

**BURKS FALLS, ARMOUR, RYERSON  
TRI-COUNCIL MEETING - AGENDA**

**Monday March 7, 2022– 7:00 p.m.**

**THIS WILL BE A COMBINED IN-PERSON/ELECTRONIC MEETING**

Armour Ryerson Burks Falls Memorial Arena  
(Upstairs room, elevator available)  
220 Centre Street, Burks Falls, Ontario

**If Attending in person: FACE COVERINGS MANDATORY**

Please arrive 15 minutes early, as there is the Arena COVID-19 Screening Protocol to follow.

**Members of Council and Staff must advise Ryerson Township if attending electronically,  
and the meeting access information will be provided.**

and

**Members of the Public must contact** the Ryerson Township Clerk's Office if attending  
electronically, for meeting access information.

Ryerson Township: 705 382-3232    [clerk@ryersontownship.ca](mailto:clerk@ryersontownship.ca)

1. Host Municipality, Ryerson Township: Mayor Sterling Welcome and Call the meeting to order
2. Approve Minutes from Tri-Council meeting October 25, 2021 (Resolution)
3. 2022 Budgets & Reports:
  - 3.1 Burks Falls and District Historical Society
  - 3.2 Burks Falls, Armour, Ryerson Union Public Library
  - 3.3 Armour, Ryerson & Burk's Falls Memorial Arena and Community Centre
  - 3.4 TRI R Waste Management
  - 3.5 Burk's Falls & District Fire Department
4. Proposal for Shared Services Advisory Committee or proposal for 4 Tri-Council meetings per year
5. Other Business (if any)
6. Next meeting proposed fall date: Consider the municipal election is Monday October 24, 2022. (Armour host)
7. Adjournment

TRI COUNCIL MEETING  
Monday, October 25, 2021 – 7:00 pm  
Hybrid meeting; At 220 Centre Street (Arena) and Zoom

Host: Village of Burk's Falls

Minutes

Present: Mayor Cathy Still, Councillors Jarvis Osborne, Lisa Morrison, Rex Smith, and John Wilson; Reeve Bob MacPhail, Councillors Rod Ward, Wendy Whitwell, Jerry Brandt, Rod Blakelock; Mayor George Sterling and Councillors Delynne Patterson, Celica Finlay, Penny Brandt, Barbara Marlow. Staff: John Theriault, Charlene Watt (Armour); Judy Kosawan and Brayden Robinson (Ryerson); Nicky Kunkel and Tammy Wylie (Burk's Falls); Fire Chief Dave McNay, Deputy Chief Ken Stevenson, Fire Prevention Officer Cameron Haffner, Graham Smith Arena Manager, Amy Tilley Landfill Site Administrator, Nieves Guijarro Librarian.

1. Mayor Still welcomed everyone to the meeting and called it to order at 7:00 pm.
2. Declaration of Pecuniary Interest – There were no declarations of interest.

3. Approval of Minutes from February 22, 2021

Moved by Barbara Marlow; Seconded by Jarvis Osborne

That the minutes of the Tri Council meeting of February 22, 2021 be accepted as presented. Carried.

4. TRI R Waste Management Operational Review and 2022 Budget

Amy Tilley presented her report on the TRI R Waste Management Operational Review. The operational review has indicated that the Landfill Site now has a life of 12 years and is no longer deemed in the final stages of operations. This is due to advances in technology and the Village diverting its waste to Bracebridge through a private contract. A review of mining the site to further extend the life continues to be investigated. Mining and/or incinerator discussions are in the infant stage. This would require household waste and building waste to be sorted at the landfill as well. Only household waste is desired for the incinerator operations. This will continue to be explored in 20222021.

The Blue Box Transitioning also continues into 2022. The WDO dissolved and the RPRA is now the municipal link but even they don't know the funding yet for 2021.

The budget was presented as submitted. A. Tilley explained that it is hard to budget recycling rebates as the market is unpredictable showing that in 2020 sales were \$500 but in 2021 they are \$21,000.

The budget reflects that the bag total has increased overall by 3.3%. The rebates are at an all time high but with extra recycling comes extra trucking fees as well. The revenue lines are increasing as well as the operating costs with a lower overall levy for 2022 is anticipated.

## TRI COUNCIL MEETING

Monday, October 25, 2021; Minutes

### 5. ARBF Memorial Arena Review of 2021 and 2022 Budget

Graham Smith, Arena Manager presented his reports on 2021 operations and the 2022 Budget. He explained that COVID 19 still had negative impacts on the Arena causing it to remain closed with no ice until July 25, 2021. Winning Techniques ran a modified camp through to the end of August with some dates into September. The ice stayed in for the month of September and did see interest in rentals. The Manager recommended that a meeting with the Agricultural Society be held to determine if there is an alternative to taking the ice out for the one-day fall fair. This will save significant costs as well as provide additional revenue for the ice rental potential. He explained that there were some unexpected expenses including the repair of the compressor and the chemical feed line. For capital there are three outstanding purchases. The bleachers will be ordered but received in 2022 and the LED light for the hall is on-going with new funding applications being completed. It is expected to be complete in 2021. The scoreboard was to have a sponsorship if possible and with the closure and lack of use this purchase will be put on hold.

The 2022 budget was presented as submitted along with a revised 10-year capital expense plan. The 2016 Pinchin Building Conditioning report slated the roof for replacement in 2026. However, they are going to look at the roof again to provide best practices in preventive maintenance to determine if there is a longer life then expected. The Zamboni is coming up to be replaced and the Manager is exploring the potential of a new, refurbished or an electric model. The capital is listed in order of priority but with larger expenses to come in the next five years the Manager encouraged saving now. The elevator work is required but will extend the life another 20 years. The condenser cleaning is scheduled maintenance, however, the chemical line repair in 2021 may assist with reducing this cost. COVID 19 will still impact the operations but there is hope the rules will lessen come the summer of 2022 providing more rental / usage of the entire facility.

### 6. BFAR Union Public Library 2022 Budget

Nieves Guijarro provided the budget at the meeting and explained it is a draft as revised from the Library Board meeting of the prior Wednesday. To date the library has assisted with 400 vaccine passports and has received \$1,621.45 in donations. The Board will start a one-year pilot project to remove late fees and move to a donation instead. The Building Committee continues to meet to discuss the need for more space for library services. There are several options they are considering. There will be funds expensed in 2022 so the library can drill down details and costing to choose the best option for growth. These expenditures will come out of the Future Needs Reserve account. N. Guijarro will get back to each Council with the current balance of reserves. The budget will be presented to the Library Board in November 2021 again as well.

## TRI COUNCIL MEETING

Monday, October 25, 2021; Minutes

### 7. Fire Department Reports and 2022 Budget

The Fire Prevention Officer presented his report on services to date and explained his role and achievements, along with detailing his completed training, since he began his career in Burk's Falls. He is happy to be with the Burk's Falls Fire Department.

The Fire Chief presented his report and budget. He indicated that much of the budget is capital, including new SCBAs, a mini pumper and a new steel bunker gear system. There is also a request for a sea container and carport for the existing building as space will be minimal with new equipment. This led to a conversation regarding the need for a new fire hall. This has been discussed previously but all Councils have requested a deeper review of the potential. Ryerson Council will host a meeting with the Head of Councils and CAOs to discuss drafting a plan and looking at locations to move forward sooner rather than later. There was discussion on what expenses will be required in 2022 and what can be removed from the draft budget to accommodate the new direction. The Fire Chief will review the budget to determine what projects can be postponed and/or redirected. There was discussion on partnering with other services as well and on how the capital expenses could be funded. It will be important to be shovel ready for the new fire hall when funding is announced so a meeting of the three municipalities will take place in November. This meeting will also include discussions on the mini-pumper. There is currently a 10 month+ order/delivery delay so the pumper needs to be ordered December ahead of the budget approval to receive the truck in 2022.

