



## VILLAGE OF BURK'S FALLS COUNCIL AGENDA

Tuesday, February 27, 2024

6:00 pm at the Young at Heart Seniors Centre

1. **DECLARATION OF PECUNIARY OF INTEREST**
2. **ADOPTION OF AGENDA**
3. **CIRCULATION OF THE MINUTES – RESOLUTION TO ADOPT PREVIOUS MINUTES**  
Meeting(s) dated: Regular meeting of January 16 and Special Meeting of January 30
4. **DELEGATIONS TO COUNCIL**
  - A. Gladys Middlebrook regarding Feeding Wildlife
5. **STAFF AND COMMITTEE REPORTS**
  - A. Public Works Foreman Report for February 2024
  - B. Municipal Law Enforcement Annual Report 2023
  - C. Arena Manager Report for January and February 2024
  - D. Arena Manager 2023 Budget Actuals Review
  - E. Arena Manager 2024 Budget Review
  - F. Fire Chief Report
  - G. Council Remuneration and Expenses 2023
  - H. Recreation Advisory Committee Draft Minutes of February 7, 2024
  - I. Downtown Development Advisory Committee Draft Minutes of January 31, 2024
  - J. Burk's Falls Cemetery Board Draft Meeting Minutes of January 17, 2024
  - K. Public Works Committee Draft Minutes of February 21, 2024
6. **ITEMS FOR DISCUSSION**
  - A. Library Discussion
  - B. Motion to Move March 26 Meeting to March 27
  - C. Terms of Reference, Personnel Committee
  - D. Terms of Reference, Theatre Committee
  - E. EXP Road Needs Study
  - F. Ontario Clean Water Agency Annual Drinking Water System Report
  - G. JBC resolution 2024-006 Lease Agreement with the Township of Strong
  - H. JBC resolution 2024-013 2020 Chevrolet
  - I. JBC resolution 2024-014 JBC Budget
  - J. JBC resolution 2024-015 Proposed Changes to the Building By-law
7. **RESOLUTIONS TO BE PASSED**
  - A. Approve Accounts Payable
  - B. By-law 05-2024 RZone Policy
  - C. By-law 06-2024 Terms of Reference for Internal Committees
  - D. By-law 07-2024 Disposal of Municipal Assets
  - E. Accept quote from Stinson Electric for Well Generator Hook-up
  - F. Approve Proposed 2024/2025 Arena Rates
  - G. Approve Cyber Insurance Quote
  - H. Approve Retendering of Cemetery Services
8. **CONFERENCES AND INVITATIONS**
  - A. None
9. **COUNCILLOR(S) REPORT**
10. **CORRESPONDENCE – As attached.**
11. **CLOSED SESSION**

Pursuant to the Municipal Act 2001, c. 25:

  - A. Section 239(2) (b) regarding an identifiable individual, or municipal employee.
12. **CONFIRMING BY-LAW**
13. **ADJOURNMENT**



## VILLAGE OF BURK'S FALLS COUNCIL AGENDA

February 27, 2024

6:00 pm at the Young at Heart Senior Centre

### List of Correspondence for Council

**(Please call office prior to meeting to move to main agenda for discussion)**

#### **C.1 Minutes of Committees**

1. Joint Building Committee Meeting Minutes of January 18, 2024
2. Tri Council Waste Management Report, Budget, and Administrator Report
3. Almaguin Highlands Health Council Draft Minutes of February 2, 2024, and Human Health Recruiter Report

#### **C.2 Request for Support**

1. FONOM, Town of Hanover, Township of Georgian Bluffs, Municipality of Calvin, and Town of Orangeville regarding Social and Economic Prosperity Review
2. Proposed Resolution Regarding AMO Social Economic Prosperity Review
3. Township of Larder Lake, Town of Plympton-Wyoming and City of Greater Sudbury regarding amendment to the Occupational Health and Safety Act, Definition of "Employer"
4. Municipality of Calvin regarding Firefighting Strategy
5. City of Brantford regarding Reliable and Accessible Public Rail Transit-CN Rail
6. Town of McKeller and the City of Newmarket regarding Notice Policy and Procedure By-law update
7. Township of McMurrich-Monteith, Town of Plympton-Wyoming regarding Prohibition of Criminal from Municipal Council
8. Township of Wainfleet, Tay Township, Municipality of Calvin, and Clearview Township regarding Cemetery Transfer/Abandonment Administration and Management System
9. City of Mississauga regarding Landlord Tenant Board
10. Town of Mono regarding Road Safety Emergency
11. Township of McMurrich-Monteith and Municipality of Wawa regarding Expanding the Life of Fire Apparatus
12. City of Cambridge regarding Catch and Release
13. Township of Greater Madawaska, Town of Plympton-Wyoming, and Town of Lincon regarding Tax Credit for Volunteer Firefighters
14. Township of Bonfield regarding reducing impact of increased access to alcohol
15. County of Renfrew regarding Rural and Small Urban Municipalities- Affordability of Water and Wastewater Systems
16. Orangeville Police Service Board regarding Intimate Partner Violence and Gender Based Violence
17. Municipality of Tweed Regarding License Plate Sticker Renewal Fees

#### **C.3 Correspondence to Village**

1. Dr. Sarah MacKinnon regarding Primary Care Expansion Expression of Interest and Funding Approval
2. Township of Ryerson, Township of McMurrich-Montieth, Township of Perry and Township of Armour regarding share of the live burn building project
3. Housing-Enabling Water Systems Fund, webinar slides
4. Ministry of Northern Development seeking feedback, consultation process
5. Northern Ontario Women's Caucus invitation to join
6. District of Parry Sound Social Services Administration Board CAO Report for February 2024
7. Ministry of Agriculture, Food and Rural Affairs regarding consultation for Rural Economic Development Strategy
8. Enbridge regarding concerns with the Ontario Energy Board's decision on Phase 1 of the rebasing application





THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
January 16, 2024

The regular meeting of The Burk's Falls Council was held on Tuesday, January 16, 2024

Present: Mayor Chris Hope, Deputy Mayor John Wilson, Councillors Ashley Brandt, Sean Cotton, Ryan Baptiste  
Staff: CAO - Clerk Denis Duguay

**DECLARATION OF PECUNIARY INTEREST:**

Councillor Sean Cotton for resolution 2024-20

**ADOPTION OF AGENDA**

2024-01 Moved by Ashley Brandt - Seconded by Ryan Baptiste  
Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the agenda for the meeting January 16, 2024. Carried.

2024-02 Moved by Ryan Baptiste - Seconded by John Wilson  
Be it resolved;

That the following items be added to the Council agenda;

Items for Discussion:

- H. Provincial Cemetery Management Support Request
  - I. Township of Perry Regional Fire Department Discussion
- Carried.

**MINUTES**

2024-03 Moved by Sean Cotton - Seconded by Ryan Baptiste  
Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the Council meeting of December 19, 2023 of as circulated. Carried.

**DELEGATIONS TO COUNCIL**

- A. None

**REPORTS TO COUNCIL**

- A. Council received the Public Works Foreman's Report for the month of December, Councillor Brandt commended the public works staff.

**ITEMS FOR DISCUSSION:**

- A. Request from the Burk's Falls & District Historical Society regarding venue for the Heritage Festival 2024. Council discussed the benefits of the venue in the village and approved the request for 2024.
- B. 2024 Municipal Donation Requests and Ongoing Subsidies, council discussed the new process adopted in 2023 to help plan during budget time, concerns were brought forward on the lack of application for 2024. Council discussed the process may be ambiguous and the form might need to be re-vamped. Staff discussed possible annual council meeting to address requests, applicants could address council as a delegation for approval. Three of the four applications were approved TOPS, Army Cadets and Santa Claus parade, council deferred the Agricultural society request at a later time to allow the society to provide current the agreement as to eliminate confusion regarding what is a donation and what is included in the agreement.
- C. Joint Building Committee Annual Permit Summary, permit summary included January to November, councillor Wilson advised the full year should be available at the next meeting.
- D. Ministry of Agriculture, Food and Rural Affairs RED Program
- E. Light Up the Falls, Winter 2024, councillor Cotton discussed the possibility of hosting a similar festivity for 2024 in the Village of Burk's Falls, council agreed this item should be discussed and organized through the Downtown Committee.



THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
January 16, 2024

- F. The Health Centre Board's Creation, council discussed the potential opportunities the board could provide, suggesting long-term planning for the health centre and engaging with other agencies and oversee agreements. Suggestions of a medical administrator could be possible in the future.
- G. Future Financial Impact i.e. New Library, Fire Hall/EMS, council discussed concerns on funding availability, council invited the Treasurer to bring a report forward with possible funding options in the near future.
- H. Provincial Cemetery Management Support Request, council discussed supporting the letter from Tay township on cemetery funding, the rising cost impacting municipal budgets.
- I. Township of Perry Regional Fire Department Discussion, council approved supporting the resolution to start discussion from the Township of Perry.

**RESOLUTIONS PASSED**

2024-04 Moved by Sean Cotton - Seconded by John Wilson

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$276,925.61 for up to and including this date is hereby approved for payment.

Carried.

2024-05 Moved by Ryan Baptiste - Seconded by John Wilson

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the request from the Santa Claus Parade Committee for annual donation of \$250.00. Carried.

2024-06 Moved by Ryan Baptiste - Seconded by Ashley Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the request from TOPS for the boardroom use at the AHHC at a cost of \$25.00 per month. Carried.

2024-07 Moved by Sean Cotton - Seconded by John Wilson

Be it resolved;

That Council for the Village of Burk's Falls hereby approves the request from Royal Canadian Army Cadets Corporation for ongoing use twice weekly of the arena for training, ongoing support to fundraise with bottle returns at the landfill, ongoing support to keep the shipping container in the Public Works yard. Carried.

2024-08 Moved by Sean Cotton - Seconded by John Wilson

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the resolution by Tay Township regarding cemetery management, requesting support from the Provincial Government. Carried.

2024-09 Moved by John Wilson - Seconded by Ryan Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the resolution from Perry Township resolution # 2023-309 to enter into discussions surrounding the Regional Fire Department;

And further that Council hereby directs the CAO to forward the resolution to the Township of Perry. Carried.

2024-10 Moved by Sean Cotton - Seconded by Ryan Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 1-2024 authorizing temporary borrowing for the year 2024 as presented and considered read three times and passed this 16 day of January 2024. Carried.





THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
January 16, 2024

2024-11 Moved by John Wilson - Seconded by Ashley Brandt  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby adopts By-law 2-2024 being a By-law to set the interim tax levy and interest and penalty as presented and considered read three times and passed this 16 day of January 2024. Carried.

2024-12 Moved by Ryan Baptiste - Seconded by John Wilson  
Be it resolved;  
That Council for the Village of Burk's Falls hereby adopts the recreation RZONE Policy for the Village. Carried.

2024-13 Moved by Ashley Brandt - Seconded by John Wilson  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby approves the request from the Historical Society the use of the Knight Brother's Park for their Annual Heritage Day Celebration and the Firefighters Challenge provided there is a signed rental agreement and the Village is named as a third party insured under the events' insurance program. Carried.

2024-14 Moved by Sean Cotton - Seconded by Ryan Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby accepts the 2024 Insurance Program Renewal with Intact Public Entities through Darling Insurance in the total amount of \$164,957.88 plus taxes. Carried.

**COUNCILLORS REPORT:**

Councillor Baptiste discussed the recommendation from the recreation committee for a possible toboggan hill for residents and possible locations. Council also inquired on the cross-country ski trails and maintenance. Suggestion the track could be cleaned and used for cross-country skiing if enough interest. Discussion on a possible Ice track and location.

2024-15 Moved by Sean Cotton - Seconded by Ryan Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls now enters into a closed meeting at 7:50 pm, pursuant to the Municipal Act 2021, c. 25, Section 239 (2) (b) regarding an identifiable individual, or municipal employee. Carried.

2024-16 Moved by Ryan Baptiste - Seconded by Ashley Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls now reconvenes to open session at 8:26 pm. Carried.

2024-17 Moved by Ashley Brandt - Seconded by Ryan Baptiste  
Be it resolved;  
That Council for the Village of Burk's Falls hereby agrees to reschedule the February 20, 2024 regular Council meeting to Tuesday, February 27, 2024 at 6:00 pm. Carried.

2024-18 Moved by John Wilson - Seconded by Ashley Brandt  
Be it resolved;  
That Council for the Village of Burk's Falls hereby accepts the recommendation to close the office Friday at 4:00 pm effective immediately. Carried.

2024-19 Moved by Ashley Brandt - Seconded by John Wilson  
Be it resolved;  
That Council for the Village of Burk's Falls hereby accepts the recommendation to increase the weekly hours to 37.5 for the Finance Clerk and Senior Administrative Assistant. Carried.  
Pecuniary interest declared by Councillor Sean Cotton for above resolution.



THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
January 16, 2024

2024-20 Moved by John Wilson - Seconded Ryan Baptiste  
Be it resolved;  
That the Council for the Village of Burk's Falls hereby accepts the newly created position of a Maintenance/Janitor. Carried.

2024-21 Moved by Ryan Baptiste - Seconded by Sean Cotton  
That the Council for the Village of Burk's Falls hereby adopts By-law-03-2024 being a By-law to confirm the proceedings of Council at its meeting January 16, 2024 as presented and considered read three times and passed this 16 day of January 2024. Carried.

2024-22 Moved by Ryan Baptiste - Seconded by John Wilson  
That the Council for the Village of Burk's Falls hereby adjourns at 8:35 pm. Carried.

\_\_\_\_\_  
Chris Hope, Mayor

\_\_\_\_\_  
Denis Duguay, CAO - Clerk





THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
January 30, 2024

The special meeting of The Burk's Falls Council was held on Tuesday, January 30, 2024

Present: Mayor Chris Hope, Deputy Mayor John Wilson, Councillors Ashley Brandt, Sean Cotton, Ryan Baptiste  
Staff: CAO - Clerk Denis Duguay, Treasurer Tammy Wylie, Public Works Foreman Derek Smith, Arena Manager Graham Smith

**DECLARATION OF PECUNIARY INTEREST:**

None

**ADOPTION OF AGENDA**

2024-23 Moved by John Wilson - Seconded by Ryan Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the agenda for the meeting January 30, 2024. Carried.

**DELEGATIONS TO COUNCIL**

A. None

**REPORTS TO COUNCIL**

A. Treasurer Tammy Wylie presented 2024 Draft budget report and future Capital project funding.

**ITEMS FOR DISCUSSION:**

- A. Preliminary 2024 Draft Budget, treasurer presented the 2024 Draft budget for discussion, Treasurer advised the auditor has not started the Audit process, the Surplus/Deficit is unknown at this time, treasurer explained the tax arrears are slightly higher than last year. Public Works foreman identified an overstated entry on the public works budget and corrected the entry reducing the public works budget by \$30,000. Public works foreman went on to explain the Health and Safety capital expense at public works office for a shower. Council discussed the health centre and new revenues regarding rental. Discussion related to future commercial property taxes and assessment possible increases. Conversation extended to reserve(s) and possible consideration for capital projects be funded by specific reserve and its consideration to re-allocate the downtown revitalization reserve. Council reviewed the possible overlap of certain reserves that could be re-distributed, hence the Kawartha reserve to the strategic Plan and its feasibility. Council examined the future sweeper equipment and its adaptability to old and new attachment; public works foreman advised the plan replacement would accommodate old and new attachments. Conversation extended to ACED funding concerns. Council directed staff to find savings in their department and return with a revised budget.
- B. Upcoming future capital projects, Treasurer presented information to council regarding future capital funding requirements and possible options for Library, Firehall, water/wastewater. Treasurer advised the Village of Burk's Falls future capital projects will be contingent on increased Provincial and Federal funding to accommodate possible contributions. Council inquired as to the firehall/EMS expansion project, changes to the engineer report and its possible cost reduction. Council discussed the priority for the Village of Burk's Falls regarding the Firehall /Ems, Library capital projects and its viability to support the projects while limiting the financial impact to its residents.
- C. Municipal request regarding support for the burn building project, council inquired on options considered before reaching the current proposal. Council requested the fire-chief attend next council meeting to elaborate on the decision-making process of the request.

**RESOLUTIONS PASSED**

2024-24 Moved by Ryan Baptiste - Seconded by Ashley Brandt

Be it resolved;

That the Council for the Village of Burk's Falls hereby requests all department heads to revisit their budget projections for any further cost savings and report prior to the next council meeting February 27, 2024. Carried.

2024-25 Moved by Ryan Baptiste - Seconded by John Wilson

Be it resolved;



THE VILLAGE OF BURK'S FALLS  
COUNCIL MEETING MINUTES  
January 30, 2024

That the Council for the Village of Burk's Falls hereby approves a draft 2024 budget as presented by the Arena Facility Manager. Carried.

2024-26 Moved by John Wilson - Seconded by Ryan Baptiste

Be it resolved;

That Council for the Village of Burk's Falls hereby requests that the joint Fire Chief prepare a briefing report on the need/requirement/alternatives for a live burn building and report back before the next council meeting. Carried.

2024-27 Moved by Ashley Brandt - Seconded by Ryan Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts Bylaw 04-2024 being By-law to confirm the proceedings of Council at its special meeting January 30, 2024 as presented and considered read three times and passed this 30 day of January 2024. Carried.

2024-28 Moved by John Wilson - Seconded by Ashley Brandt

That the Council for the Village of Burk's Falls hereby adjourns at 9:04 pm. Carried.

\_\_\_\_\_  
Chris Hope, Mayor

\_\_\_\_\_  
Denis Duguay, CAO - Clerk



## Feeding wildlife: dos and don'ts

Information on how feeding wild animals may do more harm than good, with tips on how to prevent them from feeding in and around your property.

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### Laws/rules

Some municipalities may have by-laws that prohibit people from feeding wildlife.

### Consequences of feeding wildlife

Feeding wild animals may do more harm than good.

#### Threats to wildlife

- animals can become dependent on artificial food sources
- animals can lose their natural fear of humans and pets, becoming more prone to conflict
- artificial feed is not healthy for wildlife
- wild animals may gather in large numbers when they are being fed — this concentration of animals in one area can spread parasites and disease and cause destruction of natural habitat
- feeding animals near roads increases their risk of being hit by vehicles

#### Threats to people

- feeding wildlife may attract "unwanted" animals to your property

- animals will learn to associate humans with food, and can become a problem to neighbours
- habituated animals can become aggressive
- feeding animals near roads increases the risk of motor vehicle accidents, resulting in property damage, injury or death

## Household dos and don'ts

### Do:

- appreciate wildlife from a distance
- keep household waste, compost and pet food out-of-reach from wild animals
- attract wildlife to your property by improving natural habitat
- work together with your neighbours to help keep wild animals wild

### Don't

- put out food to attract wildlife
- try to approach or touch wild animals
- feed pets outdoors or allow pets to roam free
- put garbage out until the morning of collection

## Related

Prevent conflicts with wildlife (<https://www.ontario.ca/page/prevent-conflicts-wildlife>)

Creating wildlife habitat (<https://www.ontario.ca/page/creating-wildlife-habitat>)

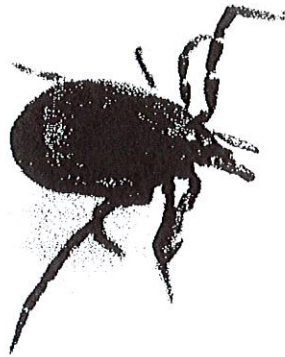
Fish and wildlife health (<https://www.ontario.ca/page/fish-and-wildlife-health>)

Wildlife management (<https://www.ontario.ca/page/wildlife-management>)



# What Is the *Borrelia Miyamotoi* Infection?

**Disclaimer:** Results are not guaranteed\*\*\* and may vary from person to person\*\*\*.



*Borrelia miyamotoi* (*B. miyamotoi*) is a spirochete bacterium that can be passed on to humans through a deer tick. *Borrelia miyamotoi* disease (BMD) is a tick-borne infection that can cause symptoms similar to, or even worse than Lyme disease, such as fever, headaches, and unsightly rashes.

This disease first surfaced in the northeastern regions of the United States in 2013 and is believed to be transmitted through larval tick bites.

## Symptoms of *Borrelia Miyamotoi* Disease

In most cases, BMD causes flu-like symptoms, including chills, headaches, vomiting, neck stiffness, muscle aches, rashes, and fever. A high fever can bring on a host of other symptoms, including respiratory and cardiac problems, complications with pregnancy, and even death.

The fever will typically last for a few days; it will be followed by a short period of relief, followed by another episode of the fever. This process could occur anywhere between one to four times.

People who donâ€™t get treated can develop chronic fatigue, joint and muscle pain, or even joint deterioration. Other long-term effects include inflammation of the iris, cranial nerve disorder, and other possible neuropathies.

## B. Miyamotoi 101

- Researchers have not been able to directly pinpoint the full geographic distribution of human *B. miyamotoi* infections.
- *B. miyamotoi* can be compared to a burrowing organism, which suggests that it prefers tissue rather than blood.
- The University of Tennessee reported that in 2009, during fall hunting season, 58% of turkeys that were harvested tested positive for *B. miyamotoi*, with a greater percentage of the bacteria detected in tissues rather than blood.
- *B. miyamotoi*, like most infections, can become more serious if contracted by an elderly individual or an individual with a compromised immune system.

## Cause and Diagnosis of *B. Miyamotoi*

In most cases, *B. miyamotoi* is transmitted to humans from a larval tick bite; this transovarial transmission is the process where the parent tick transmits the disease to the offspring.

Considering the symptoms of *B. miyamotoi* are very similar to the ones found in Lyme disease (i.e. high fever, fatigue, and headaches), a proper diagnosis will require blood smear tests.

People who have been infected with *B. miyamotoi* are likely to test negative for Lyme disease unless they have also been infected with Lyme disease. This is why doctors who only test for Lyme disease might not correctly diagnose *B. miyamotoi*.

If you develop a fever and have recently traveled to or reside in a region where Lyme disease is prevalent (i.e. in North America or in Eurasian countries during tick season), consider getting tested for the *B. miyamotoi* infection. If you believe you have been infected with *B. miyamotoi* but are denied treatment at a clinic, then visit a tertiary care center (such as a university hospital) and ask to be tested specifically for *B. miyamotoi*.

## Why Are We Just Hearing About This Now?

*B. miyamotoi* was first discovered in ticks and mice in 1995. In 2011, Dr. Durland Fish discovered it in Connecticut, but he was refused a study grant to further his research. In 2011, the Russians discovered it and decided to collaborate with a Yale team to show how the disease affects humans. Keep in mind that the patients who participated in the 2011 study were Russian BMD first surfaced in northeastern U.S. in 2013.

## *B. Miyamotoi* Treatment

The most common antibiotic prescribed for people infected with *B. miyamotoi* is doxycycline. It is recommended that patients take 100 mg orally every 12 hours, for anywhere from seven to 14 days. This medication has been effective with reducing fevers, often within five days of taking it. Another common antibiotic is intravenous ceftriaxone (two grams, once a day), provided that it is taken for two weeks.

These antibiotics are more commonly used to treat Lyme disease, but they are also expected to work for fighting *B. miyamotoi* as well.

## **B. Miyamotoi Prevention**

There has been no vaccine developed or approved for the infection or any other *Borrelia* infection. The most effective ways to prevent *B. miyamotoi* infections are similar to the ones that are used for Lyme disease: aim to avoid tick bites. Ticks can generally be found in forests, lakes, or areas where wildlife is present.

Sources:

Krause, P.J. et. al., "Borrelia miyamotoi infection in nature and in humans," *Clinical Microbiology and Infection* 2015; doi: 10.1016/j.cmi.2015.02.006.

"New Tick Borne Disease Discovered," *Personal Consult* web site;

<http://www.personalconsult.com/posts/new-tick-borne-disease.html>, last accessed August 17, 2015.

"9 things you need to know about Borrelia miyamotoi," *TheTickThatBitMe.com*, February 18, 2013; <http://thetickthatbitme.com/2013/02/18/9-things-you-need-to-know-about-borrelia-miyamotoi/>.

"Widespread Borrelia miyamotoi tick-borne fever found in US," *Medscape* web site, June 12, 2015; [http://www.medscape.com/viewarticle/846337#vp\\_1](http://www.medscape.com/viewarticle/846337#vp_1).





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## LYME DISEASE SCIENCE BLOG

Lyme Science Blog

(<https://danielcameronmd.com/lyme-science-blog/>)

Inside Lyme Podcasts

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# LARVAL TICKS MAY BE A THREAT AFTER ALL — INSIGHTS BASED ON STUDY OF BORRELIA MIYAMOTOI

**DON'T WANT TO MISS  
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# LARVAL TICKS MAY BE A THREAT AFTER ALL

## Blacklegged tick (*Ixodes scapularis*)

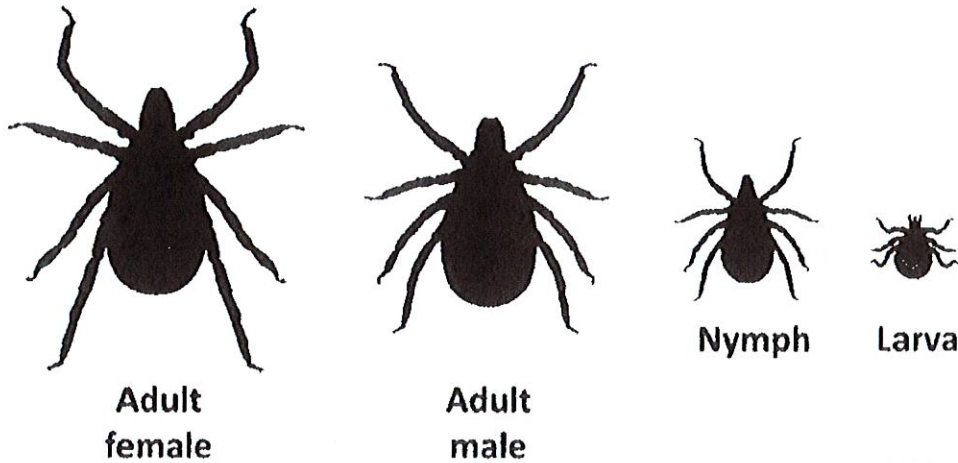


Image courtesy CDC

The tiny larval tick has never been considered a threat to humans. Experts had long believed that an adult female tick could not pass on any infections to the eggs and larvae. As a result, ticks in the larva stage were thought to be free from carrying diseases and therefore, harmless. But that may not necessarily be the case, according to a case series by Philip Molloy, MD and colleagues, published in the *Annals of Internal Medicine*. [1]

Image courtesy of CDC

By [Dr. Daniel Cameron](https://danielcameronmd.com/author/dancameron/)

When ticks hatch from eggs, they're called larva. At this stage, they have only six legs. After taking their first blood meal, the larvae molt into 8-legged nymphal ticks. Most studies have identified blacklegged ticks in the nymph stage as posing the greatest threat to humans. But Dr. Molloy now raises concerns that these newly hatched larvae, which are microscopic in size, may be just as dangerous. (<https://danielcameronmd.com/wp-content/uploads/2015/06/LarvalTicks>

JPG1.jpg)

While investigating the clinical spectrum and effectiveness of laboratory testing for *Borrelia miyamotoi* disease (BMD), one of the newer tick-borne infections, Dr. Molloy found that most cases occurred in July and August. These are the months when larvae ticks are most active, compared with nymphal ticks, which are most abundant in June and early July.

### MORE LYME SCIENCE BLOG

[Lyme disease triggers neuropathy in the legs](https://danielcameronmd.com/neuropathy-neurologic-symptom-lyme-disease/)

[Can Lyme disease cause cognitive dysfunction or dementia?](https://danielcameronmd.com/disease-cause-cognitive-dysfunction-dementia/)

[One year after infection, patient shows signs of Lyme meningitis](https://danielcameronmd.com/year-after-infection-signs-lyme-meningitis/)

[Use of disulfiram for Lyme disease](https://danielcameronmd.com/of-disulfiram-for-lyme-disease/)

[Neurological manifestations of Babesiosis](https://danielcameronmd.com/manifestations-babesiosis/)



The timing of BMD peak incidence in Dr. Molloy's case series (<https://annals.org/article.aspx?articleid=2301402>) suggests that infection might be transmitted by unfed larval ticks that acquired it by transovarial transmission from the infected female tick.

#### LARVAL TICKS MAY BE A THREAT AFTER ALL

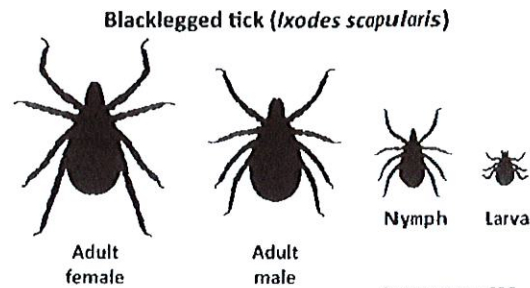
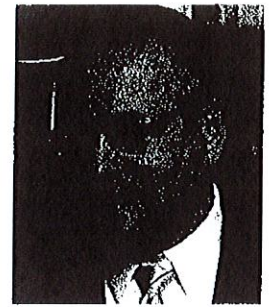


Image courtesy CDC



DR. DANIEL CAMERON BIO

Dr. Daniel Cameron, MD, MPH, is a nationally recognized leader for his expertise in the diagnosis and treatment of Lyme disease and other tick-borne illnesses. For more than 25 years, he has been treating adolescents and adults suffering from Lyme disease.

Learn More

<https://danielcameronmd.com/daniel-cameron-lyme-expert/>

"Bites from larval deer ticks have not been considered a health threat, but this needs to be reevaluated," writes

Peter J. Krause, MD, from the Yale School of Public Health and Alan G. Barbour, MD, from the University of California – Irvine, in an accompanying editorial.

(<https://annals.org/article.aspx?articleid=2301403>)

The authors also did not dismiss the possibility of acquiring *Borrelia miyamotoi* through blood transfusions. "Human-to-human transmission by blood transfusion is theoretically possible, but a transfusion associated case has not been reported to date."

How do we know if we are ill with BMD if we cannot detect a larval tick during a tick check? In the Molloy case series, BMD was clinically similar to human Anaplasmosis, including abnormal aminotransferase levels, leukopenia, and thrombocytopenia. The blood smear, PCR, and/or antibody determination used to diagnose BMD for the study are not available in most commercial laboratories.

Until reliable tests for BMD are available, physicians will need to diagnose the disease based on a patient's clinical presentations. Unfortunately, symptoms are similar to other tick borne diseases and acute viral infections, and can include fever, fatigue and headaches.

Read more about the need for laboratory developed tests to assist in diagnosing emerging tick borne diseases, like *Borrelia miyamotoi*. "Where is the FDA test for relapsing fever spirochete, *Borrelia miyamotoi*?" (<https://danielcameronmd.com/fda-test-borrelia-miyamotoi/>)

Dr. Molloy writes, "a patient presenting with an acute 'summer fever' and no rash and testing positive by the whole cell antigen serologic test for Lyme disease could actually be infected with *Borrelia burgdorferi*, *Borrelia miyamotoi*, or both."

A clinical diagnosis is tough when we do not know the full spectrum of the disease. The Molloy study only included patients who were treated acutely. The case series definition was limited to patients "who were acutely symptomatic with features or, whose laboratory findings were suggestive of a possible tick borne infection (typically fever, myalgia, flu-like illness, headache, or rash)."

*"Larval transmission of Borrelia miyamotoi has implications for checking for ticks and continuing tick precautions even after the risk of Lyme disease has abated"*



The outcome of treatments remains uncertain when recommendations are made based on acute cases. Doxycycline or other tetracyclines, amoxicillin, or cefuroxime were effective based on a few case reports and a case series of acute cases. Zithromax was also presumed to be effective. The study was not designed to assess the long-term outcome of individuals with BMD who are treated acutely or those who are not.

Dr. Krause points out the importance of monitoring emerging infections, such as *Borrelia miyamotoi*. "On the basis of the current report and previous data, the frequency of *Borrelia miyamotoi* infection seems to be similar to that of *Anaplasma phagocytophilum* and *Babesia microti*."

## References

1. Molloy PJ, Telford Iii SR, Chowdri HR *et al*. *Borrelia miyamotoi* Disease in the Northeastern United States: A Case Series. *Ann Intern Med*, (2015).
2. Krause PJ, Fish D, Narasimhan S, Barbour AG. *Borrelia miyamotoi* infection in nature and in humans. *Clin Microbiol Infect*, (2015).

< [Prev \(https://danielcameronmd.com/new-study-by-guidelines-author-dismisses-risk-of-chronic-lyme-disease/\)](https://danielcameronmd.com/new-study-by-guidelines-author-dismisses-risk-of-chronic-lyme-disease/)

[Next > \(https://danielcameronmd.com/whats-that-smell/\)](https://danielcameronmd.com/whats-that-smell/)

## 9 REPLIES TO "LARVAL TICKS MAY BE A THREAT AFTER ALL — INSIGHTS BASED ON STUDY OF BORRELIA MIYAMOTOI"

Richard 09/20/2022 (10:24 am)

[Reply](#)

I think I was exposed to a tick nest about a year ago, the same day I had lots of larva to remove, looked like fine grains of pepper, under a microscope you could see the six legs. In subsequent days, my wife would examine me with a magnifying glass and flashlight and used tweezers to pull them off, sometimes as many as 50-100 per day. This went on for months. Now, almost a year later I am still finding them (as many as 13 this morning).

I have never seen any "red eggs" or anything resembling eggs. The larva just keep appearing.

Is there anything I can do?

Steve Shea 05/31/2022 (3:10 pm)

[Reply](#)

People talk as of larval ticks are microscopic....well magnification is needed to identify them morphologically but they are definitely visible on the body with the naked eye...but you have to be looking quite closely. If you see a red area with a black spot in

the center it may well be a larval tick embedded. You will need the finest pointed tweezers to remove it. I have also considered just excising the tissue it is on.

Dr. Daniel Cameron (<https://danielcameronmd.com/>) 06/01/2022 (6:26 am)

[Reply](#)

Thanks for your insight.

Susan Searles 10/14/2021 (6:23 am)

[Reply](#)

Driving back from a hike last Friday (I was in northeast Mississippi), I found a horde of seed ticks traveling up my leg. We pulled over and I removed as many as I could see, pulled off my clothes, and when I got home I showered and scrubbed as best I could. On the drive home I kept finding them crawling up my leg--they are so small and they don't come off easily! Now, six days later, I have found four (what I believe to be) tick bites on my left leg. Initially I was not concerned about Lyme disease because most of the literature says larval ticks don't have the bacteria in them as later-stage ticks do. After reading this article though, I am concerned. What should I do?

Dr. Daniel Cameron (<https://danielcameronmd.com/>) 10/14/2021 (7:42 am)

[Reply](#)

Not every tick leads to an illness. I advise my patients to be evaluated particularly if they have symptoms within 2 months of the bite.

Alayziah (<https://et.mehter.info/>) 01/01/2021 (12:16 pm)

[Reply](#)

Conclusions were based on data collected at the Cary Institute of Ecosystem Studies. The 2,000-acre research campus sits at an epicenter for tick-borne disease. Ecologist Dr. Richard Ostfeld says that nearly two decades of data revealed climate warming trends correlated with earlier spring feeding by nymphal ticks, sometimes by as much as three weeks. If this persists, Ostfeld says we will need to move Lyme Disease Awareness Month from May to April.

Eileen wesłowski (<http://MSN>) 06/10/2020 (3:55 pm)

[Reply](#)

Late this morning I spotted some blood near the top base of my thumb. It resembled a small cut but I could not recall cutting myself. After lunch, with the blood somewhat washed off, I looked at the cut area with a magnifying glass. It looked as if there were tiny dots in the wound. I took out my tick kit with description leaflet and there I found the larva picture. Looked similar. I used the tweezer with attached magnifier and tried to pick off the five to eight tiny specks which I wondered were larva. I had never seen such a thing! I collected them with a damp tissue from off the small table where I had been working in the sunlight and threw tissue in toilet. I poured rubbing alcohol on the area of my hand, covered it with a tiny bandaid, and will keep an eye on the spot.

I then looked up deer tick larva on Internet and read your article with interest. Have had many tick encounters over The years.

Dr. Daniel Cameron 06/10/2020 (4:57 pm)

[Reply](#)

Larval ticks are even smaller than nymphal tick. Most people don't see them. Most larval ticks are not infected but there are exceptions particularly co-infections. Call the office at 914 666 4665 if you have any questions.

craig hoover 01/25/2019 (3:28 am)

[Reply](#)

I think that transovarial transmission was shown in tick-borne Anaplasma marginale a few years back. I worked as a grad student with the USDA Hemoparasitic Research Group in southern Idaho in the early 1980s. Then we did not have the tools we do now but I drop in on literature now and again on the issue and find stuff out. I had fun studying the life cycle of the ticks in the area by trapping rodents in two 144 trap grids over a spring season and counting the larval, nymph and adult ticks in the area over time and rodent species caught.

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*(Note: comments are moderated. You will see your comment after it has been reviewed.)*

Comment

Name

*Some html is OK*

Email

Website

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Public works report for February 2024 council meeting

### **WATER**

We have had 2 water main breaks that we repaired this year so far.

The results of our quarterly and annual water samples have been completed. We have a sodium adverse again in the water system. This is sampled every 5 years and has always been adverse (high sodium content). This is very common throughout Ontario, and OCWA (Ontario Clean Water Agency) has had a dozen in our area so far. The test result was 26.1 mg/L of Sodium in the Drinking water, the Maximum Allowable is 20 mg/L of Sodium in the drinking water. An AWQI (Adverse Water Quality Incident) report has been completed and submitted to the Ministry of Health. The resolution is to post that the Drinking water has high levels of sodium. The notice is posted at the arena, the website, municipal office and all public taps.

All other water sample results were good.

### **Wastewater**

A draft wastewater use by-law has been written.

### **Roads**

We just had a winter storm event that I believe was taken care of in a timely manner. There were a couple of areas that didn't get cleaned up as quickly as they are lower priority streets. One street was missed and the contractor was notified.

We are planning to get the snowbanks removed in the downtown core again.

We are getting warmer weather and Public works is providing safe pedestrian travel on the sidewalks by sanding and removing any snow that can be removed.

Public works has been recording road patrols and passing any information that needs to be attended to, to the contractor.

Public works has installed a no parking sign on Yonge Street by the Stan Darling Park to permit safe traffic flow.

We have a draft winter maintenance plan/policy for the Village of Burk's Falls. By having a policy in place it ensures that everyone has the ability to know what is expected in terms of winter maintenance.

The Road needs study has been completed and is attached for your review.

### **Parks and Recreation**

Public works has redesigned the hanging basket brackets to give them more strength to accommodate the weight of the self watering hanging baskets. The brackets are also getting a fresh coat of paint.

**Health Center**

Public Works has been shovelling and sanding the entrances to the Health Center and the Medical Building to ensure pedestrian safety.

Public Works has been removing the icicles at the Health Center for the safety of pedestrians.

We have had interviews for the new position at the Health Center.

Those are some of the items that we have been working on.

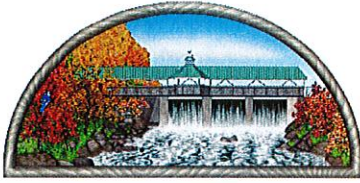
Regards,

Derek Smith

Public Works, Foreman

Village of Burk's Falls





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## **Report from Municipal Law Enforcement**

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### **General Meeting of Council**

**February 20, 2024**

I am pleased to present this annual activity report for the Bylaw Enforcement Department to council. This report will provide an overview of calls-for-service and other enforcement actions during 2023, and a summary of key issues during the previous year and moving forward into 2024.

Calls for service remained consistent in 2023 when compared to previous years, with a total of 43 files recorded. A notable change occurred in the type of calls received, with close to half being animal related. This reflects a broader trend in the region as well as being the result of proactive enforcement of animal control bylaws by staff. Animal control has increasingly become a core aspect of bylaw enforcement across Almaguin, with animals frequently found or reported off leash. As well, there has been an uptick in dog attacks (which has been minimal in Burk's Falls), an area enforced by bylaw staff in their animal control capacity. The time commitment required to investigate, charge, and prosecute for these offences is substantial, and reduces available officer time for proactive enforcement of animal control provisions as well as other bylaw complaints. Significant progress has been made, however, in reducing incidents of animals at large in the Fairground due to targeted patrols and compliance checks, as this area was one of the most complained about for animals running off leash.

Parking infractions also formed a significant number of enforcement actions in the previous year, and presents a difficult issue to address. Proactive enforcement is conducted for parking violations when there is officer availability, and has proven somewhat successful in reducing violations. Given that officer presence is typically limited to one day per week, comprehensive enforcement of parking restrictions is, however, not possible. Staff do conduct irregular patrols to mitigate the issue, and encourage the public to bring forward areas and times of concern so that patrols can be scheduled to better resolve the issue.

The Village has had some success over the course of 2023 in addressing the ongoing issue of feral cats. Staff have made contact with several local animal rescue organizations in an effort to build relationships and find partners in resolving the issue. Given the surge in surrendered and abandoned animals over the last year, most of these organizations are at capacity and have a minimal ability to take in animals found at large or surrendered to the Village. Funding for larger scale programs, such as a trap and spay initiative, are not available for area organizations at this time. There have been some successes in relocating and rehabilitating feral cats in the Village. One group of feral kittens in the area of McKenzie Street were successfully rehomed with the assistance of a private individual in Armour Township. We continue to be in contact with other agencies to work on mitigating this issue in the coming year.

Another emerging area where bylaw enforcement has become involved is the homeless populations in the area. The large uptick in persons experiencing homelessness or precarious housing situations is a nationwide issue, and the Almaguin region has not escaped this.

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Increasingly, bylaw enforcement has become involved in such cases, either as the result of discovering illegal campsites, or direct referrals from staff and citizens. As resources from all agencies are stretched thin addressing these issues, bylaw enforcement has taken a roll in facilitating access to homelessness prevention and housing services offered by the DSSAB. As a result, bylaw enforcement officers across the region have been able to connect at-risk individuals with support and housing on multiple occasions.

While certain ongoing issues remain, it is my opinion that the bylaw enforcement program in the Village of Burk's Falls remains well placed to address the concerns of residents and ensure compliance with our municipal bylaws. The program continues to develop relationships with cooperating agencies on a number of issues to improve our service levels, and maintains the professional approach expected by our ratepayers. I look forward to continuing to serve the residents of Burk's Falls in the coming year.

---

Braden Bradford  
Municipal Law Enforcement Officer

## Appendix "A" – Call for Service Statistics

The following is a summary of 2023 files to date categorized by By-Law. Included is a comparison from 2021 and 2022.

### 2023 Calls for Service

➤ Animals	20
➤ Clean Yard	5
➤ Parking	8
➤ Property Standards	1
➤ Noise	1
➤ Other	8
<b>Total Calls</b>	<b>43</b>

### 2022 Calls for Service

➤ Animals	11
➤ Clean Yards	6
➤ Dumping	2
➤ Parking	5
➤ Property Standards	8
➤ Noise	5
➤ Trailers	2
➤ Other (Shipping Containers)	2
<b>Total Calls</b>	<b>41</b>

### 2021 Calls for Service

➤ Animals	5
➤ Clean Yards	7
➤ Parking	1
➤ Property Standards	13
➤ Shipping Containers	16
➤ Trailers	3
<b>Total Calls</b>	<b>47</b>





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## ARBFMA Manager's Report – January and February 2024

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**Date:** Feb 27<sup>th</sup>, 2024

### RECOMMENDATION

Accept this report as information.

### BACKGROUND

The final facility rentals for the month of December and January were higher than what staff would previously consider normal. The totals for the month of February also were higher than what staff consider to be normal.

In January staff utilized 190 hours of ice time. Staff expect the total hours of ice use for February to be over 165 total hours.

The number of ice hours utilized for January 2024 was 25 hours more than in 2023, and February is currently 45 hours more than in 2023.

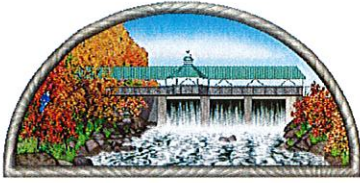
The Karl Crozier Room had 85 ½ hours booked in January which included 3 birthday parties, 1 public meeting, Winterfest, 1 private rental, Bingo plus the regular monthly rentals/uses. The lobby was also booked in January for a birthday party.

The Karl Crozier room rentals for February are 100 hours booked and include 3 birthday parties, 1 private event (including 2 kitchen rentals), 2 meeting rentals, 1 bingo plus the regular monthly rentals/uses.

The highlights for the month of December, January and February are mentioned in the analysis below.

### ANALYSIS

- Staff offered all available ice for the Christmas break at a non-prime rate. This turned out to be very successful with many days at the end of December and the first week of January to be sold out.
  - December final ice time usage was 183 total hours utilized. This total exceeded December 2022 ice usage by over 30 hours.
  - The December snack bar, public skating, vending, and skate sharpening totals exceeded \$6300 for the month. Considering the arena had 8 free days of skating at the end of December, staff feel these revenue totals are a positive sign for the ARBFMA.
  - The free skating sponsored by PlumbRX during the Christmas holidays was very busy and well attended by the community & surrounding communities.
  - The dehumidifier capital project was completed on the 18<sup>th</sup> of December.
  - The concession/public skating and skate sharpening totals for January were also very positive with takings just over \$5500 for the month.
  - Staff added overflow ice rentals from the Almaguin Spartans tournament on the 3<sup>rd</sup> of Feb. It was very busy here that day.
-



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- Staff also added a mini tournament from Dwight Ontario because the people running this mini tournament could not use the lake as normal for their annual event.
- The men's league game schedule and final tournament have required a need for extra ice time to fulfill the schedule including the final 2-day tournament. Staff investigated extending the season to the 13<sup>th</sup> of April to see if ice could be rented until the Tournament weekend on April 12<sup>th</sup> and 13<sup>th</sup>. With the extra men's games needed on Sundays and Wednesdays as well as the additional pick-up hockey & extended public skating already added, staff feel it is worthwhile extending the ice season. Staff can assume that the facility will get other ice requests during that time to help offset the cost to extend the season. Staff will also adjust the refrigeration system as needed to reduce costs during that period.
- Staff have booked 2 additional full day tournaments for the arena between January and April 2024.
- Weather during the week of Jan 14<sup>th</sup> caused 5 cancellations of the ice surface and 2 in the Karl Crozier Room.
- From the end of December until February staff have experienced some minor malfunctions with some of the facility equipment. This was anticipated because of the increased facility use.
- Staff are again experiencing a shortage due to a personal injury. The facility has a very busy during this staff shortage, which has made things at times very overwhelming for working staff. Thanks again to the support of the arena staff and volunteers that helped keep the ARBFMA running in a reasonable manner during our recent staff shortages.
- Staff have had to contact Generac directly to get the required maintenance for the generator. A company called Total Power are the only company in Ontario that can perform the internal maintenance needed for the generator. Staff have also signed a maintenance contract with Total Power to perform the required bi-annual and 5 years inspections required for the ARBFMA to be used as an emergency centre.

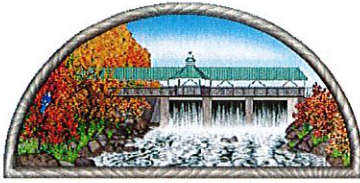
The initial cost for the inspection was \$1750. The repairs will cost approximately \$4250. The five-year Quinquennial service will cost \$2150. The quinquennial service is mandatory if the ARBFMA is being used as an evacuation, warming or cooling centre. The first available date for this initial inspection and evaluation was Jan 31<sup>st</sup> and staff have asked for this inspection to be completed. The amount of this inspection, work and quinquennial service exceeded budgetary requirements for building maintenance and was added to the Capital budget for the year. The annual service agreement in the amount of \$3,295 will be managed within the building maintenance budget for the year. Staff will re-evaluate the budget dollars required for building maintenance at year end and for the 2025 budget.

This added security allows the Arena to continue to be the emergency evacuation, warming & cooling centre for the Village and surrounding area. Currently when the hydro goes out the ARBFMA can't offer that service as the generator will not start.

The Generator repair and 5-year service is scheduled for March 26<sup>th</sup>, 2024.

- Staff noticed a small leak in the water heater and reserve tank for the Zamboni floods. Since this water heater and reserve water tank is a leased machine from Reliance, the whole machine is being replaced ASAP. This continued to be an issue and the small leak became a big leak. Staff waited parts that come from the US, so the leak continued until the parts arrived. It took over 3 weeks for the part to arrive to have this initial issue repaired.





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**Note:** Ideally staff would prefer a hot water boiler and reserve tank so that the water for the flood temp can be raised from 140 F (which is max for the tankless water heater) to 160/170 F. Staff will investigate this issue further.

- The facility floor maintainer had an issue, and the scrub pads would not go down for the machine to operate. Turns out the issue was a bad contacts which was cleaned and repaired. If the scrubber continues to cause staff problems, it is advised the floor machine to be taken to Glen Martin for service and an overhaul. Staff have inquired about a new scrubber for the lobby and hall and are going to include that quote in the 2025 Capital budget. Staff may consider this during the ice shutdown in the spring.  
Staff have inquired about a new scrubber for the lobby and hall and are going to include that quote in the 2025 Capital budget. Depending on the size required the cost ranges from \$6500 to \$15,000. Staff will also be looking at refurbished scrubbers as well.
- Staff have advertised for public skating sponsorship during the March Break. Staff have already received a sponsorship for the First Sunday and Friday of the March Break. A big thank you is sent to the Burk's Falls and District Fire Department.
- Staff experienced an issue with the Zamboni radiator and had to arrange to have a new rad ordered from Zamboni. The Zamboni mechanic from New-Ice was here to install the rad. New Ice also did an oil change that day to avoid another trip to change the oil. The rad was only pressure tested when the engine was replaced in 2023 so this is not a warranty issue.

#### FINACIAL IMPACT

The Generator initial inspection, repair, and the 5-year mandatory inspection is now added to the 2024 Capital Budget. Staff will do their best to pay for the service contract within the 2024i Building Maintenance Operating Budget. Staff are to monitor the building maintenance budget for the year and include the service contract in the building maintenance budget for 2025.

#### HUMAN RESOURCE IMPACT

None to report

#### OPTIONS

Accept this report as information and discussion

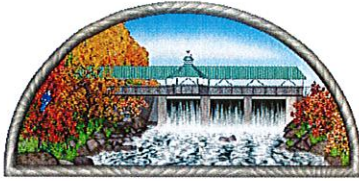
*Graham Smith*

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Graham Smith RRFA/CIT  
ARBFMA Manager

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## ARBFMA Arena Managers 2023 Budget Actuals Review

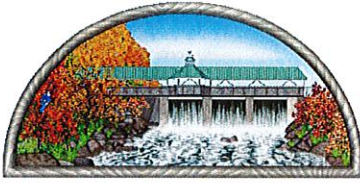
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### 2023 Overview

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

### Revenue Highlights

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



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

### **Operating Expenditures Highlights:**

#### **Wages and Benefits**

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

#### **Audit and Accounting**

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

#### **Insurance**

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

#### **Telephone**

- The Telephone and internet numbers are on budget.

#### **Hydro**

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





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

#### **Natural Gas**

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

#### **Water and Sewar**

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

#### **Ice Plant**

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

#### **Building Maintenance**

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

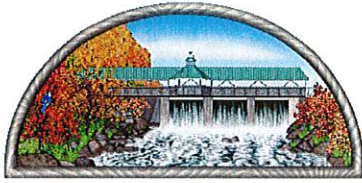
#### **Cleaning Supplies**

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

#### **Zamboni**

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





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### **Office Supplies and Uniforms**

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

### **Fire Safety**

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

### **Snow Removal**

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

### **Elevator**

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

### **Skate Sharpener**

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

### **Booth Supplies**

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

### **Training**

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

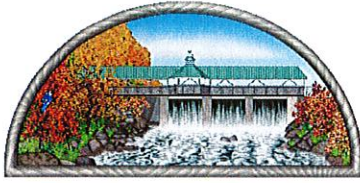
### **Ag Society Fair Tents**

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

### **Capital Expenditures:**

#### **Dehumidifier and Platform**

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



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### **Zamboni Rebuild**

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

### **Zamboni Dynascrub**

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

### **Facility Structure Report**

- The facility structure report was right on budget.

### **Safety Valves in Mechanical Room**

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

### **Conclusion**

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

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

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

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Graham Smith RRFA/CIT  
ARBFMA Arena Manager



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## ARBFMA Arena Managers 2024 Budget Review

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### **RECOMMENDATIONS**

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

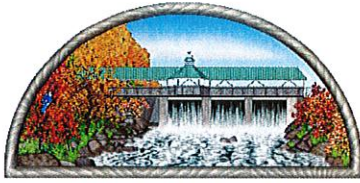
### **BACKGROUND**

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

### **2024 Overview**

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

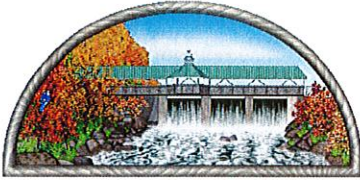




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- The skate sharpening demands have increased with more people in the facility. The options for the community and surrounding communities for skate sharpening is limited which also helps increase this service.
- With 2023 in the rear-view mirror, it's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



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## 2024 Budget Notes

### Operating Revenues:

#### User Fees and Sign Rentals

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

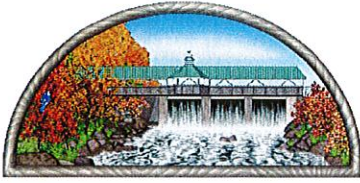
#### Concessions, Public Skating, and Skate Sharpening

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

#### Donations

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





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## **Operating Expenditures:**

### **Wages and Benefits**

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

### **Audit and Accounting**

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

### **Insurance**

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

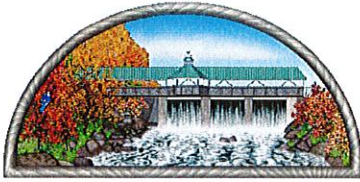
### **Telephone**

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

### **Hydro**

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





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### **Natural Gas**

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

### **Water and Sewar**

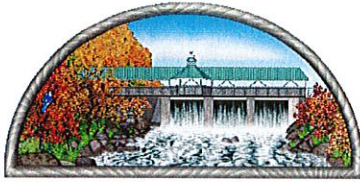
- The Water and Sewage use for 2024 are expected to increase 2 ½%. The 2024 budget has been adjusted based on 2023 actuals plus the additional increase in rates.
- The increased number of people using the facility also increases the usage and costs for the rest of the facility because of the water required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

### **Ice Plant**

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

### **Building Maintenance**

- Staff will continue to make facility improvements to help with facility and staff efficiencies.
- 2024 budget is 2 ½% above the 2023 budget estimate plus an additional amount to repair the downspouts as recommended in the 2023 Building Assessment Report.
- The increased use in the facility will increase wear and tear on the facility which will increase repairs and breakdowns that will require attention.
- Staff were faced with an issue with the facility generator in early January and have since entered a service contract that will keep the generator operational year-round. This is required because the ARBFMA is listed as an evacuation centre as well as a warming and cooling centre for the Village. The cost of the service contract is about \$3600 plus annual increases.
- Staff will continue to replace plexi-glass on the ice surface as one of the major jobs for 2024.



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### **Cleaning Supplies**

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

### **Zamboni**

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

### **Office Supplies and Uniforms**

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

### **Fire Safety**

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

### **Snow Removal**

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

### **Elevator**

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

### **Skate Sharpener**

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

### **Booth Supplies**

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

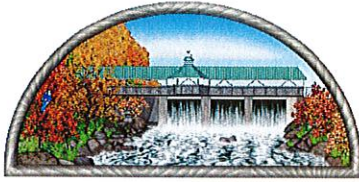
### **Training**

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

### **Ag Society Fair Tents**

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





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## **Capital Expenditures:**

### **Generator Repairs and 5 Year inspection**

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

### **Top End Rebuilds**

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

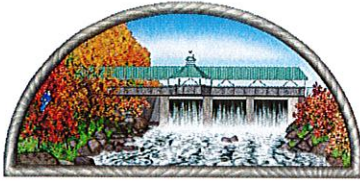
### **Desiccant or Mechanical Dehumidifier**

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

### **LED Score clock**

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





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### **Zamboni and Compressor Room Roof**

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

### **Lintel and Overhead Door Jams**

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

### **Crack Repairs in Floor Slab and Walls**

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

### **Oil Separators update**

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

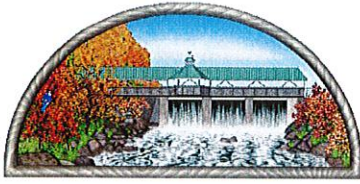
### **Upgrade Relief Pipe/Stack Size update**

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

### **Conclusion**

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

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



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

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

**FINACIAL IMPACT**

The total Municipal Contribution is currently set at \$\_\_\_\_\_ per municipality in the Tri-Council

**HUMAN RESOURCE IMPACT**

None to report

**OPTIONS**

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

---

Graham Smith RRFA/CIT  
ARBFMA Arena Manager



Firefighter Training Services

SEAFD  
Chief Training Officer  
Tel: 647 278-4582  
Email: FTS14@rogers.com

Date: February 22, 2024

TO: Burk's Falls Council

Subject: Joint Live Fire Training Unit

## **Background**

In the past, we as a group (all five stations) would book multiple weekend training dates at the live fire tower at the Ontario Fire College in Gravenhurst. This would ensure our personnel would have ample opportunity to hone their skills and build confidence in compartment fire scenarios. This also allowed us to train and sign off our recruits for the disciplines needed in a timely manner to become an active crewmember for participating at fire calls.

Because of the Ontario Government closing this facility in 2020, despite the pleas and arguments to keep it open from all Ontario Fire Departments, we have been at the mercy of putting our department names into the annual lottery for a chance to use the mobile live fire training unit MLFTU. We have had the opportunity to use the unit but at their schedule.

*Example:* If we complete our recruit class in March but do not get the unit until September or even the following year, we have recruits who are not only not able to participate as a crewmember in a compartment fire but are prone to losing a skill that was ready but not completed.

*Example:* If a firefighter or officer were unable to attend training using the MLFTU while it was here because of work or family commitment, they may not receive that training for a year or greater.

## **Solution One**

We send our recruits and firefighters requiring live fire training to an approved outside agency to gain the experience. The first issue with this solution is we will have no control of the quality of the training as they use their own instructors. The second issue is the chief and company officers will not be able to measure their progression as they would have to pay the same cost as the participants. The biggest issue is the cost that ranges from \$600.00 per day, per person for the use of the facility plus lodging, food, and salary for the cheapest to \$900 per day, per person for the use of the facility plus lodging, food and salary. This does not always include the cost of the Instructors or Safety Officers.



## **Solution Two**

Purchase a manufactured live fire training unit from Drager Swede (the only manufacturer available for Canadian delivery. The cost of these units ranges from \$400 000.00 to \$800 000.00 installed. There were grants available in 2023 but nothing has been offered for 2024 yet.

## **Solution Three**

We have discussed and arrived at solution. We would build a NFPA approved live fire unit of our own. This would allow us to use it on our regular training nights to ensure we provide the training needed to make all our firefighters' confident and competent in compartmented firefighting.

It would also provide the recruits (during recruit class) the opportunity to hone their skills in several disciplines without waiting.

This plan consisted of *four* stages.

### **Stage One**

Stage one was to find the land to house the training unit and secure their commitment from each fire station's municipality(ies). This was solved when the Township of Perry donated land beside the firehall in Emsdale, and we received a commitment of \$20 000.00 from all.

### **Stage Two**

Send out an RFP (if needed) to get pricing on the unit itself. We did have a price given to us in 2021, but no longer sure if it still available. We are in the process of getting in touch with companies to ensure they manufacture the product we are looking for.

### **Stage Three**

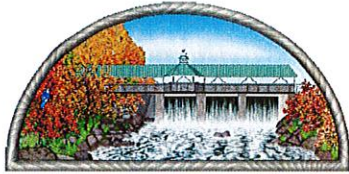
Pour a concrete pad for the unit to sit on and complete site prep.

### **Stage Four**

Have unit installed and open house for all internal and external customers and stakeholders.

J.G. Courtice





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## 2023 Council Remuneration and Expenses

### RECOMMENDATION

That the 2023 Council Remuneration and Expenses Report be received for information.

### BACKGROUND:

Section 284(1) of the Municipal Act and By-law 3-2015, being a By-law to establish rates of remuneration for Members of Council and Resolution No. 2017-213, being a Council Resolution to adjust Council remuneration, the following is submitted in respect of 2023 Council remuneration.

### ANALYSIS:

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

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



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The following table sets out the remuneration and expenses paid to Members of Council in 2023.

<b>Name</b>	<b>Remuneration</b>	<b>Expenses</b> Workshops, Conferences, Mileage	<b>Total</b>
Mayor Chris Hope	\$15,600.00	\$ 487.04	\$16,087.04
Deputy Mayor/Councillor John Wilson	\$10,800.00	\$ 639.68	\$11,439.68
Councillor Ryan Baptiste	\$10,800.00	\$ 30.00	\$10,830.00
Councillor Ashley Brandt	\$10,800.00	\$ 487.04	\$11,287.04
Councillor Sean Cotton	\$10,800.00	\$ 2,339.36	\$13,139.36
<b>Totals</b>	<b>\$58,800.00</b>	<b>\$ 3,983.12</b>	<b>\$62,783.12</b>

<b>District of Parry Sound Social Services Administration Board</b>			
Councillor Ryan Baptiste	\$ 450.00		\$ 450.00

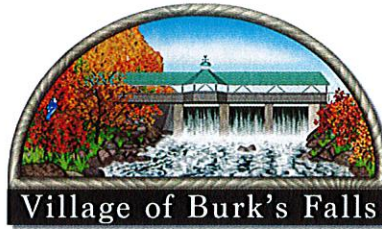
**CONCLUSION:**

That the 2023 Council Remuneration and Expenses Report be received for information, as required by the Municipal Act, 2001, S.O. 2001, c. 25, Section 284.

Respectfully Submitted by

Tammy Wylie  
 Treasurer





## Recreation Advisory Committee Meeting

February 7, 2024, at 5:30pm in Council Chambers

Present: Councillor Ashley Brandt, Councillor Ryan Baptiste, Krista Trulsen, Matthew Orr, Brady Peever, Debbie Hope, Margaret French, Recording Secretary Camille Barr

Regrets: Denis Duguay

Guests: None

Delegations: None

The meeting was called to order at 5:29pm by Ryan Baptiste

1. **Disclosure of Interest:** None

Adoption of Previous Meeting Minutes:

2024- Moved by Krista Trulsen - Seconded by Margaret French

**THEREFORE BE IT RESOLVED THAT** the Village of Burk's Falls Recreation Advisory Committee approves the minutes of January 3, 2024. Carried.

2. **Old Business:**

a) **Update on Field of Dreams Grant**

The grant application and corresponding documents were submitted. Final decisions are made in April.

b) **Recap of Winterfest and debrief for next year**

R. Baptiste received a preliminary review of the turn out and expenses from the Winterfest Committee. More to come. It was reported that attendance was down 40% this year. The committee discussed if the event was something they wanted to take on. Consensus was yes, the committee would like to however more information is needed such as how much it will cost to host the event and how the costs balanced for 2024. The Committee is excited to refresh the event with some new ideas.

There was an excellent number of prizes collected this year from business. M. French will contact D. McCann to see if a thank you can be posted on social media for all who donated recognizing the individual businesses.

