



VILLAGE OF BURK'S FALLS COUNCIL AGENDA

October 21, 2025

4:00 pm at the Young at Heart Seniors Centre

1. DECLARATION OF PECUNIARY INTEREST

2. INDIGENOUS LAND ACKNOWLEDGEMENT

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

3. ADOPTION OF AGENDA

4. PUBLIC MEETING

- a. Statutory Public Meeting- OFFICIAL PLAN UPDATE (4:00 to 5:00 pm)

5. CIRCULATION OF THE MINUTES- RESOLUTION TO ADOPT PREVIOUS MINUTES: Meeting (s) dated: Special Meeting of September 9, 2025 and Regular Meeting of September 16, 2025

6. DELEGATIONS TO COUNCIL

7. STAFF AND COMMITTEE REPORT

- a. Public Works Foreman Report for October
- b. Public Works Foreman Winter Maintenance Extension Report
- c. Arena Manager Report for October
- d. Arena Manager 2026 Budget Report
- e. CAO-06 Report regarding Non-Eligible Recycling
- f. CAO-07 Report regarding Additional Bag Tags
- g. CAO-08 Report regarding Dog Park Fencing
- h. CAO-09 Report regarding John Street Subdivision
- i. Recreation Advisory Committee Draft Minutes of October 9, 2025
- j. Rural Youth Group Committee Draft Minutes of October 2, 2025
- k. General Government 2024 Housing Market Study

8. ITEMS FOR DISCUSSION

- a. ACED Membership discussion and information package
- b. Library Board member substitute nomination
- c. Remembrance Day Ceremony
- d. Amendment to the November Regular Council Meeting, date move to November 25
- e. MuniSoft upgrade, office closure Oct 27, 28
- f. Santa Claus Parade insurance
- g. Ad Hoc Sub Tri-Council Committee intent to formalize

9. RESOLUTIONS TO BE PASSED

- a. Accounts Payable
- b. By-law 38-2025 Shared Services Property Maintenance Worker with Sundridge and District Medical Centre Committee



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10. CONFERENCES AND INVITATIONS

- a. RED Gala Save the Date
- b. TRI-Council October 27, Young at Heart Senior Centre

11. COUNCILLOR(S) REPORT

12. CORRESPONDENCE

C.1 Minutes of Committee

- a. Joint Building Committee Minutes of September 18, 2025 and permit summary
- b. Joint Building Committee Auditor Report and Financial Report
- c. Burk's Falls, Armour & Ryerson Union Public Library Board Minutes of July 16, 2025
- d. Burk's Falls and District Historical Society minutes of September 15, 2025

C.2 Request for Support and Correspondence to Village

- a. The Armour, Ryerson and Burk's Falls Agricultural Society expressing thanks for Fall Fair participation
- b. Municipality of Waterloo regarding amending Ontario Regulation 391/21
- c. Almaguin Housing Task Force Fall update
- d. Almaguin Highlands O.P.P Detachment Board Agenda for October 8, 2025
- e. Municipality of South Huron and Municipality of Bluewater regarding the closure of before and after school programs
- f. Township of Woolwich regarding Bill C-61 First Nations Clean Water Act
- g. Town of Goderich and the City of Dryden regarding Swim-to-Survive training
- h. Town of Parry Sound regarding municipal codes of conduct
- i. Town of Parry Sound regarding waste disposal issues
- j. Town of Newmarket regarding automated speed enforcement
- k. Niagara Region regarding state of emergency on mental health, homelessness and addiction
- l. City of Pickering and the Town of Aurora regarding Elect Respect
- m. City of Kitchener regarding postage costs
- n. Township of Armour and City of West Lincoln regarding consultation on future of natural gas expansion
- o. Township of Seguin Artificial Intelligence and Rural Government presentation
- p. Ministry of the Environment, Conservation and Parks regarding Compliance Policy-Potential for low-risk incident referrals to municipalities
- q. Canadian Union Postal Workers draft resolution regarding Canada Post Corporation review
- r. South Muskoka Hospital Foundation regarding community generosity, press release
- s. Circular Materials regarding collection from IC&I locations
- t. FONOM regarding new leadership at Parry Sound Board meeting
- u. Georgian Bay Mnidoo Gamil Biosphere Spirit of Water Presentation



VILLAGE OF BURK'S FALLS COUNCIL AGENDA

October 21, 2025

4:00 pm at the Young at Heart Seniors Centre

13. CLOSED SESSION

- a. Pursuant to the Municipal Act 2001, c. 25:
Section 239 (2) (a) security of property of the municipality or local board
- b. Pursuant to the Municipal Act 2001, c. 25:
Section 239 (2) (b) regarding an identifiable individual, including municipal or local board employees

14. CONFIRMING BY-LAW

15. ADJOURNMENT



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
September 9, 2025

The special meeting of Burk's Falls Council was held on Tuesday, September 9, 2025

Present: Mayor Chris Hope, Councillors Ashley Brandt, Ryan Baptiste, Sean Cotton Staff: CAO - Clerk Denis Duguay
Regrets: None

DECLARATION OF PECUNIARY INTEREST
None

ADOPTION OF AGENDA
2025-289 Moved by N. Kyte - Seconded by R. Baptiste
Be it resolved;
That the Council for the Village of Burk's Falls hereby approves the agenda for the meeting of September 9, 2025. Carried.

MINUTES
None

DELEGATIONS TO COUNCIL
None

REPORTS TO COUNCIL
None

ITEMS FOR DISCUSSION:
A. Council discussed the opportunity to incorporate provisions for the regulation and licensing of pawnbroker businesses within the Village. Following a discussion on the potential benefits to residents, Council expressed support for amending the Hawkers and Peddlers Bylaw to include the licensing of pawnbrokers.

RESOLUTIONS PASSED:
2025-290 Moved by A. Brandt - Seconded by S. Cotton
Be it resolved;
That the Council for the Village of Burk's Falls hereby accepts the Public Works Manager's for the resurfacing tender for Ontario Street and Victoria Street,

Bidder	Amount
Fowler Construction Company	\$ 331,273.62

And further, that Council approves the submission from Fowler Construction Company.
Carried.

2025-291 Moved by R. Baptiste - Seconded by A. Brandt
Be it resolved;
That the Council for the Village of Burk's Falls directs staff to update the Hawkers and Peddlers by-law to include provisions for the regulation and licensing of pawnbroker businesses
Carried.

CONFERENCES AND INVITATIONS
None

COUNCILLORS REPORT
None

CORRESPONDENCE DISCUSSION
None



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
September 9, 2025

CLOSED SESSION

2025-292 Moved by R. Baptiste- Seconded by A. Brandt

Be it resolved

That the Council for the Village of Burk's Falls now enters into a closed meeting at 4:08 pm, pursuant to the Municipal Act 2001, c. 25,

Items 13 a) Staff

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

Items 13 b)

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

Carried.

2025-293 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 5:08 pm.

Carried.

2025-294 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved

That the Council for the Village of Burk's Falls hereby adopts Bylaw 35-2025 being a By-law to confirm the proceedings of Council at its special meeting September 9, 2025, as presented and considered read three times and passed this 9th day of September 2025.

Carried.

2025-295 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 5:11 pm.

Carried.

Chris Hope, Mayor

Denis Duguay, CAO - Clerk



THE VILLAGE OF BURK'S FALLS
COUNCIL MEETING MINUTES
September 16, 2025

The regular meeting of Burk's Falls Council was held on Tuesday, September 16, 2025

Present: Mayor Chris Hope, Deputy Mayor Sean Cotton, Councillors Ashley Brandt, Ryan Baptiste, Nancy Kyte
Staff: CAO - Clerk Denis Duguay; Arena Manager Graham Smith
Regrets: None

DECLARATION OF PECUNIARY INTEREST

None

ADOPTION OF AGENDA

2025-296 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the following items be added to the Council agenda:

Items for discussion:

e. Funding model for new Library build

f. Service level committee discussion

Carried.

2025-297 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby approves the amended agenda for the meeting of September 16, 2025.

Carried.

MINUTES

2025-289 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the minutes of the regular meeting of August 19, 2025 and special meeting of September 9, 2025.

Carried.

DELEGATIONS TO COUNCIL

Jen Hesslegrave appeared before Council as a delegation to express concern regarding the annual allocation of garbage tags provided to households. She stated that the current allotment of 50 tags per year is insufficient for a family of four, noting that her household typically exhausts their supply by the summer months.

Mrs. Hesslegrave further explained that the allocation does not equate to one bag tag per week, which she believes would be a more reasonable provision. In response, Council discussed potential measures to address the issue, including the possibility of offering bag tags at half price or increasing the annual allocation to 52 tags to better align with weekly waste disposal needs. Council advised the inquiry would be taken back to the committee to discuss avenues and possibility of change for 2026.

Mr. Taylor, representing The Pulled Smoke House, appeared before Council as a delegation to discuss the future of the restaurant's presence within the Welcome Centre. He began by thanking Council for the opportunity to speak and provided background on how The Pulled Smoke House came to be established at the location.

Mr. Taylor noted that the current lease is set to expire in December 2025 and expressed interest in continuing operations at the Welcome Centre beyond that date. He acknowledged that some amendments to the existing lease would be necessary, specifically proposing that utilities be transferred into the restaurant's name and that a modest rent be established as part of the revised agreement. Council thanked Mr. Taylor and advised staff would be in touch in the near future.

Mrs. Robert, representing the Armour, Ryerson and Burk's Falls Agricultural Society, appeared before Council as a delegation to provide an update on the Fall Fair held from August 30 to September 1. She reported that overall attendance was lower this year compared to previous years; however, the horse shows remained well attended.

Mrs. Robert also raised concerns regarding the availability of the ice rink, noting that it had been rented out for a hockey game and was not made available for the Agricultural Society's event.



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In addition, Mr. Blakelock addressed Council to express appreciation to the Public Works staff for replacing the culvert at the fairgrounds.

REPORTS TO COUNCIL

- A. Council received the Arena Manager's report for the month of September. The Arena Manager provided a summary of recent activities, highlighting an increase in rented ice hours in comparison to previous years, which has resulted in higher revenues. The Manager also reported on utility costs, noting an increase in hydro expenses, and by a credit related to natural gas. Additionally, informed Council of recent issues with the Zamboni, which have since been resolved.
- B. Council received the General Government Report regarding dog tag fees and discussed potential increases. The concept of a lifetime tag and its possible benefits was also considered. The CAO explained that any fee increases could be allocated toward maintenance or future asset replacement, making it a user-funded asset rather than increasing the financial burden on ratepayers.
- C. Council received the CAO-Clerk Report regarding fencing options for the Dog Park, along with related correspondence. The CAO-Clerk informed Council that Danielle, owner of the local business *Savour This*, has offered to donate a gate and fencing for the Village of Burk's Falls Dog Park. It was noted that the installation of the fence would need to go through the tendering process, and funds from the Dog Park reserve could be used to complete the installation in 2025. Council thanked Danielle and suggested installing a plaque at the park donated by *Savour This*.
- D. Council received the JBC Annual Permit Summary and Monthly Permit Summary and discussed the development happening in Burk's Falls.
- E. Council received the draft minutes of the Rural Youth Group Committee meeting held on September 4, 2025, and discussed the recommendations put forward by the committee. Council expressed concerns regarding the recommendations and requested additional time to review the supporting documentation. Specific concerns were raised about the proposed use of media advertising, as committees do not have allocated budgets for advertising. However, Council agreed to support the committee in hosting an event
- F. Council received the Theatre Committee Draft Minutes of September 9, 2025 and discussed avenues to generate community and volunteer interests. Discussion extended to promotion of the Halloween event and the feasibility of creating a sandwich board to direct customers to the theatre entrance.
- G. Council received the draft minutes of the Recreation Advisory Committee meeting held on September 5, 2025, and discussed matters related to the baseball travel team and the rental costs associated with the baseball diamond. The discussion further included the possibility of incorporating a canteen fee into the baseball diamond rental agreement.

ITEMS FOR DISCUSSION:

- A. Council received the request from the adult baseball league for tournament sponsorship and discussed the adopted process for donation request. Councillor Baptiste advised he would be advising the group on the process for future requests.
- B. Council discussed the MAOHT request to renew the HHR Recruiter funding and were in support of the 3-year funding.
- C. Council discussed the amended library agreement and draft bylaw. The CAO-Clerk explained that a concern was raised at the sub-committee regarding the wording in Section 5(a). The committee approved a change from "*may*" to "*shall*," and the agreement was amended accordingly. However, this amendment was not reflected in the version of the agreement attached to the agenda.
- D. Before the discussion on the Municipal Commissioning Policy began, Councillor Brandt offered an apology for comments made during a previous Council meeting on the matter. Council then proceeded to discuss the policy and subsequently adopted it.



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- E. Council discussed the funding model for the new library build, including whether it should follow a similar approach to the fire hall project and whether that model would be effective. The value of the dedicated land for the new library at 150 Huston Street was also considered. Staff provided clarification on how the land for the fire hall was accounted for in its agreement. Additionally, Council discussed the Library Board's involvement in fundraising efforts and next steps for the partners.
- F. Council reviewed a request from the newly created Tri Council Informal Sub-Committee to consider re-establishing the Service Level Committee. Council discussed the communication benefits observed through the Committee and considered the possibility of maintaining the Tri Council Informal Sub-Committee as an ongoing forum for the service level.

RESOLUTIONS PASSED:

2025-299 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the Arena Manager report for the month of September.

Carried.

2025-300 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the General Government Report on dog tag procedures and fees;

AND further, that Council approves:

- a) An increase in annual dog tag fees to bring the Village in line with surrounding municipalities
- c) Allocate additional revenue generated to the potential dog park reserve and ongoing infrastructure maintenance

d) Continue tracking sales and reserve growth to ensure sustainable funding for long-term recreational asset management

Carried.

2025-301 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby receives the CAO Report on Fencing Solutions for the Dog Park;

AND further, that Council approves the following recommendations:

- a) Accept the donation from *Savour This* to replace the existing fencing and further purchase a gate and proceed with contracted installation and that the installation is funded through the capital budget allocated for the Dog Park in 2025

Carried.

2025-302 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts the draft minutes of the Rural Youth Advisory Committee of September 4, 2025;

AND further that Council accepts the following recommendations;

- f) The approval to host an open house event

Carried.

2025-303 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That Council for the Village of Burk's Falls hereby adopts the draft minutes of the Theatre Committee of September 9, 2025;



THE VILLAGE OF BURK'S FALLS
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AND further that Council accepts the following recommendations;

- a) That the recording secretary reach out to businesses on Ontario Street to create a shared contact list for event notifications, allowing downtown businesses to potentially coordinate events
- b) That the Recording Secretary create a sandwich board to promote the Halloween Event
- c) That two new Community Committee Volunteers be appointed to the Theatre Committee
- d) That the Theatre end the summer season after the Thursday night viewing before Labour Day weekend
Carried.

2025-304 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby That Council for the Village of Burk's Falls receives the draft minutes of the Recreation Advisory Committee;

AND further that Council accepts the following recommendations;

- a) That the Travel Baseball General Ledger Account be charged for chalk used by the travel team, and for four (4) games totalling four (4) hours in rental fees;
- b) That, should the monies in the Travel Baseball General Ledger Account be withdrawn from the Village in 2026, an additional ten (10) hours rental fees be charged in advance for the use of the diamond;
- c) Option 2 from the information sheet regarding the use of the Canteen, and accompanying draft Rental Agreement
- d) Option 4 for Ball Diamond Rental Fees and Option 2 for Recreation Programming as outlined in the report Review of Rental Fees and Recreation Fees- By-law 26-2024
Carried.

2025-305 Moved by R. Baptiste - Seconded by N. Kyte

Be it resolved;

That Council for the Village of Burk's Falls receives the AHHC Minutes of July 3, 2025, the MAOHT presentation regarding the HHR Recruiter funding renewal request;

AND further Council supports the extension of the Health Human Resources Recruiter funding to the Muskoka Almaguin Ontario Health Team in the amount of \$1000.00 per year for a further three-year term, covering the years 2026, 2027, and 2028.
Carried.

2025-306 Moved by S. Cotton - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopts the amended By-law 36-2025, being a By-law to enter into a library agreement with the Township of Armour and the Township of Ryerson, considered read three times and passed this 16 day of September 2025.
Carried.

2025-307 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby adopt the Municipal Commissioning Policy as presented.
Carried.

2025-308 Moved by N. Kyte - Seconded by A. Brandt

Be it resolved;

That the Accounts Payable listing as presented in the amount of \$231,557.66 for up to and including this date is hereby approved for payment.
Carried.

2025-309 Moved by R. Baptiste - Seconded by A. Brandt



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COUNCIL MEETING MINUTES
September 16, 2025

Be it resolved;

That the following Council members will attend the District of Parry Sound Municipal Association Fall meeting being held on September 26, 2025;

Mayor Hope

Councillor Kyte

Councillor Brandt

Carried.

2025-310 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the motion put forward by the Township of West Lincoln regarding the development of a Code of Conduct for the prevention of human trafficking within the Niagara Region.

Carried.

2025-311 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the Township of Black River Matheson motion 2024-214 exemption to proposed mandatory firefighter certification requirements O.Reg. 343/22.

Carried.

2025-312 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls supports the Municipality of West Nipissing motion 2025-263 requesting a moratorium on Aerial spraying of Glyphosate.

Carried.

2025-313 Moved by N. Kyte - Seconded by R. Baptiste

Be it resolved;

That the Council for the Village of Burk's Falls Council endorses the Town of Aurora's motion regarding opposition to Bill 5.

Carried.

CONFERENCES AND INVITATIONS

Mayor Hope, and Councillor Brandt and Councillor Kyte will attend the District of Parry Sound Municipal Association Fall meeting being held on September 26, 2025.

COUNCILLORS REPORT

Councillor Kyte spoke about Historical Society, commending them on an outstanding and successful season this year.

Mayor Hope informed Council that a test of the programmable lights on the bridge was conducted last week and noted how impressive the results were. Mayor Hope added that the programmable lights could be adjusted or rotated based on specific requests.

Deputy Mayor Deputy shared details of a conversation with entrepreneur Colin Love regarding a proposed boat tour plan. They discussed the possibility of using the parking lot in front of the Village Office as the tour's starting point. A tour guide would escort customers from the parking lot through the Village shops, with the walk concluding at the docks where the boat would be waiting.

CORRESPONDENCE DISCUSSION

CLOSED SESSION

2025-314 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

Council for the Village of Burk's Falls now enters into a closed meeting at 8:15pm, pursuant to the Municipal Act 2001, c. 25,

Item 13 a) Lease Negotiation

Pursuant to the Municipal Act 2001, c. 25:

Section 239(2) (b) personal matters about an identifiable individual, or municipal or local board employee



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Item 13 b)

Pursuant to the Municipal Act 2001, c. 25:

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

Carried.

2025-315 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls now reconvenes to regular open session at 9:04pm.

Carried.

2025-316 Moved by R. Baptiste - Seconded by S. Cotton

Be it resolved;

That the Council for the Village of Burk's Falls hereby confirm their intent to renew the leases agreement with the Young at Heart Senior Citizen Club for 3 years starting January 1, 2026 to December 31, 2027

Carried.

2025-317 Moved by R. Baptiste - Seconded by A. Brandt

Be it resolved

That Council for the Village of Burk's Falls hereby adopts Bylaw 36-2025 being a By-law to confirm the proceedings of Council at its regular meeting of September 16, 2025 as presented and considered read three times and passed this 16th day of September 2025.

Carried.

2025- 318 Moved by A. Brandt - Seconded by N. Kyte

Be it resolved;

That the Council for the Village of Burk's Falls hereby adjourns at 9:05pm.

Carried.

Chris Hope, Mayor

Denis Duguay, CAO - Clerk



Public works report for October 2025 council meeting

WATER

Fall hydrant flushing has started.
We have completed the quarterly water samples.

Wastewater

The annual wet well cleaning will is scheduled for October.
The release of the lagoon has started.
We are waiting for the rehabilitation list for the sewer mains.

Roads

Victoria Street and Ontario Street have been prepared for the resurfacing which is scheduled for Monday October 20/25.
Sign inspection has been completed and the signs that need to be replaced will be shortly
Culverts for 2025 are installed.
Roadside ditching is partially completed.

Sidewalks

New tractor is at the shop with the snowblower to be arriving shortly.
Sidewalk inspection has been completed and repairs have been made.

Parks And Rec.

Our summer help has completed their employment with us.
The ball diamonds have been aerated.
Washrooms are closed for the winter.
Outside tap at the welcome centre is closed for the winter.

Health Centre

Dan has been completing a lot of the exterior maintenance while the weather is still decent.
Dan has been getting quotes for planning 2026 budget and future work.

Regards,

Derek Smith

Public Works, Foreman



The Municipality of the
VILLAGE OF BURK'S FALLS

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Report from Public Works

Council meeting for October, 2025

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

BACKGROUND/ITEMS TO DISCUSS/ACTIVITY:

The Village of Burk's Falls has a contractor perform the winter snow removal and sanding operations for The Village. The contract has ended and we would like to extend the contract for the season from fall 2025 to spring 2026. In the summer of 2026 we will go through the tendering process and go from there.

ANALYSIS:

As it is entering the winter season and can snow any day now, it is advisable that we continue using Derrick Johnstone Construction for this season again. They are prepared with the necessary equipment and knowledge of the streets. By accepting this extension The Village will be prepared for the upcoming winter season.

HUMAN RESOURCES IMPACT:

The human resource impact is to notify Derrick Johnstone Construction.

FINANCIAL IMPACT:

The financial impact will be a 2% increase in the hourly rate from last season. This increase has been the same year after year.

OPTIONS / END WITH RECOMMENDED OUTCOME:

1. To accept the proposed recommendation.
2. To tender for the snow removal and sanding operation.

Derek Smith, Public Works Foreman

Signature, Department



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ARBFMA Manager's Report – October 2025

Date: October 21st, 2025

RECOMMENDATION

Accept this report as information.

BACKGROUND

September was the busiest September of ice use since Council implemented keeping the ice installed after the summer ice schedule. The ice rental usage for September was 182 hours. Of the 182 hours there were 11 hours of public skating for the month, which did not bring in a rental fee.

The September ice rentals for 2024 were 164 hours of ice usage. Of that 164 hours 3 ½ were Winning Techniques banked time and 37 ½ hours of public skating. These 2 uses did not bring in rental revenues.

October ice use has levelled off to what staff would consider normal weekly use and the ice surface has reached a plateau. So far the month of October has 168 ¾ hours on ice rentals in which included 29 ¾ hours of public skating at \$0 rental revenues. October 2024 there were 158 ¾ ice rentals in which 38 ½ were at \$0 rental revenues which included public skating and 2 banked hours.

ANALYSIS

- Staff have had the facilities hydro provider come in to investigate the power flickers inside the arena. Staff are still awaiting feedback from that visit.
- The hydro bill in August was back to a reasonable amount
- The gas usage has decreased for the year
- The blade changer for the Zamboni was repaired. Replacing the blade changer is not currently required. Zamboni trained facility staff on the use of the blade changer and the new techniques for levelling the Zamboni blade.
- Staff have been working on some training and just finished their working at heights training. The manager will be renewing the CIT ticket which includes training. The staff also will be renewing their propane handling in September/October.
- The hall rentals for 2025 increased by 200 hours in 2025. There are more events, birthday parties, meetings, and small functions.
- The ice rentals for 2025 have increased close to 2100 hours for the year. Staff believe reaching 2100 hours will be major achievement for the facility.

FINACIAL IMPACT

N/A



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HUMAN RESOURCE IMPACT

N/A

OPTIONS

The Council accepts this report as information and discussion

Graham Smith

Graham Smith RRFA/CIT
ARBFMA Manager



The Municipality of the
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ARBFMA Arena Managers 2026 Budget Report

October 21st, 2025

RECOMMENDATIONS

It is recommended that the Village of Burk's Falls accept the 2026 ARBFMA Budget for discussion and approve staff to present the budget to the Tri-Council on October 27th, 2025.

BACKGROUND

- Senior management staff prepare an annual budget for discussion and approval.
- The operating costs rise annually based on increased maintenance costs, insurance costs, utility rates, weather and facility usage.
- Staff believe that the ice rentals requests reached a plateau in 2025. Staff will be using 1900 ice rental hours as the base for 2026. This base will be re-evaluated for the 2027 budget.
- Staff had unexpected facility equipment costs in 2025 that affected the operational budget. These costs were previously managed outside the arena office. These expenses will be identified in 2026 with new line items so they can be better managed annually.
- Council is aware already that cutting areas of the operational budget will result in a negative change in the service level. Staff requests to be involved in any reductions made to the 2026 budget.
- Staff work hard to offer great facilities and customer service to the community. Staff believe the level of service provided results in positive feedback, that creates new and return customers annually.
- A 5-year facility and advertising rate schedule for the facility has been approved by Burk's Falls Council and is in effect until the 2028 budget. The facility rates are set from Sept 01st to August 31st annually.
- Staff asked the Burk's Falls Council to approve an ice new rate in 2025 that was well received and added an additional 120 hours of rental ice before the end of September 2025.
- The Capital items are discussed in order of importance. The order of importance is health & safety, mandated work, facility equipment and building maintenance. There are no Capital items in 2026 that can be pushed to another budget year. Most of the original anticipated 2026 Capital items have been reallocated to make room for the condenser replacement in April 2026.
- It is better to finance high-ticket Capital budget items over a longer period if Council is looking to reduce the 2026 budget.
- The Health and Safety items requested are needed to protect staff's health and safety in the workplace.
- A newly developed Village of Burk's Falls Health and Safety policy has identified working alone as a risk. Staff have been asked to address this issue within the 2026 budget. Council will see part-time wages allocated to the budget to address this risk. The hours that are a concern are after 5 pm weekly and the weekends when the Village office and Publics Works staff are not on duty.



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Revenue Update

- Facility rental revenues have been adjusted to reflect a 2.5% increase for all facility rental rates.
- Staff are using 1900 hours of ice rentals as the base to determine the estimated rental revenue. 1900 hours allows there to be a variance up or down annually.
- Staff have had 4 years of continuous growth in ice and facility rentals. Staff feel that the facility operations in 2025 reached a plateau which will help the budget estimates annually.
- Staff have adjusted the revenue numbers based on trends found in 2022, 2023, 2024 and 2025 for facility room rentals, snack bar revenues, skate sharpening and public skating.
- Concession revenues include skate sharpening and public skating have been adjusted to reflect the increased facility use by Minor Sports and additional tournaments.
- Hall rentals have been adjusted to include senior's programs, yoga, birthday parties, private rentals, physio teas, the wellness fair, private meetings and a few large functions. Inquiries for Karl Crozier Room use for large functions remain significantly low.
- Council should be aware there are over 500 hours of no-charge rentals annually in the Karl Crozier Room. These rentals include Agricultural Society, Cadets, and Seniors groups.
- Staff have already guaranteed 90% of the same contracts for the summer of 2026 and staff anticipate renting over 600 hours of summer ice again in 2026.
- Staff have booked the 3 on 3, Woman of the Winter, Summer mini tournament, Huntsville Sting, Puck and Ball and Spartan's hockey tournaments for 2026.
- Staff have been approached to also have an old-timers tournament in July 2026.
- Staff have new rates which have been approved by Village of Burk's Falls Council. The new rates have helped rent the ice surface during difficult times or to renters who have a limited number of skaters for training and family use.
- The ice surface did exceed 2000 ice rental hours in 2025, and staff anticipate another good year in 2026. Staff are cautious that 2000 ice rental hours are not guaranteed annually. Staff will continue working diligently in their facility booking practices including posting the available ice rental hours.

Expenses Update

Wages

- Wages are the approved 2026 rates of pay and reflect current levels of operations for the facility.
- The VBOF Health and Safety policy has identified working alone as a risk. Staff and the Health and Safety team investigated various ideas to reduce the risks to staff working alone. In 2026 it is recommended that Council add \$22,000 in part-time wages for arena attendants. These staff will help to eliminate or reduce the risk of staff being alone during high-risk times as well as assist with ice & building maintenance/cleaning.

Insurance

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



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Telephone

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

Utilities

- Water, Gas and Hydro reflect 2025 actuals
- Staff anticipate a minimum of 5% to 10 % increase in rates for both gas and hydro and those rates are still under the process for approval for 2026
- In July and August there were 2 large hydro bills that included increased KWh and rates. Staff believe the cause to be the increased facility use and the extreme heat/humidity this past summer.
- Natural gas charges have decreased in 2025 as the facility now has 2 electric powered dehumidifiers instead of the one that was gas-powered.
- Water usage depends on ice usage for flood water, heat & humidity for condenser water, Dressing room showers and washroom usage.

Ice Plant

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

Equipment Maintenance (New Budget Line Item)

- Includes all other Facility equipment excluding the Refrigeration room.
- This Equipment includes - Scrubbers, Rooftop units, Stink pipe vent motor, Vacuum, Wet-Vac, Furnace, Lobby Hot water tanks, Fridges & Freezers, Deep Fryer, Arena Time-Clock, Facility Fans, Ammonia Detector, and Zamboni Hot water heater.

Building Maintenance

- Staff have reallocated items from the building maintenance into new line items like Equipment Maintenance.
- Staff will continue to replace the tempered arena glass and damaged plexi glass with plexi. The plexi is safer to replace when it breaks and its lighter for staff to handle when there is a maintenance issue.
- Building maintenance occurs monthly through the seasons. Staff take on the bigger projects in the months the ice surface has been removed.
- As the facility rentals continue to increase, staff anticipate more small maintenance items to be addressed by either arena staff or experts as required.



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Cleaning Supplies

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

Grounds Maintenance

- Includes parking lot painting, parking lot sweeping, ground equipment repairs or supplies, and fuel.

Garbage Disposal (New Budget Line Item)

- The staff are unable to manage the garbage created weekly in the facility, especially in the fall and winter ice season.
- There is not a place to store the garbage inside with the exception of a small portable plastic garbage bin. There is also no place for garbage storage outside of the building.
- The excess garbage is often left in the ice rink in the garbage bin by the bleachers. Once the garbage bin is full the overflow is left on the arena floor. The often-large pile of garbage is unsightly, attracts pests and leaves the floor stained with filth.
- The garbage stored inside the facility causes health and safety concerns for staff and the facility patron.

Zamboni

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

Office Supplies and Uniforms

- The IT, Clover (debit machine), and BookKing program expenses have been removed from the Office supplies budget line. These items are identified in a new budget line.
- The Office supplies have been adjusted to monitor the day-to-day operations of the office like pens, paper, desk calendars, note pads, and other administration requirements.
- The office supplies include staff work boots, work gloves, work shirts, and work coats.
- The computer is starting to act up and freezes during operations and needs to be replaced. The computer is used daily arena business operations. The tech advancement in the daily arena operations includes emails, facility booking software, invoicing, payments, statements, and operational reports.



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Fire Safety

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

First Aid Supplies

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

Snow Removal

- The snow removal for the year varies depending on snowfall annually

Elevator

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

Skate Sharpener

- This will be the last year this expense will be a line of its own. In 2026 this expense will be part of the booth supplies figures.

Snack Booth Supplies

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

Training

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

Tech Support and Computer Software

- This is a new line item that will help monitor the expenses related to the BookKing Software, Clover (Debit Machine), and the annual tech support required on the facility computer and internet service.
- The BookKing program creates efficiencies with reports, AR lists, online contract signing, online customer rental requests, reduction in double bookings, and staff accountability.



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FINANCIAL IMPACT

Typically, the operating expenses rise 5% to 9 % annually but history shows the facility rates still only increase 2% to 3 % annually. This practice makes it appear that the staff are asking for more operating dollars annually when, in truth, the revenues are not increasing at the same percentage rate as the operating expenses. Staff have created some initiatives to increase facility usage and rentals which have helped increase revenues that help offset the annual budget.

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

HUMAN RESOURCE IMPACT

The addition of 2 to 3 part-time arena attendants including cross-trained booth staff. The additional hours will help reduce and or eliminate staff working alone during vulnerable times.

ENVIROMENTAL IMPACT

Nothing to report.

OPTIONS

- 1) It is recommended that the Village of Burk's Falls Council give permission to the Arena Manager to present and discuss the 2026 budget to the Tri-Council.
- 2) It is recommended that the Tri-Council accept and pass the 2025 budget as presented.

Graham Smith RRFA/CIT
ARBFMA Manager



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ARBFMA Arena Managers 2026 Capital Budget Review

October 21st, 2025

RECOMMENDATIONS

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

2025 Capital Request Overview

The 2025 Capital items are listed in order of importance.

Replacement of the Refrigeration Condenser

- The facility refrigeration mechanic and their team have let staff know the condenser needs to be replaced.
- The purpose of a condenser is to release heat by converting refrigerant gas back into liquid—it's the core of the cooling cycle.
- When working properly, it improves energy efficiency and keeps indoor temperatures stable.
- Warning signs like unusual noises, less airflow, or higher bills often point to condenser trouble.
- The condenser is working harder which means increased hydro and water use.
- The life expectancy of a refrigeration condenser when well-maintained is 15 to 20 years.
- The ARBFMA has a 9 ½ month ice season. It would be in Council's best interest to order the condenser by Dec 01st, 2025. This allows the manufacturer to manufacture and deliver the condenser by Mid-April 2026.
- The timetable for the installation is between April 13th and May 31st, 2026. This timeframe will avoid delays in the ice preparations for opening day on June 28th, 2026.
- The estimated budget cost for this job is \$155,000

Man-Gate Handle Replacement

- The man-gate handles for the ice surface need replaced.
- The man-gate handles receive a lot of abuse and wear and tear.
- The man-gate handles can be repaired. The repairs only give staff temporary relief until another repair is required.
- Staff do not receive a lot of complaints about the facility but do often receive complaints about the man-door handles.



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- The door handles are a health and safety risk to the ice surface patrons. There is a degree of liability the town assumes if these door handles are identified as a risk and not replaced.
- The cost to update these handles to be more modern is \$7,500 which fixes 9 handles.
- Staff have contacted 3 different companies to be sure the budget price is not over estimated.

Generator Capital Contract

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

Karl Crozier Room Floor Refinishing

- The floor in the Karl Crozier room needs to be refinished annually at a minimum
- Council should be aware that when staff had adequate time in the facilities schedule, they used to do this work.

Note:

- 1) Staff are not floor finishers and have no expertise in the field and when asked to perform this task it often took staff a week to prep and perform
 - 2) Staff time should not be wasted on performing tasks that are not in their expertise
 - 3) Staff do not have the proper equipment for refinishing floors
 - 4) The facility rentals on and off the ice surface have increased significantly over the past 5 years which leaves staff time being more and more focused on facility rental operations daily.
 - 5) It is not recommended that staff perform a task that they are not trained to perform.
- The total cost of the floor refinishing is \$3,000

Conclusion

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

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



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

FINACIAL IMPACT

The Capital request impact for the 2025 Capital budget is \$169,500.

HUMAN RESOURCE IMPACT

N/A

OPTIONS

Approve the 2026 Capital budget requests.