### 8. Other Business

#### a. Renewal of Shared Services Agreement – December 31, 2022

Armour Council asked Burk's Falls and Ryerson to consider adding advisory committees to the Shared Services Agreement. The Committees would have terms of reference and would not have to meet monthly, but they would be designed to have a better understanding of all the services and bring information back to Councils. The head of council of the administering municipality could be chair of the service committee. Suggestions were provided and discussion had to determine roles and ensure that there are not legal conflicts with the committee (hiring, spending etc.)

b. Water Growth Study – Councillor Wilson summarized the request to Armour and Ryerson regarding the Village's letter to determine interest in moving forward with a study to expand water and sewer outside of the Village boundaries. Both municipalities will be discussing at their next Council meetings.

Moved by Jerry Brandt that the meeting adjourns at 8:58 pm.



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#### Heritage Centres

Watt Century Farm House  
827 Chetwynd Road  
Armour Township

Wiseman's Corner Schoolhouse  
112 Midlothian Road  
Ryerson Township

**January 31, 2022**

## **Annual Report for 2021**

Hello Council members and thank you for this opportunity to provide you with an update on the Burk's Falls and District Historical Society.

### **Watt Century Farm House**

In the fall of 2020 renovation work was started on the upstairs washroom to convert it a storage room. This work continued through the winter of 2021 and was completed in mid-April of 2021. Kendra Kellas, our part-time employee, was rehired in April. We began with installing the shelves in the storage room allowing us to move the many bundles of newspapers, donated by Metroland in 2019, from their temporary location to this permanent location.

Once the newspapers were moved, we began to organize the many artifacts that have been donated over the years. Each artifact was checked for an accession number and a photo or scan done for each item. The archiving of the many donated artifacts is ongoing. Currently there are 5,539 artifacts entered in the accessions records. Donations are also ongoing. Donated late in the fall was a wooden wheelchair and a wooden washing machine which was Patented in 1910, doctor's tools that belonged to Dr. Hallam and Dr. Pocock, and many more items.

In June, volunteers Murray Caldwell and Jerry Brandt installed barn board on the walls inside the garage. Some painting was also done in the garage as well as the floor in the laundry area. Volunteer Jerry Brandt, assisted by Kendra, attached various artifacts onto the garage walls. There are now sections for farming, logging, sporting, tools, and various other items. Inside the farm house the living room got a fresh coat of paint. When the painting was completed, displays of cameras through the years, history boards of Pete the Bear and some pictures were set up.

Upstairs the first bedroom at the top of the stairs was set up with 2 beds, a dresser, 2 cribs and many other smaller artifacts. In the fall of 2021 the second bedroom was cleaned and painting started on the trim and floor. This room is now finished and ready for the donation that is coming in the spring of 2022.

With COVID-19 protocol in place, the Watt Century Farm House Heritage Centre was open to the public Thursday to Sunday for the month of August 2021 and weekends for the month of September through to the first weekend in October. The Farm House had 38 visitors during that time.

### **Wiseman's Corner Schoolhouse**

The Wiseman's Corner Schoolhouse Heritage Centre was not opened for the summer season of 2021. Currently, it is awaiting the installation of a window which was broken and boarded up. Once the window is installed, then cleaning will be done and displays set up. Kendra and I did visit the Schoolhouse over the spring and summer. In the spring we did some weeding and transplanting of plants along the front of the Schoolhouse and drive shed.



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Ryerson Township

The Burk's Falls and District Historical Society depends on volunteers. From March 19, 2021 through to January 31, 2022 there was 944.75 volunteer hours logged. However, some volunteers did not log their hours.

The Burk's Falls and District Historical Society is looking forward to opening their doors this summer to show off our new displays. A Heritage Day and Firefighters Challenge is being planned for Saturday, July 9, 2022 - SAVE THE DATE. The Almaguin Fish Hatchery Mobile Trailer will also be on the grounds for everyone to visit. Any COVID protocols will be followed.

The Historical Society has received in the past and still receives today many inquiries from families looking for information about their descendants from this area. We welcome all information that anyone has on early families that settled here.

We thank each municipality for their past contributions and support. The Historical Society respectfully requests a contribution of \$5,000 from each municipality to help with expenses. The Burk's Falls and District Historical Society continues to grow and preserve the local heritage of our area.

Thank you for your time.

Diane Brandt  
President  
Burk's Falls and District Historical Society

November 17, 2021

## **BURK'S FALLS and DISTRICT HISTORICAL SOCIETY**

### **2022 - 2023 BUDGET**

Description	2020-2021 Actuals	2021-2022 Estimate	2022-2023 Estimate	Notes
<b>Revenues</b>				
Surplus	(\$11,097.74)	\$0	\$0	<i>Balance in bank account</i>
Public donations	\$0.00	(\$1,000)	(\$1,000)	
Legion donation	\$0.00	(\$500)	(\$500)	
Municipal grant - Armour	(\$5,000.00)	(\$5,000)	(\$5,000)	<i>Grant requested from Armour</i>
Municipal grant - Ryerson	\$0.00	(\$5,000)	(\$5,000)	<i>Grant requested from Ryerson</i>
Municipal grant - Burk's Falls	(\$5,000.00)	(\$5,000)	(\$5,000)	<i>Grant requested from Burk's Falls</i>
Provincial operating grant	(\$1,545.00)	(\$1,545)	(\$1,545)	<i>Yearly provincial grant</i>
Federal COVID Emergency Support Fund	(\$5,000.00)	\$0	\$0	
Memberships	(\$103.28)	(\$200)	(\$200)	
Sale of books	\$0.00	(\$40)	(\$60)	
Sale of newspapers	\$0.00	(\$10)	(\$10)	
Sale of calendars	\$0.00	(\$5)	(\$5)	
Sale of postcards	\$0.00	(\$5)	(\$5)	
Sale of mugs	(\$5.00)	(\$100)	(\$100)	
Miscellaneous	\$0.00	(\$100)	(\$100)	
Summer student grant	\$0.00	(\$6,800)	(\$6,800)	<i>YCW &amp; Canada Summer Grant</i>
Fundraising events	\$0.00	(\$1,200)	(\$1,200)	<i>Heritage Days/Physic Days</i>
Interest	(\$1.57)	(\$9)	(\$9)	
<b>Total revenues</b>	<b>(\$27,752.59)</b>	<b>(\$26,514)</b>	<b>(\$26,534)</b>	
<b>Expenditures</b>				
Salaries & Benefits	\$4,529.10	\$13,454	\$14,000	<i>Part time summer employee 2020</i>
Telephone	\$113.00	\$1,500	\$113	
Internet/Website	\$1,180.13		\$1,200	
Grass cutting/snow removal	\$0.00	\$0	\$0	
Office supplies	\$1,316.69	\$1,500	\$1,236	
Accounting	\$141.25	\$200	\$300	
OHS membership	\$60.00	\$60	\$65	
Advertising	\$0.00	\$3,000	\$3,000	
Archival Materials	\$0.00	\$2,000	\$2,000	<i>Framing/frame repairs/supplies</i>
Artifact Purchases	\$0.00	\$0	\$500	
Special events	\$0.00	\$1,000	\$1,000	
Pest control	\$0.00	\$0	\$0	
Maintenance & supplies	\$1,338.84	\$2,000	\$1,500	<i>Paint/shelving/mouse bait/Window Blinds</i>
Insurance	\$834.84	\$1,000	\$1,000	
Book purchases	\$130.00	\$200	\$120	<i>Historical books to sell</i>
Miscellaneous expenditures	\$60.95	\$500	\$400	<i>Casters</i>
Donations	\$75.00	\$100	\$100	<i>Remembrance Day Wreath</i>
<b>Total expenditures</b>	<b>(\$9,779.80)</b>	<b>\$26,514</b>	<b>\$26,534</b>	
<b>Surplus/Deficit</b>	<b>(\$17,972.79)</b>			

**BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2022 BUDGET  
24-Oct-21**

Account #	Description	2020 Actual	2021 Final Budget	December 31, 2021 Projected	2022 Draft Budget	Budget Increase (Decrease) vs. 2020 Actual	Budget Increase (Decrease) vs. 2021 Projected	Comments
1	<b>OPERATING ACTIVITIES</b>							
2	<b>REVENUE</b>							
3	<b>GRANTS</b>							
4	4435 McMurrich/Monteith	2,589	2,589	2,589	2,589	0	0	
5	4440 Gov't of Ontario annual funding	13,814	13,814	13,814	13,814	0	0	
6	4450 Student Grants	6,387	2,500	9,923	2,942	(3,445)	(6,981)	Probable CSJ grant plus balance of YCW grant re Jan 2022.
10	4460 Miscellaneous grants:	1,583	0	0	0	(1,583)	0	
12	<b>DONATIONS</b>							
13	4135 Jar donations	667	600	1,030	600	(67)	(430)	2021 high re COVID vaccine passport donations.
14	4475 Miscellaneous donations	400	0	0	0	(400)	0	
15	4476 Adopt-a-book donations	572	400	370	400	(172)	30	
16	4477 Earmarked donations	1,000	0	300	0	(1,000)	(300)	
17	<b>OTHER REVENUE</b>							
18	4100 Fines	322	300	13	300	(22)	287	Working towards eliminating late fees with expected offsetting increase in donations (2022). Budgeted donations/late fees as if no change in procedure.
19	4110 Fax income	185	160	205	200	15	(5)	
20	4120 Used book sales	801	680	760	700	(101)	(60)	
21	4130 Photocopying income	499	350	320	350	(149)	30	
22	4145 Donations account interest	0	0	0	0	0	0	Any interest earned on bursary reserve will be transferred to the related reserve, with no net impact on the budget.
23	4149 Credit Union interest	411	400	491	851	440	360	GIC earning .9% matured Oct 15/21 and no interest earned on CU account since Feb/21. GIC renewed at 1.6%.
24	4160 Used equipment sales	20	0	0	0	(20)	0	No used equipment to sell at present time.
25	4165 Non-resident membership	300	150	313	150	(150)	(163)	
26	4170 Miscellaneous Revenue	62	120	300	120	58	(180)	
27	5746/4133 Transfer from Library Bursary Reserve		300	600	300	300	(300)	Any bursary awarded to be transferred from related reserve.
27	<b>TOTAL OPERATING REVENUE</b>	<b>29,612</b>	<b>22,363</b>	<b>31,028</b>	<b>23,316</b>	<b>(6,296)</b>	<b>(7,712)</b>	
28								
29	<b>OPERATING EXPENDITURES</b>							
30	<b>WAGES</b>							

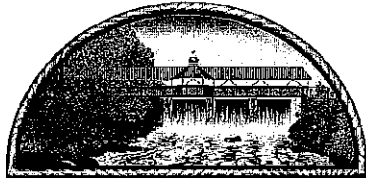


**BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2022 BUDGET  
24-Oct-21**

Account #	Description	2020 Actual	2021 Final Budget	December 31, 2021 Projected	2022 Draft Budget	Budget Increase (Decrease) vs. 2020 Actual	Budget Increase (Decrease) vs. 2021 Projected	Comments
31	5410 Wages	96,773	96,919	104,203	108,886	12,113	4,683	2021 projected student wages higher than budget as unanticipated student grants received. Budgeted based on 4.1% CPI increase (most recently published per Bank of Canada at Oct 10/21) + 5 hours/week library programmer and summer student for 9 weeks only.
32	5420 EI expense	1,996	2,054	2,289	2,305	309	16	No change in EI rate for 2022.
33	5430 CPP expense	3,903	4,159	4,886	5,480	1,577	594	CPP rate increase to 5.45% in 2021 and 5.7% in 2022.
34	5440 WSIB expense	276	271	292	306	30	14	
35	5460 EHT expense	939	950	1,019	1,071	132	52	
36	5465 OMERS	5,183	5,200	5,069	5,616	433	547	
37	5466 Benefits plan	4,277	4,400	4,333	4,313	36	(20)	Based on October 2021 renewal rate.
38	<b>ACQUISITIONS</b>							
39	5030-5087 Books, Magazines, DVDs	9,318	12,000	12,000	12,000	2,682	0	
40	<b>FACILITIES</b>							
41	5610 Telephone	269	275	270	270	1	0	
42	5615 Hydro	1,444	2,250	1,700	2,250	806	550	
43	5620 Heat	658	735	960	1,000	342	40	
44	5621 Water	962	980	982	982	20	0	
45	5645 Cleaning supplies	514	1,000	1,000	1,000	486	0	
46	5650 Weekly cleaning	2,105	2,200	2,200	2,200	95	0	
47	5685 Insurance	2,026	2,070	2,211	2,300	274	89	
48	5730 Repairs & maintenance	16	500	500	500	484	0	
49	5760 Rent	6,542	6,738	6,738	6,991	449	253	3% increase Renewed Lease Agreement
50	<b>ADMINISTRATIVE AND PROGRAM EXPENSES</b>							
51	5625 ILLD expenses re damaged books		50	50	50	50	0	
52	5630 Computer support	516	1,000	1,000	1,000	484	0	
53	5655 Program expenses	1,381	2,000	2,000	2,000	619	0	
54	5656 Bursary Program		300	600	300	300	(300)	Bursary funded from bursary reserve created in 2016.
55	5660 Training	936	1,600	500	1,600	664	1,100	
56	5700 Bank service charges	308	300	300	300	(8)	0	Currently \$25/month
57	5710 Office & clerical supplies	1,198	2,500	1,000	2,500	1,302	1,500	
58	5720 Postage	230	360	360	360	130	0	
59	5735 Annual dues and licences	4,248	4,110	4,196	4,200	(48)	4	
60	5631 Internet connectivity	1,343	700	1,343	1,343	(0)	0	
61	5770 Audit & accounting	4,468	4,800	4,800	4,800	332	0	
62	5780 Advertising	0	500	0	500	500	500	
63	5795 Miscellaneous expenses	466	500	750	500	34	(250)	
64	5990 Contingency	0	500	0	500	500	500	
65	<b>TOTAL OPERATING EXPENDITURES</b>	<b>152,294</b>	<b>161,921</b>	<b>167,551</b>	<b>177,423</b>	<b>25,129</b>	<b>9,872</b>	

**BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY  
2022 BUDGET  
24-Oct-21**

Account #	Description	2020 Actual	2021 Final Budget	December 31, 2021 Projected	2022 Draft Budget	Budget Increase (Decrease) vs. 2020 Actual	Budget Increase (Decrease) vs. 2021 Projected	Comments
66								
67	<b>NET OPERATING EXPENDITURES</b>	<b>122,682</b>	<b>139,558</b>	<b>136,524</b>	<b>154,107</b>	<b>31,425</b>	<b>17,584</b>	
68								
69	<b>CAPITAL TRANSACTIONS</b>							
70	<b>FROM OPENING SURPLUS</b>							
71	Previous year surplus (deficit)	5,755	3,020	10,511	1,511			Anticipated year-end surplus to be transferred to bursary reserve (10% of prior year surplus up to \$300) and future needs reserve (balance of prior-year surplus)
	Tim Hortons donation	5,835						
73	4312 Transfer from Future Needs Reserve	0	0	0	0			
74	<b>TOTAL CAPITAL REVENUE</b>	<b>11,590</b>	<b>3,020</b>	<b>10,511</b>	<b>1,511</b>			
75								
76	<b>CAPITAL EXPENDITURES</b>							
77	5670 Capital expense - Purchases	0	0	1,523	0			
	5746 Transfer to Bursary Reserve	300		300	151			10% of prior-year surplus up to \$300
78	5745 Transfer to Future Needs Reserve	11,590	3,020	10,211	2,900			Balance of prior-year surplus + 1% total annual budget (Revised Oct. 20/2021)
79	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>11,890</b>	<b>3,020</b>	<b>12,034</b>	<b>3,051</b>			
80								
81	<b>NET CAPITAL EXPENDITURES</b>	<b>300</b>	<b>0</b>	<b>1,523</b>	<b>1,540</b>	<b>1,240</b>	<b>17</b>	
82								
83	<b>NET EXPENDITURES</b>	<b>122,982</b>	<b>139,558</b>	<b>138,047</b>	<b>155,647</b>	<b>32,666</b>	<b>17,601</b>	
84								
85	<b>MUNICIPAL CONTRIBUTIONS</b>							
86	4410 Armour	53,090	52,725	52,725	59,099	6,009	6,374	
87	4420 Burk's Falls	55,787	54,721	54,721	61,807	6,020	7,086	
88	4430 Ryerson	24,616	32,112	32,112	34,740	10,124	2,628	
89		<b>133,493</b>	<b>139,558</b>	<b>139,558</b>	<b>155,647</b>	<b>22,154</b>	<b>16,089</b>	
90								Current 2022 budget distribution is based on January 1st 2022 membership count: BF 39.71% R 22.32% A 37.97%
91	<b>OPERATING SURPLUS (DEFICT)</b>	<b>10,511</b>	<b>0</b>	<b>1,511</b>	<b>(0)</b>			



The Municipality of the  
**VILLAGE OF BURK'S FALLS**

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**ARBFMA Arena Managers 2022 Budget Report – March 07<sup>th</sup>, 2022**

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**Background**

Accept this report as information for discussion.

As expected, the pandemic has had a major impact on the first 3 months of 2022 budget. Staff are optimistic that rentals and facility use will increase once most of the COVID-19 mandates are lifted. It is expected that the summer and fall rentals will be more in line with 2019 rental numbers.

2022 Capital work has been outlined which does increase the budget. Two items that were ordered in 2021, but will not be completed until 2022, were carried over to the 2022 budget

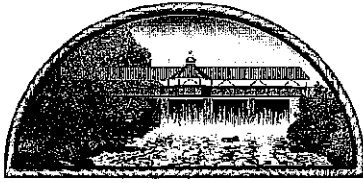
**Revenue**

- Ice rentals revenues have been adjusted to reflect the reduction in ice rentals lost because of COVID-19 lockdown, restrictions & QR Code Mandates
- Concession and Public Skating revenues have been adjusted to reflect the decreased facility use and capacity limits during COVID-19 restrictions mentioned above
- Skate sharpening has been adjusted to reflect the decreased facility use and capacity limits during COVID-19 restrictions mentioned above
- Hall rentals have been adjusted to reflect the decreased facility use and capacity limits during COVID-19 restrictions mentioned above

The spring, summer and fall facility use appears promising and staff hope to see usage more comparable to 2019.

**Expenses Update**

- Wages for 2022 reflect the 2022 approved pay rates.
- The wages also reflect the replacement of retired staff from 2020 to help the arena staff as needed in the summer and fall/winter ice seasons.
- The Office supplies have been adjusted to offset costs for a Clover debit terminal and BookKing software fees
- The Office supplies also reflect identifiable staff shirts and coats
- The building maintenance reflects an amount to replace the netting for the goal nets and purchase reusable ice painting templates
- The ice plant account reflects an amount for the condenser cleaning during shutdown in April and May. The water treatment system also requires repairs to stop the lines from plugging – this repair should result in longer periods of time between cleaning the condenser



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- The Zamboni horizontal auger and motor is causing staff concern during heavy ice maintenance and there is an amount added to the budget to investigate and repair this issue
- Utilities have been adjusted to reflect the decreased facility use during COVID-19 lockdown

### **Capital Update**

- Compressor #2 has been burning a lot of oil this ice season and is due for an overhaul in 2022
- The elevator needs an upgrade to extend its life another 20 years without having any serious operational issues
- A battery-operated compact scrubber is requested to assist staff with cleaning and scrubbing small areas that the arena's floor scrubber can't access. This will help increase staff and facility efficiencies
- An amount for an inspection and repair of the roof exhaust fans is required. This inspection and repair may be too excessive to be managed within the operating budget, therefore a capital amount has been added to reflect these costs
- The Bleachers and the LED upgrades in the Karl Crozier Room capital amounts allocated in the 2021 capital budget have been forwarded to the 2022 budget. The projects were approved and ordered in 2021 however both projects' completion date will be in the early months of 2022. If there is a surplus in the 2021 budget this amount will offset the cost of these 2021 Capital items

### **Conclusion**

Council should consider within the next 3 to 5 years some major expenses for the facility as identified in the 10-year Capital Plan.

- 1) **2023** - Dehumidifier \$20,000 to \$25,000
- 2) **2023** – HVAC Replacement \$15,000 to \$20,000
- 3) **2024**- Arena Board Replacement  
Full replacement of Dasher Boards \$165,000  
Replacement of existing puck board and kick plate \$65,000
- 4) **2024** – 2<sup>nd</sup> HVAC replacement \$15,000 to \$20,000
- 5) **2025** - Zamboni Replacement - 2025
  - A propane Zamboni is \$95,000
  - An electric Zamboni is \$125,000 to \$135,000. (Grants are available for funding assistance)
  - A Refurbished Zambonis runs \$45,000 to \$60,000
- 6) **2025** - Condenser \$75,000 - 2025
- 7) **2026+** - Roof Replacement or repair \$212,000+ (From the 2016 Building Report)

2022 will have its challenges with the ongoing pandemic and the future has many unknowns. Staff continue to look at equipment, strategies, or techniques to improve building, operational and staff efficiencies.