The committee discussed advertising for the event next year to spread the word further than social media. Paper mail outs do come at a cost, even to do a bulk mail out.

It was said that if the Village takes on the Winterfest for 2025 that the admin rights to the Facebook page would be handed over and it has a good following.

### **3. New Business:**

#### **a) Summer Programming**

The committee discussed the challenges that occurred last year by having rates vary based on the number of children in a family registered. Additionally, the confusion that occurred when the HST was not included in the cost. It is recommended that the cost for 2024 be consistent as follows:

- \$35.00 per participant for soccer, soft ball, and t-ball, inclusive of HST
- \$50.00 per participant for travel baseball, inclusive of HST

Discussion occurred about the washroom at the diamonds and if metal toilets should be installed due to vandalism. It was explained that the toilets are new and were a donation. Perhaps something to consider if it occurs again however if the washrooms are locked when not in use there should be no need.

R. Baptiste shared that the donation store has come forward to say that if there are any participants in need of equipment, they will set what they receive aside to assist. They also may be able to assist with some costs associated with registration for those in need should they have the funds.

The committee was told that Jump Start can be accessed as well DSSAB has some resources. This information will be provided to families on the registration form.

This year for soft ball, the committee will run a 2-tiered program to offer supports to more participants. Last year the travel baseball group met twice a week: once for practice and another for travel. This year the practice day will be offered as a house league and open to anyone wishing to participate. The cost would be of \$35.00 inclusive of HST, same as the other sports.

The Lion's Club is running a sports day camp for one week this summer. As it will take place at the recreation fields, they are working with an insurance company to attain quotes, listing the Village as a third party insured. The camp is proposed to run from July 8<sup>th</sup> – 12<sup>th</sup>.

A. Brandt knows someone who may be interested in running an archery program. This will require the Village owned equipment. Ashley would like to receive a copy of the former archery program to understand how it was carried out. Secretary will look for this information.

As the ice will be out of the Arena the surface could be used between April 20 and June 16. The committee discussed offering ball hockey as a drop in vs for an adult and teen mix.

The committee discussed how to engage youth. R. Baptiste, in speaking to teens, understands there is a desire for dance, basketball, and ball hockey.

M. French shared the Canada Connect program which is a community art installation project. The committee was interested. R. Baptiste will explore the site and connect with M. French, bringing feedback to the committee.

#### **b) Support with Booking**

The R Zone policy has been approved and will be a part of the recreation registration this year. G. Smith (Arena Manager) was invited to the meeting to discuss how the policy could be linked to Booking vs providing a large paper document to every person. This can be done, and an electronic signature added. G. Smith will meet with the new Administrative Assistant once hired to set up the programming and attach the R-Zone policy. In the meantime, he will meet with R. Baptiste to get the registrations set up. Goal is to have them available mid April.

A. Brandt and R. Baptiste would like a copy of the last years registration form to start updating it.

Payment over Booking was discussed. Due to the costs involved we will not be setting up credit card payment. The Village can accept e-transfer, debit, cash, or cheque.

#### **c) Celebrate Downtown 2024**

The Downtown Development Committee is leading this event in May however has asked for involvement from the Recreation Committee.

The street will not be closed off and the event will not take place on another closed street as the purpose is to showcase the business which would defeat the intent. A. Brandt shared there may be the opportunity to close the street after 4:00pm however this is yet to be determined. The Pub may also be interested in hosting an evening event but again, to be determined.



B. Peever brought forward the concept of a passport program where for each vendor and business that was visited a card or passport would be stamped and submitted for a prize. The Committee likes this idea. Brady will come up with a concept, a map of the stores and a potential new name for consideration.

The Lion's Club is interested in providing cotton candy, a bouncy castle and facepainting.

Other ideas discussed:

Motorcycle show

Car show

Skateboarding demonstration

Chalk art installation

Archery demo in the ally way

R. Baptiste will speak to Armour about the insurance and how they are able to attain it for events. Having participants attain their own insurance can be cost prohibitive.

#### **d) Sleighrides in the Winter- Armstrong Horses**

Armstrong's had their horses at Winterfest. Ryan suggested hiring them to take people on a tour of the Christmas lights next winter. K. Trulsen would like to have caroling on the wagon. R. Baptiste will gather further details to present to the committee.

#### **e) Use of School Gymnasium for Programming**

R. Baptiste is interested in running a basketball program out of Land of Lakes School. There is no charge for this space if it is a nonprofit. Secretary will find out if the municipality is not for profit and advise R. Baptiste.

#### **f) Other**

The committee would like to explore an 8-week program offering activities related to the arts- non sport related. Ideas discussed were bird watching and photography to name a couple. The committee prepare a recommendation for next meeting.

The recreation committee would like a reminder placed on the Facebook for residents to sign up for the Village Newsletter.

#### 4. **Recommendations to Council**

The Recreation Advisory Committee recommends that Council approve:

- The Recreation Advisory Committee hosting Winterfest 2025 pending cost analysis.
- The Recreation Advisory Committee offer a drop-in basketball program out of the Land of Lakes School for 8 weeks.
- The Recreation Advisory Committee adding 13–17 age group for soccer and a 13- 16 age group for softball.
- The Recreation Advisory Committee offers a two-tiered baseball program with a travel and a house league.
- The costs of summer sports to increases to \$35.00 which includes hst and \$50.00 for travel softball.
- The Recreation Advisory Committee offers ball hockey during the period when the ice is out of the Arena.
- The Recreation Advisory Committee offer an Archery Program in September.

5. **Date of Next Meeting:** April 10<sup>th</sup>, 2024, at 5:30pm at the Young at Heart Seniors Centre

6. **Meeting Adjourned:** 7:27pm

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Chair Signature



## **Downtown Development Advisory Committee Meeting**

January 31, 2024, at 5:30pm in Council Chambers

Present: Mayor Chris Hope (Chair), Councillor Ashley Brandt, CAO-Clerk Denis Duguay, Vanessa Wong, Recording Secretary Camille Barr

Regrets: Jeff Marshall

Delegation: None

1. The meeting was called to order at 5:32pm by A. Brandt
2. Disclosure of Interest: None
3. Adoption of previous minutes:

Moved by V. Wong - Seconded by C. Hope

That the minutes of December 7, 2023, be adopted. Carried.

#### 4. Old Business

##### a. Business Recognition Initiative:

At the last meeting the Committee proposed a business recognition initiative. Further discussion occurred, and the Committee determined the program would be held on an annual basis. Residents would be involved by being able to cast a vote on which business deserves the award of business of the year. Nomination criteria needs to be established. The business would be provided with a certificate of recognition, and it was discussed the possibility of a 1-year membership to the Chamber of Commerce.

Nominations would be collected through a combination of written ballots and an online survey (doodle poll, Jot Form, Survey Monkey).

If Council approves the concept the program would begin in 2025 however promotion would begin at the May Downtown Celebration event.

Secretary will contact ACED to receive a listing of Village businesses.



b. Celebrate Downtown Event

This year the May Downtown Celebration event will be hosted in collaboration with the Recreation Committee. A. Brandt has received feedback that vendors are interested. There has been some social media buzz too.

The event will run from 10am-4pm. Volunteers will be needed.

The Committee would like to prepare and post the flyer early to get the word out. A. Brandt will draft the poster and submit to D. Duguay for approval.

C. Hope will prepare a letter for vendors and downtown businesses inviting them to participate once again. He will and forward it to D. Duguay for approval. Invitation will be hand delivered by C. Hope and A. Brandt.

The Pub may be interested in hosting an evening event.

Committee will continue to explore the following possibilities:

- Flyers printed by Vista Print
- Lions' placement of a bouncy castle, facepainting and cotton candy
- Participation of Land of Lakes or the theatre and Drama Club at Almaguin Highlands
- A car show
- A movie in the Theatre
- Legion hosting a breakfast
- Contacting the Arena for use of a speaker
- Ballons and purchasing on helium tank at \$67.00 and blowing up 50 ballons to hang on businesses

Secretary will locate the vendor and busker lists. Buskers can be contacted to gauge interest now.

Secretary will call community member who raised accessibility limitations and discuss how this may be improved.

D. Duguay will speak to Public Works regarding the large puddle at the Post Office which, although fun, was a mess that day.

5. New Business

a. Candidate for Committee and New Member Recruitment

One community member has stepped forward to be a part of this committee. This will need to be approved by Council. The committee recognizes the need for more members. A recommendation will go to Council to request the approval of a readvertisement for three (3) additional members. This candidate will be considered with the ones that come forward through the readvertisement.

b. Canada Day Celebration

The Committee asks new Admin staff (when position is filled) prepare a flyer. The Committee asked if there is a budget for the event or if a grant needs to be applied for. Secretary to find out.

The group agreed to continue to host cake, hot dogs, drinks, and an activity at Stan Darling with fire works at night.

c. New Dental Clinic and Ribbon Cutting

The new dentist has opened the doors to the new clinic in town. Council met with the new dentist complete with a ribbon cutting and a copy of the Welcome Guide. The feedback on social media was excellent. This initiative will be continued for new businesses in the Village.

d. Light Up the Falls

C. Cotton at a Council meeting suggested lighting up the falls next winter as a visual attraction. Lakeland and the Town of Bracebridge will be contacted to explore what is involved in making this happen as they too light up their falls. New Admin will investigate.

6. Recommendations to Council

2024-01 **THEREFORE BE IT RESOLVED THAT** the Village of Burk's Falls Downtown Development Committee recommend to Council the initiation of the Annual Business Recognition Award.

2024-02 **THEREFORE BE IT RESOLVED THAT** the Village of Burk's Falls Downtown Development Committee recommend Council approve the readvertisement for three (3) new members to the Downtown Development Committee.

7. Date of next meeting: March 20<sup>th</sup>, 2024, at 5:30pm

8. Meeting adjourned at 6:58pm

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Signature of Chair- Chris Hope

## **BURK'S FALLS CEMETERY**

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Board Meeting - January 17, 2024  
3:00 PM at 172 Ontario Street, Burk's Falls

### **MINUTES**

Present: Chris Hope, Sean Cotton, Denis Duguay, Camille Barr, Derek Smith, Chris Cowling

Regrets: None

#### **Called to order at: 2:58 pm**

##### **1. Board Membership**

C. Barr recently took an introduction to cemetery management course in which board governance was a topic. Based on the information presented, the current membership and mandate needs review. C. Barr will reach out to the BAO for further clarification.

C. Barr will develop a draft term of reference for the next Village of Burk's Falls Council meeting.

##### **2. Public Works Continued Involvement with Cremation Opening and Closing**

C. Barr prepared a report for consideration regarding Public Works involvement in cremation burials. This was an additional duty that was added to their workload when the former caretaker retired. The report was received by the committee and discussed.

A decision was made to add the duty as an additional opportunity for the new Janitor/Maintenance position to be posted soon. C. Cowling and team to remain back up.

##### **3. Tender for Full Burial Opening and Closing**

The current contract with Johnathan Miller concludes this May. C. Barr will prepare a draft tender to be shared with CAO-Clerk and posted.

##### **4. Update on Mapping Through CGIS**

The Village has completed a lot of the preparation to convert the manual mapping into CGIS. The hope is it will be ready to use this spring.

##### **5. Price List Update**

Sandersons has increased the price of cornerstones to \$155.95 (was \$141.25). The Village currently charges \$163.85 which doesn't cover the admin costs or installation. C. Barr provided the board with a cost comparison of other municipalities. C. Barr will contact the BAO to inquire if they hold a list that could be reviewed and provide a standard. The board discussed increasing fees to 80% of Parry Sounds however information from the BAO would assist prior to a decision being made.

##### **6. Green Burials**

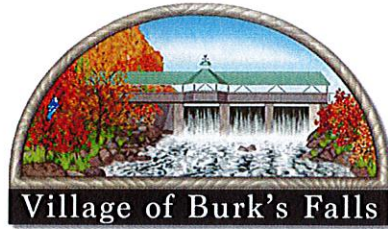
S. Cotton shared information on green burials and a discussion occurred on the possibility of this service being offered in the wooded area or a section of the cemetery. It is an interesting concept and environmentally conscious. This will require further discussion. Information shared was preliminary.



**7. Other**

C. Barr to inquire with the BAO if equipment can be purchased for the cemetery with the C&M trust such as a backhoe for full casket burial.

**8. Adjournment 4:05 pm**



## Public Works Committee Meeting

February 21, 2024, at 2:59 pm in Council Chambers

Present: Mayor Chris Hope, Councillors John Wilson, Sean Cotton, Finance Clerk Candy Shuker, Public Works Foreman Derek Smith, CAO/Clerk Denis Duguay, Treasurer/Deputy Clerk Tammy Wylie, Recording Secretary Taylor Dodds

Regrets: None.

1. The meeting was called to order at 2:59 pm By Sean Cotton.
2. Disclosure of Interest: None.
3. Adoption of Previous Meeting Minutes:  
Moved by Chris Hope - Seconded by John Wilson  
**THEREFORE, BE IT RESOLVED THAT** the Village of Burk's Falls Public Works Committee approves the minutes of November 22, 2023. Carried.
4. Old Business:
  - A) Equipment Surplus Draft Policy:  
Committee reviewed the draft equipment surplus policy. Committee decided that section 4.5 and 4.6 should be consolidated.
  - B) Parking Issues/Snowbanks:  
Committee discussed parking issues specifically "no parking signs". The Council will address this issue with the By-Law Officer next meeting. Public Works is keeping the snowbanks maintained by pushing/blowing snowbanks back on Ontario/Yonge Street intersection.
  - C) Lagoon Lane:  
Committee briefly discussed about Lagoon Lane and ownership and recommended seeking legal advice.
  - D) School Zone Signage:  
S. Cotton discussed school zone signage and how to make it more visible. A Radar sign was discussed. D. Smith has a budget estimate for it. D. Smith is also looking into a flashing light sign and will provide cost estimate at a later date.

5. New Business:

A) Clearing Field at the Ball Diamonds:

S. Cotton discussed leveling the field to get grass growing and considering the costs for maintaining the grass. Committee also discussed a waterfront park and what the process and costs would be.

C. Hope enquired about clearing up the Welcome Center waterfront. Committee discussed that the strategic plan process would prioritize initiatives. D. Duguay will speak to insurance to conduct a risk assessment on the Welcome Centre waterfront and the waterfront behind Knight Bros. Park.

B) Public Works Budget:

Committee reviewed Public Works budget. D. Smith advised that \$5000.00 was added to the bridge and culvert budget due to the mandatory Bridge Study required this year. D. Smith will obtain a quote from the engineer to inspect the Walking Bridge.

C) Commercial Drive:

Brief discussion on water and sewer hookup on Commercial Drive.

D) Water Rebate:

Committee discussed the water rebate.

6. Recommendation to Council:

1. Public Works Committee recommends to Council that the Equipment Surplus Policy be approved. Moved by C. Hope, Seconded by S. Cotton. Carried.
2. A conversation with the By-Law Enforcement Officer about enforcing no parking signs is required.
3. Committee recommends that a legal opinion be obtained to determine ownership of Lagoon Lane. Moved by J. Wilson, Seconded by S. Cotton. Carried.
4. Committee recommends that the water rebate no longer be available as of Jan 1, 2024. Moved by J. Wilson, Seconded by C. Hope. Carried.

7. Date of Next Meeting: At the Call of the Chair

8. Meeting adjourned at 4:55 pm.

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Chair, Sean Cotton





## **Burk's Falls Personnel Committee**

### **Terms of Reference Schedule A to Bylaw 06-2024**

#### **1. Mandate**

The Personnel Committee provides support to Council for major human resource matters. The Committee provides input to the CAO-Clerk for minor human resource matters and disciplinary actions within the provided employment policies set by Council.

#### **2. Objectives and Responsibilities**

- a. To advise Council on matters pertaining to the mandate
- b. To investigate and advise of any relevant new legislation regarding human resources and employment policies
- c. To conduct the review of the Village Wage Grid Bylaw in five (5) year intervals
- d. To conduct the annual performance review of the CAO-Clerk
- e. To interview and hire CAO-Clerk and department heads and set wages within current relevant wage grid
- f. To advise and support the CAO-Clerk with executing major issues within the discipline policy

#### **3. Committee Composition**

The Committee will consist of:

- a. Mayor
- b. Deputy Mayor
- c. CAO-Clerk

The following department heads may attend as required

- a. Public Works Foreman
- b. Arena Manager
- c. Treasurer

#### **4. Quorum**

Quorum shall be Mayor, Deputy Mayor and CAO-Clerk. If quorum is not present within 15 minutes of the meeting starting, the agenda items shall be deferred until the next meeting can be scheduled.

#### **5. Meetings**

The Committee shall meet a minimum of once a year with additional meetings being called as required to implement objectives of Committee.

The meeting procedures shall follow Council's Procedure Bylaw and Code of Conduct. All meeting shall be held in Council Chambers and shall open to the public, unless permitted to be closed under Section 239 of the Municipal Act.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO-Clerk and/or Mayor.

The agenda for every meeting shall be structured as follows:

- a. Call the meeting to order
- b. Disclosure of Interest
- c. Adoption of Previous Meeting Minutes
- d. Old Business
- e. New Business
- f. Recommendations to Council
- g. Date of Next Meeting
- h. Adjournment

Members who are not able to attend shall inform the Recording Secretary prior to the meeting. Minutes of the meeting shall reflect the direction and initiatives of the Committee but shall not be verbatim.

## 6. Chair

- a. The Chair shall be a Council member and alternates during the term in two-year intervals
- b. Responsible for calling the meeting to order
- c. Presides over meetings, introduces agenda items and ensures a decision is made of each discussion
- d. Introduces delegations, guests and specialists to Committee as required
- e. Ensures mandate and objectives of Committee are met
- f. Ensures there is a Mover and Seconder for all recommendations of the Committee with a majority vote and they are brought forward to Council through the minutes
- g. Ensures all municipal policies and procedures are followed
- h. Responsible to ensure decorum and proper procedures occurs during meetings

## 7. Secretary

- a. The CAO-Clerk shall act as the Secretary for the Committee
- b. Responsible to prepare agenda items and distribute to the Committee members at least four days prior to the scheduled meeting
- c. Responsible to record all meeting minutes and distribution to all members
- d. Responsible to ensure Chair and Secretary sign all original minutes and store in accordance with the Village's retention policy and a copy is provided to the Clerk's Office
- e. Assist Chair as required

## 8. Members

All members of the Committee shall:

- a. Attend all committee meetings, reading all material prior to the meeting
- b. Participate in discussions and offer ideas and suggestions for items related to agenda items
- c. Make the time commitment to deliver and execute the objectives of the committee
- d. Act with decorum and follow all municipal policies and procedures
- e. Shall declare any Conflict of Interest prior to tabling the agenda item
- f. Shall be appointed for the term of council.

The Committee is not responsible for:

- a. Daily operations of the departments
- b. Administrative and minor personnel matters including direction to staff
- c. Approval of capital and/or operating budgets

## 9. Reporting Relationship

The Committee shall forward any necessary recommendations to Council in the form of a report.

Committee minutes shall be received at Council meetings as required in closed session. The Chair, or designate, shall speak to Council regarding any recommendations that require Council approval.

The Committee shall have the authority to hire the CAO-Clerk, Treasurer, senior level staff and where appropriate Fire Chief, Chief Building Official and negotiate and set wage levels within the current wage grid. The Committee shall recommend to Council the appointment where appropriate, the CAO-Clerk, Treasurer, Fire Chief, and Chief Building Official. Hiring and termination of staff shall be reported to Council as soon as possible upon a decision being made. Only major disciplinary actions such as suspensions or matters that affect the external reputation of the Village will be reported to Council.

The Committee shall have the authority to approve the actions of the CAO-Clerk in executing major matters regarding the discipline policy. The Committee shall make recommendation to Council for the termination of any regulated or senior level staff member.

## 10. Relevant Policies and Procedures

- a. Code of Conduct
- b. Respect and Responsibility
- c. Confidentiality
- d. Procurement
- e. Conflict of Interest
- f. Municipal Salary Wage Bylaw
- g. Disciplinary Policy
- h. Village Employment Policy
- i. RZone





## **Burk's Falls Theatre Committee**

### **Terms of Reference**

#### **Schedule F Bylaw 06-2024**

## 1. Mandate

The Theatre Committee provides advice and support to Council focusing on optimal use of theatre, maximizing operating theatre performance, activities and special events regarding art and culture.

## 2. Objectives and Responsibilities

- a. To advise Council on matters pertaining to the mandate
- b. To assist and accept direction from Council regarding relevant Village initiatives and policies
- c. Investigate and advise of any relevant new legislation and/or funding opportunities
- d. To develop working relationships with relevant community and regional groups to deliver the mandate
- e. Promote the integration and linkage of arts, culture, indigenous and intangible cultural heritage matters as they relate to the Village plans, strategies, and policies.
- f. Advising on the implementation of applicable policies pertaining to arts, culture, indigenous and intangible cultural heritage.
- g. Advising on ways to further public awareness and understanding of arts, culture, indigenous and intangible cultural heritage issues as they relate to the Village of Burk's Falls.
- h. To provide guidance regarding arts and culture related objectives to subsequent economic development plans.
- i. To set clear and measurable goals for the term of the Committee

## 3. Committee Composition

The Committee will consist of:

- a. 2 Council members
- b. 3-5 Community members
- c. Senior Administrative Assistant

The following are non-voting members and may attend as resource persons

- d. Arena Manager
- e. Treasurer
- f. CAO-Clerk

## 4. Quorum

Quorum shall be 50%+1 of the members with voting privileges. If quorum is not present within 15 minutes of the meeting starting, the agenda items shall be deferred until the next regular meeting. The arena Manager, Treasurer and CAO-Clerk shall not be included in counting quorum. Their membership is advisory and attend as additional resources.

## 5. Meetings

The Committee shall meet a minimum of four times per year to achieve their mandate, January, April, September and November. Additional or special meetings may be called by the Chair or Secretary with advice from the CAO-Clerk, Senior Administrative Assistant and the Chairperson.

The meeting procedures shall follow Council's Procedure Bylaw and Code of Conduct. All meeting shall be held in Council Chambers and shall open to the public.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the Senior Administrative Assistant and the Chair.

The agenda for every meeting shall be structured as follows:

- a. Call the meeting to order
- b. Disclosure of Interest
- c. Adoption of Previous Meeting Minutes
- d. Old Business
- e. New Business
- f. Recommendations to Council
- g. Date of Next Meeting
- h. Adjournment

Members who are not able to attend shall inform the Recording Secretary prior to the meeting. Minutes of the meeting shall reflect the direction and initiatives of the Committee but shall not be verbatim.

## 6. Chair

- a. The Chair shall be a Council member and alternates during the term in two-year intervals
- b. Responsible for calling the meeting to order
- c. Presides over meetings, introduces agenda items and ensures a decision is made of each discussion
- d. Introduces delegations, guests and specialists to Committee as required
- e. Ensures mandate and objectives of Committee are met
- f. Ensures there is a Mover and Secunder for all recommendations of the Committee with a majority vote and they are brought forward to Council through the minutes
- g. Ensures all municipal policies and procedures are followed
- h. Responsible to ensure decorum and proper procedures occurs during meetings

## 7. Secretary

- a. The Recreation Coordinator shall act as the Secretary for the Committee
- b. Responsible to prepare agenda items and distribute to the Committee members at least four days prior to the scheduled meeting
- c. Responsible to record all meeting minutes and distribution to all members
- d. Responsible to ensure Chair and Secretary sign all original minutes and store in accordance with the Village's retention policy and a copy is provided to the Clerk's Office
- e. Assist Chair as required

## 8. Members

All members of the Committee shall:

- a. Attend all committee meetings, reading all material prior to the meeting
- b. Participate in discussions and offer ideas and suggestions for items related to agenda items
- c. Make the time commitment to deliver and execute the objectives of the committee
- d. Act with decorum and follow all municipal policies and procedures
- e. Shall declare any Conflict of Interest prior to tabling the agenda item

The Committee is not responsible for:

- a. Daily operations of the department
- b. Administrative and human resource matters including direction to staff
- c. Approval of capital and/or operating budgets

## 9. Terms of Committee Members

The term of the Committee shall be for the term of Council. A call for community member applications will be sent to the public following the election. Community members must submit a written letter detailing their background and experience and how they align with the Committee's mandate. Council will appoint their Council representatives.

Council will have the option to interview the community members prior to appointing them to the Committee. Council reserves the right to not accept applications.

Community members may reapply for a second term as a community committee member.

A member may resign from the Committee by providing a written letter to the Chair with an effective date. The letter shall be accepted by the Committee and recorded in the minutes. Council will issue a call for applications for the Members replacement for the remainder of the term.

If a member is absent from two (2) consecutive meetings without sending regrets, they shall be deemed to have resigned from the committee. If a committee member is absent more than 1/3 or more of all meetings over a 12-month period without satisfactory reason to Council, they shall be deemed to have resigned from the committee. There shall be a statement in the minutes and once addressed by Council a call for applications will be issued to replace the member for the remainder of the term.

## 10. Reporting Relationship



The Committee shall forward advice and recommendations to Council in the form of decisions that are recorded in the Committee minutes.

Committee minutes shall be received at a subsequent Council meeting. The Chair shall speak to Council regarding any recommendations that requires Council approval.

Council shall decide on recommendations by way of passing a formal resolution.

## 11. Marketing & Media

The Committee shall draft posters, flyers, guides and other promotional materials required to fulfil their objectives. Prior to the release of any publication the CAO-Clerk (or designate) shall be provided with the draft version for review.

Once Council approves a recommendation of the Committee, then they may proceed with a program, activity or event.

All media enquiries shall be directed to the Mayor and the CAO-Clerk in accordance with the Village's policies.

## 12. Compensation

All Committee membership shall be volunteer, and no monetary compensation will be provided for planning, attending or executing a committee meeting or initiative.

Expenses incurred by members must be approved by the Chair and Treasurer prior to incurring said expense. To be reimbursed the member must submit an Expense Form with original receipt(s) to the Treasury Department.

## 13. Relevant Policies and Procedures

- a. Code of Conduct
- b. Respect and Responsibility
- c. Confidentiality
- d. Procurement
- e. Conflict of Interest
- f. RZone



## Legal Notification

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## 1. Study Purpose and Methodology

### 1.1 Study Objectives

The Corporation of the Village of Burk's Falls (Village) has retained the services of EXP Services Inc. (EXP) to complete this Road Needs Study by conducting a survey of all the Village's roads. The purpose of the Study is to provide the Village with a clear overview of the overall condition and financial requirements of the existing road network.

The objectives of this study are as follows:

1. Clearly identify the road network.
2. Identify road issues and provide an estimate of costs for improvements.
3. Provide a rating of the general condition of the road system by road section including factors such as structural adequacy, drainage, and surface condition.
4. Provide a list of potential deficient horizontal and vertical alignment segments.
5. Provide a guide for future road work.

The Road Needs Study does not include review of sidewalks, guiderails, street signage and lighting.

### 1.2 Methodology

#### 1.2.1 Research and Data Collection

Project Implementation began by consulting with Village operations staff to confirm project objectives, obtain all pertinent information and data from the Village, and confirm deliverables.

Prior to commissioning this study, the Village had a 2013 existing road inventory master list that defined each roadway and segment within the road network. This list included general information for each section of roadway within the municipal road network such as the 2013 rating and estimated replacement cost. The available inventory data was reviewed, verified, and updated, the data gaps were identified, and inspection requirements were determined based on our findings.

The 2013 existing road inventory master list included Average Annual Daily Traffic (AADT) counts from 2009. We have utilized these counts for the report; however, it is recommended the Village undertake traffic counts in the future in order to assist with decision making on the maintenance priority list.

Once a complete data set was compiled, the physical investigation of the road system was started.

### 1.2.2 Road Condition Assessments

Data collection and road ratings were carried out in accordance with MTO Manual for Condition Rating of Flexible Pavements. Condition ratings were used to determine deficiencies, inadequacies, remedial measures, etc. based on riding quality and distress manifestations. Distress manifestations were grouped into three major headings: surface defects, distortion or permanent deformation, and cracking. For each type of distress, an array of plausible causes and a recommendation for the most effective repair was given. Road conditions were rated during field review and categorized by estimated time until reconstruction or resurfacing is required (“now”, “1 to 5”, “6 to 10”, and “adequate”).

The Roadway was also given a priority rating based on road usage. The condition rating reflects the average condition of the pavement section rated. The existing road segments, as defined by the Village, were used for the reviews. The condition assessment also includes details of the type and extent of any maintenance treatment carried out on the segment of pavement.

To carry out the condition assessment, EXP walked or slowly drove over the pavement to visually inspect its overall surface condition for uniformity of appearance. If distinct sections were observed within the segment, the segment was further split into each section. The rater then obtained a Ride Condition Rating (RCR) by averaging the ride quality of both directions of pavement. After the RCR was obtained, the rater drove slowly over the pavement to assess the distress manifestations. Two or three stops per section were made to examine the distress type and severity with respect to surface conditions and surface deformations and the Pavement Condition Rating Form was then filled in.

## 2. Road Condition Rating System

### 2.1 Pavement Condition Index

The Pavement Condition Index (PCI) is a calculated numerical value used to assist in the determination of time for road reconstruction. The distress types for each road segment were assigned weight values which were then used to calculate a Distress Manifestation Index (DMI). Using the DMI and RCR, a PCI rating was given to each segment.

Based on the calculated PCI values, each road segment was placed into one of the following road rehabilitation /replacement groups to forecast the 10-year capital improvement plan:

- Adequate: Asphalt Roadways with a PCI greater than 80.
- Rehabilitate in 6-10 Years: Asphalt Roadways with a PCI between 80 and 65, or Surface Treated Roadways with a PCI greater than 75.
- Rehabilitate in 1-5 Years: Asphalt Roadways with a PCI between 65 and 46, or Surface Treated Roadways with a PCI between 75 and 46.
- Rehabilitate Now: All Roadways with a PCI between 46 and 40.
- Reconstruct Now: All Roadways with a PCI less than 40.

The following Photo 1-4 illustrate the visual appearance of roadways from each rehabilitation/replacement group.



Photo 1: Example of PCI above 80

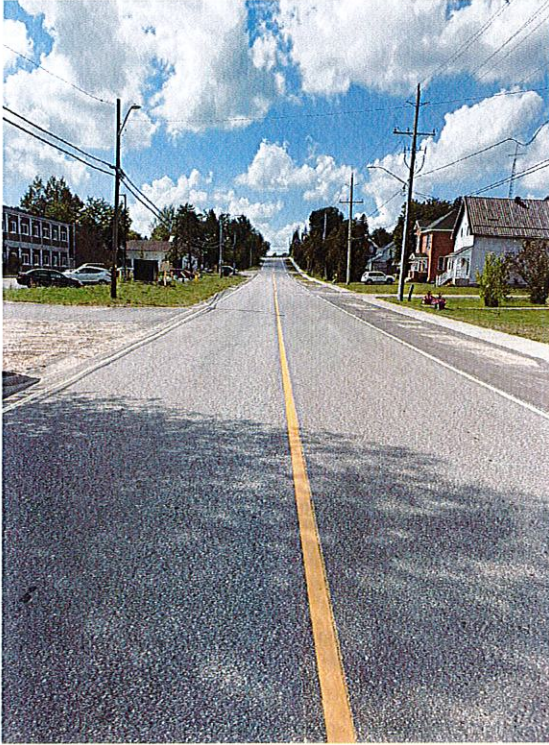


Photo 2: Example of PCI between 65 and 80

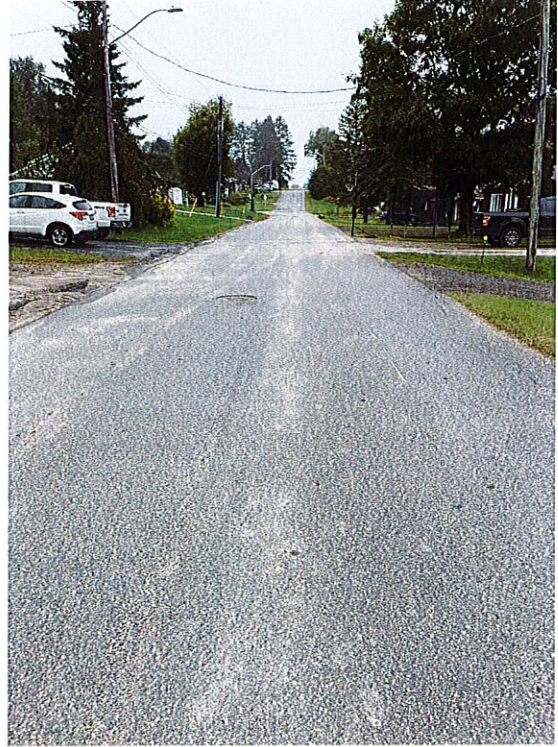


Photo 3: Example of PCI between 46 and 65



Photo 4: Example of PCI between 40 and 46

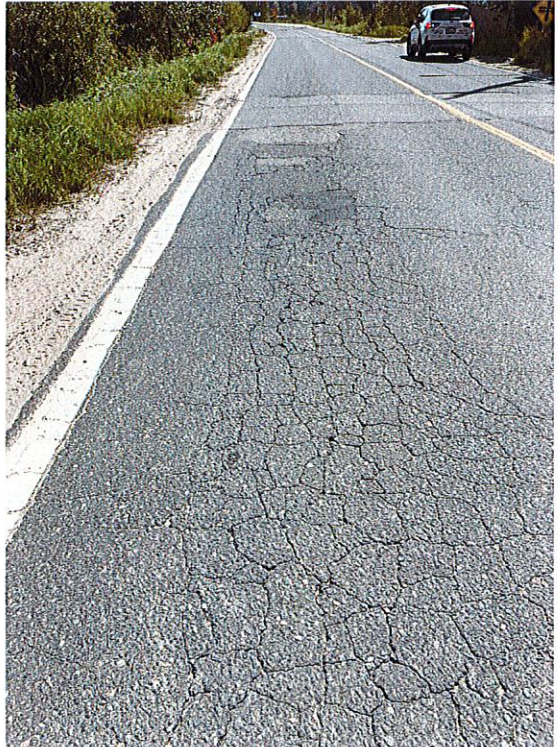
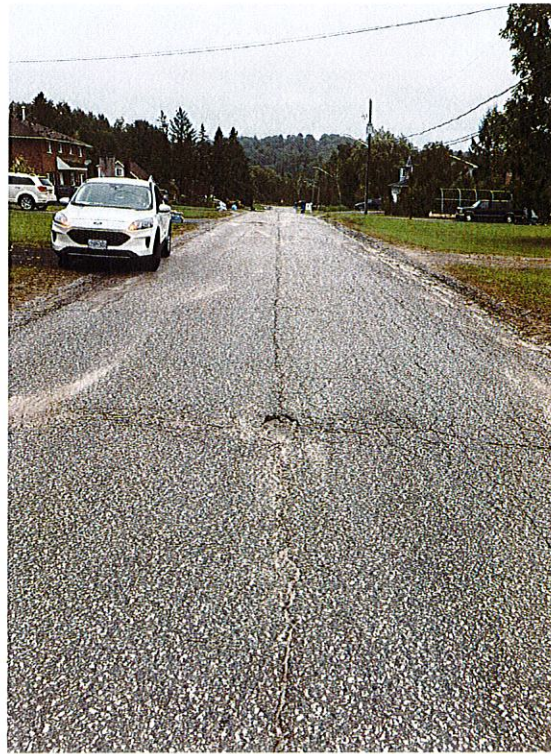




Photo 5: Example of PCI below 40 (Reconstruction immediately)



These values come from *Pavement Condition Index 101* In Ontario Good Road Association's Milestones Journal, Volume 9, Issue 4, December 2009.

## 2.2 Road Network Condition

The paved roads distress manifestations fall into three categories: surface defects, distortion or permanent deformation, and cracking. The following are typical examples of these types of distresses found throughout the road network in the Village. Common causes for each type of distress are referenced from the MTO Manual for Condition Rating of Flexible Pavements and the Pavement Design and Rehabilitation Manual, also published by the MTO. These distresses are reflected in the condition evaluation sheets in Appendix 2 and 3.

### 2.2.1 Surface Defects

The roads within the Village were evaluated for their surface defects. Through the evaluation process, minimal roads in Burk's Falls were found to have surface defects such as raveling (loss of coarse aggregate) and flushing. Potential causes of loss of coarse aggregate include fracture of particles through load or natural causes, disintegration of particles, clay coated aggregate particles, and insufficient asphalt content. Flushing is the presence of asphalt binder on the pavement surface. It can be caused by paving over excess primed surface or having too high of an asphalt content relative to the void content of the mineral aggregate.



### 2.2.2 Surface Deformation

Roads within the Village showed some permanent deformation defects, which include rippling and shoving, wheel track rutting, and distortion. Rippling and shoving can be caused by heavy traffic on steep grades, low stability in the asphalt mix, stopping at intersections, and lack of bond between pavement layers. Wheel track rutting can occur from unstable granular bases, shoulder material, or asphalt mixes and overstressed subgrade. Distortion can result from differential frost heave at pavement edges or cracks, reverse differential frost heave at culverts, lack of subgrade support and improper maintenance.

### 2.2.3 Cracking

Many types of cracking are present on the Village roads. Cracking types include longitudinal wheel track-cracking, longitudinal meander, mid-lane, centerline, pavement edge, transverse, map, and alligator cracking. Longitudinal wheel track-cracking may result in areas with high truck traffic volumes. These areas are sensitive during rapid freeze-thaw cycles in the spring season. Longitudinal meander and mid-lane cracks can occur because of frost action, poor construction practice or faulty construction equipment resulting in a weak plane. Centerline cracks are commonly caused by poor longitudinal joint construction, frost action, and moisture changes. Pavement edge cracks often form due to frost action, insufficient bearing support, poor drainage and insufficient pavement width which forces traffic nearer to the edge. Transverse cracks may form because of natural shrinkage, high temperature susceptibility of the asphalt cement binder, and frost action. Map cracks can form from swelling or shrinkage, frost action and hardening/shrinkage of the asphalt due to age. Alligator cracks typically form due to insufficient bearing support, poor base drainage, and brittle asphalt mixes at cold temperatures. Some pavement distresses are shown in the photos below.

Photos 6 and 7: Pavement Distresses



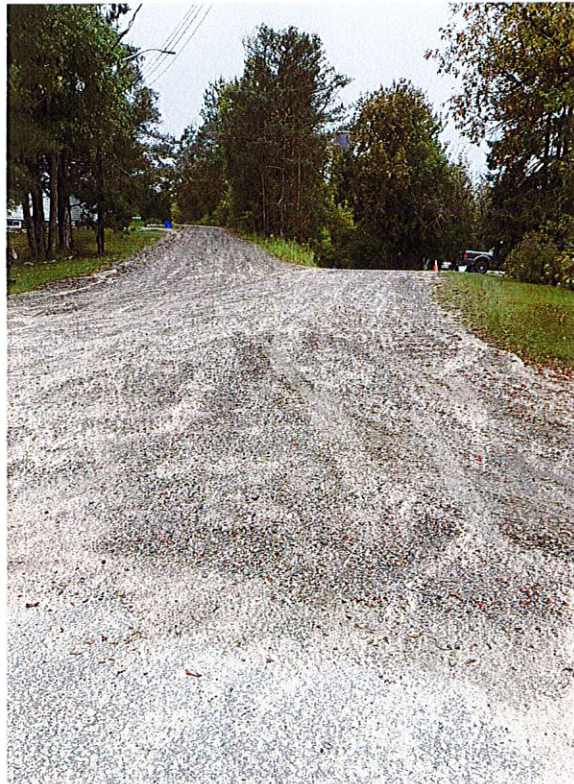


## 2.2.4 Unpaved Roads

Although paved roads are much more complex with respect to management, maintenance and general asset value, unpaved roads can exhibit similar defects to that of paved roads. When unpaved roads are evaluated only one parameter is considered which is the severity of the surface distress manifestations. The most common distress manifestations that occur are surface defects such as loose gravel, potholes, excess dust, and surface deformations such as washboard and rutting.

Throughout the Village, surface defects on unpaved roads included loose gravel, dust, and potholes. Loose gravel occurs because of insufficient compaction during construction, due to traffic action, or loss of fine materials in gravel. Potholes often occur because of frost action, insufficient structural support, or a combination of excessive moisture and traffic action. Excess dust, while not appearing to be a surface defect, leads to the loss of surface aggregates causing loose gravel and potholes. Excess dust is caused by the erosion of fine materials in aggregates due to wind and traffic actions and occurs due to lack of water or dust suppressant in the roadway surface. Loose gravel can be seen in the photo below.

Photo 8: Loose Gravel



Surface deformations are present on roads within the Village. Surface deformations include washboard, rutting, and distortion. Washboards can form because of traffic action combined with loose gravel, acceleration and deceleration, and insufficient structural support. Rutting can be caused by traffic loading, inadequate strength of the road base layers or subgrade, and from moisture in the road structure combined with traffic loading. Distortion may be due to differential frost heave, reverse differential frost heave at culverts, differential settlement, or lack of surface or subgrade support.

## 3. Road Inventory

### 3.1 Existing Road Inventory

The Road network in the Village is made up of approximately 12.12 km of paved roads and 1 km of unpaved roads that provide access for residents and commercial and industrial developments.

Burk's Falls Road network inventory consists of a list of road segments that define each roadway within the Village and includes general information for each section of roadway within the municipal road network such as location and length, Annual Average Daily Traffic (AADT), surface type, improvement type recommendation and approximate cost.

We have reviewed the information and have updated this document based on current 2023 conditions. We have also verified the geometric data for each road segment and updated the remaining life based on the condition assessments carried out on each road segment.

At the request of the Village, we also added line items for Lagoon Lane which the Village will be maintaining in the future.

The updated road inventory can be found in Appendix 1, 2 and 3.

### 3.2 Updated Inventory

The existing road inventory master list provided by the Village was updated for this study. The updated list identifies the extent of repairs required for each segment and the urgency of the repairs required.

#### 3.2.1 Repair Timeframe

The roads assessed have been divided into groups based on the timeframe for recommended repairs and on the urgency through their condition rating. The groupings are shown below:

Now	Recommend immediate reconstruction, rehabilitation, or maintenance.
1-5	Reconstruction, rehabilitation, or maintenance repairs will be required in the next five years.
6-10	Recommend reconstruction, rehabilitation, or maintenance repairs in 6-10 years.
Adequate	No foreseeable major repairs recommended.

#### 3.2.2 Surface Type

Roads have been classified by surface type, abbreviated as follows:

A	Asphalt
ST	Surface Treatment
G	Gravel



### 3.2.3 Usage Class

Urban roads were classified as primary, secondary, and tertiary based on roadway use determined by the 2009 AADT, observations of traffic patterns during peak traffic times, and by local knowledge. The downtown core (Ontario Street) was classified as a primary roadway, secondary roads (Yonge Street) include main collectors in residential areas and low usage residential area roads were classified as tertiary. Table 1 summarizes the total length of road segments in each classification category.

Table 1: All Road Segment Classification and Length Summary

Classification	Number of Road Segments	Total Length (Kms)
Primary	5	1.53
Secondary	13	2.16
Tertiary	54	9.47
<b>Total</b>	<b>72</b>	<b>13.16</b>

### 3.3 Paved Road Needs and Improvements (including Surface Treatment)

The time to improvement for all road segments evaluated are shown in Figure 1 below.

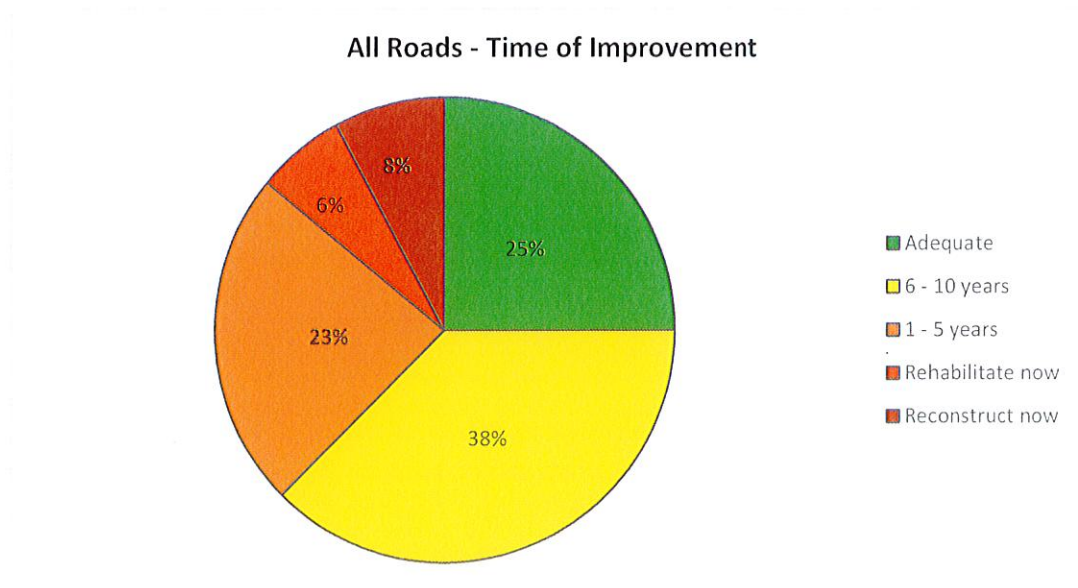


Figure 1: All Paved Road Segments Grouped by Time of Improvement



The road segments were also sorted by classification type to show the condition of the roads compared to usage level which is shown in Figure 2, 3 and 4 below.

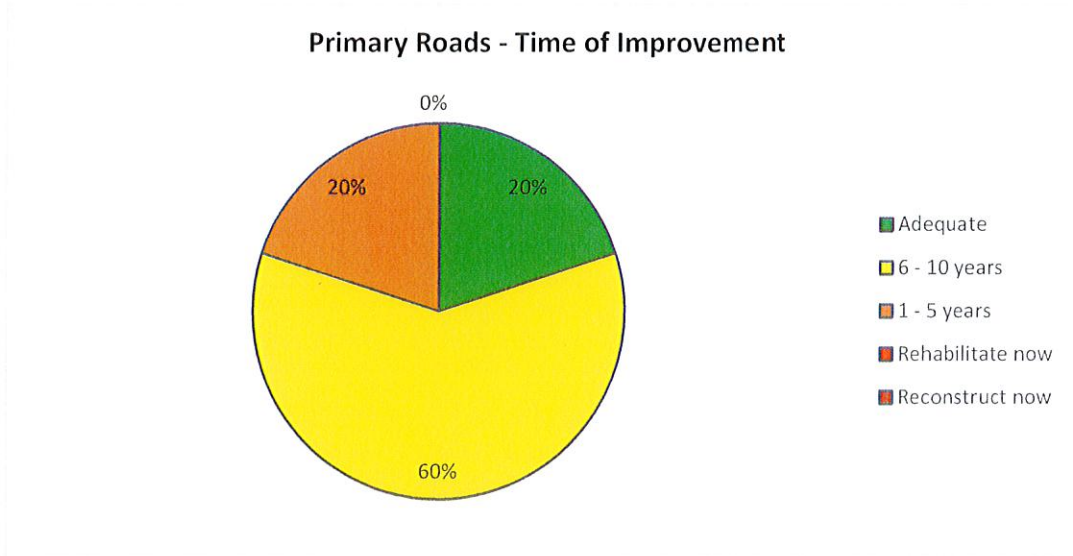


Figure 2: Primary Road Segments Grouped by Time of Improvement

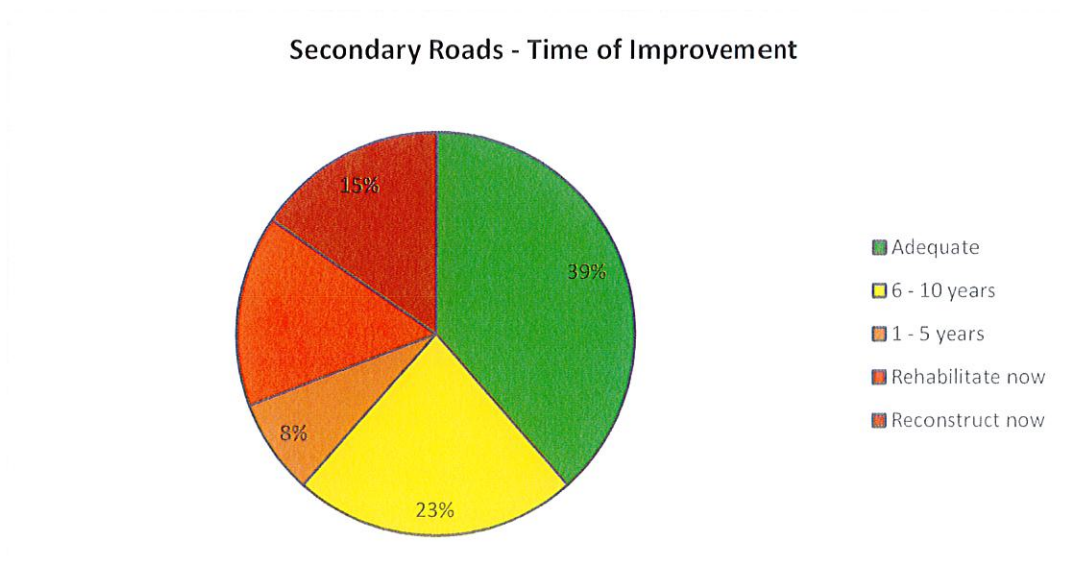


Figure 3: Secondary Road Segments Grouped by Time of Improvement

### Tertiary Roads - Time of Improvement

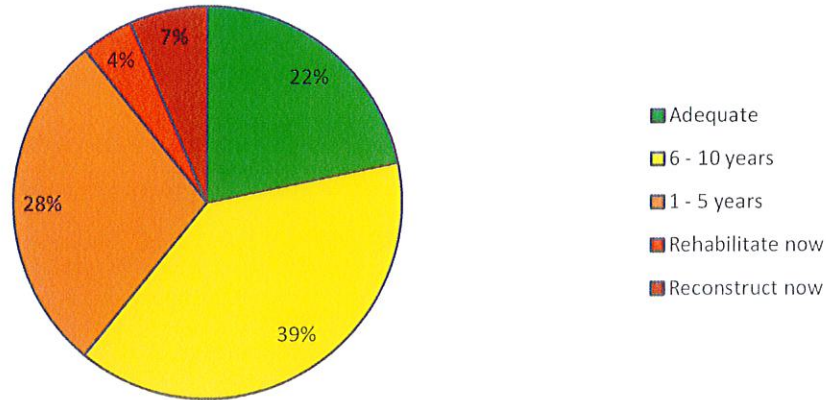


Figure 4: Tertiary Road Segments Grouped by Time of Improvement

The paved roads within the Village have varying distresses. The most common distress types found during the course of the condition rating were alligator cracking, transverse cracks and distortion.

The type of repairs listed for the various distress types are based on recommendations made by the MTO Manual for Condition Rating of Flexible Pavements for each type of distress found during the condition rating performed.

Due to the cost of repairs that increases with severity and frequency, all road segments that have high severity and high frequency of distresses have been recommended for full depth reconstruction. These sections make up 8% of the roads, and include road segments with a PCI less than 40 ('reconstruct now') as these roads are considered beyond repair.

Approximately 6% of roads that have been designated as 'rehabilitate now' are designated for full depth reclamation and paving. These segments tend to have high severity alligator cracking and distortion. Distortion can be fixed by a full depth reclamation; some mild distortion may be lessened with patching.

Twenty-three percent (23%) of the paved road network is in the '1 to 5 years' category. For these roadways maintenance activities such as machine and manual patching are recommended now, with these segments being designated for full depth reclamation and paving within the next 1 to 5 years. Road segments with a time to improvement of '6 to 10 years' largely require patching and rout and seal now. These roads tend to have a good RCR but a low PCI. Minor repairs will extend the life and smoothness of the road segment, and they are scheduled for full depth reclamation and paving or double surface treatment in 6 to 10 years.

All roads that are designated as 'adequate' require only routine maintenance over the next 10 years, which has been determined based on the lifecycle management strategies shown in section 6.1.

Large cracks (over 30mm average width) should not be routed and sealed. These cracks should be patched with cold mix asphalt to minimize future spreading of the crack and to increase the smoothness of the ride.

The road segments that were found to require full depth reclamation or reconstruction and paving are largely due to the nature of the distresses. Extreme levels of distortion, and high severity or frequency of alligator and transverse cracking generally warrant full depth reclamation or reconstruction of the road segment. Rout and seal material has a lower friction coefficient than pavement; large amounts of this material can make a road segment slippery and unsafe. As a result, overlays and rout and seal are not suitable repair options for pavement sections with high frequency and high severity defects.

As indicated in section 6.1.1, the typical design lifespan is 25 years for asphalt paving. Approximately 37% of Village roads are approaching the end of their lifespan (Time of Improvement is 5 years or less).

### 3.4 Unpaved Road Needs and Improvements

A summary of the level of maintenance required for unpaved road segments is shown below in Figure 5. In these Figures “*Routine Maintenance*” indicates that the rider comfort rating is above a certain threshold, there are no significant distresses causing degradation of the roadway surface and that the current level of maintenance is sufficient. “*Routine Maintenance, some extra work*” indicates that the segment is in need of some form of additional maintenance such as shoulder repair, ditching or grading, etc. “*Increased Routine Maintenance*” is interpreted as a need for many of the additional maintenance items.

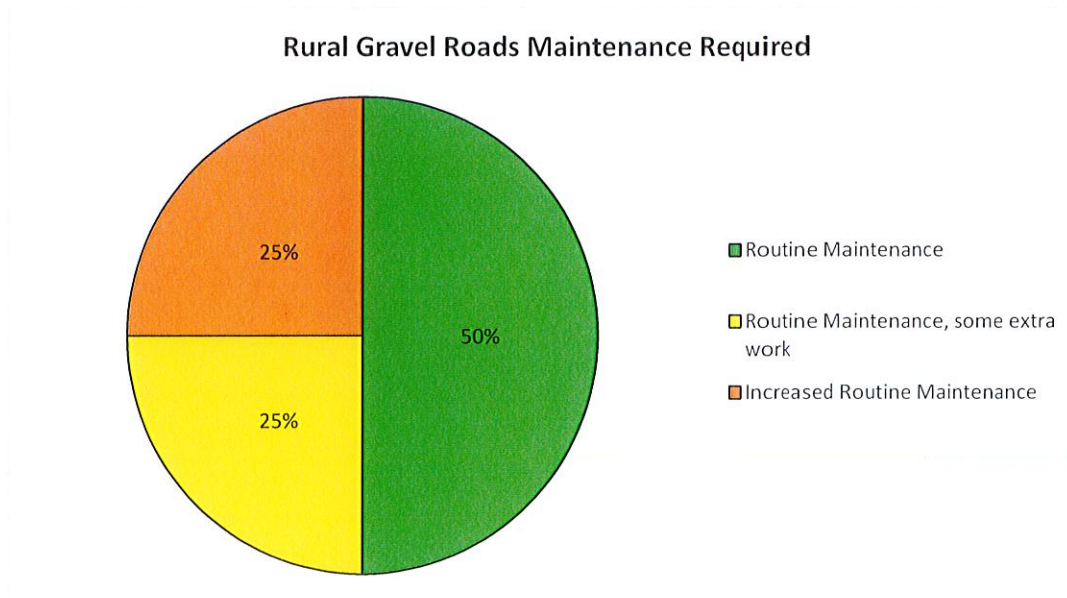


Figure 5: Maintenance Required for Gravel Roads



As part of the routine maintenance, EXP has established a maintenance program for the unpaved roadways. Gravel roadways are subject to material loss of fine materials in the roadway surface. The fine materials fill the surface voids between the larger gravel materials, and once they are eroded by traffic, precipitation, and wind; the larger gravel material becomes loose and gets pushed to the roadway shoulder or ditch. Over time the loss of surface material will lead to an increased frequency of defects and required maintenance activities. As such, an annual gravel resurfacing program should be implemented to rehabilitate the roadway surface. Additionally, the annual application of dust suppressants such as calcium chloride, will help reduce the fine material loss due to traffic and wind erosion. The industry standard for gravel resurfacing is between 10-20mm per year depending on the traffic volume and speed, completed on a 5-year cycle. For dust suppression, the Ministry of Transportation (MTO) has approved calcium chloride, lignosulphonate, and water on their designated sources list. Calcium chloride is the most common used dust suppressant and is recommended to be applied at 1.6L/m<sup>2</sup> during the first application and 50% to 33% of that on subsequent applications (according to "Dust Control for Unpaved Roads – October 2005) for 35-38% liquid calcium.

All of the Village maintained gravel roads have minimal traffic volumes and no gravel roads were identified as requiring paving at this time.

No capital improvements were found to be required to the gravel road network. Recommendations for unpaved road sections are limited to routine maintenance such as grading, addition of granular material, ditching and clearing overgrowth.

Dimsdale Street between Yonge and the ball diamonds consists of both gravel and asphalt pavement. Throughout the road segment the surface type alternated between asphalt and gravel road surface. The asphalt pavement section of this road should be monitored for deterioration. If the pavement deteriorates any further it should be pulverized, graded, and maintained as a gravel road.

### **3.5 Improvement Costs**

Unit rate costs for construction and maintenance have been compiled using data collected from tender documents for similar projects in the area in recent years. These costs were used to estimate budget pricing for the improvement costs compiled in this document. Please note that these costs do not include additional items that may be identified at time of construction such as sidewalk and curb improvements, landscaping, catchbasin adjustments, etc. These estimates are also exclusive of any engineering that may be required such as design, geotechnical investigations, contract administration and inspections.

Table 2 on page 15, and Table 3 on page 16 show various distress types and improvement methods as recommended by the MTO Manual for Condition Rating of Flexible Pavements and their corresponding unit price.

Table 2: Asphalt Distress Types and Improvement Methods

Paved Road Rehabilitation and Improvement Options (Asphalt)				
Improvement Method	Abbreviation	Distress Type	Description	Unit Price
Manual Patching	MNP	- Distortion - Longitudinal and transverse cracking - Potholes	Cold Mix Asphalt shovel placed and hand packed	\$280/t
Machine Patching	MCP	- Rippling or shoving - Loss of aggregate - Wheel track rutting - Distortion - Map crack - Alligator crack - Wheel track rutting	Full depth removal, placement of granular 'A' base materials to reshape roadway crown, hot mix asphalt machine placed and packed areas up to 100 m <sup>2</sup>	\$30/m <sup>2</sup>
Cold Milling and Pave	CM	- Flushing - Rippling or shoving - Wheel track rutting - Distortion	Machine removal of surface coarse, replace with Hot Mix Asphalt machine placed and packed *existing roadway requires two lifts of asphalt*	\$28.5/m <sup>2</sup>
Full Depth Reclamation and Asphalt Paving	FDR	- Flushing - Rippling or shoving - Wheel track rutting - Distortion	Pulverization and mixing of surface course with granular base, paving with Hot Mix Asphalt machine placed and packed	\$32/m <sup>2</sup>
Full Depth Reclamation with Expanded Asphalt Stabilization and Paving	FDR-EAS	- Flushing - Rippling or shoving - Wheel track rutting - Distortion - Inadequate asphalt structure for traffic loads	Surface course and granular base to a certain depth is pulverized and mixed with expanded asphalt and machine placed, surface is prepped with tack coat and paving with Hot Mix Asphalt machine placed and packed	\$40/m <sup>2</sup>
Full Depth Reconstruction	FD	- Advanced Deterioration Beyond Repair	Full mechanical removal, regrading, and repaving with hot mix	\$1,200/m
Rout and Seal	RS	- Longitudinal wheel track cracking - Longitudinal meander and mid-lane crack - Centre line crack - Pavement edge crack - Transverse crack	Machine routing of cracks, sealing with polymerized asphalt sealant	\$4/m
Micro Surfacing	MS	- Flushing - Loss of aggregate - Low Severity cracks	Machine application of quick setting asphalt emulsion/fine aggregate mix to seal small cracks and surface voids	\$8/m <sup>2</sup>

\*\* NOTE: The above associated costs assume an average asphalt paving thickness of 50mm (one lift). \*\*

Table 3: Surface Treatment Distress Types and Improvement Methods

Paved Road Rehabilitation and Improvement Options (Asphalt)				
Improvement Method	Abbreviation	Distress Type	Description	Unit Price
Single Surface Treatment	ST	<ul style="list-style-type: none"> <li>- Rippling or shoving</li> <li>- Loss of aggregate</li> <li>- Distortion</li> <li>- Map crack</li> <li>- Alligator crack</li> </ul>	Clean surface, fill larger potholes and distortions, and apply single surface treatment	\$8/m <sup>2</sup>
Full Depth Reclamation and Double Surface Treatment	FDR - DST	<ul style="list-style-type: none"> <li>- Flushing</li> <li>- Rippling or shoving</li> <li>- Wheel track rutting</li> <li>- Distortion</li> </ul>	Pulverization and mixing of surface treatment with granular base, paving with Hot Mix Asphalt machine placed and packed	\$20/m <sup>2</sup>
Full Depth Reconstruction	FD	- Advanced Deterioration Beyond Repair	Full mechanical removal, regrading, and application of double surface treatment	\$1,050/m
Fog Seal	FS	<ul style="list-style-type: none"> <li>- Oxidization</li> <li>- Loss of aggregate</li> <li>- Low Severity cracks</li> </ul>	Machine application of slow setting asphalt emulsion to seal small cracks and surface voids	\$5/m <sup>2</sup>
Slurry Seal	SS	<ul style="list-style-type: none"> <li>- Flushing</li> <li>- Loss of aggregate</li> <li>- Low Severity cracks</li> </ul>	Machine application of slow setting asphalt emulsion/fine aggregate mix to seal small cracks and surface voids	\$7/m <sup>2</sup>



## 4. Road Needs and Improvements

### 4.1 Summary of Needs and Improvements

The current improvement costs for roadway segments have been divided based on the roadway classification. A summary of the current costs associated with each type of repair is shown in Table 4 below.

Table 4: Repair Type Cost Summary

Improvement Type	Length (km)	Cost
Patch	5.6	\$35,253.43
Machine Patch	1.88	\$11,904.96
Rout and seal	4.03	\$16,100.00
Cold Milling and Pave	0	\$0.00
Full Depth Reclamation and Asphalt Paving	0	\$0.00
Asphalt Full Reconstruction	1.2	\$1,428,000.00
Full Depth Reclamation and Double Surface Treatment	0	\$0.00
Micro Surfacing	0	\$0.00
<b>Total</b>		<b>\$1,491,258.39</b>

### 4.2 Roadway Deficiencies

During our investigation of the Village's roadway network, we noted locations where the existing roadway geometry needed improvement. The aspects of the road geometry that appeared to be out of specification were either measured in field or were visually observed. These observation or field measurements were compared to provincial standards to identify deficiencies in the roadway geometry; and include asphalt lane widths, intersection skews, vertical alignment, horizontal alignment, and sightline obstructions. Appendix 9 – Roadway Geometry Deficiency List, which summarizes these deficiencies, their location, and the suggested solution.

## 5. Priorities and Recommendations

### 5.1 Prioritization of Improvements

The road section improvements have been prioritized based on the traffic usage as well as the PCI and PCR, for paved and unpaved roads, respectively.

The roads in the Village were divided into primary, secondary, and tertiary roadways based on usage from a combination of the AADT and local knowledge.

Each usage classification has been listed in order of priority based on the urgency of the maintenance required. This listing can be seen in Appendix 6.