Graham Smith RRFA/CIT
ARBFMA Arena Manager

AGENDA

ARBF Memorial Arena
10 year Capital Plan

Department	Item	2,025	2,026	2,027	2,028	2,029	2,030	2,031	2,032	2,033	2,034
Ice Plant	condenser cleaning	1,850			2,150		2,450		2,700		3,000
	top end overhaul (6000 hours) Comp #1 & #2					10,000		10,000			
	Safety Valves Inspected/Replaced									5,500	
	Plate/Frame Chiller Regasket			40,000							
	Compressor #1 overhaul (6000 hours)					10,000				10,000	
	Compressor #2 overhaul (6000 hours)					10,000				10,000	
	Compressor #1 Replacement			37,500							
	Compressor #2 Replacement	35,000									
	Compressor Oil Separators (2)	15,300		40,000							
	Oil Separator Reserve Fund			-18,000							
	Evaporator Condenser Replacement		155,000								
	Upgrade Relief Pipe/Stack/Size	21,000									
Building	Structure report				9,000					11,000	
	Replace Gas Range in Kitchen				12,500						
	Replace Dishwasher				7,750						
	Floor Machine Scrubber	12,500									
	Man Gate Handle Replacement		8,000			15,000					
	Man-gate Replacement			25,500							
	Puck Board Upgrade/Ice Surface								60,000		
	2 - Zamboni Roll Up Door Replacement	6,500									
	Battery Operated Edger & Lawn Equipment	7,000									
	Zamboni Replacement						145,000				
	Generator Repairs and Capital Contract	12,500	3,500	3,500	3,500	9,000	4,000	4,000	4,000	4,000	
	Condensor Water Tank Level Control	3,750									
	Karl Crozier Room Floor Refinishing		3,000	3,100	3,200	3,300	3,400	3,500	3,600	3,700	3,800
	Arena Roof							225,000			
	Remove and replace Lintel & Overhead Door Jams	7,500									
	Lobby Tankless - Hot Water Heater	6,200									
	Replace damaged masonry blocks	3,000									
	In depth Inspection of Steel Members				12,000						
	HVAC Replacement					50,000					
	Lobby Washroom Rubber Flooring				13,000						
	Washroom Partition and Counter Upgrades				17,500						
	Dressing Room & Players Benches Replacement				40,000						
Totals		132,100	169,500	131,600	120,600	107,300	154,850	242,500	70,300	44,200	6,800

AGENDA

BURK'S FALLS, ARMOUR AND RYERSON MEMORIAL ARENA 2026 DRAFT BUDGET

September 16, 2025

Account #	Description	2019 Actuals	2020 Actuals	2021 Actuals	2023 Actuals	2024 Actuals	2025 Budget	2025 Budget Actual	2026 Draft	NOTES
OPERATING ACTIVITIES										
15-372	OPERATING REVENUE									
	User fees, Sign Rentals	101,626	22,735	58,678	140,249	171,572	167,250	169,671	193,432	new rates effective Sept 1st
	Concessions, Public Skate, Skate Sharpening	14,229	5,811	2,602	31,143	33,733	33,500	18,100	35,250	new rates effective Sept 1st
	Donations/Other Revenue	236	285	202	500	500	300	920	500	Cadets/Public
	Other Revenue						0	2,239	0	sale of tables & election wages
	TOTAL OPERATING REVENUE	116,092	28,831	61,482	171,892	205,805	201,050	190,930	229,182	
	OPERATING EXPENDITURES									
16-721	Arena-Wages & Benefits	177,640	113,806	111,321	227,061	255,600	298,420	213,967	305,880	4 Full time staff plus snack bar
16-721-1	Part Time help - Working Alone - New Item								22,000	Rink Attendants - Working Alone
16-723	Arena Bad Debt Expense	327	3,644	3,643	0					
16-724-1	Audit & Accounting	2,480	2,500	2,500	3,345		5,500	4,535	5,500	
16-724-10	Insurance	21,983	24,894	24,894	39,218	45,096	48,595	50,251	55,575	Arena value increased
16-724-2	Telephone	1,594	1,459	1,459	1,958	2,861	3,000	1,308	3,000	
16-724-3	Hydro	49,069	23,648	23,648	58,278	65,906	66,000	52,053	78,500	Increased facility usage & price
16-724-4	Natural Gas	10,337	9,139	9,139	19,148	16,054	19,000	5,149	8,000	Monitoring gas consumption
16-724-5	Water & Sewer	4,484	2,375	2,375	4,492	7,965	9,000	4,197	8,500	Increased facility usage
16-724-6	Ice Plant	14,209	4,524	4,524	10,769	25,328	19,575	20,561	21,000	Increased facility usage
16-724-61	Arena Equipment Maintenance - New Line								12,000	Facility Equipment - non Ice
16-724-7	Building Maintenance	40,006	15,936	15,936	20,727	26,277	22,500	14,713	13,000	reduced to Building maint. only
16-724-8	Cleaning Supplies	3,443	1,680	1,680	6,216	7,768	8,500	4,224	6,000	Increased facility usage
16-725-81	Grounds Maintenance & Supplies - New Line								2,500	Parking Lot & Grounds Maint.
16-725-82	Garbage Disposal - NEW Line					0			2,250	Garbage Bin
16-724-9	Zamboni Maint., Fuel & Blade Sharpening	9,872	9,327	9,327	8,990	11,285	14,500	13,305	16,500	Increased use, supplies, & repairs
16-724-90	COVID related expenses		7,560	7,560						
16-724-91	Office supplies and uniform	1,845	2,791	2,791	5,361	6,524	7,000	10,898	4,500	Removed Software & Tech & Laptop
16-724-92	Fire Safety	3,547	1,266	1,266	3,775	3,263	3,550	3,449	3,600	
16724-99	First Aid Supplies						500	68	650	*Defib Batteries \$750* - 2029
16-724-93	Snow Removal	6,895	8,466	8,466	1,706	2,197	6,000	2,871	4,500	
16-724-94	Elevator	1,432	1,165	1,165	1,657	1,708	3,000	1,640	3,500	
16-724-95	Skate Sharpener	1,422	0	0	410	171	600		600	
16-724-96	Booth Supplies	7,609	5,046	5,046	13,556	18,327	12,825	9,929	13,336	45% of projected sales
16-724-97	Training	4,324	270	270	2,288	2,075	4,500	2,308	4,500	
16-724-98	Tech Support & Operation Software - New Line								8,600	For Tech & operational Software
80-123	to be recovered (I/S)-Telephone-Arena		1,343	1,343	0					
	Capital: Telephone		0	0	0					
16-725-2	Interest on Telephone Capital Lease	61	25	25	0					
16-724-98	Ag-Society - Fall Fair Tents				3,956	4,856	5,000	5,434	5,600	These are not Arena expenses
	TOTAL OPERATING EXPENDITURES	362,579	240,864	238,378	432,911	503,260	557,565	420,860	609,591	
	NET OPERATING EXPENDITURES	246,487	212,033	176,896	261,019	297,455	356,515	229,930	380,409	

Arena Revenue Budget Break Down

	2024	2025	2026
Ice Rentals	159,374	149,400	173,432
Hall Rentals	8,745	8,250	10,000
Sign Rentals	3,454	8,850	9,250
Floor Rentals		750	750
Public Skate	1,827	3,650	0
Skate Sharpening	87	1,350	0
Concessions	31,818	28,500	35,250
Donations	500	300	500
Totals	205,805	201,050	229,182

AGENDA

Account #	Description	2019 Actuals	2020 Actuals	2021 Actuals	2023 Actuals	2024 Actuals as of September 30	2025 Budget		2026 Draft	
CAPITAL TRANSACTIONS										
15-372	CAPITAL REVENUE									
	Exhaust Fan inspection/repairs			24,500	0	0			0	
					0	0			0	
	TOTAL CAPITAL REVENUE	0	0	24,500	0	0	0		0	
16-725	CAPITAL EXPENDITURES									
							60,000			
							17,500			
	Condenser Replacement						7,000		155,000	
	Generator Capital Contract						12,500		3,500	
	Arena Man-Gate Replacement						3,750		8,000	
	Hall Floor Refinishing						12,500		3,000	
							7,500			
							3,000			
							6,500			
							1,850			
	TOTAL CAPITAL EXPENDITURES	0	0	0	0	0	132,100	86,539	169,500	
	NET CAPITAL EXPENDITURES	0	0	0	0	0	132,100	86,539	169,500	
NET EXPENDITURES		246,487	212,033	176,896	261,019	297,455	488,615	316,469	549,909	
MUNICIPAL CONTRIBUTIONS										
15-672	Armour	83,572	77,340	88,867	87,006	99,152	162,872	105,490	183,303	
15-6721	Ryerson	83,572	77,340	88,867	128,559	99,152	162,872	105,490	183,303	
	Burk's Falls	83,572	77,340	88,867	128,559	99,152	162,872	105,490	183,303	
		250,716	232,020	266,601	344,124	297,455	488,615	316,469	549,909	



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CAO-06 REPORT – Non-Eligible Recycling

Date: October 6, 2025

BACKGROUND

On August 23, 2022, Council passed a resolution to opt out of entering into a contract with Circular Materials Ontario (CMO) for the transition year.

Effective January 1, 2025, the responsibility for the collection of Blue Box materials from eligible sources was transferred to CMO, in accordance with Ontario's transition to a producer-responsibility model for the Blue Box program. This transition, implemented across the province, required producers to assume responsibility for the management of designated recyclable materials.

Throughout the transition process, municipalities that previously provided recycling services were required to assess the operational impacts of this regulatory shift. Based on the available information at the time, the Village of Burk's Falls transferred its curbside collection services for residential recyclables to CMO as of December 31, 2024.

CMO clarified that materials from non-eligible sources are not included under the regulatory obligations of the Extended Producer Responsibility (EPR) framework—either during the transition period or beyond 2026. As such, any decisions made by municipalities regarding the continuation, modification, or discontinuation of services for non-eligible sources do not impact on the responsibilities of CMO or the producers under the EPR regulation.

OVERVIEW

In October 2024, staff-initiated discussions with Waste Connections to explore the feasibility of extending the existing contract for business recycling collection services through the 2025 transition year. During this process, staff reached out to the service provider appointed by Circular Materials (Emterra) for quotes, staff received information from both Waste Connections and Emterra.

2025 Quotes:

Waste Connections: \$79,908.36 annually (Waste - Eligibles - Non-eligibles)

Emterra: \$60,116.68 annually (Waste - Eligibles - Non-eligibles)

After conducting a comparative analysis of the proposals, staff concluded that engaging Emterra for the 2025 transition year would be the more cost-effective option. As a result, a recommendation was presented to Council. Emterra was officially appointed by Circular Materials as the collection contractor for eligible sources in Burk's Falls, effective January 1, 2025. Following this, Council approved extending Emterra's services to include recycling collection for non-eligible sources throughout the transition year.

December 31, 2025, marks the end of the transition year, and Council is now in a position to determine whether to opt in or opt out of providing Blue Box collection services for non-eligible sources within the Village of Burk's Falls.



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ANALYSIS

Following a review and recent regulatory changes that permit providers to combine eligible and non-eligible materials in one truck, Emterra was asked to provide a quote. Based on Emterra's quote Council can now offer the same level of service as before the regulation changes, but at a reduced cost. The 2026 cost is estimated at \$61,920.56 plus waste disposal MT.

<u>Collection Type</u>	<u>Service Frequency</u>	<u>Current Price per Service</u>	<u>1 Year Term</u>	<u>3 Year Term</u>	<u>Notes</u>
Collection of Garbage	Weekly	\$ 864.20	\$ 890.13	3% Increase per Year	
Garbage Disposal Price- MT	Price per MT	\$ 140.00	\$ 150.50	5% Increase per Year	
Non - Eligible source (combined with Eligible source)	Weekly-Alternative Streams	\$ 291.89	\$ 500.65	3% Increase per Year	If Separated from CMO Tonnage
Non - Eligible source (combined with Eligible source)	Weekly-Alternative Streams	\$ 291.89	\$ 300.65	3% Increase per Year	If Included in CMO Tonnage

RECOMMENDATION

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

Denis Duguay C M R P
CAO/CLERK



The Municipality of the
VILLAGE OF BURK'S FALLS

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

CAO-07 REPORT – Additional Bag Tag

Date: October 09, 2025

BACKGROUND

In 2011, the Council of the Village of Burk's Falls adopted Bylaw 14-2011, which implemented bag tags for garbage to manage waste more effectively, control costs, and encourage environmentally responsible behavior.

Bylaw 14-2011 (section 2)

"Users" will be provided with 50 bag tags per year, "Commercial Users" will be provided with 100 tags per year, additional bag tags will be available at the landfill site for the cost of \$ 1.00 per tag. "Commercial Users" tags will only be available at their municipal offices, also for the cost of \$ 1.00 per tag. The free tags will be mailed to the "users" and "commercial users" each year.

OVERVIEW

Limiting the number of bag tags encourages waste reduction and supports environmental protection.

1. Promote Recycling & Composting

Fewer garbage tags pushes residents to sort their waste more carefully:

- Recycle eligible items (paper, plastic, glass, etc.)
- Compost organic waste (food scraps, yard waste)
- Reduce landfill use

2. Reduce Landfill Pressure

Landfills are costly and limited in space, cutting down waste delays the need for new landfill sites, which are expensive and unpopular.

3. Lower Carbon Emissions

Less garbage means fewer collection trips and less methane from rotting trash in landfills.

Cost Control & Fairness

1. "Pay-As-You-Throw" System (User Base)

Municipalities shift to models where households pay based on how much waste they generate, promoting fairness, those who create more waste pay more.

2. Reduce Municipal Waste Management Costs

Collecting and processing garbage is expensive. Giving fewer free tags saves money and encourages residents to divert waste more responsibly.



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ANALYSIS

Outlined below is the cost breakdown associated with providing an additional 2 bag tags per residential property and 4 for each commercial property.

Bag maximum weight = 50lbs
Emterra cost per Metric Tonne = \$140.00
1 Metric Tonne converted to lbs = 2,204 lbs
2,204 / 50lbs = 44
44 bags @ 50lbs = 1 Metric Tonne = \$140.00

Residential:

296 Homes receive 14,800 annually
2 Extra tags for each home = 592 tags
P S Housing:
12 apartments receive 600 annually
2 Extra tags for each = 24 tags
(592 + 24) / 44 = 14 MT
14 * \$140.00 = \$1,960.00

Multi Residential:

21 properties 116 units receive 5800 annually
2 extra tags per unit = 232
232/44 = 5 MT
5 * 140 = \$700.00

Commercial:

25 properties receive 2,500 annually
4 extra tags per unit = 100
100/44 = 2.2 MT
2.2 * 140 = \$318.18

Total financial increase for 2 extra bag tags per property
\$1,960 + \$ 700 + \$318.18 = \$2,978.18

RECOMMENDATION

Based on the financial analysis, staff recommend that Council refrain from increasing the number of bag tags per household and instead consider a reduction. Neighbouring municipalities provide only 30 tags annually and does not offer door-to-door collection service.

Denis Duguay C M R P
CAO/CLERK



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CAO-08 REPORT –Dog Park Fencing Update

Date: October 14, 2025

BACKGROUND

The Village of Burk's Falls issued a tender on September 17th for the replacement of the existing dog park fence and installation of the new fence donated by *Savour This*.

OVERVIEW

The tender closed on October 1; however, no submissions were received. On October 3, the Village received a quotation from Adorcan, the current contractor managing the bathroom renovations at the Village office.

Quote received from Adorcan:

Work to be performed	Labour	Other	Subtotal	Expected earliest date of completion
Disassemble and dispose of existing dog park	\$3,690.00	-	\$3,690.00	Start Date: End of October Duration: 2 Days
Install complete dog park fencing system complete with gates and posts.	\$6,420.00	\$850.00*	\$7,270.00	Start Date: End of October Duration: 5 Days**
Total Price			\$10,960.00 + TAX	

ANALYSIS

Following a review of the quote submitted by Adorcan and consultation with the Public Works Foreman, it was determined Public Works staff could remove the existing fence to help mitigate project costs. The contractor would then proceed with the installation of the new fencing.

RECOMMENDATION

The current quotation exceeds the allocated budget by \$2,270.00. In order to cover this shortfall, staff recommend that additional funds be withdrawn from the General Reserve.

Denis Duguay C M R P
CAO/CLERK



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CAO-09 REPORT –John Street Subdivision update

Date: October 14, 2025

BACKGROUND

In 2008, the Village entered into a subdivision agreement pertaining to 24 lots on John Street, and the subdivision was subsequently registered in accordance with that agreement. In June 2025, staff received correspondence from the engineering firm representing the developer, inquiring about opportunities to initiate the development early spring of 2026.

OVERVIEW

The engineering firm “Pinestone Engineering LTD” presented a request to update the current subdivision agreement to create 3 new lots and include rows of townhouses into the plan. Staff and planner (EcoVue) were present during the meeting.

The request is to separate lot 17 into 3 lots and change lots 15 and 16 to face on centre street hence turning 3 lots into 5 and requesting to change from single detached to 4 rows of townhouses. For lots 15 ,16,17. (Attachment A)

The planner provided comments:

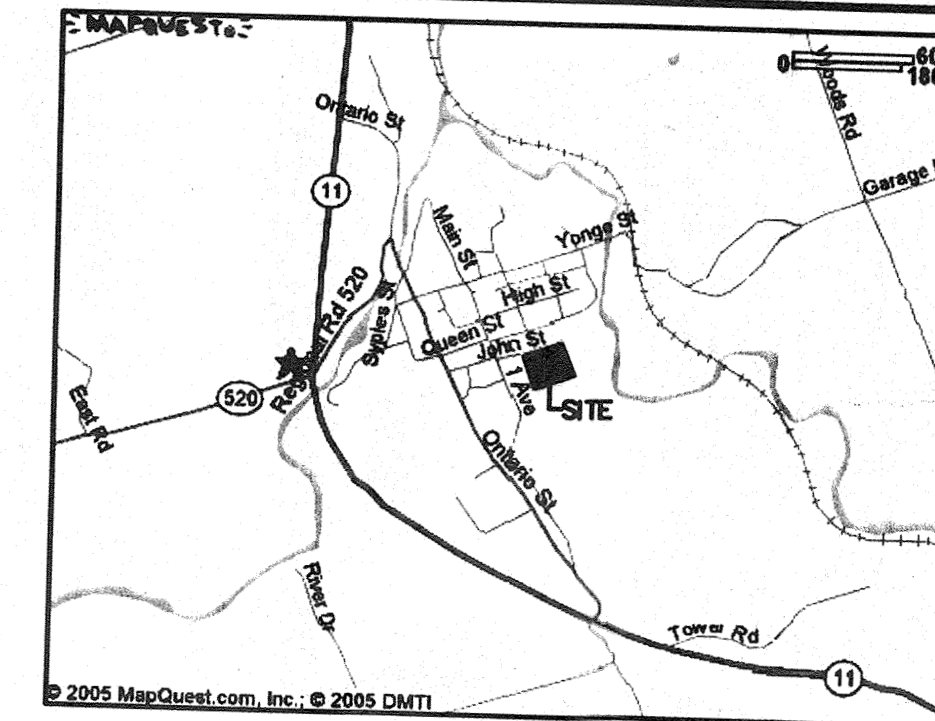
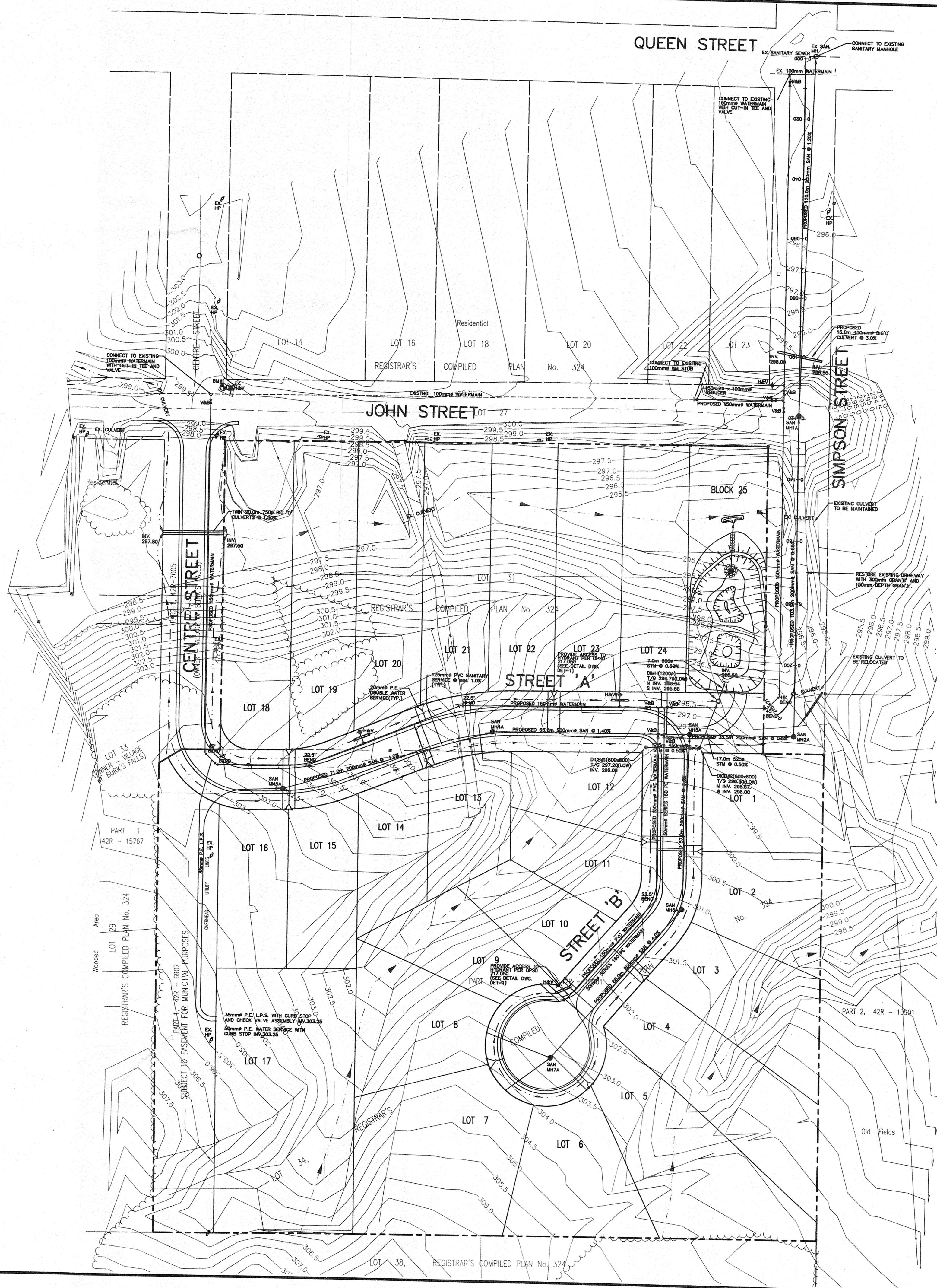
- The subdivision agreement will need to be amended in order to include the new design as well as any *potential* provisions for cost sharing with the Village or adjacent landowners.
- A covering letter providing a summary of the reconfiguration lots with a formal request to the Village to exempt those lots from Part Lot Control.
- A draft M-Plan showing the new subdivision layout
- Supporting detailed design plans (servicing, lot grading and drainage/stormwater, etc.) and supporting reports, including confirmation of servicing capacity for additional units

ANALYSIS

Following a review and discussion with EcoVue, the primary concern identified was the availability of sanitary and water capacity to support additional units at this location. A capacity assessment report prepared by OCWA in 2021 (Attachment B) indicated limited remaining capacity. However, based on subsequent discussions with OCWA and the Public Works Foreman, it was determined that the Village can accommodate the increased demand proposed by the engineering firm while remaining within the 80% capacity threshold.

RECOMMENDATION

Staff recommend that council approve the creation of the new lots and the requested change from single detached dwellings to 4 rows of 5 unit townhouses on lots 15 to 17.



PINESTONE ENGINEERING LTD.
 Consulting Engineers
 110 Kimberley Avenue
 Bracebridge, ON P1L 1Z8
 T: (705) 645-8853
 F: (705) 645-7262
 E: pinestone@pel.ca

The position of existing above ground and underground utilities and facilities are not necessarily shown on the drawings, and where shown, the accuracy of the position of such utilities and facilities is not guaranteed. Before starting work, the contractor shall confirm the exact location of all existing utilities and facilities, and shall assume all liability for damage to them.

Drawings shall not be used for construction unless sealed and signed. All work to be performed in accordance with the Occupational Health & Safety Act 1980.

Any errors and/or omissions shall be reported to Pinestone Engineering Ltd. without delay.

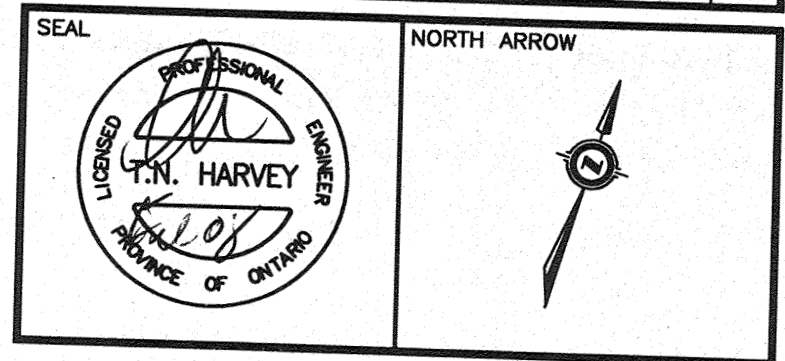
- NOTES**
1. DRAFT PLAN PROVIDED BY JOHN E JACKSON SURVEYING LTD. DATED MARCH 19 2007.
 2. TOPOGRAPHIC SURVEY COMPLETED BY PINESTONE ENGINEERING LTD. JANUARY 23 2007.

- LEGEND**
- PROPOSED CATCHBASIN
 - PROPOSED SANITARY MANHOLE
 - PROPOSED CATCHBASIN MANHOLE
 - ✚ PROPOSED WATER VALVE
 - ✚ PROPOSED HYDRANT
 - PROPOSED SINGLE CURB STOP
 - PROPOSED DOUBLE CURB STOP
 - EXISTING MANHOLE
 - EXISTING CATCH BASIN
 - EXISTING HYDRO POLE

BENCHMARK

BM#1
 TOP NUT OF HYDRANT ON THE NORTH SIDE OF JOHN STREET AND EAST OF CENTRE STREET ELEVATION 300.365m

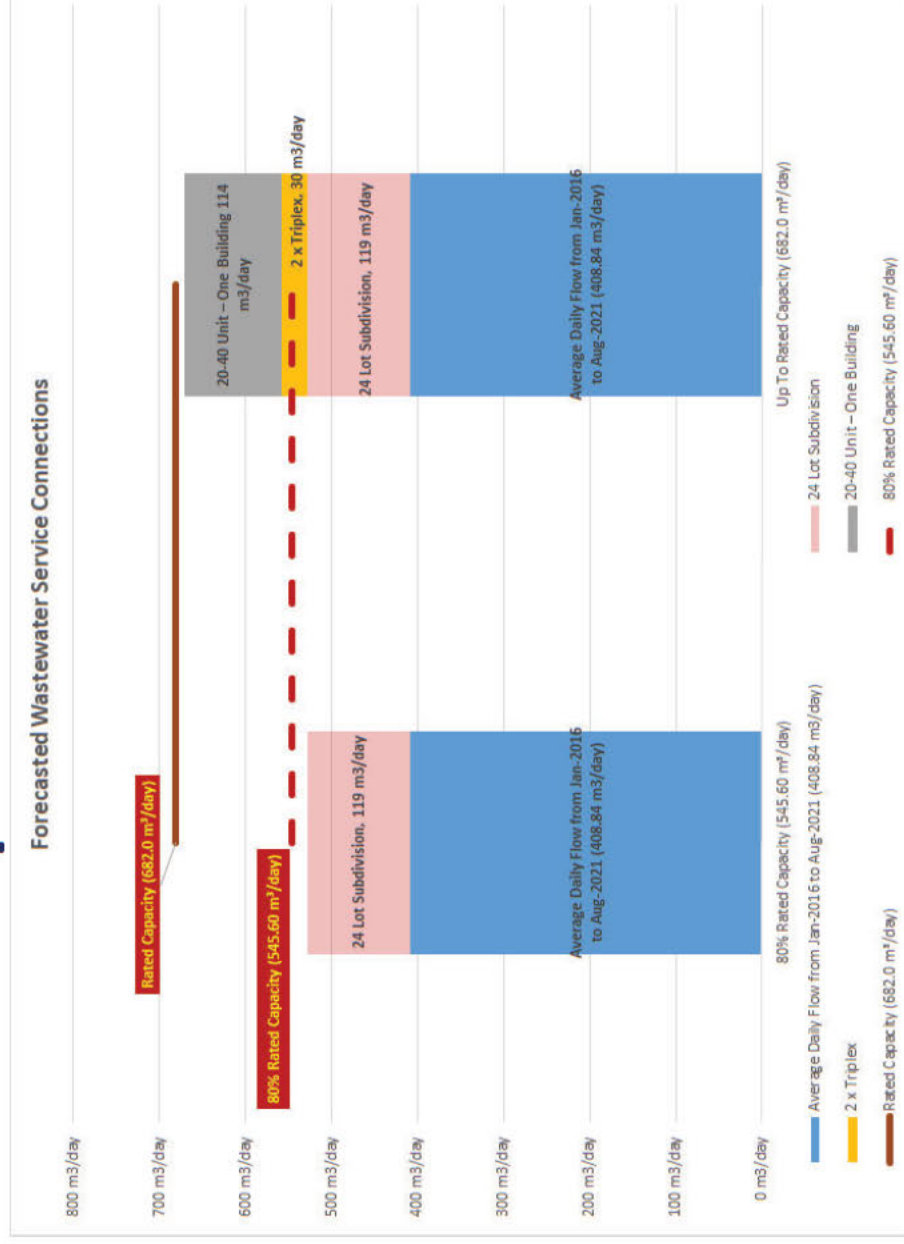
NO.	YY.MM.DD	REVISION	BY
1	08.02.04	FOR M.O.E. APPROVAL	G.N.



DESIGN BY:	Y.G.
DRAWN BY:	J.L.
CHECKED:	T.H.
DATE:	APRIL 2007
SCALE:	1:750

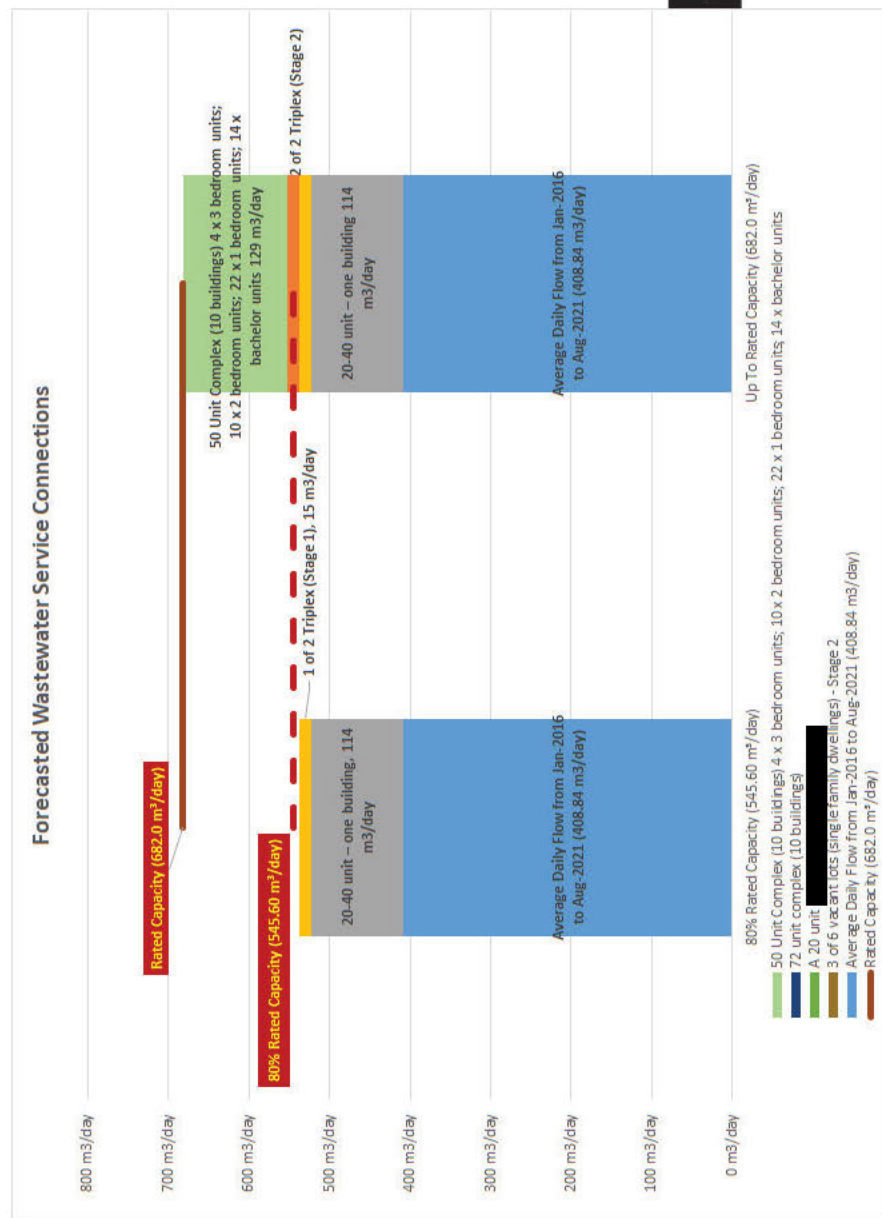
CLIENT/PROJECT		
BURK'S FALLS RESIDENTIAL DEVELOPMENT		
DRAWING TITLE		
GENERAL SERVICES PLAN		
PROJECT NO.	DRAWING NO.	REVISION
07-10668	GNI	1

Growth Option #1



- Phase 1: (up to 80% Rated capacity)
 - 24 Lot Subdivision
- At 80% capacity, initiate actions to expand the facility's capacity
- Phase 2: (Cautiously up to Rated Capacity)
 - 2 Triplex Buildings
 - 20 – 40 units 1 Building

- Phase 1: (up to 80% Rated capacity)



Growth Option # 3

In both scenarios (Options 1 & 2), there will be some planned development that cannot be implemented until the Sewage treatment facility is expanded/upgraded to accommodate the projected future sewage flows as follows:

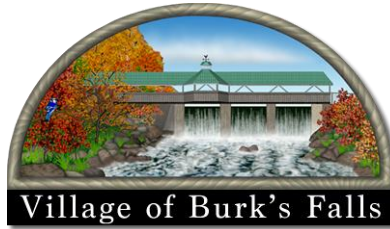
Option 1

Remaining Development	Capacity Requirement	Running Demand Over Rated Capacity
72 Unit Complex (10 buildings)	198 m ³ /day	198 m ³ /day
A 20 unit [REDACTED]	10 m ³ /day	208 m ³ /day
6 Vacant Lots (Single Family Dwellings)	30 m ³ /day	<u>238 m³/day</u>

Option 2

Remaining Development	Capacity Requirement	Running Demand Over Rated Capacity
Remaining 10 Building Complex (22 Units)	69 m ³ /day	69 m ³ /day
24 Lot Subdivision	119 m ³ /day	188 m ³ /day
6 Vacant Lots (Single Family Dwellings)	30 m ³ /day	218 m ³ /day
20 Unit [REDACTED]	10 m ³ /day	<u>228 m³/day</u>

Alternatively, the development of these remaining units can be expedited, if sewage treatment and disposal is provided via dedicated treatment and/or septic tank systems.