Graham Smith RRFA/CIT  
ARBFMA Manager

**BURK'S FALLS, ARMOUR AND RYERSON MEMORIAL  
ARENA  
2022 BUDGET**

Account #	Description	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals at Sept 30	2022 Draft Budget
<b>OPERATING ACTIVITIES</b>						
15-372	<b>OPERATING REVENUE</b>					
3	User fees, Public Skating, Sign Rentals	99,976	22,124	80,155	54,846	87,800
4	Concessions, Skate Sharpening	20,799	6,422	11,385	0	11,075
5	Donations/Other Revenue	236	285	300	200	300
6	COVID Revenue operations	0	0	1,500	0	0
7	<b>TOTAL OPERATING REVENUE</b>	<b>115,012</b>	<b>28,831</b>	<b>93,340</b>	<b>55,046</b>	<b>99,175</b>
<b>OPERATING EXPENDITURES</b>						
10 16-721	Arena-Wages & Benefits	175,912	113,989	134,012	61,131	172,573
11 16-723	Arena Bad Debt Expense	0	3,643	0	0	0
12 16-724-1	Audit & Accounting	0	2,500	2,500	300	2,500
13 16-724-10	Insurance	21,983	24,894	26,250	26,818	26,250
14 16-724-2	Telephone	1,594	1,459	1,900	156	2,000
15 16-724-3	Hydro	49,069	23,648	34,335	13,038	51,575
16 16-724-4	Natural Gas	10,337	9,139	10,250	3,855	15,000
17 16-724-5	Water & Sewer	4,484	2,375	4,550	1,587	7,055
18 16-724-6	Ice Plant	13,582	4,524	12,825	13,823	17,500
19 16-724-7	Building Maintenance	27,255	15,936	20,695	11,068	22,800
21 16-724-8	Cleaning Supplies	3,443	1,680	4,375	748	4,750
22 16-724-9	Zamboni	9,872	9,327	11,220	2,667	13,500
23 16-724-90	COVID related expenses	0	7,560	1,500	1,257	0
23 16-724-91	Office supplies and uniform	1,845	2,791	4,425	3,879	5,500
24 16-724-92	Fire Safety	3,547	1,266	3,060	2,633	3,160
25 16-724-93	Snow Removal	4,565	8,466	5,150	3,478	5,350
26 16-724-94	Elevator	1,432	1,165	2,450	1,164	2,750
27 16-724-95	Skate Sharpener	1,422	0	500	0	500
28 16-724-96	Booth Supplies	7,911	5,046	4,320	376	4,160
29 16-724-97	Training					
30 80-123	to be recovered (IS)-Telephone-Arena	4,324	270	4,500	317	4,500
31	Capital Telephone	1,306	1,343	1,343	1,375	0
32 16-725-2	Interest on Telephone Capital Lease	61	25	25	20	0
33						
34	<b>TOTAL OPERATING EXPENDITURES</b>	<b>364,736</b>	<b>261,837</b>	<b>289,885</b>	<b>149,490</b>	<b>361,423</b>
35	<b>NET OPERATING EXPENDITURES</b>	<b>249,724</b>	<b>233,006</b>	<b>196,545</b>	<b>94,444</b>	<b>262,248</b>

**Arena Revenue Break Down**

	2022	2021
Ice Rentals	78,000	70,935
Public Skating	2,500	1,875
Hall Rentals	5,300	5,795
Sign Rentals	2,000	1,550
Skate Sharpening	675	600
Concessions	10,400	10,785
COVID / Donation	300	1,800
<b>Totals</b>	<b>99,175</b>	<b>93,340</b>

2% Apr to Dec  
WT 2%  
COVID-affected  
Cadets

includes succession training recommended in S.D.R. / AA for COVID-19 sanitizing & passports

staff cell phone - talk & text

based on recommended rates increase & previous years seasonal usage

based on recommended rates increase & previous years seasonal usage

based on recommended rates increase & previous years seasonal usage

2% plus \$1,800 condenser cleaning

2% plus new goal netting & reusable ice painting templates

2% increase due to increase sanitizing chemicals for COVID-19

2% increase plus \$4,500 for horizontal auger motor

2% increase

2% plus Clavor, Booking costs & staff shirts

2% increase

2% increase

2% increase

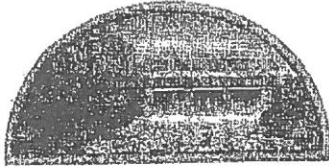
Based on 40% of projected sales

For H&S courses for staff & succession plan training courses

paid off in 2021

paid off in 2021

Account #	Description	2019 Actuals	2020 Actuals	2021 Budget	2021 Actuals at Sept 30	2022 Draft Budget
1	<b>CAPITAL TRANSACTIONS</b>					
2	<b>CAPITAL REVENUE</b>					
3	15-372 COVID - Separate Storage			24,500	0	0
4	COVID - Book/King system			6,360	0	0
5	<b>TOTAL CAPITAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>30,860</b>	<b>0</b>	<b>0</b>
6						
7	<b>CAPITAL EXPENDITURES</b>					
8	Capital Expense	0				
9	Consultant-Pre-Design	8,040				
10	Overhaul Compressor 1	0	15,552	7,000	6,929	
11	Overhaul Compressor 2					7,500 Capital Plan
12	Recommended Elevator Upgrade	0				27,000 H&S issue
16	16" Battery Compact Floor Scrubber					3,800 Capital Plan
17	Roof and Exhaust Fan Repairs					5,000
18	Razer-Blade Changer			3,500		
19	Cold Floor, Condenser Water Pump			7,000	4,270	
20	Book King hard/soft ware			6,360	2,460	
21	Storage for Upstairs			24,500	17,000	
22	Bleacher removal and Replace			12,500		12,500
23	LED in Hall			4,250		4,250
24	LED scoreboard			10,200		
25						
26						
27	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>8,040</b>	<b>0</b>	<b>75,310</b>	<b>30,659</b>	<b>60,050</b>
28						
29	<b>NET CAPITAL EXPENDITURES</b>	<b>8,040</b>	<b>0</b>	<b>44,450</b>	<b>30,659</b>	<b>60,050</b>
30						
31	<b>NET EXPENDITURES</b>	<b>257,764</b>	<b>233,006</b>	<b>240,995</b>	<b>125,103</b>	<b>322,298</b>
32						
33	<b>MUNICIPAL CONTRIBUTIONS</b>					
34	15-672 Armour	85,921	77,669	80,332	60,255	107,433
35	15-6721 Ryerson	85,921	77,669	80,332	60,255	107,433
36	Burk's Falls	85,921	77,669	80,332	60,255	107,433
37		<b>257,764</b>	<b>233,006</b>	<b>240,995</b>	<b>180,765</b>	<b>322,298</b>



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**ARBFMA Ice Usage Report Feb. 22<sup>nd</sup>, 2022**

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**RECOMMENDATIONS**

Accept this report as information.

**BACKGROUND**

The Arena Manager was asked to keep track of ice requests and ice usage during the 2021/22 winter ice season. COVID-19 protocols and restrictions have had an impact of ice usage for the winter ice season.

The summer and September ice use were worthwhile but nowhere near full because of the provincial COVID-19 regulations.

When the facility reopened in the summer of 2021, the staff responsibilities changed and continued to change into the fall and winter. Staff were being asked to keep track of & enforce contact tracing, masking & physical distancing, checking vaccine passports (for adults starting October 2021 and ages 12 and older December 2021), and as of January scanning QR codes. This responsibility increased potential violence in the workplace and Village staff did have some awkward and intense moments with some facility patrons.

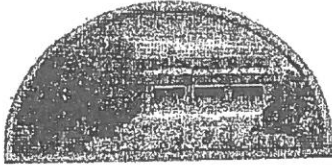
This report is to allow Council to review the effects of COVID-19 as well as see the number of requests that could be accommodated as well as what was lost during the first 4 ½ months of the winter ice season.

**ICE RENTAL ANALYSIS**

- A normal summer would see the ARBFMA contract 43.5 hours weekly totaling 348 hours for the 8-week summer program. A total of 251 ¼ hours were booked over a 6-week period of ice in the summer of 2021.
- The ice was kept in for first time for the month of September 2021 resulting in 66 ½ hours of ice time booked for the month. This decision reduced expenses for the removal and remaking the ice surface and produced near \$7000 in ice rentals.
- A normal winter would see the ARBFMA rent 22 hours of ice weekly to repeat annual customers totaling 528 hours for the 24-week winter ice season.

A total of 144 hours were contracted to the facility's annual users for the 2021/22 ice season. The 2021/22 ice season will end after 22 weeks which included a 26-day shutdown in January.