Table 5 is a summary of repair costs by priority for each classification.

Table 5: Cost Summary Based on Roadway Classification

Priority Class	Urgency	Cost
Primary	Now	\$9,113.48
	1-5	\$127,160.00
	6-10	\$17,520.00
Secondary	Now	\$803,345.82
	1-5	\$90,680.00
	6-10	\$137,472.00
Tertiary	Now	\$678,799.10
	1-5	\$572,858.48
	6-10	\$841,982.78

These classifications along with the listing of roads requiring maintenance and capital improvements from urgent (now) to deferred (6-10) are intended to provide a guide to the Village to determine where it will direct its road maintenance funds in the coming years. EXP has included the expected roadway deterioration in the now, 1-5, and 6-10 urgencies to create a more comprehensive and realistic forecast of the road network needs.

### 5.2 Recommended Improvement Plan

The cost to improve all the unpaved roadways is approximately \$1,092,000.00 to change to surface treatment, and \$1,248,000.00 to change to asphalt. These costs include the removal and reconstruction of the road base and subbase, and the placement of the new roadway surface. Due to the low traffic count, maintenance costs, and demand, it is not recommended to improve the unpaved roadways at this time.

## 6. Financial Strategy

### 6.1 Lifecycle Management

The condition and performance of roadways deteriorate as the roadway ages. Lifecycle management is the strategy of monitoring the deterioration and performing maintenance, rehabilitation, or reconstruction activities at key intervals in the deterioration process to maximize the roadways lifespan and to minimize capital expenditures. This strategy utilizes maintenance activities to extend the duration between rehabilitation and reconstruction activities.

This Road Needs Study provides an updated and complete listing of all the roadway segments within the boundaries of the Village of Burk's Falls. Calculations of required maintenance over the next 10 years were completed using the Condition Rating System and the lifecycle management graphs.

#### 6.1.1 Asphalt Paving

For asphalt paving: route and seal, micro surfacing, asphalt patching, and pavement resurfacing have been included at key intervals to improve the condition and extend the lifespan of roadways. It is anticipated that the lifecycle management strategy can be implemented two times prior to fully reconstructing the roadway. Figure 6 below illustrates the lifecycle activities and the estimated resulting increase in PCI.

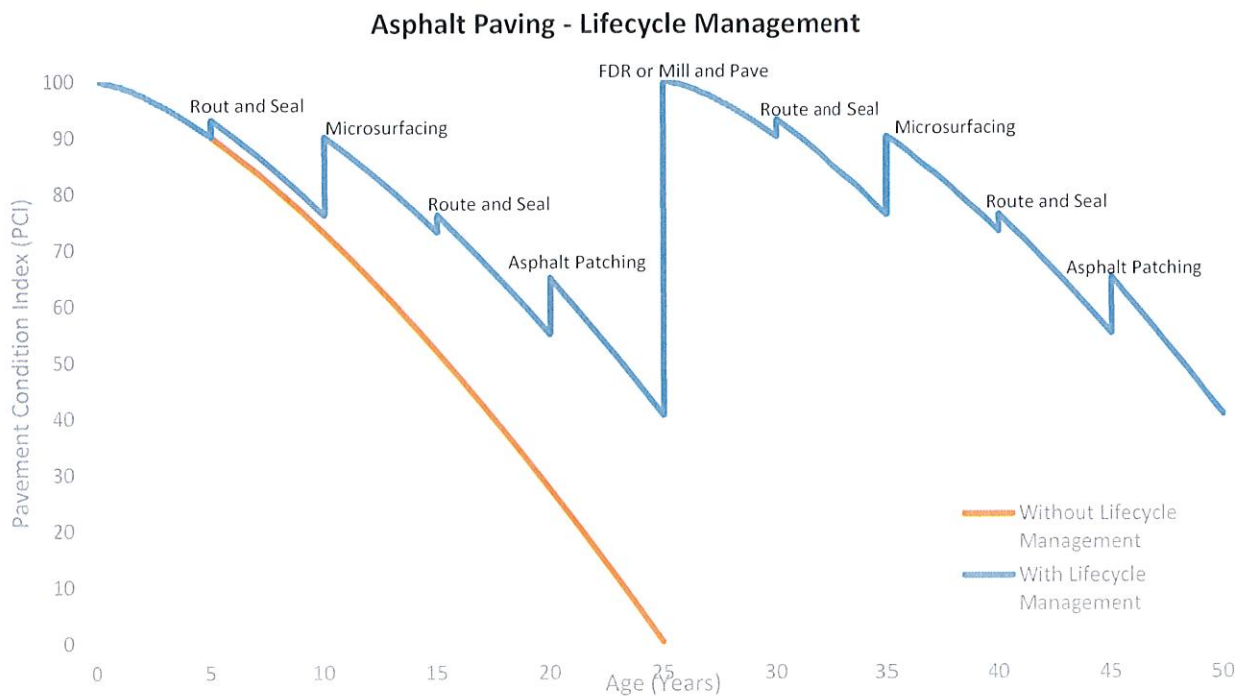


Figure 6: Asphalt Paving – Lifecycle Management

Based on the lifecycle activities shown in Figure 6, EXP modeled the deterioration of the roadway network over the next 10-years, using the specified lifecycle activities at key intervals. Table 6 on page 20 illustrates the total cost of all anticipated lifecycle activities for the next 10 years.



Table 6: Asphalt Roads 10-Year Capital/Maintenance Cost

Improvement Type	Now Cost	1-5 Year Cost	6-10 Year Cost
<b>Maintenance</b>			
Cold Patch	\$35,253.43	\$1,783.44	\$0.00
Route and Seal	\$16,100.00	\$16,880.00	\$58,560.00
Micro Surfacing	\$0.00	\$182,120.00	\$109,712.00
Machine Patching	\$11,904.96	\$29,147.05	\$2,782.78
<b>Capital</b>			
Mill & Pave	\$0.00	\$0.00	\$180,576.00
FDR & Pave	\$0.00	\$488,768.00	\$479,744.00
Reconstruct & Pave	\$1,428,000.00	\$72,000.00	\$168,000.00
<b>Total</b>	<b>\$1,491,258.39</b>	<b>\$790,698.48</b>	<b>\$972,494.78</b>

By completing these lifecycle activities, the Village will be able to increase the PCI rating on their paved roadway network while reducing the need and frequency of reconstruction.

### 6.1.2 Surface Treatment

For surface treatment: fog seal, single surface treatment (SST), slurry seal, and full depth reclamation and double surface treatment (FDR & DST) have been included at key intervals to improve the condition and extend the lifespan of roadways. The following graph illustrates the lifecycle activities and the estimated resulting increase in PCI.

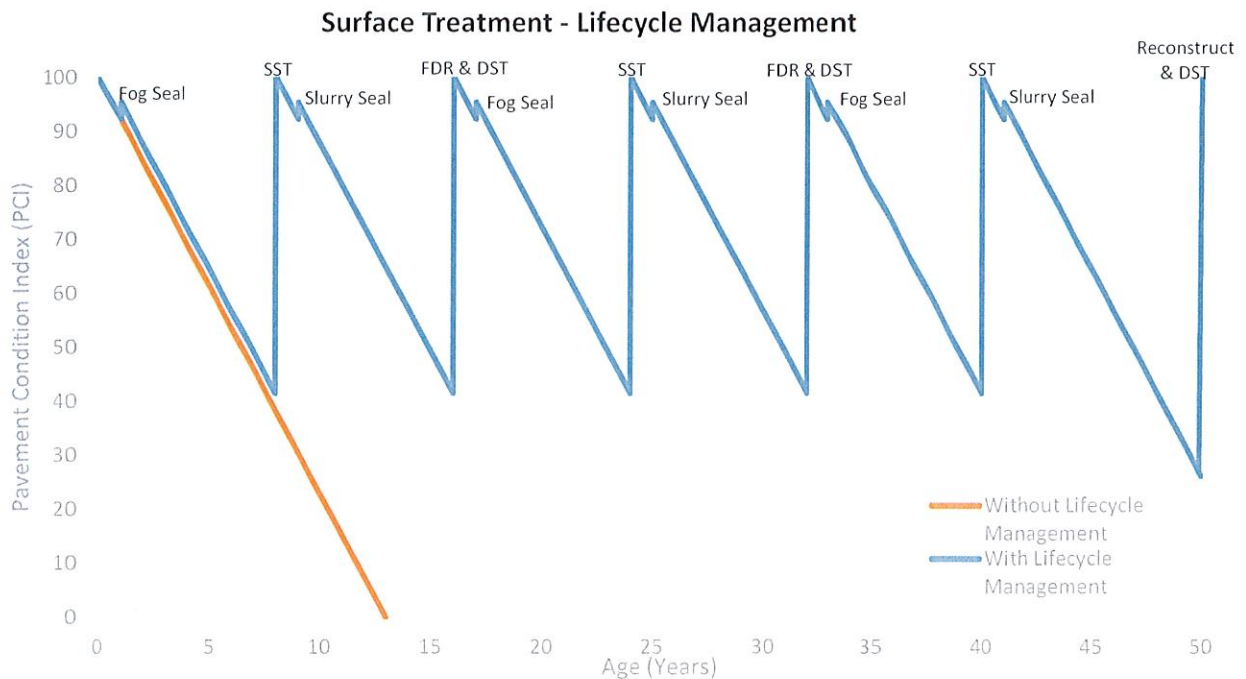


Figure 7: Surface Treatment – Lifecycle Management

Based on the lifecycle activities shown in Figure 7, EXP modeled the deterioration of the roadway over the next 10-years, using the specified lifecycle activities at key intervals. Table 7 below illustrates the total cost of all anticipated lifecycle activities for the next 10 years.

Table 7: Surface Treated Roads 10-Year Capital/Maintenance Cost

Improvement Type	Now Cost	1-5 Year Cost	6-10 Year Cost
<b>Maintenance</b>			
Fog Seal	\$0.00	\$0.00	\$0.00
Slurry Seal	\$0.00	\$0.00	\$0.00
<b>Capital</b>			
Single Surface Treatment	\$0.00	\$0.00	\$0.00
FDR & Double Surface Treatment	\$0.00	\$0.00	\$24,480.00
Full Depth Reconstruction & DST	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,480.00</b>

### 6.1.3 Unpaved Roads

There are no projected capital improvements required for the gravel unpaved roadways. Additionally, gravel surfaces do not deteriorate in the same manner as paved roadways and require the addition of new gravel over time; the lifecycle management strategy is limited to routine maintenance.

As part of the routine maintenance, EXP has established a maintenance program for the unpaved roadways. Gravel roadways are subject to material loss of fine materials in the roadway surface. The fine materials fill the surface voids between the larger gravel materials, and once they are eroded by traffic, precipitation, and wind; the larger gravel material becomes loose and gets pushed to the roadway shoulder or ditch. Over time, the loss of surface material will lead to an increased frequency of defects and required maintenance activities. As such, an annual gravel resurfacing program should be implemented to rehabilitate the roadway surface. The industry standard for gravel resurfacing is between 10-20mm per year depending on the traffic volume and speed, completed on a 5-year cycle.

Additionally, the annual application of dust suppressants such as calcium chloride will help reduce the fine material loss due to traffic action and wind erosion. For dust suppression, the Ministry of Transportation (MTO) has approved calcium chloride, lignosulphonate, and water on their designated sources list. Calcium chloride is the most common used dust suppressant and is recommended to be applied at 1.6L/m<sup>2</sup> during the first application and 50% to 33% of that on subsequent applications (according to "Dust Control for Unpaved Roads – October 2005) for 35-38% liquid calcium.

The estimated 5-year maintenance cost for the unpaved roadways is \$40,686.00 (see Appendix 3).

## 6.2 Capital Investment Strategies

EXP has created lifecycle management strategies for the asphalt and surface treated roadways, as well as a maintenance strategy for unpaved gravel roadways in the Village of Burk's Falls. EXP recommends implementing these lifecycle management strategies into the Village annual budget, as it will allow the Village to maintain or increase their level of service and roadway PCI values. By neglecting to perform annual maintenance or capital improvements, the roadway network will continue to decline leading to lower levels of service and PCI values.

Based on the lifecycle management strategies, the Village will require a \$336,030.37 annual investment over the next 10 years, in their roadway infrastructure. This is based on the cumulative forecasted maintenance and capital costs from Tables 6 and 7, and the unpaved roadways. This includes \$54,561.57 towards maintenance and \$281,468.80 towards capital improvements annually, over the next 10 years.

EXP has provided a 10-year capital improvement plan (see Appendix 7). This capital improvement plan is provided as a general guide for the Village and uses inflated costs to reflect the anticipated actual expenses per year. These costs do not consider mobilization, bonding, or other costs generally associated with construction contracts. Tendering multiple sections of abutting roadway at once will help minimize the above-mentioned additional fees.

## 6.3 Funding Opportunities

The Village has opportunities to secure funding to help supplement the capital investment strategies. In addition to guaranteed annual funding from programs such as: Canada Community-Building Fund (Former – Federal Gas Tax), NORDS (Northern Ontario Resource Development Support Fund), and OCIF (Ontario Community Infrastructure Fund); coordinating the rehabilitation or replacement of assets within the roadway corridor with roadway reconstruction/rehabilitation will open additional funding opportunities that will supplement a portion or all the costs of the road work.

Additionally, some funding opportunities are catered towards safety improvements, active travel, or climate change (increased flooding). These grants are a good opportunity to repair roadway assets, while improving the community's level of service.

Provincial and Federal funding opportunities are often technical in nature and applicants are more likely to be successful if their proposed project is shovel ready. Completing designs for projects on the Village's capital plan or receiving technical assistance from professionals may help set the Village apart from other applicants and help their chances of being successful on larger funding applications.



## 7. Conclusion

This Road Needs Study provides an updated and complete listing of all the roadway segments within the boundaries of the Village of Burk's Falls. Calculations of required maintenance over the next 10 years were completed using the Condition Rating System and current construction and maintenance cost unit pricing.

This study provides the Village with a capital needs program for road maintenance over the next ten years. It should be noted that all costs are based on 2023 construction prices. These figures provide a base relative to today's construction market. Due to the unpredictable nature of swings in local construction prices, these figures should be revisited on an annual basis and adjusted based on market conditions.

### EXP SERVICES INC.



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## Appendix 1 – Index Map





## Appendix 2 – Paved Roads Inventory, PCI, and Current Maintenance Needs

PAVED ROADS - Inventory, PCI, And Current Needs

Road ID	Street Name	Start	End	Length (m)	Length (km)	AADT YEAR	AADT	Asphalt Encasement	Surface Type	Slope (m)	Surface Width (m)	Shoulder Width (m)	Road Classification	Riding Quality		Date of Improvement	New Repair Costs									
														ICE	PCI		Structural	Pavement	Sub & Base	CR	Full Depth	Microseal	Machine Patch	Total Repair Cost		
222831	YONGE STREET	Simpson Street	Dimofale Street	200	0.2	A 2009 E	400	S	HCB	8	6	0	Secondary	7	39.7	Reconstruct New								\$240,000.00	\$240,000.00	
183160	DIMOFALE STREET	Yonge Street	End	110	0.11	A 2009 E	150	S	HCB	5	5	0	Secondary	5	33.0	Rehab 1-3 years							\$1,171.42	\$2,171.42		
170939	ONTARIO STREET	Hutton Street	Town Line	310	0.31	A 2009 E	800	U	HCB	12	6	N/A	Primary	5	34.0	Rehab 1-3 years	\$1,240.00							\$1,240.00		
451346	ONTARIO STREET	Queen Street	Hutton Street	110	0.11	A 2009 E	400	U	HCB	12	7	N/A	Primary	10	100.0	Adequate								\$0.00		
303183	HIGH STREET	Victoria Street	Chelmsford Road	70	0.07	A 2009 E	300	S	HCB	8	6	0	Primary	8	61.0	Rehab 1-3 years								\$715.00	\$715.00	
374972	QUEEN STREET	Carleton Street	Simpson Street	210	0.21	A 2009 E	300	S	HCB	6	6	0	Secondary	3	25.0	Reconstruct New							\$192,000.00	\$192,000.00		
460024	QUEEN STREET	Simpson Street	Dimofale Street	200	0.2	A 2009 E	300	S	HCB	8	6	0	Secondary	5	45.0	Rehab 1-3 years	\$400.00							\$4,400.00	\$4,800.00	
741452	MAIN STREET	Yonge Street	James Street	100	0.1	A 2009 E	200	S	HCB	6	6	0	Primary	5	70.5	Rehab 6-10 years								\$0.00	\$0.00	
183184	CENTRE STREET	Queen Street	John Street	120	0.12	A 2009 E	300	S	HCB	8	6	0	Primary	7	43.5	Rehab 1-3 years	\$80.00							\$1,760.76	\$1,840.76	
242822	SPYLES STREET	Yonge Street	Maple Street	610	0.61	A 2009 E	300	S	HCB	8	6	0	Primary	3	41.0	Rehab 1-3 years	\$1,800.00								\$1,800.00	
455104	ONTARIO STREET	Ryerson Crescent	Yonge Street	360	0.36	A 2009 E	400	U	HCB	8	8	N/A	Primary	9	76.5	Rehab 6-10 years								\$2,181.82	\$2,181.82	
71492	ONTARIO STREET	Yonge Street	Queen Street	320	0.32	A 2009 E	800	U	HCB	14	7	N/A	Primary	9	78.0	Rehab 6-10 years								\$5,418.84	\$5,418.84	
172354	CENTRE STREET	Yonge Street	James Street	100	0.1	A 2009 E	300	S	HCB	8	6	0	Primary	5	75.0	Rehab 6-10 years	\$480.00						\$600.00	\$1,080.00		
277321	KYERSON CRESCENT	Ontario Street	Highway 520	880	0.88	A 2009 E	600	S	HCB	12	7.2	0	Primary	7	65.0	Rehab 6-10 years	\$2,800.00							\$3,388.80	\$12,188.80	
281227	ONTARIO STREET	Ryerson Crescent	Town Line	430	0.43	A 2009 E	600	S	HCB	13.5	7.5	0	Primary	7	73.5	Rehab 6-10 years	\$1,400.00							\$722.80	\$4,281.72	
212670	MAKAY STREET	Carleton Street	Elm Street	100	0.1	A 2009 E	200	S	HCB	8	6	0	Primary	5	72.0	Rehab 6-10 years	\$320.00							\$722.80	\$1,042.80	
398382	YONGE STREET	Spyles Street	Ontario Street	110	0.11	A 2009 E	400	U	HCB	9	9	N/A	Secondary	9	39.5	Adequate								\$0.00	\$0.00	
3148	CENTRE STREET	Maple Street	Yonge Street	120	0.12	A 2009 E	400	S	HCB	8	8.2	0	Primary	5	52.5	Adequate									\$0.00	\$0.00
188664	CAMERON STREET	High Street	End	500	0.5	A 2009 E	100	S	HCB	8	6	0	Primary	7	71.5	Rehab 6-10 years								\$2,865.6	\$2,865.6	
184136	YONGE STREET	Elm Street	Carleton Street	90	0.09	A 2009 E	400	S	HCB	8	6	0	Secondary	9	36.0	Adequate									\$0.00	\$0.00
202134	YONGE STREET	Carleton Street	Simpson Street	200	0.2	A 2009 E	400	S	HCB	8	6	0	Secondary	5	44.5	Rehab 1-3 years	\$600.00								\$3,945.42	\$3,945.42
221364	CENTRE STREET	Maple Street	End	300	0.3	A 2009 E	400	S	HCB	8	6	0	Secondary	7	41.5	Reconstruct New								\$862,000.00	\$862,000.00	
244907	YONGE STREET	Capeland Street	Maple Street	120	0.12	A 2009 E	400	S	HCB	8	6	0	Secondary	9	85.0	Adequate	\$100.00								\$100.00	\$100.00
312627	YONGE STREET	Maple Street	Elm Street	110	0.11	A 2009 E	400	S	HCB	8	6	0	Secondary	5	40.0	Adequate									\$0.00	\$0.00
203153	JAMES STREET	End	Carleton Street	50	0.04	A 2009 E	50	S	HCB	6	6	0	Primary	5	41.1	Reconstruct New								\$12,000.00	\$12,000.00	
239142	MAIN STREET	James Street	End	90	0.09	A 2009 E	50	S	HCB	6	6	0	Primary	5	47.5	Rehab 6-10 years	\$50.00							\$800.00	\$850.00	
11530	SHARPE STREET	Green/Dickline Boundary	High Street	250	0.25	N/A	100	S	HCB	7.8	5.8	0	Primary	5	68.0	Rehab 6-10 years	\$2,080.00								\$2,080.00	
41831	QUEEN STREET	Ontario Street	Maple Street	220	0.22	A 2009 E	300	S	HCB	6	6	0	Primary	5	73.0	Rehab 6-10 years								\$1,147.7	\$1,147.7	





**SURFACE TREATED ROADS - Inventory, PCI, And Current Needs**

Road ID	Street Name	From	To	AADT VEH	AADT	RoadSide Environment	Surface Type	Platform Width (m)	Curb&Gutter (m)	Shoulder Width (m)	Road Classification	Slope (m)	Length (m)	ACI	PCI	Proposed Improvement Date and Type	New Repair Costs					
																	Single Surface Treatment	Fog Seal	Slurry Seal	Pavement & Double Surface Treatment	Reconstruct & Double Surface Treatment	Total Repair Cost
218812	CHETAYNO ROAD	Lagodon Lane	Ribbles Rock Road	A 2009 E	300	R	ST	9	7.2	1	Secondary	0.17	170	9	82.5						21,000	21,000

## Appendix 3 – Unpaved Roads Inventory, PCI, and Maintenance Needs

**UNPAVED/GRAVEL ROADS - Inventory, PCI, And Current Needs**

Road ID	Street Name	Start	End	Length (m)	Length (km)	AAOT YEAR	AAOT	Roadside Environment	Surface Type	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Road Classification	PCR	Initial Fabricium (Dmcs/Tyrs)	Annual Fabricium	Gravel Resurfacing (Dmcs/Tyrs)	Total Cost 3 Years
224946	GEORGE STREET	Queens Street	End	70	0.07	A-2009 E	100	S	G	5	5	0	Tertiary	70	\$ 420.00	\$ 840.00	\$ 1,110.00	\$ 2,415.00
88987	HOBBS ROCK ROAD	Cherry Rd	Overline	47	0.04	A-2009 E	100	R	G	6	6	0	Tertiary	80	\$ 144.00	\$ 288.00	\$ 354.00	\$ 816.00
91232	HIGH STREET	End	Cherry Street	140	0.14	A-2009 E	40	S	G	4	4	0	Tertiary	50	\$ 672.00	\$ 1,344.00	\$ 1,848.00	\$ 3,864.00
39397	HIGH STREET	2-2nd Street	End	110	0.11	A-2009 E	40	S	G	7	6	0.5	Tertiary	60	\$ 618.00	\$ 1,236.00	\$ 1,712.00	\$ 3,584.00
119643	JOHN STREET	Sparks Street	End	100	0.10	A-2009 E	40	S	G	7	6	0.5	Tertiary	60	\$ 1,080.00	\$ 2,160.00	\$ 2,865.00	\$ 6,705.00
248286	ALICE STREET	Sparks St	End	160	0.16	A-2009 E	40	R	G	5	5	0	Tertiary	60	\$ 960.00	\$ 1,920.00	\$ 2,490.00	\$ 5,310.00
330347	LAGOON LANE	Cherry Street	End	180	0.18	A-2009 E	40	R	G	5	5	0	Tertiary	40	\$ 1,080.00	\$ 2,160.00	\$ 2,870.00	\$ 6,210.00
11479	SHARPE STREET	End	Cherry / 2nd W.A. St	200	0.2	A-2009 E	100	S	G	6	6	0	Tertiary	70	\$ 1,440.00	\$ 2,880.00	\$ 3,762.00	\$ 8,184.00

Total Cost 3 Years \$ 47,644.00  
 Cost To Change 100% Paved To Unpaved Treatment \$ 1,280,000.00  
 Cost To Change 100% Paved To Gravel \$ 1,280,000.00



## Appendix 4 – Paved Roads 1-5 Year Maintenance

PAVED ROADS 1-5 Year Maintenance

Road ID	Street Name	Start	End	Length (m)	Length (km)	ADOT YEAR	ADOT	Asphalt Environment	Surface Type	Pavement Width (m)	Surface Width (m)	Shoulder Width (m)	Road Classification	Riding Quality		1-5 Year Repair Costs							
														ICB	Proposed Improvement Date and Type	Road and Seal	P.M.H.	MM & Pav.	FCR	Full Repair	Microsurfacing	Machine Patch	Total Repair Cost
222881	YONGE STREET	Simpson Street	Dimdale Street	200	0.2	A 2009 E	400	S	HCB	8	6	0	Secondary	7	2014 Full Depth Reconstruction								\$0.00
101930	DIMSDALE STREET	Yonge Street	End	110	0.11	A 2009 E	110	S	HCB	5	5	0	Tertiary	5	2017 Full Depth Reconstruction, 2018, and 2019	\$17,600.0							\$17,600.00
170959	ONTARIO STREET	Huston Street	Town Line	310	0.31	A 2009 E	800	U	HCB	12	6	N/A	Primary	5	2018 Full Depth Reconstruction and paving		\$59,520.0						\$59,520.00
431366	ONTARIO STREET	Queen Street	Huston Street	110	0.11	A 2009 E	800	U	HCB	12	7	N/A	Primary	10	2018 Route and Seal	\$860.0							\$860.00
301183	HIGH STREET	Victoria Street	Chenoynd Road	70	0.07	A 2009 E	300	S	HCB	8	6	0	Tertiary		2018 Full Depth Reconstruction and paving		\$13,640.0						\$13,640.00
821972	QUEEN STREET	Centre Street	Simpson Street	210	0.21	A 2009 E	300	S	HCB	6	6	0	Secondary	3	2018 Full Depth Reconstruction								\$0.00
460024	QUEEN STREET	Simpson Street	Dimdale Street	200	0.2	A 2009 E	300	S	HCB	8	6	0	Secondary	5	2018 Full Depth Reconstruction		\$18,630.0						\$18,630.00
291150	MAIN STREET	Yonge Street	James Street	100	0.1	A 2009 E	200	S	HCB	6	6	0	Tertiary	3	2018 Microsurfacing 2018 Route and Seal					\$4,800.00			\$4,800.00
183184	CENTRE STREET	Queen Street	John Street	120	0.12	A 2009 E	300	S	HCB	8	6	0	Tertiary	7	2016 Full Depth Reconstruction and paving		\$6,000.0						\$6,000.00
292422	SPYLES STREET	Yonge Street	Main Street	650	0.65	A 2009 E	300	S	HCB	8	6	0	Tertiary	3	2018 Full Depth Reconstruction, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 2681, 2682, 2683, 2684, 2685, 2686, 2687, 2688, 2689, 2690, 2691, 2692, 2693, 2694, 2695, 2696, 2697, 2698, 2699, 2700, 2701, 2702, 2703, 2704, 2705, 2706, 2707, 2708, 2709, 2710, 2711, 2712, 2713, 2714, 2715, 2716, 2717, 2718, 2719, 2720, 2721, 2722, 2723, 2724, 2725, 2726, 2727, 2728, 2729, 2730, 2731, 2732, 2733, 2734, 2735, 2736, 2737, 2738, 2739, 2740, 2741, 2742, 2743, 2744, 2745, 2746, 2747, 2748, 2749, 2750, 2751, 2752, 2753, 2754, 2755, 2756, 2757, 2758, 2759, 2760, 2761, 2762, 2763, 2764, 2765, 2766, 2767, 2768, 2769, 2770, 2771, 2772, 2773, 2774, 2775, 2776, 2777, 2778, 2779, 2780, 2781, 2782, 2783, 2784, 2785, 2786, 2787, 2788, 2789, 2790, 2791, 2792, 2793, 2794, 2795, 2796, 2797, 2798, 2799, 2800, 2801, 2802, 2803, 2804, 2805, 2806, 2807, 2808, 2809, 2810, 2811, 2812, 2813, 2814, 2815, 2816, 2817, 2818, 2819, 2820, 2821, 2822, 2823, 2824, 2825, 2826, 2827, 2828, 2829, 2830, 2831, 2832, 2833, 2834, 2835, 2836, 2837, 2838, 2839, 2840, 2841, 2842, 2843, 2844, 2845, 2846, 2847, 2848, 2849, 2850, 2851, 2852, 2853, 2854, 2855, 2856, 2857, 2858, 2859, 2860, 2861, 2862, 2863, 2864, 2865, 2866, 2867, 2868, 2869, 2870, 2871, 2872, 2873, 2874, 2875, 2876, 2877, 2878, 2879, 2880, 2881, 2882, 2883, 2884, 2885, 2886, 2887, 2888, 2889, 2890, 2891, 2892, 2893, 2894, 2895, 2896, 2897, 2898, 2899, 2900, 2901, 2902, 2903, 2904, 2905, 2906, 2907, 2908, 2909, 2910, 2911, 2912, 2913, 2914, 2915, 2916, 2917, 2918, 2919, 2920, 2921, 2922, 2923, 2924, 2925, 2926, 2927, 2928, 2929, 2930, 2931, 2932, 2933, 2934, 2935, 2936, 2937, 2938, 2939, 2940, 2941, 2942, 2943, 2944, 2945, 2946, 2947, 2948, 2949, 2950, 2951, 2952, 2953, 2954, 2955, 2956, 2957, 2958, 2959, 2960, 2961, 2962, 2963, 2964, 2965, 2966, 2967, 2968, 2969, 2970, 2971, 2972, 2973, 2974, 2975, 2976, 2977, 2978, 2979, 2980, 2981, 2982, 2983, 2984, 2985, 2986, 2987, 2988, 2989, 2990, 2991, 2992, 2993, 2994, 2995, 2996, 2997, 2998, 2999, 3000, 3001, 3002, 3003, 3004, 3005, 3006, 3007, 3008, 3009, 3010, 3011, 3012, 3013, 3014, 3015, 3016, 3017, 3018, 3019, 3020, 3021, 3022, 3023, 3024, 3025, 3026, 3027, 3028, 3029, 3030, 3031, 3032, 3033, 3034, 3035, 3036, 3037, 3038, 3039, 3040, 3041, 3042, 3043, 3044, 3045, 3046, 3047, 3048, 3049, 3050, 3051, 3052, 3053, 3054, 3055, 3056, 3057, 3058, 3059, 3060, 3061, 3062, 3063, 3064, 3065, 3066, 3067, 3068, 3069, 3070, 3071, 3072, 3073, 3074, 3075, 3076, 3077, 3078, 3079, 3080, 3081, 3082, 3083, 3084, 3085, 3086, 3087, 3088, 3089, 3090, 3091, 3092, 3093, 3094, 3095, 3096, 3097, 3098, 3099, 3100, 3101, 3102, 3103, 3104, 3105, 3106, 3107, 3108, 3109, 3110, 3111, 3112, 3113, 3114, 3115, 3116, 3117, 3118, 3119, 3120, 3121, 3122, 3123, 3124, 3125, 3126, 3127, 3128, 3129, 3130, 3131, 3132, 3133, 3134, 3135, 3136, 3137, 3138, 3139, 3140, 3141, 3142, 3143, 3144, 3145, 3146, 3147, 3148, 3149, 3150, 3151, 3152, 3153, 3154, 3155, 3156, 3157, 3158, 3159, 3160, 3161, 3162, 3163, 3164, 3165, 3166, 3167, 3168, 3169, 3170, 3171, 3172, 3173, 3174, 3175, 3176, 3177, 3178, 3179, 3180, 3181, 3182, 3183, 3184, 3185, 3186, 3187, 3188, 3189, 3190, 3191, 3192, 3193, 3194, 3195, 3196, 3197, 3198, 3199, 3200, 3201, 3202, 3203, 3204, 3205, 3206, 3207, 3208, 3209, 3210, 3211, 3212, 3213, 3214, 3215, 3216, 3217, 3218, 3219, 3220, 3221, 3222, 3223, 3224, 3225, 3226, 3227, 3228, 3229, 3230, 3231, 3232, 3233, 3234, 3235, 3236, 3237, 3238, 3239, 3240, 3241, 3242, 3243, 3244, 3245, 3246, 3247, 3248, 3249, 3250, 3251, 3252, 3253, 3254, 3255, 3256, 3257, 3258, 3259, 3260, 3261, 3262, 3263, 3264, 3265, 3266, 3267, 3268, 3269, 3270, 3271, 3272, 3273, 3274, 3275, 3276, 3277, 3278, 3279, 3280, 3281, 3282, 3283, 3284, 3285, 3286, 3287, 3288, 3289, 3290, 3291, 3292, 3293, 3294, 3295, 3296, 3297, 3298, 3299, 3300, 3301, 3302, 3303, 3304, 3305, 3306, 3307, 3308, 3309, 3310, 3311, 3312, 3313, 3314, 3315, 3316, 3317, 3318, 3319, 3320, 3321, 3322, 3323, 3324, 3325, 3326, 3327, 3328, 3329, 3330, 3331, 3332, 3333, 3334, 3335, 3336, 3337, 3338, 3339, 3340, 3341, 3342, 3343, 3344, 3345, 3346, 3347, 3348, 3349, 3350, 3351, 3352, 3353, 3354, 3355, 3356, 3357, 3358, 3359, 3360, 3361, 3362, 3363, 3364, 3365, 3366, 3367, 3368, 3369, 3370, 3371, 3372, 3373, 3374, 3375, 3376, 3377, 3378, 3379, 3380, 3381, 3382, 3383, 3384, 3385, 3386, 3387, 3388, 3389, 3390, 3391, 3392, 3393, 3394, 3395, 3396, 3397, 3398, 3399, 3400, 3401, 3402, 3403, 3404, 3405, 3406, 3407, 3408, 3409, 3410, 3411, 3412, 3413, 3414, 3415, 3416, 3417, 3418, 3419, 3420, 3421, 3422, 3423, 3424, 3425, 3426, 3427, 3428, 3429, 3430, 3431, 3432, 3433, 3434, 3435, 3436, 3437, 3438, 3439, 3440, 3441, 3442, 3443, 3444, 3445, 3446, 3447, 3448, 3449, 3450, 3451, 3452, 3453, 3454, 3455, 3456, 3457, 3458, 3459, 3460, 3461, 3462, 3463, 3464, 3465, 3466, 3467, 3468, 3469, 3470, 3471, 3472, 3473, 3474, 3475, 3476, 3477, 3478, 3479, 3480, 3481, 3482, 3483, 3484, 3485, 3486, 3487, 3488, 3489, 3490, 3491, 3492, 3493, 3494, 3495, 3496, 3497, 3498, 3499, 3500, 3501, 3502, 3503, 3504, 3505, 3506, 3507, 3508, 3509, 3510, 3511, 3512, 3513, 3514, 3515, 3516, 3517, 3518, 3519, 3520, 3521, 3522, 3523, 3524, 3525, 3526, 3527, 3528, 3529, 3530, 3531, 3532, 3533, 3534, 3535, 3536, 3537, 3538, 3539, 3540, 3541, 3542, 3543, 3544, 3545, 3546, 3547, 3548, 3549, 3550, 3551, 3552, 3553, 3554, 3555, 3556, 3557, 3558, 3559, 3560, 3561, 3562, 3563, 3564, 3565, 3566, 3567, 3568, 3569, 3570, 3571, 3572, 3573, 3574, 3575, 3576, 3577, 3578, 3579, 3580, 3581, 3582, 3583, 3584, 3585, 3586, 3587, 3588, 3589, 3590, 3591, 3592, 3593, 3594, 3595, 3596, 3597, 3598, 3599, 3600, 3601, 3602, 3603, 3604, 3605, 3606, 3607, 3608, 3609, 3610, 3611, 3612, 3613, 3614, 3615, 3616, 3617, 3618, 3619, 3620, 3621, 3622, 3623, 3624, 3625, 3626, 3627, 3628, 3629, 3630, 3631, 3632, 3633, 3634, 3635, 3636, 3637, 3638, 3639, 3640, 3641, 3642, 3643, 3644, 3645, 3646, 3647, 3648, 3649, 3650, 3651, 3652, 3653, 3654, 3655, 3656, 3657, 3658, 3659, 3660, 3661, 3662, 3663, 3664, 3665, 3666, 3667, 3668, 3669, 3670, 3671, 3672, 3673, 3674, 3675, 3676, 3677, 3678, 3679, 3680, 3681, 3682, 3683, 3684, 3685, 3686, 3687, 3688, 3								





**SURFACE TREATED ROADS 1-5 Year Maintenance**

Road ID	Street Name	From	To	AASHTO VS1	AASHTO	Roadside (Designation)	Surface Type	Shoulder Width (m)	Surface Width (m)	Shoulder Width (m)	Road Classification	Prop. (m)	Width (m)	ACK	Proposed Improvement Date and Type	1-5 Year Repair Costs				
																Single Surface Treatment	Jog Seal	Slurry Seal	Pavement & Double Surface Treatment	Reconstruct & Double Surface Treatment
218810	CHITWAYND ROAD	Lagdon Lane	Rubbis Rock Road	A 2009 E	300	R	ST	9	7.2	1	Secondary	0.17	110	9						\$0.00

## Appendix 5 – Paved Roads 6-10 Year Maintenance





PAVED ROADS 6-10 Year Maintenance

Road ID	Street Name	Start	End	Length (m)	Width (m)	AADT YEAR	AADT	Resilience Environment	Surface Type	Pavement Width (m)	Surface Depth (mm)	Shoulder Width (m)	Road Classification	Riding Quality	Proposed Improvement Date and Type	6-10 Year Repair Costs								
																Sub and Seal	Grp. B	100 & Base	FCR	As. & Topsoil	Microsurfing	Shoulder Patch	Total Repair Cost	
74183	SIMPSON STREET	James Street	High Street	120	0.13	A 2009 E	200	5	HCB	6	6	0	Tertiary	5	2010 Full Depth Reconstruct and Paving	\$13,940.0							\$13,940.00	
30927	JOHN STREET	Main Street	Corbie Street	200	0.2	A 2009 E	100	5	HCB	7	7	0	Tertiary	5	2010 Patch & Seal					\$11,450.00			\$11,450.00	
302730	SYDNEY STREET	Yonge Street	High Street	260	0.26	A 2009 E	200	5	HCB	9	6	0	Tertiary	7	2010 Microsurfing						\$12,480.00		\$12,480.00	
290817	YONGE STREET	Ontario Street	Copeland Street	130	0.13	A 2009 E	600	U	HCB	8	8	N/A	Secondary	9	2010 Patch & Seal	\$1,040.0							\$1,040.00	
131975	SIMPSON STREET	High Street	Queen Street	120	0.12	A 2009 E	200	5	HCB	6.2	5	0	Tertiary	5	2012 Patch & Seal	\$960.0								\$960.00
43829	ELM STREET	Mary Street	Yonge Street	120	0.12	A 2009 E	200	5	HCB	8	6	0	Tertiary	7	2010 Full Depth Reconstruct and Paving			\$13,240.0					\$13,240.00	
143323	COPELAND STREET	Yonge Street	High Street	200	0.2	A 2009 E	300	5	HCB	8	8	0	Tertiary	5	2011 Patch & Seal	\$1,600.0								\$1,600.00
27848	MARY STREET	Elm Street	End	40	0.04	A 2009 E	150	5	HCB	8	6	0	Tertiary	5	2010 Patch & Seal	\$320.0								\$320.00
201913	MAIN STREET	Sydney Street	Yonge Street	530	0.53	A 2009 E	150	5	HCB	8	6	0	Tertiary	5	2010 Full Depth Reconstruct and Paving			\$101,760.0						\$101,760.00
366	JAMES STREET	Corbie Street	Simpson Street	200	0.2	A 2009 E	50	5	HCB	6	6	0	Tertiary	5	2010 Patch & Seal	\$1,600.0								\$1,600.00
34382	QUEEN STREET	George Street	End	70	0.07	A 2009 E	49	5	HCB	8	6	0	Tertiary	5	2011 Patch & Seal	\$160.0								\$160.00
373382	JAMES STREET	Simpson Street	Dimdale Street	200	0.2	A 2009 E	200	5	HCB	7.5	6.5	0	Tertiary	7	2010 Patch & Seal	\$1,600.0								\$1,600.00
42819	YONGE STREET	Dimdale Street	Bridge	200	0.2	A 2009 E	300	5	HCB	8	6	0	Secondary	9	2010 Full Depth Reconstruct and Paving			\$18,400.0						\$18,400.00
138452	MCKENZIE STREET	Yonge Street	High Street	220	0.22	A 2009 E	200	5	HCB	8	6	0	Tertiary	5	2010 Full Depth Reconstruct and Paving	\$4,840.0								\$4,840.00
174062	HIGH STREET	Simpson Street	End	140	0.14	A 2009 E	50	5	HCB	6	6	0	Tertiary	5	2010 Full Depth Reconstruct and Paving					\$118,000.0				\$118,000.00
26148	JAMES STREET	Main Street	End	40	0.04	A 2009 E	50	5	HCB	6	6	0	Tertiary	5	2010 Full Depth Reconstruct and Paving			\$7,680.0						\$7,680.00
41334	VICTORIA STREET	Bridge	High Street	230	0.23	A 2009 E	300	5	HCB	8	6	0	Secondary	5	2010 Patch & Seal	\$2,000.0								\$2,000.00
87284	GEORGE STREET	High Street	Queen Street	100	0.1	A 2009 E	100	5	HCB	8	6	0	Tertiary	7	2010 Patch & Seal	\$800.0								\$800.00
10397	MAIN STREET	End	Sydney Street	40	0.04	A 2009 E	50	5	HCB	8	6	0	Tertiary	7	2010 Microsurfing					\$1,920.00				\$1,920.00
143382	MAIN STREET	High Street	Queen Street	100	0.1	A 2009 E	300	5	HCB	8.5	6.7	0	Tertiary	9	2011 Microsurfing					\$1,860.00				\$1,860.00
291907	MAIN STREET	Queen Street	John Street	20	0.02	A 2009 E	300	5	HCB	8.5	6.7	0	Tertiary	9	2010 Microsurfing					\$1,070.00				\$1,070.00
87284	MAIN STREET	John Street	Town Line	300	0.3	A 2009 E	300	5	HCB	8.5	6.7	0	Tertiary	5	2014 Microsurfing					\$18,080.00				\$18,080.00
143361	HIGH STREET	Copeland Street	Main Street	120	0.12	A 2009 E	300	5	HCB	8.5	6.7	0	Tertiary	7	2010 Microsurfing					\$6,432.00				\$6,432.00
14718	QUEEN STREET	Main Street	Corbie Street	200	0.2	A 2009 E	300	5	HCB	10.5	7	0	Tertiary	5	2010 Full Depth Reconstruct and Paving			\$48,820.0						\$48,820.00
261904	HURON STREET	Ontario Street	Main Street	240	0.24	A 2009 E	100	5	HCB	8	7.2	0	Tertiary	9	2010 Microsurfing					\$13,824.00				\$13,824.00
842993	BURK STREET	Highway 120	End	150	0.15	A 2009 E	40	R	HCB	5	5	0	Tertiary	7	2010 Patch & Seal	\$1,200.0								\$1,200.00
57613	HIGH STREET	Sydney Street	Mikarale Street	130	0.13	A 2009 E	100	5	HCB	8	6	1	Tertiary	7	2010 Patch & Seal	\$1,040.0								\$1,040.00
23840	HIGH STREET	Mikarale Street	End	80	0.08	A 2009 E	50	5	HCB	8	6	1	Tertiary	7	2010 Asphalt Patching						\$1,418.00			\$1,418.00
28810	CHEWYND ROAD	Lagoin Lane	Robb's Rock Road	170	0.17	A 2009 E	300	R	HCB	9	7.2	0	Secondary	9	2010 Microsurfing					\$8,792.00				\$8,792.00

SURFACE TREATED ROADS 6-10 Year Maintenance

Road ID	Street Name	From	To	AADT YEAR	AADT	Resilience Environment	Surface Type	Platform Width (m)	Surface Width (m)	Shoulder Width (m)	Road Classification	Length (m)	Length (m)	RCA	Proposed Improvement Date and Type	6-10 Year Repair Costs						
																Single Surface Treatment	Hot Seal	Slurry Seal	Pulverize & Double Surface Treatment	Reconstruct & Double Surface Treatment	Total Repair Cost	
28433	CHEWYND ROAD	Lagoin Lane	Robb's Rock Road	A 2009 E	300	R	ST	9	7.2	1	Secondary	0.17	170	5	2010 Pulverize and Double Surface Treatment				\$14,480.00			\$14,480.00

## Appendix 6 – Capital Priority List

**ROAD IMPROVEMENT CAPITAL PRIORITY**

Road ID	Street Name	Start	End	Length (Km)	AADT	Surface Type	Road Classification	PCI / PCR	Perferred Improvement Date	Improvement Description	Total Cost	Priority Rating	Capital Priority
222831	YONGE STREET	Simpson Street	Dimsdale Street	0.20	400	HCB	Secondary	29.50	2024	Full Depth Reconstruction	\$240,000.00	58	1
201968	CENTRE STREET	Mary Street	End	0.30	400	HCB	Tertiary	22.50	2024	Full Depth Reconstruction	\$360,000.00	57	2
374972	QUEEN STREET	Centre Street	Simpson Street	0.21	300	HCB	Secondary	35.00	2024	Full Depth Reconstruction	\$252,000.00	50	3
413934	VICTORIA STREET	Bridge	High Street	0.25	300	HCB	Secondary	42.00	2024	Full Depth Reconstruction	\$300,000.00	45	4
460025	DIMSDALE STREET	James Street	Queen Street	0.17	300	HCB	Tertiary	38.50	2025	Full Depth Reconstruction	\$204,000.00	38	5
12257	HIGH STREET	Centre Street	Simpson Street	0.20	200	HCB	Tertiary	40.50	2024	Full Depth Reclamation and paving	\$38,400.00	37	6
413113	CENTRE STREET	James Street	High Street	0.12	300	HCB	Tertiary	41.50	2025	Full Depth Reclamation and paving	\$25,728.00	36	7
460024	QUEEN STREET	Simpson Street	Dimsdale Street	0.20	300	HCB	Secondary	45.00	2026	Full Depth Reclamation and paving	\$38,400.00	34	8
208155	JAMES STREET	End	Centre Street	0.06	50	HCB	Tertiary	39.50	2024	Full Depth Reconstruction	\$72,000.00	30	9
170939	ONTARIO STREET	Huston Street	Town Line	0.31	800	HCB	Primary	56.00	2028	Full Depth Reclamation and paving	\$59,520.00	28	10
200258	YONGE STREET	Centre Street	Simpson Street	0.20	400	HCB	Secondary	54.50	2027	Full Depth Reclamation and paving	\$38,400.00	26	11
143362	COPELAND STREET	Yonge Street	High Street	0.20	300	HCB	Tertiary	55.00	2026	Full Depth Reclamation and paving	\$51,200.00	25	12
39916	SIMPSON STREET	Yonge Street	James Street	0.10	200	HCB	Tertiary	51.50	2026	Full Depth Reclamation and paving	\$16,000.00	24	13
5466	JAMES STREET	Centre Street	Simpson Street	0.20	50	HCB	Tertiary	47.50	2025	Full Depth Reclamation and paving	\$38,400.00	23	14
278456	MARY STREET	Elm Street	End	0.04	150	HCB	Tertiary	55.00	2026	Full Depth Reclamation and paving	\$7,680.00	21	15
139775	SIMPSON STREET	High Street	Queen Street	0.12	200	HCB	Tertiary	54.50	2027	Full Depth Reclamation and paving	\$19,200.00	20	16
143380	DIMSDALE STREET	Yonge Street	End	0.11	150	HCB	Tertiary	53.00	2027	Full Depth Reclamation, paving, and ditching	\$17,600.00	20	17
292822	SYPLES STREET	Yonge Street	Main Street	0.65	300	HCB	Tertiary	61.00	2028	Full Depth Reclamation, paving, brushing, and stump removal in south bound lane	\$124,800.00	16	18
303183	HIGH STREET	Victoria Street	Chetwynd Road	0.07	300	HCB	Tertiary	61.00	2028	Full Depth Reclamation and paving	\$13,440.00	16	19
174062	HIGH STREET	Simpson Street	End	0.14	50	HCB	Tertiary	52.00	2029	Full Depth Reconstruction	\$168,000.00	12	20
277931	RYERSON CRESCENT	Ontario Street	Highway 520	0.88	600	HCB	Tertiary	65	2030	Mit & Pays	\$180,576.00	11	21
413935	YONGE STREET	Dimsdale Street	Bridge	0.20	300	HCB	Secondary	72.50	2029	Full Depth Reclamation and paving	\$38,400.00	11	22
183184	CENTRE STREET	Queen Street	John Street	0.12	300	HCB	Tertiary	63.50	2030	Full Depth Reclamation and paving	\$23,040.00	10	23
268484	JAMES STREET	Main Street	End	0.04	50	HCB	Tertiary	58.00	2030	Full Depth Reconstruction	\$7,680.00	8	24
289893	JAMES STREET	Syple Street	Yonge Street	0.53	150	HCB	Tertiary	74.00	2029	Full Depth Reclamation and paving	\$101,760.00	8	25
108450	MCKENZIE STREET	Yonge Street	High Street	0.22	200	HCB	Tertiary	62.00	2031	Full Depth Reconstruction	\$42,240.00	7	26
74163	SIMPSON STREET	James Street	High Street	0.12	200	HCB	Tertiary	71.00	2031	Full Depth Reclamation and paving	\$23,040.00	5	27
147098	QUEEN STREET	Main Street	Centre Street	0.20	300	HCB	Tertiary	66.50	2032	Full Depth Reclamation and paving	\$44,800.00	5	28
289510	CHEWYND ROAD	Lagoon Lane	Robbs Rock Road	0.17	300	ST	Secondary	92.50	2030	FDR and Double Surface Treatment	\$24,480.00	4	29
86941	DIMSDALE STREET	Yonge Street	James Street	0.10	300	HCB	Tertiary	67.50	2032	Full Depth Reclamation and paving	\$19,200.00	4	30
299162	MAIN STREET	James Street	End	0.09	50	HCB	Tertiary	67.50	2032	Full Depth Reclamation and paving	\$17,280.00	3	31
404026	ELM STREET	Mary Street	Yonge Street	0.12	200	HCB	Tertiary	63.00	2033	Full Depth Reclamation and paving	\$23,040.00	2	32
124127	CENTRE STREET	High Street	Queen Street	0.12	300	HCB	Tertiary	69.00	2033	Full Depth Reclamation and paving	\$25,728.00	2	33
11500	SHARPE STREET	Gravel/Hot Mix Boundary	High Street	0.26	100	HCB	Tertiary	68.00	2033	Full Depth Reclamation and paving	\$48,256.00	2	34



## Appendix 7 – 10-Year Capital Plan

**10 YEAR CAPITAL ROAD IMPROVEMENT PLAN**

Year	Road ID	Street Name	Start	End	Length (Km)	AADT	Road Classification	PCI / PCR	Perferred Improvement Date	Improvement Description	Projected Capital Expense
2024	222831	YONGE STREET	Simpson Street	Dimsdale Street	0.20	400	Secondary	29.50	2024	Full Depth Reconstruction.	\$247,254.00
	200258	YONGE STREET	Centre Street	Simpson Street	0.20	400	Secondary	54.50	2027	Full Depth Reclamation and paving	\$43,257.32
	413935	YONGE STREET	Dimsdale Street	Bridge	0.20	300	Secondary	72.50	2029	Full Depth Reclamation and paving	\$45,911.74
	12257	HIGH STREET	Centre Street	Simpson Street	0.20	200	Tertiary	40.50	2024	Full Depth Reclamation and paving	\$39,560.64
<b>TOTAL LENGTH</b>					<b>0.8</b>					<b>2024 TOTAL</b>	<b>\$375,983.69</b>
2025	201968	CENTRE STREET	Mary Street	End	0.30	400	Tertiary	22.50	2024	Full Depth Reconstruction	\$382,090.88
	413113	CENTRE STREET	James Street	High Street	0.12	300	Tertiary	41.50	2025	Full Depth Reclamation and paving	\$27,306.76
	5466	JAMES STREET	Centre Street	Simpson Street	0.20	50	Tertiary	47.50	2025	Full Depth Reclamation and paving	\$40,756.36
<b>TOTAL LENGTH</b>					<b>0.62</b>					<b>2025 TOTAL</b>	<b>\$450,154.00</b>
2026	374972	QUEEN STREET	Centre Street	Simpson Street	0.21	300	Secondary	35.00	2024	Full Depth Reconstruction.	\$275,547.70
	460024	QUEEN STREET	Simpson Street	Dimsdale Street	0.20	300	Secondary	45.00	2026	Full Depth Reclamation and paving	\$41,988.22
	143362	COPELAND STREET	Yonge Street	High Street	0.20	300	Tertiary	55.00	2026	Full Depth Reclamation and paving	\$55,984.30
	39916	SIMPSON STREET	Yonge Street	James Street	0.10	200	Tertiary	51.50	2026	Full Depth Reclamation and paving	\$17,495.09
	278456	MARY STREET	Elm Street	End	0.04	150	Tertiary	55.00	2026	Full Depth Reclamation and paving	\$8,397.64
<b>TOTAL LENGTH</b>					<b>0.75</b>					<b>2026 TOTAL</b>	<b>\$399,412.96</b>
2027	413934	VICTORIA STREET	Bridge	High Street	0.25	300	Secondary	42.00	2024	Full Depth Reconstruction	\$337,947.78
	139775	SIMPSON STREET	High Street	Queen Street	0.12	200	Tertiary	54.50	2027	Full Depth Reclamation and paving	\$21,628.66
	143380	DIMSDALE STREET	Yonge Street	End	0.11	150	Tertiary	53.00	2027	Full Depth reclamation, paving, and ditching	\$19,826.27
<b>TOTAL LENGTH</b>					<b>0.48</b>					<b>2027 TOTAL</b>	<b>\$379,402.70</b>
2028	460025	DIMSDALE STREET	James Street	Queen Street	0.17	300	Tertiary	38.50	2025	Full Depth Reconstruction.	\$236,750.33
	170939	ONTARIO STREET	Huston Street	Town Line	0.31	800	Primary	56.00	2028	Full Depth reclamation and paving.	\$69,075.39
	292822	SYPLES STREET	Yonge Street	Main Street	0.65	300	Tertiary	61.00	2028	Full Depth Reclamation, paving, brushing, and stump removal in south bound lane	\$144,835.49
	303183	HIGH STREET	Victoria Street	Chetwynd Road	0.07	300	Tertiary	61.00	2028	Full Depth reclamation and paving	\$15,597.67
<b>TOTAL LENGTH</b>					<b>1.20</b>					<b>2028 TOTAL</b>	<b>\$466,258.88</b>
2029	208155	JAMES STREET	End	Centre Street	0.06	50	Tertiary	39.50	2024	Full Depth Reconstruction.	\$86,084.51
	288893	MAIN STREET	Syple Street	Yonge Street	0.53	150	Tertiary	74.00	2029	Full Depth Reclamation and paving	\$121,666.11
<b>TOTAL LENGTH</b>					<b>0.59</b>					<b>2029 TOTAL</b>	<b>\$207,750.61</b>
2030	174062	HIGH STREET	Simpson Street	End	0.14	50	Tertiary	52.00	2029	Full Depth Reconstruction	\$206,934.96
	277931	RYERSON CRESCENT	Ontario Street	Highway 520	0.88	600	Tertiary	65	2030	Mill & Pave	\$222,425.52
	183184	CENTRE STREET	Queen Street	John Street	0.12	300	Tertiary	63.50	2030	Full Depth Reclamation and paving	\$28,379.65
	268484	JAMES STREET	Main Street	End	0.04	50	Tertiary	58.00	2030	Full Depth Reconstruction	\$9,459.88
	288510	CHEWYND ROAD	Lagoon Lane	Robbs Rock Road	0.17	300	Secondary	92.50	2030	PDR and Double Surface Treatment	\$30,153.88
<b>TOTAL LENGTH</b>					<b>1.35</b>					<b>2030 TOTAL</b>	<b>\$497,353.40</b>
2031	108450	MCKENZIE STREET	Yonge Street	High Street	0.22	200	Tertiary	62.00	2031	Full Depth Reconstruction	\$53,601.95
	74163	SIMPSON STREET	James Street	High Street	0.12	200	Tertiary	71.00	2031	Full Depth Reclamation and paving	\$29,237.43
<b>TOTAL LENGTH</b>					<b>0.34</b>					<b>2031 TOTAL</b>	<b>\$82,839.38</b>
2032	147098	QUEEN STREET	Main Street	Centre Street	0.20	300	Tertiary	66.50	2032	Full Depth Reclamation and paving	\$58,568.86
	86941	DIMSDALE STREET	Yonge Street	James Street	0.10	300	Tertiary	67.50	2032	Full Depth Reclamation and paving	\$25,100.94
	299162	MAIN STREET	James Street	End	0.09	50	Tertiary	67.50	2032	Full Depth Reclamation and paving	\$22,590.85
<b>TOTAL LENGTH</b>					<b>0.39</b>					<b>2032 TOTAL</b>	<b>\$106,260.65</b>
2033	404026	ELM STREET	Mary Street	Yonge Street	0.12	200	Tertiary	63.00	2033	Full Depth Reclamation and paving	\$31,031.54
	124127	CENTRE STREET	High Street	Queen Street	0.12	300	Tertiary	69.00	2033	Full Depth Reclamation and paving	\$34,651.89
	11500	SHARPE STREET	Gravel/Hot Mix Boundary	High Street	0.26	100	Tertiary	68.00	2033	Full Depth Reclamation and paving	\$64,993.84
<b>TOTAL LENGTH</b>					<b>0.50</b>					<b>2033 TOTAL</b>	<b>\$130,677.26</b>

## Appendix 8 – Benchmark Costs

### Road Construction Costs 2023

Item	Unit Cost
Asphalt Removal	\$3.00/m
Earth Excavation	\$14/m <sup>3</sup>
Granular A	\$30.30/t
Granular B, Type 1	\$23.30/t
Hot Mix Asphalt, SP 12.5	\$240.00/t
Concrete Curb and Gutter	\$172.50/m
Concrete Sidewalk	\$155.50/m
Laborer	\$45.61/hr
Skilled Labourer	\$50.61/hr
Pickup truck 4x4	\$41.45/hr



## Appendix 9 – Roadway Geometry Deficiency List

**ROADWAY GEOMETRY DEFICIENCY LIST**

Road ID	Street Name	Location (Approximate)	Deficiency	Regulation/Standard	Solution
288510	Creswind Road	Lagoon Lane Intersection	Sight Triangles	For 40km/h at 30m from intersection, approach vehicle should be visible 25m from centreline of through road	Remove trees and brush to improve visibility for approach vehicles on Lagoon Lane
			Intersect on Skew	Intersection skew is approximately 50°, the recommended intersection skew parameters are between 70° and 110°	Intersection skew is approximately 50°, if traffic on Lagoon Lane increases realign intersection to reduce skew on skew
91032	High Street	Victoria Street Intersection	Sight Triangles	For 40km/h at 30m from intersection, approach vehicle should be visible 25m from centreline of through road	Remove trees and brush to improve visibility for approach vehicles on Victoria Street
57633	High Street	Cameron Street / Sycles Street Intersections	Intersect on Skew	Intersection skews are approximately 58° and 138° respectively, the recommended intersection skew parameters are between 70° and 110°	Conduct further investigation into suitable improvements
			Alignment Offset	Offsets in alignment at intersections are not recommended	Should Cameron Street and Sycles Street be realigned to improve intersection skew, the centreline alignment through the High Street intersection should be continuous
292822	Sycles Street	Young Street Intersection	Intersect on Skew	Intersection skew is approximately 40°, the recommended intersection skew parameters are between 70° and 110°	Conduct further investigation into suitable improvements
			Signage	This intersection has three roadways without stop controls	Further investigation should be undertaken to determine if stop controls necessary for Sycles Street at the north side of the intersection
302730	Sycles Street	McKenzie Street Intersection	Vertical Alignment	The approach vertical alignment of Sycles Street from the north side of the intersection provides poor visibility and doesn't match best geometric roadway design practices	The roadway centreline elevation should be increased so that it is level on the north side of the intersection. This will provide a better location to provide stop control and will provide the option of relocating the church entrance to the north and out of the intersection
			Intersect on Skew	Intersection skew is approximately 20°, the recommended intersection skew parameters are between 70° and 110°	Conduct further investigation into suitable improvements
292822	Sycles Street	Ontario Street Bridge	Signage	Missing warning signs for traffic travelling westbound on Young Street	Refer to OTM Book 6 and provide most suitable warning signage (W8, B, R or other)
			Signage	Stop sign on McKenzie Street is not visible at stopping sight distance	Add advanced signage for stop sign at McKenzie Street and Young Street
292822	Sycles Street	Ontario Street Bridge	Horizontal Alignment	Horizontal curve radius is approximately 33m, which is smaller than the minimum desirable radius of 35m	Warning signs are newly installed for workbound traffic, install warning sign for southbound traffic as per OTM Book 6
413934	Victoria Street	50m east of bridge over Magnetawan River and west of train tracks	Horizontal Alignment	Horizontal curve radius is approximately 25m and 29m respectively, which is smaller than the minimum desirable radius of 35m	W8 warning signs are provided and visible in each direction. W4 signs with advance placement may be more appropriate, however no change is required
188664	Cameron Street	2nd fair bend before cul-de-sac at south end	Horizontal Alignment	Horizontal curve radius is approximately 46m, which is smaller than the minimum desirable radius of 55m	Install warning signs in both directions in advance of curve and as per OTM Book 6
143362	Coze and Street	North of High Street	Horizontal Alignment	Horizontal curve radius is approximately 22m, which is smaller than the minimum desirable radius of 35m	Install warning signs in both directions in advance of curve and as per OTM Book 6
143360	Main Street	High Street	Horizontal Alignment	Horizontal curve radius is approximately 42m, which is smaller than the minimum desirable radius of 55m	Install warning signs in both directions in advance of curve and as per OTM Book 6
22486	George Street	Queen Street to End	Narrow lane width	Total roadway surface width of approximately 3m, the minimum recommended lane width is 2.75m with a minimum shoulder width of 0.5m	It is recommended that this roadway is widened to a minimum 2.75m lane widths with 0.5m shoulders during the next capital improvement to the roadway
31032	High Street	End to Centre Street	Narrow lane width	Total roadway surface width of approximately 4m, the minimum recommended lane width is 2.75m with a minimum shoulder width of 0.5m	It is recommended that this roadway is widened to a minimum 2.75m lane widths with 0.5m shoulders during the next capital improvement to the roadway
193286	Alice Street	How 520 to End	Narrow lane width	Total roadway surface width of approximately 3m, the minimum recommended lane width is 2.75m with a minimum shoulder width of 0.5m	It is recommended that this roadway is widened to a minimum 2.75m lane widths with 0.5m shoulders during the next capital improvement to the roadway
359047	Lagoon Lane	Victoria Street to End	Narrow lane width	Total roadway surface width of approximately 3m, the minimum recommended lane width is 2.75m with a minimum shoulder width of 0.5m	It is recommended that this roadway is widened to a minimum 2.75m lane widths with 0.5m shoulders during the next capital improvement to the roadway
143380	Diviside Street	Young Street to End	Narrow lane width	Total roadway surface width of approximately 3m, the minimum recommended lane width is 2.75m with a minimum shoulder width of 0.5m	It is recommended that this roadway is widened to 3m lane widths with 0m shoulders during the next capital improvement to this roadway
11300	Sharp Street	Boundary to High Street	Narrow lane width	Total roadway surface width of approximately 7.8m (3.8m asphalt width), the minimum recommended lane width is 2.75m with a minimum shoulder width of 0.5m	It is recommended that this roadway is widened to 3m lane widths with 0m shoulders during the next capital improvement to this roadway
139773	Simpson Street	High Street to Queen Street	Narrow lane width	Total roadway surface width of approximately 5.2m (3m paved), the minimum recommended lane width is 2.75m with a minimum shoulder width of 0.5m	It is recommended that this roadway is widened to 3m lane widths with 0m shoulders during the next capital improvement to this roadway
142993	Burk Street	Highway 520 to End	Narrow lane width	Total roadway surface width of approximately 3m, the minimum recommended lane width is 2.75m with a minimum shoulder width of 0.5m	It is recommended that this roadway is widened to 3m lane widths with 0m shoulders during the next capital improvement to this roadway

Legend  
OTM = Ontario Traffic Manual

January 12, 2024

Clerk Denis Duguay and Council  
The Corporation of the Village of Burk's Falls  
172 Ontario Street, P.O. Box 160,  
Burk's Falls, ON P0A 1C0

**Re: 2023 Annual/Summary Report for the Burk's Falls Drinking Water System**

Dear Denis Duguay and Council:

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

Annual Report

The annual report must cover the period of January 1<sup>st</sup> to December 31<sup>st</sup> in a year and must be prepared not later than February 28<sup>th</sup> of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2023 Annual Report for the Burk's Falls Drinking Water System.