Recreation Advisory Committee Meeting
October 9, 2025, at 6:00pm, at 172 Ontario St., Council Chambers

Present: Chair Councillor Ashley Brandt, Councillor Ryan Baptiste, Matthew Orr, Debbie Hope, Brady Peever, Recording Secretary

Regrets: Margaret French, Diane Landstrom

1. The meeting was called to order at 6:03pm by Chair Councillor A. Brandt
2. **Disclosure of Interest:** None
3. **Adoption of Previous Meeting Minutes:**
2025-08 Moved by B. Peever - Seconded D. Hope
THEREFORE BE IT RESOLVED THAT The Village of Burk's Falls Recreation Advisory Committee approves the minutes of September 5, 2025. Carried.
4. **Old Business:**
 - a) **Follow Up- Recommendations to Council**
The Committee reviewed the Council Resolution regarding the recommendations submitted from the September 5, 2025 meeting. No concerns were raised.
 - b) **Halloween Event- Final Plan**
The Recording Secretary informed the Committee that the Halloween on the Big Screen event has been cancelled due to delays with the bathroom renovations. The Theatre Committee expressed their appreciation for the Committee's support and indicated they will reach out regarding future events.
5. **New Business:**
 - a) **2026 Recreation Plan**
The Committee discussed plans for the 2026 Recreation Season and proposed adding two new programs. Crozier Hall upstairs at the arena can accommodate two pickleball courts, with two nets already in excellent condition. The Committee will check the arena's recreation closets for paddles and balls; if unavailable, two sets will need to be purchased for approximately \$60 each. The eight-week pickleball program will include adult and youth sessions. M. Orr volunteered to lead, with support from other Committee members, and the adult program may expand to a drop-in format if interest is high.

The second program is an eight-week, all-ages "Learn to Skate" program to provide affordable skating instruction. T. Schaack, with experience in figure skating, power skating, and coaching, volunteered to lead the program. Program dates for both activities will be determined pending Council approval. The Committee will recommend that Council add these programs to the annual recreation schedule.

Moved by D. Hope- Seconded by R. Baptiste

Carried.

b) Recreation Fees

The Committee reviewed Information Report 2025-05- Proposed 8-Week Program Registration Fees. The purpose of the report was to provide recommended registration fees for municipally run recreation programs utilizing local fields and facilities with volunteer coaches. Fees were developed by Village Office staff, taking into account current rates, local economic conditions, and potential subsidy options. The Committee agreed with the suggested fees and will recommend that Council approve the proposed rates as outlined in Report 2025-05.

Moved by D. Hope- Seconded by R. Baptiste

Carried.

c) Tree Lighting Ceremony and Santa Skate

The Committee discussed plans for the 2025 Tree Lighting Ceremony and confirmed the intent to combine it with the Santa Skate as one larger community event. The Committee would like to enhance park decorations and add more lights, using equipment found in the Theatre and volunteer labour. The proposed schedule includes the Tree Lighting at 5:30 p.m., lights on at 6:00 p.m., activities in Stan Darling Park until 7:00 p.m., and the Santa Skate at the Armour, Ryerson, and Burk's Falls Memorial Arena from 7:00 to 8:30 p.m. A budget of \$300 has been allocated for the event. Chair A. Brandt requested support for the Santa Claus Parade float. The Committee agreed and suggested that any remaining funds from the Tree Lighting budget be used for float decorations. The Committee also proposed a downtown business window decorating competition, with community voting and online recognition for the winner. The Committee will recommend to Council the November 28th date for the Tree Lighting and Santa Skate event, that any remaining funds from the \$300 budget be used toward the Santa Claus Parade float, and that a downtown business window decorating competition be supported as part of the holiday celebrations.

Moved by B. Peever- Seconded by M. Orr

Carried.

6. Recommendations to Council:

The Recreation Advisory Committee recommends that Council approve:

2025-10 THEREFORE BE IT RESOLVED THAT the Village of Burk's Falls Recreation Advisory Committee recommend to Council:

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

AGENDA

- That the suggested fee structure for programming, as outlined in Report 2025-05 – Proposed 8-Week Program Registration Fees, be approved.
- That November 28, 2025, be approved as the date for the Tree Lighting Ceremony/Santa Skate event.
- That any remaining funds from the \$300 allocated to the Tree Lighting event be used toward the Santa Claus Parade Float.
- That a Business Window Decorating Contest be approved as part of the 2025 holiday celebrations.

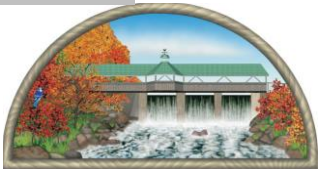
Attachments

- Information Report 2025-05: Proposed 8-Week Program Registration Fees

7. Date of Next Meeting: November 3, 2025, at 5:00pm

8. Meeting Adjourned: 7:34pm

Chair Signature



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INFORMATION REPORT 2025-05 – PROPOSED 8-WEEK PROGRAM REGISTRATION FEES

To: Village of Burk's Falls Recreation Advisory Committee

Date: October 7, 2025

Prepared by: Tara Schaack

RECOMMENDATION:

THAT the Village of Burk's Falls Recreation Advisory Committee receive Report 2025-05, dated October 7, 2025, entitled Proposed 8-week Program Registration Fees.

PURPOSE:

The purpose of this information report to the Village of Burk's Falls Recreation Advisory Committee is to provide suggested registration fees for the municipally run 8-week recreation programs. All programs are recreational and utilize local fields or facilities with volunteer coaches. The suggested fees, prepared by Village Office staff, consider current fees, local economic conditions, and potential subsidy options.

2026 PROGRAMS:

1. Learn-to-Skate

Type	Typical Fee Range	Suggested Fee
All Ages	\$55 – \$85	\$50

2. Recreational Soccer

Age Group	Typical Fee Range	Suggested Fee
Timbits / 4-7	\$40 – \$60	\$45
Youth / 8-12	\$50 – \$80	\$45

3. Recreational Baseball

Age Group	Typical Fee Range	Suggested Fee
T-ball / 4-7	\$40 – \$60	\$45
Youth / 8-12	\$50 – \$80	\$45

4. Recreational Ball Hockey

Age Group	Typical Fee Range	Suggested Fee
Youth / 8-13	\$45 – \$70	\$30

5. Recreational Basketball

Age Group	Typical Fee Range	Suggested Fee
Youth / 8-13	\$45 – \$70	\$30

AGENDA

6. Recreational Pickleball

Age Group	Typical Fee Range	Suggested Fee
Youth / 8-12	\$40 – \$65	\$30
Teen / 13-17	\$50 – \$75	\$30
Adult / Recreational	\$55 – \$85	\$40

Notes:

- All programs are municipally run with local fields or facilities.
- Programs utilize volunteer coaches.
- Suggested fees are recommended by Village Office Staff.
- Subsidy options may be explored to ensure accessibility for all residents.

Tara Schaack

Tara Schaack
Administrative Assistant



Rural Youth Group Committee Meeting

October 2nd, 2025, at 5:30pm at 172 Ontario Street

Present: Co-Chair Ashley Brandt, Mayor Chris Hope, Jeannette Godfrey, Barry Burton, Corinne Penstone (Zoom), Recording Secretary

Guests: None

Regrets: Mary Thomson

Delegations: None

1. The meeting was called to order at 5:30pm by A. Brandt
2. Land Acknowledgement:
Corinne provided the Land Acknowledgement for the Committee.
3. Disclosure of Interest:
None
4. Additions to the Agenda:
Moved by C. Hope - Seconded by C. Penstone
THEREFORE BE IT RESOLVED THAT the Rural Youth Group approve the following additions to the agenda:
New Business:
 - b. Chair Resignation and nominations
 - c. Approval of expenditure
Carried.

Co-Chair A. Brandt highlighted the importance of conversations waiting until they can occur at the committee level.
5. Acceptance of the Agenda:
Moved by C. Penstone - Seconded J. Godfrey
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the agenda of the meeting for October 2, 2025
Carried.
6. Adoption of Previous Meeting Minutes:
Moved by B. Burton - Seconded by C. Hope
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the minutes of the meeting held on September 4, 2025.
Carried.

Chair Resignation and Nomination of Chair (this item was moved to the beginning of the meeting)

M. French submitted her resignation for the role of Chair. Committee members inquired whether the resignation also applied to her membership on the Committee, and it was confirmed that it did. The resignation was accepted.

Moved by C. Hope - Seconded by B. Burton
Carried.

C. Hope nominated B. Burton to assume the role of Chair. No other nominations were brought forward. Following a discussion, all members were in favor of B. Burton assuming the role of Chair.

Moved by C. Hope - Seconded by J. Godfrey
Carried.

J. Godfrey asked C. Hope to thank M. French for her contributions.

7. Old Business:

a) Results from Council Meeting

Of the five recommendations presented, Council approved the Youth Group Committee's proposal to host an open house event. The remaining items require further review however, the Committee is unclear who will be responsible for the review and what the next steps for approval are.

b) Hire Youth Coordinator (B. Burton passed chair role to A. Brandt)

B. Burton put forward a motion requesting Council approval of the amended Coordinator position description, approval to proceed with hiring for a 6 month term, and approval to advertise the position on social media. It was noted that the job description is based on Clearview Township's version, which was previously vetted by their staff and Council.

The amended description includes requirements for a valid drivers licence, access to reliable transportation, and experience with de-escalation techniques. The Recording Secretary will incorporate these changes.

c) Rent Facility (B. Burton passed chair role to A. Brandt)

C. Hope and B. Burton met with a potential landlord regarding a location on Ontario Street in Burk's Falls. The landlord is currently away, giving the Committee time for further discussion. The unit is not currently accessible and will require the installation of a bathroom. A reduced rental rate for the first year was discussed, contingent upon the Youth Group covering the cost of the washroom installation. Utilities are included in the rental cost and the landlord is open to a month-to-month agreement.

B. Burton put forward a motion requesting Council approval to enter into a month-to-month rental agreement, to be executed upon the hiring of a Coordinator and in alignment with the presented budget.

C. Penstone shared the Pub is willing to offer space to the Youth Group on Mondays while they are closed, as a temporary location. The bar would not be open, and space would be available for darts, pool etc.

d) Finance

The account balance was reviewed and currently stands at \$40,132.05. The increase of \$32.05 is due to donations received during the Downtown Celebration. During the finance discussion, it was noted that future recruitment for committee members must include fundraising experience as an asset.

e) Short Term Initiatives

Social Media- (B. Burton passed chair role to A. Brandt)

B. Burton put forward a motion requesting Council approval to post promotional posters on the RYG Facebook page up to four times per month, with all content to be submitted to staff one month in advance for approval. The motion also included a request for ongoing approval to share local events of interest to youth on the page.

Workshop-

The SMART goals workshop was postponed by the facilitator, and a new date has not yet been set. M. French printed all related materials and will deliver them to the Municipal Office for future use. B. Burton and J. Godfrey will attend the Seniors Centre on the originally scheduled date to speak with anyone who may arrive unaware of the cancellation. They will use the opportunity to share the groups vision and encourage individuals to follow the group on social media.

8. New Business:

a) Open House

Council approved the Youth Group Committee to host an open house. The committee shared preliminary ideas for the event, including sharing the groups vision, engaging the public, posting information about the room, providing pizza, and distributing handouts. A Friday night at the Arena was suggested as the ideal day and location. Members agreed to come prepared at the next meeting to plan the event.

A discussion took place regarding the six-month plan. It was acknowledged that If significant fundraising does not occur and the initiative is not financially sustainable, the project will not continue past the 6 months as it must not impose costs on the municipality. It was emphasized that securing funding and successful grant applications is a high priority for the sustainability of the centre.

b) Approval of Expenditure

M. French submitted an expense claim in the amount of \$141.70 for photocopies prepared for the SMART goals workshop. The committee approved the expense for reimbursement. Moved by C. Hope - Seconded by J. Godfrey.
Carried.

9. Recommendations to Council

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

a. Requesting approval by Council to approve the staff amended job description for the 6 month contract position of Youth Coordinator and to permit social media posting and advertising.
Moved by B. Burton - Seconded by C. Hope

b. Requesting approval by Council to enter in principle into a month-by-month rental agreement with the owner of ---- Ontario Street at a set rate of \$1808.00 per month including HST and utilities;

To be executed upon the hiring of a youth coordinator approved by council;

And to approve the six month projected budget for the start up and operation of the Rural Youth Group Centre.

Moved by C. Hope – Seconded by J. Godfrey

c. Requesting Council to approve the posting of Digital Posters to the Rural Youth Group Facebook Page up to 4 times a month. All poster submissions to be forwarded to staff one month in advance;

And that the committee is also permitted to continue to share community events on the page.

Moved by J. Godfrey - Seconded by C. Hope

Carried.

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

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

Moved by C. Hope - Seconded by J. Godfrey

Carried.

10. Date of Next Meeting: November 6, 2025, at 5:30pm

11. Meeting adjourned: at 7:13 pm. Moved by C. Hope - Seconded by J. Godfrey

Signature of Chair

Job Title: Youth Coordinator**Revision Date:** 2025-10-06

Scope of Position

The Youth Coordinator is responsible for the development, coordination and scheduling of Youth Centre recreational programs (for 12 to 18 years of age) and activities, and the management of the Youth Centre. This role will report to a designate of the Rural Youth Group. Duties encompass creating schedules, providing training, offering support, and monitoring programs and services.

Key Responsibilities

1. Supervision
 - a. Supervise Youth Centre volunteers and ensure all receive orientation and training.
 - b. Responsible for the co-ordination of set-up, take down and delivery of equipment.
 - c. Assist with the recruitment of staff and volunteers as required.
 - d. Create and update training and procedure manuals for staff and volunteers.
2. Youth Centre Operations
 - a. Implement, schedule, and evaluate services and programs that are age appropriate for the Youth Centre as requested by the Rural Youth Group.
 - b. Actively participate as a member of the Rural Youth Group Committee and serve on an assigned sub-committee.
 - c. Contribute to discussions, planning, and decision-making that support the mission and vision of the Rural Youth Group.
 - d. Bring forward expertise, community knowledge, and constructive input to strengthen program planning and operations.
 - e. Provide information and referrals to appropriate external agencies for youth-related difficulties.
 - f. Follow procedures with respect to recognizing youth at risk and child abuse victims in accordance with the Child and Family Services Act.
 - g. Coordinate the maintenance of the Youth Centre facilities and equipment.
 - h. Provide input on annual goals/objectives and operating budget to the chair of the Rural Youth Group.
3. Networking
 - a. Support the Rural Youth Group's initiatives, special events, and fundraising.
 - b. Liaise with community organizations, corporations, youth related agencies, and education institutions to ensure youth services are accessible to the youth in our community.

- c. Summarize and report back to the Rural Youth Group Committee on sub-committee discussions, including proposals under consideration, key recommendations, and issues requiring broader input or decision making.
 - d. Ensure the sub-committee's work remains aligned with the goals, priorities, and policies of the Rural Youth Group.
4. Reports and Records Maintenance
 - a. Submit biweekly reports to the Rural Youth Group designate on all aspects pertaining to the operation of the Youth Centre (attendance, referrals, concerns, needs);
 - b. Responsible to ensure completion of all documented reports (Injury, complaints, Child and Family Services reports, R-Zone incidents, hazard identification etc.)
5. Purchasing
 - a. Requisition all supplies and equipment required for the Youth Centre and purchase as authorized by the Rural Youth Group Chair.
6. Other
 - a. Other related duties as assigned, consistent with the scope of this position.

Manager/Supervisor Health and Safety Responsibilities

- Ensure Health and Safety Policy is provided.
- Ensure Health and Safety procedures are provided and updated as required.

Education & Training

- Experience in recruiting and managing volunteers.
- Experience utilizing deescalation techniques. Current Crisis Prevention Intervention training an asset.
- Current CPR "C" with AED, First Aid Certification.
- Must provide the employer a Criminal Records Check with Vulnerable Sector Screening for this position.
- Must provide the employer a copy of relevant education and/or professionally designation certificates.
- A post-secondary diploma in Leisure Studies, Social Services, or related field with a focus on teens is preferred
- Youth Recreation Leadership Certificate is considered an asset

Specific Abilities, Skills and Competencies

- Demonstrated interpersonal, leadership, communications, conflict management, problem solving and organizational skills.
- Proficient in office software and social media.
- Ability to travel as required for program delivery and meetings. Valid drivers licence and reliable vehicle.
- Two (2) years previous related experience is preferred.

Working Conditions

- Regular walking, standing and some lifting of up to 18kg/40lb, with or without accommodation
- Work is conducted in standard offices, an enclosed environment and outdoors.
- Occasional exposure to cold temperatures, inclement weather, loud noises.
- Normal hours of work are 35 hours per week.
- Evenings and weekend hours required.

Revisions

This job description will be revised when requested by the Rural Youth Group Committee.

Employee Acknowledgement

Employee Name:

Employee Signature:

Date:

Manager/Supervisor Approval

Manager:

Date:

Rural Youth Group Centre ----- Ontario Street

Monthly Expenses

Month To Month Rental Agreement (utilities included) \$1,600.00 + HST \$208.00 = \$1,808.00 6 Month Period		\$10,848.00
Internet	\$150.00 x 6 months	\$900.00
Director Contract Income Facility open from 4:00pm to 8:00pm + ½ hour Start & End Open 4 days a week Tuesday to Friday 20 hours per week X \$25.00 = \$500.00 per week \$500.00 X 4.33 weeks/month = \$2,165.00	\$2,165.00 X 6 months	\$12,990.00
Misc. Expenses	\$ 200.00 x 6 months	\$1,200.00

Start Up Expenses

Front Desk (existing donation)		
Installation of Accessible Washroom		\$5,000.00
3 Computers Purchase \$400.00 Each	\$400.00 X 3	\$1,200.00
Paint		\$500.00
TV & Game Console		\$1,000.00
Misc. Furniture		\$1,000.00
TOTAL		\$34,638.00



The Municipality of the
VILLAGE OF BURK'S FALLS

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General Government Report- Burk's Falls Housing Market Study- 2024

Council Meeting Date [Insert Date]

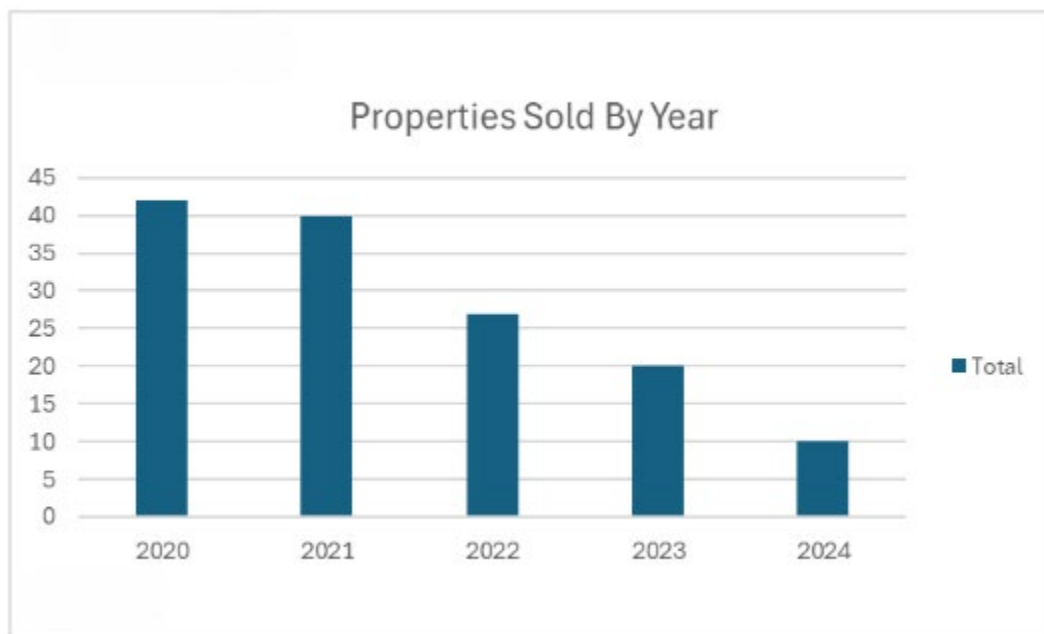
Over the years, the Village of Burk's Falls has closely monitored the local housing market, focusing on properties within Village boundaries.

Each year, staff present Council with a housing report that offers more than just statistics—it tells the story of our community's real estate activity. The report outlines annual home sales, compares average sale prices to assessed values, highlights market trends identified by local realtors, and provides insight into where buyers are coming from and what they are seeking in a property.

This information is compiled from multiple sources, including title transfer records, assessments from the Municipal Property Assessment Corporation, feedback from local realtors, and data from the Joint Building Department.

The previous Housing Market Study highlighted a long-standing trend of people moving north, which remained consistent for several years. More recently, the market has shifted to reflect a broader mix of purchasers—both buyers from across Ontario and those relocating within the Village—showing ongoing interest in Burk's Falls. In 2023, 27 properties were sold, marking an increase over 2022. However, sales declined in 2024, with only 10 properties sold (three of which were vacant lots). This slowdown was influenced by concerns over potential U.S. tariffs, anticipation of lower interest rates, and the uncertainty of an election year, which often causes buyers to pause before making significant investments.

Figure 1

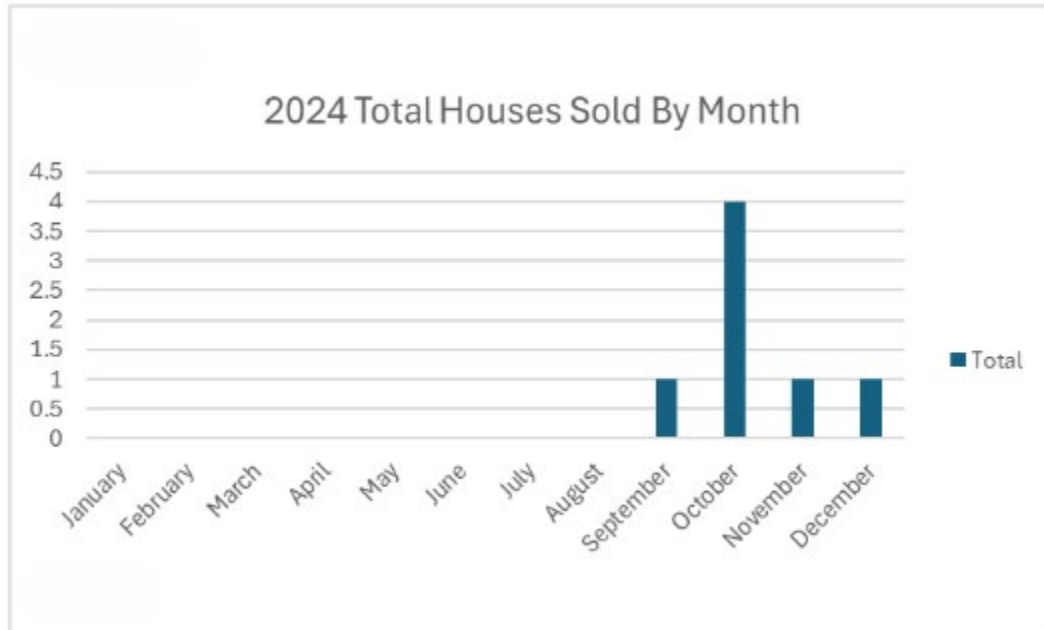




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Figure 2



THE LOCAL SITUATION

Buyers began 2024 optimistic that lower interest rates would spur more activity in the housing market; however, that optimism was quickly tempered by the threat of tariffs. According to local realtors, uncertainty and hesitation were common, with many buyers delaying purchases in anticipation of significant price drops. As a result, the year saw reduced market activity.

Local realtors also reported a modest shift in buyer demographics. While there has been some interest from younger families seeking more affordable options outside urban centres, the majority of buyers in 2024 were individuals aged 55 and older. Many in this group are drawn to Burk's Falls for its quieter, more relaxed lifestyle as they transition into retirement.

Homes in the area are now remaining on the market for 60 days or longer, with some sitting for as many as 120 days or being withdrawn and prepared for re-listing in 2025. Many prospective buyers are searching outside the main Village to find more affordable options, while the most consistently successful sales continue to be year-round homes priced under \$800,000. This trend underscores both the strong demand for reasonably priced housing and the appeal of properties that provide long-term livability.

Family homes and bungalows remain the most popular property types, although realtors note that virtually any listing can sell under the right conditions.

One local realtor reported that in 2024, residential home prices within the Village ranged from approximately \$320,000 to \$415,000, while the average price for a waterfront property was around



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\$800,000, with some selling for well over \$1,000,000. These figures underscore the premium value placed on waterfront locations within the local real estate market.

Figure 3

*Based on lawyer letters at time of sale. Some are not identified; therefore data is not a complete picture.



Local real estate reports that Burk's Falls continues to attract new residents thanks to its appealing combination of lifestyle, affordability, and natural surroundings. The Village benefits from its proximity to Muskoka while remaining more accessible in terms of property prices. Residents value the convenience of nearby amenities, an active downtown, and a vibrant arts and music scene. Outdoor opportunities are abundant, with parks, trails, and lakes offering a wide range of recreational activities and water sports. Those who choose to leave the area often do so to be closer to family and friends or to access more comprehensive health care services.

When asked about challenges in selling homes, local realtors cited concerns over empty buildings in the downtown core, which affect the area's vibrancy and long-term appeal. High property taxes are also seen as a deterrent for some potential buyers, and the limited availability of family doctors—with long waitlists—remains a significant consideration for residents thinking about relocation.

Realtors emphasized that sellers can maximize their chances of a successful sale by preparing their properties carefully. Decluttering is key, allowing potential buyers to envision themselves in the space without distraction from the current owner's belongings. Kitchens and bathrooms tend to attract the most attention, making them particularly important to present well. Pricing competitively from the outset is strongly recommended,



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rather than “testing the market” with higher prices, to draw interest and encourage timely offers.

Local real estate also suggested that the Village take proactive steps to attract new residents and businesses. Ideas included collaborating with developers and business owners to revitalize the downtown area, hosting more community events to increase engagement and visibility, working with higher levels of government to promote first-time homebuyer incentives, and encouraging the construction of affordable starter homes to attract young families and support long-term growth.

In terms of rentals, opportunities in Burk's Falls are extremely limited. There are currently no available rental units, and waitlists for families seeking affordable housing continue to grow. Real estate offices regularly receive inquiries from prospective tenants, underscoring a clear and unmet demand—one that could be addressed through new development to better serve residents and strengthen the local housing market.

Looking ahead to 2025, local real estate professionals expect the housing market to remain relatively stable, with prices and interest rates holding at moderate levels. While market conditions, economic factors, and supply and demand will continue to shape pricing, some listings may remain on the market longer, prompting sellers to adjust asking prices to attract buyers. Realtors also expressed hope that the resolution of U.S. tariffs could help boost buyer confidence and overall market activity.

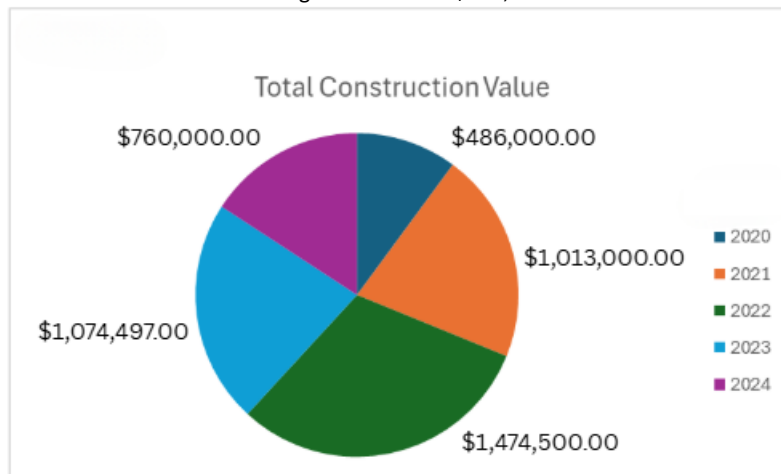
BUILDINGS WITHIN THE VILLAGE

Within the Joint Building Department, permit activity in 2024 was significantly lower than in 2023. Only 4 permits were issued in 2024, compared to 15 the previous year. Between 2020 and 2024, the annual average was 11.6 permits.

Permit fees collected in 2024 totaled \$11,800, with total project values reaching \$760,000. Both figures fall below the 2020–2024 averages, with permit fee collections averaging \$16,518.59 over that period. At year-end 2024, two permits remained open.

Figure 4

*Average 2020-2024 = \$961,599.40





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According to the Chief Building Official, there were no major projects in 2024 comparable to those seen in previous years. However, despite reduced activity, high building costs have kept both permit fees and construction values relatively strong.

CONCLUSION

The Village of Burk's Falls housing market continues to evolve, shaped by economic conditions, buyer preferences, and local opportunities. While challenges remain, the community's lifestyle, affordability, and natural appeal continue to attract interest from a range of buyers.

Special thanks to Kathy Andrews and Leann Russell of Coldwell Banker, and Emilio Foffano of Royal LePage, for generously sharing their time and valuable insight in support of this report.

Tara Schaack

Tara Schaack
Administrative Assistant



August 28, 2025

To: Almaguin Community Economic Development (ACED) Board
 From: Dave Gray, Director of Economic Development

Subject: Transitioning to a two-staff department

Recommendation

That the Almaguin Community Economic Development Board receives the staff report regarding the transition to a two-staff department and requests that the Township of Armour proceed with administering the transition effective January 1st, 2026.

Background

Through 2025, the ACED Department has shared the full-time leadership position of Chief Administrative Officer / Director of Economic Development with the Township of Armour. This temporary, dual-purpose role was intended to serve both parties in that it supported succession planning for both organizations.

The Township of Armour is currently evaluating the need for a full-time Chief Administrative Officer, which will be discussed at the August 12th Regular Council Meeting. This transition will affect the ACED Department's current 2.5 FTE structure by creating a vacancy in the DoED position. Armour remains committed to providing administrative services to ACED, as well as direct mentorship support to ACED staff through their subsequent transition and in the future.

Through 2025, the ACED EDO has completed several training opportunities as identified in the Leadership and staff considerations pertaining to the planned exit of the Director of Economic Development staff report (October 21, 2024). Additionally, the ACED Board and Department have committed to evolving the delivery of ACED services through enhanced member communication, the creation of a new draft shared services agreement, and creating a new cost sharing concept. These action items have been undertaken based on feedback from municipal members to ensure fairness and value to all members while reflecting their local priorities in the activities of ACED. Reducing the department to two full-time staff, with future potential for internship support, will result in significant short-to-mid-term cost savings to municipal partners while also creating an attractive entry (or re-entry point) for past and/or future members.

Financial Considerations

Transition structure	Line 370-000 Total ¹ (2026)	2026 Savings VS 2026 Projection (\$220,300)
Replace current Director w/o backfilling EDO Position	\$142,300	\$78,000
Replace EDO with ED Intern²	\$163,584	\$56,716

1 – Provides the sum of the figures presented in Line 15-370-000 "Total Municipal & Chamber Contribution"

2 – Estimated costs based 35 hours per week at a wage of \$28.74/hour plus deductions, less \$35,000 internship grant. Estimated start for Spring 2026.



Impacts to the current FedNor CIINO agreement

Both remaining full-time staff positions are supported under the current CIINO contribution agreement. There is no anticipated impact on the agreement, which is expected to expire in Q3, 2027.

Additional Considerations

The Township of Armour's Employment Policy stipulates that Township position postings must be made internally for a minimum of 1 week prior to being posted publicly. Should the ACED board wish to deviate from the policy for any reason, a request from the board would need to be made to Council. Additionally, should the Board select a candidate from outside the organization, budget adjustments would be required to reflect 3 permanent, full-time staff.

