day on May 14, 2026, to show the City's commitment to standing against gender-based violence and supporting the movement of reconciliation. You can find a Proclamation Template on our website [here](#).

Lighting of City Monuments

- We ask the City to light significant landmarks or monuments in the colour of the Moose Hide Campaign pin (golden yellow) to raise awareness and show solidarity with those working to end violence.
- The lighting will help spread a powerful message: That our communities have no space for gender-based violence and the community has been a part of the Moose Hide movement for many years: Student groups, families, business leaders, and politicians have all proudly worn the moose hide pin.

The requested date for the lighting:

May 14, 2026

The requested colour(s) for the lighting (RGB number or colour sample)

Golden yellow, similar to the colour of the moose hide pin.

R:255 G:168 B:1

#FFA801

Event Calendar Inclusion:

- We request that the Moose Hide Campaign Day be added to the City's official event calendar as part of ongoing efforts to promote awareness and reconciliation. This inclusion will provide an opportunity for residents to learn more about the campaign and how they can contribute to this important cause.

Newsletter Feature:

- We would greatly appreciate it if the City's newsletter or website could feature the Moose Hide Campaign in the lead-up to May 14, 2026, providing information on how individuals, families, and organizations can participate and make a difference. Sharing the significance of the campaign and offering participation options helps us engage even more community members in the movement.

Why Your Support Matters

- Lighting our landmarks, proclaiming the day, and sharing the campaign in your communications will contribute to a growing network of Canadians working together to create safe, respectful, and inclusive communities.
- The Moose Hide Campaign invites individuals and groups to take action whether by wearing the moose hide pin, sharing stories of healing, or joining events across the country.

A web link to more information on our organization:

- <https://marketing.moosehidecampaign.ca/e/1041051/2026-04-23/3cccm/653192229/h/AAewID9Ut8x4OyPozxlox4ywnk2tVriQYpHFULyQvY8>
- <https://marketing.moosehidecampaign.ca/e/1041051/downloads/3cccq/653192229/h/AAewID9Ut8x4OyPozxlox4ywnk2tVriQYpHFULyQvY8>

Thank you for your time and consideration of this request. We are hopeful that, with your support, we can raise awareness, create opportunities for healing, and promote an ongoing dialogue as part of Moose Hide Campaign Day on May 14, 2026. Reach out to us at info@moosehidecampaign.ca and we would be happy to provide any further details or assistance in bringing this vision to life.

K. Lacerte

Kathryn Lacerte
Acting Executive Director

[unsubscribe](#) from Moose Hide Campaign correspondence



The Corporation of the Township of Otonabee-South Monaghan

April 23, 2026

Sent via Email:

The Right Honourable Mark Carney, Prime Minister of Canada, pm@pm.gc.ca
Senator Robert Black, robert.black@sen.parl.gc.ca
The Honourable Steve MacKinnon, Minister of Transportation, steven.mackinnon@parl.gc.ca
The Honourable Doug Ford, Premier of Ontario, doug.fordco@pc.ola.org
M.P. Emma Harrison, Emma.Harrison@parl.gc.ca
M.P.P. David Piccini, david.piccinico@pc.ola.org
Liberal Riding Association, ontario@liberal.ca
The Federation of Canadian Municipalities, Rgiroux@fcm.ca
The Association of Municipalities of Ontario, amo@amo.on.ca
Rural Ontario Municipal Association, roma@roma.on.ca
Eastern Ontario Wardens' Caucus, info@eowc.org
All Ontario Municipalities

Re: Township of Otonabee-South Monaghan Resolution - ALTO High Speed Rail

Please be advised that the Council of the Township of Otonabee-South Monaghan, at its meeting on April 20th, 2026 passed the following resolution:

R83-2026

The council of the Township of Otonabee South Monaghan wishes to formally register opposition to the ALTO High Speed rail project as it is currently proposed. We find the first round of consultation to be inadequate, and critical information is lacking. This includes but is not limited to:

- the location of the route and the social and economic impact that will divide communities,
- how landowners directly and indirectly affected by this route will be compensated,
- how much agricultural land will be taken out of production,
- how environmental impact will be mitigated,
- how municipalities will be compensated for land assessment loss,
- how many rural roads will be dead ended at the tracks,
- where overpasses will be constructed,

- how municipalities will be compensated for increased road maintenance and emergency response costs due to these closures,
- how a project which travels through a small section of Canada and benefits a very small percentage of our urban population can be considered “Nation Building”,
- a very weak and extremely long-term business case with no unknown long term financial impact,
- a project that will add substantially to an already crippling national debt load of approximately \$1.4 trillion, which currently costs Canadians about \$75 million/day to service.