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

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

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



### Summary Report

The annual summary report must cover the period of January 1<sup>st</sup> to December 31<sup>st</sup> in a year and must be prepared not later than March 31<sup>st</sup> of the following year. Pursuant to the legislative requirements, enclosed for your records is the 2023 Annual Summary for the Burk's Falls Drinking Water System.

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

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

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

These reports were prepared by the Ontario Clean Water Agency on behalf of the Village of Burk's Falls and are based on information kept on record by OCWA at the Burk's Falls WTP. The reports cover the period January 1<sup>st</sup> to December 31<sup>st</sup> 2023.

Please note that any Provincial Officers Orders or non-compliance issues that you have received directly from the MOE should be reviewed. Where non-compliance with the Order or Issue is evident and it is not included in the attached 2023 Annual/Summary Report, then we recommend that this information be added to the report.

After your review and inclusion of any additional information, this report is to be provided to the Council members representing the Village of Burk's Falls before March 31, 2024. Please ensure this distribution.

Yours truly,  
Ontario Clean Water Agency

Joshua Gravelle  
Process and Compliance Technician

Copy to: Lori Duquette, Drinking Water Inspector, Ministry of the Environment, Conservation and Parks

Burk's Falls Drinking Water System

# 2023 ANNUAL/SUMMARY REPORT



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





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## INTRODUCTION

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

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

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

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

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

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

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

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

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

The reports have been prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Owner and presented to council as the 2023 Annual/Summary Report.

Burk's Falls Drinking Water System

Section 11

# 2023 ANNUAL REPORT



## Section 11 - ANNUAL REPORT

---

### 1.0 Introduction

**Drinking-Water System Name:** BURK'S FALLS DRINKING WATER SYSTEM  
**Drinking-Water System No.:** 220000567  
**Drinking-Water System Owner:** The Corporation of the Village of Burk's Falls  
**Drinking-Water System Category:** Large Municipal, Residential System  
**Period being reported:** January 1, 2023 to December 31, 2023

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

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

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

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

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

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

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

The Ontario Clean Water Agency prepared the 2023 Annual/Summary Report for the Burk's Falls Drinking Water System and provided a copy to the system owner; the Village of Burk's Falls. The Burk's Falls Drinking Water System is a stand-alone system that does not receive water from or send water to another system.

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

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





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

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

The Burk's Falls Drinking Water System has an approved rated capacity of 972 m<sup>3</sup>/day and provides a potable water supply to the Village of Burk's Falls.

### ***Raw Water Supply***

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

### ***Water Treatment***

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

### ***Water Storage and Pumping Capabilities***

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



### ***Emergency Power***

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

### ***Distribution System***

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

## **3.0 List of Water Treatment Chemicals Used Over the Reporting Period**

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

- Sodium hypochlorite – Disinfection

## **4.0 Significant Expenses Incurred in the Drinking Water System**

OCWA is committed to maintaining the assets of the drinking water system and maintains a program of scheduled inspection and maintenance activities using a computerized Work Management System (WMS). OCWA implemented a new Workplace Management System (Maximo) in 2015, which better maintains and optimizes facility assets. All routine maintenance activities conducted at the water treatment plant were accomplished in 2023.

Significant expenses incurred in the drinking water system include:

- Low Cl2 Lockout troubleshooting. Fixed issue by running hardwire from the analyzer.
- One of two booster pumps has failed, requiring a rebuild.
- Replaced standpipe booster pump cable and returned to normal operations.
- Fire Flow Testing completed.

## **5.0 Drinking Water System Highlights**

- The Ministry of the Environment, Conservation and Parks (MECP) performed an annual inspection on May 2, 2023. The inspection included a physical assessment of the Burk's Falls water treatment plant and a document review. The system received a risk rating of 0%, with a final inspection rating of 96.13%. Three non-compliance items identified and resolved.





- SAI Global conducted a 12 month surveillance audit of the Burk's Falls Drinking Water System's Quality and Environmental Management System (QEMS). The system and processes associated with the QEMS were evaluated on May 18, 2023 to ensure implementation of the Operational Plan and procedures and conformance to the Drinking Water Quality Management Standard version 2.0. There were no findings. Re-accreditation was achieved on June 10, 2022.

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

Based on information kept on record by OCWA, zero (0) adverse water quality incident (AWQI) reported to the Ministry of the Environment's Spills Action Centre (MOE SAC) in 2023.

## 7.0 Microbiological Testing Performed During the Reporting Period

### Summary of Microbiological Data

Sample Type	# of Samples	Range of <i>E. coli</i> Results (min to max)	Range of Total Coliform Results (min to max)	# of HPC Samples	Range of HPC Results (min to max)
Raw (Emergency Well No. 2)	12	0 to 0	0 to 0	0	N/A
Raw (Production Well No. 3-95)	52	0 to 0	0 to 0	0	N/A
Treated	52	0 to 0	0 to 0	52	0 to 2
Distribution	159	0 to 0	0 to 0	52	0 to 7

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

MAC for Total Coliforms = 0 Counts/100 mL

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

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

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

## 8.0 Operational Testing Performed During the Reporting Period

### Summary of Raw Water Turbidity Data

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure
Turbidity (Production Well No. 3-95)	26	0.11 to 0.38	NTU

**Note:** Samples required once every month.

### Continuous Monitoring in the Treatment Process

Parameter	# of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	8760	0.705 to 4.999	mg/L	CT*





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

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

**Summary of Chlorine Residual Data in the Distribution System**

Parameter	No. of Samples	Range of Results (min to max)	Unit of Measure	Standard
Free Chlorine	366	0.13 to 1.92	mg/L	0.05

**Note:** A minimum of one operational check for chlorine residual in the distribution system is collected each day. Also, chlorine residuals are taken with weekly distribution microbiological samples. Previous statement was true until March 2023. At that time, the Village went to a total of seven operational checks for chlorine residual in the distribution system are collected each week. Four (4) samples are tested one day and three (3) on a second day. The sample sets are collected at least 48-hours apart and samples collected on the same day are from different locations.

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

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

Date of Sample	Nitrate Result Value	Nitrite Result Value	Unit of Measure	Exceedance
January 24	1.96	< 0.003	mg/L	No
April 24	2.16	< 0.003	mg/L	No
July 19	2.02	< 0.003	mg/L	No
October 23	2.02	< 0.003	mg/L	No

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

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

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 24	21.0	ug/L	Q1 = 27.75	No
April 24	23.0		Q2 = 28.75	
July 19	40.0		Q3 = 30.50	
October 23	37.0		Q4 = 30.25	

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

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

Date of Sample	Result Value	Unit of Measure	Running Average	Exceedance
January 24	< 5.3	ug/L	Q1 = 14.35	No
April 24	11.1		Q2 = 14.73	
July 19	20.7		Q3 = 16.25	
October 23	17.0		Q4 = 13.53	

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



**Summary of Most Recent Lead Data under Schedule 15.1**

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

The Burk's Falls Drinking Water System was eligible to follow the "Exemption from Plumbing Sampling" as described in section 15.1-5(9) and 15.1-5(10) of Schedule 15.1 of Ontario Regulation 170/03. The exemption applies to a drinking water system if, in two consecutive periods at reduced sampling, not more than 10% of all samples from plumbing exceed the maximum allowable concentration (MAC) of 10 ug/L for lead. As such, the system was required to test for total alkalinity and pH in two distribution samples collected during the periods of December 15 to April 15 (winter period) and June 15 to October 15 (summer period). This testing is required in every 12-month period with lead testing in every third 12-month period. Two rounds of lead, alkalinity and pH testing were carried out on April 12<sup>th</sup> and October 11<sup>th</sup> of 2023. Results are summarized in the table below.

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

Date of Sample	No. of Samples	Sample Location	Lead (ug/L)	Field pH	Alkalinity (mg/L)
April 12	1	DW-409 High Street	0.05	6.44	89
April 12	1	DW-92 Ontario Street	0.07	6.49	86
Oct. 11	1	DW-409 High Street	0.26	6.59	90
Oct. 11	1	DW-92 Ontario Street	0.28	6.61	94

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

Parameter	Result Value	Unit of Measure	Standard	Exceedance
Antimony	<MDL 0.9	ug/L	6	No
Arsenic	<MDL 0.2	ug/L	10	No
Barium	36.9	ug/L	1000	No
Boron	25.0	ug/L	5000	No
Cadmium	0.011	ug/L	5	No
Chromium	0.84	ug/L	50	No
Mercury	<MDL 0.01	ug/L	1	No
Selenium	0.13	ug/L	50	No
Uranium	0.952	ug/L	20	No

Note: Sample required every 36 months (sample date = January 19, 2021). Next sampling scheduled for January 2024.



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

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW3	2021/01/19	<MDL 0.02	5.0	No	No
Atrazine + N-dealkylated metabolites (ug/L) - T	2021/01/19	<MDL 0.01	5.0	No	No
Azinphos-methyl (ug/L) - TW3	2021/01/19	<MDL 0.05	20.0	No	No
Benzene (ug/L) - TW3	2021/01/19	<MDL 0.32	1.0	No	No
Benzo(a)pyrene (ug/L) - TW3	2021/01/19	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW3	2021/01/19	<MDL 0.33	5.0	No	No
Carbaryl (ug/L) - TW3	2021/01/19	<MDL 0.05	90.0	No	No
Carbofuran (ug/L) - TW3	2021/01/19	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (ug/L) - TW3	2021/01/19	<MDL 0.17	2.0	No	No
Chlorpyrifos (ug/L) - TW3	2021/01/19	<MDL 0.02	90.0	No	No
Diazinon (ug/L) - TW3	2021/01/19	<MDL 0.02	20.0	No	No
Dicamba (ug/L) - TW3	2021/01/19	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (ug/L) - TW3	2021/01/19	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (ug/L) - TW3	2021/01/19	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (ug/L) - TW3	2021/01/19	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (ug/L) - TW3	2021/01/19	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (ug/L)	2021/01/19	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (ug/L) - TW3	2021/01/19	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) -	2021/01/19	<MDL 0.19	100.0	No	No
Diclofop-methyl (ug/L) - TW3	2021/01/19	<MDL 0.4	9.0	No	No
Dimethoate (ug/L) - TW3	2021/01/19	<MDL 0.06	20.0	No	No
Diquat (ug/L) - TW3	2021/01/19	<MDL 1.0	70.0	No	No
Diuron (ug/L) - TW3	2021/01/19	<MDL 0.03	150.0	No	No
Glyphosate (ug/L) - TW3	2021/01/19	<MDL 1.0	280.0	No	No
Malathion (ug/L) - TW3	2021/01/19	<MDL 0.02	190.0	No	No
Metolachlor (ug/L) - TW3	2021/01/19	<MDL 0.01	50.0	No	No
Metribuzin (ug/L) - TW3	2021/01/19	<MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) -	2021/01/19	<MDL 0.3	80.0	No	No
Paraquat (ug/L) - TW3	2021/01/19	<MDL 1.0	10.0	No	No
PCB (ug/L) - TW3	2021/01/19	<MDL 0.04	3.0	No	No
Pentachlorophenol (ug/L) - TW3	2021/01/19	<MDL 0.15	60.0	No	No
Phorate (ug/L) - TW3	2021/01/19	<MDL 0.01	2.0	No	No
Picloram (ug/L) - TW3	2021/01/19	<MDL 1.0	190.0	No	No
Prometryne (ug/L) - TW3	2021/01/19	<MDL 0.03	1.0	No	No
Simazine (ug/L) - TW3	2021/01/19	<MDL 0.01	10.0	No	No
Terbufos (ug/L) - TW3	2021/01/19	<MDL 0.01	1.0	No	No
Tetrachloroethylene (ug/L) - TW3	2021/01/19	<MDL 0.35	10.0	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW3	2021/01/19	<MDL 0.2	100.0	No	No
Triallate (ug/L) - TW3	2021/01/19	<MDL 0.01	230.0	No	No
Trichloroethylene (ug/L) - TW3	2021/01/19	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (ug/L) - TW3	2021/01/19	<MDL 0.25	5.0	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (	2021/01/19	<MDL 0.12	100.0	No	No
Trifluralin (ug/L) - TW3	2021/01/19	<MDL 0.02	45.0	No	No
Vinyl Chloride (ug/L) - TW3	2021/01/19	<MDL 0.17	1.0	No	No

Note: Sample required every 36 months (sample date = Jan. 19, 2021). Next sampling scheduled for January 2024.

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

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





***Most Recent Sodium Data Sampled at the Water Treatment Plant***

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 15, 2019	1	21.8	mg/L	20	Yes (see note)
January 22, 2019	1	25.0			Yes (see note)

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

The aesthetic objective for sodium in drinking water is 200 mg/L at which it can be detected by a salty taste. It is required that the local Medical Officer of Health be notified when the concentration exceeds 20 mg/L so that persons on sodium restricted diets can be notified by their physicians. The adverse sodium result was reported to MOE SAC and the NBPSDHU on January 21, 2019 as required under Schedule 16 of O. Reg. 170/03 (AWQI# 144590).

***Most Recent Fluoride Data Sampled at the Water Treatment Plant***

Date of Sample	# of Samples	Result Value	Unit of Measure	Standard	Exceedance
January 21, 2020	1	0.10	mg/L	1.5	No

**Note:** Sample required every 60 months. Next sampling scheduled for January 2025.

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

No additional sampling and testing was required for the Burk's Falls Drinking Water System during the 2023 reporting period.

Burk's Falls Drinking Water System

Schedule 22

# 2023 SUMMARY REPORT

## FOR MUNICIPALITIES



## Schedule 22 - SUMMARY REPORTS FOR MUNICIPALITIES

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### 1.0 Introduction

<b>Drinking-Water System Name:</b>	<b>BURK'S FALLS DRINKING WATER SYSTEM</b>
<b>Municipal Drinking Water Licence (MDWL) No.:</b>	256-101-3 (issued November 16, 2020)
<b>Drinking Water Work Permit (DWWP) No.:</b>	256-201-5 (issued November 16, 2020)
<b>Permit to Take Water (PTTW) No.:</b>	3685 - A9SQM9 (issued May 10, 2016)
<b>Period being reported:</b>	January 1, 2023 to December 31, 2023

### 2.0 Requirements the System Failed to Meet

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

The last MECP inspection report dated May 2, 2023 identified three non-compliance items which have been resolved. Note: two non-compliances fall under same question.

According to the information kept on record by OCWA; there were three non-compliance issues during 2023.

1. For every required operational test and every required sample, a record was not made of the date, time, location, name of the person conducting the test and result of the test. Based on a review of records provided for this inspection period, between August 26 and October 14, 2022, there were at three (3) instances where the free chlorine residual sample results from samples collected in the distribution system was not determined as the operator logs noted a value 2.20+ which is an indication that it was flashing 2.20 an error message indicating that the unit is outside of the upper test range. Note: The Hach pocket colorimeter manual indicates that the unit will flash a value 10% higher than the upper test limit to note an error. For the low range this would be a value of 2.20 as the range is from 0.00-2.00mg/L. Therefore, on at least eight (8) occasions the test result for free chlorine residual was not recorded. Failure to record the exact test result value is a violation of section 6-10(1) of Schedule 6 of O. Reg. 170/03. **ACTIONS REQUIRED:** The owner and operating authority are required to ensure that the exact value of a regulatory test result is recorded in accordance with section 6-10(1) of Schedule 6 to O. Reg. 170/03. By no later than July 31, 2023, the owner/operating authority shall provide written documentation outlining the actions that will be taken to ensure that operators are aware of the requirement and trained on how to determine the exact test results when the free chlorine residual is above the analyzer upper test limit. Records provided should also confirm that all operators working at the Burk's Falls DWS have received the training. **Root Cause (RC):** Distribution free chlorine residuals are typically low in this system, so the operator was not aware of high range procedure for colorimeter. **Corrective Action (CA):** SOP implemented which includes high range and dilution procedure. Village Operators trained by OCWA staff who is experienced in the high range procedure. Trevor trained on June 23 and 30. Chris and Derek also informed about SOP updates at same time; however, an official session was held during audit as both Chris and Derek were available on July 26, 2023. Trevor on holidays. Plan provided to MECP inspector on July 27, 2023.





2. Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was not performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and/or was not recording data with the prescribed format. During the review of the records for this inspection period it was noted that on several occasions the analyzer was not reading accurately due to analyzer slope issues after calibration, electrolyte change, probe cleaning/replacement or cap replacement. It was indicated that the analyzer can require from a few hours up to 24 hours initially for the analyzer readings to stabilize after the above noted maintenance or calibration. Based on the logs for this inspection period, multiple adjustments of the analyzer output were needed for up to a few days after the above noted slope correction. The discrepancies between the continuous analyzer and handheld HACH unit could be as large as 0.3-0.5 mg/L on the low end to 2.00 mg/L or more on the higher end. **ACTIONS REQUIRED:** The owner and operating authority must ensure that the continuous analyzer monitoring primary disinfection tests and records the free chlorine residual every five (5) minutes while water is being distributed in accordance with section 6-5(1) of Schedule 6 to O. Reg. 170/03. By no later than July 31, 2023, the owner/operating authority shall provide Water Inspector Lori Duquette of the North Bay MECP office with written documentation confirming the actions being taken to ensure that the above noted section 6-5(1) testing and recording requirements will be met or that regulatory relief has been requested and an alternate sampling frequency provided for approval during the periods that slope issues are occurring as a result of calibration or other analyzer maintenance.

RC: The treated free chlorine analyzer has periodically experienced trends over 5 mg/L due to probe and other analyzer maintenance. The manual for probe does state it can take up to 24 hours to stabilize. These false peaks are caused by analyzer maintenance which is required due to manganese build up on the probe. CA: During future analyzer maintenance/following if probe still stabilizing, the Well Pump will be deactivated to prevent water being directed to users while reading falsely above 5.0 mg/L. Analyzer maintenance and calibration SOP created and Village operators to be trained on new SOP. SOP will include using updated round sheet for two HH readings before adjusting analyzer, if first HH is out greater than 5%. And will mention must adjust analyzer if out by +/- 5%. Will also include details about leaving the well pump deactivated while the free chlorine analyzer is reading above 5 mg/L. Should water be required while trends above 5 mg/L. Handheld residuals must be taken at 5 minute intervals until the well pump can be deactivated or the analyzer returns to normal operation. Updated Analyzer and Maintenance SOP as per MECP inspector's comments upon review and sent updated copy to the Village operators to review together prior to finalizing. Finalized SOP sent to MECP inspector for further comments. New Rainfresh Sediment Water Filter installed upstream of the treated free chlorine analyzer on June 28. Village staff verified that the new small filter for analyzer did not affect the free chlorine residual. Trevor trained on June 23 and 30. Chris and Derek also informed about SOP updates at same time; however, an official session was held during audit as both Chris and Derek were available on July 26, 2023. Trevor on holidays. Plan provided to MECP inspector on July 27, 2023.

### 3.0 Summary of Quantities and Flow Rates

#### *Flow Monitoring*

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

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



## Burk's Falls Drinking Water System – 2023 Annual/Summary Report

- the flow rate and daily volume of water that flows into the treatment subsystem.

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

### Water Usage

The following water usage tables summarize the quantities and flow rates of water taken and produced during the 2023 reporting period, including total monthly volumes, average monthly volumes, maximum monthly volumes, and maximum flow rates.

### Raw Water

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

#### 2023 - Monthly Summary of Water Takings from the Source (Well PW-3-95 Production Well)

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to
Total Volume (m <sup>3</sup> )	8242	8760	9485	9121	9262	11177	10156	9965	10016	9530	10094	9541	115349
Average Volume (m <sup>3</sup> /d)	266	313	306	304	299	373	328	321	334	307	336	308	316
Maximum Volume (m <sup>3</sup> /d)	356	440	501	643	438	724	476	427	435	384	443	386	724
PTTW - Maximum Allowable Volume (m <sup>3</sup> /day)	840	840	840	840	840	840	840	840	840	840	840	840	840
Maximum Flow Rate (L/min)	498	497	577	506	510	529	504	500	502	499	502	504	577
PTTW - Maximum Allowable Flow Rate (L/min)	585	585	585	585	585	585	585	585	585	585	585	585	585

#### 2023 - Monthly Summary of Water Takings from the Source (Well PW-2 Emergency Well)

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

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





## Burk's Falls Drinking Water System – 2023 Annual/Summary Report

### 2023 - Monthly Summary of Combined Water Takings from the Source (Well PW-3-95 and Well PW-2)

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m <sup>3</sup> )	8244	8762	9487	9123	9264	11179	10158	9967	10018	9532	10096	9543	115371
Average Volume (m <sup>3</sup> /d)	266	313	306	304	299	373	328	322	334	307	337	308	316
Maximum Volume (m <sup>3</sup> /d)	356	440	501	643	438	724	476	427	435	384	443	386	724
PTTW - Maximum Allowable Volume (m <sup>3</sup> /day)	1357	1357	1357	1357	1357	1357	1357	1357	1357	1357	1357	1357	1357

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

Well No. PW-3-95 Production Well: 840 m<sup>3</sup>/day / 585 L/min

Well No. PW-2 Emergency Well: 517 m<sup>3</sup>/day / 360 L/min

Total Combined Daily Volume: 1357 m<sup>3</sup>/day

The system's Permit to Take Water #3685-A9SQM9 allows the municipality to withdraw a maximum volume of 840 cubic meters (m<sup>3</sup>) from Well PW-3-95 each day and a maximum of 517 cubic meters per day (m<sup>3</sup>/d) from Well PW-2. A combined volume of 1357 m<sup>3</sup>/d is allowed from both wells. A review of the raw water flow data indicates that the system never exceeded this allowable limit having a maximum volume of 724 m<sup>3</sup> in July 2023. The Permit also allows a maximum flow rate of 585 L/min from Well PW-3-95, and a maximum of 360L/min from Well PW-2. At no point during the reporting period did the system exceed this rate having a maximum recorded flow of 577 L/min for Well PW 3-95 in March 2023 and 114 L/min for Well 2.

### Treated Water

#### 2023 - Monthly Summary of Treated Water Supplied to the Distribution System

Regulated by Municipal Drinking Water Licence (MDWL) #256-101 - Issue 3, issued November 16, 2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year to Date
Total Volume (m <sup>3</sup> )	8207	8712	9424	9118	9215	11017	10238	9502	10031	9556	9905	9628	114551
Average Volume (m <sup>3</sup> /d)	265	311	304	304	297	367	330	307	334	308	330	311	314
Maximum Volume (m <sup>3</sup> /d)	321	372	610	658	379	537	455	352	417	340	387	439	658
MDWL - Rated Capacity (m <sup>3</sup> /day)	972	972	972	972	972	972	972	972	972	972	972	972	972

Schedule C, Section 1.1 of MDWL No. 256-101 states that the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed a maximum flow rate of 972 m<sup>3</sup>/day. The Burk's Falls DWS complied with this limit having a recorded maximum volume of 658 m<sup>3</sup> in April 2023, which is 67.7% of the rated capacity.

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

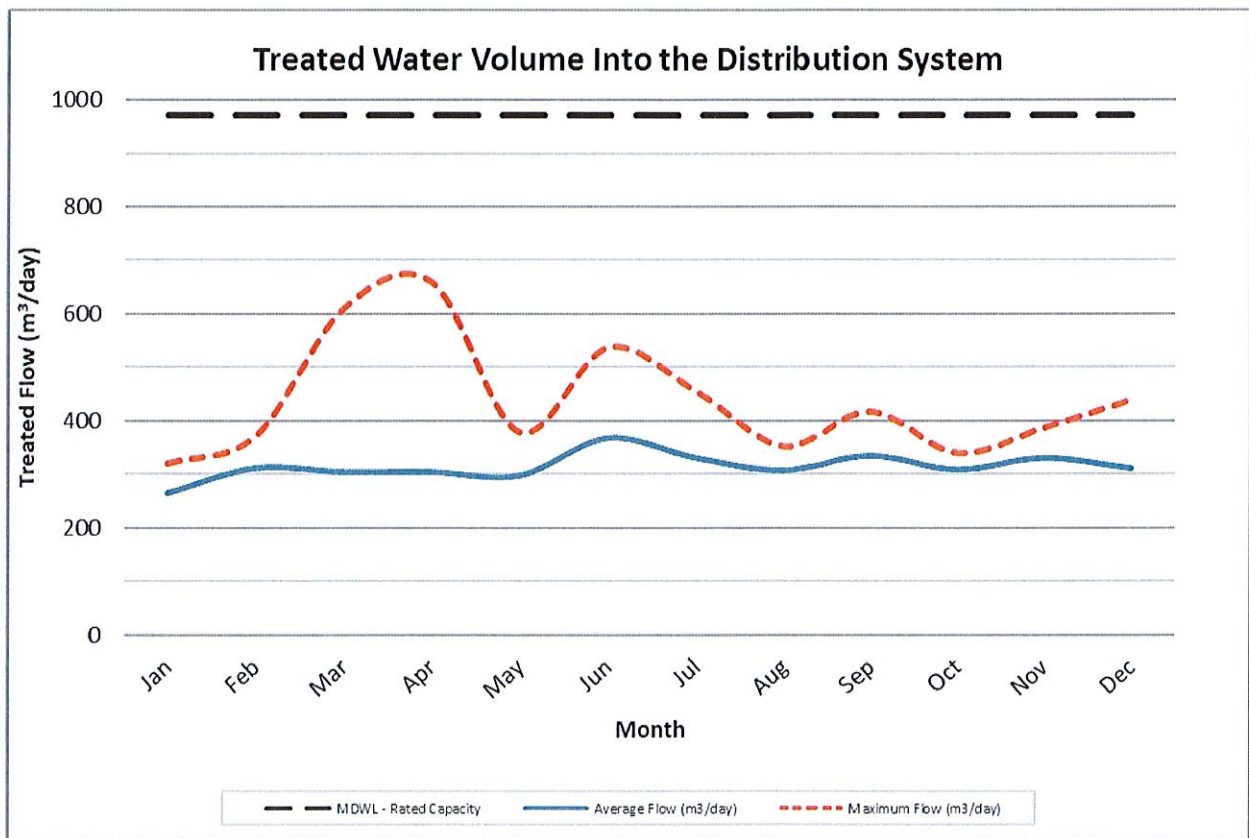




**Comparison of the Flow Summary to the Systems Licence & Permit**

Rated Capacity of the Plant (MDWL)	972 m <sup>3</sup> /day	
Average Daily Flow for 2023	314 m <sup>3</sup> /day	32.3% of the rated capacity
Maximum Daily Flow for 2023	658 m <sup>3</sup> /day	67.7% of the rated capacity
Total Treated Water Produced in 2023	114,551 m <sup>3</sup>	

The Burk's Falls water treatment plant is rated to produce 972 cubic meters of water per day as specified in the system's Municipal Drinking Water Licence. The average daily flow was 314 m<sup>3</sup> per day, which is 32.3% of the rated capacity. This information clearly shows that the plant is well within its rated capacity and is able to meet current demands of consumers.



**CONCLUSION**

In 2023, according to information kept on record by OCWA; the Burk's Falls DWS met the terms and conditions outlined in its site specific drinking water works permit and municipal drinking water licence. With the following exception, having three (3) incidents of non-compliance and zero (0) adverse water quality incident during the reporting period. The system was able to operate within the water taking limits of the permit and in accordance with the rated capacity of the licence while meeting the community's demand for water use.



# **APPENDIX A**

Monthly Summary of Microbiological  
Test Results

**Burk's Falls Drinking Water System**  
**Monthly Summary of Microbiological Test Results**  
 From: 01-01-2023 to 31-12-2023

Report extracted 01/12/2024 12:41

Facility Org Number: 6639  
 Facility Works Number: 220000567  
 Facility Name: BURK'S FALLS DRINKING WATER SYSTEM  
 Facility Owner: Municipality: Burk's Falls  
 Total Design Capacity: 972.0 m3/day

	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	Total	Avg	Max	Min
<b>Distribution / E. Coli - cfu/100mL</b>																
Count Lab	15	12	12	15	15	12	12	15	12	15	12	12	159			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Distribution / HPC - cfu/mL</b>																
Count Lab	5	4	4	4	5	4	4	5	4	5	4	4	52			
Max Lab	0	0	1	0	6	0	0	1	0	7	0	0			7	
Mean Lab	0	0	0.25	0	1.2	0	0	0.2	0	1.6	0	0		0.358		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Distribution / Total Coliform: TC - cfu/100mL</b>																
Count Lab	15	12	12	15	15	12	12	15	12	15	12	12	159			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Well PW-3-95 / E. Coli: EC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	4	5	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Well PW-3-95 / Total Coliform: TC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	4	5	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Well PW2 / E. Coli: EC - cfu/100mL</b>																
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>Raw Well PW2 / Total Coliform: TC - cfu/100mL</b>																
Count Lab	1	1	1	1	1	1	1	1	1	1	1	1	12			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>TW3 Well 3 POE / E. Coli: EC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	4	5	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>TW3 Well 3 POE / HPC - cfu/mL</b>																
Count Lab	5	4	4	4	5	4	4	5	4	5	4	4	52			
Max Lab	1	1	0	0	1	2	0	0	1	0	0	1			2	
Mean Lab	0.2	0.5	0	0	0.2	0.5	0	0	0.25	0	0	0.25		0.154		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0
<b>TW3 Well 3 POE / Total Coliform: TC - cfu/100mL</b>																
Count Lab	5	4	4	4	5	4	4	5	4	5	4	4	52			
Max Lab	0	0	0	0	0	0	0	0	0	0	0	0			0	
Mean Lab	0	0	0	0	0	0	0	0	0	0	0	0		0		
Min Lab	0	0	0	0	0	0	0	0	0	0	0	0				0



# **APPENDIX B**

Monthly Summary of Operational Data

**Burk's Falls Drinking Water System  
Monthly Summary of Operational Data**

From: 01/01/2023 to 31/12/2023

Report extracted 01/12/2024 13:56

Facility Org Number: 6639  
 Facility Works Number: 220000567  
 Facility Name: BURK'S FALLS DRINKING WATER SYSTEM  
 Facility Owner: Municipality: Burk's Falls  
 Total Design Capacity: 972.0 m<sup>3</sup>/day

	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	Total	Avg	Max	Mn
<b>Distribution / CI Residual: Free DW1 - mg/L</b>																
Count IH	9	8	9	8	9	9	8	9	9	9	8	10	105			
Total IH	10.75	10.65	10.03	11.11	8.7	4.76	2.98	3.64	5.99	8.13	9.16	11.34	97.24			
Max IH	1.45	1.63	1.59	1.81	1.72	1.18	0.72	1.02	1.43	1.22	1.48	1.58			1.81	
Mean IH	1.194	1.331	1.114	1.389	0.967	0.529	0.372	0.404	0.666	0.903	1.145	1.134		0.926		
Min IH	0.77	0.93	0.43	0.62	0.22	0.18	0.13	0.22	0.2	0.45	0.62	0.73				0.13
<b>Distribution / CI Residual: Free DW2 - mg/L</b>																
Count IH	9	8	9	8	9	9	8	9	9	9	8	10	105			
Total IH	12.23	10.31	12.48	12	9.71	6.34	5.11	6.21	5.6	9.33	7.95	15.08	112.35			
Max IH	1.51	1.69	1.6	1.92	1.6	1.26	1.24	1.21	1.06	1.65	1.49	1.77			1.92	
Mean IH	1.359	1.289	1.387	1.5	1.079	0.704	0.639	0.69	0.622	1.037	0.994	1.508		1.07		
Min IH	1	0.79	1	0.97	0.51	0.21	0.19	0.19	0.24	0.49	0.41	1.02				0.19
<b>Distribution / CI Residual: Free DW3 - mg/L</b>																
Count IH	9	8	9	8	9	9	8	9	9	9	8	9	104			
Total IH	11.13	10.48	10.97	10.23	8.81	6.17	5.4	6.49	5.77	9.65	8.96	10.86	104.92			
Max IH	1.52	1.64	1.5	1.77	1.59	1.29	1.08	1.29	1.07	1.91	1.62	1.8			1.91	
Mean IH	1.237	1.31	1.219	1.279	0.979	0.686	0.675	0.721	0.641	1.072	1.12	1.207		1.009		
Min IH	0.91	1.07	0.99	1	0.6	0.21	0.37	0.25	0.47	0.49	0.59	0.74				0.21
<b>Distribution / CI Residual: Free DW4 - mg/L</b>																
Count IH	5	4	4	4	5	4	4	5	4	5	4	4	52			
Total IH	4.78	4.13	4.23	5.51	5.19	2.46	2.27	2.5	2.28	6.07	3.68	5.1	48.2			
Max IH	1	1.24	1.34	1.65	1.33	1.01	1.02	0.98	1.02	1.71	1.21	1.54			1.71	
Mean IH	0.956	1.033	1.058	1.378	1.038	0.615	0.568	0.5	0.57	1.214	0.92	1.275		0.927		
Min IH	0.87	0.73	0.86	1.09	0.82	0.42	0.28	0.21	0.24	0.57	0.71	0.99				0.21
<b>Raw Well PW-3-95 / Turbidity - NTU</b>																
Count IH	3	2	2	2	2	2	3	2	1	2	3	2	26			
Total IH	1.11	0.43	0.5	0.53	0.42	0.52	0.6	0.56	0.15	0.4	0.52	0.56	6.3			
Max IH	0.38	0.28	0.3	0.29	0.24	0.3	0.21	0.36	0.15	0.29	0.19	0.28			0.38	
Mean IH	0.37	0.215	0.25	0.265	0.21	0.26	0.2	0.28	0.15	0.2	0.173	0.28		0.242		
Min IH	0.36	0.15	0.2	0.24	0.18	0.22	0.19	0.2	0.15	0.11	0.16	0.28				0.11
<b>Treated Water - Total / CI Residual: Free (Min = 0.40 mg/L) - mg/L</b>																
Max OL	4.287	4.999	4.999	4.999	4.999	4.999	2.7	2.627	2.618	2.407	2.668	2.709			4.999	
Mean OL	1.914	2.088	2.014	2.21	2.045	1.982	1.77	1.819	1.773	1.907	1.961	2.106		1.966		
Min OL	1.247	0.844	0.772	0.999	1.024	1.007	0.705	0.856	1.016	0.774	1.353	1.468				0.705

JOINT BUILDING COMMITTEE  
P.O. BOX 1120  
SUNDRIDGE, ON P0A 1Z0  
PHONE 705-384-9444 – FAX 705-384-9445

RESOLUTION

---

Date: January 18, 2024

Resolution #2024 - 006

Moved by JUSTINE LEVEQUE .....

Seconded by TIM BRYSON .....

Be it resolved that this committee does hereby recommend entering into a lease agreement with the Township of Strong.

And to authorize the Chair and CBO to sign on the Joint Building Committees behalf.

  
.....  
Carried

.....  
Defeated

  
.....  
Chairperson

Recorded Vote:	For	Against
Robert Brooks	.....	.....
Budd Brown	.....	.....
Tim Bryson	.....	.....
Justine Leveque	.....	.....
Glenn Miller	.....	.....
Neil Scarlett	.....	.....
John Wilson	.....	.....

**Conflict of Interest Declared and Seat(s)**

Vacated: \_\_\_\_\_



The Corporation of the Township of Strong

By-Law 2023-040

---

Being A By-Law to authorize the Mayor and Clerk Administrator to enter into a lease agreement with Joint Building Committee for a portion of the administration building located municipally at 28 Municipal Lane.

---

WHEREAS the *Municipal Act, 2001, as amended*, Section 8, 9 and 10, authorizes Council to enter into agreements for the purpose of leasing property; and

WHEREAS the Council of the Corporation of the Township of Strong deems it desirable to enter into a lease agreement with the Joint Building Committee for the lease of office space at 28 Municipal Lane, Sundridge, Ontario; and

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF STRONG ENACTS AS FOLLOWS:**

- 1) That the Lease Agreement marked Schedule "A" and "B" attached hereto and made part of this by-law shall constitute an agreement between the Corporation of the Township of Strong (the Landlord) and the Joint Building Committee (the Tenant);
- 2) That the Mayor and Clerk Administrator are hereby empowered to do and execute all things, papers and documents necessary to the execution of this by-law.
- 3) That this By-Law shall come into force and take effect immediately upon the passage thereof.

Read a first, second time this 28<sup>th</sup> day of November, 2023

Read a third time and final time, enacted and passed this 28<sup>th</sup> day of November, 2023.



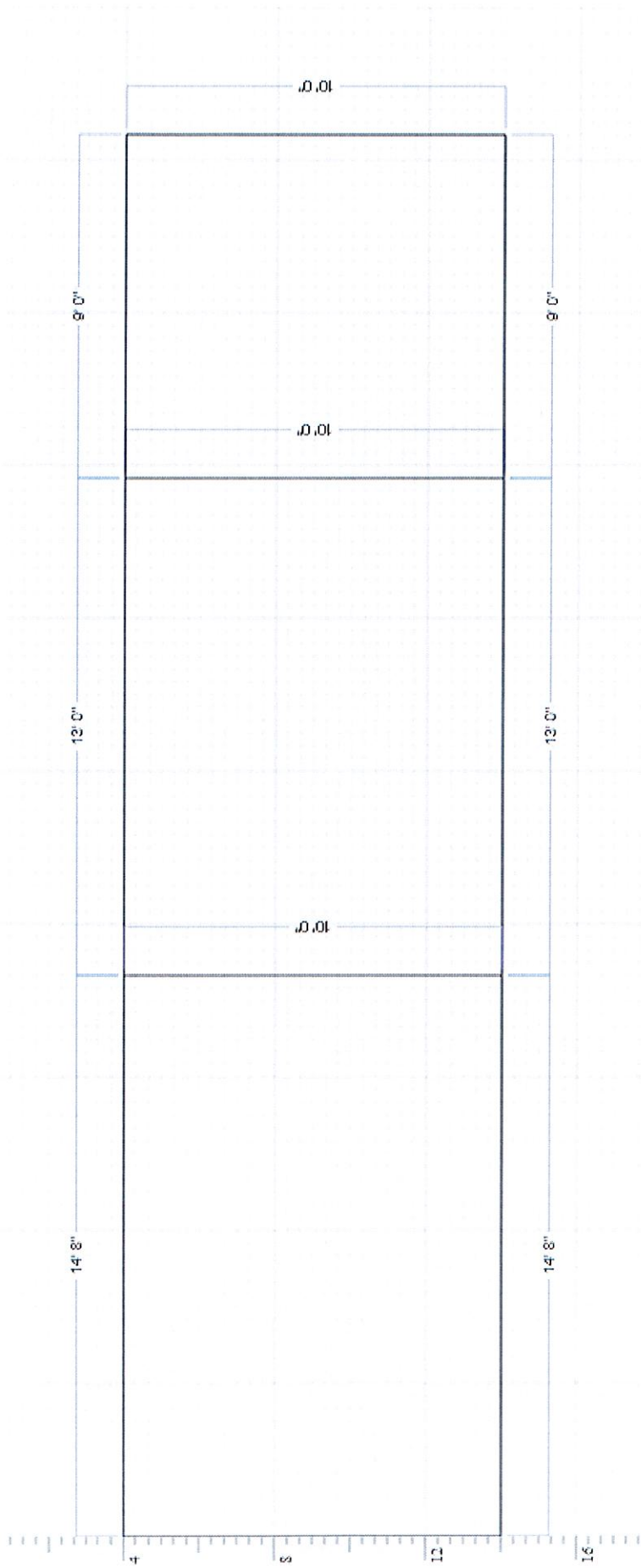
Tim Bryson, Mayor

Seal



---

Caitlin Haggart, Clerk Administrator



CBO Office

Plans Room

Inspector Office

**GROSS LEASE AGREEMENT**  
**Schedule "A" to By-Law 2023-040**

LEASE RENEWAL: made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

BETWEEN: The Corporation of the Township of Strong a body corporate with a registered office at the Township of Strong in the District of Parry Sound, Province of Ontario (hereinafter called "the Landlord")

OF THE FIRST PART

- and -

The Joint Building Committee a committee of Council providing building department services with a registered office at the Township of Strong in the District of Parry Sound, Province of Ontario (hereinafter called "the Tenant")

OF THE SECOND PART

WHEREAS

(a) The Landlord is the owner if the building (hereinafter called "building") located on part lot 19 concession 9, Pt 2 on Plan 42R-7457 and Pt 2 & 4 on Plan 42R-8419 in the Township of Strong in the Province of Ontario on leased land at 28 Municipal Lane;

(b) The Lessor has agreed to lease to the Tenant and the Tenant has agreed to lease from the Landlord a portion of the upstairs administration office comprising approximately 368 square feet of building, as outlined in red on a plan hereto attached and marked as schedule "B", (hereinafter called the "demised premises") together with the right in common with all and referred to as the common areas;

THE LANDLORD AND THE TENANT AGREE AS FOLLOWS:

**1. GRANT:**

The Landlord hereby leases to the Tenant the demised premises to be held by it, the Tenant said the Joint Building Committee, as Tenant, for the purposes of maintaining an office, for the term hereinafter set forth and subject to the terms and conditions of the lease.

**2. TERM:**

This lease shall be for a term of five (5) years commencing on the 1st day of January, 2024.

**3. MINIMUM RENT:**

The Tenant agrees to pay to the Landlord minimum annual rent in the amount of \$7,360.00 +HST in Canadian currency at the Township of Strong in the Province of Ontario for the demised premises by monthly payments in the amount of \$613.33 + HST each, without any deduction whatsoever, in advance on the 15th day of each and every month commencing on the 15th day of January, 2024 and continuing on the 1st day of each and every month in each and every year up to and including the 15th day of December, 2028. Cost of living increase shall be applied the 1<sup>st</sup> day of January each year up to December, 2028.

**4. This rental agreement is based on completing as agreed an office area comprising of 2 open office areas, 1 plans room, and use of 2 washrooms including all fixtures, materials and labour, using good building practices. All permits, inspections and approvals are building practices. All permits, inspections and approvals are the Tenant's responsibility, if required.**

The above plans must be approved by and construction must be completed without cost to the Landlord. It is the Landlord's responsibility for Insurance, Internet, Gas, Electricity, Taxes, cleaning services, snow removal, parking, general maintenance, maintenance and the payment of these utilities. The Tenant is responsible for phone utilities, as well as costs related to their installation.

The Landlord shall not be under any obligation to pay any franchise, excise, inheritance or income taxes or advertising expenses which are or may become payable by the Landlord or which may be imposed against the Landlord by reason of any law now in force or hereafter enacted.

If the Tenant neglects or omits to pay any of the amounts set out in sub paragraph 4, the Landlord may pay them, or any of them, and then charge the amount so paid to the Tenant, who



shall forthwith pay them to the Landlord. The Landlord may add the amounts paid by it to the rent and recover by all remedies available to it for the recovery of rent in arrears to the same extent and effect as if the said amounts were, in effect, rent.

**5. SUBLETTING AND ASSIGNMENT:**

The Landlord will not, during the term of this lease, transfer, assign, sublet or part with possession of the demised the said premises, or any part thereof, to be transferred, assigned or sublet, without the consent in writing of the Tenant first had and obtained, such consent not to unreasonably withheld. The Landlord shall have the right of first refusal on the demised premises for any sub-letting or assigning of the demised premises of this lease.

**6. CHANGE IN PURPOSE:**

If the purpose of the Tenant's business is changed at any time after the date hereof, the Tenant shall give notice of such change to the Landlord. The Landlord may cancel this lease upon Sixty (60) days written notice to the Tenant if the Landlord finds the Tenant's new business is unacceptable for the location of the premises. The Tenant cannot unreasonably cancel the lease because of a change of business.

**7. PROHIBITED USE:**

The Tenant will not at any time during the term of this lease, use, exercise or carry on, or permit or suffer to be used, exercised or carried on, in or upon the demised premises, or any part thereof, any noxious, noisome or offensive act, occupation, trade, business or calling. No act, matter or thing whatsoever shall at any time during the term of this lease be done to or on the demised premises, or any part thereof, which shall or may be done to the annoyance, a nuisance, grievance, damage, or to the disturbance of other Tenants of the Landlord or the occupier or owners of any adjoining premises, which may conflict with the laws relating to fires, or the regulations of the Board of Health or with any Statute or Municipal By-law. It is agreed by the Landlord that the present business carried on by the Tenant is not in contravention or in violation of this paragraph.

**8. ALTERATIONS:**

The Tenant will not during the said term make or suffer any alterations, decorations or additions to be made to the demised premises without first receiving the written permission of the Landlord, which will not be unreasonably withheld. All alterations, decorations or additions which may be made by the Tenant pursuant to such written permission of the Landlord shall be made at the sole expense of the fixtures of the premises shall become the property of the Landlord. The Tenant may remove any equipment, or chattels installed by it on the termination of the lease.

**9. CLEANLINESS:**

The Landlord will keep the stairs and sidewalk in front of the demised premises and emergency exit clear and free from ice and snow accumulations and will conform with and observe the requirements of the ordinances and by-laws of the Township of Strong or other municipal or governmental authority in respect to the demised premises. The Tenant will keep the demised premises free and clear of debris, refuse or garbage and will ensure that the premises remain in a clean condition. The Landlord will have the garbage bins emptied once per week or as per the Township of Strong's service agreement for cleaning.

**10. LANDLORD'S RULES:**

The Tenant shall abide by all rules and regulations promulgated by the Landlord for the benefit and welfare of the tenants of the building. Provided that such rules and regulations are reasonable and consistent with the terms of this lease.

**11. DEFECTS IN UTILITIES:**

The Tenant shall give to the Landlord prompt notice of any accident or other defect in the water pipes, gas pipes, heating apparatus, electric light or other wires, or general maintenance.

**12. FIRE INSURANCE:**

The Landlord will insure the building against fire and supplemental perils.

**13. DAMAGE TO PREMISES:**

If, during the term of this lease, the demised premises shall be damaged by fire, lightning, tempest, impact of aircraft, acts of war, acts of God, riots, insurrections or explosions, the following provisions shall take effect:

- (a) If the demised premises are rendered partially unfit for occupancy by the Landlord, the rent payable shall be only for the part of the premises that are usable and therefore shall be reduced in proportion to the normal rent if the whole premises were usable.
- (b) If the demised premises are rendered wholly unfit for occupancy by the Landlord, the rent will not be payable until the premises have been repaired or restored.
- (c) Notwithstanding the provisions of Clause 13 (a) and (b) of this lease, if the premises are in the opinion of the Landlord incapable of being repaired with reasonable diligence within Ninety (90) days of the damage occurrence, then the term of this lease shall be concluded and the Tenant shall immediately surrender the premises and all its interest to the Landlord, such rent to be a portion and payable only to the date of the damage occurrence. The Landlord may re-enter and repossess the premises upon discharge of the lease. The Landlord must give the Tenant a Notice in writing within Thirty (30) days after the date of damage or destruction as to whether the premises are repairable within Ninety (90) days.

**14. EARLY TERMINATION:**

If the term granted by this lease or any of the goods and chattel of the Tenant shall at any time be seized or taken in execution or in attachment by any creditor of the Tenant; or if a Writ of Execution shall issue against the goods or chattels of the Tenant and remain unsatisfied for a period of fourteen clear days from the date of issue; or if the Tenant shall make any assignment for the benefit of creditors, or become bankrupt or insolvent or if the Tenant shall attempt to sell or dispose of goods and chattels located on the demised premises so that there would not, in the event of such sale or disposal, be, in the opinion of the Landlord, a sufficient distress on the demised premises for the then accruing rent; then and in every such case the current months rent, together with rent for the next three succeeding months, shall immediately become due and payable and the term of this lease shall, at the option of the Landlord, forthwith become forfeited and determined, without prejudice to any claim or claims which the Landlord may have under this lease.

**15. TENANT'S DEFAULT**

If the rent hereby reserved or any part thereof be in default for a period of thirty (30) days, or if the Tenant fails to remedy any other breach of one or more of the terms of this lease after the receipt of thirteen (13) days notice in writing by the Landlord calling breach to the attention of the Tenant and requesting lawful for the Landlord to re-enter into and upon the demised premises lease and thereupon the term of this lease shall be forfeited and absolutely cease and determine.

**16. OVER HOLDING:**

In the event of the Tenant remaining in the occupation of the demised premises after the expiration of the term of this lease and paying rent to the Landlord, and the Landlord accepting such rent, such holding over and payment between the parties hereto, constitute the Tenant a tenant for years of the Landlord. Such holding over and payment shall be taken to constitute the Tenant a tenant from month to month under the terms and conditions of the lease.

**17. SIGNS AND ADVERTISING:**

The Tenant may, with the consent in writing of the Landlord first had and obtained, which consent will not be unreasonably withheld, put, place and maintain on the outside of the demised premises such business signs, illuminated or otherwise, as the Tenant may in the course of its business require. The Tenant agrees that it will, prior to the putting or placing of any such signs, in addition to obtaining the consent of the Landlord thereto, obtain any permits or licences required and comply with all other lawful requirements that may be necessary in respect of such signs, upon the termination of this lease, and it will return the demised premises to the condition that they were in prior to the installation of such signs and that it will indemnify and save harmless the Landlord from any and all claims for damages which might result to any and all claims for damages which might result to any person or property as a result of the existence of such signs



or any of them.

**18. LANDLORD'S REPAIRS:**

The Landlord shall be responsible for all structural repair and general maintenance of the demised premises and for the repair, if required, of the heating, plumbing and electrical systems, normal wear and tear excepted, and acknowledges that such systems have been inspected and are in good condition. The doors and windows of the demised premises shall be kept whole and whenever any part thereof shall become broken, it shall immediately be replaced or repaired and shall be paid for the Landlord. However, the cost of any such repairs necessitated by neglect or misuse of the demised premises by the Tenant shall be borne by the Tenant.

**19. CONDITION OF PREMISES AT END:**

At the end of the term of this lease or any extension thereof or sooner termination of the term, the Tenant will leave the demised premises in good repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted.

**20. INSPECTION:**

The Landlord may enter upon the demised premises only during business hours and view the state of repair thereof, and may serve upon the Tenant a notice in writing of any defect requiring it within the time to be therein mentioned, to repair the same, and the Landlord or Tenant will repair the demised premises in so far as it is bound to do so according to such notice, and the terms of this lease.

**21. QUIET POSSESSION:**

The Tenant paying the rent hereby reserved and performing the covenants hereinbefore on its part contained, shall and may peaceably have access to, possess and enjoy the said demised premises for the term hereby granted, without any interruption or disturbance from the Landlord, or any other person or persons lawfully claiming by, from the Landlord, or any other person or persons lawfully claiming by, from or under the said Landlord.

**22. NOTICES:**

All notices required to be given pursuant to this lease may be given by hand or sent by email to the Landlord at:

Name of Lessor: The Corporation of the Township of Strong  
Address: 28 Municipal Lane  
PO Box 1120  
Sundridge, ON P0A 1Z0  
705-384-5819  
clerk@strongtownship.com

and to the Tenant at:

Name of Lessee: Joint Building Committee  
Address: 28 Municipal Lane  
PO Box 1120  
Sundridge, ON P0A 1Z0  
705-384-9444  
[cbo.jbc@strongtownship.com](mailto:cbo.jbc@strongtownship.com)

and shall be deemed to have been received Five (5) clear business days after posting. Either party may change its address for notice hereunder by notice in writing mailed or delivered to the other party.

**23. GROSS LEASE:**

It is the intention of the parties hereto that this shall be a gross lease and that the rent to be paid to the Landlord herein shall be absolutely gross to the Landlord. That all costs, expenses and obligations of every kind and nature whatsoever relating to the demised premises, structural repairs excepted, shall be paid by the Landlord.

**24. RENEWAL:**



If the Tenant is not in default of any of the terms of conditions contained in this lease, the Landlord grants the Tenant the right to re-let on a month by month basis, the demised premises at an agreed upon all other terms and conditions as herein set out, excepting only this right to re-let one hundred and eighty (180) days prior to the termination of this lease; that is to say on or before the fourth day of July 2028.

IN WITNESS WHEREOF the corporate seals of the Landlord and Tenant have been hereunto attached and attested by the hands of their proper officers in that behalf all on the day and the year first above written.

PER: \_\_\_\_\_  
Mayor Tim Bryson, Township of Strong

PER: \_\_\_\_\_  
Clerk Administrator Caitlin Haggart, Township of Strong

PER: \_\_\_\_\_  
Chair Budd Brown, Joint Building Committee

PER: \_\_\_\_\_  
Chief Building Official, Brian Dumas

JOINT BUILDING COMMITTEE  
P.O. BOX 1120  
SUNDRIDGE, ON P0A 1Z0  
PHONE 705-384-9444 – FAX 705-384-9445

RESOLUTION

Date: FEB 15, 2024

Resolution #2024 - 013

Moved by .....NEIL SCARLETT.....

Seconded by .....JOHN WILSON.....

Be it resolved that this committee ~~does~~<sup>is</sup> hereby ~~is~~ PREPARED TO OFFER THE

2020 ~~CAR~~ CHEVROLET ISUZU WITH CURRENTLY OPERATED BY THE  
JBL TO STROPS TOWNSHIP IN THE AMOUNT OF \$28,000. AS IS

.....  
Carried

.....  
Defeated

.....  
  
Chairperson

Recorded Vote:	For	Against
Robert Brooks	.....	.....
Budd Brown	.....	.....
Tim Bryson	.....	.....
Justine Leveque	.....	.....
Glenn Miller	.....	.....
Neil Scarlett	.....	.....
John Wilson	.....	.....

Conflict of Interest Declared and Seat(s)

Vacated: \_\_\_\_\_

**JOINT BUILDING COMMITTEE  
P.O. BOX 1120  
SUNDRIDGE, ON P0A 1Z0  
PHONE 705-384-9444 – FAX 705-384-9445**

**RESOLUTION**

---

**Date: February 15, 2024**

**Resolution #2024 - 014**

**Moved by** JOHN WILSON .....

**Seconded by** JUSTINE LEVEQUE .....

Be it resolved that this committee does hereby recommend the 2024 JBC Budget as presented in the amount of \$ 397,200<sup>00</sup>.

.....  
**Carried**

.....  
**Defeated**

  
.....  
**Chairperson**

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>
Robert Brooks	.....	.....
Budd Brown	.....	.....
Tim Bryson	.....	.....
Justine Leveque	.....	.....
Glenn Miller	.....	.....
Neil Scarlett	.....	.....
John Wilson	.....	.....

**Conflict of Interest Declared and Seat(s)**

**Vacated:** \_\_\_\_\_



JBC 2024 PROJECTED BUDGET CONTRIBUTIONS

Municipality	2019	2020	2021	2022	2023	Total 2018-2022	5yr Average - Budgeted Permit Revenue	%	Municipal Operating Grant Required
Burk's Falls	71,688.75	11,520.00	21,780.00	24,950.00	24,143.45	154,082.20	30,816.00	9.4%	-
Joly	12,043.20	13,567.00	8,855.00	31,556.25	31,152.58	97,174.03	19,435.00	5.9%	-
Machar	64,687.30	53,316.50	59,655.60	103,145.00	109,777.00	390,581.40	78,116.00	23.8%	-
Ryerson	81,172.65	47,446.43	87,283.40	84,749.50	64,410.00	365,061.98	73,012.00	22.2%	-
South River	26,416.00	20,727.50	38,134.50	44,185.00	24,669.26	154,132.26	30,826.00	9.4%	-
Strong	44,435.70	51,465.80	108,937.75	86,325.00	34,932.50	326,096.75	65,219.00	19.8%	-
Sundridge	11,584.92	16,509.50	12,955.00	62,692.00	53,099.50	156,840.92	31,368.00	9.5%	-
<b>Total</b>	312,028.52	214,552.73	337,601.25	437,602.75	342,184.29	1,643,969.54	328,792.00	100.0%	-
Add: interest income budget							30,000.00		
Total revenue before municipal operating grants							<u>358,792.00</u>		
<b>Budgeted Expense</b>							(397,200.00)		
<b>Excess Revenue (Expense) - transfer to (from) deferred revenue</b>							-		38,408.00

## 2024 Budget Worksheet

	2023 Last Year Budget	2023 Last Year Actual	2023 Variance	2024 Budget
18-10000 Permits Burk's Falls	29,198.00	24,143.45	(5,054.55)	30,816.00
18-10500 Fines Buk's Falls			-	
18-10510 Operating Burk's Falls				
18-20000 Permits Joly	14,913.00	31,152.58	16,239.58	19,435.00
18-20500 Fines Joly			-	
18-20510 Operating Joly			-	
18-30000 Permits Machar	60,409.00	109,777.00	49,368.00	78,116.00
18-30500 Fines Machar			-	
18-30510 Operating Machar			-	
18-50000 Permits Ryerson	69,989.00	64,410.00	(5,579.00)	73,012.00
18-50510 Operating Ryerson			-	
18-60000 Permits South River	28,550.00	24,669.26	(3,880.74)	30,826.00
18-60510 Operating South River			-	
18-70000 Permits Strong	66,360.00	34,932.50	(31,427.50)	65,219.00
18-70510 Operating Strong			-	
18-80000 Permits Sundridge	24,330.00	53,099.50	28,769.50	31,368.00
18-80510 Operating Sundridge			-	
18-90000 Gain(Loss) on disposal of assets			-	
18-90001 Contra proceeds of disposition			-	
18-91000 Miscellaneous Revenue			-	
18-92000 Net Income from (to) Deferred	35,095.00	-	(35,095.00)	38,408.00
18-99999 Interest Income	10,000.00	26,766.81	16,766.81	30,000.00
	<b>338,844.00</b>	<b>368,951.10</b>	<b>30,107.10</b>	<b>397,200.00</b>
19-00100 Salaries	267,000.00	217,911.68	49,088.32	250,000.00
19-00200 Employee Health Benefits (BT)	14,300.00	8,182.49	6,117.51	14,500.00
19-00210 Employee Assist Program (EAP)	95.00	81.63	13.37	125.00
19-00250 Health & Safety	450.00	-	450.00	400.00
19-00300 WSIB	500.00	323.10	176.90	500.00
19-10000 Clerical	560.00	560.00	-	1,200.00
19-10500 Administration	7,200.00	7,200.00	-	10,000.00
19-28000 Telephone	2,300.00	2,062.09	237.91	2,600.00
19-29000 Bank Charges	250.00	252.96	(2.96)	300.00
19-31000 Vehicle Fuel	5,000.00	3,289.99	1,710.01	5,000.00
19-31500 Vehicle Insurance	2,310.00	2,588.00	(278.00)	3,000.00
19-32000 Vehicle Maintenance	2,000.00	1,596.76	403.24	2,500.00
19-33000 Memberships	800.00	398.00	402.00	850.00
19-34000 Forms	433.00	389.23	43.77	475.00
19-35000 Computer Hardware/Equipment	7,000.00	6,514.44	485.56	3,000.00
19-35500 Computer Software	8,000.00	7,961.01	38.99	16,500.00
19-36000 Audit/Consulting/Legal	2,200.00	(0.01)	2,200.01	2,300.00
19-37000 Education/Courses	5,300.00	3,674.16	1,625.84	6,000.00
19-38000 Certification	327.00	442.91	(115.91)	250.00
19-39000 Office Supplies/Copies	2,980.00	2,839.98	140.02	4,800.00
19-40000 Mileage	37.00	-	37.00	100.00
19-41000 Postage	190.00	123.27	66.73	1,000.00
19-42000 Advertising	500.00	425.13	74.87	600.00
19-43000 Business Cards	100.00	-	100.00	200.00
19-44000 Legal	3,000.00	1,133.20	1,866.80	3,000.00
19-45000 Rent	5,712.00	5,712.00	-	7,500.00
19-46000 Publication	150.00	-	150.00	350.00
19-50000 Miscellaneous	150.00	-	150.00	150.00
19-91000 Capital Purchases				60,000.00
	<b>338,844.00</b>	<b>273,662.02</b>	<b>65,181.98</b>	<b>397,200.00</b>

JOINT BUILDING COMMITTEE  
P.O. BOX 1120  
SUNDRIDGE, ON P0A 1Z0  
PHONE 705-384-9444 – FAX 705-384-9445

RESOLUTION

Date: FEB. 15, 2024

Resolution #2024 - 015

Moved by GLENN MILLER

Seconded by TIM BRYSON

Be it resolved that this committee does hereby RECOMMEND THAT PROPOSED CHANGES PRESENTED BY THE CBD TO BE DRAFTED AS CHANGES TO THE BUILDING BY LAW.

Carried

Defeated

[Signature]  
Chairperson

Recorded Vote:	For	Against
Robert Brooks	.....	.....
Budd Brown	.....	.....
Tim Bryson	.....	.....
Justine Leveque	.....	.....
Glenn Miller	.....	.....
Neil Scarlett	.....	.....
John Wilson	.....	.....

Conflict of Interest Declared and Seat(s)

Vacated: \_\_\_\_\_



- 4.7.4 Plans shall be drawn to scale on paper, cloth or other durable material shall be legible and without limiting the generality of the foregoing, shall include such works as set out in Schedule "C" to this by-law, unless otherwise specified by the Chief Building Official
- 4.7.5 Site plans shall be accurately drawn to scale, and when required by the Chief Building Official to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site plans shall show:
- 4.7.5.1.1 Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings,
  - 4.7.5.2 Existing and finished ground levels or grades,
  - 4.7.5.2.1 Existing right-of-ways, easements and municipal services were applicable.
- 4.7.6 Verification by an Ontario Land Surveyor of by-law compliance may be required before proceeding past foundation state, if required by the Chief Building Official.

5. PAYMENT OF FEES

Fees for a required permit shall be as set out in Schedule "B" to By-law\*\*\*\*\* and are due and payable upon submission of an application for a permit.

Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.

The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed the applicant shall pay the fee under protest and, within six (6) months of completion of the project, shall submit an audited statement of the actual costs and where the audited costs are determined to be less than the valuation, the Chief Building Official shall issue a refund.