Others Consulted

Alison McGregor, Treasurer, Township of Armour

Chris Nicholson, ACED Chair & Township of Joly Council Representative

Courtney Metcalf, EDO, ACED

Rod Ward, Mayor, Township of Armour

Attachments:

1. Costing scenario based on percent-to-levy concept w/ 2 permanent, full-time staff
 - a. 14 Partners
 - b. 10 partners
 - c. 8 partners
2. Costing scenarios based on percent-to-levy concept w/ 2 permanent full-time staff and 1 full-time intern.
 - a. 14 Partners
 - b. 10 partners
 - c. 8 partners
3. Current cost share formula / budget
 - a. 10 partners
 - b. 8 partners

Attachment 1 – Scenarios with 2 permanent full-time staff

Figure 1A – Scenario with 14 Partners

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

Figure 1B – Scenario with 10 Partners

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

Figure 1C – Scenario with 8 Partners

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

Attachment 2 – Scenarios with 2 permanent full-time staff and one full-time intern

Figure 2A – Scenario with 14 Partners

Municipality	Tax Levy 2024	0.406% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 15,622.95	\$ 27,651.05
Armour	\$ 3,201,570.00	\$ 12,998.37	\$ 18,936.63
Strong	\$ 3,035,099.28	\$ 12,322.50	\$ 17,240.50
McMurrich/Monteith	\$ 2,160,272.00	\$ 8,770.70	\$ 15,188.30
Sundridge	\$ 1,922,304.00	\$ 7,804.55	\$ 11,479.45
South River	\$ 1,366,381.00	\$ 5,547.51	\$ 13,948.49
Burk's Falls	\$ 1,491,745.00	\$ 6,056.48	\$ 13,154.52
Joly	\$ 880,625.00	\$ 3,575.34	\$ 5,102.66
Ryerson (2023)	\$ 2,345,528.00	\$ 9,522.84	
Kearney	\$ 4,596,666.00	\$ 18,662.46	
Magnetawan	\$ 5,983,907.00	\$ 24,294.66	
Powassan	\$ 4,500,387.00	\$ 18,271.57	
Machar	\$ 2,509,174.00	\$ 10,187.25	
AHCC		\$ 10,000.00	
		\$ 163,637.20	

Figure 2B – Scenario with 10 Partners

Municipality	Tax Levy 2024	0.83% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 31,938.55	\$ 11,335.45
Armour	\$ 3,201,570.00	\$ 26,573.03	\$ 5,361.97
Strong	\$ 3,035,099.28	\$ 25,191.32	\$ 4,371.68
McMurrich/Monteith	\$ 2,160,272.00	\$ 17,930.26	\$ 6,028.74
Sundridge	\$ 1,922,304.00	\$ 15,955.12	\$ 3,328.88
South River	\$ 1,366,381.00	\$ 11,340.96	\$ 8,155.04
Burk's Falls	\$ 1,491,745.00	\$ 12,381.48	\$ 6,829.52
Joly	\$ 880,625.00	\$ 7,309.19	\$ 1,368.81
Ryerson (2023)	\$ 2,345,528.00	\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 163,619.91	

Figure 2C – Scenario with 8 Partners

Municipality	Tax Levy 2024	0.988% of Tax Levy	Difference/Municipality
Perry	\$ 3,848,017.56	\$ 38,018.41	\$ 5,255.59
McMurrich/Monteith	\$ 2,160,272.00	\$ 21,343.49	\$ 2,615.51
Armour	\$ 3,201,570.00	\$ 31,631.51	\$ 303.49
Strong	\$ 3,035,099.28	\$ 29,986.78	-\$ 423.78
Sundridge	\$ 1,922,304.00	\$ 18,992.36	\$ 291.64
Joly	\$ 880,625.00	\$ 8,700.58	-\$ 22.58
Ryerson		\$ 5,000.00	
AHCC		\$ 10,000.00	
		\$ 163,673.13	

Figure 3A - Current formula with 2 staff and 10 partners

Description	2024 Actual	2024 Budget	2025 Department Estimate 10 partners	2026 Department Estimate 10 partners	2027 Department Estimate 10 partners	2028 Department Estimate 10 partners
Revenues						
Municipal & Chamber Contributions						
Armour	(\$33,969.00)	(\$36,851)	(\$31,808)	(\$19,535)	(\$28,304)	(\$43,628)
Burk's Falls	(\$19,980.00)	(\$21,181)	(\$19,142)	(\$13,996)	(\$17,671)	(\$24,093)
Joly	(\$9,012.00)	(\$9,494)	(\$8,664)	(\$6,602)	(\$8,075)	(\$10,649)
Perry	(\$46,254.00)	(\$50,615)	(\$43,055)	(\$24,451)	(\$37,741)	(\$60,965)
Ryerson	(\$5,000.00)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)
South River	(\$20,268.00)	(\$21,503)	(\$19,457)	(\$14,134)	(\$17,935)	(\$24,578)
Strong	(\$31,321.00)	(\$33,885)	(\$29,495)	(\$18,496)	(\$26,311)	(\$39,965)
Sundridge	(\$20,075.00)	(\$21,287)	(\$19,193)	(\$14,018)	(\$17,714)	(\$24,172)
Kearney	\$0	\$0	\$0	\$0	\$0	\$0
McMurrich/Monteith	(\$13,937.00)	\$0	(\$23,879)	(\$16,068)	(\$21,649)	(\$31,400)
Chamber of Commerce	(\$10,000.00)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)
Total Municipal & Chamber Contribution	(\$209,816.00)	(\$209,816)	(\$209,693)	(\$142,300)	(\$190,400)	(\$274,450)

Figure 3B -Current Formula with 2 Staff and 8 Partners

Description	2024 Actual	2024 Budget	2025 Department Estimate 10 partners	2026 Department Estimate 10 partners	2027 Department Estimate 10 partners	2028 Department Estimate 10 partners
Revenues						
Municipal & Chamber Contributions						
Armour	(\$33,969.00)	(\$36,851)	(\$31,808)	(\$25,510)	(\$35,829)	(\$53,859)
Burk's Falls	(\$19,980.00)	(\$21,181)	(\$19,142)	\$0	\$0	\$0
Joly	(\$9,012.00)	(\$9,494)	(\$8,664)	(\$7,614)	(\$9,352)	(\$12,391)
Perry	(\$46,254.00)	(\$50,615)	(\$43,055)	(\$33,709)	(\$49,482)	(\$77,044)
Ryerson	(\$5,000.00)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)
South River	(\$20,268.00)	(\$21,503)	(\$19,457)	\$0	\$0	\$0
Strong	(\$31,321.00)	(\$33,885)	(\$29,495)	(\$23,921)	(\$33,183)	(\$49,367)
Sundridge	(\$20,075.00)	(\$21,287)	(\$19,193)	(\$16,667)	(\$21,102)	(\$28,852)
Kearney	\$0	\$0	\$0	\$0	\$0	\$0
McMurrich/Monteith	(\$13,937.00)	\$0	(\$23,879)	(\$19,879)	(\$26,452)	(\$37,937)
Chamber of Commerce	(\$10,000.00)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)
Total Municipal & Chamber Contribution	(\$209,816.00)	(\$209,816)	(\$209,693)	(\$142,300)	(\$190,400)	(\$274,450)



RESOLUTION

2025-23 *25 cr*

Be it resolved that the Almaguin Community Economic Development Board receives and approves the staff report regarding the transition to a two-staff department. Furthermore, the Board requests that the Township of Armour proceed with administering the transition effective January 1st, 2026.

MOVED BY: Tim B

SECONDED BY: Sutera

CARRIED: ☒ Yes ☐ No

Comments:

CR

ACED & Regional Economic Development Overview

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

This information package is intended to serve several key purposes:

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

Who is ACED, and what do they do?

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

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

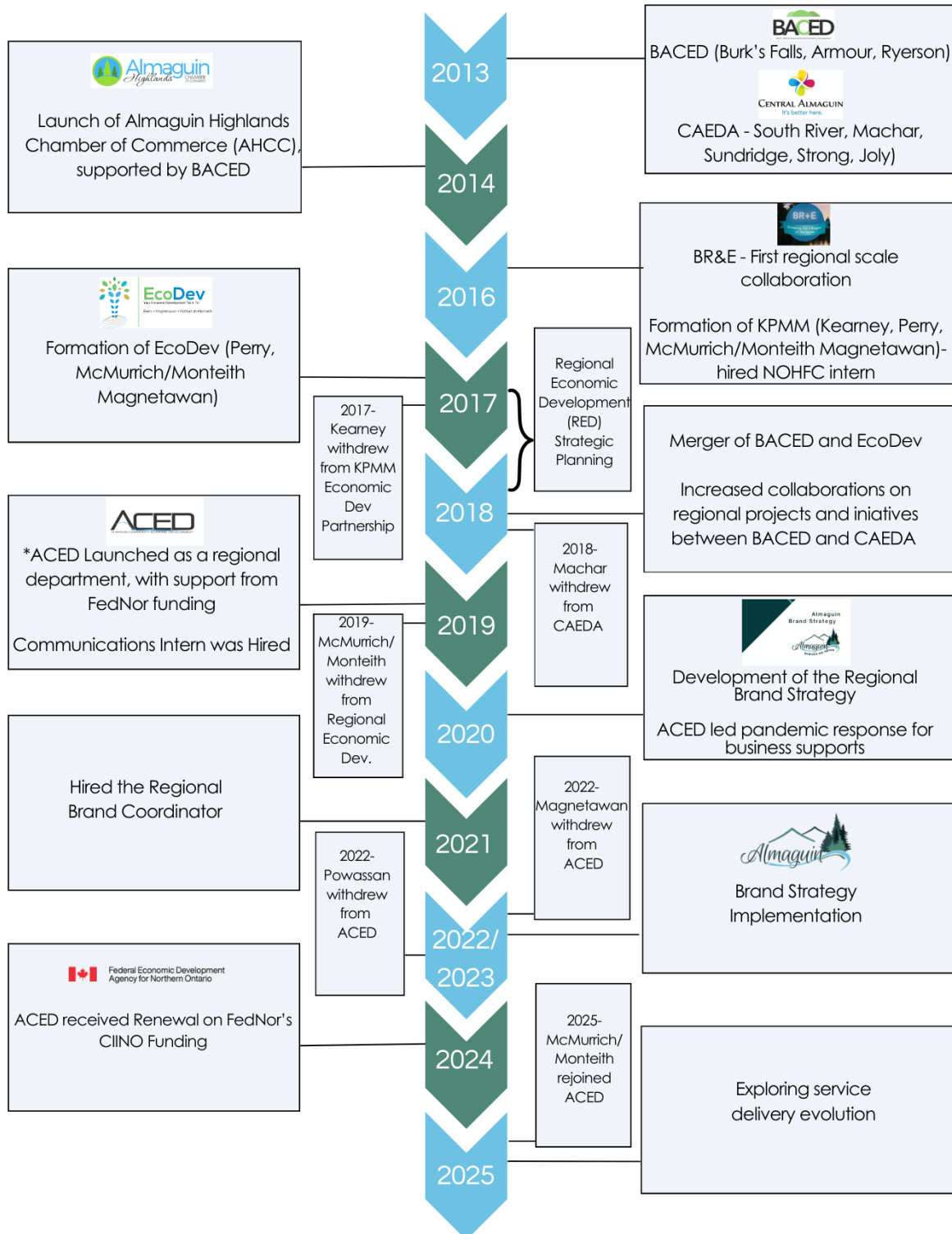
- Director of Economic Development (.5FTE for 2025)
- Economic Development Officer
- Communications and Marketing Officer.

Organizational Structure

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

REGIONAL ECONOMIC DEVELOPMENT TIMELINE

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



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

ACED & Regional Funding History and Highlights

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

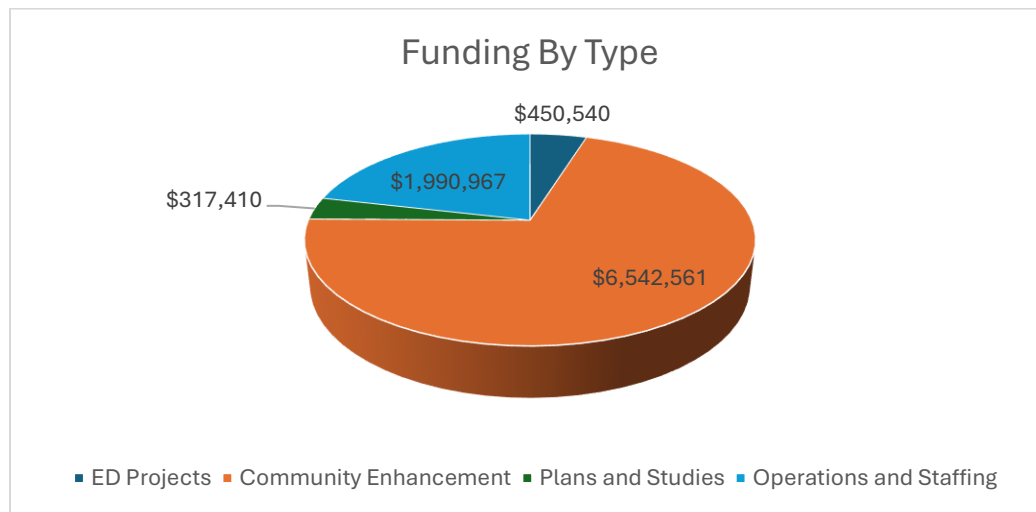
1. These totals include funding for initiatives that occurred prior to ACED; however, represent projects that benefited multiple municipalities (including fully regional projects).
2. Totals include both ACED/ ED Staff led and supported applications.
3. Municipal contributions only reflect the application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

Public Sector Funding

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

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

Figure 1 - Funding Breakdown by Type



Private Sector Funding – High Level Total

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

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

Defining ACED's Services

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

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

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

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

How can Municipalities best utilized ACED services?

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

Keep open lines of communication

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

Stay informed on ACED-led projects

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

Promote our Rotating Office Days

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

Engage us to assist with funding applications

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





RESOLUTION

2025- 260

Be it resolved that the Almaguin Community Economic Development Board

Support the percent-to-levy contribution concept
and recommend that the Township of Amn
prepare the 2026 budget using this formula.

MOVED BY:

Vicky

SECONDED BY:

Wesley

CARRIED:

☒ Yes

/ No

Comments:

C

TWO-YEAR INTERIM JOINT SERVICE AGREEMENT

This Agreement made effective this 1 day of January, 2026

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF PERRY

(Hereinafter referred to as “Perry”)

- and -

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF MCMURRICH
MONTEITH**

(Hereinafter referred to as “McMurrich Monteith”)

- and -

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

(Hereinafter referred to as “Armour”)

- and -

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

(Hereinafter referred to as “Sundridge”)

- and -

THE ALMAGUIN HIGHLANDS CHAMBER OF COMMERCE

(Hereinafter referred to as “the Chamber”)

- and -

THE CORPORATION OF THE TOWNSHIP OF STRONG

(Hereinafter referred to as “Strong”)

- and -

THE CORPORATION OF THE TOWNSHIP OF JOLY

(Hereinafter referred to as “Joly”)

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

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

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

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

Non-voting members:

The Township of Ryerson.

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

DEFINITIONS

1. In this Agreement including in the recitals above,
 - (a) **“ACEDDB Meeting”** means a meeting between the appointed representatives of each Member Party, with a quorum of half the representatives plus one;
 - (b) **“Act”** means the *Municipal Act*, 2001, S.O. 2001, c.25;

- (c) **“Administer”** means to provide the Economic Development Services to the public in accordance with Applicable Law, and **“Administration”** has the same meaning;
- (d) **“Administering Municipality”** means the Member Party that has been chosen by the Member Parties to administer the Economic Development Services;
- (e) **“Administrative Services”** means those services as set out in section 8 of this Agreement;
- (f) **“Agreement”** means this Joint Service Agreement and all Schedules and Exhibits attached to this Agreement;
- (g) **“Almaguin Community Economic Development” (ACED)** is the name given to the regional economic development entity formed by the participating Member Parties.
- (h) **“Almaguin Community Economic Development Department Board” (ACEDDB)**, is a committee composed of appointed representatives from all of the Member Parties who have agreed to participate and fund the Almaguin Community Economic Development (ACED).
- (i) **“Almaguin Community Economic Development Department (ACEDD)”** performs the work needed to strengthen the local economy and diversify the municipal tax base. They recruit new businesses, retain existing ones, and assist businesses when they can expand operations locally.
- (j) **“Applicable Law”** means any applicable statute, ordinance, decree, regulation or by-law or any rule, circular, directive, license, consent, permit, authorization, concession or other approval issued by any Government Authority which has appropriate jurisdiction;
- (k) **“Business Days”** means any day other than a Saturday, Sunday or statutory holiday;
- (l) **“Calendar Days”** means consecutive days, including Saturday, Sunday or statutory holiday;
- (m) **“Capital Expenditure”** means any expenditure related to machinery, equipment, vehicles and furniture reported as a tangible capital asset on the audited financial statement of the Economic Development Services;
- (n) **“Capital Items”** means machinery, equipment, vehicles and furniture required to provide Economic Development Services;
- (o) **“Director of Economic Development”** (the Director) means the municipal employee hired to manage the ACEDD.
- (p) **“Economic Development Services”** means all services related to the provision of economic development;
- (q) **“Emergency”** means any unplanned event, activity, circumstance that constitutes a threat to the operation of the Service and/or requires the stoppage of the delivery of the Economic Development Services, in whole or in part and may include both person-caused and natural-caused events, activities and circumstances;
- (r) **“Expenditure”** means any funds used by the Administering Municipality to obtain new assets, improve existing ones or reduce a liability;
- (s) **“Government Authority”** means any government, regulatory authority, ministry, board, department, court or other law, regulation or rule-making entity, having jurisdiction or authority over the matter in issue, but excludes a municipality or any of its local boards;

- (t) **“Member Party(ies)”** means each organization or municipality which is party to this agreement;
- (u) **“Net Cost”** means all operating, capital and real property capital expenditures for Economic Development Services less all revenues generated by the Economic Development Services including, but not limited to, government grants, user fees, rents, sales and donations and **“Net Costs”** has the same meaning;
- (v) **“Non-voting member”** means a municipality or organization which makes a yearly contribution to ACED but does not have a vote on the ACED Board. The yearly contribution would not exempt the municipality or organization from the ACED fees for services.
- (w) **“Real Property”** means land, land improvement and any building or buildings erected upon the land used to provide Economic Development Services;
- (x) **“Real Property Capital Expenditure”** means any expenditure related to land, land improvements and buildings reported as a tangible capital asset on the audited financial statements of the Economic Development Services;
- (y) **“Report”** means that Report referred to in clause 8(f) of the Agreement, in the form required by the Administering Municipality and **“Reporting”** has the same meaning;

TERM OF THE AGREEMENT

- 1 This Agreement takes effect when approved by all Member Parties and will expire on December 31, 2027.
2. If one of the Member Parties requests a renegotiation of this Agreement, this Agreement will remain in place until a new agreement is in force and effect unless the expiry date of this agreement is reached prior to the end of the negotiation.
3. Upon receipt of a notice of withdrawal from another Member Party, a Member Party shall call an ACEDDB Meeting to discuss such notice and to consider steps that may be taken to either engage the dispute resolution provisions of this Agreement or to terminate this Agreement and prepare for dissolution related to the Economic Development Services. Should remaining member parties agree to continue sharing ACEDD services in the absence of the withdrawing party, the ACEDD shall not be dissolved; however, the withdrawal provisions under schedule B shall apply to the withdrawing party.

ECONOMIC DEVELOPMENT SERVICES

Ownership, Operation and Maintenance

4. The Administering Municipality shall operate and maintain the assets associated with the Economic Development Services it administers in good condition and in accordance with Applicable Law.
5. “ACEDDB has the authority, by resolution, to amend this agreement to add or subtract “Member Party(ies)”, when an organization or municipality wishes to join or leave ACED.”

Administration, Cost Sharing, Oversight and Reporting

6. The Administering Municipality for the Economic Development Services shall be The Municipal Corporation of the Township of Armour.
7. For the purposes of this Agreement, the Administrative Services to be provided by the Administering Municipality are as follows:
 - (a) Operation in compliance with Applicable Law;

- (b) Staffing, through employees, contractors or agents, as the Administering Municipality deems appropriate within budget restraints, in accordance with its policies and procedures and Applicable Law;
 - (c) Ensure that policies and procedures are in place with respect to procurement, employment, health and safety, asset management, fees and charges, and record retention, all in compliance with Applicable Law;
 - (d) Reporting to and communicating with any government ministry or agency, including but not limited to the Ontario Ministry of the Environment and Climate Change, the Ontario Ministry of Municipal Affairs, the Office of the Fire Marshal of Ontario and the Ontario Ministry of Finance, as may be required by Applicable Law;
 - (e) Maintain financial records and report to the other Member Parties as required by this Agreement with respect to budgets, revenues, expenses, audits and other financial activities; and
 - (f) Reporting, on a monthly basis, in the form required by the Administering Municipality, to the other Member Parties.
8. The Administering Municipality shall not charge any additional fees to the other Member Parties to Administer the Economic Development Services.

BUDGETS AND FINANCIAL REPORTING

9. The Director shall prepare, on an annual basis, a draft operating and a capital budget for the Economic Development Services.
- (a) Such draft budgets shall be presented at the October ACEDDB Meeting of each calendar year and once reviewed, shall be presented for consideration to each Member Party. Each Member Party shall report to the other Member Parties the outcome of such consideration within ten (10) Business Days of the date of each Member Party's next regular meeting.
 - (b) Based on the comments received the Director shall prepare a final budget proposal and forward it to the other Member Parties by the last Friday in January of each year.
 - (c) Each Member Party shall bring a resolution to the February ACEDDB Meeting indicating whether or not it supports the budget.
 - (d) The yearly budget must receive approval from a majority of the Member Parties before it can be implemented.
10. If a majority of the Member Parties do not agree to a proposed budget, the contributions from all Member Parties to the budget shall not change from the most recently approved budget until a majority of the Member Parties agree to the proposed budget.
11. From the time the annual budget is approved by a majority of the Member Parties, the Administering Municipality, shall provide, every six (6) months thereafter, in writing, a budget-to-actual report to the ACEDDB.
12. Once the budget is approved by a majority of the Member Parties the following will apply:
- (a) Any change(s) to the approved budget which would increase the net total of the approved budget shall require the approval of a majority of the Member Parties in order to be implemented. The Member Party requesting such change shall notify the other Member Parties with an explanation of the requested change and shall request that an ACEDDB meeting be held within fifteen (15) Calendar Days of such request.

- (b) An overspending of the budget does not constitute a change to the budget but shall be reported by the Director to the ACEDDB with an explanation of and reason(s) for the overspending.
- 13. The Administering Municipality is responsible to ensure that its auditor carries out an audit, on an annual basis, and it shall provide a copy of its audited financial statements to the other Member Parties within ten (10) Business Days after they are placed on an agenda to be considered by the Administering Municipality.

ADMINISTRATION OF COST SHARING

- 14. The Net Cost of the Economic Development Services shall be shared annually as set out in **Schedule “A”** to this Agreement.
- 15. The Administering Municipality shall invoice the other Parties quarterly for their share of the Economic Development Services and such invoices are due within thirty (30) Calendar Days.
- 16. After the annual audit is complete the Administering Municipality shall either invoice or refund the other Member Parties the difference between the budgeted amount paid by each Member Party and the actual amount to be paid as determined by the audit.
 - (a) The ACEDDB may, by a majority vote, divert any operating surplus to the ACED reserve held by the Administering Municipality which can be applied to future budgets, programs, or as applicant contributions to shared funding agreements.

INSURANCE

- 17. During the term of this Agreement, the Administering Municipality shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability, environmental liability and property damage. Such policy shall:
 - (a) Have inclusive limits of not less than five million dollars (\$5,000,000.00) for injury, loss or damage resulting from any one occurrence;
 - (b) Name the other parties as an additional insured with respect to any claim arising out of the obligations under this Agreement; and
 - (c) Include a non-owned automobile endorsement.
- 18. During the term of this Agreement, the Administering Municipality shall obtain and maintain in full force and effect, automobile liability insurance in the amount of two million dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.
- 19. If the Administering Municipality receives a notice of claim, action, application, order, or any other insurance or legal proceeding, it shall, within five (5) Business Days provide a copy of such to the other Member Parties.

EMERGENCY SITUATIONS

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

RESOLUTION OF DISPUTES

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

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

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

TERMINATION OF AGREEMENT/WITHDRAWAL

- 23. If any Member Party wishes to withdraw from participation in the shared delivery of Economic Development Services and wishes to terminate the Agreement it shall first bring a notice of intention to the Board for consideration and discussion. Municipalities wishing to withdraw must provide a minimum of one (1) year notice in writing to the administrating municipality.
- 24. If notice to terminate this Agreement/withdraw from the shared delivery of Economic Development Services is given, the Member Party giving such notice may reverse such decision within the one-year notice period.

DISSOLUTION

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

NOTICE

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

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

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

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

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

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

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

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

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

FORCE MAJEURE

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

GENERAL PROVISIONS

Severability and Jurisdiction

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

Legislative Change

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

Entire Agreement

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

Laws of Ontario

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

Headings and Wording

33. The inclusion of headings in this Agreement are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
34. In this Agreement, unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders.

35. Any section, clause or provision in this Agreement shall be deemed to be severable should it be declared invalid by a court of competent jurisdiction and said severed section, clause or provision shall not be taken to invalidate the remaining provisions of this Agreement.
36. It is agreed that the Member Parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Member Parties, and no presumption or burden of proof shall arise favouring or disfavouring any Member Party by virtue of the authorship of any of the provisions of this Agreement.
37. This Agreement shall not be modified or amended except with the written consent of a majority of Member Parties and no modification or amendment to this Agreement binds any Member Party unless in writing and executed by the Member Party intended to be bound.
38. No Member Party shall assign or transfer any of the rights, benefits and obligations in or under this Agreement without the prior written consent of the other Member Parties. Any such assignment shall not relieve any Member Party of its obligations herein. This agreement shall be binding upon and ensure to the benefit of the parties and their successors and permitted assigns and heirs.
39. No Member Party shall call into question, directly or indirectly, in any proceedings whatsoever, in law or in equity, before any court or before any administrative tribunal, the right of the Member Parties, or any of them, to enter into this Agreement, or the enforceability of any term, agreement, provision, covenant or condition contained in this Agreement, and this clause may be pled as estoppel as against any such Member Party in such proceedings.
40. The Schedules attached hereto which form part of this Agreement are as follows:

Schedule "A" - Costing Sharing

Schedule "B" - Dissolution of Assets

The Remainder of this page has been left intentionally blank

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

The Corporation of the Township of Perry

Reeve or Mayor

Clerk

The Corporation of the Village of Sundridge

Reeve or Mayor

Clerk

The Almaguin Highlands Chamber of Commerce

Reeve or Mayor

Clerk

The Corporation of the Township of Joly

Reeve or Mayor

Clerk

The Municipal Corporation of the Township of Armour

Reeve or Mayor

Clerk

The Corporation of the Township of Strong

Reeve or Mayor

Clerk

The Corporation of the Township of McMurrich/Monteith

Reeve or Mayor

Clerk

**SCHEDULE A
COST SHARING & FUNDING**

OPERATING BUDGET COST SHARING

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

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

ADDITIONAL FUNDING

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

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

SCHEDULE B

DISSOLUTION & WITHDRAWAL

DISSOLUTION OF ACEDD

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

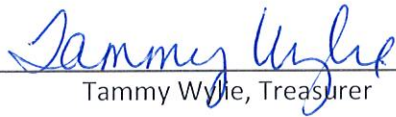
WITHDRAWAL OF ACEDD MEMBER PARTY

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

AGENDA

	Village of Burk's Falls	
	September/October List of Accounts for Approval	
Balance Forward (Cheques/Other/EFT)		368,166.98
	RBC Activity Fee-September 2025	195.65
	First Data-POS September 2025	147.32
	First Data 2-POS September 2025	79.33
	OCWA-September 2025	10,805.06
	MCAP wire transfer fee	17.00
	Total Payables-September 11 to October 15, 2025	379,411.34

Certified Correct this 15th day of October 2025



Tammy Wylie, Treasurer

**THE CORPORATION OF THE VILLAGE OF BURK’S FALLS
BY-LAW NO. 38-2025**

Being a by-law to enter into a service agreement between the Sundridge and District Medical Centre Committee and the Village of Burk’s Falls.

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides municipalities with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 20(1) of the Municipal Act, 2001 authorizes a municipality to enter into an agreement with one or more municipalities or local bodies for their joint benefit, any matter which all of them have the power to provide within their boundaries;

AND WHEREAS the Corporation of the Village of Burk’s Falls deems it desirable to enter into a Shared Services Agreement with the Sundridge and District Medical Centre Committee to jointly employ a Maintenance Worker to provide services beneficial to both;

NOW THEREFORE The Council of the Village of Burk’s Falls enacts as follows:

1. That the agreement between the Sundridge and District Medical Centre Committee and the Village of Burk’s Falls with respect to the Shared service agreement for property maintenance worker, hereby attached as Schedule A and being part of this by-law, be entered into.
2. That the Mayor and the Clerk be given the authority to sign the agreement on behalf of the Village of Burk's Falls.
3. THAT this By-law shall take effect upon its passing.

**AS READ A FIRST AND SECOND AND THIRD AND FINALLY PASSED
THIS 21st DAY OF OCTOBER 2025**

Mayor, Chris Hope

SEAL

CAO-CLERK, Denis Duguay

Appendix "A" – By-Law No. 38- 2025 – Page 1 of 4**SERVICE AGREEMENT****BETWEEN****THE MUNICIPAL CORPORATION OF THE VILLAGE OF BURK'S FALLS****AND****THE SUNDRIDGE AND DISTRICT MEDICAL CENTRE COMMITTEE**

WHEREAS the Village of Burk's Falls has hired a Property Maintenance/Janitor to provide services as described in the job description attached as Schedule "A" to this by-law;

AND WHEREAS the Village of Burk's Falls agrees to share the services of Property Maintenance/Janitor with the Sundridge and District Medical Centre Committee;

AND WHEREAS the Village of Burk's Falls and the Sundridge and District Medical Centre Committee agree that the Property Maintenance/Janitor shall be an employee of the Village of Burk's Falls;

AND WHEREAS the Sundridge and District Medical Centre Committee agrees to pay the Village of Burk's Falls for the costs involved in retaining the services of a Property Maintenance/Janitor, as per the terms of this agreement;

NOW THEREFORE the Village of Burk's Falls and the Sundridge and District Medical Centre Committee agree as follows:

1. THAT the Sundridge and District Medical Centre Committee shall use the services of the Property Maintenance/Janitor for 5 hours per week during the term of this agreement. Every effort shall be made to ensure the availability of the Property Maintenance/Janitor as per the availability of staff members between the hours of 7:00 am to 5:00 pm, but it is recognized that the hours must remain flexible.
2. THAT the Sundridge and District Medical Centre Committee shall pay the Village of Burk's Falls based on an annual budget of \$35,000. This budget will increase annually by 3%, effective at the start of each fiscal year.
3. THAT the Sundridge and District Medical Centre Committee shall pay for any urgent call-outs, agree to compensate the Village of Burk's Falls for a minimum of 2.67 hours of work. Additional hours worked during urgent call-outs will be billed at the agreed-upon hourly rate of \$50.00 on a monthly basis.
4. THAT the Sundridge and District Medical Centre Committee shall pay for any mileage incurred by the Property Maintenance/Janitor while working for the Sundridge and District Medical Centre Committee, at a rate of fifty cents (\$0.50) per kilometre. Mileage billed shall be based on the daily log of the Property Maintenance/Janitor. Mileage shall be applicable from the Property Maintenance/Janitor departure from the Village of Burk's Falls municipal office at 172 Ontario Street, Burk's Falls, Ontario. The mileage rate may be adjusted from time to time by the Council of the Village of Burk's Falls. When advised of the adjustment in writing, the parties agree that such advice will amend this article.
5. THAT the Committee agrees to provide whatever administrative assistance is required in their respective office and will be responsible to provide office supplies or PPE required by the Property Maintenance/Janitor while working on their behalf.
6. THAT in the event of prosecution by or against the Property Maintenance/Janitor in the territorial jurisdiction of each of the parties, each party shall be responsible for any costs arising from such legal proceedings, as well as legal representation of their own choosing.
7. THAT the Sundridge and District Medical Centre Committee agree to maintain an insurance policy and covering the Property Maintenance/Janitor and his/her related performance or non-performance of services, within its jurisdiction, for the entire term of this agreement. Proof of such insurance policy must be forwarded to the Village of Burk's Falls.

Appendix “A” – By-Law No. 38-2025 - Page 2 of 4

- 8. THAT the Sundridge and District Medical Centre Committee agree on behalf of themselves, their successors and assigns, to indemnify and save harmless the Village of Burk’s Falls, its servants and agents from and against any actions, causes of actions, damages, suits, claims and demands whatsoever which may arise, either directly or indirectly, out of the performance or non-performance of the services provided herein and in connection with the carrying out of the provisions of the agreement.
- 9. THAT any dispute arising from the administration of this agreement shall be resolved by the CAO-Clerk of the Village of Burk’s Falls. If the decision of the CAO-Clerk is not satisfactory to one of the parties, the matter can be referred to the Council of the Village of Burk’s Falls.
- 10. THAT this Agreement shall commence on November 1, 2025. Compensation for the period from November 1, 2025, through December 31, 2025, shall be prorated based on an annual amount of \$35,000, resulting in a total payment of \$5,833.33 for the two-month period.
- 11. THAT this agreement shall be in place from November 1st, 2025, to December 31st, 2027. Thereafter, it may be renewed by the parties on whatever mutually acceptable basis is determined.
- 12. THAT on the first anniversary of the contract start date, November 1st, 2026, both parties will have the opportunity to make amendments to the Agreement. Any changes must be agreed to by both parties.
- 13. Any party may cancel their participation in this agreement by serving the other parties, written notice of their intention, one hundred and eighty (180) days in advance of the date of termination.
- 14. This agreement constitutes the entire agreement between the parties.

IN WITNESS THEREOF THE MUNICIPAL CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK’S FALLS HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Village of Burk’s Falls

MAYOR

this 21st day of October 2025

CAO - CLERK

IN WITNESS THEREOF THE SUNDRIDGE AND DISTRICT MEDICAL CENTRE COMMITTEE HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Sundridge and District Medical Centre

CHAIR

this 21st day of October 2025

AUTHORIZED REPRESENTATIVE
FROM ADMINISTERING MUNICIPALITY

POSITION DESCRIPTION
Property Maintenance/Janitor
October 21, 2025

REPORTS TO:

Village of Burk’s Falls Public Works Foreman

POSITION PURPOSE:

Under the direction of the Public Works Foreman, the Property Maintenance - Janitor is responsible for the general cleaning and maintenance of the Village of Burk’s Falls Health Centre and Medical Building, as well as the maintenance of the Village of Sundridge & District Medical Centre.

MAJOR DUTIES & RESPONSIBILITIES:

1. Responsible for minor repairs and maintenance (painting, minor plumbing, basic mechanical/electrical, drywall, doors, and locks).
2. Perform inspections; ensuring cleaning and preventative maintenance service is done on a scheduled basis to various building components.
3. Responsible for conducting annual unit inspections and performing the work identified during the inspection in a timely basis.
4. Maintain records of maintenance performed.
5. Knowledge of building operating systems including heating, hot water, H/VAC, electrical, safety, fire control, energy management, and elevator system.
6. Manage tenant requests for repairs, including follow up to ensure satisfaction and completion, and generally work to promote good tenant-landlord relations.
7. Knowledge of all corporation and relevant government policies regarding maintenance requirements and all other applicable legislation (WHMIS, RTA, etc.).
8. Ensuring all work is conducted safely and in accordance with the Occupational Health and Safety Act;
9. Prepare ongoing and annual unit inspection reports.
10. Monitor the performance of service contractors and assist with entry to areas of the building (e.g. pest control, elevator).
11. Obtain quotes and provide coordination for special projects.
12. Maintain required inventory.
13. See the work setting as a team environment (be prepared to help where necessary) and have an understanding of other stakeholder requirements.
14. Respond to tenant emergencies as they occur
15. Glass cleaning
16. Maintain and update Fire Safety Plan as required

JANITORIAL BURK’S FALLS ONLY

17. Sweeping and mopping of floors as needed
18. Sanitize surfaces
19. Vacuum carpeted areas
20. Waste removal from common areas as needed
21. Cleaning of public washrooms
22. Additional cleaning may be requested by the public works foreman

WASTE MANAGEMENT

23. Weekly collection and removal of waste and recycling for curbside collection
24. Cleaning of waste and recycling receptacles to reduce odorless and prevent vermin
25. Proper sorting of recyclables as per municipal curbside requirements

Schedule “A”– Property Maintenance/Janitor Agreement – Page 2 of 2

POSITION DESCRIPTION
Property Maintenance/Janitor
October 21, 2025

YARD MAINTENANCE

- 26. Grass Cutting and trimming as needed (Burk’s Falls Only)
- 27. Snow removal of entrance /exits and sidewalks
- 28. Additional duties may be assigned by the public works foreman

EQUIPMENT MAINTENANCE/REPAIR:

- 29. Generator Monthly Maintenance

EDUCATION / EXPERIENCE / SKILLS:

- 30. Completion of High School
- 31. Minimum 5 years related experience.
- 32. Attention to detail
- 33. Effective time management skills
- 34. Ability to utilize machinery
- 35. Understanding of applicable standards especially health and safety

Judgement

Solutions or required actions are guided by established procedures and precedents. Problems typically have obvious solutions with limited alternatives or can be escalated to others. Minimal independent judgment or decision-making is needed.

Mental Effort

Tasks are generally routine with occasional interruptions.

Physical Effort

Tasks are typically outside with frequent sitting and walking throughout the day.

Accountability

Actions could result in a minor loss of time or resources and could affect the work of others.

Safety of Others

A requirement of the position is to ensure the safety of residents, peers and employees.

Supervision

Supervisory responsibility is not normally part of the job requirement but there may be a requirement to show others how to perform tasks or duties.

Contacts

Contacts are primarily within the organization requiring common courtesy, effective listening and comprehension skills, and the ability to work cooperatively with others.