Moved by: Nick Powers; seconded by: Bonnie Clark

Yes: Bonnie Clark, Joe Taylor, Mark Allen, Terry Holmes, and Nick Powers

Carried 5-0

Yours truly,
Township of Otonabee-South Monaghan

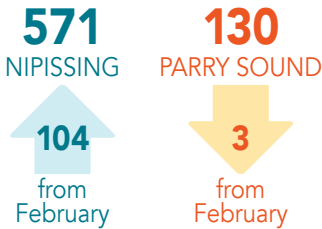


Liz Ross
Deputy Clerk



JOBS REPORT MARCH 2026

TOTAL NUMBER OF JOB POSTINGS



TOP INDUSTRY WITH VACANCIES

NIPISSING
Health Care & Social Assistance (28.7%)

PARRY SOUND
Health Care & Social Assistance (26.2%)

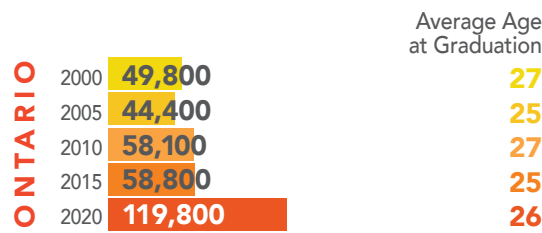
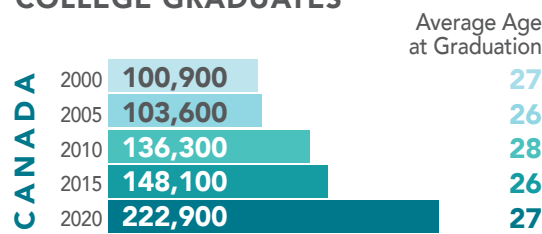
To view the full report, visit our website
www.thelabourmarketgroup.ca
readysethired.ca

Graduate numbers for College and Bachelors degrees in Canada and Ontario from 2000-2020

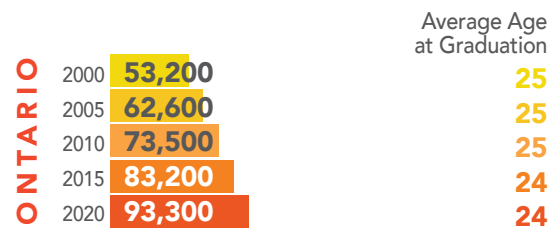
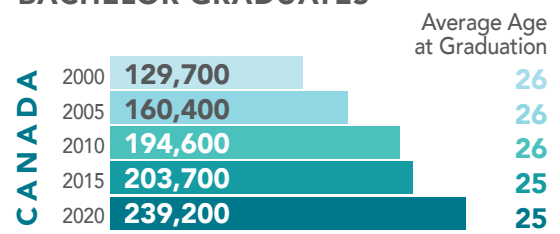
On the whole, over the 20 years shown, graduate numbers have steadily increased across the board. 2020 is notable for Ontario college graduates in that the number doubled in just a 5-year span. Ontario graduates are also younger than the Canadian average.



COLLEGE GRADUATES



BACHELOR GRADUATES



Source: Statistics Canada

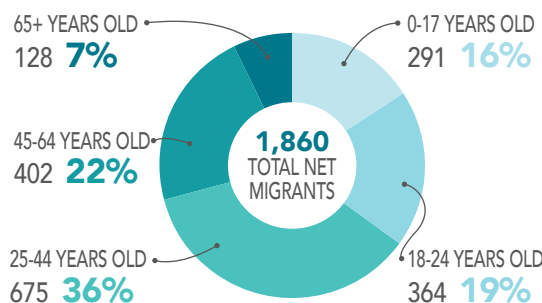
NET MIGRATION BY AGE GROUP 2022-2023



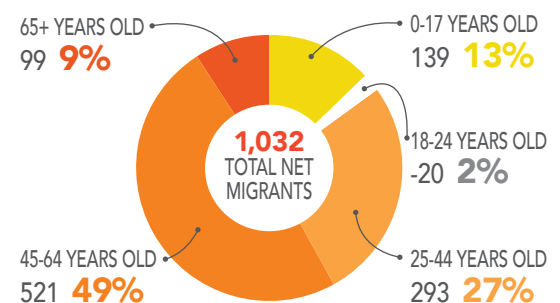
Nipissing has had net migration in all age categories, with the largest category being those aged 25-44 years old with 36%, followed by 45-year olds at 22%.

For Parry Sound, by far the biggest category of net in-migrants are those aged 45-64 years old with 49%. In-migrants to Parry Sound tend to be older compared to Nipissing.

NIPISSING



PARRY SOUND



Source: Statistics Canada, Tax filer (T1FF) – Migration Estimates, 2016/17 to 2022/23

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:



The Source and Destination of MIGRATION IN OUR AREA

A very significant net number of residents arrive in **Nipissing** from other parts of Ontario, and that number has been increasing, rising considerably in 2021-22, and staying high in 2022-23; and there is a small but increasing number of net migrants from international sources, especially in 2022-23.