6. PERMIT MAINTENANCE FEES

- 6.1 Where the Chief Building Official confirms that a Building Permit(s) remain open after two (2) years, the municipality shall send to current property owner, an invoice for the Permit Maintenance Fee as set out in Schedule "B" of this by-law;
- 6.2 Annual invoicing shall continue until such time as the permit(s) is revoked, closed or cancelled.

7. REFUNDS

- 7.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "D" attached to and forming part of this by-law.

8. PRESCRIBED NOTICES AND INSPECTIONS

- 8.1 The owner or an authorized agent shall notify the Chief building Official at least two (2) business days which does not include the day the notice was given to each stage of construction for which notice in advance is required under the Building Code. In

THE CORPORATION OF THE \*\*\*\*\*OF \*\*\*\*\*  
BY-LAW \*\*\*\*\*; Building By-Law

SCHEDULE "A" – CLASSES OF PERMITS

1. Building Permits To be for the purpose of allowing the construction of a building, includes erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit moved from elsewhere.
2. Demolition Permit For the demolition of all or part of a building.
3. Conditional Permit Pertains to construction only and may be issued only in accordance with Section 8.(3) of the Building Code Act.
4. Stage of Construction For the purpose of allowing the commencement of construction of a building or part thereof and completion to a certain stage as permitted by such Permit and includes but is not limited to solid fuel burning appliances, heating, ventilation systems and air conditioning systems, or any part thereof.
5. Designated Structure To be for the purpose of constructing a Permit designated structure as defined in the Ontario Building Code.
6. Temporary Structure To permit the erection of a tent or temporary structure which exceeds 30 square metres (323 square feet) in ground area.(REMOVE) or update to 60 square meters (645 square feet) in ground aggregate area.
6. Transfer Permit To be issued to a new owner where ownership changes occur during or prior to the closing of any previously issued permit.
7. Occupancy Permit To allow occupancy of an unfinished building in accordance with the Building Code.
8. Change of Use Permit To comply with the requirements of Part 10 of the Building Code.

THE CORPORATION OF THE \*\*\*\*\*OF \*\*\*\*\*  
 BY-LAW \*\*\*\*\*; Building By-Law

**SCHEDULE "B" – PERMIT FEE SCHEDULE**

Cost Guidelines (Proposed changes)

\$100.00	+ \$15.00 per Thousand
\$100.00	Change of Use Permit – Inspection fee only with no Building Permit Issued
\$100.00	Transfer Permit
\$100.00	+ \$15.00 per thousand of project value for Conditional Permit
\$100.00	Searching of records (Building and Zoning compliance letters)
\$100.00	Re-inspection fee
\$100.00	Pre-site inspection fee
\$50.00	per page for review of revised plans or plans submitted with application and no permit issued
\$50.00	Letter of compliance on issued orders
\$200.00	Application fee for Alternative Solution Design
\$200.00	Special Inspection Fee to inspect buildings or structures where a request has been made for a final inspection or occupancy/use where the permit has been inactive for one year and/or the permit is three years or older (REMOVE)
	Permit Maintenance Fee (applied two years after permit issuance if still open)
\$300.00 (per year)	Annual Fee - Commercial
\$250.00 (per year)	Annual Fee - Dwellings and additions
\$200.00 (per year)	Annual Fee – Accessory structures
\$1,000.00	minimum fee for any major alteration to a dwelling

**BUILDING WITHOUT A PERMIT – CONSTRUCTION STARTED WITHOUT OBTAINING A PERMIT FEES ARE DOUBLED**

**CONSTRUCTION COST GUIDELINES – cost per square foot of floor area**

**Residential Unit:**

Single Storey House	(\$200.00)	\$135.00 minimum per square foot
Two Storey House (1 <sup>st</sup> floor)	(\$200.00)	\$135.00 minimum per square foot
Each Additional Storey	(\$100.00)	\$75.00 minimum per square foot
Attached Garage	(\$55.00)	\$40.00 minimum per square foot

**Cottage / Recreational Dwelling:**

Dwelling with Basement	(\$200.00)	\$135.00 minimum per square foot
Dwelling on Piers / Frost Wall	(\$175.00)	\$125.00 minimum per square foot
Dwellings on Slab	(\$175.00)	\$125.00 minimum per square foot
Each Additional Storey	(\$100.00)	\$75.00 minimum per square foot

**Garage / Farm Buildings:**

Garage / Shed on Slab	\$40.00 minimum per square foot
Garage / Shed no floor	\$30.00 minimum per square foot
Barns / Outbuildings located on Assessed Farm Lands	\$25.00 minimum per square foot

**Commercial – Industrial:**

Based on cost price.....or	\$95.00 minimum per square foot
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**Renovations:** Based on cost price estimates

**Decks / Porches / Additions:** \$50.00 minimum per square foot or based on cost price estimates

**Demolition Permits:** (\$5.00) \$15.00 minimum per square foot



**The cost construction guidelines are only a guideline. The Chief Building Official may place a valuation on the cost of the proposed work as per section 5. of this building by-law.**

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No permit is required for re-shingling a roof.

No permit is required for a shed less than 107 sq.ft. provided that the principal structure is erected on the property or a permit for such structure has been issued. (REMOVE)

No permit is required for a shed intended for storage purposes only and is ancillary (accessory) to a principal building on the lot provided that:

1. It is not more than 15 square meters (161 square feet) in gross area.
2. It is not more than one storey in building height.
3. It is not attached to a building or any other structure, and
4. It does not contain any plumbing.

Lot coverage and setback distances for the shed must also comply with the zoning by-law requirements.

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To obtain a Building Permit, it is necessary to first apply and receive the following:

1. A septic permit for a class 4 Sewage system from the North Bay Mattawa Conservation Authority in all areas not serviced by Municipal Sewers and for Buildings that require plumbing facilities.
2. An Entrance Permit or Culvert Permit from the Municipality if necessary.
3. An Entrance Permit or Building Permit from the Ministry of Transportation if the property fronts onto a Provincial Highway or Secondary Highway or is within 1000 feet of a highway Intersection or is in the Vicinity of the New 4 Laning of Highway #11.
4. A legal Survey may be required if the survey stakes are not clearly visible to the Chief Building Official.

**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS  
BY-LAW NO. 05 -2024**

**BEING A BY-LAW TO ADOPT RZONE POLICY**

**WHEREAS** Section 270(1) of the Municipal Act, 2001 states that a municipality shall adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

**AND WHEREAS** the Council of the Corporation of the Village of Burk's Falls is desirous of adopting the RZone Policy.

**BE IT THEREFORE ENACTED** by the Council of the Village of Burk's Falls as follows:

1. THAT the RZone Policy attached hereto as "Schedule A" is hereby adopted and forms part of this by-law.
2. THAT this By-Law shall come into full force and effect upon passing.

**AS READ A FIRST AND SECOND AND THIRD AND FINALLY PASSED  
THIS 27th DAY OF FEBRUARY 2024.**

\_\_\_\_\_  
Mayor Chris Hope

SEAL

\_\_\_\_\_  
CAO-Clerk Denis Duguay

## Policy RZone Policy

Approval Date: January 16, 2024  
Approval Authority: Council, By-Law  
Effective Date: January 16, 2024

Next Scheduled Review Year:  
Department:  
Last reviewed: January 8, 2024  
Revision Date/s:

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### **Policy Statement:**

The Village of Burk's Falls properties include facilities such as Village offices, Council chambers, customer service, arena, library, senior centre, theatre, health centre, medical building, welcome centre, parks, skate parks, trails, community centre, sports fields, and associated parking lots. These properties provide residents with opportunities to interact with Village staff for business purposes and to enjoy social and recreational activities in a safe and positive environment.

The Village of Burk's Falls operates programs and properties that encourage public participation and is committed to ensuring the safety of all participants, spectators, volunteers and staff in accordance with the Occupiers' Liability Act, the Ontario Human Rights Code, The Occupational Health and Safety Act, the Trespass to Property Act, the Criminal Code, municipal by-laws and policies and other provincial legislation.

Throughout the Village of Burk's Falls, many programs, services, and facilities are operated and managed by community volunteers. The Village of Burk's Falls wants to ensure that they have the ability to volunteer in a safe and positive environment. The user groups or contract holders utilizing Village of Burk's Falls facilities and property must take PRIMARY responsibility for the behaviour of all individuals associated with their usage of the facility or property; this includes the athletes, coaches, officials, spectators, volunteers, renters, and users.

### **Purpose:**

The RZone Policy requires persons using a Village facility, park, program, or service to respect others and take responsibility in helping the Village maintain a safe and comfortable environment for all participants, spectators, patrons, volunteers, and staff. They have the right to expect that others will behave in a manner consistent with a safe and positive environment in public spaces. With this right comes the responsibility to be accountable for actions/behaviours that put the safety of others at risk. The RZone Policy helps to ensure that inappropriate behaviours are dealt with in an equitable and consistent manner.



The Village of Burk's Falls will have zero tolerance for inappropriate behavior, violence, indecency, hate speech or vandalism within its programs or properties, and will take appropriate action where necessary to deal with these incidents.

**Scope:**

The policy applies to all Village Properties (including indoor and outdoor facilities) and activities that are being conducted on all the properties – both structured (permit issued) and unstructured (no permit issued) and to all patrons and guests. The policy also applies to any interaction in the workplace (telephone, email, in Village vehicles, worksites) as well as any interaction that is a result of employment with the Village (i.e.: an interaction with a client/patron outside of work hours). The aim of this policy is to ensure that measures are in place so that incidents of inappropriate behaviour, violence, indecency, or vandalism do not occur on its properties. Circumstances not addressed in this policy or exceptions to this policy will be addressed on a "case by case" basis.

**Policy Goals:**

1. To provide a comfortable, respectful, and safe environment for patrons and guests of the Village programs, services, and properties.
2. To provide a comfortable, respectful, and safe work environment for Village of Burk's Falls staff and volunteers. This policy will be applied in coordination with the Village of Burk's Falls Respect in the Workplace, Workplace Harassment and Violence policies.
3. To recognize and meet the needs of all Burk's Falls programs, services, and properties to implement zero tolerance when dealing with inappropriate public conduct on Burk's Falls property.
4. To reduce or eliminate violence on Village properties, both indoor and outdoor.
5. To increase the level of awareness of users regarding appropriate behaviour and the importance of a positive and supportive environment.
6. To ensure that wireless internet connections in the Village of Burk's Falls facilities are used in keeping with the respectful and decent tone of a public facility used by children and families.
7. To outline the process that will be implemented to address inappropriate behaviour, violence, vandalism, and the inappropriate use of technology.

**Definitions:**

**Community Volunteer**

- a) A representative of a community hall group;
- b) A representative of a field management group; or
- c) A representative of a community group sponsoring a recognized Village of Burk's Falls special event.

**Contract Holder**

- a) An individual who assumes personal responsibility for the contract;
- b) Designated representative of a recognized minor or junior sports association; or
- c) Legal entity or corporation.

## **Harassment**

For the purpose of this policy, harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be “unwelcome” as defined by the Ontario Human Rights Code and covered by the Village of Burk’s Falls Workplace Violence and Workplace Anti-Violence, Harassment and Sexual Harassment Policies.

## **Inappropriate Behaviours and/or Violence**

For the purposes of this policy, the definitions of inappropriate behaviour and/or violence, inappropriate use of technology and vandalism include but are not limited to:

- Refusal to abide by specific program or facility rules and any contravention of Village by-laws, policies or procedures
- Verbal assaults (profanity and/or loud verbal assaults including racial or ethnic slurs, directed at participants, spectators, referees, staff, and volunteers)
- Threats or attempts to intimidate
- Hate speech
- Throwing of articles in a deliberate or aggressive manner
- Aggressive approaches to another individual
- Attempts to goad or incite violence in others
- Physical striking of another individual
- Theft of property
- Vandalism
- Harassment
- Possession of weapons
- Participation in any illegal act on the Village of Burk’s Falls Property (i.e., drugs, drinking, use of tobacco products in areas designated tobacco free, etc.)

## **Inappropriate Use of Technology**

For the purposes of this policy, inappropriate use of technology includes but is not limited to:

- Using technology devices to photograph images of participants, spectators, Village of Burk’s Falls staff or volunteers without their express written consent using technology device(s) for illegal or criminal purposes.
- Invading or attempting to invade another person’s privacy.
- Sending or receiving documents, websites or pages that contain lewd, illegal, or offensive materials via internet.
- Viewing, producing, or exhibiting lewd, illegal, or offensive materials, either hard copy or using technology devices.
- Sending or creating viruses, worms, and other invasive computer programs
- Hacking or other unauthorized access or attempts thereof.
- Illegal downloading or copying software or data.
- Inappropriate comments on the Village of Burk’s Falls social media sites



### **Regular User Sport Group**

Resident or non-resident sport organizations, that rent facilities on a weekly basis for the applicable sport season.

### **RZone**

Respect for yourself; Respect for others; and Responsibility for your actions.

### **Staff**

Incident Review and follow-up staff shall mean the CAO/Clerk and Director of the department that complaint falls under. All RZone violation consequences must be approved by the department Director.

### **RZone Appeals Committee**

Recreation Advisory Committee

### **Vandalism**

For the purpose of this policy, vandalism is defined as the deliberate act of destruction or damage to the Village of Burk's Falls owned property, buildings, or equipment. Examples of vandalism include but are not limited to:

- Glass breakage
- Graffiti
- Theft
- Arson

### **Enforcement Procedures:**

In accordance with the Occupiers' Liability Act, the Occupational Health and Safety Act, the Trespass to Property Act, the Criminal Code, municipal by-laws and policies and other provincial legislation, contract holders and community volunteers are authorized to initiate enforcement options at the Village of Burk's Falls programs and properties.

In the event that the contract holder or community volunteer cannot control the situation:

1. When possible, the Village of Burk's Falls facility staff will be asked for assistance;  
or
2. In the event that the Village of Burk's Falls facility staff are not available, the contract holder and/or community volunteer will contact the Ontario Provincial Police (OPP) for assistance.

### **When inappropriate behaviour, violence, vandalism, or inappropriate use of technology is witnessed:**

1. Assess situation to determine if policy should be enacted.
2. Request that the identified party, without jeopardizing one's safety, cease the inappropriate behaviour and/or violence immediately.
3. Advise the identified party that failure to cease the inappropriate behaviour, violence, vandalism, or inappropriate use of technology that jeopardizes the safety of others or themselves, will result in police being called and advise they will be considered to be trespassing.



4. If the individual refuses to cease inappropriate activity, do not engage in argument or physical confrontation, call the police (911), and report the individual(s) immediately.
5. Advise authorized staff of the situation, if applicable.
6. Complete all aspects of the RZone Incident Form and submit to **CAO-CLERK within three (3) business days of the incident.**
7. Incident will be reviewed by CAO-CLERK and staff.
8. Follow up action will be taken and documented.

#### **Incident Review and Follow-up:**

This process will be administered by the CAO-CLERK office upon receipt of an RZone Incident Report.

1. Staff will review the RZone Incident Form. As well, staff may view available video of the occurrence and follow up with interviews if necessary.
2. Staff will contact the Ontario Provincial Police to determine if a report has been filed and obtain any further information or details related to the incident.
3. Should the incident be associated with a contract holder or community volunteer at the time of occurrence, staff will work with the contract holder or community volunteer to determine the details of the incident.
4. Staff (and the contract holder or community volunteer, if applicable) will meet with the individual(s) responsible for the inappropriate behaviour, violence, vandalism, or inappropriate use of technology to review the suspension and issue the letter of suspension. Facility staff, contract holder and/or community volunteer and the police will be notified when applicable and copied regarding outcome of the investigation.
5. Should the individual(s) choose not to meet, a letter of suspension will be sent by staff utilizing registered mail (if address is known).
6. Should the incident involve damages to a Village of Burk's Falls facility or result in increased maintenance, an invoice for recovery of repair of damages, including materials and labour and an administrative fee will be charged.
7. There will be no reconsideration by the Village of Burk's Falls with respect to the length of the suspension time given unless new information becomes available.
8. Following the fifth (5<sup>th</sup>) anniversary of a reported incident, with no further contraventions of this policy, the individual's record will be expunged.

#### **Appeal Process:**

Individuals may appeal an RZone suspension by using the following process:

1. Individual(s) wishing to appeal any disciplinary measure may present their case in writing, accompanied with a mandatory \$100 fee to the RZone Appeals Committee within 14 days of the decision. The fee will be refunded if the appeal is successful.
2. The Recreation Advisory Committee will review in consultation with the appropriate staff or organization, and any decision made is final

### **Education & Awareness:**

The Village of Burk's Falls staff, along with community volunteers, will undertake a promotional and educational campaign aimed at raising awareness among parents, volunteers, spectators, and general public of the RZone Policy and in particular, the importance of their role in creating a positive atmosphere when on the Village of Burk's Falls properties.

Initiatives will include:

- Circulation of the policy to all facility rental contract holders and community organizations having management agreements with the Village of Burk's Falls.
- Signage/posters to be displayed on all Village of Burk's Falls properties.
- The policy will be referenced in the Terms & Conditions section on all facility contracts and permits.
- Regular user groups will be asked to update and amend their organization's constitutions and/or code of conduct to reflect this policy.
- Regular user groups will be asked to designate a person responsible for the implementation and administration of the Public Conduct on the Village of Burk's Falls Policy at each event.
- Community volunteers will be asked to reference the policy in their organization newsletters/booklets/websites and will be provided with tools to help communicate to participants, parents, and patrons.
- Where possible, announcements will be made prior to all games regarding the policy and reporting of incidents.
- On an ongoing basis, staff will follow-up with representatives of organizations that have had incidents or been affected by this policy, to review the process and resulting consequences to ensure that the policy is addressing inappropriate behavior in an effective manner; and
- Staff will review the education and promotional campaign on an annual basis with community groups to ensure the policy remains effective.

### **Prevention of Incidents**

In an effort to prevent inappropriate behaviour, violence, vandalism or inappropriate use of technology, community groups shall be requested to:

- Ensure all participants, coaches and parents sign a **Code of Conduct contract**.
- Ensure all spectators are aware of the RZone Policy.
- Have a representative for each group or team on site who understands the terms of the policy.
- In the event of an incident, advise without jeopardizing one's safety, the identified party that there is a zero tolerance for inappropriate behaviour, and they are contravening the RZone Policy.

Staff will receive training on their roles and responsibilities as set out in the RZone Policy and will be re-trained on an annual basis.

Facility user groups and community volunteers will be notified of the updated policy. Staff will provide orientation sessions to ensure they are aware of and informed about

the updated policy and their role to ensure that all participants, spectators, volunteers, and staff have the right to be safe and feel safe while attending a program or facility on Village of Burk's Falls property.



### RZone Incident Report

**Individual Reporting Details:**

Name of Person Reporting \_\_\_\_\_  
Department \_\_\_\_\_  
Position \_\_\_\_\_ Phone \_\_\_\_\_  
Date incident was reported \_\_\_\_\_

**Incident Information:**

Date \_\_\_\_\_ Time \_\_\_\_\_  
Incident Information \_\_\_\_\_  
Location of Incident \_\_\_\_\_

**Participant(s) Involved:**

Complainant Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_

Respondent Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_

If there are more participants involved, please attach extra pages.

Category (please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Verbal assault        | <input type="checkbox"/> Possession of Weapons   |
| <input type="checkbox"/> Threats               | <input type="checkbox"/> Use of alcohol or drugs |
| <input type="checkbox"/> Physical assault/harm | <input type="checkbox"/> Harassment              |
| <input type="checkbox"/> Vandalism             | <input type="checkbox"/> Theft of property       |

Other (please specify in detail)

\_\_\_\_\_

Describe in detail what happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other relevant information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who else was made aware of the incident?

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

If there are more individuals involved, please attach extra pages.

If another individual was made aware of the incident, how were they informed?

- In-person
- Phone
- Email

Other (please specify in detail)

\_\_\_\_\_

Date the individual was informed: \_\_\_\_\_

Please identify if another individual witnessed the incident.

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

If there are more individuals who witnessed the incident, please attach extra pages.

For Office Use Only:

Action Taken (please check):

- Verbal Warning  
Date: \_\_\_\_\_
- Letter of Warning  
Date: \_\_\_\_\_
- Letter of Trespass  
Date: \_\_\_\_\_

Appeal:

- No
- Yes  
Date: \_\_\_\_\_

Outcome: \_\_\_\_\_

\_\_\_\_\_

Date File Closed: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature:

\_\_\_\_\_

Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 and will be used for the purpose of aggregate statistical reporting, and allocation of staff and resources. This information will also be used for the promotion of programs or activities so that we can provide good customer service.

### RZone Enforcement Guidelines

The following chart represents guidelines and outlines the consequences for acts of inappropriate behaviour, violence, vandalism, or inappropriate use of technology in the Village of Burk's Falls programs and property. It is understood this does not include all types of inappropriate behaviour, violence, vandalism, or inappropriate use of technology. Each incident will be reviewed based upon the information available at the time and that the consequences outlined below are guidelines and may be adjusted to reflect the severity of conduct and/or actions involved. Any restrictions/suspensions will apply to all Village of Burk's Falls programs, facilities and properties unless noted differently.

Subsequent acts of inappropriate behaviour, violence, vandalism, or inappropriate use of technology that will result in increased consequences may be reported to the OPP detachment, which may result in criminal charges.

Below are examples of behaviours and examples of sequential consequences, however each incident will be reviewed individually.

<u>Behavior</u>	<u>Consequence of 1st Occurrence</u>	<u>Consequence of 2<sup>nd</sup> Occurrence</u>	<u>Consequence of 3<sup>rd</sup> Occurrence</u>
<b>Inappropriate behaviour, non violent in nature:</b>	Immediate ejection, followed by written warning	1 Month Suspension	3 Month Suspension
<b>Inappropriate behaviour with the potential to incite violence:</b>	Immediate ejection, police contacted, followed by written warning	6 Month Suspension	3 Year Suspension
<b>Inappropriate behaviour with physical violence:</b>	Immediate ejection, police called, 1 year suspension	3 Year Suspension	5 Year Suspension
<b>Vandalism</b>	Immediate ejection. Those identified as perpetrating vandalism will be required to pay 100% cost of repairs (including but not limited to materials, equipment, labour, and administrative costs). A suspension may be applied. In the event that the individual(s) cannot be identified, the contract holder will be held responsible and invoiced accordingly.		



**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS  
BY-LAW NO. 06-2024**

**Being a By-Law to Establish the Terms of Reference for Internal Committees within  
the Village of Burks Falls**

**WHEREAS** the Council for the Corporation of the Village of Burk's Falls has adopted Bylaw 06-2024 to set out the Procedures for Committee meetings; and

**WHEREAS** Council is desirous of implementing internal committees to provide efficient communication that will provide advice to Council on matters relating to events, requests, submissions and plans for their respective committees.

**NOW THEREFORE** the Council of the Village of Burks Falls enacts as follows:

1. That the following committees be hereby established:
  - A. Personnel Committee
  - B. Public Works Advisory Committee
  - C. Recreation Advisory Committee
  - D. General Government and Finance Advisory Committee
  - E. Downtown Development Advisory Committee
  - F. Theatre Committee
2. That this By-law repeals any and all previous by-laws adopting any policies with respect to Terms of reference for internal Committees
3. That the Terms of Refence schedules attached hereto and forming part of this bylaw be hereby adopted

**AS READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 27<sup>TH</sup> DAY OF FEBRUARY 2024.**

SEAL

\_\_\_\_\_  
Mayor Chris Hope

\_\_\_\_\_  
CAO-Clerk, Denis Duguay



## **Burk's Falls Personnel Committee**

### **Terms of Reference Schedule A to Bylaw 06-2024**

#### **1. Mandate**

The Personnel Committee provides support to Council for major human resource matters. The Committee provides input to the CAO-Clerk for minor human resource matters and disciplinary actions within the provided employment policies set by Council.

#### **2. Objectives and Responsibilities**

- a. To advise Council on matters pertaining to the mandate
- b. To investigate and advise of any relevant new legislation regarding human resources and employment policies
- c. To conduct the review of the Village Wage Grid Bylaw in five (5) year intervals
- d. To conduct the annual performance review of the CAO-Clerk
- e. To interview and hire CAO-Clerk and department heads and set wages within current relevant wage grid
- f. To advise and support the CAO-Clerk with executing major issues within the discipline policy

#### **3. Committee Composition**

The Committee will consist of:

- a. Mayor
- b. Deputy Mayor
- c. CAO-Clerk

The following department heads may attend as required

- a. Public Works Foreman
- b. Arena Manager
- c. Treasurer

#### **4. Quorum**

Quorum shall be Mayor, Deputy Mayor and CAO-Clerk. If quorum is not present within 15 minutes of the meeting starting, the agenda items shall be deferred until the next meeting can be scheduled.

#### **5. Meetings**

The Committee shall meet a minimum of once a year with additional meetings being called as required to implement objectives of Committee.

The meeting procedures shall follow Council's Procedure Bylaw and Code of Conduct. All meeting shall be held in Council Chambers and shall open to the public, unless permitted to be closed under Section 239 of the Municipal Act.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO-Clerk and/or Mayor.

The agenda for every meeting shall be structured as follows:

- a. Call the meeting to order
- b. Disclosure of Interest
- c. Adoption of Previous Meeting Minutes
- d. Old Business
- e. New Business
- f. Recommendations to Council
- g. Date of Next Meeting
- h. Adjournment

Members who are not able to attend shall inform the Recording Secretary prior to the meeting. Minutes of the meeting shall reflect the direction and initiatives of the Committee but shall not be verbatim.

## 6. Chair

- a. The Chair shall be a Council member and alternates during the term in two-year intervals
- b. Responsible for calling the meeting to order
- c. Presides over meetings, introduces agenda items and ensures a decision is made of each discussion
- d. Introduces delegations, guests and specialists to Committee as required
- e. Ensures mandate and objectives of Committee are met
- f. Ensures there is a Mover and Seconder for all recommendations of the Committee with a majority vote and they are brought forward to Council through the minutes
- g. Ensures all municipal policies and procedures are followed
- h. Responsible to ensure decorum and proper procedures occurs during meetings

## 7. Secretary

- a. The CAO-Clerk shall act as the Secretary for the Committee
- b. Responsible to prepare agenda items and distribute to the Committee members at least four days prior to the scheduled meeting
- c. Responsible to record all meeting minutes and distribution to all members
- d. Responsible to ensure Chair and Secretary sign all original minutes and store in accordance with the Village's retention policy and a copy is provided to the Clerk's Office
- e. Assist Chair as required



## 8. Members

All members of the Committee shall:

- a. Attend all committee meetings, reading all material prior to the meeting
- b. Participate in discussions and offer ideas and suggestions for items related to agenda items
- c. Make the time commitment to deliver and execute the objectives of the committee
- d. Act with decorum and follow all municipal policies and procedures
- e. Shall declare any Conflict of Interest prior to tabling the agenda item
- f. Shall be appointed for the term of council.

The Committee is not responsible for:

- a. Daily operations of the departments
- b. Administrative and minor personnel matters including direction to staff
- c. Approval of capital and/or operating budgets

## 9. Reporting Relationship

The Committee shall forward any necessary recommendations to Council in the form of a report.

Committee minutes shall be received at Council meetings as required in closed session. The Chair, or designate, shall speak to Council regarding any recommendations that require Council approval.

The Committee shall have the authority to hire the CAO-Clerk, Treasurer, senior level staff and where appropriate Fire Chief, Chief Building Official and negotiate and set wage levels within the current wage grid. The Committee shall recommend to Council the appointment where appropriate, the CAO-Clerk, Treasurer, Fire Chief, and Chief Building Official. Hiring and termination of staff shall be reported to Council as soon as possible upon a decision being made. Only major disciplinary actions such as suspensions or matters that affect the external reputation of the Village will be reported to Council.

The Committee shall have the authority to approve the actions of the CAO-Clerk in executing major matters regarding the discipline policy. The Committee shall make recommendation to Council for the termination of any regulated or senior level staff member.

## 10. Relevant Policies and Procedures

- a. Code of Conduct
- b. Respect and Responsibility
- c. Confidentiality
- d. Procurement
- e. Conflict of Interest
- f. Municipal Salary Wage Bylaw
- g. Disciplinary Policy
- h. Village Employment Policy
- i. RZone



## **Burk's Falls Public Works Advisory Committee**

### **Terms of Reference**

#### **Schedule B Bylaw 06-2024**

## 1. Mandate

The Public Works Advisory Committee provides advice and support to Council focusing on initiatives, activities and special projects regarding roads, bridges, transportation safety and services and environmental services.

## 2. Objectives and Responsibilities

- a. To advise Council on matters pertaining to the mandate
- b. To assist and accept direction from Council regarding relevant Village initiatives and policies
- c. To investigate and advise of any relevant new legislation and/or funding opportunities
- d. To develop working relationships with relevant agencies to deliver the mandate
- e. To advise and support Council regarding transportation and environmental services and infrastructure
- f. To support Council in prioritizing asset management and development
- g. To set clear and measurable goals for the term of the Committee

## 3. Committee Composition

The Committee will consist of:

- a. 2 Council members
- b. Public Works Foreman
- c. Finance Assistant (non-voting)

The following are non-voting members and may attend as resource persons

- a. CAO-Clerk
- b. Treasurer

### c. Quorum

- d. Quorum shall be two Council members, Public Works Foreman, and the Recording Secretary. If quorum is not present within 15 minutes of the meeting starting, the agenda items shall be deferred until the next regular meeting. The CAO-Clerk and Treasurer shall not be included in counting quorum.

### e. Meetings

- f. The Committee shall meet a minimum of four times per year to achieve their mandate, January, March, September and November. Additional or special meetings may be called by the Chair or Secretary with advice from the CAO-Clerk, Public Works Foreman and the Chairperson.

The meeting procedures shall follow Council's Procedure Bylaw and Code of Conduct. All meeting shall be held in Council Chambers and shall open to the public.

- a. Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO-Clerk, Public Works Foreman and the Chair.

The agenda for every meeting shall be structured as follows:

- a. Call the meeting to order
- b. Disclosure of Interest
- c. Adoption of Previous Meeting Minutes
- d. Old Business
- e. New Business
- f. Recommendations to Council
- g. Date of Next Meeting
- h. Adjournment

Members who are not able to attend shall inform the Recording Secretary prior to the meeting. Minutes of the meeting shall reflect the direction and initiatives of the Committee but shall not be verbatim.

## b. Chair

- a. The Chair shall be a Council member and alternates during the term in two-year intervals
- b. Responsible for calling the meeting to order
- c. Presides over meetings, introduces agenda items and ensures a decision is made of each discussion
- d. Introduces delegations, guests and specialists to Committee as required
- e. Ensures mandate and objectives of Committee are met
- f. Ensures there is a Mover and Seconder for all recommendations of the Committee with a majority vote and they are brought forward to Council through the minutes
- g. Ensures all municipal polices and procedures are followed
- h. Responsible to ensure decorum and proper procedures occurs during meetings

## c. Secretary

- a. The Finance Assistant shall act as the Secretary for the Committee
- b. Responsible to prepare agenda items and distribute to the Committee members at least four days prior to the scheduled meeting
- c. Responsible to record all meeting minutes and distribution to all members
- d. Responsible to ensure Chair and Secretary sign all original minutes and store in accordance with the Village's retention policy and a copy is provided to the Clerk's Office
- e. Assist Chair as required



## d. Members

All members of the Committee shall:

- a. Attend all committee meetings, reading all material prior to the meeting
- b. Participate in discussions and offer ideas and suggestions for items related to agenda items
- c. Make the time commitment to deliver and execute the objectives of the committee
- d. Act with decorum and follow all municipal policies and procedures
- e. Shall declare any Conflict of Interest prior to tabling the agenda item
- f. Shall be appointed for the term of council.

The Committee is not responsible for:

- a. Daily operations of the departments
- b. Administrative and human resource matters including direction to staff
- c. Approval of capital and/or operating budgets

## e. Reporting Relationship

The Committee shall forward advice and recommendations to Council in the form of decisions that are recorded in the Committee minutes.

Committee minutes shall be received at a subsequent Council meeting. The Chair shall speak to Council regarding any recommendations that requires Council approval.

Council shall decide on recommendations by way of passing a formal resolution.

## f. Marketing & Media

- g. The Committee shall draft notices and flyers to promote their projects. Prior to the release of any publication the CAO-Clerk (or designate) shall be provided with the draft version for review.  
Once Council approves a recommendation of the Committee, then they may proceed with a program, activity or event.
- a. All media enquiries shall be directed to the Mayor and the CAO-Clerk in accordance with the Village's policies. Relevant Policies and Procedures
  - a. Code of Conduct
  - b. Respect and Responsibility
  - c. Confidentiality
  - d. Procurement
  - e. Conflict of Interest
  - f. Winter Maintenance Policy
  - g. Sidewalk Inspection Policy
  - h. Provincial Minimum Standards
  - i. RZone



## **Burk's Falls Recreation Advisory Committee**

### **Terms of Reference**

#### **Schedule C Bylaw 06-2024**

## 1. Mandate

The Recreation Advisory Committee provides advice and support to Council focusing on initiatives, activities and special events regarding recreation, art and culture, and parks.

## 2. Objectives and Responsibilities

- a. To advise Council on matters pertaining to the mandate
- b. To assist and accept direction from Council regarding relevant Village initiatives and policies
- c. Investigate and advise of any relevant new legislation and/or funding opportunities
- d. To develop working relationships with relevant community and regional groups to deliver the mandate
- e. To advise Council regarding recreational infrastructure including the skatepark, dog park, playground, recreation fields, Heritage Walking Trail, campsites and bike share program
- f. To promote and deliver recreation programs and municipal community events approved by Council; Schedule A includes annual municipal activities
- g. To set clear and measurable goals for the term of the Committee

## 3. Committee Composition

The Committee will consist of:

- a. 2 Council members
- b. 3-5 Community members
- c. Recreation Coordinator (non-voting)

The following are non-voting members and may attend as resource persons

- d. Public Works Foreman
- e. Arena Manager
- f. Treasurer
- g. CAO-Clerk

## 4. Quorum

Quorum shall be 50%+1 of the members with voting privileges. If quorum is not present within 15 minutes of the meeting starting, the agenda items shall be deferred until the next regular meeting. The Public Works Foreman, Arena Manager and CAO-Clerk shall not be included in counting quorum. Their membership is advisory and attend as additional resources.

## 5. Meetings

The Committee shall meet a minimum of four times per year to achieve their mandate, January, April, September and November. There shall be no meetings from June 1<sup>st</sup> to August 31<sup>st</sup> of each year. Additional or special meetings may be called by the Chair or Secretary with advice from the CAO-Clerk, Recreation Coordinator and the Chairperson.

The meeting procedures shall follow Council's Procedure Bylaw and Code of Conduct. All meeting shall be held in Council Chambers and shall open to the public.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO-Clerk, Recreation Coordinator and the Chair.

The agenda for every meeting shall be structured as follows:

- a. Call the meeting to order
- b. Disclosure of Interest
- c. Adoption of Previous Meeting Minutes
- d. Old Business
- e. New Business
- f. Recommendations to Council
- g. Date of Next Meeting
- h. Adjournment

Members who are not able to attend shall inform the Recording Secretary prior to the meeting. Minutes of the meeting shall reflect the direction and initiatives of the Committee but shall not be verbatim.

## 6. Chair

- a. The Chair shall be a Council member and alternates during the term in two-year intervals
- b. Responsible for calling the meeting to order
- c. Presides over meetings, introduces agenda items and ensures a decision is made of each discussion
- d. Introduces delegations, guests and specialists to Committee as required
- e. Ensures mandate and objectives of Committee are met
- f. Ensures there is a Mover and Seconder for all recommendations of the Committee with a majority vote and they are brought forward to Council through the minutes
- g. Ensures all municipal polices and procedures are followed
- h. Responsible to ensure decorum and proper procedures occurs during meetings

## 7. Secretary

- a. The Recreation Coordinator shall act as the Secretary for the Committee
- b. Responsible to prepare agenda items and distribute to the Committee members at least four days prior to the scheduled meeting
- c. Responsible to record all meeting minutes and distribution to all members



- d. Responsible to ensure Chair and Secretary sign all original minutes and store in accordance with the Village's retention policy and a copy is provided to the Clerk's Office
- e. Assist Chair as required

## 8. Members

All members of the Committee shall:

- a. Attend all committee meetings, reading all material prior to the meeting
- b. Participate in discussions and offer ideas and suggestions for items related to agenda items
- c. Make the time commitment to deliver and execute the objectives of the committee
- d. Act with decorum and follow all municipal policies and procedures
- e. Shall declare any Conflict of Interest prior to tabling the agenda item

The Committee is not responsible for:

- a. Daily operations of the department
- b. Administrative and human resource matters including direction to staff
- c. Approval of capital and/or operating budgets

## 9. Terms of Committee Members

The term of the Committee shall be for the term of Council. A call for community member applications will be sent to the public following the election. Community members must submit a written letter detailing their background and experience and how they align with the Committee's mandate. Council will appoint their Council representatives.

Council will have the option to interview the community members prior to appointing them to the Committee. Council reserves the right to not accept applications.

Community members may reapply for a second term as a community committee member.

A member may resign from the Committee by providing a written letter to the Chair with an effective date. The letter shall be accepted by the Committee and recorded in the minutes. Council will issue a call for applications for the Members replacement for the remainder of the term.

If a member is absent from two (2) consecutive meetings without sending regrets, they shall be deemed to have resigned from the committee. If a committee member is absent more than 1/3 or more of all meetings over a 12-month period without satisfactory reason to Council, they shall be deemed to have resigned from the committee. There shall be a statement in the minutes and once addressed by Council a call for applications will be issued to replace the member for the remainder of the term.

## 10. Reporting Relationship

The Committee shall forward advice and recommendations to Council in the form of decisions that are recorded in the Committee minutes.

Committee minutes shall be received at a subsequent Council meeting. The Chair shall speak to Council regarding any recommendations that requires Council approval.

Council shall decide on recommendations by way of passing a formal resolution.

## 11. Marketing & Media

The Committee shall draft posters, flyers, guides and other promotional materials required to fulfil their objectives. Prior to the release of any publication the CAO-Clerk (or designate) shall be provided with the draft version for review.

Once Council approves a recommendation of the Committee, then they may proceed with a program, activity or event.

All media enquiries shall be directed to the Mayor and the CAO-Clerk in accordance with the Village's policies.

## 12. Compensation

All Committee membership shall be volunteer, and no monetary compensation will be provided for planning, attending or executing a committee meeting or initiative.

Expenses incurred by members must be approved by the Chair and Treasurer prior to incurring said expense. To be reimbursed the member must submit an Expense Form with original receipt(s) to the Treasury Department.

## 13. Relevant Policies and Procedures

- a. Code of Conduct
- b. Respect and Responsibility
- c. Confidentiality
- d. Procurement
- e. Conflict of Interest
- f. RZone



## **Burk's Falls General Government and Finance Advisory Committee**

### **Terms of Reference**

#### **Schedule D to Bylaw 06-2024**

## 1. Mandate

The General Government, Planning and Finance Advisory Committee provides advice and support to Council focusing on initiatives, activities and special projects regarding legislation, bylaws, finance and long-term sustainability, growth and development and municipal business ventures (Welcome Centre, AHHC) of Village operations.

## 2. Objectives and Responsibilities

- a. To advise Council on matters pertaining to the mandate
- b. To assist and accept direction from Council regarding relevant Village initiatives and policies
- c. To investigate and advise of any relevant new legislation and/or funding opportunities
- d. To develop working relationships with relevant agencies to deliver the mandate
- e. To advise and support Council regarding general infrastructure and operation
- f. To advise and support Council regarding general growth and development within the Village and economic development of municipal initiatives and review of planning documents.
- g. To support Council in prioritizing effective asset management, development, and sound growth policies
- h. To set clear and measurable goals for the term of the Committee

## 3. Committee Composition

The Committee will consist of:

- a. 2 Council members
- b. CAO-Clerk
- c. Treasurer
- d. Administrative Assistant (non-voting)

The following are non-voting members and may attend as resource persons

- a. Public Works Foreman
- b. Arena Manager

## 4. Quorum

- a. Quorum shall be two Council members, CAO-Clerk, Treasurer and the Recording Secretary. If quorum is not present within 15 minutes of the meeting starting, the agenda items shall be deferred until the next regular meeting. The Public Works Foreman and Arena Manager shall not be included in counting quorum.



## 5. Meetings

- a. The Committee shall meet a minimum of four times per year to achieve their mandate, January, March, September and November. Additional or special meetings may be called by the Chair or Secretary with advice from the CAO-Clerk, Treasurer and the Chairperson.

The meeting procedures shall follow Council's Procedure Bylaw and Code of Conduct. All meeting shall be held in Council Chambers and shall open to the public.

- a. Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO-Clerk, Public Works Foreman and the Chair.

The agenda for every meeting shall be structured as follows:

- b. Call the meeting to order
- c. Disclosure of Interest
- d. Adoption of Previous Meeting Minutes
- e. Old Business
- f. New Business
- g. Recommendations to Council
- h. Date of Next Meeting
- i. Adjournment

Members who are not able to attend shall inform the Recording Secretary prior to the meeting. Minutes of the meeting shall reflect the direction and initiatives of the Committee but shall not be verbatim.

## 6. Chair

- a. The Chair shall be a Council member and alternates during the term in two-year intervals
- b. Responsible for calling the meeting to order
- c. Presides over meetings, introduces agenda items and ensures a decision is made of each discussion
- d. Introduces delegations, guests and specialists to Committee as required
- e. Ensures mandate and objectives of Committee are met
- f. Ensures there is a Mover and Seconder for all recommendations of the Committee with a majority vote and they are brought forward to Council through the minutes
- g. Ensures all municipal policies and procedures are followed
- h. Responsible to ensure decorum and proper procedures occurs during meetings

## 7. Secretary

- a. The Administrative Assistant shall act as the Secretary for the Committee
- b. Responsible to prepare agenda items and distribute to the Committee members at least four days prior to the scheduled meeting
- c. Responsible to record all meeting minutes and distribution to all members
- d. Responsible to ensure Chair and Secretary sign all original minutes and stored in accordance with the Village's retention policy and a copy is provided to the Clerk's Office
- e. Assist Chair as required

## 8. Members

All members of the Committee shall:

- a. Attend all committee meetings, reading all material prior to the meeting
- b. Participate in discussions and offer ideas and suggestions for items related to agenda items
- c. Make the time commitment to deliver and execute the objectives of the committee
- d. Act with decorum and follow all municipal policies and procedures
- e. Shall declare any Conflict of Interest prior to tabling the agenda item
- f. Shall be appointed for the term of council.

The Committee is not responsible for:

- a. Daily operations of the departments
- b. Administrative and human resource matters including direction to staff
- c. Approval of capital and/or operating budgets

## 9. Reporting Relationship

The Committee shall forward advice and recommendations to Council in the form of decisions that are recorded in the Committee minutes.

Committee minutes shall be received at a subsequent Council meeting. The Chair shall speak to Council regarding any recommendations that requires Council approval.

Council shall decide on recommendations by way of passing a formal resolution.

## 10. Marketing & Media

The Committee shall draft notices and flyers to promote their projects. Prior to the release of any publication the Clerk Administrator (or designate) shall be provided with the draft version for review.

Once Council approves a recommendation of the Committee, then they may proceed with a program, activity or event.

All media enquiries shall be directed to the Mayor and the CAO-Clerk in accordance with the Village's policies.

## 11. Relevant Policies and Procedures

- a. Code of Conduct
- b. Respect and Responsibility
- c. Confidentiality
- d. Procurement
- e. Conflict of Interest
- f. RZone



## Burk's Falls Downtown Development Advisory Committee

### Terms of Reference

#### Schedule E Bylaw 06-2024

## 1. Mandate

To create a Downtown and Waterfront that is an attractive, unified destination for residents and tourist alike to foster economic success for all in the Village of Burk's

## 2. Objectives and Responsibilities

- a. To advise Council on matters pertaining to the mandate
- b. To assist and accept direction from Council regarding relevant Village initiatives and policies including the Downtown Revitalization and Waterfront Master Plan (DTRP) and any approved Community Improvement Plan
- c. To investigate and advise of any relevant new legislation and/or funding opportunities
- d. To develop working relationships with relevant agencies to deliver the mandate
- e. To enhance and promote connector to/from downtown and waterfront
- f. To enhance community gathering spaces
- g. Create a sense of ownership and collaboration with the municipality, landlords, tenants, businesses and residents
- h. Establish a strong sense of arts, culture and heritage
- i. Encourage investment attraction and business development
- j. To set clear and measurable goals for the term of the Committee

## 3. Committee Composition

The Committee will consist of:

- a. 2 Council members
- b. CAO-Clerk
- c. Recreation and Community Development Coordinator (Secretary, non-voting)
- d. 3-5 community members

The following are non-voting members and may attend as resource persons

- a. Treasurer

### b. Quorum

Quorum shall be 50%+1 of voting committee members. If quorum is not present within 15 minutes of the meeting starting, the agenda items shall be deferred until the next regular meeting. The Treasurer shall not be included in counting quorum.

### c. Meetings

The Committee shall meet a minimum of four times per year to achieve their mandate, January, March, September and November. Additional or special meetings may be called by the Chair or Secretary with advice from the CAO-Clerk, Recreation and Community Development Coordinator and the Chairperson.



The meeting procedures shall follow Council's Procedure Bylaw and Code of Conduct. All meeting shall be held in Council Chambers and shall open to the public.

Members of the Committee may bring any issue and/or proposed projects to the Chair/Secretary for discussion. The items of business to be included on the agenda shall be determined by the CAO-Clerk, Recreation and Community Development Coordinator and the Chair.

The agenda for every meeting shall be structured as follows:

- a. Call the meeting to order
- b. Disclosure of Interest
- c. Adoption of Previous Meeting Minutes
- d. Old Business
- e. New Business
- f. Recommendations to Council
- g. Date of Next Meeting
- h. Adjournment

Members who are not able to attend shall inform the Recording Secretary prior to the meeting. Minutes of the meeting shall reflect the direction and initiatives of the Committee but shall not be verbatim.

#### d. Chair

- a. The Chair shall be a Council member and alternates during the term in two-year intervals
- b. Responsible for calling the meeting to order
- c. Presides over meetings, introduces agenda items and ensures a decision is made of each discussion
- d. Introduces delegations, guests and specialists to Committee as required
- e. Ensures mandate and objectives of Committee are met
- f. Ensures there is a Mover and Seconder for all recommendations of the Committee with a majority vote and they are brought forward to Council through the minutes
- g. Ensures all municipal polices and procedures are followed
- h. Responsible to ensure decorum and proper procedures occurs during meetings

#### e. Secretary

- a. The Recreation and Community Development Coordinator shall act as the Secretary for the Committee
- b. Responsible to prepare agenda items and distribute to the Committee members at least four days prior to the scheduled meeting
- c. Responsible to record all meeting minutes and distribution to all members
- d. Responsible to ensure Chair and Secretary sign all original minutes and store in accordance with the Village's retention policy and a copy is provided to the Clerk's Office
- e. Assist Chair as required

## f. Members

All members of the Committee shall:

- a. Attend all committee meetings, reading all material prior to the meeting
- b. Participate in discussions and offer ideas and suggestions for items related to agenda items
- c. Make the time commitment to deliver and execute the objectives of the committee
- d. Act with decorum and follow all municipal policies and procedures
- e. Shall declare any Conflict of Interest prior to tabling the agenda item
- f. Shall be appointed for the term of council.

The Committee is not responsible for:

- a. Daily operations of the departments
- b. Administrative and human resource matters including direction to staff
- c. Approval of capital and/or operating budgets

## g. Reporting Relationship

The Committee shall forward advice and recommendations to Council in the form of decisions that are recorded in the Committee minutes.

Committee minutes shall be received at a subsequent Council meeting. The Chair shall speak to Council regarding any recommendations that requires Council approval.

Council shall decide on recommendations by way of passing a formal resolution.

## h. Marketing & Media

The Committee shall draft notices and flyers to promote their projects. Prior to the release of any publication the CAO-Clerk (or designate) shall be provided with the draft version for review.

Once Council approves a recommendation of the Committee, then they may proceed with a program, activity or event.

All media enquiries shall be directed to the Mayor and the CAO-Clerk in accordance with the Village's policies.

## i. Relevant Policies and Procedures

- a. Code of Conduct
- b. Respect and Responsibility
- c. Confidentiality
- d. Procurement
- e. Conflict of Interest
- f. Relevant studies and plans accepted by the Village
- g. RZone



## **Burk's Falls Theatre Committee**

### **Terms of Reference**

#### **Schedule F Bylaw 06-2024**

## 1. Mandate

The Theatre Committee provides advice and support to Council focusing on optimal use of theatre, maximizing operating theatre performance, activities and special events regarding art and culture.

## 2. Objectives and Responsibilities

- a. To advise Council on matters pertaining to the mandate
- b. To assist and accept direction from Council regarding relevant Village initiatives and policies
- c. Investigate and advise of any relevant new legislation and/or funding opportunities
- d. To develop working relationships with relevant community and regional groups to deliver the mandate
- e. Promote the integration and linkage of arts, culture, indigenous and intangible cultural heritage matters as they relate to the Village plans, strategies, and policies.
- f. Advising on the implementation of applicable policies pertaining to arts, culture, indigenous and intangible cultural heritage.
- g. Advising on ways to further public awareness and understanding of arts, culture, indigenous and intangible cultural heritage issues as they relate to the Village of Burk's Falls.
- h. To provide guidance regarding arts and culture related objectives to subsequent economic development plans.
- i. To set clear and measurable goals for the term of the Committee

## 3. Committee Composition

The Committee will consist of:

- a. 2 Council members
- b. 3-5 Community members
- c. Senior Administrative Assistant

The following are non-voting members and may attend as resource persons

- d. Arena Manager
- e. Treasurer
- f. CAO-Clerk

## 4. Quorum



Quorum shall be 50%+1 of the members with voting privileges. If quorum is not present within 15 minutes of the meeting starting, the agenda items shall be deferred until the next regular meeting. The arena Manager, Treasurer and CAO-Clerk shall not be included in counting quorum. Their membership is advisory and attend as additional resources.

## 5. Meetings

The Committee shall meet a minimum of four times per year to achieve their mandate, January, April, September and November. Additional or special meetings may be called by the Chair or Secretary with advice from the CAO-Clerk, Senior Administrative Assistant and the Chairperson.

The meeting procedures shall follow Council's Procedure Bylaw and Code of Conduct. All meeting shall be held in Council Chambers and shall open to the public.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the Senior Administrative Assistant and the Chair.

The agenda for every meeting shall be structured as follows:

- a. Call the meeting to order
- b. Disclosure of Interest
- c. Adoption of Previous Meeting Minutes
- d. Old Business
- e. New Business
- f. Recommendations to Council
- g. Date of Next Meeting
- h. Adjournment

Members who are not able to attend shall inform the Recording Secretary prior to the meeting. Minutes of the meeting shall reflect the direction and initiatives of the Committee but shall not be verbatim.

## 6. Chair

- a. The Chair shall be a Council member and alternates during the term in two-year intervals
- b. Responsible for calling the meeting to order
- c. Presides over meetings, introduces agenda items and ensures a decision is made of each discussion
- d. Introduces delegations, guests and specialists to Committee as required
- e. Ensures mandate and objectives of Committee are met
- f. Ensures there is a Mover and Secunder for all recommendations of the Committee with a majority vote and they are brought forward to Council through the minutes
- g. Ensures all municipal policies and procedures are followed
- h. Responsible to ensure decorum and proper procedures occurs during meetings

## 7. Secretary

- a. The Recreation Coordinator shall act as the Secretary for the Committee
- b. Responsible to prepare agenda items and distribute to the Committee members at least four days prior to the scheduled meeting
- c. Responsible to record all meeting minutes and distribution to all members
- d. Responsible to ensure Chair and Secretary sign all original minutes and store in accordance with the Village's retention policy and a copy is provided to the Clerk's Office
- e. Assist Chair as required

## 8. Members

All members of the Committee shall:

- a. Attend all committee meetings, reading all material prior to the meeting
- b. Participate in discussions and offer ideas and suggestions for items related to agenda items
- c. Make the time commitment to deliver and execute the objectives of the committee
- d. Act with decorum and follow all municipal policies and procedures
- e. Shall declare any Conflict of Interest prior to tabling the agenda item

The Committee is not responsible for:

- a. Daily operations of the department
- b. Administrative and human resource matters including direction to staff
- c. Approval of capital and/or operating budgets

## 9. Terms of Committee Members

The term of the Committee shall be for the term of Council. A call for community member applications will be sent to the public following the election. Community members must submit a written letter detailing their background and experience and how they align with the Committee's mandate. Council will appoint their Council representatives.

Council will have the option to interview the community members prior to appointing them to the Committee. Council reserves the right to not accept applications.

Community members may reapply for a second term as a community committee member.

A member may resign from the Committee by providing a written letter to the Chair with an effective date. The letter shall be accepted by the Committee and recorded in the minutes. Council will issue a call for applications for the Members replacement for the remainder of the term.

If a member is absent from two (2) consecutive meetings without sending regrets, they shall be deemed to have resigned from the committee. If a committee member is absent more than 1/3 or more of all meetings over a 12-month period without satisfactory reason to Council, they shall be deemed to have resigned from the committee. There shall be a statement in the minutes and once addressed by Council a call for applications will be issued to replace the member for the remainder of the term.

## 10. Reporting Relationship

The Committee shall forward advice and recommendations to Council in the form of decisions that are recorded in the Committee minutes.

Committee minutes shall be received at a subsequent Council meeting. The Chair shall speak to Council regarding any recommendations that requires Council approval.

Council shall decide on recommendations by way of passing a formal resolution.

## 11. Marketing & Media

The Committee shall draft posters, flyers, guides and other promotional materials required to fulfil their objectives. Prior to the release of any publication the CAO-Clerk (or designate) shall be provided with the draft version for review.

Once Council approves a recommendation of the Committee, then they may proceed with a program, activity or event.

All media enquiries shall be directed to the Mayor and the CAO-Clerk in accordance with the Village's policies.

## 12. Compensation

All Committee membership shall be volunteer, and no monetary compensation will be provided for planning, attending or executing a committee meeting or initiative.

Expenses incurred by members must be approved by the Chair and Treasurer prior to incurring said expense. To be reimbursed the member must submit an Expense Form with original receipt(s) to the Treasury Department.

## 13. Relevant Policies and Procedures

- a. Code of Conduct
- b. Respect and Responsibility
- c. Confidentiality
- d. Procurement
- e. Conflict of Interest
- f. RZone



**THE CORPORATION OF THE VILLAGE OF BURK'S FALLS  
BY-LAW NO. 07 -2024**

**Being a By-law to adopt a policy to govern the disposal of Municipal assets**

**WHEREAS** paragraph 5(1) of the Municipal Act, S.O. c.25 states that the powers of a municipality shall be exercised by its Council;

**AND WHEREAS** paragraph 5(3) of the Municipal Act S.O. c 25 states that a Municipal power, including a municipality's capacity, rights, powers and privileges under Section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Village of Burk's Falls deems it desirable to have a policy to govern the disposal of Municipal assets that are obsolete or surplus to the needs of the Municipality.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE VILLAGE OF BURK'S FALLS ENACTS AS FOLLOWS:**

:

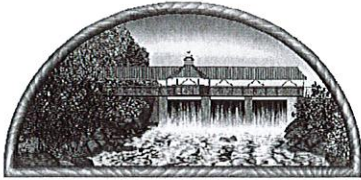
1. That the Village of Burk's Falls hereby adopts The Municipal Disposal of Assets policy attached here to as Schedule "A" to and forming part of this By-law.
2. That this by-law shall come into force and take effect upon final passing.

**AS READ A FIRST, SECOND, THIRD TIME, AND FINALLY PASSED IN OPEN COUNCIL ON THE 27 DAY OF FEBRUARY 2024.**

\_\_\_\_\_  
Mayor Chris Hope

SEAL

\_\_\_\_\_  
CAO-Clerk Denis Duguay



The Municipality of the  
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## **Schedule A**

### **1.0 PURPOSE**

To provide an orderly and transparent policy for disposing of Municipal Assets.

### **2.0 DEFINITION**

“Appraisal” means a written estimate of current market value

“Chief Administrative Officer (CAO)” means the Municipal employee with that title or person acting in that capacity as designated by By-Law.

“Clerk” means the appointed Municipal Clerk

“Council” means the Council of the Municipal Corporation of the Village of Burk's Falls.

“Goods and Materials” means such items as furniture, lights, computers, filing cabinets, etc. that are required to carry on the work activity of the department.

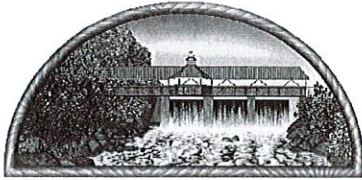
“Obsolete” means material, goods, and equipment no longer usable in the service for which they were purchased and cannot be used safely or economically for any other purposes.

“Surplus” means goods and materials, vehicles and equipment that are no longer required by the users of the department.

“Treasurer” means the Municipality's employee with that title or acting in that capacity.

### **3.0 BACKGROUND AND POLICY OBJECTIVE**

Any Tangible Capital Asset recorded on the balance sheet of the Village of Burk's Falls that is being disposed of or being declared surplus must be reported to the Treasurer so that the Corporate financial records can be adjusted with regards to its value.



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#### **4.0 DISPOSAL OF SURPLUS GOODS AND MATERIALS**

##### **4.1 Minimize Inventory**

Surplus and obsolete material inventory should be kept to a minimum to ensure the efficient use of limited storage space.

##### **4.2 Declaration of Surplus Status**

In all instances the CAO shall ensure that the disposal of Corporate assets is appropriately documented and that such records are maintained as per the Municipality's Retention By-law.

The department head shall identify which materials and goods are surplus to Department requirements. Where the residual value of the asset is in excess of \$1,000, the CAO shall advise Council of the surplus status and the proposed disposal strategy.

##### **4.3 Transfer of Surplus Goods and Material**

Department heads may transfer equipment, surplus stock and other goods and materials from one department to another provided there is mutual consent with respect to the transfer. The details of the transfer are to be provided to the Treasurer immediately upon transfer.

##### **4.4 Asset Value**

The department head shall be responsible for obtaining the estimated value of an asset from industry contacts prior to its disposal. Once estimated value is obtained, the CAO shall consider the following:

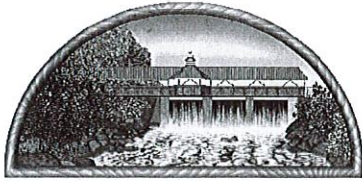
- a) Condition
- b) Age
- c) Replacement Cost
- d) Market Conditions

##### **4.5 Sale of Goods and Material :**

Any surplus goods and materials that cannot be used by another Department shall be publicly advertised for sale or disposed of in one of the following methods:

- a) Call for Bids: If it is determined by the CAO that the highest return for surplus goods





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and materials is by call for bids, a sale shall be issued and publicly advertised. This shall be by sealed submission.

- b) Trade in: If it is determined by the CAO that a higher return can be achieved by trade in of the goods and materials.
- c) Disposal: Any article not suitable for sale may be disassembled for usable parts, if any.
- d) Gifts to Not-For-Profit- Agencies: CAO may offer surplus to not-for-profit organizations while ensuring any transaction is appropriately documented.

#### **4.6 Proceeds of Sale**

Proceeds of sale of all disposed surplus goods and materials shall be identified in the financial records of the Department disposing of the goods and materials.

### **5.0 DISPOSAL OF VEHICLES AND EQUIPMENT**

#### **5.1 Purpose**

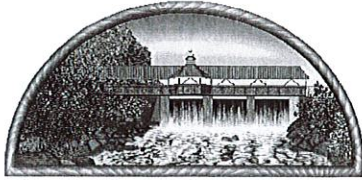
The objective of this section of the policy is to ensure fair and practical solutions for the disposal of surplus Municipal fleet vehicles and equipment while ensuring the maximum value/return for disposed units.

#### **5.2 Declaration of Surplus Status**

The CAO shall recommend to Council which vehicles and equipment are surplus to the needs of the department. The CAO shall also identify to Council the most appropriate process and timing to dispose of the vehicle/equipment. The CAO will present the following disposal options:

- a) Formal Tender/Request for Bid: The CAO will develop a Request for Tender or Request for Bid document to dispose of the asset.
- b) If the asset is not suitable for sale it may be disassembled for usable parts, if any.
- c) The department head request quotes from Local scrap/recycling yards to determine value.

#### **5.3 Proceeds of the Sale**

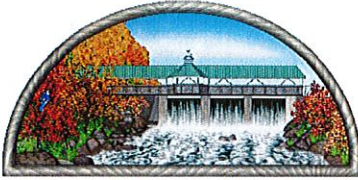


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The proceeds from the disposal of surplus vehicles and equipment shall be identified in the financial records of the department that is disposing of the vehicle/equipment.



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## Report from General Government

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### Council meeting for February 27, 2024

**RECOMMENDATIONS:** To accept the quote from Stinson Electric to disconnect well #2 from the west pump station generator and install generator hook-up at well #2.

**BACK GROUND/ITEMS TO DISCUSS/ACTIVITY:**

Well #2 (back-up) is connecting through powerlines to the generator at the west pumping station. Currently when the power goes out, electricity from the generator travels through dedicated lines to power well #2. Lakeland power wants this disconnection completed A.S.A.P. for the safety of their workers. Stinson electric has given a quote to complete the work and has been to the site for analysis multiple times.

**ANALYSIS:**

Well #2 is only used as a back-up well, and the risk of it being in use when the power goes out is relatively low. To be able to supply power in the event of operation with a power outage, it is recommended that we install a receptacle to accommodate the rental of three phase portable generator to run the well. The alternative is to install a standby generator for \$80,000.

**HUMAN RESOURCES IMPACT:**

By complying with Lakeland Power's request it will protect the employees of Lakeland. In the event of operation of the well in combination with a power outage, Village staff will have to rent a three phase generator, pick-up and get running to provide water to the Village. With the tower we have anywhere from 1 to 2 days to do this.

**FINANCIAL IMPACT:**

The price from Stinson electric to disconnect the generator from the power lines and install the new portable generator connection is \$2,6750.00 plus HST, plus the rental of the portable generator.

**OPTIONS / END WITH RECOMMENDED OUTCOME :**

1. Accept Stinson electric quote for the work.
2. Install 2 connections to accommodate any three phase portable generator connection (more money)
3. Leave well #2 with no back-up power.