Working Conditions

The position works typically on an 7:00am – 4:00pm schedule during weekdays with the occasional call for service outside of these operating hours. Typical conditions are such that a minor to moderate risk of injury, harm or illness to the incumbent could occur.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

SAVE THE DATE

7TH ANNUAL

RED GALA

9

DAY

12

MONTH

25

YEAR



SPRUCEDALE COMMUNITY CENTRE

CASH BAR WITH
COPPERHEAD DISTILLERY

CATERED MEAL BY TREVOR
LEE OF KATRINE FOOD



JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, September 18, 2025 at 6:00 p.m.
Township of Strong Office

The Zoom Link to attend the virtual meeting is available on the website;
<https://calendar.strongtownship.com/meetings>

Present: Burk's Falls – Ashley Brandt (virtual)
Joly – Budd Brown (in person)
Machar – Neil Scarlett (in person)
Ryerson – Absent
South River – Robert Brooks (virtual)
Strong – Marianne Stickland (in person)
Sundridge – Shawn Jackson (virtual)

Absent: Ryerson – Glenn Miller

Staff Present: CBO: Brian Dumas (in person), Secretary: Kim Dunnett (in person)

Guests: No guests attended.

1. Call to Order

The Joint Building Committee meeting was called to order at 6:02 pm by the Chair.

2. Declaration of Pecuniary Interest

No pecuniary interest was declared by the JBC members attending.

3. Approval of Agenda

Resolution # 2025-009

Moved by: Neil Scarlett

Seconded by: Robert Brooks

Be it resolved that this committee does hereby approve the agenda of the regular meeting for September 18, 2025 as presented.

Carried

4. Delegation

No requests were submitted.

5. Adoption of Minutes

5.1 January 16, 2026

Resolution # 2025-010

Moved by: Marianne Stickland

Seconded by: Shawn Jackson

Be it resolved that this committee does hereby adopt the minutes of January 16, 2025 regular meeting, as circulated.

Carried

6. Approval of Financials

6.1–6.8 Resolution # 2025-011

Moved by: Robert Brooks

Seconded by: Neil Scarlett

Be it resolved that this committee does hereby approve the following expenses of;

- January 2025 \$47,895.49
- February 2025 \$31,400.09
- March 2025 \$38,977.72

JOINT BUILDING COMMITTEE MEETING**Minutes**

Thursday, September 18, 2025 at 6:00 p.m.
Township of Strong Office

- April 2025 \$29,778.56
- May 2025 \$41,518.05
- June 2025 \$25,013.24
- July 2025 \$28,230.52
- August 2025 \$35,335.51

and accepts the Financial Reports for January, February, March, April, May, June, July and August 2025. **Carried**

7. Items of Discussion**7.1 Septic Inspections**

The Chair explained it was brought to his attention by a member, later confirmed by the secretary that the JBC's request could be expiated for approval to do your own septic inspections. The announcement was made at the last DPSMA meeting, cut off for the request was in August of 2025. However, staff and training had to be in place at the time of approval. The JBC is not prepared at this time, and the CBO did not recommend it because of financial expenses versus revenue.

7.2 Draft Financial Statement - Report to Council

The secretary stated the auditors are more than happy to attend virtually at the November meeting to do a presentation, if members requested.

Resolution #2025-012

Moved By: Robert Brooks

Seconded by: Marianne Stickland

Be it resolved that this committee has hereby received and reviewed the 2024 Draft Audited Financial Statements & Report to Council. **Carried**

8. Staff Reports

No reports submitted.

9. Correspondence

9.1 Burks Falls – 2025 Budget R2025-54

Received

9.2 Joly – 2025 Budget R2025-0057

Received

9.3 Machar – 2025 Budget R14-25

Received

9.4 Ryerson – 2025 Budget R17-25

Received

9.5 South River – 2025 Budget R48-2025

Received

9.6 Strong - 2025 Budget R2025-034

Received

9.7 Sundridge - 2025 Budget R2025-041

Received

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, September 18, 2025 at 6:00 p.m.

Township of Strong Office

10. Closed Session

No closed session was required.

11. Adjournment

Resolution # 2025-013

Moved by: Shawn Jackson

Seconded by: Neil Scarlett

Be it resolved that this committee does hereby adjourn at 6:12 pm to meet again on
November 20, 2025 at 6:00 pm or at the call of the Chair.

Carried

Kim Dunnett, Secretary

Budd Brown, Chair

Draft

AGENDA

JOINT BUILDING COMMITTEE ANNUAL PERMIT SUMMARY 2025

Month	No. of Permits	Permit Fees	Project Values	Size (sq.m)
January	7	\$12,586.00	\$791,900.00	137
February	5	\$19,070.00	\$1,238,000.00	1552
March	10	\$37,040.50	\$2,402,700.00	1321
April	13	\$30,650.00	\$1,952,000.00	1372
May	19	\$51,896.00	\$2,954,772.00	1535
June	15	\$42,825.00	\$2,754,000.00	3016
July	10	\$50,008.00	\$3,267,800.00	2269
August	13	\$25,125.00	\$1,462,000.00	2249
September	8	\$29,605.40	\$1,920,360.00	1195
October	0	\$0.00	\$0.00	0
November	0	\$0.00	\$0.00	0
December	0	\$0.00	\$0.00	0
TOTALS	100	\$298,805.90	\$18,743,532.00	New Construction 14646 Demolitions 298

JOINT BUILDING COMMITTEE ANNUAL PERMIT SUMMARY 2025

SFD'S, Seasonal Dwellings
and Multi-Unit Dwellings

Month	No. of Permits	Permit Fees	Project Values	2024	2025
Burks Falls	13	\$67,337.50	\$4,401,500.00	3	2
Joly	2	\$4,827.50	\$308,500.00	0	1
South River	4	\$11,245.00	\$723,000.00	1	1
Machar	32	\$91,350.40	\$5,390,332.00	7	10
Strong	18	\$47,675.00	\$3,035,500.00	4	3
Ryerson	20	\$56,175.50	\$3,611,700.00	4	3
Sundridge	11	\$20,195.00	\$1,273,000.00	3	4
TOTALS	100	\$298,805.90	\$18,743,532.00		24
Permit activity at end of September 30, 2025					
TOTALS	91	\$198,281.50	\$12,360,100.00	24	
Permit activity at end of September 30, 2024					
TOTALS	9	\$100,524.40	\$6,383,432.00		0
Difference from previous year					

**Burk's Falls, Joly, Machar, Ryerson,
South River, Strong and Sundridge Joint
Building Committee**

Independent Auditor's Report and Financial Report

December 31, 2024

**Burk's Falls, Joly, Machar, Ryerson, South River,
Strong and Sundridge Joint Building Committee**

Financial Report

December 31, 2024

Management's Responsibility for the Financial Statements

Independent Auditor's Report

Statement of Financial Position 1

Statement of Operations and Accumulated Surplus (Deficit) 2

Statement of Cash Flows 3

Statement of Change in Net Debt 4

Notes to the Financial Statements 5-15

Management's Responsibility for the Financial Statements

The accompanying financial statements of the Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee (the "Committee") are the responsibility of the Committee's management and have been prepared in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 2 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Committee's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized, and recorded in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management. The Committee's Board meets with management and the external auditor to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Baker Tilly SNT LLP, independent external auditor appointed by the Committee. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Committee's financial statements.

A handwritten signature in blue ink, appearing to read "David Unatub", is written over a horizontal line.

Treasurer

September 9, 2025

Baker Tilly SNT LLP / s.r.l.

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Independent Auditor's Report

**To the Members of the Burk's Falls, Joly, Machar,
Ryerson, South River, Strong and Sundridge Joint
Building Committee**

Opinion

We have audited the financial statements of the Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee, which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus (deficit), cash flows, and change in net debt for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee as at December 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

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

Other Matter

The financial statements of the Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee for the year ended December 31, 2023 were audited by another auditor who expressed an unmodified opinion of those statements on August 20, 2024.

ACCOUNTING • TAX • ADVISORY

Baker Tilly SNT LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.

COMPTABILITÉ • FISCALITÉ • SERVICES-CONSEILS

Baker Tilly SNT s.r.l. est membre de la Coopérative Baker Tilly Canada, qui fait partie du réseau mondial Baker Tilly International Limited. Les membres de la Coopérative Baker Tilly Canada et de Baker Tilly International Limited sont tous des entités juridiques distinctes et indépendantes.

Independent Auditor's Report (continued)

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Committee's internal control.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Committee's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Committee to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

North Bay, Ontario
September 9, 2025

Baker Tilly SNT LLP
CHARTERED PROFESSIONAL ACCOUNTANTS,
LICENSED PUBLIC ACCOUNTANTS

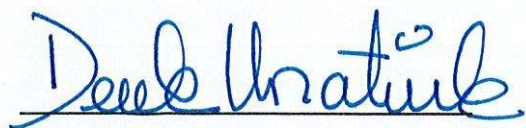
Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Statement of Financial Position

December 31, 2024

	<u>2024</u>	<u>2023</u>
Financial Assets		
Cash	\$ 456,694	\$ 587,955
Other investments (note 4)	204,904	103,370
Accounts receivable (note 5)	<u>11,671</u>	<u>3,770</u>
	<u>673,269</u>	<u>695,095</u>
Liabilities		
Accounts payable and accrued liabilities (note 6)	13,348	18,500
Deferred revenues - obligatory reserve funds (note 7)	661,559	677,040
Employee future benefits payable (note 8)	<u>42,077</u>	<u>39,139</u>
	<u>716,984</u>	<u>734,679</u>
Net Debt	<u>(43,715)</u>	<u>(39,584)</u>
Non-Financial Assets		
Tangible capital assets (note 9)	57,654	24,120
Prepaid expenses	<u>1,638</u>	<u>445</u>
	<u>59,292</u>	<u>24,565</u>
Accumulated Surplus (Deficit) (note 10)	<u>\$ 15,577</u>	<u>\$ (15,019)</u>

Approved by:

The accompanying notes are an integral part of these financial statements.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee
Statement of Operations and Accumulated Surplus (Deficit)
For The Year Ended December 31, 2024

	2024		2023
	Budget	Actual	Actual
	(Unaudited)		
Revenues			
Building permits and fines (note 11)	\$ 367,200	\$ 301,317	\$ 250,230
Other	30,000	32,451	28,537
Gain on disposal of tangible capital assets	-	11,532	-
Total revenues	397,200	345,300	278,767
Expenses			
Salaries, wages, and employee benefits	266,325	256,454	236,484
Materials and supplies	34,775	14,617	19,337
Contracted services	28,300	29,540	20,402
Rents and financial expenses	7,800	7,718	5,965
Amortization of tangible capital assets	6,376	6,375	4,514
Total expenses	343,576	314,704	286,702
Annual surplus (deficit)	53,624	30,596	(7,935)
Accumulated deficit, beginning of year	(15,019)	(15,019)	(7,084)
Accumulated surplus (deficit), end of year	\$ 38,605	\$ 15,577	\$ (15,019)

The accompanying notes are an integral part of these financial statements.

**Burk's Falls, Joly, Machar, Ryerson, South River, Strong and
Sundridge Joint Building Committee**
Statement of Cash Flows
For The Year Ended December 31, 2024

	<u>2024</u>	<u>2023</u>
Operating transactions		
Annual surplus (deficit)	\$ 30,596	\$ (7,935)
Cash provided by (applied to)		
Non-cash items:		
Employee future benefits payable	2,938	9,411
Amortization of tangible capital assets	6,375	4,514
Gain on disposal of tangible capital assets	(11,532)	-
Change in non-cash working capital balances		
Increase in accounts receivable	(7,901)	(2,579)
Increase (decrease) in accounts payable and accrued liabilities	(5,152)	1,234
Increase (decrease) in deferred revenues - obligatory reserve funds	(15,481)	91,954
Decrease (increase) in prepaid expenses	(1,193)	177
Cash provided by (applied to) operating transactions	<u>(1,350)</u>	<u>96,776</u>
Capital transactions		
Acquisition of tangible capital assets	(56,377)	(5,990)
Proceeds on disposal of tangible capital assets	28,000	-
Cash applied to capital transactions	<u>(28,377)</u>	<u>(5,990)</u>
Investing transactions		
Acquisition of other investments	(101,534)	(1,627)
Cash applied to investing transactions	<u>(101,534)</u>	<u>(1,627)</u>
Increase (decrease) in cash	(131,261)	89,159
Cash, beginning of year	<u>587,955</u>	<u>498,796</u>
Cash, end of year	<u><u>\$ 456,694</u></u>	<u><u>\$ 587,955</u></u>

The accompanying notes are an integral part of these financial statements.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee
Statement of Change in Net Debt
For The Year Ended December 31, 2024

	<u>2024</u> <u>Budget</u> (Unaudited)	<u>2024</u> <u>Actual</u>	<u>2023</u> <u>Actual</u>
Annual surplus (deficit)	\$ 53,624	\$ 30,596	\$ (7,935)
Amortization of tangible capital assets	6,376	6,375	4,514
Gain on disposal of tangible capital assets	-	(11,532)	-
Proceeds on disposal of tangible capital assets	-	28,000	-
Acquisition of tangible capital assets	(60,000)	(56,377)	(5,990)
Change in prepaid expenses	<u>-</u>	<u>(1,193)</u>	<u>177</u>
Increase in net debt	-	(4,131)	(9,234)
Net debt, beginning of year	<u>(39,584)</u>	<u>(39,584)</u>	<u>(30,350)</u>
Net debt, end of year	<u><u>\$ (39,584)</u></u>	<u><u>\$ (43,715)</u></u>	<u><u>\$ (39,584)</u></u>

The accompanying notes are an integral part of these financial statements.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

1. Status and Nature of Activities

The Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee (the "Committee") is a joint committee of the Corporation of the Municipality of the Village of Burk's Falls, the Corporation of the Township of Joly, the Corporation of the Township of Machar, the Corporation of the Township of Ryerson, the Corporation of the Village of South River, the Corporation of the Township of Strong, and the Corporation of the Village of Sundridge. Its mandate is to provide building services. The revenue/expense of the Committee is allocated to the participating municipalities annually based on the permit fees collected for the participant as a percentage of the total permit fees collected by all participating parties.

2. Significant Accounting Policies

These financial statements of the Committee are the representation of management prepared in accordance with accounting policies recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgement.

(a) Basis of Accounting

(i) Accrual Basis

The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services, and the creation of a legal obligation to pay.

(ii) Cash

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

(iii) Deferred Revenues - Obligatory Reserve Funds

The Committee receives certain government grants, transfers and other revenues under the authority of legislation. These funds, by their nature, are restricted in their use and, until applied to specific expenses, are recorded as deferred revenues. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

2. Significant Accounting Policies (Continued)

(a) Basis of Accounting (Continued)

(iv) Employee Future Benefits

The Committee makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS) which is a multi-employer contributory defined benefit program with contributions expensed as incurred. Obligations for sick leave and employee retirement gratuities are accrued as the eligible employees render the services necessary to earn the benefits.

(v) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the change in net debt for the year.

i) *Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development, or betterment of the asset, and legally or contractually required retirement activities. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Vehicles	8 years
Equipment	5 to 10 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use. Tangible capital assets received as donations are recorded at their fair value at the date of receipt and also are recorded as revenue.

ii) *Prepaid Expenses*

Prepaid expenses represent amounts paid in advance for a good or service not yet received. The expense is recognized once the goods have been received or the services have been performed.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee
Notes to the Financial Statements
December 31, 2024

2. Significant Accounting Policies (Continued)

(a) Basis of Accounting (Continued)

(vi) Other Revenues

Building permits and fines are recognized in the period in which the revenue relates.

Other income is recognized when earned and collection is reasonably assured.

(vii) Government Grants and Transfers

Government transfers, such as municipal contributions and grants, are recognized in the financial statements in the period in which events giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when, and to the extent that stipulations associated with the transfer give rise to a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. The transfer revenue is recognized in the statement of operations and accumulated surplus as the stipulations giving rise to the liabilities are settled.

(viii) Use of Estimates

The preparation of financial statements in conformity with the Canadian Public Sector Accounting Standards requires management to make estimates and assumptions. These estimates and assumptions are based on management's best information and judgement and may differ significantly from actual results. Accounts subject to significant estimates include the useful life of tangible capital assets and the related amortization, and employee future benefits payable. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in the periods in which they become known.

(ix) Financial Instruments

Financial instruments are classified at either fair value or amortized cost.

Financial instruments classified at amortized cost include cash, other investments, accounts receivable, and accounts payable and accrued liabilities. They are initially recorded at their fair value and subsequently carried at amortized cost using the effective interest rate method, less impairment. Transaction costs are added to the carrying value of the instrument.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements
December 31, 2024

3. Change in Accounting Policies

On January 1, 2024, the Committee adopted the following standards on a prospective basis: PS 3400 - *Revenue*, PSG-8 - *Purchased Intangibles* and PS 3160 - *Public Private Partnerships (P3s)*. The adoption of these standards had no impact on the opening balances.

Section PS 3400 - *Revenue* establishes standards on how to account for and report on revenue, specifically differentiating between transactions that include performance obligations (i.e. the payor expects a good or service from the public sector entity), referred to as exchange transactions, and transactions that do not have performance obligations, referred to as non-exchange transactions.

Guideline PSG-8 - *Purchased Intangibles* provides guidance on the accounting and reporting for purchased intangible assets that are acquired through arm's length exchange transactions between knowledgeable, willing parties that are under no compulsion to act.

Section PS 3160 - *Public Private Partnerships (P3s)* provides specific guidance on the accounting and reporting for public private partnerships between public and private sector entities where the public sector entity procures infrastructure using a private sector partner.

4. Other Investments

	<u>2024</u>	<u>2023</u>
Guaranteed Investment Certificates maturing July 5, 2025, and July 5, 2026, bearing accrued interest at 5.1% and 4.9% respectively	<u>\$ 204,904</u>	<u>\$ 103,370</u>

5. Accounts Receivable

	<u>2024</u>	<u>2023</u>
Federal government	\$ 11,546	\$ 3,722
Province of Ontario	<u>125</u>	<u>48</u>
	<u>\$ 11,671</u>	<u>\$ 3,770</u>

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee
Notes to the Financial Statements
December 31, 2024

6. Accounts Payable and Accrued Liabilities

	<u>2024</u>	<u>2023</u>
Province of Ontario	\$ 2,323	\$ 1,839
Trade payables	214	2,232
Other	<u>10,811</u>	<u>14,429</u>
	<u>\$ 13,348</u>	<u>\$ 18,500</u>

7. Deferred Revenues - Obligatory Reserve Funds

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook, is that obligatory reserve funds be reported as deferred revenues. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Committee are summarized below:

	Balance as at December 31, 2023	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2024
Building code act	<u>677,040</u>	<u>-</u>	<u>15,481</u>	<u>661,559</u>
Total Deferred Revenues - Obligatory Reserve Funds	<u>\$ 677,040</u>	<u>\$ -</u>	<u>\$ 15,481</u>	<u>\$ 661,559</u>

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements
December 31, 2024

8. Employee Future Benefits Payable

Under the sick leave benefits policy, employees hired prior to January 1, 2014 can accumulate unused sick leave without limit and are entitled to one-half of their accumulated time, to a maximum of 30 days when the leave the Committee's employment. The sick leave liability estimates the use of accumulated sick leave prior to retirement, as well as any lump sum payments upon retirement, and assumes that both the appropriate discount rate and future salary and wage levels will increase by 2% per annum.

Under the retirement gratuity policy, qualifying employees are entitled to a payout, upon retirement, based on length of service and rate of pay. The retirement gratuity liability estimates the lump-sum payments upon retirement, and assumes that both the appropriate discount rate, and future salary and wage levels will increase by 2% per annum.

	<u>2024</u>	<u>2023</u>
Sick leave	\$ 22,637	\$ 21,485
Retirement gratuity	<u>19,440</u>	<u>17,654</u>
	<u><u>\$ 42,077</u></u>	<u><u>\$ 39,139</u></u>

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

**Notes to the Financial Statements
December 31, 2024**

10. Accumulated Surplus (Deficit)

	<u>2024</u>	<u>2023</u>
Surplus		
Invested in tangible capital assets	\$ 57,654	\$ 24,120
Unfunded liabilities		
Employee future benefits payable	<u>(42,077)</u>	<u>(39,139)</u>
Accumulated Surplus (Deficit)	<u>\$ 15,577</u>	<u>\$ (15,019)</u>

11. Building Permits and Fines

The composition of building permits and fines reported on the Statement of Financial Position is as follows:

	<u>2024</u>	<u>2023</u>
Permit fees and fines collected in the year		
Village of Burk's Falls	\$ 12,425	\$ 24,143
Township of Joly	10,095	31,153
Township of Machar	56,723	103,377
Township of Ryerson	46,087	70,810
Village of South River	29,054	24,669
Township of Strong	70,532	34,932
Village of Sundridge	<u>60,920</u>	<u>53,100</u>
	285,836	342,184
Transfers from (to) deferred revenues - obligatory reserve funds	<u>15,481</u>	<u>(91,954)</u>
	<u>\$ 301,317</u>	<u>\$ 250,230</u>

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

12. Related Party Transactions

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

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

	<u>2024</u>	<u>2023</u>
Expenses		
Township of Strong		
Administration	\$ 10,000	\$ 7,200
Rent	7,490	5,712

13. Pension Agreements

The Committee makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of all qualifying members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The OMERS Administration Corporation Board of Directors, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to approximately 640,000 active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan ("the Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. On December 31, 2024, the estimated accrued pension obligation for all members of the Plan was \$140,766 million (2023 - \$134,574 million). The Plan had an actuarial value of net assets at that date of \$137,853 million (2023 - \$130,372 million) indicating an actuarial deficit of \$2,913 million (2023 - \$4,202 million). The Plan is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Committee does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed by the Committee to OMERS for 2024 was \$22,735 (2023 - \$20,691) for current services and is included as an expense on the statement of operations and accumulated surplus (deficit).

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee
Notes to the Financial Statements
December 31, 2024

14. Financial Instruments

Risks arising from financial instruments and risk management

The Committee is exposed to a variety of financial risks including credit risk, liquidity risk and market risk.

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

Credit risk

Credit risk is the risk of losses resulting from a counterparty's failure to honour its contractual obligations. The Committee is exposed to credit risk to the extent that accounts receivable are not collected in a timely manner. The Committee's financial assets consisting of cash, other investments, and accounts receivable are subject to credit risk. The carrying amounts of financial assets on the statement of financial position represent the maximum credit risk of the Committee at the date of the statement of financial position. The Committee does not believe it is subject to significant credit risk.

Liquidity risk

Liquidity risk is the risk that the Committee will not be able to meet its financial obligations as they become due. The Committee's financial liabilities include accounts payable and accrued liabilities. The Committee maintains sufficient resources to meet its obligations. The Committee does not believe it is subject to significant liquidity risk.

Market risk

Market risk is the risk of changes in the fair value of financial instruments resulting from fluctuations in the market. The Committee is exposed to currency risk, interest risk, and price risk to the extent that the fair value of a financial instrument will fluctuate as a result of market factors. The Committee's financial instruments consisting of cash, other investments, accounts receivable, and accounts payable and accrued liabilities are subject to market risk. The Committee does not believe it is subject to significant market risk.

Burk's Falls, Joly, Machar, Ryerson, South River, Strong and Sundridge Joint Building Committee

Notes to the Financial Statements

December 31, 2024

15. Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Committee. The budget approved by the Committee is based on a model used to manage spending within the guidelines of the model. Given the differences between the model and generally accepted accounting principles established by the Public Sector Accounting Board, the budget figures presented have been adjusted to conform with this basis of accounting that is used to prepare the financial statements. The budget figures are unaudited.

	<u>2024</u>	<u>2023</u>
Budget By-law surplus for the year	\$ -	\$ -
Add: Acquisition of tangible capital assets	60,000	6,000
Less: Amortization of tangible capital assets	<u>(6,376)</u>	<u>(4,514)</u>
 Budget surplus per statement of operations and accumulated surplus	 <u>\$ 53,624</u>	 <u>\$ 1,486</u>

16. Comparative Figures

The presentation of certain accounts of the previous year has been changed to conform with the presentation adopted for the current year.

Burk's Falls, Armour & Ryerson Union Public Library

Our Vision

Access to knowledge for all

Our Mission

The Burk's Falls, Armour & Ryerson Union Public Library is a dynamic organization that provides innovative programming in various formats to meet the evolving interests and needs of our diverse and growing population.

Minutes of the Board of Trustees Meeting

July 16th, 2025

Present were:	Chairperson:	Ruth Fenwick
	Board Trustees:	Bev Abbott Patty Butler Nancy Kyte (seating for Sean Cotton) Donna Luck Robert Van der Wijst Joseph Vella

Regrets:	Sean Cotton, Rod Blakelock & Tiffany Monk
Also attending:	CEO: Nieves Guijarro and Vicky Roeder-Martin

1	Call to order	With a quorum present CEO called the meeting to order at 7:01 p.m.
----------	----------------------	--

2	Approval of Meeting Agenda	MOTION 430/25	IT WAS MOVED BY: J. Vella AND SECONDED BY: B. Abbott
----------	-----------------------------------	----------------------	---

That the meeting agenda of the Board of Trustees of July 16, 2025 be accepted as presented:

CARRIED

3	Declaration of conflict of interest	No conflicts were declared
----------	--	----------------------------

4	Approval of consent Agenda	MOTION 431/25	IT WAS MOVED BY: P. Butler AND SECONDED BY: R. Van der Wijst
----------	-----------------------------------	----------------------	---

That the consent agenda of the Board of Trustees meeting of July 16, 2025 be approved as presented:

- a)** Resolution to accept the minutes of May 2025
- b)** Resolution to accept the CEO's Report of June 2025
- c)** Armour Township Financial Statement June 2025

CARRIED

AGENDA

BFARUPL Board Minutes July 16th, 2025

- 5 Business arising from the minutes**
- Members of the Board are working in completing the Board Self-Evaluation questionnaire. CEO has received Robert Van der Wijst self-evaluation responses.
 - CEO received Ryerson Twp. Resolution approving the updated Library Budget.
 - Members of the Board discussed the appointment of Councillor Kyte to a Board committee while Councillor Cotton is the appointed member of the Board. It was the Board's decision to wait until the fall before making any changes.
 - Councillor Kyte shared with members that the Village of Burk's Falls Council has made a decision regarding the water consumption reflected on the Municipal Water Bill. As of July 2025 the utility bill will be split between the Seniors' Center and the Library.
- 6 Committee Reports**
- Building/Fundraising Cmte – Joe, Ruth, Bev, Rod & Tiffany
Tiffany, cmte chair, shared the highlights of the meeting that took place June 24th with Dave Gray:
 - Library agreement needs to be in place. Such agreement is being discussed by the sub-committee representing the three municipalities.
 - There is a need to discuss capital planning and level of commitment from the three municipalities.
 - Library Board requests to be involved in RFP process and to have regular updates during the new building project process.
 - It was suggested to have one person as liaison between Armour Township and Library Board
 - Finance/Budget Cmte – Ruth, Patty & Joe
Application for Charitable Status will be sent in the fall.
 - Personnel Cmte – Bob, Bev & Patty
Committee met with Nieves on July 14th to discuss her Performance Review and set goals for the year ahead.
 - Policy/Planning Cmte – Ruth, Vicky, Bev & Bob
Committee met July 3rd to go through the Board Policies and prepare the new policies for review by all the members on the board.
- 7 Correspondence**
- From Vision to Impact : Five Years of Privacy and Transparency in a Digital Ontario (REPORT)
 - OLS Virtual Conference – November 19 & 20
 - Regional CEO Networking Meeting in the Fall in North Bay Public Library
- 8 New Business**
- Audit Report – Draft
- MOTION 432/25** IT WAS MOVED BY: P. Butler
 AND SECONDED BY: J. Vella
- That the Auditor's Report be accepted as presented.
- CARRIED**
- The Volunteer Income Tax Clinic has had another successful year with 96 participants as of July 2025.
- Nieves has ordered two plaques to honour the generosity and advocacy of long time patrons of the Burk's Falls Library.

AGENDA

BFARUPL Board Minutes July 16th, 2025

The Library Board has received a letter of resignation from Kayla Hoffmann, trustee representing Armour Township. The vacancy on the board has been made public.

The library staff is pleased to announce that the Burk's Falls Library was the recipient of the 2024 CELA AWARD. Thank you Lily Kyte for your hard work in putting together the application.

9 Adjournment

MOTION 433/25 by J. Vella at 7 :45 pm to adjourn.

CARRIED

Ruth Fenwick

September 17th, 2025

BOARD CHAIRPERSON

DATE



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Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

MINUTES
Burk's Falls & District Historical Society
Fell Homes, Burk's Falls
Monday, September 15, 2025

Members Present: Diane Brandt – President
Jarv Osborne – Vice President
Charlene Watt – Deputy Treasurer/Secretary
Nancy Kyte
Nieves Guijarro
Barry Burton

The Members present constituted a quorum.

Call to Order:

The meeting was called to order at 7:10 p.m.
Diane Brandt in the Chair.

Welcome:

Diane welcomed Members. Regrets from Jenny Hall and Peter Hall.

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance and adoption of the August 18, 2025 Meeting Minutes as circulated: **Moved by Jarv Osborne, Seconded by Nancy Kyte. Carried**

Treasurer's Report:

Treasurer's / Financial Report was presented by Jarv Osborne. Main bank account balance was \$11,780.97 on August 31, 2025. Expenses for the month of August totalled \$966.50 and included office services (internet/phone), \$510.61 to Diane Brandt, \$363.33 to Armour Township, \$12.67 to Home Hardware and \$17.79 to Clara Nykor. Revenue for August totalled \$309.33 and included donations and sales. **Motion to accept the Treasurer's report and pay the monthly invoices: Moved by Barry Burton, Seconded by Nieves Guijarro. Carried**



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Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

Committee Reports:

Wiseman's Corner Schoolhouse Update:

Members were updated by Diane Brandt on the last month's activity at the schoolhouse. It was a successful summer season. Labour Day Weekend brought in 11 visitors. Nieves offered to assist Diane to clean up the centre's artifacts for the season and to prepare the interior for winterization.

Watt Farm House Update:

Diane Brandt provided a verbal update to Members regarding the heritage centre. Abell Pest Control has been scheduled to perform an exterior cluster fly treatment at the farmhouse and has completed an inspection of all identified areas of concern. Diane noted that the Farm House will be open to visitors by appointment throughout the winter months.

There is a permanent exhibit on display of the historic fire in Burk's Falls.

Nancy Kyte informed Members that window coverings for the front entrance have been completed. She will coordinate installation once the windows have been cleaned. Members expressed their appreciation to Nancy for creating the blinds for the heritage centre.

Diane also advised that she continues to investigate options and pricing for window tinting.

An invoice from Armour Township for summer staffing is anticipated.

Facilities and Functions Committee:

Barry Burton informed Members that a representative from Napoleon has assessed the red building and will be providing a quote for the installation of a heat pump. It will need to be determined whether the unit will require a separate propane tank. Barry will convene a committee meeting once the necessary information has been received.

There has been no response to date from the Amish community regarding the dismantling of the barn; however, it is understood that they are currently in their harvest season.

Membership Committee:

Nieves Guijarro advised Members that a lot of membership forms were handed out at the Fall Fair. It was suggested that the Society explore the development of a "Friends of the Heritage Centre" initiative, as the term "Membership" may imply a higher level of commitment and could be discouraging potential supporters from joining the Historical Society.



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Correspondence:

Members received a thank you card from Krista Trulsen in appreciation of the Society's donation toward the King Charles III Coronation Medal Ceremony held in honour of Betty Caldwell and Lorne Main.

General Business:

2025 Newsletter:

Diane Brandt advised that the 2025 Newsletter was created by Clara, one of our summer staff employees, and will be posted to the website.

Halloween:

The following Members volunteered to assist with the Halloween event: Nancy Kyte and her son James, Nieves Guijarro, Diane Brandt, Jarv Osborne, and Charlene Watt. Nancy advised that additional student volunteers may be available, and the Historical Society will ensure that student volunteer forms are on hand so participants can submit their hours toward school community service requirements. Volunteers are asked to arrive at the arena by 5:30 p.m. on October 31, with the event scheduled to run from 6:00 p.m. to 8:00 p.m.

Jarv Osborne has offered to assist with setup at 1:00 p.m. and will bring the kiddie pool for the fishing game. Jarv is not available during the event.

Diane Brandt will purchase 300 bags of chips, and Charlene Watt will contact Valu-Mart to inquire about a possible donation of juice boxes.

Barry Burton will make a \$100 donation on behalf of his business, Burton Lighting Network Limited. Members extended their thanks to Barry for his generous contribution.

Charlene Watt and Nieves Guijarro will be meeting with the Lions Club this week and will provide an update at the October meeting regarding any additional support or details.

New Business:

Almaguin Highlands Chamber of Commerce:

Diane Brandt advised that she received an email from the Almaguin Highland Chamber of Commerce offering to sell the Historical Society the Chamber's member list with over 1,000 contacts. Members were not interested in purchasing the distribution list.



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New Business: cont'd.

Watts Dam:

Barry Burton proposed that the Historical Society undertake research into the history of Watts Dam. Charlene Watt noted that she had previously received information from the Ministry of Natural Resources and Forestry (MNRF) and will forward the material to Barry for his review. Barry will also reach out to the MNRF to inquire about the possibility of granting Society members access to the site.

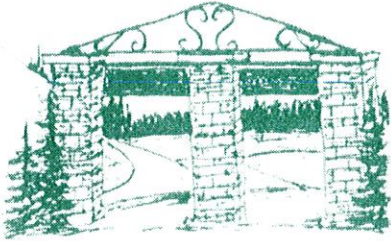
Adjournment:

The next meeting will be held on Monday, October 20, 2025 at Fell Homes. There being no further business, **Nancy Kyte moved to adjourn the meeting at 8:11 p.m.**

Recorded by
Charlene Watt, Secretary &
Deputy Treasurer

Approved by
Diane Brandt, President

AGENDA



1881 - 1981

Armour, Ryerson and Burk's Falls Agricultural Society

P.O. Box 219, BURK'S FALLS, ONTARIO P0A 1C0

September 21, 2025

Mayor Chris Hope and Councillor Nancy Kyte,

c/o The Village of Burk's Falls Offices,

Burk's Falls, Ont.

Dear Chris and Nancy:

Thank you for participating in our recent fair. Chris, your opening remarks were spot on and Nancy your cheerfulness and help in the food booth was invaluable.

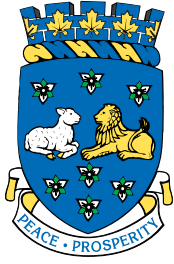
We are very grateful for your participation and help.