For **Parry Sound** migrants from the rest of Ontario represent almost all of the net total migrants to Parry Sound, that number stayed steady for most of these years, but had a large increase in 2021-22, which continued in 2022-23; and there is a very small net migration from international sources, less than in the case of Nipissing.

MORE FROM THE MARCH JOBS REPORT:

TOP OCCUPATIONS

NIPISSING

Sales & Services (24.7%)

Trades, Transportation, and Equipment Operators (17%)

Health Care & Social Assistance (15.9%)

PARRY SOUND

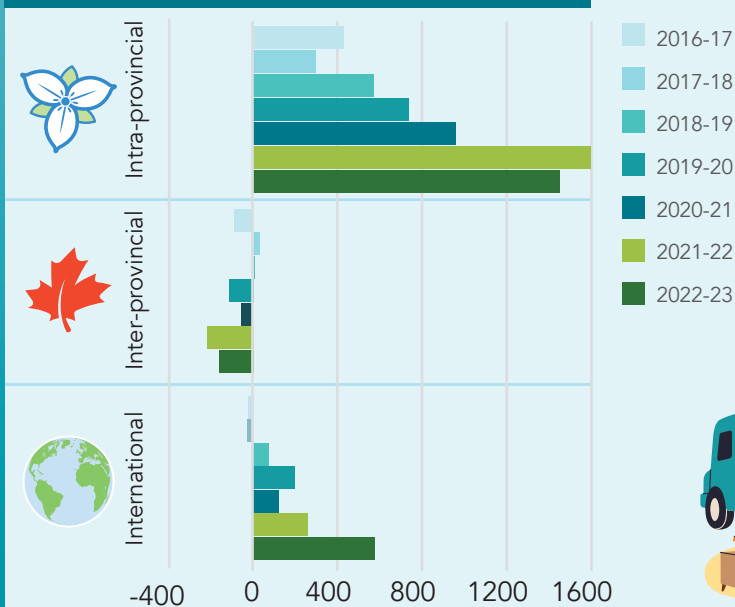
Sales & Services (40%)

Trades, Transportation, and Equipment Operators (14.6%)

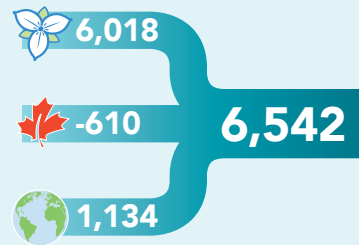
Education, Law & Social, Community & Gov (13.1%)

To view the full report, visit our website www.thelabourmarketgroup.ca readysethired.ca

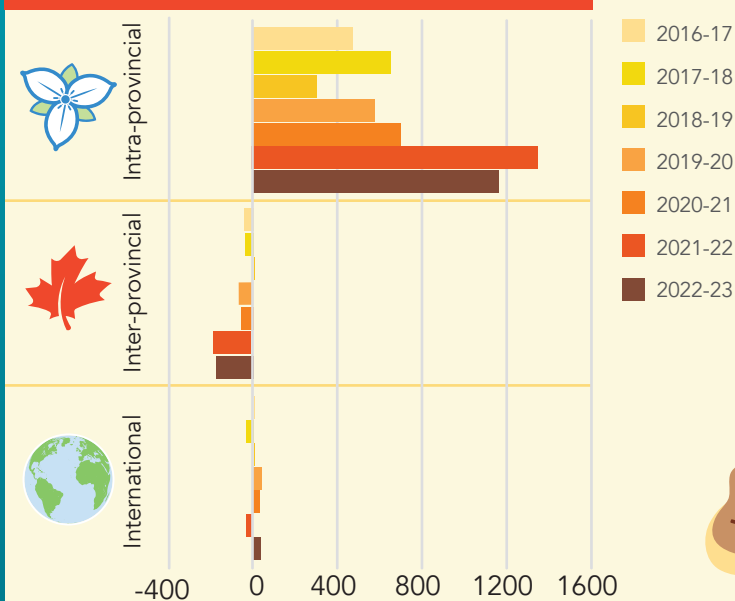
Nipissing, 2016/17-2022/23



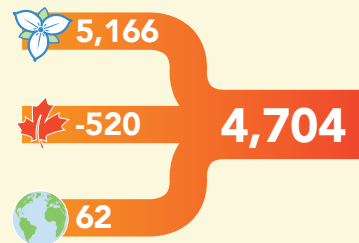
Total Net Migration 2016-2023



Parry Sound, 2016/17-2022/23



Total Net Migration 2016-2023



Questions or concerns? Feel free to contact us at info@thelabourmarketgroup.ca



T. 705.478.9713

150 First Ave. West
Suite 103, North Bay, ON
P1B 3B9

The Labour Market Group is funded by:



Source: Statistics Canada, Tax filer (T1FF) – Migration Estimates, 2016/17 to 2022/23

www.thelabourmarketgroup.ca