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Signature, Department

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**SCHEDULE "A"**

**ARBFMA Proposed Rental Rates 2024/25**

<b>Arena Rates - Effective Sept. 01st 2024</b>				
<b>Hall and Kitchen Flat Rates</b>		<b>Flat Rate</b>	<b>HST</b>	<b>Total</b>
Hall Rental	8 hours	\$ 221.24	\$ 28.76	\$ 250.00
Hall, Kitchen & Bar Rental	8 hours	\$ 265.49	\$ 34.51	\$ 300.00
Seniors Program	8 hours	\$ 99.78	\$ 12.97	\$ 112.75
Kitchen Only Commercial Use	8 hours	\$ 97.35	\$ 12.65	\$ 110.00
Excessive Clean up		\$ 53.10	\$ 6.90	\$ 60.00
<b>Hall and Kitchen Hourly Rates</b>		<b>Per Hour</b>	<b>HST</b>	<b>Total</b>
Non Profit Meeting		\$ 29.20	\$ 3.80	\$ 33.00
Public Meeting		\$ 48.67	\$ 6.33	\$ 55.00
Exercise Classes		\$ 38.05	\$ 4.95	\$ 43.00
Kitchen		\$ 22.12	\$ 2.88	\$ 25.00
Excessive Clean up		\$ 53.10	\$ 6.90	\$ 60.00
<b>Arena Floor Rates</b>		<b>Flat Rate</b>	<b>HST</b>	<b>Total</b>
Arena Floor - Event Rate	8 hours	\$ 353.98	\$ 46.02	\$ 400.00
<b>Arena Floor Rates</b>		<b>Per Hour</b>	<b>HST</b>	
Arena Floor		\$ 51.33	\$ 6.67	\$ 58.00
<b>Winter Ice Sept. to Mar.</b>		<b>Per Hour</b>	<b>HST</b>	<b>Total</b>
Prime Time Ice		\$ 108.85	\$ 14.15	\$ 123.00
<b>New</b> - Last Minute or Hard to Sell Ice		\$ 88.50	\$ 11.50	\$ 100.00
Non Prime Time Ice		\$ 72.57	\$ 9.43	\$ 82.00
<b>New</b> - Non Prime 1 to 4 skaters		\$ 37.17	\$ 4.83	\$ 42.00
<b>New</b> - Additional Skaters after 4	up to \$82	\$ 8.85	\$ 1.15	\$ 10.00
Local Minor Sports		\$ 86.28	\$ 11.22	\$ 97.50
Local Men's Leagues		\$ 145.13	\$ 18.87	\$ 164.00
Commercial Rate		\$ 181.42	\$ 23.58	\$ 205.00
<b>Ice Rental Rates are based on a 50 minute hour and include a 10 minute flood</b>				
<b>Summer Ice July to Aug.</b>		<b>Per Hour</b>	<b>HST</b>	<b>Total</b>
Prime Time Ice		\$ 136.28	\$ 17.72	\$ 154.00
Commercial Rate		\$ 180.53	\$ 23.47	\$ 204.00
Summer Sports Camps/Schools		\$ 172.57	\$ 22.43	\$ 195.00
Winning Techniques 2% per contract		\$ 169.98	\$ 22.10	\$ 192.08
<b>Ice Rental Rates are based on a 50 minute hour and include a 10 minute flood</b>				
<b>Public Skating Rates</b>		<b>Flat Rate</b>	<b>HST</b>	<b>Total</b>
Children		\$ 2.21	\$ 0.29	\$ 2.50
Adult		\$ 3.10	\$ 0.40	\$ 3.50
Family		\$ 8.85	\$ 1.15	\$ 10.00
<b>Advertising Rental Rates</b>		<b>Annual Rate</b>	<b>HST</b>	<b>Total</b>
Arena Walls - Local		\$ 88.50	\$ 11.50	\$ 100.00
Zamboni Advertising		\$ 123.89	\$ 16.11	\$ 140.00
<b>Skate Sharpening</b>		<b>Per Pair</b>	<b>HST</b>	<b>Total</b>
Skate Sharpening		\$ 6.19	\$ 0.81	\$ 7.00
Arena Wall Signs must be 4' by 8' - Sign rates include installation				



## INDICATION OF TERMS

REFERENCE NUMBER: 3954016  
COMPANY NAME: Corp of the Village of Burks Falls  
TOTAL PAYABLE: CAD8,750.00 +8% tax  
Premium breakdown:  
Cyber & Privacy: CAD6,350.00  
Cyber Crime: CAD2,150.00  
Policy Administration Fee: CAD250.00  
BUSINESS OPERATIONS: Municipality  
LEGAL ACTION: Worldwide  
TERRITORIAL SCOPE: Worldwide  
REPUTATIONAL HARM PERIOD: 12 months  
INDEMNITY PERIOD: 12 months  
WAITING PERIOD: 8 hours  
WORDING: Cyber, Private Enterprise (CA) v3.1  
ENDORSEMENTS: Policy Aggregate Limit of Liability Clause (Including Aggregate Sub-limit For Cyber Crime) Service of Suit Clause  
SUBJECTIVITIES: N/A  
POLICY PERIOD: 12 months  
DATE OF ISSUE: 30 Jan 2024  
OPTIONAL EXTENDED REPORTING PERIOD: 12 months for 100% of applicable annualized premium  
ADDITIONAL NOTES:  
SECURITY: Certain Lloyd's underwriters and other insurers  
UNDERWRITER: Simone Palmiero

THIS QUOTATION IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES

2024 - 9,450.<sup>00</sup>  
2023 - 9,180.<sup>00</sup>

# JOINT BUILDING COMMITTEE MEETING

## Minutes

Thursday, January 18, 2024 at 6:00 p.m.

Township of Strong Office

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The Zoom Link to attend the virtual meeting is available on the website;

<https://calendar.strongtownship.com/meetings>

**Present:** Burk's Falls – John Wilson (in person)  
Joly – Budd Brown (in person)  
Machar – Absent  
Ryerson – Glenn Miller (in person)  
South River – Robert Brooks (virtual)  
Strong – Tim Bryson (virtual)  
Sundridge – Justine Leveque (in person)

**Absent:** Machar – Neil Scarlett

**Staff Present:** CBO: Brian Dumas (in person), Secretary: Kim Dunnett (in person)

**Guests:**

### 1. Call to Order:

The Joint Building Committee meeting was called to order at 6:05 p.m. by the Secretary. The Secretary opened the floor for nominations for Chair for the 2024 term. The meeting was turned over to the newly appointed Chair Budd Brown, for nominations of Vice Chair.

### 2. Appoint Chair & Vice Chair:

**Resolution: 2024-001**

**Moved by: Justine Leveque**

**Seconded by: Glenn Miller**

Be it resolved that this committee does hereby appoint Budd Brown, as Chair for the 2024 term.

**Carried**

**Resolution: 2024-002**

**Moved by: Justine Leveque**

**Seconded by: John Wilson**

Be it resolved that this committee does hereby appoint Mayor Tim Bryson, as Vice Chair for the 2024 term.

**Carried**

### 3. Declaration of Pecuniary Interest:

No pecuniary interest was declared.

### 4. Approval of Agenda:

**Resolution # 2024-003**

**Moved by: John Wilson**

**Seconded by: Tim Bryson**

Be it resolved that this committee does hereby approve the Agenda of the regular meeting for January 18, 2024, as amended to allow for a Correspondence item;

12.7 Township of Strong – JBC Vehicle

**Carried**

### 5. Delegation:

No requests were submitted.



# JOINT BUILDING COMMITTEE MEETING

## Minutes

Thursday, January 18, 2024 at 6:00 p.m.

Township of Strong Office

### 6. Adoption of Minutes:

#### Resolution # 2024-004

Moved by: John Wilson

Seconded by: Robert Brooks

Be it resolved that this committee does hereby adopt the minutes of the regular meeting of November 16, 2023, 2023 as circulated. *Carried*

### 7. Approval of Financials:

The Secretary updated the members on the current bank balance.

#### Resolution # 2024-005

Moved by: Justine Leveque

Seconded by: Glenn Miller

Be it resolved that this committee does hereby approve the following expenses of;

- November 2024 \$35,951.90
- December 2024 \$33,368.86

and accepts the Financial Report for November and December 2023. *Carried*

### 8. 2024 Proposed JBC Budget:

The Secretary reviewed the proposed budget line by line to explain the reasons for the amounts, with the CBO support. After discussions the members decided not to hire any staff for 2024, to remove the second printer option. However, due to Strong Township request in regard to the JBC vehicle the budget may require a capital item expense, therefore after further investigation it will be reviewed at the next meeting.

### 9. JBC Lease Agreement:

The Secretary explained the agreement was drafted and put in place to formalize the lease agreement understandings. It would be more efficient to allow the Chair and CBO to sign on behalf of the municipal partners.

#### Resolution # 2024-006

Moved by: Justine Leveque

Seconded by: Tim Bryson

Be it resolved that this committee does hereby recommend entering into a lease agreement with the Township of Strong.

And to authorize the Chair and CBO to sign on the Joint Building Committees behalf. *Carried*

### 10. Reporting of Open Permits by Municipality:

The members discussed monthly versus annual reporting, and decided annually would be acceptable. The CBO will include the open permits by Municipality annually with the yearend reports.

### 11. CBO Report:

The CBO provided a written report to the committee members and reviewed key highlights for items listed.

### 12. Correspondence:

12.1 Burk's Falls - R2023-210, R2023-271

Received

12.2 Joly - R2023-273

Received

12.3 Machar - R233-23

Received

# JOINT BUILDING COMMITTEE MEETING

## Minutes

Thursday, January 18, 2024 at 6:00 p.m.

Township of Strong Office

12.4 Ryerson - R185-23, R200-23

**Received**

12.5 South River - R349-2023

**Received**

12.6 Strong - R2023-496, R2023-497, 2023-510

**Received**

12.7 Township of Strong – JBC Vehicle

The Secretary was directed to obtain trade in value for the current 2020 JBC vehicle and a cost for an equivalent 2024 model.

### 13. Closed Session:

#### Resolution #2024-007

**Moved by: Glenn Miller**

**Seconded by: John Wilson**

Be it resolved that this committee does hereby move into closed session at 7:56 p.m. under Subsection 239(2)(b) of the Municipal Act to consider a matter involving “personal matters about an identifiable individual, including municipal or local board members” – Communication with Staff. **Carried**

The Committee resumed its regular meeting at 8:37 p.m. The Chair reported that the committee did discuss the matters it was permitted to under the resolution authorizing the public exclusion.

#### Resolution #2024-008

**Moved by: John Wilson**

**Seconded by: Glenn Miller**

Be it resolved that this committee does hereby direct the CBO to proceed with the website design, not exceeding \$6,000.00. To be included in the 2024 JBC Budget. **Carried**

### 14. Adjournment:

#### Resolution # 2024-009

**Moved by: Justine Leveque**

**Seconded by: Glenn Miller**

Be it resolved that this committee does hereby adjourn at 8:43 p.m. to meet again on February 15, 2024 at 6:00 p.m. or at the call of the Chair. **Carried**

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Kim Dunnett, Secretary

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Budd Brown, Chair





# TRI COUNCIL WASTE MANAGEMENT REPORT

## January 23, 2024

### BUDGET & FINANCIAL

- 2024 Draft Budget – attached for review and discussion
- Staff Report – Blue Box Transition

### BAG TALLY – GATE INFORMATION FINAL 2023

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

### DIVERSION PROGRAMS

Diversion Program	2023	2022	2021
Electronics	21.84 MT = \$3,276	19.532 MT = \$2,979	20.76 MT = \$3,114
Tires	Unavailable	Unavailable	1,301
Tubes & Bulbs	1,734	2,859	2,263
Batteries	2,127 lbs = \$144	915 lbs	1,218 lbs

Product	2023		2022	
	Tonnage MT	Amount	Tonnage MT	Amount
OCC	51.09	\$5,321	61.58	\$10,616
ONP				
CONTAINERS	115.30	\$3,646	122.60	\$27,430
Blue Box	166.39	\$8,967	184.18	\$38,046
Scrap Metal	29.50	\$1,650	28.51	\$1,751
<b>TOTAL</b>	<b>195.89</b>	<b>\$10,617</b>	<b>212.69</b>	<b>\$39,797</b>



**TRI R WASTE MANAGEMENT BUDGET**

	Account #	Description	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 DRAFT
	<b>TRI R WASTE MANAGEMENT OPERATING REVENUE</b>					
1	15-341-000	TRI R Landfill Sales	\$180,627	\$145,000	\$176,335	\$145,000
2	15-341-001	TRI R - Recycling Revenue - Equipment(2023 Filters)	\$619	\$0	\$560	\$560
3	15-342-000	TRI R Recycling Sales	\$38,698	\$15,000	\$10,482	\$15,000
4	15-344-000	TRI R Recycling Revenue - Blue Box Sales	\$190	\$150	\$33	\$150
5	15-540-000	TRI R Govt. Grants Recycling Operating	\$66,299	\$65,000	\$70,970	\$63,000
6	<b>TRI R WASTE MANAGEMENT TOTAL REVENUE</b>		<b>\$286,434</b>	<b>\$225,150</b>	<b>\$258,379</b>	<b>\$223,710</b>
	<b>TRI R WASTE MANAGEMENT OPERATING EXPENDITURES</b>					
7	16-451-000	TRI R - Salaries & Benefits	\$269,764	\$279,000	\$331,833	\$314,231
8	16-451-001	TRI R - Landfill Training, Health & Safety	\$4,712	\$3,000	\$1,843	\$2,000
9	16-452-000	TRI R - Landfill - Supplies	\$1,292	\$2,500	\$738	\$2,000
10	16-454-000	TRI R - Skid & Packer Fuel	\$5,666	\$4,000	\$8,391	\$8,000
11	16-455-000	TRI R - Insurance	\$6,610	\$7,000	\$7,266	\$7,900
12	16-455-002	TRI R - Audit & Accountant Fees	\$4,321	\$4,500	\$4,500	\$4,700
13	16-456-000	TRI R - Landfill - Hazardous Waste Disposal	\$3,358	\$3,500	\$2,375	\$2,000
14	16-460-000	TRI R - Landfill - Dozer/Site Maintenance	\$346	\$3,000	\$113	\$2,000
15	16-460-005	TRI R - Landfill - Contracted Services	\$18,267	\$6,000	\$5,363	\$4,000
16	16-461-000	TRI R - Landfill - Office & Advertising	\$1,711	\$2,500	\$1,323	\$2,000
17	16-461-001	TRI R - Landfill Bank Charges	\$3,682	\$2,500	\$3,453	\$3,500
18	16-462-000	TRI R - Payment in Lieu of taxes	\$3,587	\$3,800	\$3,639	\$3,800
19	16-464-000	TRI R - Landfill - Monitoring	\$20,974	\$20,000	\$24,207	\$24,000
20	16-465-000	TRI R - Landfill - Equipment Maintenance	\$46,005	\$30,000	\$8,063	\$30,000
21	16-475-001	TRI R - Recycling Training, Health & Safety	\$1,815	\$2,500	\$2,768	\$2,500
22	16-476-000	TRI R - Recycling - Freight	\$15,379	\$15,000	\$14,566	\$15,000
23	16-476-005	TRI R - Recycling - Processing Fee	\$30,154	\$30,000	\$31,556	\$32,000
24	16-477-000	TRI R - Recycling - Equipment Maintenance	\$16,381	\$20,000	\$9,195	\$15,000
25	16-478-000	TRI R - Recycling - Building Maint.	\$0	\$1,500	\$90	\$1,000
26	16-479-000	TRI R - Recycling - Promotion	\$0	\$0	\$0	\$0
27	16-480-000	TRI R - Recycling - Natural Gas	\$3,152	\$2,500	\$2,420	\$3,000
28	16-481-000	TRI R - Recycling - Hydro & Telephone	\$3,537	\$2,500	\$2,791	\$3,000
29	16-483-000	TRI R - Recycling - Supplies	\$2,261	\$2,000	\$1,847	\$2,000
30	16-484-000	TRI R - Recycling - Office & Advertising	\$1,097	\$2,500	\$3,400	\$2,500
31	16-486-000	TRI R - Recycling - Winter Maintenance	\$1,178	\$4,500	\$1,948	\$3,000
32	<b>TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES</b>		<b>\$465,251</b>	<b>\$454,300</b>	<b>\$473,690</b>	<b>\$489,131</b>
33	<b>TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES</b>		<b>\$178,817</b>	<b>\$229,150</b>	<b>\$215,310</b>	<b>\$265,421</b>



**TRI R WASTE MANAGEMENT BUDGET**

Account #	Description	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2024 DRAFT
<b>TRI R WASTE MANAGEMENT CAPITAL REVENUE</b>					
34	15-343-000 TRI R - Sale of Equipment - <b>OLD COMPACTION BIN</b>	\$0	\$0	\$1,200	\$0
35	15-649-001 TRI R - Food Cycler Sales	\$16,330	\$0	\$0	\$0
36	<b>TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE</b>	<b>\$16,330</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$0</b>
<b>TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES</b>					
37	16-489-003 TRI R - Landfill - Repair Operating Face	\$0	\$0	\$0	\$15,000
38	16-489-004 TRI R - Recycling - Compaction bins	\$0	\$15,000	\$12,000	\$0
39	16-489-005 TRI R - Recycling - Quonset Repair	\$0	\$0	\$0	\$15,000
40	16-489-006 TRI R - Landfill - Equipment Repairs	\$0	\$30,000	\$13,941	\$0
41	16-489-503 TRI R - Food Cycler (2022 Pilot) (2023 Filters)	\$28,179	\$0	\$490	\$0
42	<b>TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES</b>	<b>\$28,179</b>	<b>\$45,000</b>	<b>\$26,431</b>	<b>\$30,000</b>
43	<b>TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES</b>	<b>\$11,849</b>	<b>\$45,000</b>	<b>\$25,231</b>	<b>\$30,000</b>
44	<b>TRI R WASTE MANAGEMENT NET EXPENDITURES</b>	<b>\$190,667</b>	<b>\$274,150</b>	<b>\$240,541</b>	<b>\$295,421</b>
45	<b>TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY</b>	<b>2022 budgeted 15% Plus % of Bags</b>	<b>2023 budgeted 15% Plus % of Bags</b>	<b>2023 budgeted 15% Plus % of Bags Year End</b>	<b>2024 budgeted 15% Plus % of Bags Draft</b>
46	Armour	\$28,600	\$41,123	\$36,081	\$44,313
47	2023 total bags 34,575 - 21,193 = 61.296% OF TOTAL BAGS	\$65,905	\$94,761	\$83,144	\$99,595
48	<b>TOTAL CONTRIBUTION</b>	<b>\$94,505</b>	<b>\$135,883</b>	<b>\$119,225</b>	<b>\$143,908</b>
49	Burks Falls	\$28,600	\$41,123	\$36,081	\$44,313
50	2023 total bags 34,575 - 1,866 = 5.397% OF TOTAL BAGS	\$4,913	\$7,064	\$6,198	\$8,769
51	<b>TOTAL CONTRIBUTION</b>	<b>\$33,513</b>	<b>\$48,187</b>	<b>\$42,279</b>	<b>\$53,082</b>
52	Ryerson	\$28,600	\$41,123	\$36,081	\$44,313
53	2023 total bags 34,575 - 11,516 = 33.307% OF TOTAL BAGS	\$34,049	\$48,958	\$42,956	\$54,118
54	<b>TOTAL CONTRIBUTION</b>	<b>\$62,649</b>	<b>\$90,080</b>	<b>\$79,037</b>	<b>\$98,431</b>
55	<b>TOTAL OF ALL CONTRIBUTIONS</b>	<b>\$190,667</b>	<b>\$274,150</b>	<b>\$240,541</b>	<b>\$295,421</b>
53	Final 2023 Garbage bag count for total contribution by municipality. 2023 total bags = 34,575 (Armour = 21,193 (61.296%) Burks Falls =1,866 (5.397%) Ryerson = 11,516 (33.307%))				



## STAFF REPORT

**Date:** January 23, 2024  
**To:** Council  
**From:** Amy Tilley, Waste Management Administrator  
**Subject:** Transitioning the Blue Box to Full Producer Responsibility

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### **RECOMMENDATION:**

Be it resolved that Council receives this report for informational purposes with regard to the Blue Box Transition and Ontario Regulation 391/21 "Blue Box";

### **BACKGROUND INFORMATION**

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

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

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

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

The new regulation is being implemented in two phases:

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

The first eligible communities, which included the City of Toronto and the City of Ottawa transitioned on July 1, 2023. Transition of the TRI R blue box program is scheduled for January 1, 2025.

Non-Eligible Source blue box material cannot be co-mingled with residential blue box material after January 1, 2026.





## STAFF REPORT

As municipalities plan and prepare for the transition and post-transition, the Waste Management Administrator continues to meet regularly with the Association of Municipalities of Ontario, Municipal Waste Association, and the Continuous Improvement Fund, as well as waste colleagues. These meetings provide valuable information and lessons learned from other transitioned municipalities.

### **CIRCULAR MATERIALS**

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

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

### **ELIGIBLE COMMUNITY DEPOT OPERATIONS AGREEMENT**

It is anticipated that we will see a Depot Operations Agreement from Circular Materials before the summer. The agreement is a 38 page document, that outlines the obligations of the Municipality as a "service provider" to Circular Materials. Once received, we will have the opportunity to review and "Opt-in" or "Opt-out"

#### **Opt-in**

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

- Residents will continue to drop-off acceptable blue box materials at the TRI Communal Landfill & Recycling Centre;
- Obligated to reduce non-blue box materials (contamination) in the collected blue box material to no more than four percent (4%) by weight;
- The Industrial/Commercial sector (non-eligible sources) can continue to drop-off blue box materials until December 31, 2025 with the TRI R paying \$200 per metric tonne of total materials, based on 4.40% of materials being from non-eligible sources (4.40% calculated using Armour & Ryerson MPAC Codes and Circular Materials (CM) Guidance Document versus 25% estimated by CM);



## STAFF REPORT

- TRI R will not incur any costs for hauling and processing of residential mixed containers (\$46,121 expense in 2023).

### Opt-out

If Council “opts-out” of executing Circular Materials’ Depot Operations Agreement:

- Residents would drop-off their garbage at the TRI Communal Landfill and then drive somewhere else to drop-off acceptable blue box materials;
  - The regulation requires Circular Materials to open the same number of depots as there are garbage depots (there is no obligation for the new blue box depot to be located near the current waste disposal site);
- TRI R will not incur any costs for hauling or processing of residential blue box materials;
- Mixed Container Compactor, Cardboard Baler, Mixed Paper Baler, Forklift, and collection cages all become stranded assets (magnetic separator & Thompson Baler);
- Industrial and Commercial sector would not be provided blue box service in 2025, however the stranded assets could be used for this purpose and the municipalities would need to determine how to fund that program (user-pay or tax base).

### THE UNKNOWN

Our current blue box program has three streams, two of which are processed (sorted and baled) on site with minimal contamination as quality control is preformed while the material is baled. The third stream is placed in the compactor and shipped to Waste Connections for processing. Residents are directed and information on what is accepted is there at the machine, however unwashed food containers, children’s toys, car mats and all sorts of other plastic items are assumed to be recyclable, when actually considered to be contaminants (non-blue box material). Current contamination rate of this stream is 20%, a far cry from the 4% obligated by the blanket depot operations agreement.

From the moment Circular Materials was appointed as the administrator of the new blue box collection system, they made it quite clear that it would not pay municipalities for processing material. Sorting and baling cardboard/boxboard and mixed paper is considered processing, whereas it should be recognized as consolidating material with minimal contamination for hauling to a receiving facility. We currently market this material through Continental Paper Grading in Mississauga. Our Circular Materials’ appointed receiving facility is the Waste Connections plant in Bracebridge.





## STAFF REPORT

At this point, the first 67 eligible communities transitioned July 1 – December 31 2023. The next 127 eligible communities transition January to December of 2024. The final 182 eligible communities (Armour, Ryerson & the Village curb) transition January to December 2025. It is anticipated that we will see an Eligible Community Depot Operations Agreement with an offer (financial reimbursement) for service. Until it is received, it is unknown if we will be compensated for the cardboard/boxboard and mixed paper as it is handled today. Other municipalities contacted have been informed that bins will be provided and material will be shipped loose (uncompacted) to the receiving facility.

It should be noted that any compensation would be based on the Data Call reported costs of blue box operations in 2021. A review of current operations is provided as an attachment to this report.

The other “unknown” is what to do with Non-eligible source (IC&I) blue box material after January 1, 2025. (Churches, Campgrounds, municipal buildings, non-residential BIA, Stores, Businesses)

### **FINANCIAL IMPLICATIONS:**

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

#### **Revenue**

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

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

TRI R could potentially receive \$117,000 (this includes the deduction for the inclusion of non-eligible source blue box material in 2025) to provide blue box collection for Circular Materials. This revenue would be based on full compensation for our current operations.

#### **Expenses**

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

#### **Attachments**

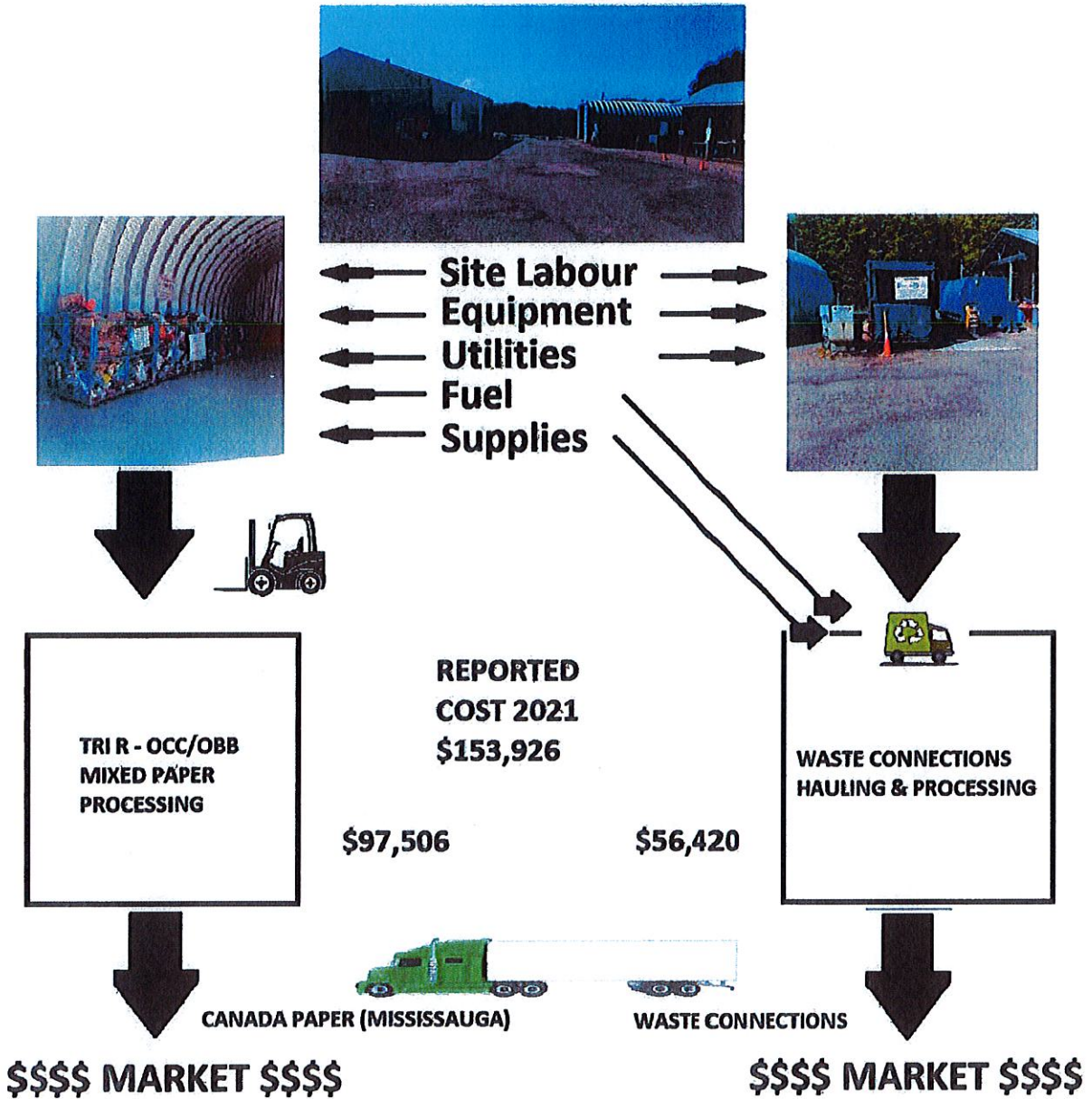
Depot Operational Review





# STAFF REPORT

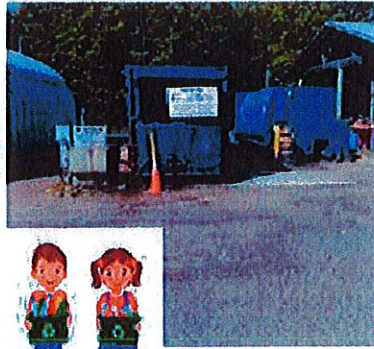
## DEPOT OPERATIONAL REVIEW





# STAFF REPORT

## MIXED CONTAINER OPERATION



- Site space**
- Equipment**
- Labour**
- Utilities**
- Maintenance & repair**
- Site Maintenance (snow & debris)**



### Hauling cost

2020 = \$7,891  
 2021 = \$9,656  
 2022 = \$5,639 to July 31st      PYE = \$10,278



### Processing Cost

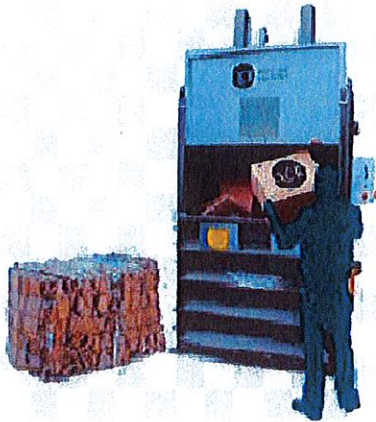
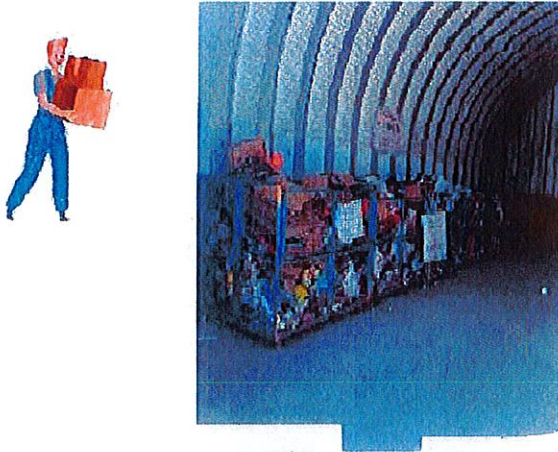
2020 = \$27,768  
 2021 = \$32,739  
 2022 = \$15,733 to July 31st      PYE = \$31,466

**2023 Hauling = \$14,565 --- 2023 Processing = \$31,556**



## STAFF REPORT

### CARDBOARD/BOXBOARD & MIXED PAPER OPERATION



**Cages to drop material in**  
**Floor Space**  
**Labour 1hr changeover**  
**Forklift to move to processing**  
**Site Maintenance (snow & debris)**

**Floor Space (working & storage)**

**Utilities**

**Labour & remittances**

**Baling equipment & supplies**

**Maintenance & repair**

**Insurance**

**Transport to market**  
**deducted from revenue**







**705-382-2900**  
**[www.almaguin-health.org](http://www.almaguin-health.org)**

**Minutes:** February 2, 2024, 10:00 am via Zoom in the Township of Armour Municipal Office

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Brad Kneller, Chris Hope, Fraser Williamson (Vice Chair), Vicky Roeder-Martin, Tom Bryson, Jim Ronholm, Cheryl Phillip, Camille Barr (Secretary)

Regrets: None

Guest: Susan Keast (HHR MAOHT), Isabel Pereira, Courtney Metcalf (ACED). John Wilson, Rod Blakelock, Cheryl Harrison (CEO and President of MAHC)

Called to order at 10:00 am by Chair R. Ward

1. 2024-06 Moved by F. Williamson - Seconded by T. Bryson  
**THEREFORE BE IT RESOLVED THAT** the Almaguin Highlands Health Council adopt the minutes from the regular meeting of January 4, 2024, as circulated. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:** Cheryl Harrison- CEO and President of MAHC  
Cheryl provided the group with the "Made in Muskoka Healthcare" presentation, same as used for the current community conversations. She shared the journey MAHC has been on to the model presented today. She reviewed the proposed new model which has focused care services at each location, new services being offered, and aims to expand community partnerships. She was clear care goes beyond the four walls of the two hospitals.  
  
Emergency services will be at both locations. Cheryl explained that user groups have been a part of the planning groups however the timeline to do so was short.  
  
Cheryl reviewed the local share component and that communities are responsible for 10% percent of development costs and 100% of costs associated with equipment, furnishing and land.  
  
There is lots of work between now and 2027 when the projects are expected to go to tender. The projected end completion goal is 2032.  
  
Many from the Council were present for the community chat that occurred in Burk's Falls. Good questions were asked, and it was clear there is interest from the community in the project.  
  
Council had the opportunity to ask questions and thanked Cheryl for her time.

**RESOLUTIONS PASSED:** None

**5. ITEMS FOR DISCUSSION:**

a) **BFFHT funding for branding, follow up discussion**

The BFFHT is looking for other options to fund the remainder of the costs associated with the rebranding project. At this time the \$2000.00 approved by the Health Council to support the initiative will remain in the account until it needs to be released.

b) **Recruiter brochure, follow up discussion**

C. Metcalf met with Dr, McKinnon and R. Paul to receive feedback from the FHT's perspective. Based on the feedback, additional changes were made. QR codes leading back to websites will be included to keep the brochure current. It is currently being used by S. Keast. S. Keast will provide C. Barr will a copy to share with Council.

c) **Annual municipal funding requests and possible request for support, follow up discussion**

Last meeting Council passed a resolution to ask member municipalities for a contribution of \$1000.00 annually that would be placed in a Health Council account for funding request towards Almaguin health care related activities. R. Ward shared an overview of what asks have come forward in the past and possible new asks. The question was posed as to why we are having another ask when we have the 20% local share hold back for Almaguin. It was stated that the funds were for MAHC services in Almaguin such as lab, xray, etc. and there could be resistance to spending it elsewhere or spending the money on one community. Additionally, it was also questioned why the group is funding these requests at all. Would it not be better to support by proving advocacy to the groups that need the money? Council decided this is a large topic to discuss in such a short period of time. This will be tabled until the next AHHC meeting.

d) **Public and media communications**

Based on recent media inquiries R. Ward stated he appreciated the groups support and that ongoing it is important for all to be sending the same messages and communications with the public to avoid confusion for the public.

e) **Progress report**

None for this month

f) **Other business**

In light of the future x-ray replacement in Burk's Falls, R. Ward spoke to the MAHC Foundation to initiate the fundraising effort. Regardless of where it goes, the fundraising needs to start. It was raised as to when a decision will be made and should both Burk's Falls and new building owner or Armour be given a deadline to submit proposals. C. Hope brought forward the concept of a foundation for the Health Centre. Discussion was tabled as it was not an agenda item and will require more time.

R. Ward met with the Paramedicine Team, R. Paul and Dr. S. McKinnon. Paramedicine is now visiting in the home to support patients with virtual doctor appointments so that a patient does not need to leave their home. An example could be a patient with diabetes receiving a virtual visit in their home. In some circumstances the paramedic can administer treatment or medicine. This has also been provided in some palliative care situations.

M. McPhail provided an update from the Care at Home Committee she is a part of. They have begun a pilot project which will follow the care journey of 10 patients with chronic conditions over a period of time. The aim is to capture the experience from the perspective of the patient and to make improvements based on the findings.

2024-07 Moved by C. Hope - Seconded by V. Roeder-Martin  
**THEREFORE, BE IT RESOLVED THAT** the Almaguin Highlands Health Council adjourn at 11:35 am to meet again on March 7, 2024, at 10:00 am at the Almaguin Highlands Health Centre. Carried.



# MAOHT Project Summary

Project Name: HHR Task Force

Date: February 2024

## Key achievement attained and or deliverable in the reporting period.

Working with the **Communication Specialists** on the "plan" - A smattering of items include:

- Providing medical student and physician pull factors for the region.
- Establishing a communications plan, timeline and preferred communications channels and development of HHR Branding and tagline(s) and key messaging tailored to both medical students and practicing physicians. Initiative Core Tactics Resources Required Timelines and Key messages to be used in website content, marketing materials, and social media posts. Create a "Healthcare Infrastructure Infographic" including various medical assets in the regions (i.e. hospitals, family health teams, diagnostic imaging centres, specialty services, surgical services etc.).
- Create a "Medical Practice Directory" outlining each region, region-specific infrastructure, and links to municipality websites or specific recruitment contacts in each region.
- Social Media: create a social media recruitment campaign providing links to hospitals, come live, work, play with us video, and other resources.

**ROMP 2024** is in the planning stages. (**Rural Ontario Medical Program**). A follow up to ROMP 2023, whereby the community hosted two students from U of T for one week in June 2023.

- Working with colleagues on the planning to host **6** medical students in the community for
- **two** sessions of one week with 3 students in each session, totalling 6.

**PRO (Practise Ready Ontario)** has sent applications to the Four communities who applied for the program (Bracebridge, Port Carling, Huntsville, and Sundridge. Applications are currently being reviewed with a completion date of Feb 5, 2024, and an expected 3-year Return of Service Date in Fall 2024.

Planning for a **Spring visit to NOSM** (Northern School of Medicine) in Sudbury to share with 41 first year students along with Dr. Sarah MacKinnon the virtues of Muskoka and Area

Working with **SOPRA** - (South Ontario Physician Recruitment Alliance) from Southwestern Ontario who has developed a very progressive way of doing recruiting - to be discussed at the next HHR Meeting

# Recruiter Dashboard | February 2024



Vacancies	Connections	Leads
Family Medicine with OB speciality (1) (HV)	Covering a maternity leave and then setting up a practice (2024/2025)	Maternity Leave (2024) and then set up a Practise (2025)
Internal Medicine (2) BB & HV	Husband and Wife (2) Internal Medicine BB/HV Fellowships Spring 2024	Potentially looking for a place to land upon graduation (2025) Husband and Wife
Internal Medicine (1) (BB)	Elective/Fellowship Spring 2024	Potentially looking for a place to land upon Graduation (2025)
Family Medicine/Emergency (1) (HV) and Anesthesiologist (HV)	Husband and Wife visited Summer 2023 - Determine final decision June 2024 (HV)	Final Decision June 2024 Husband and Wife

February 2, 2024

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility, and expenditures are outpacing provincial contributions by nearly \$4 billion a year

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need

WHEREAS the province can and should invest more in the prosperity of communities

WHEREAS municipalities and the provincial government have a strong history of collaboration

THEREFORE, BE IT RESOLVED THAT the **Federation of Northern Ontario Municipalities** asks the Province of Ontario to commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario, Minister of Municipal Affairs and Housing, the Minister of Finance, the Association of Municipalities of Ontario, the Leaders of the Opposition, and the Federation of Northern Ontario Municipalities.



February 1, 2024

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**Re: Social and Economic Prosperity Review**

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Please be advised that the Council of the Town of Hanover adopted the following resolution at their meeting of January 15, 2024 regarding the above noted matter;

**Moved by COUNCILLOR KOEBEL      Seconded by COUNCILLOR HOCKING**

**Whereas** current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;

**Whereas** nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

**Whereas** municipal revenues, such as property taxes, do not grow with the economy or inflation;

**Whereas** unprecedented population and housing growth will require significant investments in municipal infrastructure;

**Whereas** municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

**Whereas** inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

**Whereas** property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need;

**Whereas** the province can, and should, invest more in the prosperity of communities;

**Whereas** municipalities and the provincial government have a strong history of collaboration;

**Therefore be it resolved that** the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

**And further that** a copy of this motion be sent to the Minister of Municipal Affairs and Housing, and to the Association of Municipalities of Ontario.

**CARRIED**

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Respectfully,



Tanya Patterson  
Deputy Clerk

/tp

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Honourable Rick Byers, MPP Bruce-Grey-Owen Sound  
Association of Municipalities of Ontario  
Ontario Municipalities



# The Corporation of the Township of Georgian Bluffs

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January 18, 2024

## Re: Township of Georgian Bluffs Resolution - AMO - Social and Economic Prosperity Review

To whom I may concern,

Please be advised that Council for the Township of Georgian Bluffs considered the above-noted matter and passed resolution RES2024-004 at the January 17, 2024, meeting of Council:

Moved By: Councillor Cathy Moore Coburn

Seconded By: Councillor Tobin Day

**WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life; and**

**WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and**

**WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation; and**

**WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure; and**

**WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and**

**WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and**

**WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need; and**

**WHEREAS the province can, and should, invest more in the prosperity of communities; and**





## The Corporation of the Township of Georgian Bluffs

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**WHEREAS municipalities and the provincial government have a strong history of collaboration; and**

**THEREFORE, BE IT RESOLVED THAT the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.**

Thank you,

Rayburn Murray  
Deputy Clerk  
Township of Georgian Bluffs  
519-376-2729 x. 603 | [rmurray@georgianbluffs.ca](mailto:rmurray@georgianbluffs.ca)



# Corporation of the Municipality of Calvin Council Resolution

Date: February 13, 2024

Resolution Number: 2024- 55

9.1.2 AMO Social and Economic Prosperity Municipality Review

Moved By: Councillor Moreton

Seconded By: Councillor Grant

## NOW THEREFORE BE IT RESOLVED THAT:

**Whereas** current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;

**Whereas** nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

**Whereas** municipal revenues, such as property taxes, do not grow with the economy or inflation;

**Whereas** unprecedented population and housing growth will require significant investments in municipal infrastructure;

**Whereas** municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

**Whereas** inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

**Whereas** property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need;

**Whereas** the province can, and should, invest more in the prosperity of communities;

**Whereas** municipalities and the provincial government have a strong history of collaboration;

**Therefore, be it resolved that** the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; **And further that** a copy of this motion be sent to the Minister of Municipal Affairs and Housing, and to the Association of Municipalities of Ontario.

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing

MPP Victor Fedeli

Association of Municipalities of Ontario

Ontario Municipalities

Results: Carried

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>

**Corporate Services**

January 26, 2024

**Re: Social and Economic Prosperity Review**

Please be advised that the Council of the Corporation of the Town of Orangeville, at its Regular Council Meeting held on January 22, 2024, approved the following resolution:

**WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life; and**

**WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and**

**WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation; and**

**WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure; and**

**WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and**

**WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and**

**WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income redistribution programs for those most in need; and**

**WHEREAS the province can, and should, invest more in the prosperity of communities; and**



**WHEREAS municipalities and the provincial government have a strong history of collaboration; now**

**THEREFORE, BE IT RESOLVED THAT the Town of Orangeville requests the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; and**

**FURTHER THAT a copy of this motion is sent to the Premier of Ontario, Doug Ford; the MPP, Sylvia Jones; and all municipalities in Ontario.**

**Carried.**

Yours truly,

*Raylene Martell*

Raylene Martell  
Town Clerk

## Comprehensive Social and Economic Prosperity Review

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility, and expenditures are outpacing provincial contributions by nearly \$4 billion a year

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need

WHEREAS the province can and should invest more in the prosperity of communities

WHEREAS municipalities and the provincial government have a strong history of collaboration

THEREFORE, BE IT RESOLVED THAT the **Village of Burk's Falls** asks the Province of Ontario to commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario, Minister of Municipal Affairs and Housing, the Minister of Finance, the Association of Municipalities of Ontario, the Leaders of the Opposition, and the Federation of Northern Ontario Municipalities.

[premier@ontario.ca](mailto:premier@ontario.ca); [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca); [minister.fin@ontario.ca](mailto:minister.fin@ontario.ca); [amo@amo.on.ca](mailto:amo@amo.on.ca); [MStiles-QP@ndp.on.ca](mailto:MStiles-QP@ndp.on.ca); [info@bonnieforleader.ca](mailto:info@bonnieforleader.ca); [leader@gpo.ca](mailto:leader@gpo.ca); [fonom.info@gmail.com](mailto:fonom.info@gmail.com)



**THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE**

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0

PH: 705-643-2158 FAX: 705-643-2311

LARDERLAKE.CA

January 11<sup>th</sup>, 2024

*\*Sent Via Email\**

Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

Please be advised that at the Township of Larder Lake Regular Council Meeting held Tuesday, January 9<sup>th</sup>, 2024, the following resolution of support was adopted:

**Resolution: 4**

Moved by: Councillor Kelly

Seconded by: Mayor Quinn

BE IT RESOLVED, that Larder Lake Council hereby supports the City of Greater Sudbury regarding an amendment to the Occupational Health and Safety Act to clarify the definition of "Employer" And

FURTHER, that this resolution be forwarded to the Honorable Doug Ford, Premier of Ontario, the Honorable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honorable Paul Calandra, Minister of Municipal Affairs and Housing, John Vanthof, Timiskaming-Cochrane MPP, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.

**Carried**

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Labbe'.

Crystal Labbe

CAO/ Clerk Treasurer





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The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)  
DELIVERED VIA EMAIL

January 15<sup>th</sup> 2024

**Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of 'Employer'**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on January 10<sup>th</sup> 2024, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the City of Greater Sudbury re. Amendment to the Occupational Health & Safety Act to Clarify the Definition of 'Employer'.

***Motion 14***

*Moved by Councillor Bob Woolvett*

*Seconded by Councillor Kristen Rodrigues*

*That Council support item 'L' of correspondence from the City of Greater Sudbury re. Amendment to the Occupational Health & Safety Act to Clarify the Definition of 'Employer'.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

Erin Kwarciak  
Clerk  
Town of Plympton-Wyoming

cc: Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Bob Bailey, MPP – Sarnia-Lambton  
Association of Municipal Affairs and Housing  
Ontario's Big City Mayors  
Mayors and Regional Chairs of Ontario  
Council of Ontario Construction Associations  
Ontario Chamber of Commerce  
All Ontario Municipalities

December 12, 2023

**\*Sent Via Email\***

Municipalities of Ontario

Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

PO BOX 5000 STN A  
200 BRADY STREET  
SUDBURY ON P3A 5P3

CP 5000 SUCCA  
200, RUE BRADY  
SUDBURY ON P3A 5P3

705.671.2489

[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

The following resolution was passed by Council of the City of Greater Sudbury on December 5, 2023:

*CC2023-303: WHEREAS in 2015 the City of Greater Sudbury (the "City") entered into a contract with a contractor experienced in road construction projects to complete a project on Elgin Street in the City's downtown core;*

*AND WHEREAS the contract provided that the contractor would be the constructor for the project as that term is defined in the Occupational Health and Safety Act (the "Act");*

*AND WHEREAS an employee of the constructor operating a grader on the project struck and killed a pedestrian;*

*AND WHEREAS the City was charged with offences under the Act as the constructor and the employer;*

*AND WHEREAS after being acquitted at trial and on appeal, the Ontario Court of Appeal, in a decision issued on April 23, 2021, found the City to be liable for contraventions of the Construction Regulations as an employer as it employed quality control inspectors to monitor the quality of work on the project from time-to-time;*

*AND WHEREAS the Supreme Court of Canada, in a decision issued on November 10, 2023, was evenly divided 4-4 on the issue resulting in dismissal of the City's appeal;*

*AND WHEREAS the consequence of this decision is that municipalities in Ontario, as well as all other owners of property in the province, who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to project sites for which they have no control and have, in accordance with the Act, contracted with an entity to assume plenary oversight and authority over the work on such site as the constructor; AND WHEREAS the potential of an owner being charged as an employer as that term is defined in the Act in circumstances where it has engaged a constructor disregards and renders meaningless the owner-constructor provisions contained in the Act and presents an unacceptable level of increased risk and confusion for owners and contractors throughout the province;*

*AND WHEREAS the City believes that the safety of workers is paramount however the safety of workers on construction projects in Ontario is not increased by placing liability on parties that do not have control of and are not responsible for the conduct of the work on such sites;*

*NOW THEREFORE BE IT RESOLVED THAT the Council for the City of Greater Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project;*

*AND BE IT FURTHER RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, France Gelinas, MPP for Nickel Belt, Jamie West, MPP for Sudbury, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.*

Yours truly,

A handwritten signature in cursive script, appearing to read 'Brigitte Sobush'.

Brigitte Sobush  
Manager of Clerk's Services/Deputy City Clerk

- c. Members of City Council  
Eric Labelle, City Solicitor and Clerk





# Corporation of the Municipality of Calvin

## Council Resolution

**Date:** January 30, 2024

**Resolution Number:** 2024-31

**Moved By:** Councillor Moreton

**Seconded By:** Councillor Manson

**Background:** Before Calvin township became a township, it was burned by numerous forest fires. This was before the time of fire towers, water bombers, and municipal fire departments. A 1881 report from Lawrence Tallan, Provincial Land surveyor, states: *"The township of Calvin has been traversed by repeated and severe fires – so well have the flames done their work that with the exception of an insignificant portion, scarcely a vestige of the original timber remains."*

History has a way of repeating itself, and now rural municipalities and remote areas need more than ever to be prepared to respond to forest fires. Invasive pests like the emerald ash borer and the spruce bud worm are killing large numbers of trees, leaving copious amounts of dry kindling in our forests just waiting for a careless human or a lightning strike. Our forests are choked with deadfall and forest fires are becoming increasingly difficult to control. Add to this the effects of rising temperatures and drier seasons, or climate change, and we could be facing increasingly disastrous forest fires. This is not the time to be caught short with limited forest fire-fighting resources.

Jordan Omstead of the Canadian Press recently wrote: "But as Canada's water bombers age – and wildfire seasons are expected to intensify – some wildland

firefighters and emergency preparedness experts say the country needs to prop up its fleet of firefighting aircraft, even though several provinces are playing down concerns about capacity.” He quotes Eric Davidson, president of the Ontario Professional Association of Wildland Firefighters, “We’re really starting to see the effect of the aging fleet.”

The article further states the John Gradek, lecturer at McGill University estimates that almost half of the larger water bombers used to fight Canadian forest fires are nearing the end of their service life.

However, a Canadian company making a large skimmer-style water bomber is backed up with orders from European countries until the end of the decade.

Ontario has its own fleet of aircraft. They have 20 fixed-wing aircraft which includes 9 CL215 and CL415 water bombers that are 24 years old on average. The remaining 11 aircraft are an average of 54 years old. Melissa Candelaria, a spokesperson for Minister Graydon Smith says the MNR can handle Ontario fires with these aircraft, but Jennifer Kamau, communications manager for the Canada Interagency Forest Fire Centre, CIFFC, noted that other provinces contract out firebombers and last year there was a strain in Canada to get the resources to areas in need because there were so many fires across the country at the same time and very few aircraft available.

Peter Zimonjic of the CBC quoted the Canadian Association of Fire Chiefs (CAFC) President Ken McMullen, “It's not often that the fire chiefs sound the alarm. We are very concerned about this impending crisis that the summer of 2024 and beyond is going to bring our sector.”

In 2023 we all smelled the smoke and saw the sky turn brown. Buildings can be replaced, but lives cannot. And once an area is burned it takes more than a lifetime for it to return to its original state.

**WHEREAS** Forest fires are a very real threat to rural municipalities.

**AND WHEREAS** smoke from forest fires put people's health at risk. This is especially true of children and the elderly. The David Suzuki Foundation reports that wildfires kill many thousands of people per year and most of the deaths are from smoke inhalation.

**AND WHEREAS** forest fires are a very real danger to the climate and according to The Guardian, in 2023 they emitted three times as much carbon as the entire carbon footprint of Canada.

**AND WHEREAS** according to the John Crace interview in The Guardian with William Kurz, a retired scientist with Natural Resources Canada, around two billion tonnes of carbon have been released into the atmosphere from forest fires in 2023.

**AND WHEREAS** carbon emissions from forest fires are not counted against Canada's Paris agreement commitments, according to Kurz, but they far exceeded all of the emissions tied to Canada's economy (670 mega tonnes, or 0.67 billion tonnes, according to Environment and Climate Change Canada).

**AND WHEREAS** that standing healthy forest serves as a carbon sink, drawing in carbon, but once destroyed by fire, even though second growth takes its place, it is much less effective for many decades.

**AND WHEREAS** the federal government owns no water bombers and assists the provinces through the CIFFC, Canadian Interagency Forest Fire Centre, a spokesperson with CIFFC says that last year there were too many requests and not enough inventory to meet the needs of the country.

**AND WHEREAS** as reported by De Havilland Canada who manufacture the Canadian made water bomber, they have contracts with European countries for the next 22 of its new DHC-515 planes, which will take until 2029 or 2030 to complete and there will be very little production available to replace the aging water bombers in Ontario and the rest of Canada.



**NOW THEREFORE BE IT RESOLVED THAT** the council of the Corporation of Calvin Township urges and encourages the Federal Government to commit additional funds for cost sharing of provincial firefighting and to consider the development of a national strategy of firefighting. Furthermore, we urge the federal government to consider the measures necessary for acquiring a national fleet of Canadian-made waterbombers, with home bases strategically located to best serve and respond to the needs of rural communities, and a national fire administration to better coordinate and manage efforts across the country. We also encourage the introduction of a program similar to the Joint Emergency Preparedness Program (JEPP) which was ended in 2013.

And we encourage Minister Graydon Smith to step up the on-the-ground firefighting capability and water bomber acquisitions in Ontario.

**AND THAT** this resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of National Defence, The Honourable Doug Ford, Premier of Ontario, The Honourable Graydon Smith, Minister of Natural Resources and Forestry of Ontario, The Honourable Vic Fideli, Minister of Economic Development Ontario, the Federation of Canadian Municipalities (FMC) and the Association of Municipalities Ontario (AMO).

**AND THAT** this resolution be shared with all 444 municipalities in Ontario for their consideration and adoption.

**Results: Carried**

**Recorded Vote:**

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>



February 2, 2024

Larry Brock, MP Brant  
108 St. George Street, Suite #3  
Brantford, ON N3R 1V6

Sent via email: [larry.brock@parl.gc.ca](mailto:larry.brock@parl.gc.ca)

Will Bouma, MPP  
96 Nelson Street  
Suite 101  
Brantford, ON N3T 2X1

Sent via email: [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

To whom it may concern:

Please be advised that Brantford City Council at its meeting held January 30, 2024 adopted the following:

#### **12.1.10 Reliable and Accessible Public Rail Transit - CN Rail**

WHEREAS Canadians deserve access to reliable and efficient passenger rail service; and

WHEREAS in 2021 the Canadian Minister of Transportation announced that the federal government would be pursuing opportunities to enhance passenger rail services in southwestern Ontario; and

WHEREAS passengers continue to experience long delays and disruptions to service, related to interruptions caused by CN Rail's freight systems and refusal to give priority to passenger rail service; and

WHEREAS Metrolinx and VIA, in extending or improving commuter train service from Aldershot through to Brantford, Woodstock, Ingersoll and London, is reliant on access to CN rail lines; and

WHEREAS CN Rail views increased passenger rail service on its lines as being incompatible with its primary business of moving freight and is unlikely to cooperate in extending commuter rail service on its lines in southwestern Ontario without direction from the federal government; and

WHEREAS CN Rail has shown a disregard for Municipal property maintenance standards in respect to the maintenance of their rail lines and blocks municipalities attempts to enforce municipal property standards upon their rail lines; and

CITY CLERK'S OFFICE City Hall, 58 Dalhousie Street, Brantford, ON N3T 2J2 P.O Box 818, Brantford, ON N3T 5R7

Phone: (519) 759-4150 Fax: (519) 759-7840 [www.brantford.ca](http://www.brantford.ca)

WHEREAS CN Rail's consistent failure to provide a timely response to development applications adjacent to rail right of ways imposes inordinate delays and expense for builders and municipalities, further jeopardizing the ability of municipalities to address the housing crisis; and

WHEREAS there is a complete lack of federal regulations providing VIA and Metrolinx with any degree of priority or guaranteed access to rail rights of way or directing CN Rail to work cooperatively with municipalities;

AND WHEREAS The City of Brantford CALLS UPON the Federal Government to assist other levels of government as they take steps address the need for reliable and accessible public rail transit, timely processing of housing developments and the prompt and equitable enforcement of municipal property standards;

NOW THEREFORE THE COUNCIL OF THE CITY OF BRANTFORD requests that the Federal Government enact the necessary legislative and regulatory provisions:

- i. providing VIA and Metrolinx with priority right of way over freight rail lines, and further;
- ii. directing CN Rail to work positively and cooperatively with municipal and provincial governments in the processing of land development applications, and the prompt and timely enforcement of municipal property standards;

AND THAT a copy of this resolution be forwarded to all Ontario Municipalities; and to the Member of Provincial Parliament Will Bouma, Member of Parliament Larry Brock, Federal Minister of Transport Pablo Rodriguez, Provincial Minister of Transportation Prabmeet Singh Sarkaria, President and CEO at Metrolinx, President and Chief Executive Officer of VIA Rail Canada Inc and President and Chief Executive Officer of CN.

I trust this information is of assistance.

Yours truly,



Chris Gauthier  
City Clerk, [cgauthier@brantford.ca](mailto:cgauthier@brantford.ca)

cc Ontario Municipalities  
Federal Minister of Transport, Pablo Rodriguez  
Provincial Minister of Transportation, Prabmeet Singh Sarkaria  
President & CEO, Metrolinx



President & CEO, VIA Rail Canada Inc  
President & CEO, CN



## **Township of McKellar**

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey  
Attorney General  
McMurtry-Scott Bldg 11th Flr, 720 Bay St.  
Toronto, ON M7A 2S9

Sent via email: [Doug.Downey@ontario.ca](mailto:Doug.Downey@ontario.ca)

**RE: Call for an Amendment to the *Legislation Act, 2006***

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

**Resolution No. 23-671**

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

**WHEREAS** Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

**WHEREAS** Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

**WHEREAS** the *Legislation Act, 2006* provides a definition of "newspaper" which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; ("journal"); and

**WHEREAS** Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

**WHEREAS** communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

**WHEREAS** some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

**FURTHER** request the support of all Ontario Municipalities; and

**FURTHER THAT** this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

**Carried**

Regards,



Karlee Britton  
Deputy Clerk  
Township of McKellar  
[deputyclerk@mckellar.ca](mailto:deputyclerk@mckellar.ca)  
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing  
Graydon Smith, MPP Parry Sound-Muskoka  
The Association of Ontario Municipalities (AMO)  
Neil Oliver, CEO & President, Metroland Media Group  
All Ontario Municipalities





**Legislative Services**  
Town of Newmarket  
395 Mulock Drive  
P.O. Box 328 Station Main  
Newmarket, ON L3Y 4X7

clerks@newmarket.ca  
tel.: 905-953-5300  
fax: 905-953-5100

January 29, 2024

**Sent via email**

Attn: Minister of Municipal Affairs and Housing

**RE: Notice Policy and Procedure By-law Update**

---

I am writing to advise you that at the Town of Newmarket Council meeting held on January 22, 2024, Council adopted the following recommendations regarding the above referenced matter:

1. That the report entitled Notice Policy and Procedure By-law Update dated January 15, 2024 be received; and,
2. That the updated Notice Policy be adopted; and,
3. That the Procedure By-law amendment be adopted; and,
4. That Council supports the resolution of the Township of McKellar, that the Provincial government make an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication for notice requirements for all provincial acts and regulations; and,
5. That a copy of this resolution be submitted to the Minister of Municipal Affairs and Housing, Paul Calandra; Attorney General, Doug Downey; The Association of Ontario Municipalities (AMO); and all Ontario Municipalities; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Yours sincerely,

Kiran Saini  
Deputy Clerk

KS:eth



**Legislative Services**  
Town of Newmarket  
395 Mulock Drive  
P.O. Box 328 Station Main  
Newmarket, ON L3Y 4X7

clerks@newmarket.ca  
tel.: 905-953-5300  
fax: 905-953-5100

Copy:  
Doug Downey, Attorney General  
Association of Ontario Municipalities (AMO)  
All Ontario municipalities



**Town of Newmarket Council Extract  
Council - Electronic**

**Title:** Notice Policy and Procedure By-law Update

**Date:** Monday, January 22, 2024

---

**Moved by:** Councillor Twinney

**Seconded by:** Councillor Kwapis

1. That the report entitled Notice Policy and Procedure By-law Update dated January 15, 2024 be received; and,
2. That the updated Notice Policy be adopted; and,
3. That the Procedure By-law amendment be adopted; and,
4. That Council supports the resolution of the Township of McKellar, that the Provincial government make an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication for notice requirements for all provincial acts and regulations; and,
5. That a copy of this resolution be submitted to the Minister of Municipal Affairs and Housing, Paul Calandra; Attorney General, Doug Downey; The Association of Ontario Municipalities (AMO); and all Ontario Municipalities; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**



## Notice Policy

Policy Number: Corp. 1-02

### Policy Statement and Strategic Plan Linkages

The Municipal Act, 2001 as amended requires that a municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and the form, manner and times notice shall be given.

### Purpose

This policy will outline the circumstances of notice and the form, manner and times that notice shall be given on matters where there is statutory notice required pursuant to the Municipal Act, 2001, the Ontario Heritage Act, and the Planning Act as amended. This policy does not intend to address notice requirements that may be required by other legislation or policy.

### Definitions

In this policy:

**Digital Newsletter** means an online publication that the Town uses to communicate information.

**Newspaper** means a printed publication having general circulation in the municipality.

**Notice** means a digital or printed notification available to the public.

**Town** means the Corporation of the Town of Newmarket.

**Website** means the official Town of Newmarket website.

### Provisions

1. The minimum public notice requirements and times are set out in Schedule "A" attached.
2. Notices that are to be published on the Website shall be the responsibility of the appropriate Town staff member (i.e., affected department).
3. Notices shall be written in plain language and in an accessible manner.
4. Notices shall include the following information as appropriate:

- 4.1. A description of the proposed action or the purpose and effect of the proposed by-law.
- 4.2. The date, time, and location of the meeting (if required).
- 4.3. Instruction on obtaining additional information, submitting comments, or attending a public meeting.
5. Staff may choose to provide additional or more comprehensive methods of notice at their discretion.
6. If a matter for which notice was given under this policy is deferred, adjourned, or continued to a future Committee of the Whole or Council meeting:
  - 6.1. All statutory requirements for notice of the future meeting will be complied with, if required.
  - 6.2. For non-statutory matters a public statement will be made at the meeting advising that the matter has been deferred, adjourned or continued to a future meeting specified in the statement.

### **Urgency Provision**

If a matter arises which in the opinion of the Chief Administrative Officer in consultation with the Mayor is considered to be of an urgent or time sensitive nature, the notice requirements of this policy shall be waived and the appropriate staff shall make best efforts to provide as much notice and in the manner that is reasonable under the circumstances.

### **Cross-References**

Accountability and Transparency Policy  
Procedure By-law 2020-12 as amended.  
Sale of Land Policy  
Community Engagement Policy  
Delegation By-law 2016-17 as amended.

### **Contact**

Legislative Services, [clerks@newmarket.ca](mailto:clerks@newmarket.ca)

### **Details**

Approved by: Council  
Approval Date:  
Policy Effective Date:  
Last Revision Date: December 7, 2017  
Revision No: 002

## Appendix A – Notice Standards

### 1. Council and Committee of the Whole meetings

**Legislative requirement per the Municipal Act, 2001, s. 238 (2.1):** The procedure by-law shall provide for the public notice of meetings.

**Town's Notice Standard:** The Procedure By-law will provide the form, manner and time for notice of public meetings.

### 2. Planning Act notices

**Legislative requirement per the Planning Act:** There are various requirements under the Planning Act for public notice depending on the matter.

**Town's Notice Standard:** Notice will be provided in the form, manner and time required by the Planning Act. Where the Planning Act requires public notice in a newspaper, notice shall be given in accordance with the definition of Notice in this policy.

### 3. Change in composition of Council and changes to ward boundaries

**Legislative requirement per the Municipal Act, 2001, s. 222 (3):** Notice must be provided of the passing of a by-law within 15 days after adoption specifying the last date for filing of an appeal.