- The one-off rentals vary through the course of each year depending on availability and staffing. The one-off rentals for the 2021/22 regular ice season are currently at 38 additional hours booked

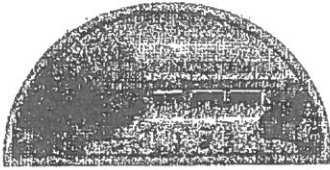


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- Cancellation of Figure Skating because of low registration resulted in a loss of 5 hours weekly totaling 110 lost booked hours for the season
- Cancellation of the Men's league because of COVID-19 Vaccine passport requirements and COVID-19 Protocols in place in the fall resulted in a loss of 5 hours weekly totaling 120 lost booked hours for the season
- Cancellation of 3 men's pick-up groups which included 2 groups that relocated to other local facilities during the previous season. 1 group decided because of the pandemic. This loss resulted in a loss of 3 weekly hours totaling 75 lost potential bookings for the 2021/22 ice season
- Low registration for minor hockey assumed to be because of COVID-19 impacts saw their ice demands drop 2 hours weekly. 42 total lost ice hours for the season. Minor Hockey also had game requests drop significantly as well but those would be hard to determine without solid previous data.
- Staff provided ice service to annual customers of 3 hours of men's hockey weekly and 3 to 4 hours of Minor sports weekly. Staff sold 1 off rentals regularly which resulted in 1 to 2 additional ice rentals weekly. Total ice time sold for the 2021/22 ice season is 182 hours. The ice sold this ice season do not include those lost due to COVID-19 restrictions, COVID-19 protocol changes, and the Provincial lockdown.
- Public Skating hours were booked on the following days Sundays 3 hours, Mondays 1 ½ hours, Tuesdays 1 hour a new program, Thursdays 1 hour a new program, Fridays 3 hours, and Fridays 1 ½ hours a new program. Public Skating numbers normally vary weekly, there were some good turnouts in the fall and early winter. The turnout for Public Skating declined drastically since December 20<sup>th</sup>, 2021, which is when the implementation of the Vaccine Passports was implemented for all patrons 12 and over. The implementation of the QR code mandate on January 04<sup>th</sup> has lowered attendance even more. The public skating ice time booked for the year are 237 hours. The Friday/Sunday public skating attendance was regularly between 15 to 35 patrons per day. After December 21<sup>st</sup> the attendance dropped to 4 to 10 people per day.
- In October 2021, the Huntsville Sting booked 16 hours of ice for a Tournament in January. A request for an additional 16 hours of ice time was received and approved at the beginning of December. This ice rental was lost because of the Provincial lockdown
- The provincial lockdown also caused an additional loss of 41 hours of previously contracted ice time





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**New Rental requests during the season resulted in the following**

1. 156 hours of requested ice rentals which included multi day and multi week requests
2. 95 hours booked
  - 12 of those 95 hours booked hours cancelled due to COVID-19
  - 32 tournament hours cancelled because of the Provincial lockdown
  - 13 hours cancelled because of the Provincial lockdown
3. 12 hours requested not booked because of Vaccine mandate
4. 17 hours not booked because timeframe requested not open or not interested in open time available
5. 8 hours of ice not booked because patron booked another facility before ARBFMA staff could return booking inquiry message
6. 24 hours of ice time not booked because of no interest or failure of patron to return information provided by ARBFMA staff.

**Conclusion**

The pandemic has hurt facility operations resulting in lost rentals, low attendance for Village programs, lost snack bar/vending revenue and scheduling issues for the facility and staff.

The fall/winter ice season 2021/2022 saw COVID-19 restrictions tighten monthly making it harder to rent the facility. Eventually capacity limits decreased facility use thus having staff faced with continued scheduling issues for the facility.

The Provincial lockdown in January forced a closure of the facility for public use for 26 days. The ice surface remained in during that period and staff did their best to keep ice plant operations costs low during the lockdown.

It is recommended that if or when the Village is faced another situation like a pandemic that restricts public use or capacity limits of the ARBFMA, Council should consider closing the facility until such a time it is safe to reopen. Considering the decreased facility use and the struggles staff were faced with during the fall and winter ice season this is a reasonable recommendation and saves the Village from an increased deficit which is the current result of this pandemic.

Graham Smith RRFA/CIT  
ARBFMA Manager

**2022 TRI R WASTE MANAGEMENT DRAFT BUDGET**

Account #	Description	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 DRAFT BUDGET
<b>TRI R WASTE MANAGEMENT OPERATING REVENUE</b>					
1	15-341-000 TRI R Landfill Sales	\$149,958	\$130,000	\$174,941	\$145,000
2	15-342-000 TRI R Recycling Sales	\$10,680	\$8,500	\$44,059	\$10,000
3	15-344-000 TRI R Recycling Revenue - Blue Box Sales	\$160	\$250	\$100	\$150
4	15-540-000 TRI R Govt. Grants Recycling Operating	\$49,820	\$42,930	\$46,331	\$65,000
5	<b>TRI R WASTE MANAGEMENT TOTAL REVENUE</b>	<b>\$210,618</b>	<b>\$181,680</b>	<b>\$265,431</b>	<b>\$220,150</b>
<b>TRI R WASTE MANAGEMENT OPERATING EXPENDITURES</b>					
6	16-451-000 TRI R - Salaries & Benefits	\$223,129	\$238,000	\$244,445	\$255,420
7	16-451-001 TRI R - Landfill Training, Health & Safety	\$379	\$4,500	\$2,411	\$4,500
8	16-452-000 TRI R - Landfill - Supplies	\$1,217	\$2,500	\$840	\$2,500
9	16-454-000 TRI R - Skid & Packer Fuel	\$2,450	\$4,000	\$2,180	\$4,000
10	16-455-000 TRI R - Insurance	\$5,263	\$6,300	\$6,298	\$6,500
11	16-455-002 TRI R - Audit & Accountant Fees	\$4,182	\$4,080	\$4,080	\$4,200
12	16-456-000 TRI R - Landfill - Hazardous Waste Disposal	\$3,184	\$3,000	\$3,610	\$3,000
13	16-460-000 TRI R - Landfill - Dozer/Site Maintenance	\$1,405	\$3,000	\$975	\$3,000
14	16-460-005 TRI R - Landfill - Contracted Services	\$547	\$4,000	\$8,461	\$6,000
15	16-461-000 TRI R - Landfill - Office & Advertising	\$1,367	\$2,500	\$1,751	\$2,500
16	16-461-001 TRI R - Landfill Bank Charges	\$2,573	\$2,500	\$2,744	\$2,500
17	16-462-000 TRI R - Payment in Lieu of taxes	\$3,566	\$3,595	\$3,564	\$3,800
18	16-464-000 TRI R - Landfill - Monitoring	\$24,621	\$20,000	\$20,126	\$20,000
19	16-465-000 TRI R - Landfill - Equipment Maintenance	\$27,795	\$25,000	\$13,081	\$25,000
20	16-475-001 TRI R - Recycling Training, Health & Safety	\$1,665	\$2,000	\$2,005	\$2,000
21	16-476-000 TRI R - Recycling - Freight	\$14,041	\$14,000	\$14,166	\$15,000
22	16-476-005 TRI R - Recycling - Processing Fee	\$27,937	\$22,000	\$32,740	\$30,000
23	16-477-000 TRI R - Recycling - Equipment Maintenance	\$14,740	\$15,000	\$17,213	\$15,000
24	16-478-000 TRI R - Recycling - Building Maint.	\$756	\$1,500	\$1,732	\$1,500
25	16-480-000 TRI R - Recycling - Natural Gas	\$2,418	\$2,500	\$2,266	\$2,700
26	16-481-000 TRI R - Recycling - Hydro & Telephone	\$2,184	\$2,000	\$2,193	\$2,500
27	16-483-000 TRI R - Recycling - Supplies	\$1,980	\$2,200	\$1,910	\$2,500
28	16-484-000 TRI R - Recycling - Office & Advertising	\$1,000	\$2,000	\$1,037	\$2,500
29	16-486-000 TRI R - Recycling - Winter Maintenance	\$1,905	\$4,000	\$2,659	\$4,500
30	<b>TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES</b>	<b>\$370,305</b>	<b>\$390,175</b>	<b>\$392,487</b>	<b>\$421,120</b>
31	<b>TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES</b>	<b>\$159,687</b>	<b>\$208,495</b>	<b>\$127,055</b>	<b>\$200,970</b>