Kind regards,

Wilma Robert,

President,

Armour, Ryerson & Burk's Falls Agricultural Society



October 8, 2025

Honourable Doug Ford,
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier:

Re: Amending Ontario Regulation 391/21

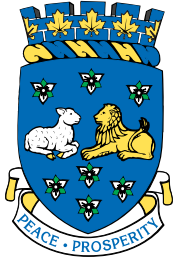
Please be advised that the Council of the Regional Municipality of Waterloo at their Sustainability, Infrastructure, and Development meeting held on October 7, 2025 approved the following motion:

Whereas under Ontario Regulation 391/2, Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of for 'eligible' sources only; and

Whereas 'ineligible' sources, which producers are not responsible for, include business improvement areas, places of worship, daycares, camp grounds, public facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks; and

Whereas the province amended Ontario Regulation 391/2 to not expand services for new public space recycling; and

Whereas should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;



Therefore, be it resolved that Region of Waterloo Council request that the province amend Ontario Regulation 391/21, Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources as stated above; and

Further that Council request the support of all Ontario Municipalities; and

That Minister McCarthy be asked to provide more information on the estimated \$171M in savings for municipalities through this program.

Please accept this letter for information purposes only. If you have any questions please contact Dorothy McCabe, Councillor DMcCabe@regionofwaterloo.ca

Regards,

Chris Fraresso, Legislative Services Specialist

cc: Todd McCarthy, Minister of the Environment, Conservation, and Parks
Mike Harris, Minister of Natural Resources and Forestry
Rob Flack, Minister of Affairs and Housing
Robin Jones, AMO President
Waterloo Region municipalities
All Ontario Municipalities
First Nation Councils

Almaguin Housing Task Force

**Fall 2025
Update**

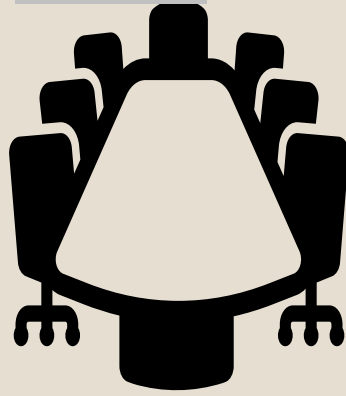




TASK FORCE OVERVIEW

The principles that guide the AHTF include the following:

- To maintain a functional **understanding of the factors that impact the development, improvement, and accessibility of housing** throughout the Almaguin Region.
- To **provide actionable recommendations** to member municipalities that encourage responsible and compatible housing development.
- To ensure the **accessibility of information** and resources to all stakeholders.
- To **steward collaborative partnerships** with relevant stakeholders throughout the Parry Sound District that focus on improving housing investment readiness, recognizing best practices, and other activities that support these guiding principles.
- To **build strong relationships** with all stakeholders, residents and neighbouring regions and nurture them through strong, effective communication.
- To provide municipal staff throughout the region with **strong, strategic leadership and support**.



11 Member Organizations

6 Municipalities, 2 Local employers,
The Almaguin Highlands Chamber
of Commerce, The Southeast Parry
Sound Planning Board, ACED



5 Advisory Organizations / Parties

The Ministry of Northern Development,
Almaguin Community Living,
PSDSSAB, The Labour Market Group,
Private Developer



Shared info database established

Including regional, provincial, and
federal reports, best practices, and
statistics related to housing.



Review, Discuss and Address Issues

Local municipal policies, procedures,
challenges, and opportunities. Issues
identified by advisors including
regulatory barriers and constricted
growth related to housing capacity.

TASK FORCE OVERVIEW



1. Recommendations report completed & accepted by partners
2. Report circulated to district and provincial agencies for review and comment
3. Task force transitioned to an advocacy, implementation and monitoring phase
4. Initiative tracking system created and circulated to partners

Keys to success

- **region wide communication, collaboration, and consistent focus**
- **Working together to ensure investment readiness as a region**

2025 Updates



Key Recommendation Themes



Leave-nobody-behind

Most options throughout the housing continuum are out of reach for many Almaguin residents. Local policies should reflect the removal of dated barriers address infrastructure challenges.



Regional policy review and reform

Creating a more user-friendly environment with fewer 'pain-points' for developers and builders. Ease variances across municipal borders, consider new / improved technological approaches to common problems.



Establish new local/regional priorities

Identifying new technologies, reconsidering local priorities, supporting the growth of the development value-chain (such as prioritizing talent development), and working collaboratively with like-minded neighbours.

Adopt a ‘leave-nobody-behind’ approach to policy making

Progress Update



Encourage development of purpose-built (PB) rental accommodations using surplus lands, public-private partnerships (PPP), and local housing initiatives.

- 3 active projects using municipal surplus lands
- Exploration of procuring MTO Surplus lands for strategic purposes (Ec. Dev. / Housing)

Conduct skilled trades needs analysis, connect with post-secondary institutions, support immigration/workforce initiatives, and host regional career fairs.

- Partnership with local building centres being explored to create in-roads with contractors/trades
- Almaguin partnership with RCIP program

REGION WIDE POLICY REVIEW AND REFORM TO PROMOTE NAVIGABILITY AND THE IMPLEMENTATION OF COMMON-SENSE PRACTICES.

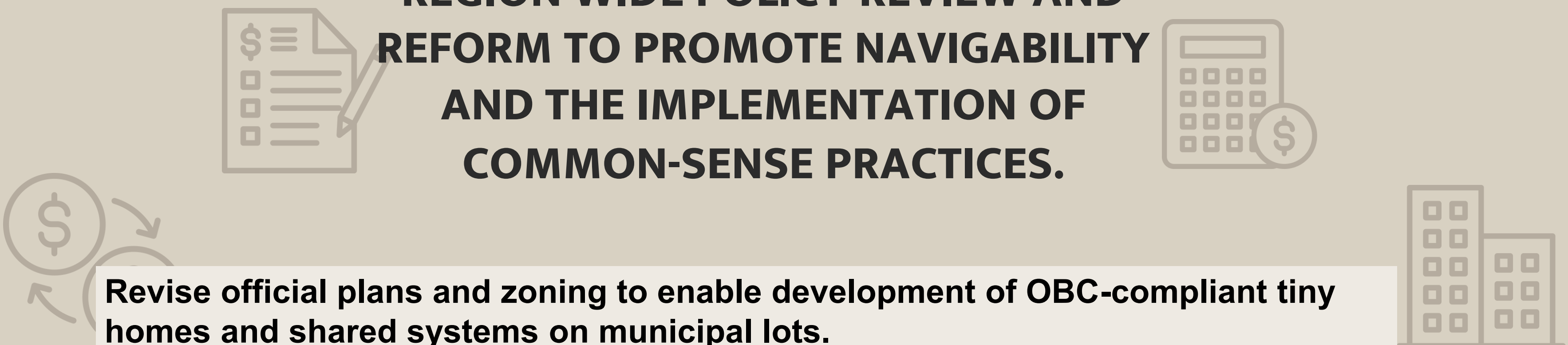
Identify and remove costly or outdated development policies (e.g., site-specific archaeological assessments) to improve development feasibility

- Example of ZBA to allow land-leasing opportunities.
- Example of ZBA to allow for dwellings on rural industrial.

Establish a dedicated regional housing coordination role to implement and monitor housing development actions consistently.

- AHTF transitioned to implementation phase. Opportunities for resourcing being explored.

REGION WIDE POLICY REVIEW AND REFORM TO PROMOTE NAVIGABILITY AND THE IMPLEMENTATION OF COMMON-SENSE PRACTICES.



Revise official plans and zoning to enable development of OBC-compliant tiny homes and shared systems on municipal lots.

- Multiple municipalities in the process of updating OPs & ZBLs
- Examples of ZBAs to reduce minimum dwelling size to ~200sq.ft.

Develop shared water/wastewater solutions and cost-sharing agreements to enable economies-of-scale and reduce developer barriers.

- Rural servicing options that lead to increased density are being explored for commercial and residential projects.

Coordinate and unify municipal messaging to senior government to secure support for rural-specific housing and infrastructure needs.

- AHTF activities are communicated within the AHTF Network, provincially, and within the district.

THANK YOU

Presentation Team

Mayor Rod Ward

Armour Township

Southeast Parry Sound Planning Board Chair

Almaguin Housing Task Force Vice Chair

Email: rward@armourtownship.ca



Dave Gray, Ec.D.

Armour Township / ACED

Almaguin Housing Task Force Chair

Cell: 705-571-1564

Email: cao@armourtownship.ca





**ALMAGUIN HIGHLANDS OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT D'ALMAGUIN HIGHLANDS
DE LA POLICE PROVINCIALE**

ALMAGUIN HIGHLANDS OPP DETACHMENT
DÉTACHEMENT D'ALMAGUIN HIGHLANDS DE LA POLICE PROVINCIALE

Almaguin Highlands O.P.P. Detachment Board

**Regular Meeting of the Board
Wednesday October 8th, 2025
5:00 p.m.**

**Township of Perry Municipal Office
(1695 Emsdale Road, Emsdale, ON)**

- 1. Call to Order**
- 2. Disclosure of Conflict of Interest**
(with reference to this Agenda and any previous meeting)
- 3. Adoption of Minutes**
 - 3.1. Regular Board Meeting Minutes – Wednesday, September 10th, 2025
- 4. Delegations**
 - 4.1 Mobile Crisis Response Team
- 5. Almaguin Highlands OPP S/Sgt Detachment Commander Updates and/or Reports - NIL**
- 6. Board Business**
 - 6.1. Detachment Commander Performance Feedback Form {Discussion}
 - 6.2 Community Safety and Well Being Plan {Update}
- 7. Correspondence and General Information**
 - 7.1 Inspector General Memo #6: Release of the Inspector General of Policing 2024 Annual Report
 - 7.2 Inspector General Memo #7: Release of the Inspectorate of Policing's Risk Based Compliance and Enforcement Framework
 - 7.3 Inspectorate of Policing Advisory Bulletin 2.1: Board and Committee Meetings
 - 7.4 Police Services Advisors – Board and Police Service Assignment
- 8. By-laws – NIL**

9. Closed Session – NIL

10. Other Business

11. Adjournment - Next Meeting: Wednesday, November 12th, 2025

All information including opinions, presentations, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

This is the true original Agenda distributed to the OPP Detachment Board, copied for public handout, and placed in the Almaguin Highlands OPP Detachment Board File. Ref: OPP Detachment Board Agenda 2025 10 08

AGENDA



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

September 17, 2025

Via email: doug.fordco@pc.ola.org

Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

Dear Hon. Doug Ford,

Re: Closure of Before and After School Programs

Please be advised that South Huron Council passed the following resolution at their September 15, 2025 Regular Council Meeting:

357-2025

Moved By: Aaron Neeb

Seconded by: Ted Oke

That South Huron Council supports the Municipality of Bluewater's September 2, 2025 Resolution regarding closure of before and afterschool programs; and

That South Huron Council voices similar concerns regarding schools within its boundaries; and

That a copy of this supporting resolution and originating documents be circulated to the Premier, Minister of Education, MPP Thompson and all Ontario Municipalities.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator
Municipality of South Huron
kwebster@southhuron.ca
519-235-0310 x. 232

AGENDA

Encl.

cc: Minister of Education, Hon. Paul Calandra, paul.calandra@pc.ola.org;
MPP Lisa Thompson, lisa.thompson@pc.ola.org; and all Ontario
Municipalities.



September 4, 2025

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

The Honourable Paul Calandra, Minister of Education
15th Floor
438 University Avenue
Toronto, ON M7A 2A5

via email: premier@ontario.ca
minister.edu@ontario.ca

RE: Closure of Before and After School Programs

Dear Premier Ford and Minister Calandra,

The Council of the Municipality of Bluewater passed the following resolution at their September 2, 2025 regular meeting:

MOVED: Councillor Harris **SECONDED:** Councillor Whetstone

WHEREAS on August 19, 2025, London Bridge Child Care Services Inc. advised that they will be closing all London Bridge Huron County Before and After School Programs, which affects Bluewater Coast Elementary School, Exeter Elementary School, and Precious Blood Catholic School; and

WHEREAS London Bridge Child Care Services Inc. cites ongoing staffing shortages in Huron County and across the province as the reason for this closure; and

WHEREAS the closure of the London Bridge Before and After School Programs, along with the Preschool Program at Bluewater Coast Elementary School, are creating a significant and immediate challenge for families with young children; and

WHEREAS the Council of the Municipality of Bluewater recognizes the importance of before and after school programs which provide a trusted, safe, and consistent environment for children outside of regular school hours – support that many working parents and guardians rely on to balance their jobs and family responsibilities; and

WHEREAS the Avon Maitland District School Board and the Huron-Perth Catholic District School Board do not operate licensed childcare programs, but partner with childcare providers to make use of school spaces where possible;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Bluewater urges the Province of Ontario to immediately implement other service delivery models that are being successfully modeled elsewhere in the province to address the Early Childhood Educator shortage.

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Paul Calandra, Minister of Education, and all Ontario Municipalities. **CARRIED.**

Sincerely,



Chandra Alexander
Manager of Corporate Services/Clerk

cc: All Ontario Municipalities



THE TOWNSHIP OF
WOOLWICH

BOX 158, 24 CHURCH ST. W.
ELMIRA, ONTARIO N3B 2Z6
TEL. 519-669-1647 / 1-877-969-0094
COUNCIL/CAO/CLERKS FAX 519-669-1820
PLANNING/ENGINEERING/BUILDING FAX 519-669-4669
FINANCE/RECREATION/FACILITIES FAX 519-669-9348

September 26, 2025

Prime Minister
Right Hon. Mark Carney
Office of the Prime Minister
80 Wellington Street
Ottawa, Ontario
K1A 0A2

Right Honorable Prime Minister:

RE: Resolution Passed by Woolwich Township Council – Bill C-61 First Nations Clean Water Act

This letter is to inform you that the Council of the Township of Woolwich passed the following resolution at their meeting held on September 23, 2025:

WHEREAS in December 2023, the Minister of Indigenous Services introduced house government bill C-61: An Act respecting water, source water, drinking water, wastewater and related infrastructure on First Nation lands also known as the First Nations Clean Water Act; and

WHEREAS in an open letter to Members of Parliament on December 12, 2024, the Assembly of First Nations (AFN) called on all Members of Parliament to prioritize the advancement of Bill C-61, calling it “a step toward addressing the long-standing water issues faced by First Nations”; and

WHEREAS Bill C-61 was not passed into law before Parliament was prorogued on January 6, 2025; and

WHEREAS Minister of the Environment, Conservation and Parks Todd McCarthy has been unclear on Ontario’s position on this legislation, identifying Bill C-61 as a potential piece of legislation that would “undermine competitiveness” and “delay project development” before apologizing for any confusion and clarifying the need to “bring clean drinking water to First Nations communities, while also bringing the kind of regulatory certainty that attracts investment in businesses and communities”; and

WHEREAS Prime Minister Mark Carney and Indigenous Services Minister Mandy Gull-Masty have indicated the Canadian government’s support for introducing legislation like Bill C-61 in the fall of 2025; and

WHEREAS as of September 2025, Indigenous Services Canada data shows that while 93 long-term drinking water advisories have been lifted, since November

2015, 37 long-term drinking water advisories remain active, including in 27 communities in Ontario; and

NOW THEREFORE be it resolved that the Council of the Township of Woolwich:

- 1. Calls on the Government of Canada and the Minister of Indigenous Services to reintroduce legislation to ensure First Nations have the right to clean and safe drinking water in the Fall of 2025 in the same form as Bill C-61;**
- 2. Calls on the Government of Ontario and the Minister of the Environment, Conservation and Parks to support this important Federal legislation; and**
- 3. Directs staff to forward this resolution to the Prime Minister, Minister of Indigenous Services, Premier of Ontario, Minister of the Environment, Conservation and Parks, Assembly of First Nations and all Municipalities in Ontario.**

Should you have any questions, please contact Alex Kirchin, by email at akirchin@woolwich.ca or by phone at 519-669-6005.

Yours truly,



Jeff Smith
Municipal Clerk
Corporate Services
Township of Woolwich

cc. Hon. Mandy Gull-Masty, Minister of Indigenous Services
Hon. Todd J. McCarthy, Minister of Environment, Conservation and Parks
Hon. Doug Ford, Premier of Ontario
Assembly of First Nations
All Municipalities in Ontario

AGENDA

The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca



Thursday, October 9, 2025

Allyson Euler
City Clerk
The Corporation of the City of Dryden
30 Van Horne Avenue
Dryden, Ontario
L8N 2A7

SENT VIA EMAIL: aeuler@dryden.ca

RE: Endorsement of The City of Dryden's Resolution – Swim-to-Survive Training

Dear A. Euler,

Please be advised of the following motion passed at the Monday, October 6, 2025, Goderich Town Council Meeting:

Moved By: Deputy Mayor Noel
Seconded By: Councillor Carroll
That Goderich Town Council supports the resolution from the City of Dryden, regarding Swim-to-Survive Training.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

A handwritten signature in black ink, appearing to read "Andrea Fisher".

Andrea Fisher
Director of Legislative Services/Clerk
/js

Cc: Hon. Minister of Education of Ontario, paul.calandra@pc.ola.org
The Honourable Lisa Thompson, Minister of Rural Affairs, Member of Provincial Parliament – Huron-Bruce, lisa.thompson@pc.ola.org
Ben Lobb, Member of Parliament – Huron-Bruce, ben.lobb@parl.gc.ca

AGENDA

The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca



The Association of Municipalities of Ontario, resolutions@amo.on.ca
All Ontario Municipalities

THE CORPORATION OF THE CITY OF DRYDEN

MOVED BY: Price

DATE: 22-Sep-25

SECONDED BY: Klewning

RESOLUTION NO.: 14

Whereas drowning is one of the leading causes of preventable deaths among children in Ontario and research by the Lifesaving Society of Ontario shows that most children who drown never intended to be in the water; and

Whereas evidence demonstrates that even basic swimming and water survival skills significantly reduce the risk of drowning; and

Whereas many children in Ontario do not have equitable access to swimming lessons outside of school due to financial, cultural or geographic barriers; and

Whereas several municipalities across Ontario have expressed strong interest in improving water safety education for children; and

Whereas the Ministry of Education has the authority to incorporate water safety and survival training into the regular elementary school curriculum as a universal, life-saving skill comparable to fire safety and road safety instruction;

Therefore, be it resolved that the Council of The Corporation of The City of Dryden respectfully urges the Government of Ontario, through the Ministry of Education, to incorporate mandatory water safety and Swim-to-Survive training into the elementary school curriculum for all Ontario students; and

Be it further resolved that a copy of this resolution be forwarded to The Honourable Minister of Education of Ontario, local Members of Provincial Parliament, the Association of Municipalities of Ontario and all Ontario municipalities, with a request for their endorsement.

RECORDED VOTE			DECLARATION UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT	
			Councillors who have declared an interest, abstained from discussion and did not vote on this question.	
Council	Yes	No		
Councillor C. Klewning				
Councillor B. Latham				
Councillor M. MacKinnon				
Councillor R. Noel				
Councillor M. Price				
Councillor B. Tardiff				
Mayor J. Harrison				
TOTALS			Disposition of Resolution (Check One)	
			Carried X	Defeated

MAYOR: Harrison



**THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL**

NO. 2025 – 110

DIVISION LIST**YES NO****DATE: September 2, 2025**

Councillor **G. ASHFORD**
 Councillor **J. BELESKEY**
 Councillor **P. BORNEMAN**
 Councillor **B. KEITH**
 Councillor **D. McCANN**
 Councillor **C. McDONALD**
 Mayor **J. McGARVEY**

MOVED BY:



SECONDED BY:

 GA

CARRIED: ☒ **DEFEATED:** ☐ **Postponed to:** _____

WHEREAS the Association of Municipalities of Ontario (AMO) has recommended updates to municipal Codes of Conduct to include provisions for workplace safety, anti-harassment, and escalating enforcement mechanisms;

AND WHEREAS these recommendations include:

Including workplace safety, harassment, and anti-discrimination policies in municipal Codes of Conduct;

Establishing a system of flexible administrative monetary penalties that reflect local economic conditions;

Providing standardized and enhanced training for municipal Integrity Commissioners to ensure consistency of decisions across Ontario;

Enabling municipalities, through a recommendation from an Integrity Commissioner, to apply to a judge for the removal of a sitting member in cases of serious misconduct such as harassment or assault;

Prohibiting any removed member from running for office during the remainder of the term in which they were removed and the subsequent term;

AND WHEREAS Bill 9, Municipal Accountability and Integrity Act, 2024, has been introduced, building upon the recommendations of AMO and improving upon previous legislation, including:

AGENDA

The establishment of a Provincial Integrity Commissioner Board, removing the

1. Council Supermajority Vote for Removal:

- AMO believes a two-thirds majority vote is a more proportionate and appropriate threshold for removing a council member for misconduct, compared to the current requirement of a unanimous vote.

Progressive Discipline Options:

- AMO is recommending that the legislation include a range of disciplinary options, not just removal from office.
- This could include options like censure, barring a member from attending meetings, barring them from committees, or barring them from being a committee chair or vice-chair.
- They believe this would allow for a more nuanced approach to addressing misconduct, providing options that are more appropriate for different situations.
- Inclusion of anti-discrimination, anti-violence, and harassment policies;
- A trauma-informed approach;
- Protections for individuals who come forward with complaints;
- A statutory duty to report misconduct;

THEREFORE BE IT RESOLVED THAT the Town of Parry Sound Council:

1. Supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation that strengthens municipal Codes of Conduct and ensures compliance with them, in consultation with Ontario's municipalities;
2. Endorses the recommendations outlined by AMO, including improvements to enforcement, training, and protections for both municipal staff and the public;
3. Supports the passage of Bill 9, Municipal Accountability and Integrity Act, 2024, as a critical step toward strengthening integrity and accountability in municipal government; Directs that a copy of this resolution be forwarded to Robin Jones, President of AMO;
4. Premier Doug Ford; Minister of Municipal Affairs and Housing Rob Flack, MPP Graydon Smith (Parry Sound–Muskoka); MP Scott Aitchison (Parry Sound–Muskoka); All municipalities within the District of Parry Sound.



Mayor Jamie McGarvey



**THE CORPORATION OF THE TOWN OF PARRY SOUND
CLOSED MEETING RESOLUTION IN COUNCIL**

NO. 2025 – 117

DIVISION LIST

YES NO

DATE: September 16, 2025

Councillor **G. ASHFORD**
Councillor **J. BELESKEY**
Councillor **P. BORNEMAN**
Councillor **B. KEITH**
Councillor **D. McCANN**
Councillor **C. McDONALD**
Mayor **J. McGARVEY**

MOVED BY:

[Signature]

SECONDED BY:

[Signature]

CARRIED: ☒ **DEFEATED:** ☐ **Postponed to:** _____

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

And Whereas large urban centres look to rural areas for lands to bury their garbage

And Whereas a large landfill site owned by a large urban centre which receives 50% of their garbage at the present time is expected to be full by 2029, creating more environmental impacts

And Whereas continuing to bury garbage in the ground will result in future generations having lost potable groundwater as a result of garbage leachate rendering it unusable.

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

And Whereas we have worldwide technology that will allow us the use of clean incineration and also produce much needed electric energy

And Whereas the incineration of household and other municipal waste has a long tradition in Germany, which currently has 156 municipal thermal waste incineration facilities with an aggregate annual capacity of around 25 million tons

And Whereas with a strong focus on community involvement, innovative infrastructure, and sustainable practices, Germany has set a high bar for municipal recycling programs that the rest of the world can learn from and emulate.

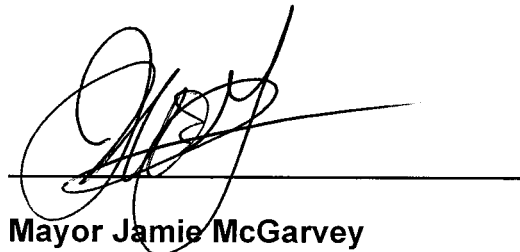
AGENDA

And Whereas at the present time, Germany recycles 66.1% of its garbage waste at a municipal level placing it as the most effective and prominent country when it comes to recycling in the entire world, highlighting the citizen's strength and motivation to deal with environmental issues on a daily basis.

And Whereas German schools often integrate recycling education into their curriculum and by this early exposure, instills a sense of responsibility in the younger generation, creating a culture of sustainability that transcends generations.

Now Therefore be it resolved that Council of the Corporation of the Town of Parry Sound supports the Resolution passed by the Municipality of Tweed, and directs staff to investigate the possibility of working together with Ontario Municipalities, Provincial and Federal Governments as well as our manufacturing partners to form a working group to ensure that our waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices so that our future generations will not suffer from our environmental mismanagement and to request support from these organizations; and

That a copy of this resolution be sent to Premier Ford, Parry Sound-Muskoka MPP Graydon Smith, opposition party leaders, District of Parry Sound municipalities, and the Municipality of Tweed.



Handwritten signature of Mayor Jamie McGarvey, written in black ink over a horizontal line.

Mayor Jamie McGarvey



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

October 7, 2025

Sent via email

The Honourable Doug Ford, M.P.P., Premier of Ontario, Legislative Building, Queen's Park, Toronto, ON, M7A 1A1, premier@ontario.ca

The Honourable Prabmeet Singh Sarkaria, M.P.P., Minister of Transportation, 5th Flr, 777 Bay St. Toronto, ON, M7A 1Z8, minister.mto@ontario.ca

The Honourable Michael S. Kerzner, Solicitor General, M.P.P., Solicitor General, George Drew Bldg., 25 Grosvenor St. Toronto, ON, M7A 1Y6, Minister.SOLGEN@ontario.ca

Ms. Dawn Gallagher Murphy, M.P.P., Unit 22, 16635 Yonge St., Newmarket, ON, L3X 1V6, dawn.gallaghermurphy@pc.ola.org

The Association of Municipalities of Ontario (AMO), 155 University Ave., Suite 800, Toronto, ON, M5H 3B7, resolutions@amo.on.ca

All Ontario Municipalities

RE: Automated Speed Enforcement Resolution – Town of Newmarket

I am writing to advise you that at the Council meeting held on October 6, 2025, the Town of Newmarket Council adopted the following recommendations regarding the above referenced matter:

Whereas Automated Speed Enforcement (ASE) is by far the most effective speed mitigation and safety tool that municipalities have had access to; and,

Whereas The Ontario Safety League has expressed that ASE is effective and that it supports the use of ASE; and,

Whereas The Ontario Association Chiefs of Police has expressed that ASE is effective and that it supports the use of ASE; and,

Whereas The Hospital for Sick Children and Toronto Metropolitan University have studied ASE and found that speed is the single most important factor in pedestrian injury risk and ASE can be an effective way to reduce that risk, especially in areas where children are most vulnerable; and,

Whereas The Canadian Automobile Association (CAA) found that 73 percent of Ontario drivers slow down when nearing an ASE camera and 52 percent shared that they are unlikely to speed up after they pass through an ASE zone; and,



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

Whereas ASE frees up more time for police officers to attend to serious crimes, such as home invasions and auto theft; and,

Whereas One of the top complaints that Council has received from residents for decades is speeding on residential streets; and,

Whereas Since implementing ASE, Newmarket has observed between 58 percent and 90 percent reductions in the number of vehicles exceeding the speed limit in the community safety zones with automated speed enforcement; and,

Whereas the Town's ASE program has recorded speeds of 125 km/hr, 113 km/h, and 96 km/h in school zones with speed limits of 40 km/h.

Therefore, be it resolved:

1. That the Council of the Town of Newmarket opposes the Ontario Government's proposal to cancel municipal ASE programs; and,
2. That the Council of the Town of Newmarket requests the Premier of Ontario or Minister of Transportation meet with municipal leaders to develop provincial legislation, regulations and standards to ensure municipal ASE programs are fair, transparent and consistent throughout Ontario as opposed to eliminating the programs; and,
3. That the Council of the Town of Newmarket requests that the Ontario Government consider the following amendments to address Provincial concerns:
 - Only implement ASE in school zones; and,
 - Establish a province-wide minimum threshold over the speed limit at which tickets are issued; and,
 - Require extensive communication campaigns warning drivers that ASE cameras will be implemented, including warning tickets, well ahead of activating the cameras, and install permanent flashing signs at the camera locations; and,
 - Establish a maximum fine amount for ASE, and,
 - Establish a maximum number of cameras per municipality, and,
4. That copies of this motion be distributed to the following:
 - Premier Doug Ford; and,
 - Hon. Prabmeet Singh Sarkaria, Minister of Transportation; and,
 - Hon. Michael S. Kerzner, Solicitor General; and,
 - Dawn Gallagher Murphy, MPP, Newmarket -- Aurora; and,
 - All Ontario Municipalities; and,
 - The Association of Municipalities of Ontario.



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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Granat'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Simon Granat
Legislative Coordinator

September 30, 2025

CL 14-2025, September 25, 2025

DISTRIBUTION LIST

SENT ELECTRONICALLY

Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions

Regional Council, at its meeting held on September 25, 2025, passed the following motion:

WHEREAS Niagara Region issued three separate declarations of emergency in the areas of homelessness, mental health and opioid addiction on February 23, 2023, recognizing that the scope and scale of the crisis surpasses the Region's capacity to respond effectively; and

WHEREAS following the submission of the three declarations of emergency, the Provincial Emergency Operations Centre (PEOC) has engaged with the Region's Community Emergency Management Coordinator (CEMC); and

WHEREAS these issues have continued to intensify and add further strain to the social support system in Niagara over the past two years; and

WHEREAS municipalities across Ontario are continuing to experience similar challenges; and

WHEREAS a coordinated, province-wide approach and associated funding support is required to address the growing emergency of mental health, homelessness and opioid addiction, the scale of which falls well beyond the scope of what a municipality can address.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Region **ADVOCATES** that the Province support a coordinated approach between the Ministry of Health, the Ministry of Municipal Affairs and Housing, and the Ministry of Children, Community and Social Services to address ongoing challenges related to mental health, homelessness and opioid addiction;
2. That Niagara Region **FORMALLY ADVOCATES** for Provincial funding to address identified gaps in programs and services contributing to the state of emergency including affordable housing, supportive housing, addictions treatment, and mental health supports for vulnerable populations; and

3. That this motion **BE SENT** to the Provincial and Federal Governments, FCM, AMO and all municipalities in Ontario.

Yours truly,



Ann-Marie Norio
Regional Clerk

:kl

CLK-C 2025-109

Distribution List

Premier of Ontario
Prime Minister of Canada
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

Sent by Email

October 3, 2025

Federation of Canadian Municipalities (FCM)
24 Clarence Street
Ottawa, ON K1N 5P3
resolutions@fcm.ca

Association of Municipalities of Ontario (AMO)
155 University Ave, Suite 800
Toronto, ON M5H 3B7
resolutions@amo.on.ca

Subject: Elect Respect

The Council of The Corporation of the City of Pickering considered the above matter at a Meeting held on September 29, 2025 and adopted the following resolution:

WHEREAS, democracy is strengthened when all individuals can participate fully, safely, and without discrimination, contributing to the well-being of their communities;

And Whereas, democratic discourse and respectful debate are under pressure across all levels of government, including municipal councils in Ontario;

And Whereas, elected officials are increasingly facing harassment, threats, intimidation, and unsafe work environments, which undermine personal safety, deter civic participation, and erode public confidence in democratic institutions;

And Whereas, social media platforms, while enabling legitimate discourse, have also amplified abusive, discriminatory, or threatening behaviour, disproportionately affecting women, racialized persons, Indigenous peoples, LGBTQ+ persons, and persons with disabilities, discouraging many from seeking or remaining in public office;

And Whereas, freedom of expression is a cornerstone of democracy and must be safeguarded, even as we combat unlawful harassment, violence, and hate;

And Whereas, the Association of Municipalities of Ontario's Healthy Democracy Project has identified troubling trends in declining voter turnout and a reduction in candidate participation at the municipal level;

And Whereas, grassroots and national initiatives such as Halton Elected Representatives (H.E.R.) campaign and the Parliamentary Civility Pledge led by the Canadian Association of Feminist Parliamentarians, demonstrate a growing commitment to fostering respectful, safe, and inclusive environments in political life;

Now therefore be it resolved that the Council of The Corporation for the City of Pickering:

1. Supports the principles of the Elect Respect pledge and commits to:
 - Treat all persons with dignity and respect in public, private, and online spaces;
 - Reject and call out harassment, threats, unlawful discrimination, and personal abuse;
 - Focus public debate on policies and ideas, rather than personal attacks or identity-based commentary;
 - Build a culture of safety and inclusion, ensuring that individuals of all genders, identities, backgrounds, races, sexual orientations, ages, and abilities feel empowered to run for and serve in public office;
 - Call on relevant authorities to investigate and respond to threats or harassment directed at elected officials, in accordance with applicable laws;
 - Model accountability and integrity by holding ourselves and one another to clear, transparent, and legally grounded standards of conduct;
 - Defend freedom of expression while actively opposing abuse and intimidation in all forms;
2. Encourages elected officials, political organizations, municipalities, and members of the public to sign and support the Elect Respect pledge by visiting: electrespect.ca; and,
3. Directs that a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), Ontario's Big City Mayors, the Federation of Canadian Municipalities (FCM), Members of Provincial and Federal Parliament (MPPs and MPs), Durham Regional Police Services (DRPS), the Ontario Provincial Police (OPP), the Royal Canadian Mounted Police (RCMP), all municipalities in Ontario, Halton Elected Representatives (H.E.R.), and Canadian Association of Feminist Parliamentarians.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

Yours truly



Susan Cassel
City Clerk

SC:am

Copy: Ontario's Big City Mayors
 Members of Provincial and Federal Parliament (MPPs and MPs)
 Durham Regional Police Services (DRPS)
 Ontario Provincial Police (OPP)
 Royal Canadian Mounted Police (RCMP)
 All Municipalities in Ontario
 Halton Elected Representatives (H.E.R.)
 Canadian Association of Feminist Parliamentarians

 Chief Administrative Officer



September 25, 2025

Delivered by email

resolutions@amo.on.ca

Association of Municipalities of Ontario (AMO)
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Re: Town of Aurora Council Resolution of September 23, 2025

Member Motion 8.9.1 - Councillor Gilliland; Re: Elect Respect Campaign Support

Please be advised that this matter was considered by Council at its meeting held on September 23, 2025, and in this regard, Council adopted the following resolution:

Whereas a healthy democracy thrives when all individuals can participate safely, equitably, and meaningfully in public life; and

Whereas Aurora, like many municipalities across Ontario, is witnessing an erosion of civil discourse and growing hostility in the political arena, both in person and online; and

Whereas elected officials at all levels, particularly women and those from equity-deserving communities, are experiencing increased threats, harassment, and toxic engagement that deter civic participation; and

Whereas social media platforms, while powerful tools for engagement, have contributed to a climate of disrespect and polarization that discourages individuals from seeking or maintaining public office; and

Whereas inclusive and respectful governance results in better decision-making and stronger representation, especially when voices of diverse genders, identities, races, ethnicities, sexual orientations, ages, and abilities are present at municipal council tables; and

Whereas the Association of Municipalities of Ontario (AMO), through its Healthy Democracy Project, has identified troubling trends of voter apathy and a declining interest in running for municipal office; and

Whereas in 2024, a group of female elected officials from Halton formed H.E.R. (Halton Elected Representatives), launching the Elect Respect campaign to advocate for respectful political engagement and safe, inclusive workplaces; and

Town of Aurora Council Resolution of September 23, 2025
Elect Respect Campaign Support
September 25, 2025

2 of 3

Whereas on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a national Parliamentary Civility Pledge, inspired by the work of H.E.R., to promote respectful conduct among elected officials;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora Council endorses the Elect Respect pledge and commits to:

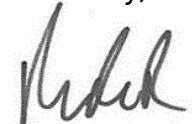
- **Treating all individuals with respect in every setting; public, private, and digital;**
- **Speaking out against harassment, intimidation, and personal attacks;**
- **Keeping debate focused on ideas and public policy, not individuals;**
- **Fostering an environment where people of all backgrounds feel safe and supported in seeking and holding public office;**
- **Urging relevant authorities to ensure the safety and protection of elected officials facing threats or abuse;**
- **Demonstrating leadership through integrity, accountability, and mutual respect among colleagues and constituents; and**

2. Be It Further Resolved That the Town of Aurora encourages other municipalities, elected officials, organizations, and residents to support the Elect Respect initiative and sign the pledge at www.electrespect.ca; and

3. Be It Further Resolved That a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), Ontario's Big City Mayors, the Federation of Canadian Municipalities (FCM), local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs), York Region, York Regional Police, and all Ontario municipalities.