**Town's Notice Standard:** Notice will be provided in writing, on the Town's website and in the Town's Digital Newsletter within 15 days after adoption of a by-law to change the composition of Council or to the ward boundaries.

### 4. Financial statements

**Legislative requirement per the Municipal Act, 2001, s. 295 (1) (a) (ii):** Within 60 days after receiving the audited financial statements for the previous year the treasurer shall publish a notice in a newspaper having general circulation in the municipality that the audited financial statements for the previous year are available.

**Town's Notice Standard:** Notice will be provided in writing, on the Town's website and in a Digital Newsletter within 60 days after receiving them.

### 5. Tax sales

**Legislative requirement per the Municipal Act, 2001, s. 351 (8):** Public notice must be given by the treasurer or their agent of the time and place of the auction, and the name of the person whose personal property is to be sold.

**Town's Notice Standard:** Notice will be provided in writing, on the Town's website and in any other manner as appropriate within 30 days.



**6. Changing the name of a private road**

**Legislative requirement per the Municipal Act, 2001, s. 48:** Public notice must be given of the intention to pass a by-law changing the name of a private road.

**Town's Notice Standard:** Notice will be provided when a written agenda, containing the change in private road name, is published on the Town's website and within the timeframe as established by the Town's Procedure By-law.

**7. Intent to designate a property as having cultural heritage value or interest.**

**Legislative requirement per the Ontario Heritage Act, s. 26 (4):** Where a municipality is required by this Part to publish a notice in a newspaper having general circulation in the municipality, notice given in accordance with a policy adopted by the municipality under section 270 of the Municipal Act, 2001 is deemed to satisfy the requirement of this Part to publish notice in a newspaper.

**Town's Notice Standard:** A notice required under the Ontario Heritage Act will be provided in writing, on the Town's website for a period of 30 days. The notice will comply in all other respects with the requirements of the Ontario Heritage Act including a description of the property, statement of heritage value, and timeline for a notice of objection.

**Procedure By-law Edits due to Local Paper no longer in circulation.**

**12. Cancellation or Postponement of Meetings**

- a) A regular, special, or emergency Meeting of Council or Committee of the Whole or a workshop Meeting of Council may be cancelled or postponed where Quorum cannot be achieved, by Council resolution, in the event of an emergency, or where the Meeting is no longer required, as deemed by the Mayor and/or CAO.
- b) The Clerk gives Notice on the Town's website and time permitting, using the Town's electronic newsletter to indicate the cancellation or postponement of a regular, special, or emergency Meeting of Council or Committee of the Whole or a workshop Meeting. Where time is limited, a Notice is posted at the main entrance to the Municipal Office.
- c) Meetings of other Committees may be cancelled or postponed by the Clerk, Recording Secretary, Chair or other assigned person where Quorum cannot be achieved, due to a lack of business items, by Committee resolution, or in the event of an emergency.

**14. Notice of Meetings**

- a) The Clerk gives Notice of a Meeting of Council or Committee of the Whole by:
  - i) Providing Council with a regular agenda on each Thursday preceding a Meeting day of Council and each Thursday ten days in advance of a Meeting day of a Committee of the Whole.
  - ii) Providing Council with a revised agenda on each Thursday preceding the Meeting day of the Committee of the Whole.
  - iii) Using the Town's website to indicate the date and time of the Meeting of Council or Committee of the Whole.
  - iv) Time permitting, using the Town's electronic newsletter to indicate the date and time of the Meeting of Council or Committee of the Whole.
- b) The Clerk, Recording Secretary or other assigned person gives Notice of Meetings of other Committees, including regular Meetings of the Joint Council Committee (Central York Fire Services) by:
  - i) Providing an agenda to Committee Members one week prior to the Meeting.
  - ii) Time permitting, using the Town's website to indicate the date and time of the Meeting of the Committee.
- c) The Clerk gives Notice of special Meetings of Council or Committee of the Whole by:
  - i) Providing Council with an agenda in person, by telephone, by mail, or electronic mail at least 24 hours prior to the Meeting.

- ii) Using the Town's website to indicate the date and time of the special Meeting of Council or Committee of the Whole.
  - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the special Meeting of Council or Committee of the Whole.
- d) The Clerk gives Notice of emergency Meetings of Council or Committee of the Whole by:
  - i) Providing Notice to Council in person, by telephone, by electronic mail, or in the form of an agenda that indicates the date and time of the Meeting and general nature of the matters to be discussed.
  - ii) Using the Town's website to indicate the date and time of the emergency Meeting of Council or Committee of the Whole.
  - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the emergency Meeting of Council or Committee of the Whole.
- e) The Clerk gives Notice of workshop Meeting of Council by:
  - i) Providing, at least 24 hours in advance, Notice to Council in person, by telephone, by mail or electronic mail that indicates the date and time of the workshop Meeting and the general nature of the matters to be discussed.
  - ii) Using the Town's website to indicate the date and time of the workshop, and time permitting.
  - iii) Time permitting, using the Town's electronic newsletter to indicate the date and time of the workshop Meeting.

#### **15. Notice of Meetings Closed to the Public**

- a) Where a matter may be considered by Council, Committee of the Whole, or a Committee for discussion in closed session, wherever possible, written Notice will include:
  - i) The fact that the Meeting will be closed to the public as provided by the appropriate legislation;
  - ii) The general nature of the matter to be considered at the closed Meeting.

#### **16. Invalidation of Notice of Meeting**

- a) If a Meeting Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.





Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## Posting Statutory Public Notices

January 3, 2023

With the local Newspaper Newmarket Era dissolved due to Metroland filing for bankruptcy, the following are measures to post and advertise Statutory Public Notices.

1. Post to News and Notices on the corporate website
  - a. Content will be under the following category: **Public Notice** and **Planning Notice**
  - b. The news article will appear on the homepage, and a section of the website called Statutory Public Notices.
2. Post to the Newmarket Calendar if a meeting is involved (i.e. statutory public meeting)
3. Advertise on Social Media on X (formerly Twitter) and Facebook. If a Statutory Public Meeting is involved, a Facebook event will be created. All social media posts will be linked back to the Public Notice on the Town's website.
4. If a statutory meeting is involved, advertise on [NewmarketToday.ca](http://NewmarketToday.ca) and [YorkRegion.com](http://YorkRegion.com) event pages

### Optional:

1. A public service announcement (PSA) with the statutory notice will be sent to the local media. Note: sending out a PSA does not guarantee that a local newspaper will publish an article about the meeting.
2. Monthly Neighbor advertisement: purchase a standing advertisement in Neighbour.
  - a. This is the only printed media publication in Newmarket; however, it is a monthly publication with a longer-lead time and therefore does not meet the objective and Legislative definition of a paper to provide timely, quick turnaround public notice.
  - b. While we can't print a public notice directly in the publication due to lead times, a standing advertisement could include a QR code that drives back to the Newmarket webpage with the latest public notices.



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## Notices to the Public: Communication Options

### Background:

On September 15, 2023, Metroland Media, the company of the Town of Newmarket's local newspaper Newmarket Era announced the ending of all local papers effective immediately. The dissolution of the local paper also saw the end of the Town's print publication option for statutory notices/meetings and the Town Page (a weekly ad in the Newmarket Era that advertises public events, notices, upcoming Council Meetings and more).

The following are some communications tactics the Town can consider using to continue to provide sufficient public notice to the community.

### Internal Resources:

#### Newmarket Website – [newmarket.ca](http://newmarket.ca)

Newmarket.ca has various components that can be used to advertise public notices, meetings, and events. These include a community calendar, designated webpage, a notice under news and notices that appear on the front of the website.

#### Pros:

- Town-owned communications vehicle; existing cost
- Ability for the Town to advertise its own news and notices
- Can be updated in a timely manner
- Ability to direct members of the public to visit the Newmarket website in combination with other tactics, such as a media release, social media post, digital ad, banner/road signs and more.

#### Cons:

- News items can get lost with the amount of information on the website
- Most users do not visit Newmarket's site via the homepage. Many searches through Google to find their desired content
- Requires the user to visit Newmarket's site for more information
- Unable to reach audiences who do not have access to a computer / mobile device

#### Public Engagement website – [heynewmarket.ca](http://heynewmarket.ca)

Projects that have a public engagement component are encouraged to have a project page on Heynewmarket.ca. The public engagement tools and tactics make it easier for users to provide

their feedback, learn about the project and stay up to date with the project timelines and more. HeyNewmarket project pages are included on all communications collateral to drive users to the project webpages (i.e. letter to residents, on-site signage at the location of the project, social media and more)

**Pros:**

- Town-owned communications vehicle; existing cost
- Ability for the Town to communicate project updates
- It is used in conjunction with other tactics such as a media release, social media post, digital ad, banner/road signs and more.
- Ability to direct members of the public to visit the Newmarket website in combination with other tactics.
- Can be updated in a timely manner.

**Cons:**

- Requires the user to visit this site for more information.
- Unable to reach audiences who do not have access to a computer / mobile device

**Council Slides at the beginning of Council Meetings**

Prior to the Council meeting starting, a series of Town news and advertisements are cycled on the screen.

**Pros:**

- Town-owned communications vehicle; no hard costs
- Opportunity as another avenue to push Town messaging out to the public.
- Potential to reach the audience who may be engaged but without computer access who attend Council meetings in person (limited audience)

**Cons:**

- Limited exposure to the community. Only available to those who are watching the Council Meeting.

**LCD Screens (inside and outside facilities)**

Newmarket had LCD screens inside and outside of facilities to help promote Town events and news. There is an ability to select which facilities you'd like to have the ads played across.

**Pros:**

- Town-owned communications vehicle; existing cost
- Ability to reach audiences within and in and around our facilities.
- Does not require access to a computer or mobile device for initial information

**Cons:**



- News can get lost with other initiatives and campaigns being advertised on the LCD Screens and distractions at facilities
- Inside facility screens require extra design work (not as fluid)
- Doesn't reach people who are not already engaged with the Town in some way.
- Requires user to go to a website for more information

### **Neighbourhood Mailouts**

The Town of Newmarket can consider sending out targeted letter mailout for statutory meetings to a wider audience in conjunction with statutory requirements.

#### **Pros:**

- Opportunity to reach audiences at their home.
- Option to ensure residents are aware of upcoming statutory notices.

#### **Cons:**

- Higher cost – to send a 11X14 double sided print piece (unaddressed mail) to an estimated 16,416 households and businesses using Canada Post, the mailing costs are estimated at \$2,500 with additional costs for printing. Addressed mail costs are significantly higher at approximately \$20,000 in delivery costs alone.
- Inability to ensure mail gets to residents in a timely manner
- Tighter timelines to have items printed and dropped off at Canada Post for delivery.
- Hand delivery by staff will require many resources.
- Addresses with 'no junk mail' will not receive the letter if it is unaddressed.
- Can be costly and time consuming for staff to produce, get printed professional and then arrange to be delivered by Canada Post. RFP may be required if services exceed \$20k.
- Canada post delivers by delivery routes and postal codes. Some subdivisions may not receive the notice if they border on neighboring municipalities.

### **Advertisement within the Property Tax Bill**

There is an opportunity to include important information as an insert along with the Property Tax Bill. Finance uses an external marketing company to print and issue Property Taxes which may require increased budget and lead time.

#### **Pros:**

- Opportunity to reach Newmarket property owners with Town News

#### **Cons:**

- Not all property owners opt in to receive a paper property tax bill.
- Renters are excluded from the distribution.
- Can be costly.
- Additional lead time may be required.

### **Media Release / Public Service Announcement**

Newmarket can consider sending out a Statutory meeting announcement to the Town's local and regional media groups which in turn can be published as an article online and or mentioned through a radio update.

**Pros:**

- Town-owned communications vehicle; existing cost
- Opportunity to leverage online media sites to publish news articles related to statutory meetings

**Cons:**

- Potential increase in media calls to the department regarding the meeting.
- Media may not pick up all media releases sent to them and publish it into an article.

**Social Media Campaigns and Posts**

Social media posts on Facebook, X (formerly Twitter) and Instagram are used to promote public notices, meetings, and important information. Social media posts can be organic (non-paid) or paid to reach a wider audience.

**Pros:**

- Town-owned communications vehicle; low and scaleable cost for paid advertising
- Ability to reach audiences that currently follow the Town's social media channels and or produce paid ads to reach an even wider audience.
- Multiple platforms to reach audiences regarding Town News
- A resource that the Town currently uses and has adopted strategies to reach audiences.

**Cons:**

- Unable to reach audiences that do not have access to a computer/mobile device or does not follow the Town of Newmarket.
- Less control over who can see social media ads due to social media algorithms. Time-based versus popularity of the post.
- The Town needs to sign up for other forms of social media in order to reach an even wider audience (i.e. Snapd Chat, Tik Tok, online forums such as Reddit etc.)

## External Resources:

### Digital ads with Newmarket Today

Corporate Communications currently places digital ads with Newmarket Today. These digital ads are placed at random beside news articles throughout the website. The Town currently has three-sizes of ad placements for the site. Two of which can be changed at any time and one that can only be updated once a month.

#### Pros:

- Opportunity to market long terms initiative and link back to the Town's site if the user wishes to learn more.
- A different channel to market to Newmarket residents and surrounding communities
- Works better for long-term campaigns and initiatives (i.e., to Sign up for a Town's newsletter, or a new initiative such as ASE that has a long educational period timeframe)
- Could consider an ad driving to Meetings and another driving to Development Applications and ensure this page has information clearly available about all upcoming statutory meetings.

#### Cons:

- External resource; monthly cost per advertisement
- Can be blocked by ad blockers (if the user has ad blockers installed)
- Cannot control the frequency that the user sees the ad (digital ads are at random)
- Low click-through rates due to limited exposure to audiences

### Monthly ads with Neighbor (formerly Snap'd)

Neighbor media, formerly known as Snap'd produces a monthly printed magazine that is currently distributed for free inside Newmarket facilities and in and around the community. Neighbor focuses on community events that involve the Town, Councillors, MPs and MPPs.

#### Pros:

- Option to provide a 'print' version of communication to the community.
- Free distribution from Neighbor in Town facilities and businesses

#### Cons:

- Unknown readership

The image shows a screenshot of the Newmarket Today website. At the top, there is a navigation bar with the site logo and various menu items. Below the navigation bar, there are several news articles. One article is highlighted with a digital advertisement for 'Bounty Select A-Size Paper Towels'. The ad features an image of the product and text that says 'Bounty Select A-Size Paper Towels 8 Ds 128 45 sheets'. To the right of the main content area, there is a sidebar with a 'Newmarket' logo and a call to action that says 'Get Newmarket news straight to your inbox'. Below this, there is a button that says 'Click here to get Newmarket council meeting highlights, upcoming events and town information sent to your inbox'. At the bottom of the sidebar, there is a link that says 'Sign-up at newmarket.ca/e-news'.



- Long lead time given it's a monthly publication, therefore would not meet the public notice objectives for timely notice. However, we could consider a standing paid Town advertisement with a QR code linking to a website with updated information.
- External resource; monthly cost per advertisement

### Advertisement within the Newmarket Hydro Bill

NT power provides an opportunity to use a portion of the bill to communicate messages to the bill receivers in Newmarket (450 characters max). One month prior to when you want the notice to go out is preferred as NT power has planned programming that may need to be shifted.

#### Pros:

- Opportunity to reach Newmarket Property Owners/Renters
- No external costs

#### Cons:

- Not all renters or landlords receive Hydro Bills
- Message may not be conveyed since this is appearing on the hydro bill. Topics will need to be tied back to have a connection with Hydro or services.
- Managed by Newmarket Hydro and the Town may not have priority in posting messages.

### Interim Solution

- Post statutory ads on the Town's website with a link to the full ad, and supplement the advertising of the ads via the Town's current communications channels (i.e. social media, e-newsletter etc.)
  - **Consider:** Statutory Ads can be sent out as an advisory to the local media.
  - Newmarket will supplement this by posting the ad on the website and advertising the meeting on various communication channels.
  - **Note:** This option may lead to more media calls, and we cannot guarantee if the media will pick up and advertise the meeting.
  - Use existing communication channels to encourage residents to sign-up for e-news. Campaigns can be conducted to entice users to sign up. Include signage at facility kiosks or pull up banners to encourage people to sign-up for news
- Print hard copies of the e-newsletters and place a few copies at high-traffic facilities (i.e. Seniors Meeting Place). Consider also distributing or posting at select facilities outside of Town, such as condos, doctor's office waiting rooms.
- Monthly Neighbor advertisement: purchase a standing advertisement in Neighbour.
  - This is the only printed media publication in Newmarket; however, it is a monthly publication with a longer-lead time and therefore does not meet the objective and Legislative definition of a paper to provide timely, quick turnaround public notice.
  - While we can't print a public notice directly in the publication due to lead times, a standing advertisement could include a QR code that drives back to the Newmarket webpage with the latest public notices.

### **Longer Term Solution**

- Conduct a town-wide survey on the Town's communications and how residents would like to receive information. This can be done via phone, at community events, and an all household/business mail-out.
- Options can include, how they would like to be informed of meetings and public input opportunities and general Town news.
- Findings from the survey will help make data-based decisions to determine the next steps on how to proceed with Town communications.

### **Other Solutions require more research into the legalities.**

- Become our own news source. Using blogs, publish our own news and promote it on our own social media channels, effectively becoming our own news source to be a 'local paper'.



## TOWNSHIP OF McMURRICH / MONTEITH

District of Parry Sound  
P.O. Box 70 31 William Street  
Sprucedale, Ontario P0A 1Y0  
Phone 705-685-7901 Fax 705-685-7393  
[www.mcmurrichmonteith.com](http://www.mcmurrichmonteith.com) E-Mail: [clerk@mcmurrichmonteith.com](mailto:clerk@mcmurrichmonteith.com)

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February 16, 2024

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

Re: support of resolution from Township of Conmee

Please be advised that the Council of the Township of McMurrich/Monteith, at its meeting on February 6<sup>th</sup>, 2024, pass the following motion supporting the resolution from Township of Conmee relating to requested changes to the Municipal Act and Municipal Elections Act.

Resolution #2024-56

Moved by: Daniel O'Halloran

Seconded by: Wesley Dyson

Be It Resolved that Council supports Resolution 2023-0247 from Township of Conmee relating to lobbying the Provincial Government to amend the Municipal Act & Municipal Elections Act, as may be, so that people with a criminal record who have not had their record pardoned from RCMP Data Base by order of the Governor General of Canada, be prohibited from becoming a candidate in Municipal Elections or holding office in Municipal Council. Carried

If you have any questions regarding the above resolution, please do not hesitate to contact me by phone or email at [clerk@mcmurrichmonteith.com](mailto:clerk@mcmurrichmonteith.com)

Yours truly,

A handwritten signature in blue ink that reads "Cheryl Marshall".

Cheryl Marshall  
Clerk-Treasurer

cc. Attorney General – Doug Downey  
Solicitor General – Michael Kerzner  
Minister of Municipal Affairs – Paul Calandra  
MPP – Graydon Smith  
Association of Municipalities of Ontario  
Rural Ontario Municipal Association  
All Ontario Municipalities





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The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)  
DELIVERED VIA EMAIL

January 15, 2024

**Re: Prohibition of Criminals from Municipal Council**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on January 10<sup>th</sup> 2024 the Town of Plympton-Wyoming Council supported the resolution from the Township of Conmee regarding the Prohibition of Criminals from Municipal Council.

***Motion 15***

*Moved by Councillor Mike Vasey*

*Seconded by Councillor Kristen Rodrigues*

*That Council support item 'j' of correspondence from the Township of Conmee regarding Requiring Pardons for Municipal Councillors with Criminal Records (Prohibition of Criminals from Municipal Council.)*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

Erin Kwarciak  
Clerk  
Town of Plympton-Wyoming

cc: Attorney General - Doug Downey  
Solicitor General - Michael Kerzner  
Minister of Municipal Affairs – Paul Calandra  
MPP – Kevin Holland  
MPP / Leader of the Official Opposition – Marit Stiles  
MPP and Critic of the Attorney General – Kristyn Wong-Tam  
MPP and Critic of Solicitor General – John Vanthof  
MPP and Critic of Municipal Affairs - Jeff Burch  
Association of Municipalities of Ontario  
Rural Ontario Municipal Association  
Northern Ontario Municipal Association  
All Ontario Municipalities



19 Holland Rd W. RR.#1  
Kakabeka Falls, ON POT 1W0  
[www.conmee.com](http://www.conmee.com)

**On December 19<sup>th</sup> 2023, Council passed the following resolution at its regular meeting:**

**RESOLUTION 2023-0247**

**Moved by Councillor Arnold**

**Seconded by Councillor Halvorsen**

WHEREAS duly elected Officials of a Municipality, or a Township are expected to be above reproach and to conduct themselves with integrity, truth, justice, honesty, transparency and courtesy.

AND WHEREAS there are people of dubious character who have a Criminal Record, having been convicted of a Federal Offence of any of the Federal Statutes of Canada, but not limited to the Criminal Code or Narcotic Control Act, who are currently on Council of a Municipality or have let their name stand for election for Mayor, Reeve or Councillor as a municipal candidate.

NOT WITHSTANDING the provisions of the Ontario Human Rights Code

THEREFORE BE IT RESOLVED that the Township of Conmee lobby the Provincial Government to amend The Municipal Act and Municipal Elections Act, as may be, so that people with a criminal record who have not had their record pardoned from the RCMP Data Base by order of the Governor General of Canada, be prohibited from becoming a candidate in municipal elections or holding office in municipal council

AND THAT an elected local government official be disqualified from office upon conviction of a criminal offense and must resign

AND THAT Council of the Township of Conmee direct the Clerk to send a copy of this resolution to the Ontario Premier Doug Ford, Attorney General Doug Downey, Solicitor General Michael Kerzner, Minister of Municipal Affairs Paul Calandra, MPP Kevin Holland, MPP and Leader of the Official Opposition Marit Stiles, MPP and Critic of the Attorney General Kristyn Wong-Tam, MPP and Critic of Solicitor General John Vanthof, MPP and Critic of Municipal Affairs Jeff Burch, Association of Municipalities of Ontario, Rural Ontario



19 Holland Rd W. RR.#1  
Kakabeka Falls, ON P0T 1W0

[www.conmee.com](http://www.conmee.com)

Municipal Association, Northern Ontario Municipal Association, Thunder Bay District  
Municipal League, and all Ontario municipalities

**CARRIED**





January 10, 2024

Hon. Todd McCarthy  
Ministry of Public and Business Service Delivery  
777 Bay Street, 5th Floor  
Toronto ON M5B 2H7

**SENT ELECTRONICALLY**

[Todd.McCarthy@pc.ola.org](mailto:Todd.McCarthy@pc.ola.org)

**Re: Cemetery Transfer/Abandonment Administration & Management Support Request**

Please be advised that at its meeting of January 9, 2024, the Council of the Corporation of the Township of Wainfleet passed the following motion:

“**THAT** the Township of Wainfleet receive C-2023-430 from the Township of Clearwater and C-2023-442 from the Township of Tay regarding cemeteries and that we send a resolution of support for their correspondences to all appropriate parties.”

Should you have any questions, please contact me at [achrastina@wainfleet.ca](mailto:achrastina@wainfleet.ca) or 905-899-3463 ext. 224.

Regards,



**Amber Chrastina**  
Deputy Clerk

Cc: Jim Cassimatis, BAO Interim CEO/Registrar  
MPP Niagara West, Sam Oosterhoff  
Ontario Municipalities



CLEARVIEW

## Staff Report

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**To:** Mayor and Council

**From:** Sasha HelmKay, Clerk/Director of Legislative Services

**Date:** December 11, 2023

**Subject:** Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

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### Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

## **Background**

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery



- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

### **Township Owned Cemeteries**

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

<b>Cemetery Name</b>	<b>Address</b>	<b>Status</b>
Batteau Hill Cemetery	2670 County Road 124, Duntroon	Inactive
Bethel Union Cemetery	2249 Creemore Avenue, New Lowell	Inactive
Dunedin Union Cemetery	9 Turkeyroost Lane, Dunedin	Active
Duntroon Pioneer Cemetery	2870 County Road 124, Duntroon	Inactive
Lavender Cemetery	827103 Mulmur/Nottawasaga Townline, Creemore	Active
Old Zion Presbyterian Church Cemetery	6130 Highway 26, Sunnidale Corners	Inactive
Second Line Nottawasaga Cemetery	2279 County Road 42, Stayner	Active
Stayner Union Cemetery	7661 Highway 26, Stayner	Active
Zion Presbyterian Church Cemetery	12358 County Road 10, Sunnidale Corners	Inactive

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.

## Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

### Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- **Incomplete records**

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- **Lack of human resources**

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.



- **Increased regulatory processes**

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

- **Inconsistent cemetery regulations**

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

## **Operational Impact**

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

- **High maintenance costs**

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn't been provided in the past and there are many deteriorating monuments.

- **Cost of cemetery management software**

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.



However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from \$5,000 to \$100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it's required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

### **Support Request**

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it's vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it's important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

### **Clearview's Strategic Plan**

The above initiative supports the following strategic pillars:

- Governance

### **Financial Implications**

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

### **Report Appendices**

Not applicable.

### **Approvals**

<b>Submitted by:</b>	Sasha HelmKay, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services
<b>Reviewed by:</b>	Krista Pascoe, Deputy Clerk
<b>Financial Implications Reviewed by:</b>	Kelly McDonald, Treasurer
<b>Approved by:</b>	John Ferguson, CAO



# TAY TOWNSHIP

450 Park Street  
PO Box 100  
Victoria Harbour, Ontario  
L0K 2A0



Received December 21, 2023  
C-2023-442

December 21, 2023

Hon. Todd McCarthy  
Minister of Public and Business Service Delivery  
5th Floor  
777 Bay St.  
Toronto, ON M7A 2J3

sent via email [Todd.McCarthy@pc.ola.org](mailto:Todd.McCarthy@pc.ola.org)

Dear Hon. Todd McCarthy,

## **Re: Provincial Cemetery Management Support Request – Tay Township**

Tay Township Council passed the following resolution during the December 20, 2023 Council Meeting regarding the Provincial Cemetery Management Support Request:

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;



# TAY TOWNSHIP

450 Park Street  
PO Box 100  
Victoria Harbour, Ontario  
L0K 2A0



And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Tay requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amending the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost;

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Jill Dunlop and all Ontario municipalities.

Sent on behalf of Tay Township Council.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Katelyn Johns'.

Katelyn Johns, MPPA  
Municipal Clerk

Cc: Jim Cassimatis, BAO Interim CEO/Registrar, Hon. Jill Dunlop, Minister of Colleges and Universities/MPP, and all Ontario municipalities.



# Corporation of the Municipality of Calvin

## Council Resolution

**Date:** January 30, 2024

**Resolution Number:** 2024- 30

**Moved By:** Councillor Manson

**Seconded By:** Councillor Grant

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;  
And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council for the Corporation of the Municipality of Calvin requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amending the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
  - Provide free training opportunities for municipalities regarding cemetery administration; and,
  - Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost;
- And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Jill Dunlop, MPP Vic Fedeli and all Ontario municipalities.

**Results: Carried**

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>





CLEARVIEW  
TOWNSHIP

**Clerk's Department**  
Township of Clearview  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | [www.clearview.ca](http://www.clearview.ca)  
Phone: 705-428-6230

December 12, 2023

File: C00.2023

Hon. Todd McCarthy  
Ministry of Public and Business Service Delivery  
777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M5B 2H7

Sent by Email

**RE: Cemetery Transfer/Abandonment Administration & Management Support**

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Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

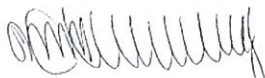
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries; Page 6 of 7
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Sasha Helmkay-Playter, B.A., Dipl. M.A., AOMC  
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar  
MPP Simcoe Grey, Brian Saunderson  
Ontario Municipalities





**MISSISSAUGA**

RESOLUTION 0001-2024  
adopted by the Council of  
The Corporation of the City of Mississauga  
at its meeting on January 17, 2024

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0001-2024

Moved by: D. Damerla

Seconded by: M. Reid

WHEREAS the administration of residential tenancies in Ontario is generally the prerogative of the Provincial Government;

AND WHEREAS Mississauga has over 71,000 tenant households and 27% of its population are tenants;

AND WHEREAS the Landlord and Tenant Board (LTB) is an adjudicative tribunal created by the Provincial Government to resolve disputes between landlords and tenants through mediation or adjudication, resolve eviction applications from co-ops, and provide information to landlords and tenants about their rights and responsibilities;

AND WHEREAS the LTB offered in-person services at its regional location at 3 Robert Speck Parkway in Mississauga, offering daily on-site mediation, tenant duty counsel services, counter staff services for Mississauga residents, and hearings were scheduled for addresses located in Mississauga and Brampton five days per week;

AND WHEREAS the LTB moved to a remote service model in September 2020 and two months later decided to permanently remove all in-person services post pandemic;

AND WHEREAS this decision has created a digital divide for people living in rural and remote areas, people living with poverty who do not have sufficient broadband or devices to participate, people who do not speak French or English, survivors of intimate partner violence where home is not a safe space to conduct a hearing, and individuals with disability, literacy, or numeracy challenges, with the Advocacy Centre of Tenants Ontario finding in 2021 that 55.6% of tenants participated by phone compared to only 26% of landlords;

AND WHEREAS the LTB in 2018 allowed the terms of experienced adjudicators to elapse which created an adjudicator shortage creating delays that drew the Ombudsman of Ontario to investigate the Board such that in January 2020, landlords were waiting 7 weeks and tenants 8 weeks for their hearings;

AND WHEREAS the backlog was 22,803 cases when the investigation was announced in January 2020, the removal of in-person services and other operational decisions increased the backlog to 53,057 cases by March 2023. Some of those operational decisions included;

1) Removing regional scheduling and having disputes from across the province heard at every hearing block which precluded adjudicators from understanding the local



housing conditions and becoming familiar with the parties in order to issue just decisions;

- 2) Toronto and Ottawa matters are heard most often at the LTB with Mississauga applications given less priority, and homelessness prevention programs could no longer efficiently help residents without a hearing block dedicated to them;
- 3) The permanent closure of the regional office in Mississauga and elsewhere has slowed the LTB's ability to address urgent matters, parties cannot easily access documents without overcoming several digital barriers, and residents can not ask questions from knowledgeable and experienced staff to ensure that simple mistakes are caught prior to the day of their hearing;
- 4) Only select virtual hearing blocks are assigned mediators and moderators (virtual concierge helps participants on the day of their hearing to navigate the process) leaving adjudicators by themselves to manage the virtual waiting area, move people to breakout rooms and adjudicate the complex matters before them;
- 5) Where there are multiple applications regarding the same address they are heard in separate hearing blocks and assigned to different adjudicators which is both inefficient and creates a situation where unfair and inconsistent outcomes may arise;
- 6) Hallway conversations that used to resolve a large number of applications before proceeding to adjudication are no longer possible with virtual hearings with most matters proceeding directly for adjudication and increasing the Board's backlog;

AND WHEREAS the Ombudsman released its report in May 2023 and found that

- 1) "A significant number of tenants, in contrast to landlords, do not have access to video technology and must participate in hearings by phone," while the landlord and the adjudicators are in a video hearing room. Some tenants lack access to phones, rendering their participation in virtual hearings impossible without accommodation (Ombudsman's report, para. 198);
- 2) Virtual hearings are "chaotic," with participants struggling and sometimes failing to join their hearing, or "losing audio connection part way through." Adjudicators reported being unable to find and share documents on screen during a hearing. People are inappropriately placed on mute. Tenants cannot review documents when the landlord presents them and cannot share their screen if they have relevant evidence to rebut the landlord's evidence (Ombudsman's report, para. 215-220);
- 3) Delays in issuing Orders. The former Associate Chair admitted, "this is not ideal – let me be clear. We used to do 4 [days to issue orders], now we're at 30. We have a serious problem." (Ombudsman's report, para. 238);
- 4) Landlord applications took an average of 6 to 9 months to be heard but tenant applications about maintenance and tenants' rights issues took up to 2 years with some applications from 2017 yet to be resolved. (Ombudsman's Report, para. 6);
- 5) It was unconscionable to permit tenant applications to lie dormant for up to six years. "The official said the Board generally prioritized scheduling of landlord applications to reduce the backlog, because it could hear more applications in the available time. While tenant applications may be more time intensive, this does not justify shelving them in order to process landlord matters that can be more expeditiously disposed of. The Board should immediately triage the outstanding tenant matters"; (Ombudsman's report, para. 148);



AND WHEREAS the Ombudsman concluded that “[d]espite the dozens of specific recommendations I have already made, addressed at improving efficiencies ... at virtually every stage, I believe that more is required... Over the past few years, the Board has proven itself unequipped for the task of reducing its extraordinary backlog of applications...[the] Board is fundamentally failing in its role of providing swift justice to those seeking resolution of residential landlord and tenant issues.” (para. 306)

AND WHEREAS delivering computers or flip phones to parties and introducing an IT support line this year is insufficient to overcome the digital divide experienced by self-represented tenants when in-person services were taken away from their communities;

AND WHEREAS we have a housing crisis that is evidenced by the following:

- 1) In Canada, more than 235,000 people experience homelessness in any given year, and 25,000 to 35,000 people may be experiencing homelessness on any given night;
- 2) From 2022 to 2023, “Asking Rents” have increased across Ontario by from 10% to 35%, with 31.4% of Ontario’s renters being in core housing need;
- 3) In Mississauga, 39% (compared to 38% in Ontario) of renters spend more than 30% of their household income on rent, 17% (compared to 15% in Ontario) spend more than 50% of their household income on rent;
- 4) There has been an increase in all notices of eviction because of rapidly escalating rental prices, vacancy decontrol, and the impact of financialized housing;
- 5) Hearing delays at the LTB create larger arrears, which results in tenants being ineligible for accessing rent banks and other programs for support. Larger rental arrears also increase operating debts for social housing providers placing their rent-geared-to-income program in jeopardy;
- 6) With the LTB in disarray, and our housing and preventing homelessness supports restricted due to the LTB’s dysfunction, sustainable tenancies are lost. If a tenant is evicted from an affordable unit, that affordable unit is lost forever from the community because of vacancy decontrol;

AND WHEREAS homelessness and the housing crisis is felt most at the level of local government and the residents that they serve;

AND WHEREAS the LTB has failed and continues to fail in its stated role and process which has had an impact on residents across the province and on municipal human services which cannot compensate for the services and gaps created by the tribunal;

AND WHEREAS the Ministries of the Attorney General and of Municipal Affairs and Housing, the Premier of Ontario, and all Members of Provincial Parliament are mandated to provide a fair and efficient landlord and tenant adjudicative process that does not contribute to increased homelessness, but supports all tenants and in particular low-income residents, vulnerable people, and other equity-seeking individuals escape poverty, precarious housing, and systemic disadvantage;

AND WHEREAS in 2019 the Provincial government cut Legal Aid Ontario funding in the amount of \$130 million;

NOW THEREFORE IT BE RESOLVED

- 1) Council send a letter to Mississauga MPPs, the Attorney General, the Minister of Municipal Affairs and Housing, the Premier of Ontario (and all municipalities in Ontario), Tribunals Ontario, and the Landlord and Tenant Board highlighting the impact that the LTB's decision to remove all in-person services has had on Mississauga residents and the current housing crisis;
- 2) Request that the Government of Ontario immediately move forward on all 61 recommendations of the Ombudsman's Report;
- 3) Request that Tribunals Ontario bring back in-person hearings to ensure effective access to justice for all participants, at the same time permitting digital access where both parties are agreeable;
- 4) Request that the LTB bring back regional scheduling to improve access to housing and homelessness supports, to provide better service for people living with poverty who do not have sufficient broadband or devices to participate in virtual hearings, people who do not speak French or English, survivors of intimate partner violence where home is not a safe space to conduct a hearing, and individuals with disability, literacy, or numeracy challenges, and so that Adjudicators will have increased familiarity with the community;
- 5) Request that the LTB reopen counter service at 3 Robert Speck Parkway and all LTB regional offices so that LTB staff can provide parties with documents on the day of the hearing, can provide immediate support to parties for emergency matters, can minimize delays as documents can be reviewed for minor errors when they are filed, and can provide support for applicants and respondents in-person and can refer parties to appropriate resources;
- 6) Request that LTB operations are improved by revising LTB Forms and Notices to ensure they are written in plain language, by mailing correspondence to parties in a timely manner as an alternative to logging on to the portal, by improving website navigation, by reinstating the essential participation of mediators at every LTB session, and by improving back-office processes to ensure relevant documents are included in the LTB Portal promptly;
- 7) Request that the LTB create a Navigator Program to assess remote hearing suitability, to inform tenants of Tenant Duty Counsel and other community supports (such as interpreters and homelessness prevention programs), and to offer mediation services prior to the LTB hearing, and;
- 8) Request that the LTB conduct an annual review of all of its processes to ensure that is providing fair and accessible services, and to publicly post the findings in a transparent manner.
- 9) That the Provincial government re-instate funding to Ontario Legal Aid services in the amount of \$130 million.



<b>Recorded Vote</b>	YES	NO	ABSENT	ABSTAIN
Councillor S. Dasko	X			
Councillor A. Tedjo	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor C. Parrish	X			
Councillor J. Horneck	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor M. Reid	X			
Councillor S. McFadden			X	
Councillor B. Butt	X			

Carried (10, 0, 1 Absent)



January 15, 2024

Hon. Doug Ford  
Premier of Ontario

Hon. Prabmeet Sarkaria  
Minister of Transportation

Dear Premier Ford and Minister Sarkaria:

On January 9<sup>th</sup>, 2024, Council for the Town of Mono passed the following resolution declaring a **Road Safety Emergency**, calling on the province to take action to address traffic safety through measures including public education, increased Highway Traffic Act fines and expanded use of Automated Speed Enforcement.

Resolution #4-1-2024

*Moved by Elaine Capes, Seconded by Melinda Davie*

**WHEREAS** road safety is of continuing and increasing concern to Ontarians;

**AND WHEREAS**, the number of traffic collisions, injuries and fatalities are at unacceptable levels[i];

**AND WHEREAS**, recent statistics and media reports show increasing fatalities and police roadway activities[ii];

**AND WHEREAS**, speeding is a leading contributing factor in many accidents including fatalities[iii];

**AND WHEREAS**, fines for basic speeding have not increased for three decades or more thus losing at least 50% of their deterrent value through inflation;

**AND WHEREAS**, over 60% of all other Highway Traffic Act (HTA) Set Fines remain at \$85, an amount also suggesting no increase in decades[iv];

**AND WHEREAS**, municipalities are frustrated in their attempt to roll out Automated Speed Enforcement (ASE) with current rules that restrict it to less than 80 km/h speed zones and make it contingent upon declaring Community Safety Zones where not warrant except to use ASE;

**AND WHEREAS**, Administrative Monetary Penalties (AMPs) are the logical and efficient means of dealing with offences including parking violations, red light camera infractions and ASE charges, the Regulations involving its use are mired in red tape leading to unnecessary complexity and cost.

**BE IT RESOLVED** that we call on other municipalities and the Province of Ontario to recognize a Road Safety Emergency and take the following actions;

1. Launch a province wide road safety educational program to be funded from a portion of monies currently spent by the Ontario Lottery and Gaming Corporation (OLG) to advertise games of chance and lotteries in Ontario.
2. Review and increase all HTA fines and penalties to reflect a deterrent amount and consequence that sends a message that driving is a privilege subject to conditions.
3. Permit municipalities to deploy ASE in 80 km/h zones or less without having to declare Community Safety Zones and without onerous conditions.
4. Establish a Working Group with municipalities to identify and recommend elimination of regulatory red tape associated with the use of ASE and AMPs.
5. Develop mechanisms that ensure POA fines and penalties do not lose their deterrent effect over time.
6. Work with municipalities to create better means of collecting outstanding POA fines and Victim Surcharge monies estimated to exceed \$1 billion as far back as 2011 [\[v\]](#).

**"Carried"**

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[\[i\]](#) The Preliminary 2022 Ontario Road Safety Annual Report indicates a total of 25,165 fatal and personal injury collisions and of that, some 530 fatal collisions (3.9 persons per 100,000 in Ontario).

[\[ii\]](https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article_3131acaf-acae-5b21-bee4-a67a33600c33.html) [https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article\\_3131acaf-acae-5b21-bee4-a67a33600c33.html](https://www.caledonenterprise.com/news/map-fatal-collisions-nearly-doubled-in-caledon-in-2023/article_3131acaf-acae-5b21-bee4-a67a33600c33.html). Since publication of this article, the number of Caledon fatalities has increased to nearly 20 last year. The Town of Mono has experienced an explosion of traffic stop occurrences, up over 300% since 2019.

[\[iii\]](#) Speeding convictions account for over 50% of all HTA convictions - see <https://www.ontariocourts.ca/ocj/statistics/>.

[\[iv\]](https://www.ontariocourts.ca/ocj/provincial-offences/set-fines/set-fines-i/schedule-43/) <https://www.ontariocourts.ca/ocj/provincial-offences/set-fines/set-fines-i/schedule-43/>.

[\[v\]](http://loapsb.ca/wp-content/uploads/2021/05/OAPSB-POA-WHITE-PAPER-FINAL-1-Nov-2011.pdf) <http://loapsb.ca/wp-content/uploads/2021/05/OAPSB-POA-WHITE-PAPER-FINAL-1-Nov-2011.pdf>. This report, prepared by the Ontario Association of Police Services Boards,



*suggests a number of effective mechanisms to collect unpaid fines including garnishment of Federal income tax refunds and other payments as is currently done in other provinces.*

Respectfully,

**Fred Simpson**

Digitally signed by Fred Simpson  
Location: Town of Mono  
Date: 2024-01-15 13:56-05:00

Fred Simpson, Clerk

Copy: Minister of Finance  
Honourable Sylvia Jones, Dufferin-Caledon MPP  
Association of Municipalities of Ontario  
All Ontario municipalities

P: 519.941.3599  
F: 519.941.9490

E: [info@townofmono.com](mailto:info@townofmono.com)  
W: [townofmono.com](http://townofmono.com)

347209 Mono Centre Road  
Mono, ON L9W 6S3



## TOWNSHIP OF McMURRICH / MONTEITH

District of Parry Sound  
P.O. Box 70 31 William Street  
Sprucedale, Ontario P0A 1Y0  
Phone 705-685-7901 Fax 705-685-7393

[www.mcmurrichmonteith.com](http://www.mcmurrichmonteith.com) E-Mail: [clerk@mcmurrichmonteith.com](mailto:clerk@mcmurrichmonteith.com)

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February 16, 2024

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

Re: Expanding the Life of Fire Apparatus

Please be advised that the Council of the Township of McMurrich/Monteith, at its meeting on February 6<sup>th</sup>, 2024, pass the following motion supporting the resolution from Prince Edward County regarding Expanding the Life of Fire Apparatus.

Resolution #2024-53

Moved by: Vicky Roeder-Martin

Seconded by: Terry Currie

Be It Resolved that Council supports resolution 2024-46 from the County of Prince Edward relating to a request to the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements. Carried

If you have any questions regarding the above resolution, please do not hesitate to contact me by phone or email at [clerk@mcmurrichmonteith.com](mailto:clerk@mcmurrichmonteith.com)

Yours truly,

A handwritten signature in blue ink that reads "Cheryl Marshall". The signature is fluid and cursive.

Cheryl Marshall  
Clerk-Treasurer

cc. Minister of Municipal Affairs and Housing – Paul Calandra  
Minister of Labour, Immigration, Training and Skills Development – David Piccini  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
All Ontario Municipalities



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, February 6, 2024

Resolution # RC24016	Meeting Order: 5
Moved by: <i>M. Hatfield</i>	Seconded by: <i>John W. Opato</i>

**WHEREAS** By-Law 1070-96, being a By-Law to continue and regulate a Fire Department for the Corporation of the Municipality of Fire Department;

**AND WHEREAS** apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 1070-96, and a safe, reliable and diverse fleet is required to serve operational needs;

**AND WHEREAS** fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

**AND WHEREAS** Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

**AND WHEREAS** on January 24, 2024, Council of the Corporation of the Municipality of Wawa received the 2024 Wawa Fire Service Review by The Loomex Group that identifies and evaluates Wawa's current and anticipated fire protection needs, Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

**AND WHEREAS** no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

**THEREFORE, BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Wawa direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements;

p.2...





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

AND FURTHERMORE, THAT the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

AND FURTHERMORE, THAT this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt;

AND FINALLY RESOLVE THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

DEPUTY MAYOR – JIM HOFFMANN	CLERK – MAURY O'NEILL

The Corporation of the City of Cambridge  
Corporate Services Department  
Clerk's Division  
Tel: (519) 740-4680 ext. 4585  
mantond@cambridge.ca

February 14, 2024

**Re: Catch and Release**

At its Council Meeting of February 13, 2024, the Council of the Corporation of the City of Cambridge passed the following Motion:

**WHEREAS** this council believes that the safety of our community and its protection from crime in all its forms is of utmost importance.

**WHEREAS** our taxpayer-funded judicial system exists to protect the public, who in return for their tax dollars are entitled to a system that works.

**WHEREAS** the number of charges laid for failure to comply with court orders – primarily failure to comply with the terms of a promise to appear, undertaking, recognizance, probation order, or peace bond – are steadily on the rise in the province of Ontario.

**WHEREAS** there has been a notable increase in the number of violent offences committed in the province of Ontario by individuals who are concurrently subject to release orders.

**WHEREAS** the Ontario justice system is backlogged, court systems under strain, and police and prosecutors overwhelmed by their caseloads.

**WHEREAS** we have seen a dramatic lowering of the threshold for release, resulting in violent, serious, or repeat offenders who should by rights have been reasonably detained in custody, released on supervision plans that are increasingly deficient.

**WHEREAS** the general sense among the criminal population is that breaching bail conditions will not result in much by way of consequence for the offender, as evidenced by a clear pattern province-wide of unjustifiable release, a pattern which is bound to continue given insufficient resources to conduct Crown bail reviews, surety bond estreatment hearings, and ensure the subsequent collection of surety bond funds after judgment.

**WHEREAS** a 'catch and release' system constitutes a failure of government to perform a core function of its existence, that being the protection of public safety and that this failure constitutes a clear and present danger to the public.



**WHEREAS** the current hard drug crisis has contributed to a desperate criminal element that is exacting a significant financial and emotional toll on communities across Canada including Cambridge.

**WHEREAS** our police services are being demoralized by expending precious time and resources having to manage the repeated arrests of these habitual criminal offenders within a system that limits their ability to effectively protect the public.

**AND WHEREAS** this ineffective follow-through by our judicial system unfairly erodes the public's trust in our police services, who consequently become the target of frustrated and angry residents who feel they are no longer being protected from crime.

**AND WHEREAS** the increasing erosion of public faith and trust in our judicial system ultimately brings the administration of justice in the province of Ontario into disrepute and leads to a growing feeling amongst residents that they are no longer protected by a system perceived to prioritize the rights and freedoms of the criminal over the rights and safety of themselves and their families.

**NOW THEREFORE BE IT RESOLVED**, that the City Clerk for the City of Cambridge send a letter to the Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Arif Virani, Minister of Justice and Attorney General of Canada, Attorney General of Ontario Doug Downey, Ontario Solicitor General Michael Kerzner, the Honourable Doug Ford Premier of Ontario, MP Bryan May, MP Valerie Bradford, MPP Jess Dixon, MPP Bryan Riddell, Police Chief Mark Crowell, Waterloo Regional Police Service, all Ontario Police Associations and Police Departments, Ontario Provincial Police, all Ontario MPPs and MPs, and all municipalities throughout Ontario for their endorsement consideration, requesting additional funding in Ontario's legal system to support a meaningful resistance to the current "catch and release" practice, including hiring sufficient court staff, with a specific focus on additional assistant Crown Attorneys.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton  
City Clerk





Cc: (via email)  
Hon. Prime Minister Trudeau  
Hon. Minister of Justice and Attorney General of Canada  
Attorney General of Ontario  
Ontario Solicitor General  
Hon. Premier Ford  
Ontario Police Associations  
Ontario Police Departments  
Ontario MPPs and MPs  
All Ontario Municipalities



January 22, 2024

Cheryl Gallant  
House of Commons  
Ottawa, ON K0J 1H0

Sent via email: [cheryl.gallant@parl.gc.ca](mailto:cheryl.gallant@parl.gc.ca)

**Re: Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters)**

Dear Ms. Gallant,

Please be advised that at the Regular Council Meeting on January 18th 2024, the Township of Greater Madawaska Council passed the following resolution, supporting the attached resolution from the Municipality of Wawa regarding Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters).

***Resolution #9-24***

*Moved by Councillor Thomson*

*Seconded by Councillor Levesque*

*That Council support Municipality of Wawa's Resolution #RC23265 in support of Bill C-310 and Amendments to Subsections 118.06 (2) and 118.07 (2) of the Income Tax Act (Tax Credit for Volunteer Firefighters); and That Council direct staff to share a copy of this resolution with the Association of Fire Chiefs of Ontario, Association of Municipalities of Ontario, all Ontario Municipalities, and Renfrew-Nipissing-Pembroke MP Carried.*

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email.

Sincerely,

A handwritten signature in blue ink that reads "Robin Emon".

Robin Emon, Clerk

613-752-2229

[clerk@greatermadawaska.com](mailto:clerk@greatermadawaska.com)

cc: Sent via e-mail

Association of Fire Chiefs of Ontario – [info@oafc.on.ca](mailto:info@oafc.on.ca)

The Association of Ontario Municipalities (AMO) – [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All Ontario Municipalities

P.O Box 180, 19 Parnell Street Calabogie, ON K0J 1H0

Phone: 613-752-2222 Fax: 613-752-2617 Toll Free: 1-800-347-7224 [www.greatermadawaska.com](http://www.greatermadawaska.com)



Council Resolution Form

Date: 18 Jan 2024 No: Resolution No.9-24  
 Moved By: Councillor Thomson Disposition: CARRIED.  
Seconded by Councillor Levesque  
 Item No: 10.1

Description: Volunteer Firefighter Tax Credits - Council Resolution Municipality of Wawa

**RESOLUTION:**

That Council support Municipality of Wawa's Resolution #RC23265 in support of Bill C-310 and Amendments to Subsections 118.06 (2) and 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters); and

That Council direct staff to share a copy of this resolution with the Association of Fire Chiefs of Ontario, Association of Municipalities of Ontario, all Ontario Municipalities, and Renfrew-Nipissing-Pembroke MP.

Recorded Vote Requested by:

	Yea	Nay
J. Levesque	___	___
T. Popkie	___	___
L. Thomson	___	___
R. Tripp	___	___
R. Weir	___	___

**MAYOR**

Declaration of Pecuniary Interest:

.....  
 Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote





Lianne Rood  
House of Commons  
Ottawa, ON K1A 0A6

December 1<sup>st</sup> 2023

Sent via e-mail: [Lianne.Rood@parl.gc.ca](mailto:Lianne.Rood@parl.gc.ca)

**Re: Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters)**

Dear Ms. Rood,

Please be advised that at the Regular Council Meeting on November 29<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the attached resolution from the Municipality of Wawa regarding Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the *Income Tax Act* (Tax Credit for Volunteer Firefighters).

***Motion 13***

*Moved by Councillor Mike Vasey*

*Seconded by Councillor Bob Woolvett*

*That Council support item 'R' of correspondence from the Municipality of Wawa regarding Tax Credit for Volunteer Fire Fighters.*

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [eflynn@plympton-wyoming.ca](mailto:eflynn@plympton-wyoming.ca).

Sincerely,

Ella Flynn  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Sent via e-mail  
Association of Fire Chiefs of Ontario – [info@oafc.on.ca](mailto:info@oafc.on.ca)  
The Association of Ontario Municipalities (AMO) – [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
All Ontario Municipalities



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23265	Meeting Order: 10
Moved by: <i>Cathy Fannon</i>	Seconded by: <i>J. Mal</i>

**WHEREAS** Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and

**WHEREAS** many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and;

**WHEREAS** without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and;

**WHEREAS** in 2013, the federal government initiated a tax credit recognizing these individuals, and calling on the federal government to increase this tax credit from \$3,000 to \$10,000; and;

**WHEREAS** volunteer firefighters account for 71% of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;

*p.2...*





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

- It would also help retain these volunteers in a time when volunteerism is decreasing.

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Wawa call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and;

**FURTHERMORE THAT** a copy of the resolution be shared with the Association of Fire Chiefs of Ontario, Algoma Mutual Aid Association, Association of Municipalities of Ontario and all Ontario municipalities.

RESOLUTION RESULT	RECORDED VOTE	YES	NO
<input checked="" type="checkbox"/> CARRIED	MAYOR AND COUNCIL		
<input type="checkbox"/> DEFEATED	Mitch Hatfield		
<input type="checkbox"/> TABLED	Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL





4800 SOUTH SERVICE RD  
BEAMSVILLE, ON L0R 1B1  
905-563-8205

February 7, 2024

SENT VIA EMAIL: [eflynn@plympton-wyoming.ca](mailto:eflynn@plympton-wyoming.ca)

Ella Flynn  
Deputy Clerk  
Town of Plympton-Wyoming  
546 Niagara Street, P.O. Box 250  
Wyoming, ON N0N 1T0

**RE: Town of Lincoln Council Resolution – Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the Income Tax Act (Tax Credit for Volunteer Firefighters)**

Please be advised that the Council of the Corporation of the Town of Lincoln at its Council Meeting held on February 5, 2024, received and supported correspondence from the Town of Plympton-Wyoming dated December 1, 2023, regarding Support of Bill C-310 and Amendments to Subsections 118.06 (2) & 118.07 (2) of the Income Tax Act (Tax Credit for Volunteer Firefighters) with the following motion:

Resolution No: RC-2024-06

Moved by Councillor JD Pachereva; Seconded by Councillor Mike Mikolic

THAT Council support and endorse the resolution within the correspondence received re: Tax Credit for Volunteer Firefighters.

**CARRIED**

If you require any additional information, please do not hesitate to contact the undersigned.

Regards,

Julie Kirkelos  
Town Clerk

[jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

JK/dp

Cc: Association of Fire Chiefs of Ontario  
The Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



**BONFIELD TOWNSHIP  
OFFICE OF THE DEPUTY CLERK**

365 HIGHWAY 531  
BONFIELD ON P0H 1E0

Telephone: 705-776-2641 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Email: [deputyclerk@bonfieldtownship.com](mailto:deputyclerk@bonfieldtownship.com)

**RESOLUTION OF COUNCIL  
January 9<sup>th</sup>, 2024**

No. 11

Moved by Councillor Featherstone

Seconded by Councillor Clark

THAT the Council for the Township of Bonfield supports the resolution received from the North Bay Parry Sound District Health Unit endorsing the letter from the Ontario Public Health Association on modernizing alcohol marketplace and product sales to raise awareness about and work to reduce the impact of increased access to alcohol.

Carried Narry Paquette

DIVISION VOTE

FOR

Donna Clark \_\_\_\_\_

Jason Corbett \_\_\_\_\_

Steve Featherstone \_\_\_\_\_

Dan MacInnis \_\_\_\_\_

Narry Paquette \_\_\_\_\_

AGAINST

\_\_\_\_\_

\_\_\_\_\_

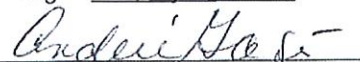
\_\_\_\_\_

\_\_\_\_\_

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 11 of the Township of Bonfield's Regular Council Meeting of January 9<sup>th</sup>, 2024, and which Resolution is in full force and effect.

  
Andrée Gagné  
Deputy Clerk-Treasurer



Office of the  
County Warden



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-7288  
FAX: 613-735-2081  
www.countyofrenfrew.on.ca

January 31, 2024

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

DELIVERED VIA EMAIL

**RE: Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on January 31, 2024, The County of Renfrew passed the following resolution:

**WHEREAS** the Provincial Policy Statement (PPS) (Section 1.6.6.2) states that municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety and that intensification and redevelopment within these settlement areas should be promoted; and

**WHEREAS** the PPS (Section 2.2.1 (f)) states that planning authorities shall protect, improve, or restore the quality and quantity of water by implementing the necessary restrictions on development and site alternation to protect all drinking supplies and designated vulnerable areas, and protect, improve, or restore vulnerable surface and ground water, sensitive surface water features and sensitive groundwater features, and their hydrologic functions; and

**WHEREAS** the PPS (Sections 2.2.1(h) and (i)) states that there is consideration of environmental lake capacity as well as stormwater management practices; and

**WHEREAS** the Ministry of the Environment, Protection and Conservation (MECP) Procedural Guideline B-1-5 Policy 2 provision states that water quality which presently does not meet the Provincial Water Quality Objectives shall not be further degraded and all practical measures shall be undertaken to upgrade the water quality to the Objectives; and

**WHEREAS** in 2014 the Township of Whitewater Region authorized Jp2gConsultants Inc. to undertake a Municipal Class Environmental Assessment (EA) for the purpose of evaluating viable options to upgrade the 1979 Cobden Wastewater Treatment Plant. This plant did not meet guidelines for effluent flow into Muskrat Lake and Cobden Wetland being highly sensitive, at-capacity, inland lake, and Provincial Significant Wetland (PSW) and acknowledged as one of

the most eutrophic in the province. The plant had ongoing seasonal overflow events, and was operating at maximum capacity; and

**WHEREAS** in 2018 the Council of the Township of Whitewater Region approved the construction of a new parallel mechanical system that would meet all provincial environmental and regulatory requirements including accommodating future growth. Federal and provincial contributions only covered 50% of the final construction costs, as there was no ability to renegotiate with federal and provincial partners once real costs were known. As a result, the balance of costs (\$6M) was debentured over 30 years at interest rates that are slightly punitive to rural and small urban municipalities; and

**WHEREAS** in 2019 the Council of the Township of Whitewater Region conducted a Water and Wastewater Rate Study that demonstrated the need for rate increases of over 100% to fund the new wastewater treatment plant construction debenture and the significantly increased operating costs for a parallel mechanical system. Rural and small urban municipalities experience very limited growth as federal and provincial policies heavily support growth in urban centers. As there are no other sources of available operational funding, rural and small urban municipalities are expected to fund the construction and operation of these state-of-the-art systems from existing property owners and nominal forecasted growth; and

**WHEREAS** in 2023 the Township of Whitewater Region combined water and wastewater rates have risen to almost \$3,000/year for its five hundred and eleven (511) users and are among the highest in the County of Renfrew and across the Province of Ontario. There are similarly high user rates in the Township of Madawaska Valley as a result of Provincial regulations and a small number of users. Other examples of rapidly increasing rates include the Towns of Deep River, Renfrew, Arnprior, Laurentian Hills, and Petawawa, and the Townships of Bonnechere Valley, Laurentian Valley and Killaloe, Hagarty and Richards, where significant upgrades in short periods of time are making rates unaffordable even with an increased number of users.

**NOW, THEREFORE BE IT RESOLVED THAT** the Council of the County of Renfrew:

Advocate to the provincial and federal levels of government to make them aware that rural and small urban water and wastewater systems are financially unsustainable; and Advocate to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipalities Association (ROMA) and the Federation of Canadian Municipalities (FCM) to examine if the unaffordability of water and wastewater system operational costs is systemic provincially and nationally.

**AND THAT** a copy of this resolution be circulated to The Honourable Doug Ford, Premier of Ontario; the Honourable Kinga Surma, Minister of Infrastructure (Ontario); the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada); the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks; AMO; ROMA; FCM; and all Municipalities in Ontario.

If you have any questions regarding the above resolution, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Emon', with a long horizontal flourish extending to the right.

Peter Emon, Warden

County of Renfrew

[warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca)

cc: Honourable Kinga Surma, Minister of Infrastructure (Ontario)  
Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada)  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing  
Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke  
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Minister of the Environment, Conservation and Parks  
AMO; ROMA; FCM; and all Municipalities in Ontario.





# ORANGEVILLE POLICE SERVICES BOARD

c/o Town of Orangeville – 87 Broadway, Orangeville L9W 1K1 Telephone: (519) 941-5650  
Fax: (519) 940-8275

**Chair T. Taylor • Vice-Chair I. McSweeney • L. Post • K. Krakar**

January 30, 2024

On January 16, 2024, the Orangeville Police Services Board passed the following resolution:

*“WHEREAS the safety and well-being of the Orangeville community and its residents are of paramount importance to the Orangeville Police Services Board and;*

*WHEREAS Intimate Partner Violence (IPV) and Gender-Based Violence (GBV) also known as domestic violence, poses a significant threat to the security and welfare of individuals within our community, involving any use of physical or sexual force, as well as emotional and psychological abuse in intimate relationships and;*

*WHEREAS on August 16<sup>th</sup>, 2023, Justice Minister Arif Virani acknowledged gender-based violence as an epidemic and committed to addressing this issue comprehensively at the federal level and;*

*WHEREAS it is imperative for local law enforcement to actively contribute to community safety and well-being by addressing the rising incidents of Intimate Partner Violence, particularly considering the alarming increase during the COVID-19 pandemic;*

**NOW, THEREFORE BE IT RESOLVED THAT:**

1. *The Orangeville Police Services Board receives and endorses the resolutions by both Orangeville Council and Dufferin County Council with regards to IPV.*
2. *The Orangeville Police Services Board recognizes IPV as a significant concern affecting the safety and welfare of Orangeville residents.*
3. *The Orangeville Police Services Board commits to prioritizing the prevention and response to IPV within the community.*
4. *The Orangeville Police Services Board will collaborate with relevant stakeholders, including local government, community organizations, and social support services, to ensure that the prevention and response to IPV is prioritized in the Community Safety and Well-Being Plan including specific action steps to address IPV.*
5. *The Orangeville Police Services Board will actively engage in public awareness campaigns and educational initiatives aimed at preventing IPV and promoting healthy relationships within the community.*

**BE IT FURTHER RESOLVED THAT:**

*The Executive Assistant for the Orangeville Police Services Board be directed to share this resolution with the Town of Orangeville, the County of Dufferin, all Ontario Municipalities, and Police Services Boards.”*

Sincerely,

The Orangeville Police Services Board

Cc Orangeville Town Council  
Dufferin County Council  
Ontario Municipalities  
Ontario Police Services Boards

Municipality of Tweed Council Meeting  
Council Meeting



**Resolution No.** 3  
**Title:** Councillor J. Flieler  
**Date:** Tuesday, January 9, 2024

---

**Moved by** J. Flieler  
**Seconded by** P. Valiquette

WHEREAS the decision to eliminate licence plate renewal fees was made with the intention of easing the financial burden on hardworking Ontario Residents;  
AND WHEREAS while the elimination of renewal fees has provided relief to residents, it has simultaneously deprived our Ontario infrastructure of vital funding, exacerbating the pressing issues we face;  
AND WHEREAS the burden placed on our four hundred and forty-four Ontario municipalities is escalating, pushing them further into debt as they struggle to address critical infrastructure needs without the necessary financial support;  
AND WHEREAS the elimination of these fees has resulted in the removal of over six billion dollars over six years, funds urgently needed for our failing Ontario infrastructure;  
AND WHEREAS the burden on all four hundred and forty-four Ontario municipalities is pushing them further into debt;  
AND WHEREAS reinstating licence plate renewal stickers (fees) and distributing the collected monies to all Ontario municipalities would significantly benefit the urgently required infrastructure upgrades and replacements;  
AND WHEREAS redistributed licence plate renewal sticker fees divided equally among all four hundred and forty-four Municipalities would total \$2,252,252.25 every year for each Municipality;  
NOW THEREFORE BE IT RESOLVED THAT we request that the Licence Plate Renewal system be reinstated to allocate these six billion lost infrastructure dollars where they rightfully belong;  
AND FURTHER, we propose that all monies collected through the reinstated Licence Plate Renewal system be used in the best interests of all Ontarian's for infrastructure improvements, ensuring long-term prosperity and safety of our communities;  
AND FURTHER, we trust that the Provincial Government will carefully consider this proposal and take the necessary steps to address the critical infrastructure needs that our Municipality currently faces.