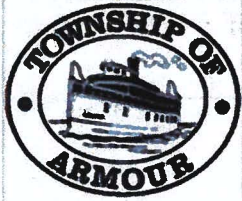


**2022 TRI R WASTE MANAGEMENT DRAFT BUDGET**

Account #	Description	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 DRAFT BUDGET	
34	<b>TRI R WASTE MANAGEMENT CAPITAL TRANSACTIONS</b>					
35	<b>TRI R WASTE MANAGEMENT CAPITAL REVENUE</b>					
36	15-649-000 TRI R - CIF - Provincial Grant	\$0	\$0	\$0	\$0	
37	15-649-001 TRI R - Food Cycler Sales	\$0	\$0	\$0	\$17,000	
38	<b>TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,000</b>	
39	<b>TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES</b>					
40	16-489-500 TRI R - Hydro Service	\$8,992	\$0	\$0	\$0	
41	16-489-503 TRI R - Food Cycler Pilot Project	\$0	\$0	\$0	\$31,000	
42	16-489-504 TRI R - Landfill - Resurfacing	\$0	\$15,000	\$10,705	\$0	
43	<b>TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES</b>	<b>\$8,992</b>	<b>\$15,000</b>	<b>\$10,705</b>	<b>\$31,000</b>	
42	<b>TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES</b>	<b>\$8,992</b>	<b>\$15,000</b>	<b>\$10,705</b>	<b>\$14,000</b>	
43	<b>TRI R WASTE MANAGEMENT NET EXPENDITURES</b>	<b>\$168,679</b>	<b>\$223,495</b>	<b>\$137,761</b>	<b>\$214,970</b>	
44	<b>TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY</b>	<b>2020 Applied 15% Plus % of Bags</b>	<b>2021 budgeted 15% Plus % of Bags</b>	<b>2021 budgeted 15% Plus % of Bags</b>	<b>2022 budgeted 15% Plus % of Bags</b>	
45	Armour	15% of Net Expenditures	\$25,302	\$33,524	\$20,664	\$32,246
46		2021 total bags - 23,661 = 66.544% OF TOTAL BAGS	\$62,503	\$82,815	\$51,047	\$78,822
47		TOTAL CONTRIBUTION	\$87,805	\$116,339	\$71,711	\$111,067
48	Burks Falls	15% of Net Expenditures	\$25,302	\$33,524	\$20,664	\$32,246
49		2021 total bags - 1,248 = 3.510% OF TOTAL BAGS	\$2,237	\$2,964	\$1,827	\$3,604
50		TOTAL CONTRIBUTION	\$27,539	\$36,488	\$22,491	\$35,849
51	Ryerson	15% of Net Expenditures	\$25,302	\$33,524	\$20,664	\$32,246
52		2021 total bags - 10,648 = 29.946% OF TOTAL BAGS	\$28,033	\$37,143	\$22,895	\$35,808
53		TOTAL CONTRIBUTION	\$53,335	\$70,668	\$43,559	\$68,054
54		<b>TOTAL OF ALL CONTRIBUTIONS</b>	<b>\$168,679</b>	<b>\$223,495</b>	<b>\$137,761</b>	<b>\$214,970</b>

55

Estimating final 2021 Garbage bag count for total contribution by municipality. Number of Bags to be adjusted at year end to 2021 totals. Estimated 2021 total bags = 35,557 (Armour = 23,661 (66.544%) Burks Falls = 1,248 (3.510%) Ryerson = 10,648 (29.946%)



# TRI R WASTE MANAGEMENT -- ADMINISTRATOR'S REPORT

## TRI COUNCIL -- MARCH 2022

### BUDGET & FINANCIAL - 2022 TRI R WASTE MANAGEMENT DRAFT BUDGET

- Major changes:
  - Increase in tipping fees - **(\$15,000)**
  - Increase in recycling sales - **(\$1,500)**
  - Increase in recycling grant - **(\$22,070)**
  - Salary adjustment market adjustment, step increases and CPI - \$17,420
  - Increase in contracted services - \$2,000
  - Increase in freight and processing fees - \$9,000
  - Capital Expenditure and Revenue Food Cycler Pilot

### ONGOING BUSINESS

- Fair Compensation Working Group for Blue Box Transition continues to meet.
  - Producer Responsibility Organizations (PRO) have formed and are in the process of allocating the cost of municipal blue box programs to each PRO.
- Webinars and Workshops focusing on Post Transition Asset Valuation
  - Essential to understand cost of operations and the risks of contract negotiation when it is our turn to transition from the provincially funded program (50% of cost) to PROs funding the blue box program (100% of cost).
- Working through the details for delivery and startup of our Food Cycler Pilot Project.

### BAG TALLY – GATE INFORMATION FINAL TALLY 2021

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January to December	19,778	3,883	1,248	10,209	439	35,557
<b>2021 % OF TOTAL</b>	66.544%		3.510%	29.946%		100%
January to December	21,848	1,710	843	10,382	184	34,967
<b>2020 % OF TOTAL</b>	67.372%		2.411%	30.217%		100%
January to December	16,937	1,552	611	8,371	126	25,804
<b>2019 % OF TOTAL</b>	66.875%		2.391%	30.734%		100%

### BAG TALLY – GATE INFORMATION JANUARY 2022

BAG TALLY	ARMOUR		BURKS FALLS	RYERSON		TOTAL OF ALL
January 2022	1,189	172	124	679	37	2,201





**TRI R WASTE MANAGEMENT -- ADMINISTRATOR'S REPORT**  
**TRI COUNCIL -- MARCH 2022**

**DIVERSION PROGRAMS**

Diversion Program	2021	2020	2019
Electronics	20.76 MT = \$3,114	19.40 MT = \$3,664	17.56 MT = \$3,512
Tires	1,301	4,035	556 = \$350
Tubes & Bulbs	2,263	2,196	2,659
Batteries	1,218 lbs	1,528 lbs	1,851 lbs

Product	2021		2020	
	Tonnage MT	Amount	Tonnage MT	Amount
OCC	61.63	\$10,506	58.32	\$6,254
ONP	0	0	22.82	\$114
CONTAINERS	136.15	\$31,679	112.78	\$1,792
Blue Box	197.78	\$42,185	193.92	\$8,160
Scrap Metal	44.87	\$2,446	50.95	\$2,808
<b>TOTAL</b>	<b>242.65</b>	<b>\$44,631</b>	<b>244.87</b>	<b>\$10,968</b>

Product	2019		2018	
	Tonnage MT	Amount	Tonnage MT	Amount
OCC	44.55	\$2,502	62.00	\$5,297
ONP	17.07	Stockpiled	25.93	\$259
COMINGLE	107.27	\$5,321	99.70	\$8,940
Blue Box	168.89	\$7,826	187.63	\$14,496
Scrap Metal	11.59	\$1,003	35.67	\$5,041
<b>TOTAL</b>	<b>180.48</b>	<b>\$8,829</b>	<b>223.30</b>	<b>\$19,537</b>