The above is for your consideration and any attention deemed necessary.

Sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

AGENDA

Town of Aurora Council Resolution of September 23, 2025
Elect Respect Campaign Support
September 25, 2025

3 of 3

Copy: Ontario's Big City Mayors (OBCM)
Federation of Canadian Municipalities (FCM)
Sandra Cobena, MP Newmarket—Aurora
Costas Menegakis, MP Aurora—Oak Ridges—Richmond Hill
Dawn Gallagher Murphy, MPP Newmarket—Aurora
Hon. Michael Parsa, MPP Aurora—Oak Ridges—Richmond Hill
The Regional Municipality of York
York Regional Police
All Ontario Municipalities



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Council Meeting Extract

Tuesday, September 23, 2025

8. Committee of the Whole Meeting Report of September 9, 2025

Moved by Councillor Thompson

Seconded by Councillor Weese

That the Committee of the Whole Meeting Report of September 23, 2025, and the Audit Committee Meeting Report of June 24, 2025 (Item 9), be received and the recommendations carried by the Committees approved, with the exception of sub-items 8.2.2, 8.5.2, and 8.7.1, which were discussed and voted on separately as recorded below.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Thompson, Councillor Gallo, and Councillor Kim

Absent (1): Councillor Gaertner

Carried (6 to 0)

8.9 Member Motions

8.9.1 Councillor Gilliland; Re: Elect Respect Campaign Support

Whereas a healthy democracy thrives when all individuals can participate safely, equitably, and meaningfully in public life; and

Whereas Aurora, like many municipalities across Ontario, is witnessing an erosion of civil discourse and growing hostility in the political arena, both in person and online; and

Whereas elected officials at all levels, particularly women and those from equity-deserving communities, are experiencing increased threats, harassment, and toxic engagement that deter civic participation; and

Whereas social media platforms, while powerful tools for engagement, have contributed to a climate of disrespect and polarization that discourages individuals from seeking or maintaining public office; and

Whereas inclusive and respectful governance results in better decision-making and stronger representation, especially when

voices of diverse genders, identities, races, ethnicities, sexual orientations, ages, and abilities are present at municipal council tables; and

Whereas the Association of Municipalities of Ontario (AMO), through its Healthy Democracy Project, has identified troubling trends of voter apathy and a declining interest in running for municipal office; and

Whereas in 2024, a group of female elected officials from Halton formed H.E.R. (Halton Elected Representatives), launching the Elect Respect campaign to advocate for respectful political engagement and safe, inclusive workplaces; and

Whereas on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a national Parliamentary Civility Pledge, inspired by the work of H.E.R., to promote respectful conduct among elected officials;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora Council endorses the Elect Respect pledge and commits to:
 - Treating all individuals with respect in every setting; public, private, and digital;
 - Speaking out against harassment, intimidation, and personal attacks;
 - Keeping debate focused on ideas and public policy, not individuals;
 - Fostering an environment where people of all backgrounds feel safe and supported in seeking and holding public office;
 - Urging relevant authorities to ensure the safety and protection of elected officials facing threats or abuse;
 - Demonstrating leadership through integrity, accountability, and mutual respect among colleagues and constituents; and
2. Be It Further Resolved That the Town of Aurora encourages other municipalities, elected officials, organizations, and residents to support the Elect Respect initiative and sign the pledge at www.electrespect.ca; and
3. Be It Further Resolved That a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), Ontario's Big City Mayors, the Federation of Canadian Municipalities (FCM),

local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs), York Region, York Regional Police, and all Ontario municipalities.

Carried



AMANDA FUSCO

Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.904.1402 Fax: 519.741.2705
amanda.fusco@kitchener.ca
TTY: 519-741-2385

SENT VIA EMAIL

September 26, 2025

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on August 25, 2025, passed the following resolution regarding postage:

"WHEREAS Postage costs have seen significant increases, including 25% in 2025 alone;

WHEREAS paper billing has a further environmental cost in both materials (trees) and transportation;

WHEREAS paper billing is increasingly being displaced by environmentally friendly and cost-efficient e-billing;

WHEREAS the Municipal Act indicates the right to a paper bill, and cost-recovery fees for paper billing for tax, and utility bills are unclear;

THEREFORE BE IT RESOLVED that Kitchener City Council request the Province of Ontario to amend the Municipal Act to permit municipalities the ability to grandfather-out paper billing as the default option, and to permit municipalities to establish fees for paper billing for new accounts that opt for this method of delivery;

THEREFORE BE IT FINALLY BE RESOLVED that a copy of this motion be sent to the Association of Municipalities of Ontario, the Premier of Ontario, the Ministry of Municipal Affairs and housing, all other municipalities within Ontario for their consideration and possible endorsement."

-2-

Yours truly,

A handwritten signature in cursive script, appearing to read 'A. Fusco'.

A. Fusco
Director of Legislated Services & City Clerk

Cc: Hon. Rob Flack, Minister of Municipal Affairs and Housing
Association of Municipalities Ontario (AMO)
Sloane Sweazey, Senior Policy Advisor, City of Kitchener
Ontario Municipalities



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: September 23, 2025

Motion # 286

WHEREAS the Province posted ERO 0250923, Consultation on the Future of Community Natural Gas Expansion, seeking feedback from municipalities, Indigenous communities and other stakeholders on how Phase Three (3) could best support access to natural gas for community development.

AND WHEREAS expanding access to natural gas is identified as a tool to support affordability and economic growth in Ontario communities, with Phases One (1) and Two (2) estimated to enable connections for approximately 17,000 buildings across 59 communities, and 16 projects completed to date.

AND WHEREAS the Federation of Northern Ontario Municipalities (FONOM) is working toward its housing and employment land goals that contribute to Ontario's broader objective to build at least 1.5 million homes by 2031 and recognizes that timely servicing solutions (including natural gas where appropriate) can help enable these targets.

AND WHEREAS Ontario's energy future relies on a balance of affordability, reliability, and sustainability by leveraging a mix of energy solutions—including natural gas, electricity, and emerging energy technologies, to meet growing community needs. And whereas natural gas continues to play a critical role in supporting energy affordability, economic competitiveness, and enabling housing and employment growth across the province.

THEREFORE, BE IT RESOLVED THAT the Council of the Township of Armour supports the Ministry's consultation on the Future of Community Natural Gas Expansion (NGEP Phase 3) and endorses access to natural gas as an option to other energy solutions to advance the Township of Armour's housing, employment lands, and economic development objectives.

FURTHERMORE, that Staff forwards this resolution to Graydon Smith, Parry Sound-Muskoka MPP, the Minister of Energy and Mines, the Ontario Energy Board, AMO, and neighbouring municipalities.

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

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

Carried / Defeated

2



56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

DISTRICT OF PARRY SOUND

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: September 23, 2025

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

Haggart-Davis, Dorothy

Ward, Rod

Whitwell, Wendy

For

☐☐☐☐☐

Opposed

☐☐☐☐☐

September 26, 2025

Ministry of Energy and Mines
77 Grenville Street
Toronto, Ontario
M7A 2C1

Re: Support Consultation on the Future of Community Natural Gas Expansion

This is to confirm that at the September 15, 2025, Corporate Services Committee Meeting the following resolution was adopted with respect to the above noted matter:

Supports the Ministry's consultation on the Future of Community Natural Gas Expansion (NGEP Phase 3) and endorses access to natural gas as an option to other energy solutions to advance the Township of West Lincoln's housing, employment lands, and economic development objectives.

Directs staff to submit comments to ERO 0250923 reflecting Township of West Lincoln's priorities, including: priority application types, alignment with Official Plan/Secondary Plans, sites and corridors where gas access would enable development (housing/employment lands), any Phase 1 and 2 learnings (if applicable) and practical barriers (e.g., timing, permitting, costs, land access).

Forwards this resolution to MPP Sam Oosterhoff, the Minister of Energy and Mines, the Ontario Energy Board, AMO, and neighbouring municipalities.

If any further information is required, please contact the undersigned at 905-957-3346, Ext 5129.

Yours Truly,



Justin J. Paylove
Manager, Legislative Services/Clerk
ipaylove@westlincoln.ca

JJP/jmt

cc. Sam Oosterhoff, MPP
Association of Municipalities of Ontario
Niagara Region Municipalities
Ontario Board of Energy

LET'S CONNECT **SEGUIN** 

Artificial Intelligence and Rural Government

September 26th, 2025

Who am I... (according to ChatGPT)



- **Forrest Pengra**
Director of Strategic Initiatives — Township of Seguin (Parry Sound area, Ontario). ([LinkedIn](#))
- **Representative / Public roles**
 - Member, IESO Technical Panel — represents *Residential Consumers*; current term listed through March 31, 2027 (active on meeting minutes and member pages). ([IESO](#))
- **Selected municipal / program work**
 - Presenter and lead on topics such as budgets, procurement policy amendments, and strategic planning items for Seguin Council/committees (appears on municipal agendas). ([calendar.seguin.ca](#))
 - Co-author / lead contributor, *Seguin Township 2024–2029 Conservation & Demand Management (CDM) Plan* (listed as author/contributor). ([Seguin](#))
 - Involved with community broadband / high-speed internet initiatives and strategic planning efforts in Seguin. ([Seguin](#))
- **Past municipal roles / technical experience**
 - GIS / technical staff and infrastructure role at the Town of Parry Sound (appears in Parry Sound documents and GIS maturity assessment listings). ([Town of Parry Sound](#))
- **Education: Attended / graduated from Michigan State University** (LinkedIn profile lists MSU; exact degree/major not public). ([LinkedIn](#))
- **Contact (public): Seguin Township municipal office listing and work email shown in local project/team pages** (fpengra@seguin.ca appears on project/team page listings). ([Datanyze](#))
- **Short timeline / verifiable public items**
 - ~2014 — listed as GIS Technician / speaker in Parry Sound materials. ([Town of Parry Sound](#))
 - 2019–2021 — involved in ICECAP / regional energy & climate planning initiatives; appointed to IESO Technical Panel (appointment announcement March 2021). ([georgianbaybiosphere.com](#))
 - 2021–present — active IESO Technical Panel member (meeting minutes and member pages through 2024–2025). ([IESO](#))
 - 2023–2025 — documented as Director of Strategic Initiatives, Seguin Township, and author on Seguin documents such as the CDM Plan (2024). ([LinkedIn](#))

Artificial Intelligence 101

- What is **AI**?
- What is a **large language model**?
- Do you need to be an expert?
- You are probably already using it!?!



AI in Smaller Municipalities



- Growing role of AI in smaller governments
 - Doing more with less
 - Augmentation of capabilities
- Balancing adoption with community values and norms
- Rural-specific challenges (connectivity)
- AI governance is CRITICAL



Enhancing Service Delivery with AI



- Public service delivery
 - Advanced searching
 - Chatbots
 - Quality Assurance
- Internal service delivery
 - Policy manuals
 - Information indexing
 - Enhanced efficiency in issue resolution
- Assessment of success metrics
- Leaders in this space
 - [King City](#) – Kingsley Assistant
 - [City of Kelowna](#) – Kai Assistant



AI in Policy Development and Review



- Using AI for policy analysis and drafting assistance
- Using AI to review existing policy and whether weak or contradictory statements exist.
- Enhancing public policy through data-driven insights
- Tools and technologies used for policy simulation and impact assessment

Resource and Infrastructure Management

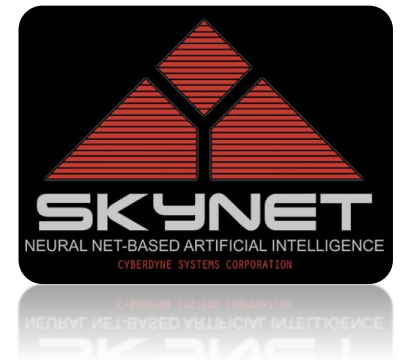


- Optimizing maintenance/management schedules for infrastructure.
- AI use for predictive asset management intervention and resource allocation
- Monitoring environmental conditions using AI for plowing, sanding, etc... across large expanses and multiple locations

AI Challenges in Data Privacy and Policy



- Ensuring compliance with regulations
 - Bill 194 – Enhancing Digital Security and Trust Act, 2024
- Mitigating privacy concerns through control mechanisms
- Program, policy and adoption requires literacy of the technology and issues



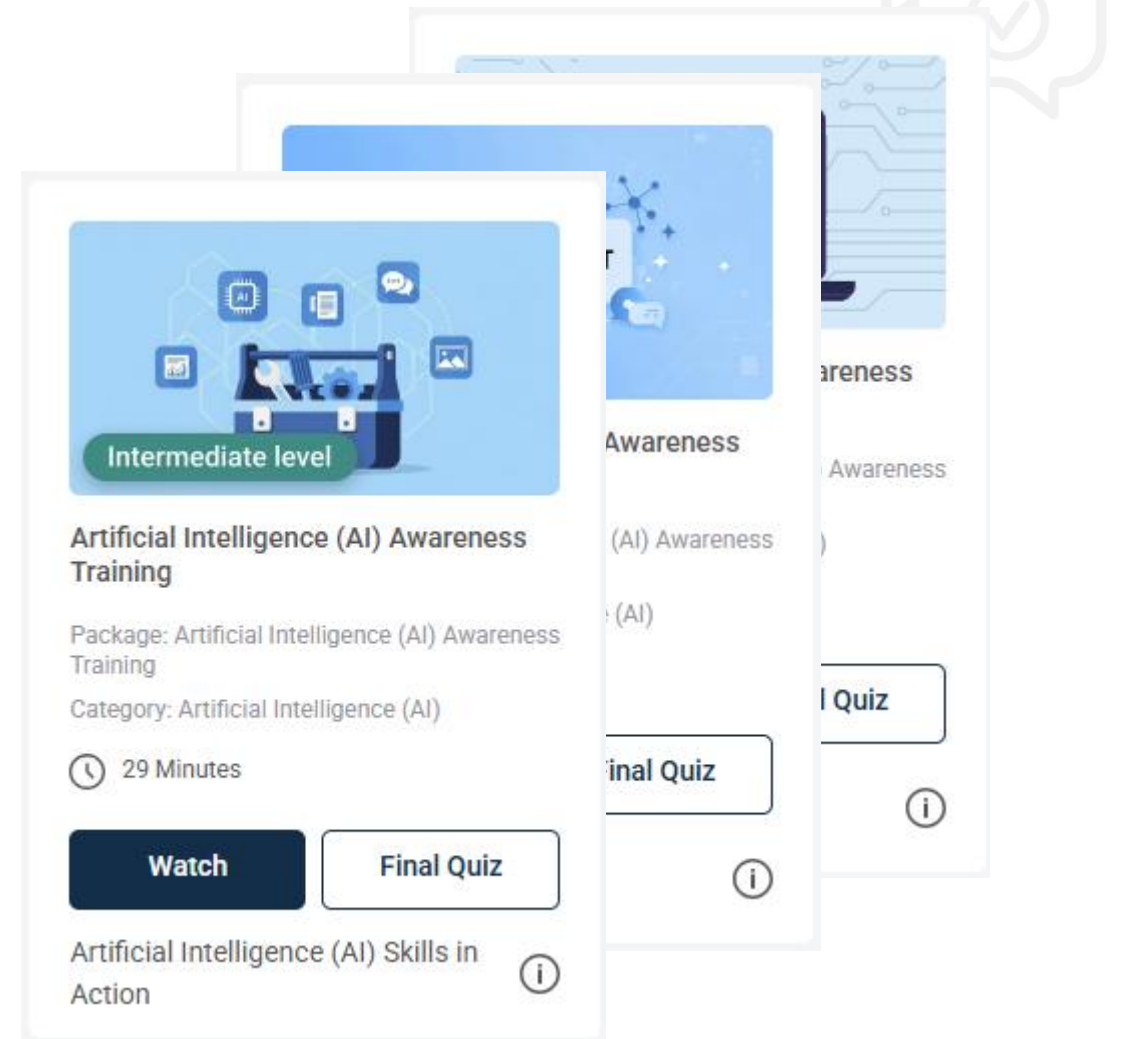
Mitigation of Organizational Risks



1. Have a modernization vision/plan/strategy – **PLANNING, POLICY**
2. Disclosure of PII, CC, confidential info - **TRAINING, POLICY, SOFTWARE**
3. Inaccurate information (hallucinations, etc...) – **TRAINING**
4. Cybersecurity risks - **TRAINING, POLICY, SOFTWARE, and AUDITS**

Training Mitigation – Breach Secure Now

- Training is important for AI and cyber security in general
 - Can reduce breach by 65-70%
- Most cyber insurers require cyber training
- Bill 194 will be looking for the same, for the same reasons, specific to PII disclosure



PII Disclosure - Software Mitigation - GovAI



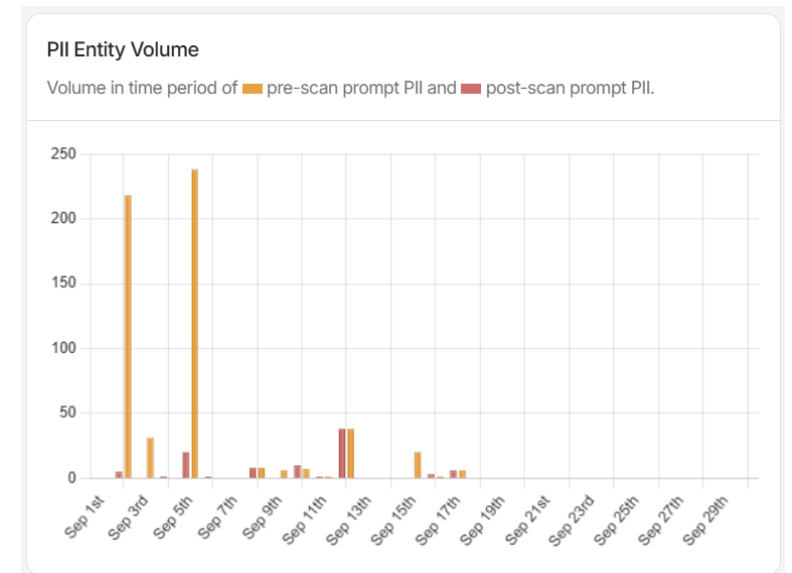
- LLM that uses GPT-4o, 4.1, o1 (for now)
- Introduces safety net controls
- Prevents data from being used for training
- Tailored searches to individual roles based on profile
- Municipal context
- Ability to create custom, focused agents
- Custom retrieval-augmented generation (RAG)

GovAI

GovAI Controls/Filters



- Addresses
 - Credit Card Numbers
 - Social Insurance Numbers
 - Email Addresses
 - License Plates
 - Names
 - Drivers License Numbers
 - Bank Accounts
 - Health Card Numbers
- **Actions or Options**
 - Flag Risk – Allow/Disallow
 - Block
 - Redact
 - Substitute



Policy Mitigation



- **Development of AI use policy**
 - Authorized usage
 - Responsible usage
 - Data security and privacy
 - Ethical concerns
 - Approved LLM's
- **Development of technology acceptable use policy**
 - Acceptable use
 - Prohibited use
 - Data security and privacy
 - Monitoring, privacy and incident reporting

Questions?

Thank You!



LET'S CONNECT **SEGUIN** 

**Ministry of the Environment,
Conservation and Parks**

Drinking Water and Environmental
Compliance Division, Northern Region
Timmins District, North Bay Office
191 Booth Road, unit 16-17
North Bay ON P1A 4K3
Tel.: 705 497-6865
Fax: 705 497-6866

**Ministère de l'Environnement, de la Protection de
la nature et des Parcs**

Division de la conformité en matière d'eau potable
et d'environnement, Direction régionale du Nord
District de Timmins, Bureau de North Bay
191, rue Booth, Unité 16-17
North Bay ON P1A 4K3
Tél. : 705 497-6865
Téléc. : 705 497-6866

(sent by e-mail only)

Date: September 26, 2025

Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities

On June 4, 2025, the Government of Ontario [announced updates](#) to the Ministry of the Environment, Conservation and Parks' [compliance policy](#). [A notice outlining the decision can be found here](#). These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

-2-

Please note: if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

Should you have any questions or wish to discuss further, please feel free to contact me via email at greg.ault@ontario.ca or by phone at 705-492-4673.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Ault', with a long horizontal stroke extending to the right.

Greg Ault
Manager, Timmins District
Drinking Water and Environmental Compliance Division
Ministry of the Environment, Conservation and Parks

Federal Government Plan: Canada Post Corporation Review

WHEREAS the Federal Government has announced a planned Canada Post Corporation Review from October 1, 2025 to March 31, 2026 as follows:

Notionally, public consultations may be undertaken to consider the Canadian Postal Service Charter (2009) and to get a pulse on Canadians' needs and use of the postal service. Should engagement be necessary, the goal would be obtain [sic] views from Canadians and stakeholders to redefine the government's service-oriented vision for Canada Post, in a context where the postal industry landscape has changed, the needs of Canadians have evolved, and the volume of mail and letters has declined significantly to the point where Canada Post's sustainability has been undermined.¹

WHEREAS the current plan does not ensure that there will be any public consultation or engagement with all stakeholders, and the process and terms of reference for the mandate review have yet to be announced.

WHEREAS the recent Industrial Inquiry Commission report recommended service cuts in the form of post office closures and the reintroduction of the community mailbox conversion plans of the last Federal Conservative government.

WHEREAS it will be crucial for the mandate review to hear the views from municipalities on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, home mail delivery, parcel delivery, keeping daily delivery, improving postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure that good jobs stay in their communities and that Canada Post can remain financially self-sustaining.

THEREFORE, BE IT RESOLVED that (name of municipality) formally writes the Minister of Government Transformation, Public Works and Procurement, Joël Lightbound, to demand that no mandate review takes place until Canada Post returns to stabilized operations, until the full impact of the stamp price increase is realized, and until parcel volumes reflect sectoral demand.

THEREFORE, BE IT RESOLVED that (name of municipality) will include in its letter to Minister Lightbound that any review of Canada Post and the Canadian Postal Service Charter must be done through a full and thorough transparent public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

THEREFORE, BE IT RESOLVED that (name of municipality) will make a written submission and/or participate in hearings to provide input in the upcoming mandate review of Canada Post.

¹ Secretariat, Treasury Board of Canada. 2025. "Consulting with Canadians." Canada.ca. <https://www.canada.ca/en/government/system/consultations/consultingcanadians.html>. Accessed September 5, 2025. Search term "Canada Post Corporation Review"

MAILING INFORMATION

1) Please send your resolution to the Minister responsible for Canada Post, and your Member of Parliament:

- Joël Lightbound, Federal Minister of Government Transformation, Public Works and Procurement, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

2) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario, K1N 5P3



FOR IMMEDIATE RELEASE: MUSKOKA AREA HOSPITAL FOUNDATIONS INSPIRED BY AMAZING COMMUNITY GENEROSITY.

Huntsville Hospital Foundation Announces \$20 Million Gift: South Muskoka Hospital Foundation Records Best Year Ever.

September 25, 2025. Bracebridge Ontario: As Muskoka Algonquin Healthcare awaits feedback to its two new hospital build submission, both South Muskoka and Huntsville hospital foundations are experiencing dramatic fundraising contributions from supportive donors and communities.

In the Huntsville catchment area, a partnership of families has come together to donate a \$20 million matching gift to the new hospital - inspired by and in celebration of local, life-long resident Bob Hutcheson.

South Muskoka Hospital Foundation donors and the community at large have also contributed tremendous support this year, already far surpassing its best year to date at only half way through the fiscal year.

"The matching donation in Huntsville is amazing news for all of Muskoka," says SMHF Board Chair Dan Brooks. "It means our communities are stepping up as they recognize the shared healthcare future for all of Muskoka."

Both success stories are clear indications that the two new hospitals and the new Made-In-Muskoka Healthcare system is inspiring community generosity.

"Both foundations inspire donors in slightly different ways at this time, and the results are both great stories," says Leah Walker, South Muskoka Hospital Foundation Executive Director. "We are seeing tremendous support from both our seasonal and full-time residents. People are excited about the future of healthcare in Muskoka, and ready to see the two new hospitals built. All of Muskoka is sending a message to the provincial ministry: We're working together, support is widespread and we're ready to go!"

-30-

For more information or an interview, please contact:

Leah Walker, Executive Director
South Muskoka Hospital Foundation
leah.walker@mahc.ca
(705) 645-4404 x 3246

South Muskoka Hospital Foundation was established in 1980 to support the compassionate care of patients at South Muskoka Memorial Hospital. For more information please visit our website at www.healthmuskoka.ca

Muskoka Algonquin Healthcare (MAHC) is a multi-site health care organization accredited with exemplary standing that provides acute care services at the Huntsville District Memorial Hospital and South Muskoka Memorial Hospital in Bracebridge. Find out more about Muskoka Algonquin Healthcare by visiting www.mahc.ca.

our community is our *foundation*.

75 Ann Street, Bracebridge, ON P1L 2E4
T: 705-645-4404 ext. 3193 | F: 705-645-0352
www.healthmuskoka.ca

October 1, 2025

Circulated via email: clerk@burksfalls.ca

Chris Hope
Mayor
Village of Burk's Falls

Re: Collection from IC&I Locations

Dear Mayor Hope,

In response to the request made by the Minister of the Environment, Conservation and Parks (MECP), the Producer Responsibility Organizations (PROs) representing producers obligated under the Ontario Blue Box Regulation consulted with municipalities and First Nations to support consideration of a collaborative and effective approach to IC&I. This included:

- August 15, 2025: consultation with municipalities on the draft approach;
- September 10, 2025: consultation with First Nations on the draft approach; and
- Between August 15 and September 10, 2025: the PROs considered feedback, assessed implications to the common collection system (CCS) and reached consensus on next steps.

As a result of these consultations, the PROs have agreed to allow the blending of eligible source and IC&I blue box material at depots with producers and municipalities assuming operational and financial responsibility for each party's respective proportionate share of the blended material. Due to several unresolvable challenges that emerged from the analysis and stakeholder engagement, the PROs have determined that it is not possible to provide curbside collection to IC&I locations in municipalities. An overview of these challenges is provided below.

Capacity: The CCS was procured for eligible sources included in Initial and Transition Reports. Further eligible communities with additional eligible sources were subsequently added by the MECP in December 2022 and February 2024. With these additions, the CCS has no remaining capacity for IC&I.

The CCS was procured to service eligible sources receiving collection prior to transition and single-family households eligible for curbside collection of blue box material in 2026, as reported in Initial and Transition Reports, plus allowances for natural growth based on historical year-over-year growth. CCS procurement and the resulting contracts did not include capacity for non-eligible source blue box material.

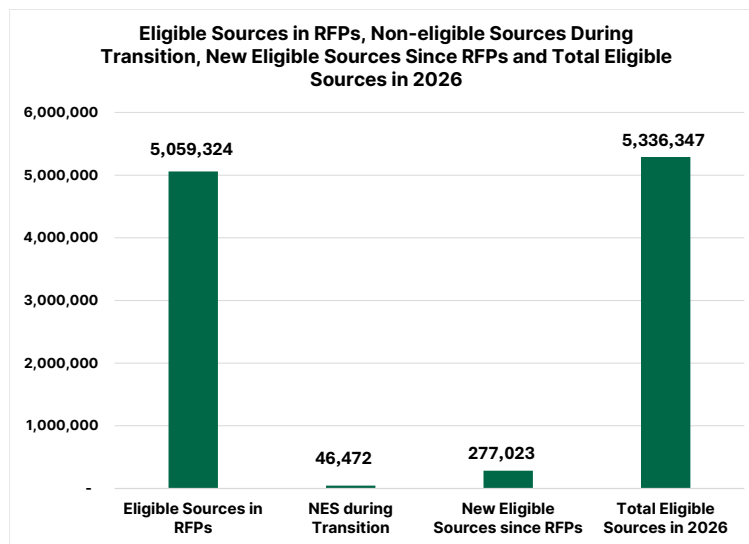
In response to requests from municipalities to provide sufficient time to prepare to service IC&I locations, CCS capacity procured for eligible sources was 'loaned' to non-eligible sources on a temporary basis during transition, on the understanding that the capacity

would become available again for eligible sources entering the system in 2026 and going forward.

Following the CCS procurement process, expansion of the MECP's Transition Schedule and the introduction of the MECP's Outside-of-Transition Schedule added more eligible sources to be serviced. The CCS capacity loaned to non-eligible sources during transition is required to service the new eligible sources in 2026 and natural growth going forward.

The graph presented in Figure 1 illustrates the number of non-eligible sources serviced during transition compared to the new eligible sources added since procurement, including the impact of these new eligible sources on the procured CCS capacity.

Figure1: CCS Capacity Utilization



The Total Eligible Sources in 2026 (in the right bar) is greater than the Eligible Sources in RFPs for which CCS services were procured (in the left bar) by the number of New Eligible Sources since RFPs. In addition to the eligible sources detailed in Table 1, the CCS is responsible for adding eligible sources arising from natural growth in 2027 and beyond. As illustrated, the CCS has no surplus capacity for non-eligible sources.

Any additional stops or increased quantity per stop would jeopardize service to eligible sources and may trigger the acquisition of additional collection vehicles. Procuring additional collection vehicles would require 18 to 24 months lead time based on current supply chain realities, leaving the CCS without sufficient collection vehicles to service the eligible sources on January 1, 2026. This would impact resident collection services, which compromises our commitment to provide a seamless transition to EPR for Ontarians.

Regulatory Obligation: Servicing IC&I creates risk for the CCS and producers in meeting regulatory obligations.

The final step in the transition to full extended producer responsibility is taking place in January 2026, requiring PROs to meet post-transition obligations set out in Ontario's Blue Box Regulation. This is a substantive change for the province of Ontario and requires considerable effort.

Implementing CCS IC&I blue box services within the six-month timeframe provided by the Minister on June 4, 2025 would create risk for disruption of services to eligible sources and compromises the ability of PROs to meet the regulatory obligations of their producers.

Regulatory Obligation: IC&I material in performance reporting is contrary to the Ontario Blue Box Regulation.

In developing the approach to IC&I services, PROs assumed that producers would not be required to deduct IC&I material from reporting in the six performance categories. RPRA has indicated that the Blue Box Regulation does not permit materials collected from the IC&I sector to be counted towards producers' performance requirements.

This poses a challenge as:

- Deducting IC&I from performance reporting significantly compromises the reconciliation of blue box material picked up by each PRO with blue box material supplied by each PRO's producers in each of the six performance reporting categories. This reconciliation process is already complex in meeting the regulatory reporting timelines. Further complications to this process cannot be borne.
- Deducting IC&I from performance reporting substantially increases sampling and auditing of collected materials which would further increase the preliminary cost recovery rates well above private sector service options.

Timing: The CCS and municipalities cannot complete the required tasks by January 1, 2026.

Municipalities report there is insufficient time for staff to complete their review and municipal councils to reach their decisions prior to the October 31, 2025 deadline for execution of IC&I service agreements. The October 31, 2025 deadline for execution of IC&I service agreements cannot be deferred given the January 1, 2026 timeline.

Eligibility: CCS cannot address the needs of IC&I locations serviced by municipalities.

CCS eligibility criteria for curb collection from IC&I are required to:

- Limit the amount of blue box material collected from IC&I locations as the CCS has no surplus capacity.
- Predict the quantity set out by an IC&I location to ensure accurate cost recovery rates to fully recover IC&I costs and to avoid charging producers for IC&I service (i.e., IC&I locations cannot set out more than the cost recovery rate covers); and
- Align curbside service with CCS curbside collection contracts.

The implications of the eligibility criteria for municipal buildings, BIAs and other IC&I locations are illustrated in the following table.

Table 1: CCS IC&I Eligibility Criteria Implications

	Would Not be Eligible	Would Be Eligible
Municipal buildings	• If collected more frequently than single-family curbside	• If collected at same frequency as single-family curbside
BIAs	• If setting out more than 1 cart	• If setting out 1 cart
Other IC&I	• If BBM placed beside container • If > 2% of single-family stops • Not on residential route	• If all BBM in container • If < 2% of single-family stops • On residential route

Feedback from municipalities on the August 15, 2025 proposal indicated many IC&I sources do not meet the CCS eligibility requirements in the right column of Table 1. Municipalities would need to seek alternative solutions for their IC&I locations that would not be eligible as set out in the middle column of Table 1.

Costs: CCS cost recovery rates for small IC&I are higher than private sector quotes to municipalities.

Preliminary estimated CCS cost recovery rates for small IC&I are substantially higher than private sector costs being quoted to municipalities, according to recent media coverage, for IC&I service.

These preliminary estimated CCS cost recovery rates are likely to increase as a result of change notices to, and cost estimates from, affected CCS contractors. As final cost recovery rates cannot be set until the change notice process is complete, any municipal council decisions would be based on preliminary cost recovery rates that are subject to adjustment. Such uncertainty further complicates council decision-making processes.

CCS cost recovery rates for larger IC&I cannot be calculated as the quantity per IC&I set out cannot be predicted.

Alternative Options: Municipalities have other options to service IC&I.

Some municipalities have already contracted, or implemented procurement processes, for IC&I services in 2026.

Municipalities can leverage ‘at the curb’ efficiencies in their garbage and organics collection systems without encountering the complexity of EPR requirements.

The northern and rural communities identified by the MECP are already providing garbage and blue box collection services for larger IC&I.

Establishing the CCS has resulted in a private company operating in each community on the MECP’s Transition Schedule and Outside-of-Transition Schedule. Municipalities that did not previously have a private sector option available in their community may now be able to explore IC&I services from these companies.

Summary

We thank you for your feedback during the consultation process. After consultation and analysis, system capacity limitations, current regulatory obligations, and time constraints for both the CCS and municipalities make it impractical for the CCS to provide curbside collection from IC&I locations.

While it is not feasible for the CCS to provide curbside collection from IC&I locations, PROs have agreed to allow blending of eligible source and IC&I blue box material at depots with physically sharing of responsibility by producers and municipalities. The CCS will pick up its proportionate share of blue box material from required depots and will be responsible for management of this material. The municipality will be responsible to haul, consolidate if required and process the remaining blue box material accepted at the depot. Municipalities should make the appropriate arrangements to do so prior to January 1, 2026.

Municipalities with IC&I locations provided with curbside collection of blue box material by the CCS during transition should have alternative arrangements in place prior to January 1, 2026, as these IC&I stops will no longer be serviced by the CCS as of this date.