Carried



Hello,

On behalf of the Sundridge & District Medical Centre and the Burk's Falls Family Health Team, we want to express our thanks to the Almaguin Highlands Health Council for your support of our funding applications for the Primary Care Expansion Expression of Interest. The Burk's Falls Family Health Team is receiving \$290,000 and the Sundridge & District Medical Centre is receiving \$327,237 in funding to expand our primary care teams.

The AHHC provided both teams with support throughout the creation and submission of our funding proposals.

We want to specifically acknowledge Rod Ward for his contributions.

Thank you so much!  
Sarah and Rebecca

Sarah MacKinnon, Lead Physician, Sundridge & District Medical Centre  
Rebecca Paul, Executive Director, Burk's Falls Family Health Team

p.s. We would appreciate it if you could share this email with your respective councils and municipal offices.



--  
Dr. Sarah MacKinnon (she/her), MD, CCFP, FCFP  
Lead Physician, Sundridge & District Medical Centre  
5 Park Street, Sundridge ON POA 1Z0  
tel: (705) 384-1277  
fax: (705) 384-1279





CORPORATION OF THE TOWNSHIP OF RYERSON

Date: January 16, 2024

Resolution Number: R- 13. - 24

Moved by: Councillor Robertson

Seconded by: Councillor Abbott

Be it resolved that the Council of the Township of Ryerson requests support from the Councils of the Township of Armour and Village of Burks Falls to establish a joint Fire Department Capital Reserve;

And further that Ryerson Township Council agrees to allocate \$20,000 from the 2023 Fire Budget into this reserve, if created, for the burn building project.

Carried  Defeated

*George Sterling*

(Chair Signature)

Declaration of Pecuniary Interest by: \_\_\_\_\_

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yea	Nay	Abstention	Absent
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				

TOWNSHIP OF MCMURRICH/MONTEITH

Resolution

Number: 2024- 13

January 16, 2024

Moved by:	Currie, Terry	<input checked="" type="checkbox"/>	Seconded by:	Currie, Terry	<input type="checkbox"/>
	Dyson, Wesley	<input type="checkbox"/>		Dyson, Wesley	<input type="checkbox"/>
	O'Halloran, Daniel	<input type="checkbox"/>		O'Halloran, Daniel	<input type="checkbox"/>
	Roeder-Martin, Vicky	<input type="checkbox"/>		Roeder-Martin, Vicky	<input checked="" type="checkbox"/>
	Robinson, Glynn	<input type="checkbox"/>		Robinson, Glynn	<input type="checkbox"/>

Terry Currie  
Signature:

V. Roeder Martin  
Signature:

**Be It Resolved** that Council receives Resolution 2023-290 from Township of Perry and agrees to place \$20,000 into the capital budget to build the first stage of the Live Burn Building – a joint project with the four adjacent Fire Departments – Perry, Kearney, Magnetawan and Burk's Falls.

Mayor [Signature] Carried ✓ Defeated \_\_\_\_\_

Declaration of Pecuniary Interest by: \_\_\_\_\_

Recorded vote requested by: \_\_\_\_\_

Recorded Vote:	Yays	Nays
Currie	_____	_____
Dyson	_____	_____
O'Halloran	_____	_____
Roeder-Martin	_____	_____
Robinson	_____	_____



**The Corporation of the  
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: December 6, 2023

Resolution No.: 2023-290

Moved By: Jim Cushman Seconded By: Paul Sowrey

**Be it resolved that** the Council of the Corporation of the Township of Perry hereby places \$20,000 in Fire Department Reserves for the burn building project which was not completed in 2023.

Carried:  Defeated:    
Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
<b>Councillors</b> Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
<b>Mayor</b> Norm Hofstetter		





# CORPORATION OF THE TOWNSHIP OF ARMOUR


## RESOLUTION

**Date:** February 13, 2024

**Motion #** 49

That the Council of the Township of Armour supports allocating, in their 2024 budget, their share of \$20,000 of the cost of part of the live burn building project in the Township of Armour's Fire Reserve.

<b>Moved by:</b>	Blakelock, Rod	<input checked="" type="checkbox"/>	<b>Seconded by:</b>	Blakelock, Rod	<input type="checkbox"/>
	Brandt, Jerry	<input type="checkbox"/>		Brandt, Jerry	<input checked="" type="checkbox"/>
	Haggart-Davis, Dorothy	<input type="checkbox"/>		Haggart-Davis, Dorothy	<input type="checkbox"/>
	Ward, Rod	<input type="checkbox"/>		Ward, Rod	<input type="checkbox"/>
	Whitwell, Wendy	<input type="checkbox"/>		Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated 

**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"/>



Ministry of Infrastructure

# Housing-Enabling Water Systems Fund

Overview – AMO/MOI

January 2024



## Context

In Ontario's 2023 Fall Economic Statement (FES), Ontario announced the Housing-Enabling Water Systems Fund (HEWSF). The program will invest \$200 million in the expansion, repair and rehabilitation of core water, wastewater, and stormwater projects to protect communities and unlock housing opportunities.

**At the 2024 Rural Ontario Municipal Association Conference**, Minister Surma reiterated the HEWSF FES investment and announced:

- Intake for municipalities to apply for funding and nominate projects will open next week on January 29, allowing projects to get underway by next construction season.
- The deadline for applications will be Friday, April 19 at 11:59 p.m.



# Housing-Enabling Water Systems Fund (HEWSF)

An application-based program for \$200 million over three years for the repair, rehabilitation and expansion of core water infrastructure to protect communities and enable new housing development.

## Overview

- All municipalities that own water infrastructure will be able to nominate 1 project with a total provincial contribution maximum of \$35M (municipalities can combine funding maximum through submission of a joint project).
- The application intake for the program will launch on January 29<sup>th</sup>. With these timelines, municipalities will be able to fund their projects as early as Summer/Fall 2024.
- The program aims to complement the Ministry of Municipal Affairs and Housing's Building Faster Fund.

## Funding

- Funding will flow to recipients through a milestone-based approach.
- Eligible project costs may be cost-shared between the province (73% up to \$35M) and recipient (minimum 27%). See table below.
- Municipalities may stack other federal and municipal funding for their 27% minimum recipient contribution.
- Provincial stacking will not be permitted with the exception of funding received from the Building Faster Fund (BFF) and the Ontario Community Infrastructure Fund (OCIF).

Value of Project	Provincial Contribution (73% max)	Municipal Contribution (27% min)
\$5 million	\$3.65 million	\$1.35 million
\$48 million	\$35 million	\$13 million
\$100 million	\$35 million	\$65 million

## Program Conditions

Project eligibility will be based on the following conditions:

Category	Details
Applicant Eligibility	<ul style="list-style-type: none"> <li>All municipalities (i.e., upper, lower and single tiers) that own water, waste and stormwater infrastructure.</li> <li>Each eligible applicant could submit a maximum of one project submission for this intake.</li> <li>Joint-municipal projects, including joint ownerships, are eligible to apply, it will be counted as one project for each individual municipality (e.g., York Durham).</li> <li>Municipally led submissions that cross indigenous borders and positively impact indigenous communities will be considered as eligible. These projects are eligible to be submitted through municipal-led applications.</li> </ul>
Eligible Asset Type	<ul style="list-style-type: none"> <li>Wastewater (e.g., lagoon systems, pump stations, lift stations, linear assets, treatment plants, storage tanks, collection systems, private hook ups).</li> <li>Drinking water (e.g., treatment plants, reservoirs, local pipes including the distribution system watermain and the municipal portion of service lines, pump stations).</li> <li>Stormwater (e.g., management facilities, linear assets including conveyance piping/ditches/culverts).</li> </ul>
Project Types	<ul style="list-style-type: none"> <li>Projects must enable housing development.</li> <li>Can be any of the following project types: Rehabilitation/Repair; Reconstruction; or Expansion.</li> <li>Projects must not have started construction.</li> <li>Projects must have a clear start and end point.</li> <li>Projects can be stand-alone or a component of a larger project.</li> <li>Projects must include a capital component and may also include pre-construction planning and design work.</li> <li>Planning and design work are not eligible as stand-alone projects.</li> <li>Projects must be in the process of or completed design and planning at the time of application.</li> <li>Projects must meet all relevant provincial regulatory requirements.</li> </ul>



## Sample Staged Project Evaluation




Projects will be evaluated and scored in collaboration with the Ministry of the Environment, Conservation and Parks and the Ministry of Municipal Affairs and Housing on the following factors:

Criteria	Stage 1 *	Guide
Mandatory Criteria	<ul style="list-style-type: none"> <li>A) Applicant completeness</li> <li>B) Applicant eligibility</li> </ul>	
Meeting Program Outcomes	<ul style="list-style-type: none"> <li>A) New Housing Units created (yes / no)</li> <li>B) Start Date</li> <li>C) End Date</li> </ul>	
Mandatory Criteria - Water Project Readiness	Must be in the process of or completed the design and planning phase	
<b>Stage 2</b>		
Technical Merit - Housing Enabling	<ul style="list-style-type: none"> <li>A) Total number of new housing units enabled (by year) by the municipality</li> <li>B) Comparison of housing units to remaining gap to achieve housing targets (if applicable)</li> <li>C) Cost per housing unit created (calculated as provincial contribution to the total project cost divided by number of housing units enabled)</li> </ul>	
Technical Merit - Water Systems	<ul style="list-style-type: none"> <li>A) Meets provincial requirements</li> <li>B) Environmental impacts, including climate resiliency</li> <li>C) Current utilization of water/wastewater/stormwater infrastructure capacity</li> <li>D) Is the project a net new/expanded water/wastewater/stormwater project?</li> </ul>	
Financial Capacity and Need	Financial capacity of municipality to support the project (including funding sources such as debt, reserves, loans, development charges)	
Housing Development Readiness	Status of proposed housing development: - alignment to provincial policies (e.g., provincial policy, official plan, plans of subdivision and/or condominium)	
Critical Health & Safety	Criticality of health and safety risk and is an appropriate solution to address risk, including considering potential climate change impacts	
Joint Applications	Determined through number of co-applicants on a single project	

**\*Note:** Projects that fail on any one of the three Stage 1 criteria do not move on to Stage 2.



## Funding Approach: Key Milestones

- Funding would be flowed to successful recipients using a milestone-based approach.
- Expenditures for projects will be distributed in stages/portions as the project completes each milestone, for example:
  -  **Milestone 1:** TPA signed – release of 25% of project Total Eligible Cost (TEC)
  -  **Milestone 2:** Construction tender awarded – release of 60% of project TEC
  -  **Milestone 3:** Final report and invoices submitted – release of the final 15% of project TEC. In the final reimbursement, project invoices will be reviewed, and final payments made based on the actual costing submitted, and the confirmation of completion of outcomes.
- More information on reporting requirements will be provided in the Transfer Payment Agreement.

## Program Timelines and Next Steps

Deliverable	Est. Timeline*
Host webinars	January 24, 2024 (joint-AMO) February 7, 2024 (joint-AMO)
Application Intake Launch	January 29, 2024
Respond to program inquiries	Ongoing
Application Intake Close ( <i>application form, technical schedules, Duty to Consult questionnaire and supporting documents submitted to TPON</i> )	April 19, 2024
Notify successful / unsuccessful recipients, including public announcement	Summer 2024
Program Delivery (i.e., Transfer Payment Agreements and projects begin)	Summer 2024 onwards
Project Start Date	September 30, 2024

\*Estimated timelines are subject to change



# Q&As

**Now we would like to open the floor for any general questions you may have.  Please add your questions to the chat.**

- Municipalities are welcome to send any project specific questions to the program inbox [HEWS@ontario.ca](mailto:HEWS@ontario.ca).
- To date, frequently asked questions include:

- 1. Will a project be eligible that closed and awarded tender by January 2024 – with construction to begin in Q3 2024?**  
If your project is set to start construction Q3 2024, it should be eligible as long as the project meets all other program eligibility and conditions.
- 2. Eligible costs may be dated back to which point in time?** All eligible project costs must be incurred after April 1, 2023.
- 3. Can one project submission include multiple areas around a town?** Each municipality can submit *one* project (one project is defined as a continuous area or one system).
- 4. How many details should be included in the application?** Please limit details to the scope of the funded project or the scope of the funded phase of a larger project.
- 5. What portion of the project could be financed by development charges?** Municipalities will be allowed to stack other federal and municipal funding (including revenue from development charges) for their 27% minimum recipient contribution.

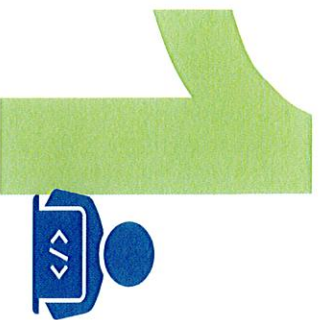


## Contact Information

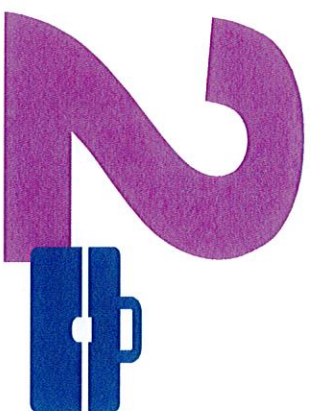
- Throughout the application process, provincial staff are available for support.
- For all program inquiries including application support, please contact [HEWS@ontario.ca](mailto:HEWS@ontario.ca)
- For technical support, please contact Transfer Payment Ontario (TPON) Client Care at [416-325-6691](tel:416-325-6691) or [1-855-216-3090](tel:1-855-216-3090) or email [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

# Appendix A: System Steps

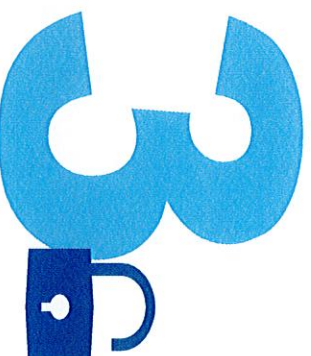
for new Transfer Payment Ontario Users:



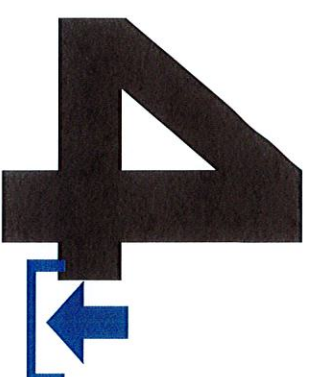
**One-Key Account**  
Create ID and password  
in [One-key](#) and login  
using your credentials



**Organization  
Registration**  
Register your  
organization or join an  
existing registered  
organisation



**Access TPON**  
Standard Access will  
automatically be requested  
for TPON. Approval may take  
up to 5 business days



**Submit for Funding**  
Access TP Ontario to  
download and submit [MOI  
Local Government Intake  
Form]

**Ministry of Northern Development**

Regional Economic Development Branch

70 Foster Drive, Suite 200  
Sault Ste. Marie ON P6A 6V8  
Telephone: 807-475-1648

**Ministère du Développement du Nord**

Direction du Développement économique Régional

70, promenade Foster, bureau 200  
Sault Ste. Marie ON P6A 6V8  
Téléphone: 807-475-1648



February 2, 2024

To whom it may concern:

The Ministry of Northern Development is moving forward with the modernization of the *Northern Services Boards Act* (NSBA) in alignment with the *Modernizing Ontario for People and Businesses Act, 2020*. The NSBA has not undergone a review since 1999, and the ministry is looking for feedback on potential burden reduction initiatives through changes to the NSBA. Local Services Boards located in the unincorporated territory in Northern Ontario are governed under the NSBA.

The ministry is seeking public feedback on matters which include the following:

- Modernizing NSBA administration processes (i.e., opportunity to align to digital / technological advancements);
- Improving clarity related to the definition of powers;
- Aligning Local Services Board (LSBs) and government fiscal schedules / year;
- Timing of LSB elections and length of terms of office;
- Providing services outside of the geographical boundaries (i.e., mutual aid (fire response / emergency services));
- Reviewing legislated financial requirements (i.e., review report by certified accountant vs. audit); and
- Flexibility in establishing LSB rules / procedures related to in-camera and public board meetings.

As part of seeking public feedback, the following items are considered out of scope:

- Increases to LSB Program funding;
- Increased responsibility relating to additional powers beyond the current nine (9) powers (fire protection, recreation, water supply, sewage, roads, garbage collection, public library services, street or area lighting and emergency telecommunications);
- Additional types of services (i.e., property planning matters, landfill site operations, etc.); and
- Discussion on amalgamation with neighboring municipalities.

As part of the consultation process, all Ontarians are able to provide comment through the Regulatory Registry. We encourage you to take the time to provide feedback to matters that may be of interest.

The link to the Ontario Regulatory Registry [Red Tape Reduction- Northern Services Boards Act Modernization \(ontariocanada.com\)](https://forms.office.com/r/5qCvy25M91) Copy and paste the link below into the address toolbar to complete the survey questions: <https://forms.office.com/r/5qCvy25M91>

Should you have additional questions relating to the modernization of the Northern Services Board Act please contact the LSB program coordinator Elizabeth Norman, at [Elizabeth.Norman@ontario.ca](mailto:Elizabeth.Norman@ontario.ca).



**Ministry of Northern Development**

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Téléphone: 807-475-1648



Regards,

A handwritten signature in cursive script, appearing to read "Melanie Muncaster".

Melanie Muncaster  
Director Regional Economic Development Branch



February 20, 2024

The Northern Ontario Women's (NOW) Caucus began as a conversation over a year ago between two mayors, both women and both elected to serve their community. Mayor Michelle Boileau of Timmins and Mayor Cheryl Fort of Hornepayne recognized that the support they were looking for as municipal leaders, was a shared experience for women in office.

NOW has since grown to over 21 regular participants, all mayors of Northern Ontario communities. Formal membership is being offered to elected officials in Northern Ontario, who identify as women, and who want to lead the conversation on priorities and issues that are directly affecting women in the northern region.

The group of mayors recently met at the Rural Ontario Municipal Association (ROMA) conference in Toronto to establish the caucus' terms of reference, mission and vision. The mission – to create an alliance of women municipal representatives across Northern Ontario, [and] to create and preserve space for women in municipal politics, as every voice matters.

NOW's goal is to not only amplify the voice of women in Northern Ontario, but to speak as one voice that is focused on building positive relationships for the communities it represents. The group is looking to work together with provincial and federal partners to bring women's perspective to the challenges and opportunities facing each community.

Moving forward, NOW is expected to meet quarterly. The group is working to formalize membership, an election procedure for an executive committee, and to develop a strategic plan that identifies common priorities. With a vision of becoming, "a strong network of women shaping the future of Northern Ontario communities", NOW is gaining momentum and has the motivation to legitimize the role of women in politics.

If you are interested in joining the NOW Caucus, please fill out this [survey](#) no later than March 8, 2024, at which point you will be added to our mailing list for future communications and upcoming meetings.

We look forward to welcoming you and strengthening the power of our voices.

Mayor Michelle Boileau  
City of Timmins

Mayor Cheryl Fort  
Township of Hornepayne

*Attachment: Terms of Reference*

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# District of Parry Sound



## **Chief Administrative Officer's Report**

*February 2024*

### Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

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## **NOSDA Chair's Meeting**

On Jan. 10<sup>th</sup>, myself and Board Chair Rick Zanussi attended a NOSDA Chair's meeting where the topic of the Federal "Reaching Home" Funding reductions was discussed. We have not been a recipient of this funding allotment, however we as a Board will be discussing our support of our NOSDA partners in their ask for this reduction of 57% to be reversed.

## **Hazard Identification and Risk Assessment (HIRA) Session**

On Jan. 12<sup>th</sup> I attend a Hazard Identification and Risk Assessment or HIRA session to support the Municipality of Magnetawan who are modernizing their emergency management program. The first phase of this project is well underway, and the purpose of HIRA is to assess the potential risk of hazards with the capacity to cause an emergency or disaster. This process helps to set priorities for prevention, mitigation, preparedness, response, and recovery efforts.

## **2024 Rural Ontario Municipal Association (ROMA) Annual Conference**

I had the privilege to participate in the 2024 Rural Ontario Municipal Association (ROMA) Annual Conference, January 21<sup>st</sup> to 23<sup>rd</sup> at the Sheraton Centre Toronto Hotel. Rural municipalities are facing unprecedented challenges related to homelessness, access to primary health care and attainable housing. More than 1,600 participants from as many as 300 municipalities, as well as organizations across Ontario, participated in this conference.

The conference theme, "Closer to Home" specifically reflects ROMA's recent focus on improving rural access to primary health care. The event featured dozens of speakers, sessions and workshops that reflect the broad scope of rural municipal responsibilities. Keynote presenters included:

- Hon. Doug Ford, Premier of Ontario
- Hon. Paul Calandra, Ontario's Minister of Municipal Affairs and Housing
- Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs
- Hon. Kinga Surma, Minister of Infrastructure
- Marit Stiles, Leader of the Ontario NDP and Official Opposition
- Bonnie Crombie, Leader, Ontario Liberal Party
- Mike Schreiner, Leader of the Green Party of Ontario
- Robin Jones, ROMA Chair
- Colin Best, AMO President

I participated in nine delegations to various ministries with NOSDA . We were received very well by all ministers and representatives and look forward to their responses.





Caroline Mulroney @C\_Mulroney · 1m

Thank you to AFMO, NOSDA & @TIAOtweets for meeting with me during #ROMA2024, we discussed the importance of Francophone tourism to Northern Ontario's economy & safeguarding essential French-language service delivery for all ages across Ontario, including in rural & remote areas.



Michael Parsa  
@MichaelParsa

Follow

It was a pleasure to meet with @NOSDA2 today at @ROMA\_Ont to discuss ways that we can work together to continue improving social assistance delivery for everyone in rural Ontario.

Thank you for sharing your insights.

#ROMA2024



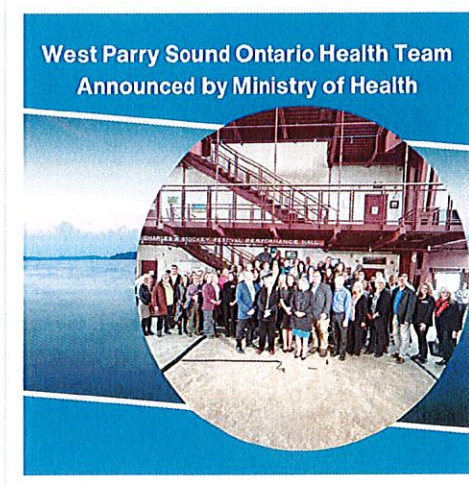


## Town of Parry Sound Official Plan Visioning Session

On January 30<sup>th</sup>, we attended a Visioning Workshop hosted by the Town of Parry Sound at the Bobby Orr Community Centre, as they undertake an update to their Official Plan with the help of MHBC planning. Identified as a key community member, the DSSAB was invited to attend and provide input into this important initiative. This event was well attended, and providing for thought provoking and engaging conversations in a workshop format. The town is inviting feedback from the community through a visioning questionnaire found [here](#) until Friday February 9<sup>th</sup>, 2024. For more information on the Official Plan Review and to keep up to date with updates and opportunities to get involved, please visit the Official Plan Review [webpage](#).

## Ontario Health Team

On January 26<sup>th</sup>, we were pleased to be present at the Charles W. Stockey centre in Parry Sound where Deputy Premier and Minister of Health, Sylvia Jones, announced the approval of the West Parry Sound Ontario Health Team. Since June of 2018, when the Ministry of Health announced its intention to restructure how health care is organized and delivered across the province, local partners have been working to ensure that West Parry Sound has an official voice at the table. Becoming one of 58 localized health organizations tasked with better integration of local services will provide the WPS OHT partners with opportunities to champion the unique challenges of the area and to build local solutions, based on the real-time needs of West Parry Sound. As an organization that depends on integration and partnerships, we are proud to be a partner in the creation of the new West Parry Sound Ontario Health Team. This will mean further advancement of partnerships, with greater financial resources from the province, which will broaden the scope of collaboration between health and human service providers. Together, we will continue to work towards better outcomes for those we serve.



## Facebook Pages

A friendly reminder to follow our Facebook pages!



- ◆ [District of Parry Sound Social Services Administration Board](#)
- ◆ [Esprit Place Family Resource Centre](#)
- ◆ [EarlyON Child and Family Centres in the District of Parry Sound](#)
- ◆ [The Meadow View](#)



## Social Media

### Facebook Stats

<b>District of Parry Sound Social Services Administration Board</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>	<b>DEC 2023</b>
Total Page Followers	478	490	500	513	521	530
Post Reach this Period (# of people who saw post)	4,010	2,249	4,112	2,667	4,324	2,441
Post Engagement this Period (# of reactions, comments, shares)	692	234	428	287	305	289

<b>Esprit Place Family Resource Centre</b>	<b>JUNE 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>	<b>DEC 2023</b>
Total Page Followers	131	132	133	133	151	175
Post Reach this Period (# of people who saw post)	203	62	55	92	5,743	1,610
Post Engagement this Period (# of reactions, comments, shares)	2	1	2	16	624	292

<b>DSSAB Twitter Stats</b> <a href="https://twitter.com/psdssab">https://twitter.com/psdssab</a>	<b>JUNE 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>	<b>DEC 2023</b>
Total Tweets	10	N/A	19	11	8	4
Total Impressions	301	56	229	206	167	77
Total Followers	30	31	32	34	40	42

<b>DSSAB LinkedIn Stats</b> <a href="https://bit.ly/2YyFHIE">https://bit.ly/2YyFHIE</a>	<b>JUNE 2023</b>	<b>AUG 2023</b>	<b>SEPT 2023</b>	<b>OCT 2023</b>	<b>NOV 2023</b>	<b>DEC 2023</b>
Total Followers	434	437	441	444	444	444
Search Appearances (in last 7 days)	281	185	115	49	52	25
Total Page Views	56	33	22	49	48	30
Post Impressions	786	182	558	1,036	570	368
Total Unique Visitors	25	19	14	22	18	16

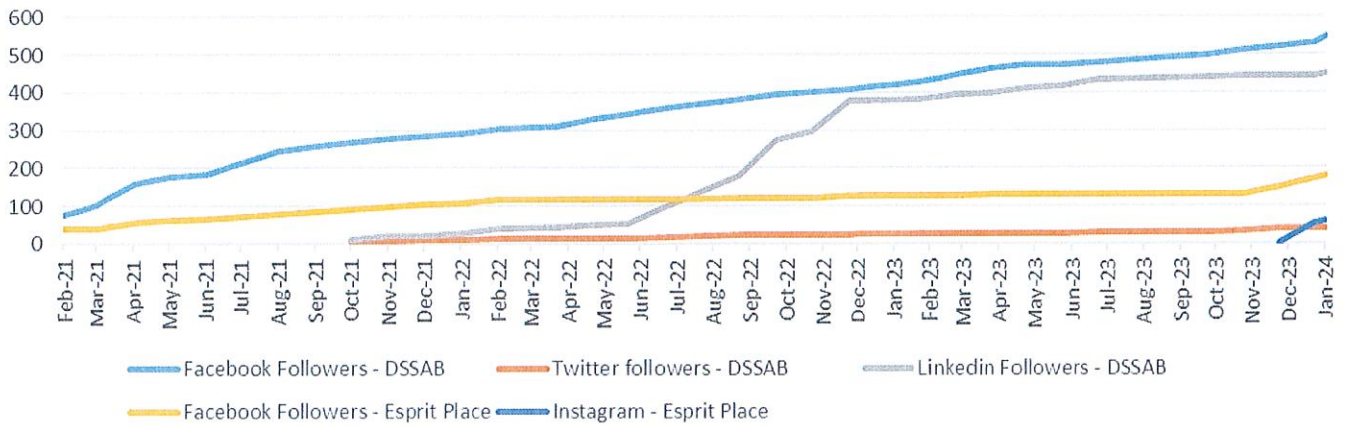
**NEW! Instagram - Esprit Place  
Family Resource Centre**

<https://www.instagram.com/espritplace/>

**NOV  
2023**      **DEC  
2023**

Total Followers	0	55
# of posts	0	18

Social Media Follower - Trends



**Licensed Child Care Programs**

**Total Children Utilizing Directly Operated Child Care in the District  
December 2023**

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	2	3	3	1	19	28
Toddler (18-30M)	10	7	12	21	24	74
Preschool (30M-4Y)	17	17	20	29	53	136
# of Active Children	29	27	35	51	96	238

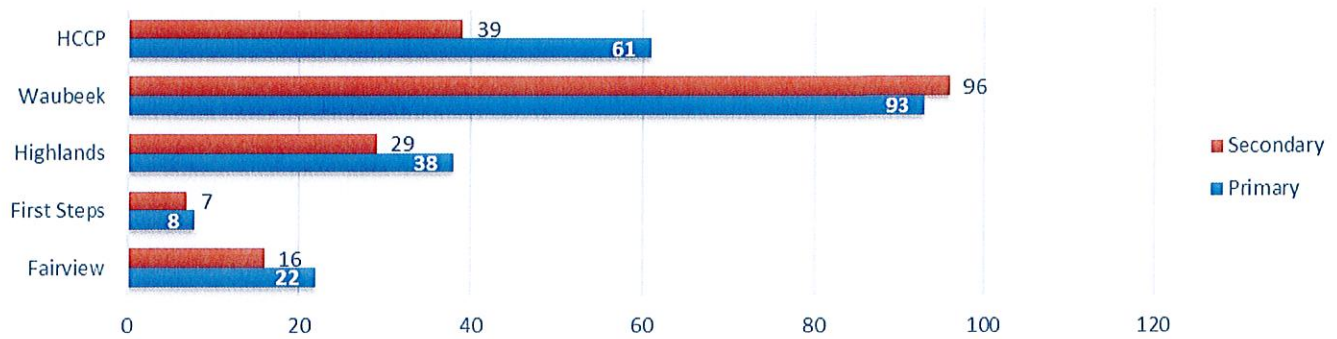
Fairview, First Steps, and Waubeek Early Learning and Child Care Centres are at their operating capacity and Highlands has reached their licensed capacity to try and accommodate as many families off the waitlist as possible.

**School Age Programs  
December 2023**

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	26	6	3
Mapleridge Before School	11	0	0
Sundridge Centennial After School	13	0	0
Home Child Care	37	10	1
# of Active Children	87	26	4



**Directly Operated Child Care Waitlist by Program  
December 2023**



The blue bar indicates the current number of children needing care now that cannot be accommodated. The red bar shows the number of children that will be needing care in future months. The greatest need for spaces remains consistent across the west side of the district and the southeast corner, namely Emsdale, Kearney, Sprucedale, and Novar communities.

**Inclusion Support Services  
December 2023**

Age Group	EarlyON	Licensed	Monthly	YTD Total	Waitlist	New	Discharges
Infant	0	0	0	0	0	1	0
Toddler (18-30M)	0	10	10	21	1	1	0
Preschool (30M-4Y)	6	32	38	67	4	3	0
School Age (4Y+)	4	13	17	49	1	0	0
Monthly Total	10	55	65	-	6	5	0
YTD Total	12	80	-	137	46	46	32

## EarlyON Child and Family Programs December 2023

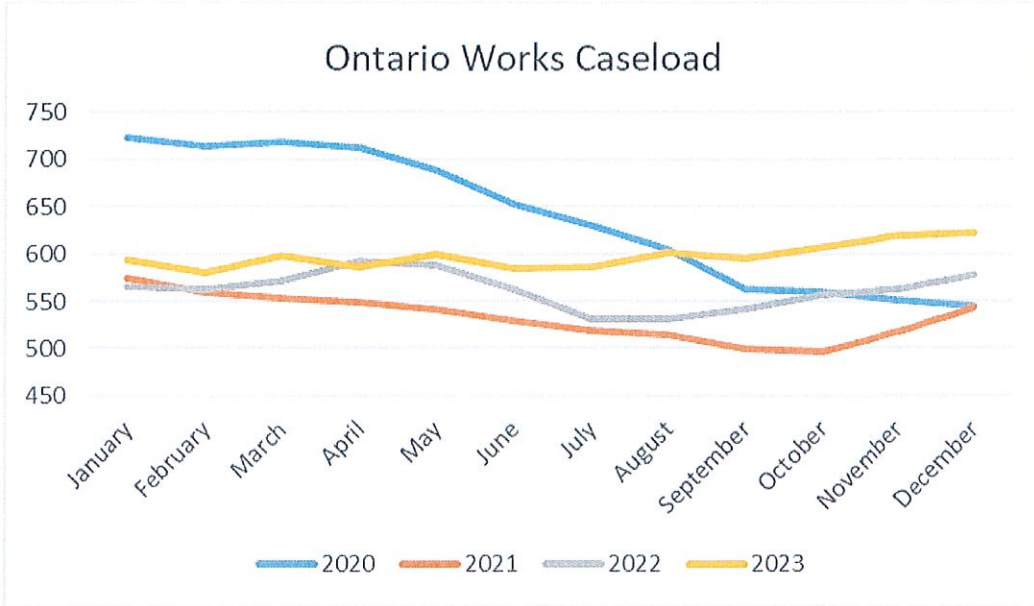
Activity	December	YTD
Number of Children Attending	711	18,866
Number of New Children Attending	25	601
Number of Adults Attending	523	6,893
Number of Virtual Programming Events	3	52
Number of Engagements through Social Media	146	7,181
Number of Views through Social Media	4,323	104,035

The EarlyON Child and Family Centres have had great success this past year as shown by the Year-to-Date totals. Over 18,000 children and over 6,000 adults have visited the programs! In addition, we have surpassed our goal of 100,000 views on the EarlyON Facebook page!

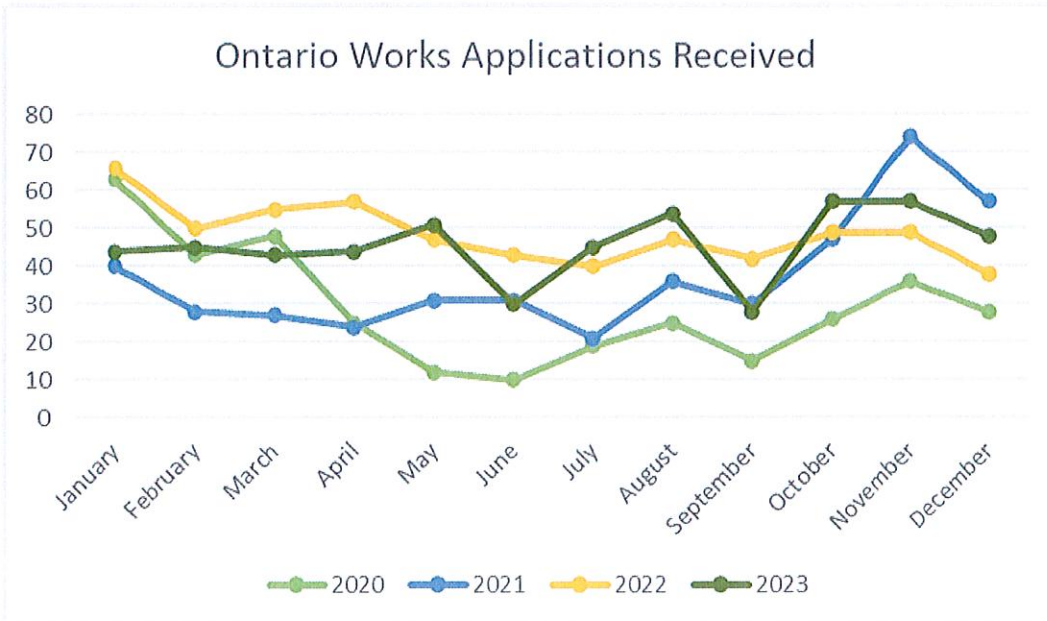
## Funding Sources for District Wide Childcare Spaces December 2023

Active	# of Children	# of Families	Funding Source - New	# of Children	# of Families
CWELCC*	75	74	CWELCC	1	1
CWELCC Full Fee	203	199	CWELCC Full Fee	1	1
Extended Day Fee Subsidy	1	1	Fee Subsidy	1	1
Fee Subsidy	38	27	Ontario Works	0	0
Full Fee	20	19	<b>Total</b>	<b>3</b>	<b>3</b>
Ontario Works	12	9			
<b>Total</b>	<b>349</b>	<b>329</b>			

\* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

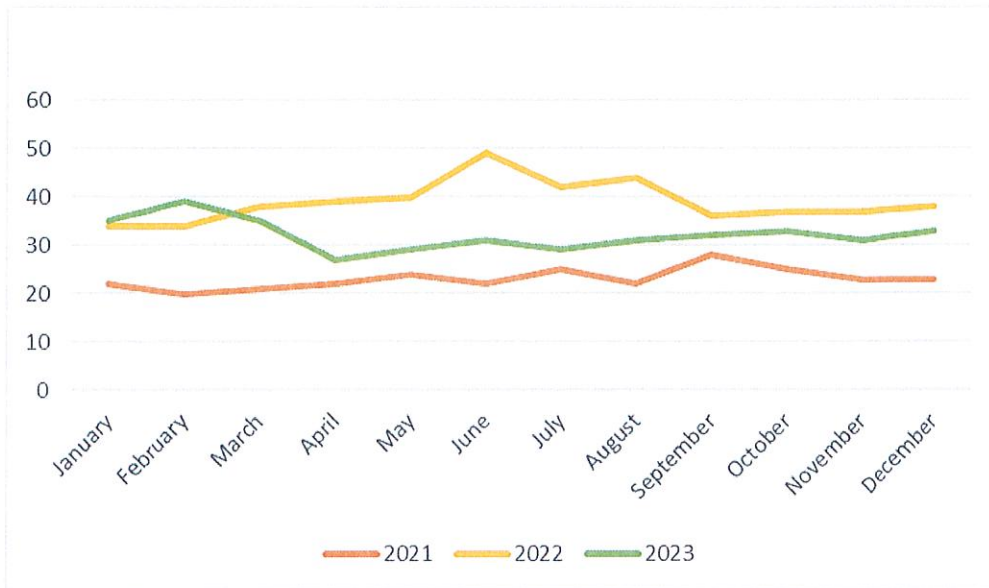


**Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received**



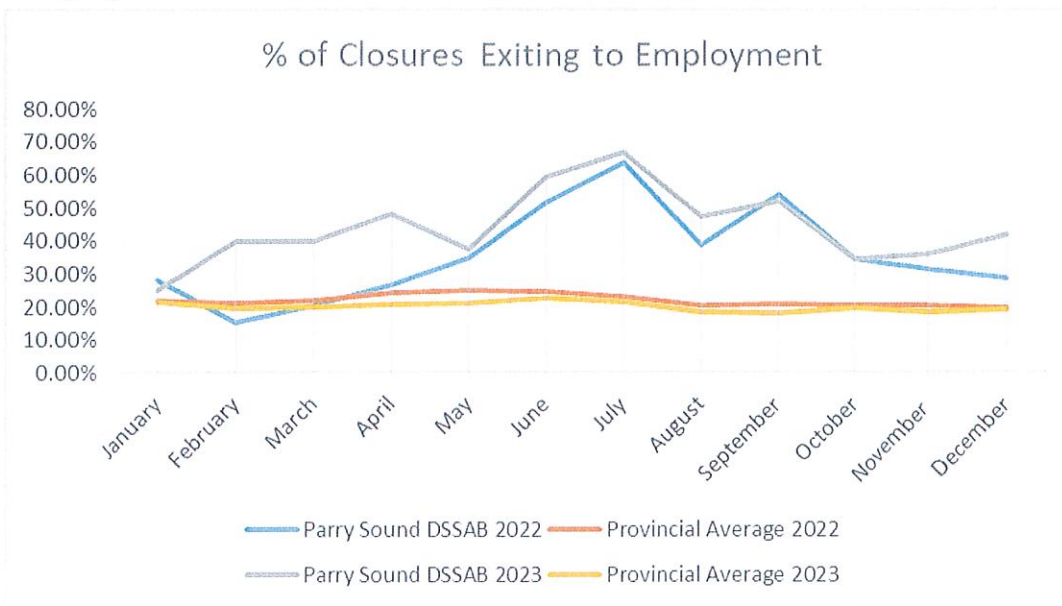


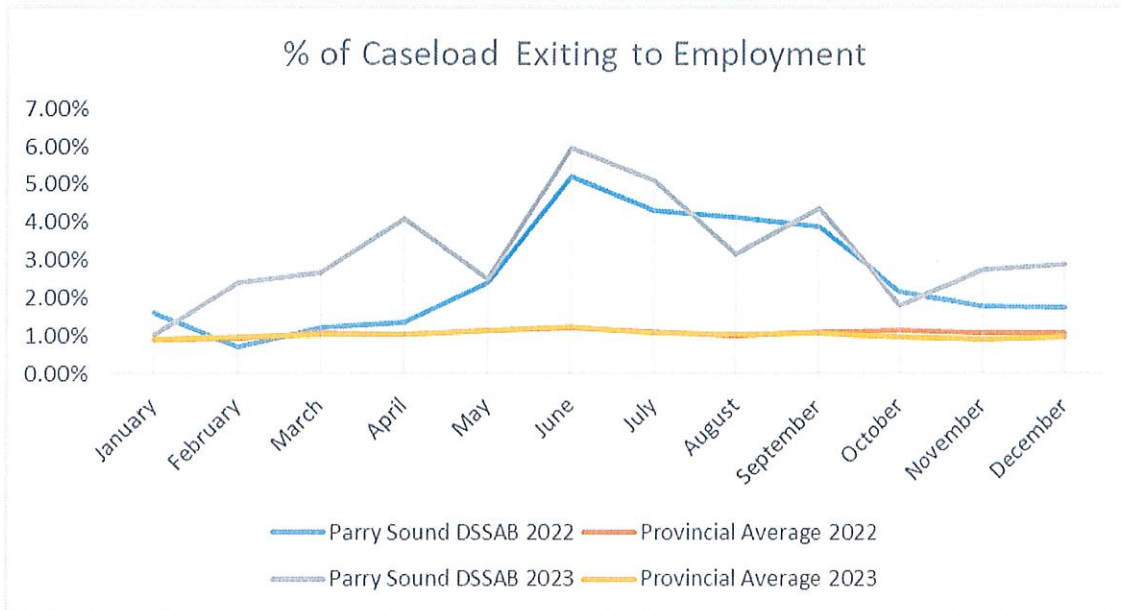
## ODSP Participants in Ontario Works Employment Assistance



The OW Caseload as of the end of December is **622**. The number continues its slow upward climb we have seen month over month in 2023. We are supporting **33** ODSP participants in our Employment Assistance program. We also have **55** Temporary Care Assistance cases. Intake was steady month over month. We had **48** Ontario Works Applications (43 of those online through SADA) in the month of December.

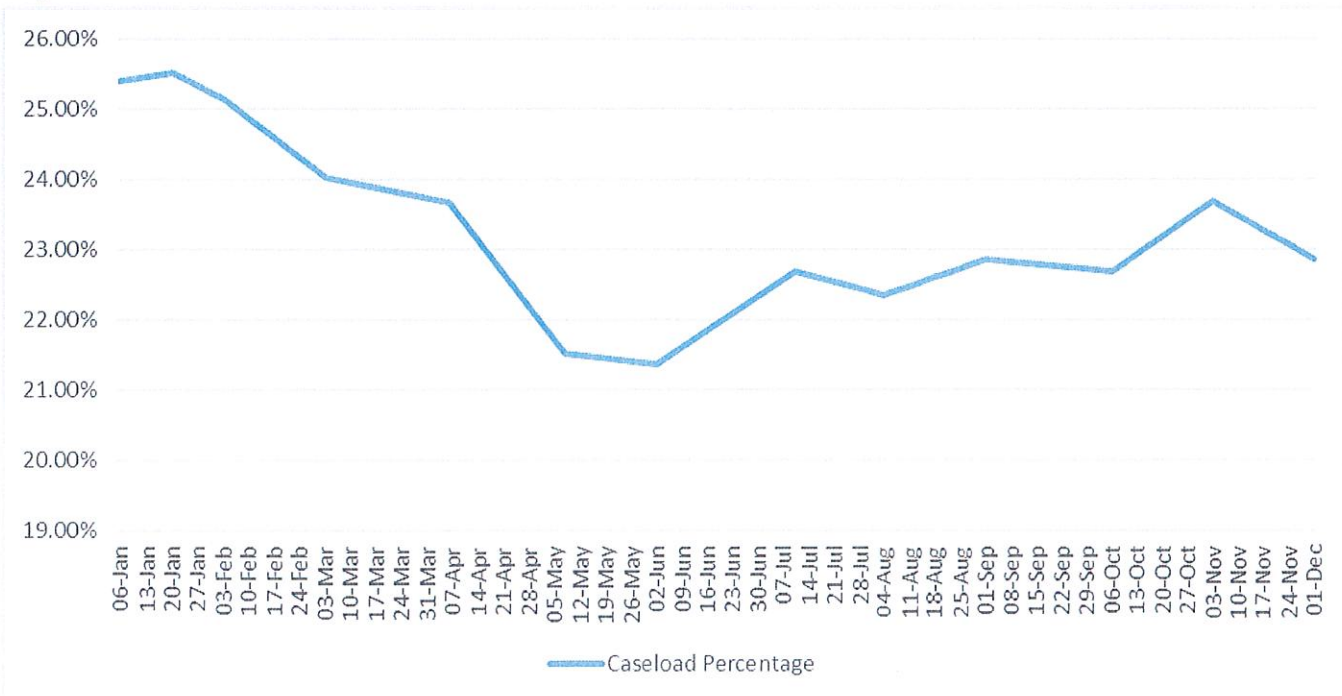
## Employment Assistance & Performance Outcomes



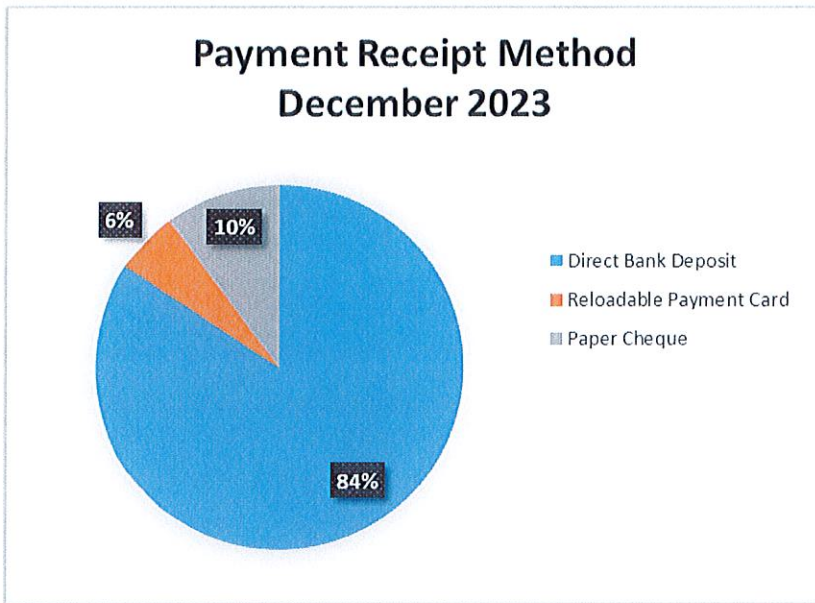


Our Employment Outcomes performance in December have exceeded last years performance and continues to be well above the provincial average and our target range. These are great results considering the early start to the winter in our area and the declining job postings according to the Labour Market Group. Additionally, we also exited 6.9% of the caseload for any reason in December.

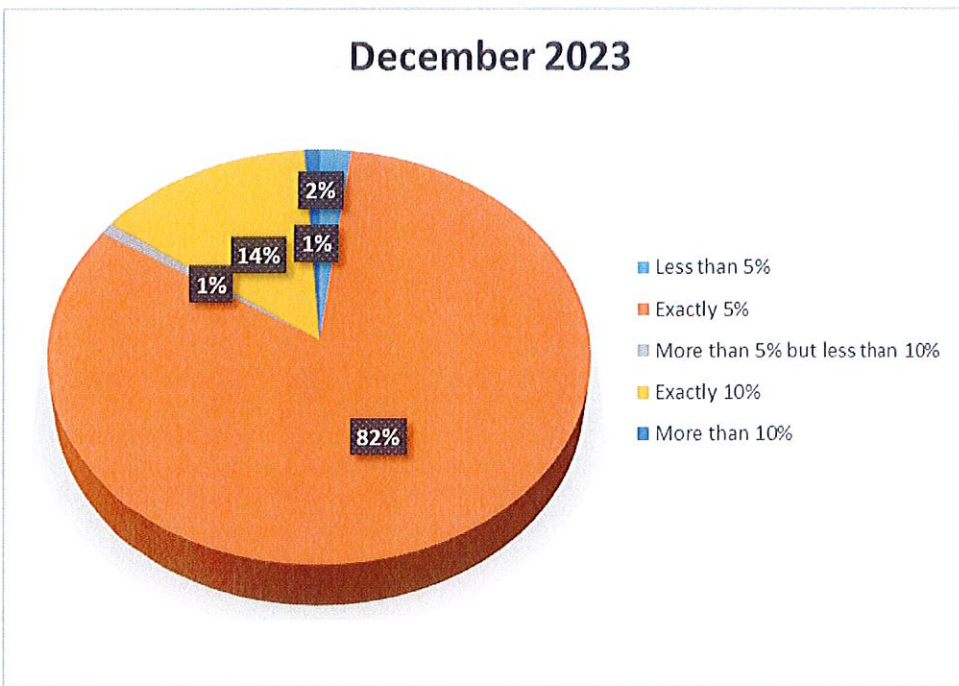
**MyBenefits Enrollment 2023**



### DBD Enrollment



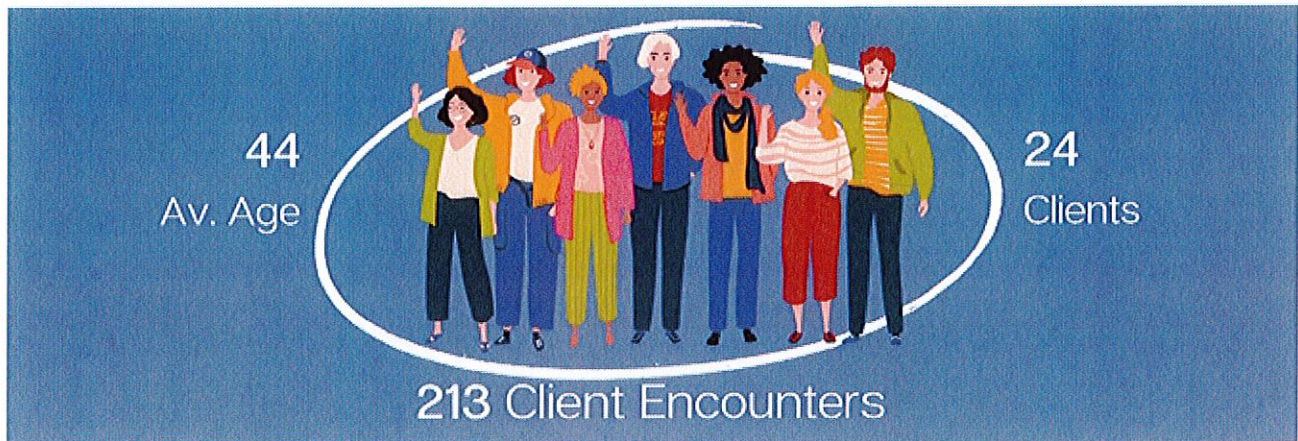
### Overpayment Recovery Rate







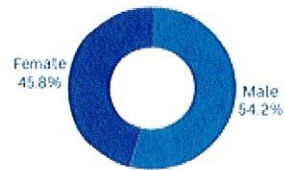
West Parry Sound Health Centre  
Rural Nurse Practitioner-Led Clinic



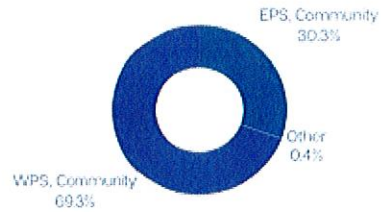
Referral Source



Client Gender



Location of Encounter



Referral Out

CMHA 9	RAAM 3	PSFHT 2	Min Attorney General 1	NNDSB 1
SJB 5			Home & Community Care 2	Legal Aid 3
NPLC 2			The Friends 1	Esprit Place 1
			Salvation Army 1	Addiction Tx 3
			Harvest Share 1	Housing Stability - VAW 1

Encounter Data for 2023-2024 Q3 (Oct-Dec)



## Housing Stability Program - Community Relations Workers

### Support

All services performed, provided, or arranged by the Homelessness Stability Program staff to promote, improve, sustain, or restore appropriate housing for individuals active with the Homelessness Stability Program, periodically within the month, not requiring intense case management.

December 2023 Income Source	East	West
Senior	12	14
ODSP	10	28
Ontario Works	4	17
Low Income	22	33

### Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

December 2023 Income Source	East	West
Senior	13	19
ODSP	4	14
Ontario Works	8	15
Low Income	9	54

### Contact/Referrals

December 2023	East	West	YTD
Homeless	0	3	81
At Risk	2	1	110
Esprit Outreach Homeless	0	0	6
Esprit Outreach at Risk	1	1	12
Esprit in Shelter	2		24
Program Total	191		

### Short Term Housing Allowance

	Active	YTD
December 2023	4	44

### Housing Stability: Household Income Sources and Issuance from HPP:

December 2023 Income Source	Total	HPP	December 2023 Reason for Issue	Total
Senior	4	\$1,682.21	Utilities/Firewood	\$400.00
ODSP	10	\$3,423.52	Transportation	\$1,037.91
Ontario Works	3	\$3,276.62	Food/Household/Misc	\$7,798.83
Low Income	4	\$2,125.61	Emergency Housing	\$1,271.22
			Total	\$10,507.96

**Ontario Works: Household Income Sources and Issuance from HPP**

December 2023 Income Source	Total	HPP
Senior	1	\$941.29
ODSP	4	\$2,178.11
Ontario Works	10	\$7,309.98
Low Income	8	\$5,260.60

December 2023 Reason for Issue	Total
Rental Arrears	\$2,219.00
Utilities/Firewood	\$4,885.81
Food/Household/Misc.	\$8,370.47
Emergency Housing	\$214.70
<b>Total</b>	<b>\$15,689.98</b>

**By-Name List Data  
September 2021– December 2023**





**Housing Programs**

**Social Housing Centralized Waitlist Report  
December 2023**

	East Parry Sound	West Parry Sound	Total
Seniors	48	125	173
Families	131	443	574
Individuals	506	200	706
Total	685	768	1,453
Total Waitlist Unduplicated			466

**Social Housing Centralized Waitlist (CWL) 2022 - 2023 Comparison  
Applications and Households Housing from the CWL**

Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5			1		Jan	5	1	13		
Feb	9	1	2			Feb	5	1	10		
Mar	12		5	2	1	Mar	6		35		
Apr	12	1	1			Apr	11		17	6	
May	11	1		3		May	13	2	9	2	
June	15		3	2		June	9	1	2	1	
July	13	2	10	1		July	5	1	5	1	
Aug	5		17	2	1	Aug	14	1	3	1	
Sept	16		10	1	1	Sept	12		4		
Oct	14		12	6		Oct	8	1	1	4	2
Nov	12	1	8	3		Nov	12		3		
Dec	1			5		Dec	1		2	3	3
Total	125	6	68	26	3	Total	101	8	104	18	5

SPP = Special Priority Applicant

- Housing Programs added only one new application to the centralized waitlist in the month of December
- Two applications were cancelled:
  - ◊ one was cancelled as the applicant has now entered long term care
  - ◊ one was cancelled as the applicant is deceased
- All three housed applicants in December held special priority placement on the waitlist

**Parry Sound District Housing Corporation  
December 2023**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	2	35
Move in	4	36
L1/L2 forms	0	8
N4 - notice of eviction for non payment of rent	2	11
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	13
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	1	2
Repayment agreements	0	65
No Trespass Order	0	1
Tenant Home Visits	19	224
Mediation/Negotiation/Referrals	9	194
Tenant Engagements/Education	4	99

**Property Maintenance  
December 2023**

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 8 units have been treated
Vacant Units	15	one-bedroom (10); multiple bedroom (5) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	8	one-bedroom market units available
After Hours Calls	9	Smoke detector defect, water running in vacant unit, hot water tank repairs, furnace trouble, OPP wellness check, toilet not flushing 4 staff participate in the on-call phone tree system
Work Orders	121	Created for maintenance work, and related materials for the month of December
Fire Inspections		Annual inspections were done for 5 apartment buildings, sprinkler inspection complete for 1 building

**Capital Projects  
December 2023**

- Architectural and structural inspections are currently underway for the planning phase of the Esprit Renovation project
- Painting and flooring replacement underway for Beechwood Office
- Software upgrade for Housing Operations continues
- Water pipe replacement investigation underway

**Duplex Project Update**

South River: Work on hot water tanks ongoing at the time of the review. Flooring complete in all units. The stair nosing installed. Railings to upper level outstanding. Doors are installed and painted. Millwork installation has commenced. Range hoods installed. A small portion of drywall / painting in main level bedrooms complete. Area to be primed & painted. Occupancy timeline is on track for February 1<sup>st</sup>, 2024.

Burks Falls: Priming was ongoing at the time of the review. Exterior railing outstanding. Dryer vent goose-necks and new hose bib have been installed. Dust from brick removal on new soffit to be cleaned. Contractor to confirm reason for break in eavestrough at the rear of the building. Occupancy timeline is on track for March 2024.



**Esprit Place Family Resource Centre  
December 2023**

<b>Emergency Shelter Services</b>	<b>December 2023</b>	<b>YTD</b>
Number of women who stayed in shelter this month	9	120
Number of children who stayed in the shelter this month	3	49
Number of hours of direct service to women (shelter and counselling)	137	1,950
Number of days at capacity	1	86
Number of days over capacity	0	92
Overall capacity %	75%	84%
Resident bed nights (women & children)	233	2,857
Phone interactions (crisis/support)	32	309

<b>Transitional Support</b>	<b>December 2023</b>	<b>YTD</b>
Number of women served this month	22	159
Number of NEW women registered in the program	3	34
Number of public ed/groups offered	0	3

<b>Child Witness Program</b>	<b>December 2023</b>	<b>YTD</b>
Number of children/women served this month	28	216
Number of NEW clients (mothers and children) registered in the program	0	45
Number of public ed/groups offered	0	7

Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales



Office of the Minister

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January 22, 2024

Chris Hope  
His Worship  
Village of Burk's Falls  
clerk@burksfalls.ca

Dear Mayor Hope:

Rural Ontario is in a period of historic transformation, with new people moving in, businesses opening, and opportunities developing. While the future looks bright, we need to ensure that all our communities can seize these emerging opportunities.

Part of that work is being done through the [Rural Economic Development \(RED\) program](#). Since 2019, our government has invested over \$21.6 million to fund projects designed to enhance economic prosperity in rural Ontario. To further this support, I am pleased to share that the latest intake of the RED program is open, from now until February 21<sup>st</sup>.

Commented [SL(47)]: Hyperlink to the RED page

Each community has its unique strengths and challenges, and each one contributes significantly to this province. With this in mind, our government understands that our policies and approaches must be flexible to promote economic growth across Ontario.

That's why, at the 2024 Rural Ontario Municipal Association Conference, I was pleased to announce that our government is launching consultations to inform the creation of a Rural Economic Development Strategy. We know that we have a role to play in helping rural communities plan for success, but it's something that must be done in partnership.

We need your thoughts, your experience, and your ideas to define the opportunities and help inform a Strategy that will support the economic prosperity of small towns and villages across the province. By working together, it is my hope that we can build a brighter economic future for rural Ontario. Consultations are now taking place and I encourage you to share your feedback through our [online webpage](#) or by emailing [ruralplan@ontario.ca](mailto:ruralplan@ontario.ca).

Commented [SL(48)]: Hyperlink to ruralplan@ontario.ca

.../2



Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

-2-

Thank you for all you do to support rural communities. I look forward to continuing to work closely together and seeing what we can do to boost economic development in rural communities across our province.

Sincerely,

A handwritten signature in blue ink that reads "Lisa M. Thompson". The signature is written in a cursive, flowing style.

Lisa M Thompson  
Minister of Agriculture, Food and Rural Affairs

**Did you know about the Farmers' Wellness Initiative?**

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.



January 24, 2024

Your Worship and Members of Council,

I am writing to inform you of our concerns with the [Ontario Energy Board's \(OEB\) decision on Phase 1 of the Enbridge Gas 2024 rebasing application](#), issued on December 21, 2023. The disappointing decision puts future access to natural gas in doubt and sets a deliberate course to eliminate natural gas from Ontario's energy mix. This decision is about the millions of Ontarians who rely on natural gas to keep their homes warm, and the many businesses throughout Ontario who depend on natural gas for day-to-day operation.

Our 2024 rate rebasing application was designed to provide our customers with safe and reliable natural gas at a reasonable cost, in addition to measured steps to help Ontario advance a practical transition to a sustainable energy future. Natural gas plays a critical role in Ontario's energy evolution mix while supporting the reliability of Ontario's electricity system. Natural gas meets 30 percent of Ontario's energy needs, which can not be easily or quickly replaced.

**We are taking action to secure the future of natural gas in your communities. We are filing a motion in late January to review evidence with the OEB and seeking a judicial review of this decision.**

Without natural gas, communities across Ontario will feel the impacts of this decision in their everyday lives – the stakes are high.

- **Energy Affordability:** Those looking to connect to natural gas will be required to pay an upfront fee, which creates a significant financial barrier to all forms of residential and commercial development. This resulting fee adds thousands of dollars to individual consumers' cost to obtain or expand gas service.
- **Economic Growth:** This decision will put economic developments in your community at risk. The decision limits the ability of future expansion projects to support regional investment to meet the ever-growing energy needs in your community and communities across Ontario. That includes greenhouses, grain dryers, industrial parks, and any new businesses or housing developments seeking access to natural gas.
- **Energy Access:** Preserving customer choice is critical. Constraining access to natural gas through a reduction in capital will significantly limit the future development of essential energy infrastructure vital to moving manufacturing, agriculture, and the consumer goods industry in Ontario.
- **Energy Security:** On an annual basis, natural gas delivers twice the energy to Ontario than electricity, and five times the maximum peak capacity of Ontario's electricity grid at a quarter of the cost. Even in the worst weather conditions, our reliable natural gas system delivers.

**As local leaders across the province, your voice matters, and we encourage you to take action.**

Reach out to your MPP to share your support for the government's [quick action](#) and write the OEB about the consequences of reduced access to the natural gas grid to support economic development, housing growth, energy reliability. Use your voice to acknowledge the need for natural gas and infrastructure in Ontario today and into the future while we take a measured step towards energy transition.

We ask that you reach out to your municipal advisor or find us at [municipalaffairs@enbridge.com](mailto:municipalaffairs@enbridge.com) to get started.

Sincerely,



Michele Harradence  
President  
Enbridge Gas Inc.