We welcome the opportunity to meet with you to address any questions.

Sincerely,

Allen Langdon
Chief Executive Officer, Circular Materials

Gordon Day
Vice President, Ryse Solutions

John Hayes
President, Landbell Canada (formerly H2 Compliance)

Cc:

Denis Duguay, CAO-Clerk, Village of Burk's Falls



FOR IMMEDIATE RELEASE

FONOM Elects New Leadership at Parry Sound Board Meeting

October 4, 2025 – Parry Sound, ON – The Federation of Northern Ontario Municipalities (FONOM) held its Board of Directors meeting in Parry Sound on Friday, October 3rd, where the organization elected its new executive.

Mayor Dave Plourde of Kapuskasing was acclaimed as **President of FONOM**, succeeding **Danny Whalen**, who was recognized for his 15 years of service on the Board, including the past eight years as President.

The Board also elected **Deputy Mayor Maggie Horsfield** of North Bay as **First Vice-President**, and **Mayor Lynn Watson** of Echo Bay as **Second Vice-President**.

FONOM extended its sincere appreciation to Danny Whalen for his dedication and leadership. During his presidency, he:

- Steered FONOM through the unprecedented challenges of the COVID-19 pandemic.
- Supported SpaceX in securing Canadian BETA Test approval from the CRTC.
- Leveraged FONOM's political capital to host the second and third Northern Leaders' Debates, giving Northern Ontario a stronger voice in provincial discussions.
- Championed the GoNorth Project, which has reached over one million unique viewers, showcasing the opportunities of Northern Ontario.
- Spearheaded advocacy on bail reform, ensuring community safety remained a top priority.
- Worked with Minister Sylvia Jones, as Solicitor General, to secure financial compensation for volunteer fire services when called to respond within unincorporated areas.
- Worked collaboratively with all political parties, respecting diverse viewpoints while always advocating for the needs of FONOM's members.

"Danny has left a remarkable mark on FONOM and on Northern Ontario," said incoming President Dave Plourde. "His leadership, vision, and tireless advocacy have strengthened our voice and advanced the priorities of our communities. On behalf of the Board, I thank him for his years of service."

In addition to the election, the Board:

- Received a presentation from its auditor, Baker Tilly, on the 2024-2025 audit, confirming a clean audit.
- Discussed municipal concerns regarding Speed Camera resolutions.

FONOM looks forward to building on this momentum under its new leadership team as it continues to advocate for municipalities across Northeastern Ontario.

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Media Contact:

Dave Plourde, President

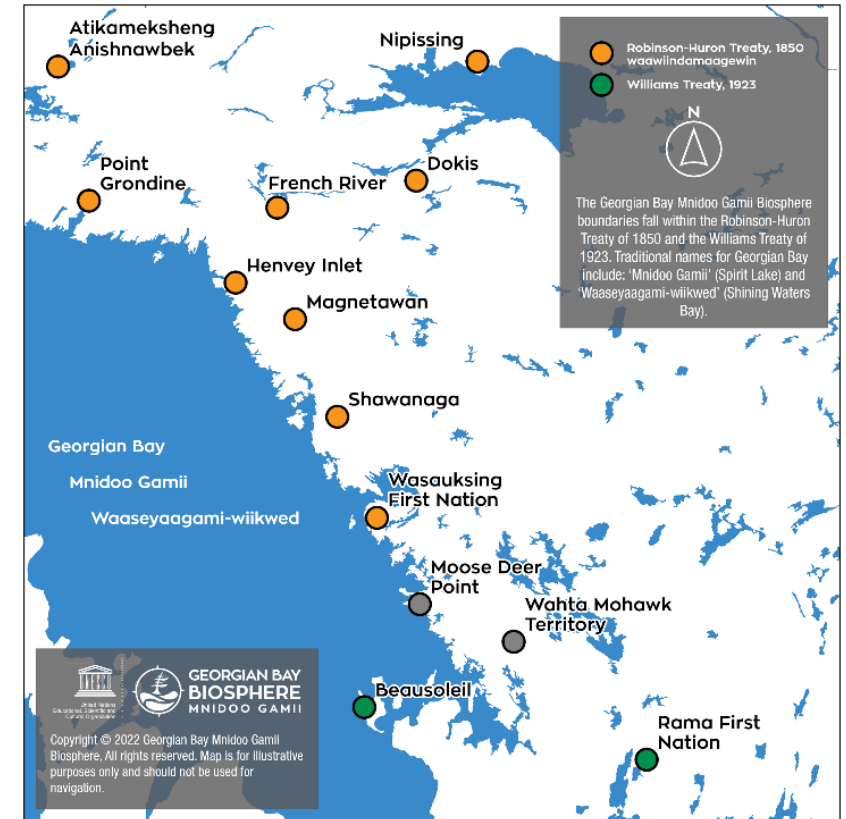
Federation of Northern Ontario Municipalities (FONOM)

705-335-1615 | fonom.info@gmail.com

—30—

Georgian Bay Mnidoo Gamii Biosphere

Spirit of the Water



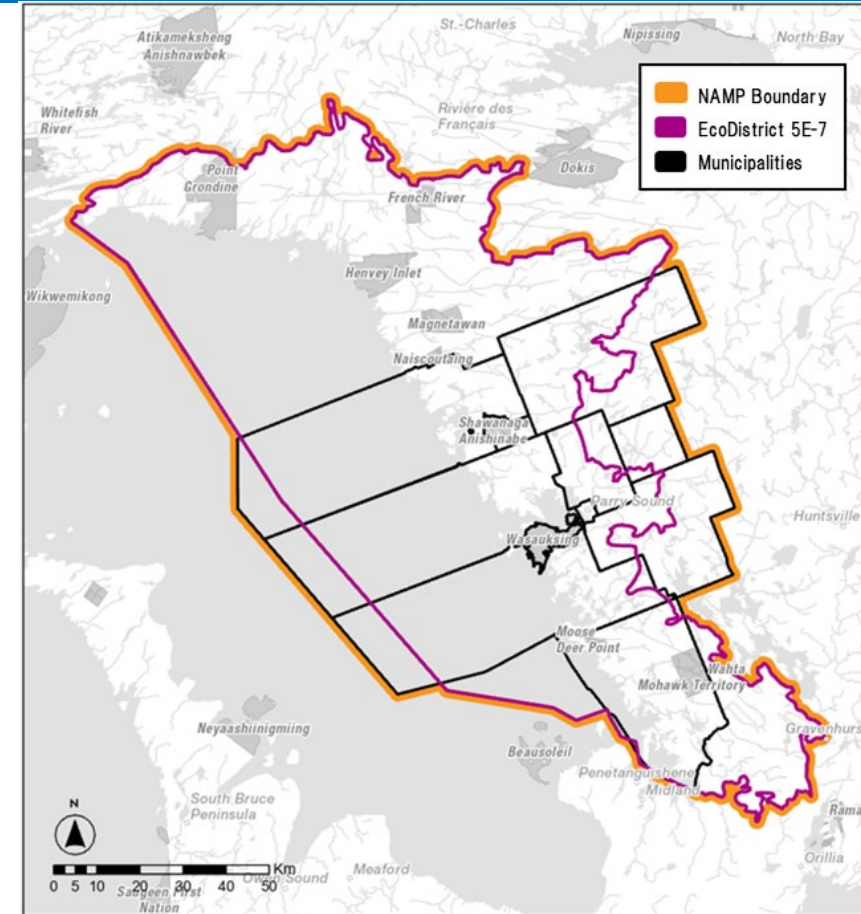
NAMP Project Goals

Develop a database for habitat and landcover mapping

Better understand natural assets and climate risks

Enhance land management, research and stewardship efforts

1. Generate high-quality spatial data and tools, while respecting principles of data sovereignty.
2. Collaborate with partners to understand and address land management needs.
3. Facilitate knowledge-sharing through workshops and the creation of user-friendly resources.



Collaborative Efforts



Greg Mason

Director of Operations
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Angela Vander Eyken

Landscape Conservation Programs Manager
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Emily Holdsworth

GIS Technician
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Wildlife Ecohydrology
& Conservation Lab
UNIVERSITY OF WATERLOO



Dr. Chantel Markel

Principal Investigator,
Assistant Professor, Canada
Research Chair (Tier II) in
Wildlife Ecohydrology and
Global Change



Brandon Van Huizen

Post-Doctoral Fellow,
Wetland Ecology and
Conservation Lab



Waverley Birch

PhD Student, Wetland
Ecology and
Conservation Lab



Dr. Mike Waddington

Canada Research Chair
(Tier 1) in Ecohydrology,
Professor in the School of
Earth, Environment &
Society

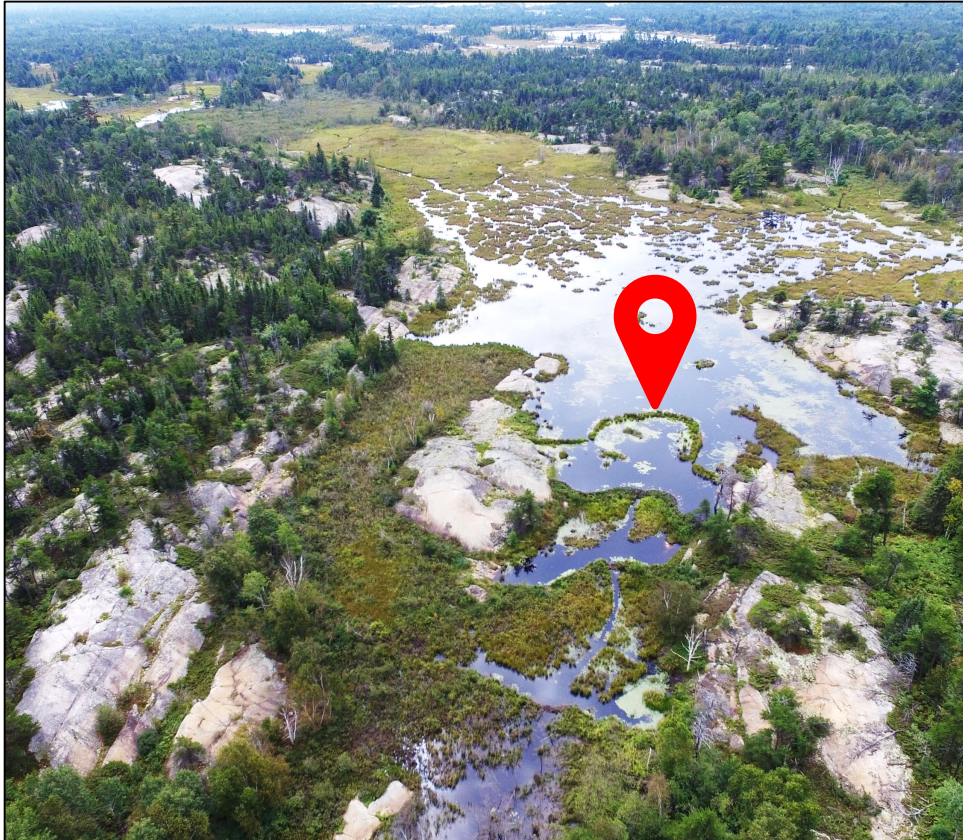


Alex Furukawa

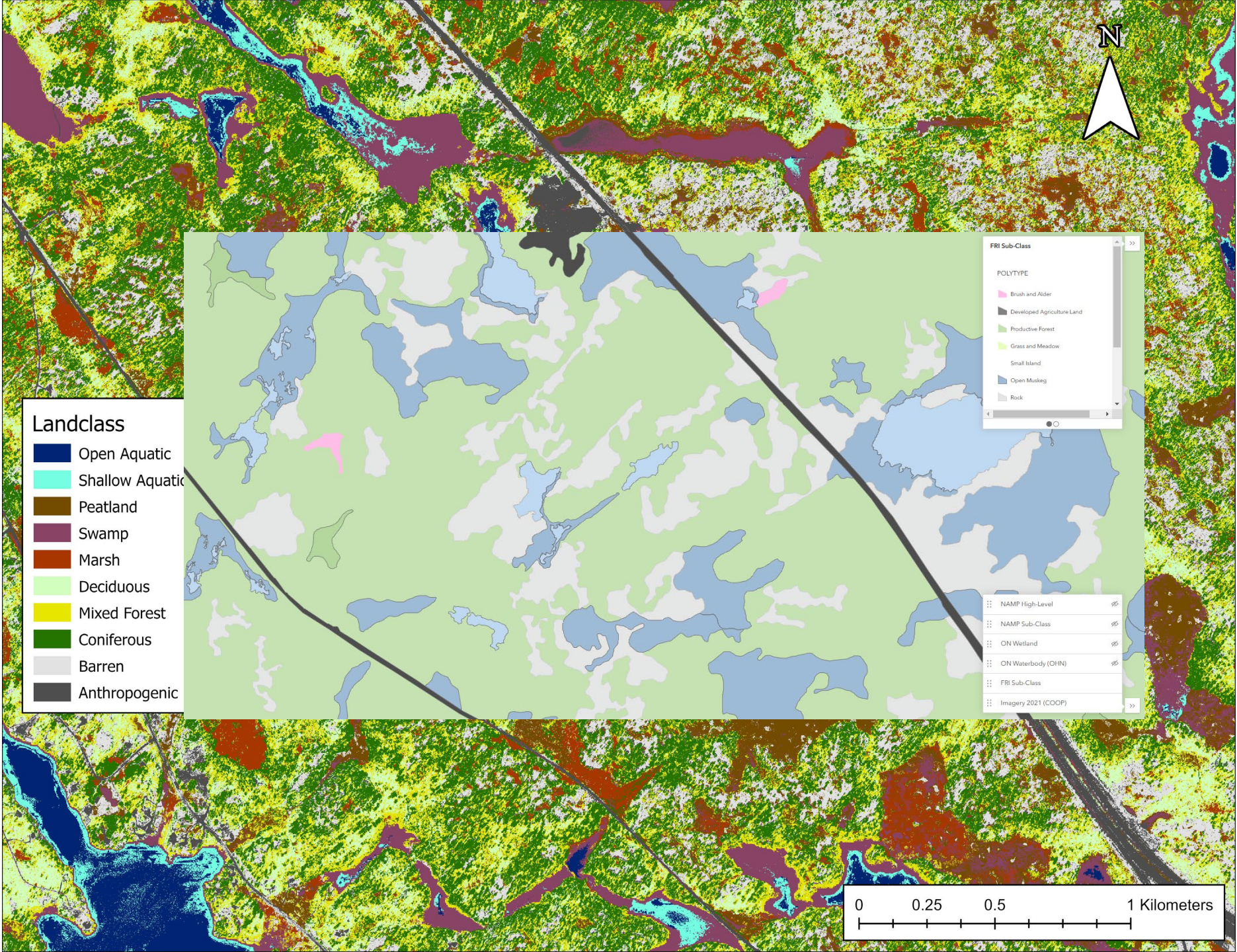
PhD Student,
Ecohydrology Lab



The Challenge



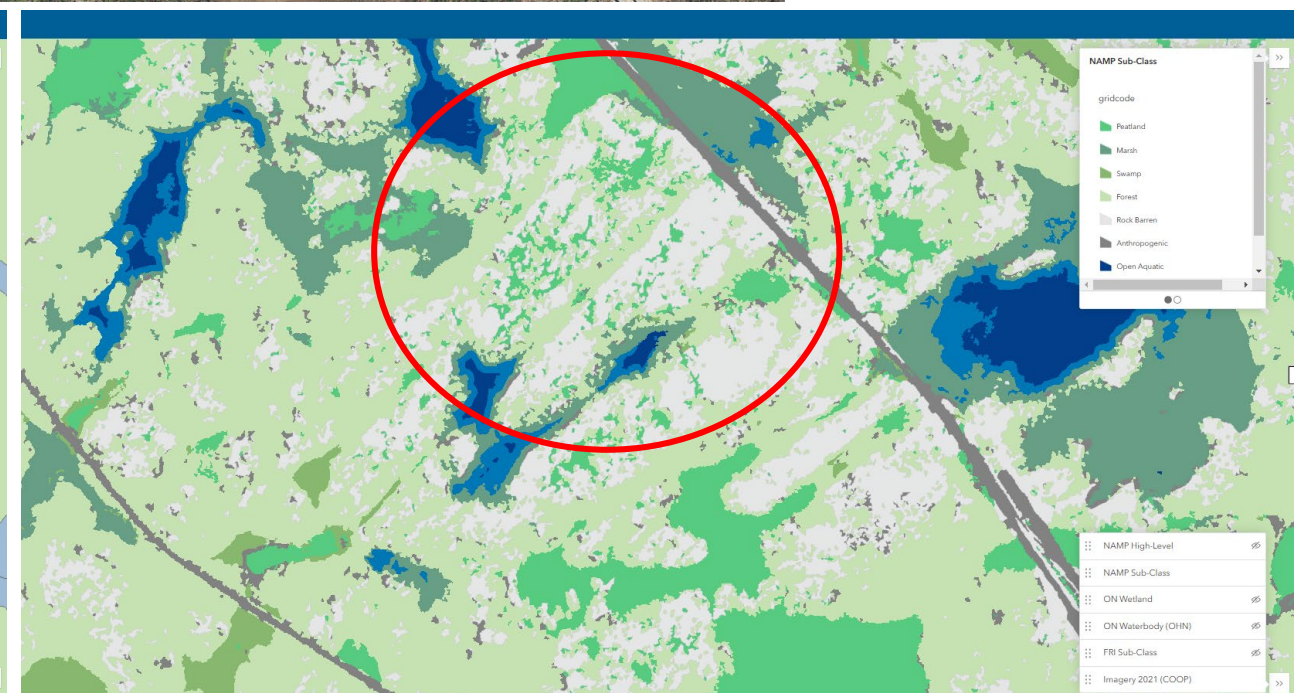
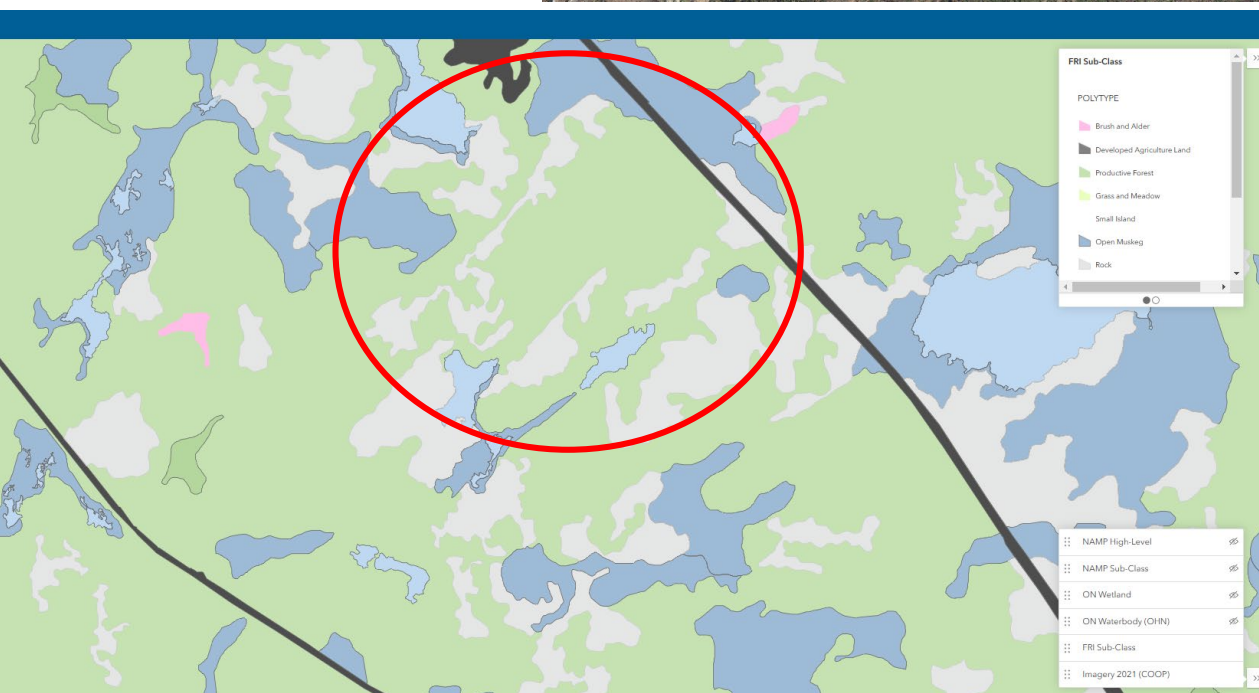
- Shortcomings of existing data:
 - outdated information
 - inherent biases
 - restricted spatial coverage
 - insufficient spatial precision and accuracy
- Long-standing need for improved habitat and ecohydrology mapping tools



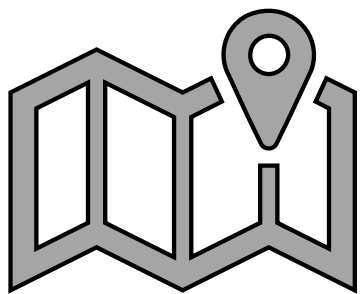


AGENDA

NAMP Sample Data



Data Sharing



Existing habitat mapping
(specific areas)

Engagement &
Data Sharing
Agreements



Computer model

Engagement &
Data Sharing
Agreements



Refined habitat mapping
(region-wide)



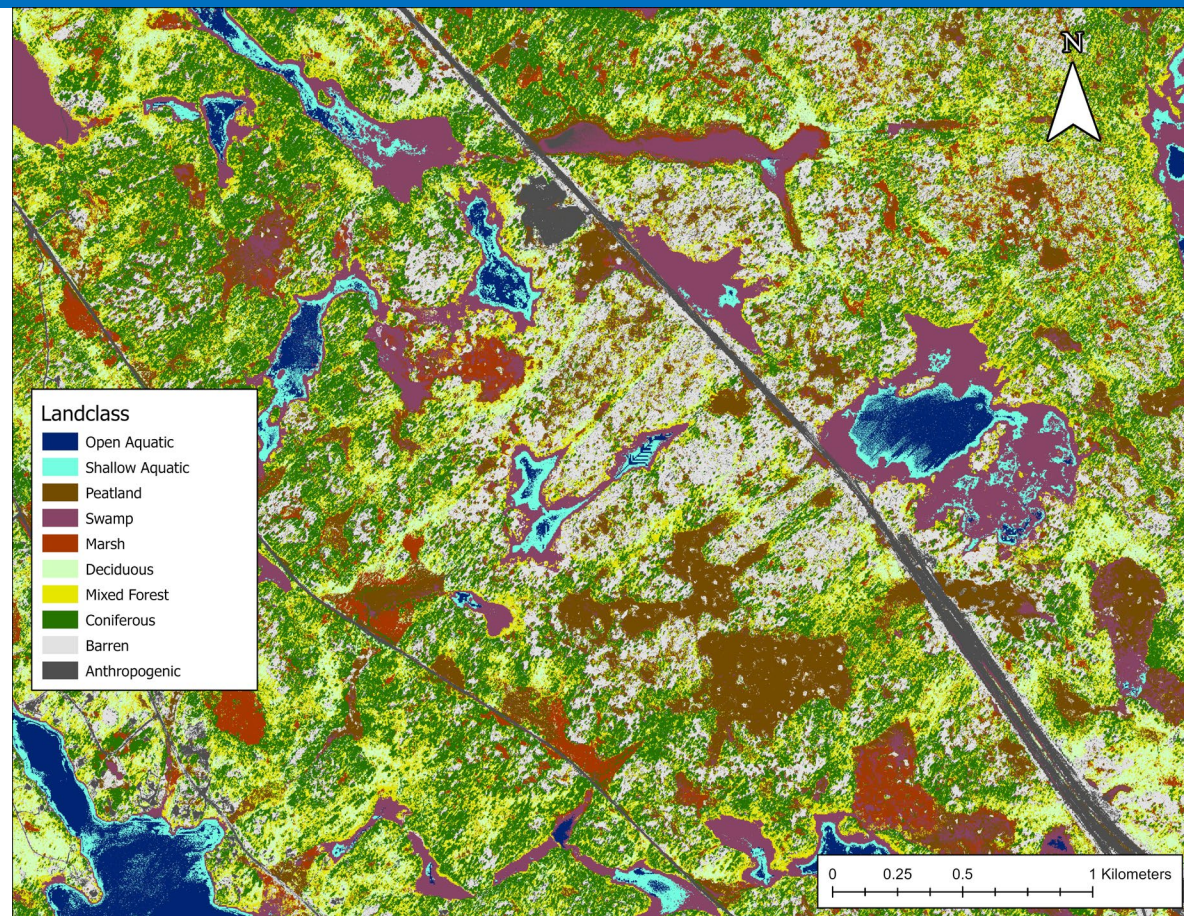
Anticipated Output



Refined habitat mapping

(forests, wetlands, rock barrens, watercourses)

- Publicly accessible
- Potentially tiered access based on sharing permissions
- Data downloading and online viewing capabilities
- Regular updates



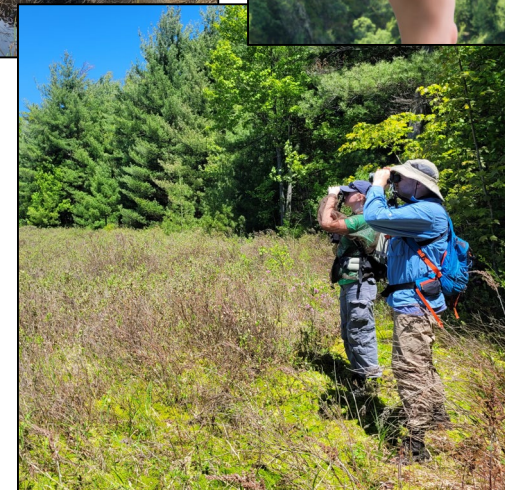
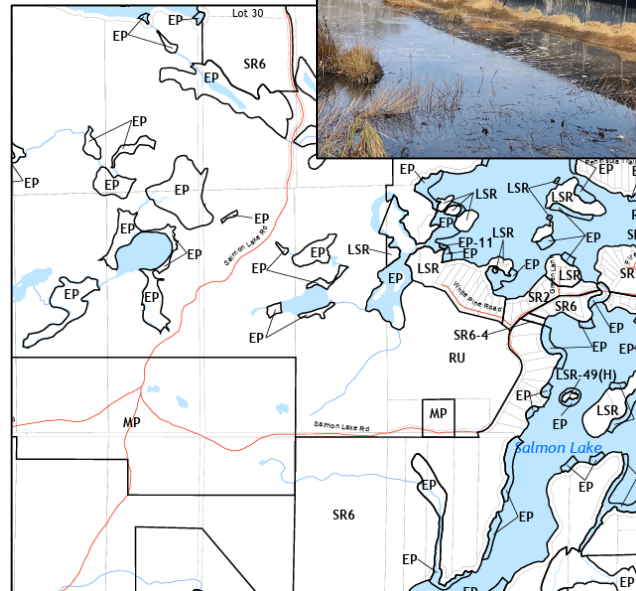
Potential Applications



Refined habitat mapping

(forests, wetlands, rock barrens, vernal pools, watercourses)

- Best Management Practices (BMPs)
- Natural Heritage Systems Planning and Official Plans
- Scoping mechanisms for development applications
- Prioritizing research/monitoring areas



Other Possible Outputs & Tools



Refined habitat mapping

(forests, wetlands, rock barrens, vernal pools, watercourses)

- Candidate Significant Wetlands
- Candidate Significant Wildlife Habitat
- SAR Habitat Connectivity



Flood risk mapping

(coastal and inland flood lines under a variety of climate scenarios)

- Regional emergency management
- BMPs for climate change adaptation
- Floodplain considerations for development and human safety
- Gray infrastructure development/repairs
- Ecohydrology research



Fire risk mapping

(previous burn areas, high risk areas under a variety of climate scenarios)

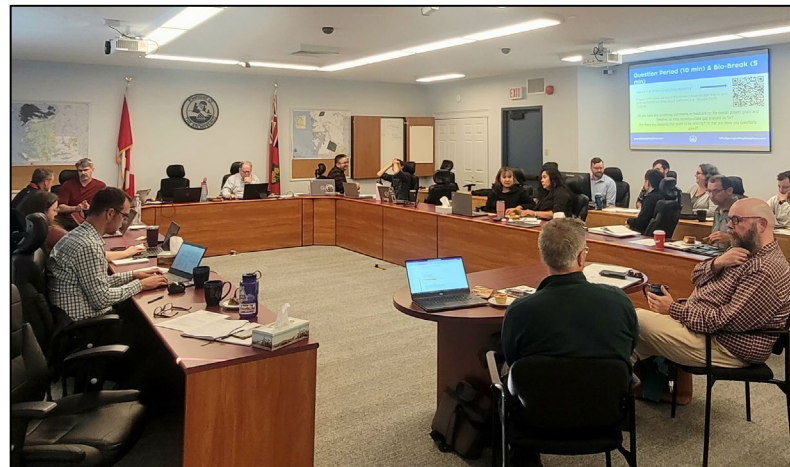
- Regional emergency management
- BMPs for climate adaptation
- Forestry management
- Ecohydrology research



Current Progress

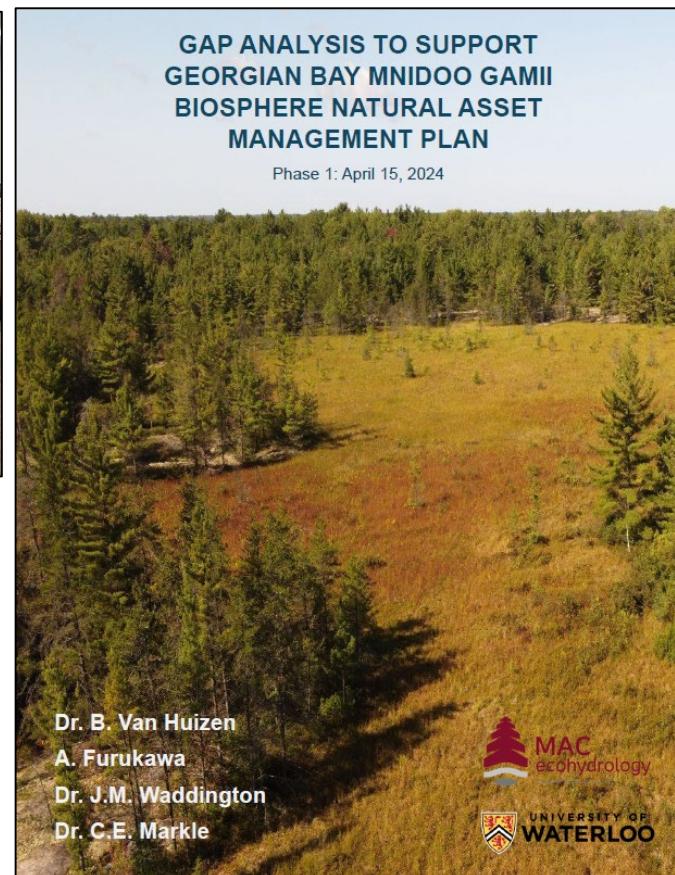
2024: Collaboration & Project Scoping

- ✓ Partner engagement and project scoping
- ✓ Academia partnership and pilot model
 - Partnerships with University of Waterloo and McMaster University
 - Scoping and compilation of baseline data
 - Data gap analysis report and pilot mapping model



2025: Habitat Model validation

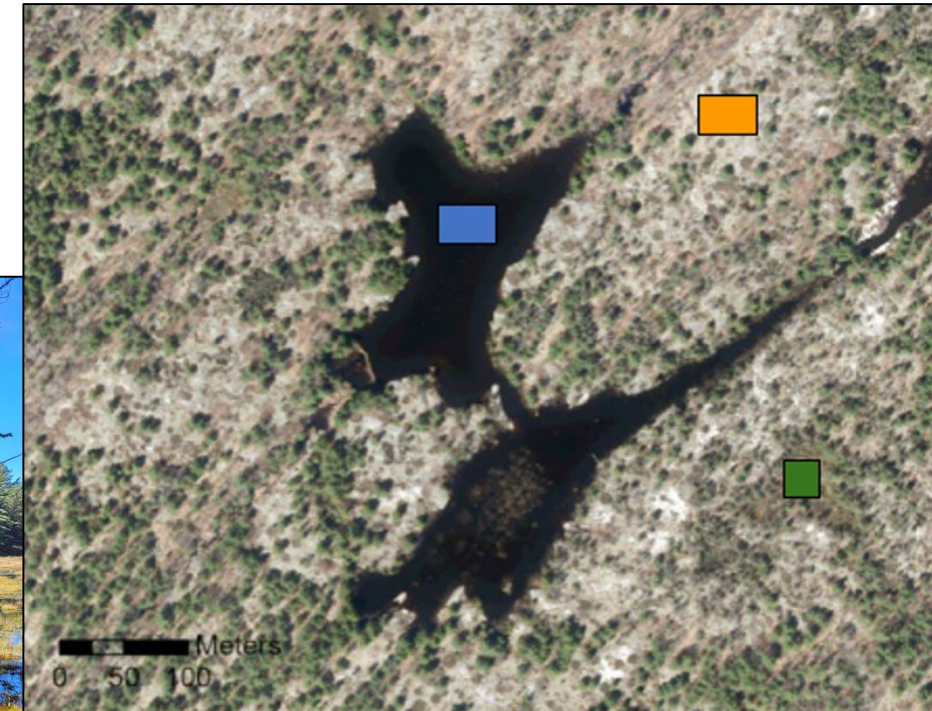
- ✓ Ground Truthing
 - 35 km squared & >1000 habitat polygons
 - 171 hrs community volunteers from Wasauksing and Moose Deer Point First Nations
 - >2200 hrs field staff hours



Next Steps

2025-2026: Spatial Modelling, Tool Creation, & Field Verification

1. Preliminary model for island boundaries and dynamic water levels
2. Model refinements and expansion of spatial scope
3. Further scoping for data hosting & sharing options, and climate risk tools





GEORGIAN BAY
BIOSPHERE
MNIDOO GAMII

MIIGWECH! THANK YOU!

This project was undertaken with the financial support of:
Ce projet a été réalisé avec l'appui financier de :



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada



Ganawenim
Meshkiki





Land Use Policy & Tools Review

Official & Strategic Plans

Natural Heritage Features

Development related to wetlands, fish habitat, Significant Wildlife Habitat, threatened & endangered species, deer wintering/ moose aquatic feeding habitat, & Areas of Natural and Scientific Interest

Climate Change & Mitigation

Floodplains, climate change adaptation, stormwater management, lake capacity approach(es), narrow waterbodies, flood hazards, & steep slopes

Natural Resources

Forestry & aggregates

Comprehensive Zoning By-Laws

Environmental Protection, Natural State and Open Space Zones

Zone standards, setbacks, & permitted uses

Residential Zones (non-waterfront)

Zone standards, lot coverage, & setbacks

Waterfront Residential Zones

Zone standards, lot coverage, setbacks & shoreline development restrictions

Planning Implementation Tools

Site Plan Control By-Law

Requirements, where applied, & mechanisms for monitoring

Tree Cutting/Site Alteration By-Laws

Provisions & requirements

Environmental Impact Statements

Scoping guidelines, relevant policies, procurement process/expectation, & data management