**2022 TRI R WASTE MANAGEMENT DRAFT BUDGET**

Account #	Description	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 DRAFT BUDGET
<b>TRI R WASTE MANAGEMENT OPERATING REVENUE</b>					
1	TRI R Landfill Sales	\$149,958	\$130,000	\$174,941	\$145,000
2	TRI R Recycling Sales	\$10,680	\$8,500	\$44,059	\$10,000
3	TRI R Recycling Revenue - Blue Box Sales	\$160	\$250	\$100	\$150
4	TRI R Govt. Grants Recycling Operating	\$49,820	\$42,930	\$46,331	\$65,000
5	<b>TRI R WASTE MANAGEMENT TOTAL REVENUE</b>	<b>\$210,618</b>	<b>\$181,680</b>	<b>\$265,431</b>	<b>\$220,150</b>
<b>TRI R WASTE MANAGEMENT OPERATING EXPENDITURES</b>					
7	TRI R - Salaries & Benefits	\$223,129	\$238,000	\$244,445	\$255,420
8	TRI R - Landfill Training, Health & Safety	\$379	\$4,500	\$2,411	\$4,500
9	TRI R - Landfill - Supplies	\$1,217	\$2,500	\$840	\$2,500
10	TRI R - Skid & Packer Fuel	\$2,450	\$4,000	\$2,180	\$4,000
11	TRI R - Insurance	\$5,263	\$6,300	\$6,298	\$6,500
12	TRI R - Audit & Accountant Fees	\$4,182	\$4,080	\$4,080	\$4,200
13	TRI R - Landfill - Hazardous Waste Disposal	\$3,184	\$3,000	\$3,610	\$3,000
14	TRI R - Landfill - Dozer/Site Maintenance	\$1,405	\$3,000	\$975	\$3,000
15	TRI R - Landfill - Contracted Services	\$547	\$4,000	\$8,461	\$6,000
16	TRI R - Landfill - Office & Advertising	\$1,367	\$2,500	\$1,751	\$2,500
17	TRI R - Landfill Bank Charges	\$2,573	\$2,500	\$2,744	\$2,500
18	TRI R - Payment in Lieu of taxes	\$3,566	\$3,595	\$3,564	\$3,800
19	TRI R - Landfill - Monitoring	\$24,621	\$20,000	\$20,126	\$20,000
20	TRI R - Landfill - Equipment Maintenance	\$27,795	\$25,000	\$13,081	\$25,000
21	TRI R - Recycling Training, Health & Safety	\$1,665	\$2,000	\$2,005	\$2,000
22	TRI R - Recycling - Freight	\$14,041	\$14,000	\$14,166	\$15,000
23	TRI R - Recycling - Processing Fee	\$27,937	\$22,000	\$32,740	\$30,000
24	TRI R - Recycling - Equipment Maintenance	\$14,740	\$15,000	\$17,213	\$15,000
25	TRI R - Recycling - Building Maint.	\$756	\$1,500	\$1,732	\$1,500
26	TRI R - Recycling - Promotion	\$0	\$0	\$0	\$0
27	TRI R - Recycling - Natural Gas	\$2,418	\$2,500	\$2,266	\$2,700
28	TRI R - Recycling - Hydro & Telephone	\$2,184	\$2,000	\$2,193	\$2,500
29	TRI R - Recycling - Supplies	\$1,980	\$2,200	\$1,910	\$2,500
30	TRI R - Recycling - Office & Advertising	\$1,000	\$2,000	\$1,037	\$2,500
31	TRI R - Recycling - Winter Maintenance	\$1,905	\$4,000	\$2,659	\$4,500
32	<b>TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES</b>	<b>\$370,305</b>	<b>\$390,175</b>	<b>\$392,487</b>	<b>\$421,120</b>
33	<b>TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES</b>	<b>\$159,687</b>	<b>\$208,495</b>	<b>\$127,056</b>	<b>\$200,970</b>



**2022 TRI R WASTE MANAGEMENT DRAFT BUDGET**

Account #	Description	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2022 DRAFT BUDGET
<b>34</b>	<b>TRI R WASTE MANAGEMENT CAPITAL TRANSACTIONS</b>				
<b>35</b>	<b>TRI R WASTE MANAGEMENT CAPITAL REVENUE</b>				
36	15-649-001 TRI R - Food Cycler Sales	\$0	\$0	\$0	\$17,000
<b>37</b>	<b>TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,000</b>
<b>38</b>	<b>TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES</b>				
39	16-489-500 TRI R - Hydro Service	\$8,992	\$0	\$0	\$0
40	16-489-503 TRI R - Food Cycler Pilot Project	\$0	\$0	\$0	\$31,000
41	16-489-504 TRI R - Landfill - Resurfacing	\$0	\$15,000	\$10,705	\$0
<b>42</b>	<b>TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES</b>	<b>\$8,992</b>	<b>\$15,000</b>	<b>\$10,705</b>	<b>\$31,000</b>
<b>43</b>	<b>TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES</b>	<b>\$8,992</b>	<b>\$15,000</b>	<b>\$10,705</b>	<b>\$14,000</b>
<b>44</b>	<b>TRI R WASTE MANAGEMENT NET EXPENDITURES</b>	<b>\$168,679</b>	<b>\$223,495</b>	<b>\$137,761</b>	<b>\$214,970</b>
<b>45</b>	<b>TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY</b>	<b>2020 Applied 15% Plus % of Bags</b>	<b>2021 budgeted 15% Plus % of Bags</b>	<b>2021 budgeted 15% Plus % of Bags</b>	<b>2022 budgeted 15% Plus % of Bags</b>
46	Armour	\$25,302	\$33,524	\$20,664	\$32,246
47	2021 total bags - 23,661 = 66.544% OF TOTAL BAGS	\$62,503	\$82,815	\$51,047	\$78,677
48	TOTAL CONTRIBUTION	\$87,805	\$116,339	\$71,711	\$110,923
49	Burks Falls	\$25,302	\$33,524	\$20,664	\$32,246
50	2021 total bags - 1,248 = 3.510% OF TOTAL BAGS	\$2,237	\$2,964	\$1,827	\$4,150
51	TOTAL CONTRIBUTION	\$27,539	\$36,488	\$22,491	\$36,395
52	Ryerson	\$25,302	\$33,524	\$20,664	\$32,246
53	2021 total bags - 10,648 = 29.946% OF TOTAL BAGS	\$28,033	\$37,143	\$22,895	\$35,406
54	TOTAL CONTRIBUTION	\$53,335	\$70,668	\$43,559	\$67,652
<b>55</b>	<b>TOTAL OF ALL CONTRIBUTIONS</b>	<b>\$168,679</b>	<b>\$223,495</b>	<b>\$137,761</b>	<b>\$214,970</b>
<b>56</b>	Final 2021 Garbage bag count for total contribution by municipality. Number of Bags to be adjusted at year end to 2021 totals. 2021 total bags = 35,557 (Armour = 23,661 (66.544%) Burks Falls =1,248 (3.510%) Ryerson = 10,648 (29.946%))				



# Burk's Falls & District Fire Department

CHIEF  
162 Huston Street  
P.O Box 70  
Burk's Falls  
Ontario, P0A 1C0

DAVE McNAY  
To Contact Fire Chief  
Phone: 705-382-4010  
Fax: 705-382-2273  
chiefbfdfd@gmail.com

***“Fighting Fires...Through Education!”***

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## Quarterly Report March 7, 2022

**To: Municipal Mayors Cathy Still, Bob MacPhail, George Sterling, and Members of Council.**

**From Dave McNay – Fire Chief**

**Subject : Year end and Quarterly Report.**

**The Information contained in this report summarizes the activities of the Fire Department for the calendar year 2021.**

**We had a total of 172 calls with no Firefighter injuries. Break down to follow on next report as SIR's have not been approved yet by OFMEM.**

**We had a busy year with training and I would like to thank all our crew for their continued support and effort they put in.**

**As you may have heard, the province is bringing back mandatory certification for firefighters. What this may look like is currently up in the air as the review process for this just closed on February 28,2022. The OAFCA along with the OFM office held many meeting with its members to review the reg and submit questions and concerns with solutions. We will have to wait now to see what the government will come back with. I have a 130 page document available for review if anyone would like to see it that was submitted by the OAFCA on behalf of ALL its members regarding the reg. Bottom line is that it shouldn't affect us to much as we have been training to NFPA since the last government tried to bring in mandatory certification. Pending on direction of government, retention may be an issue. More info to follow.**

**After 34 years of continuous service to our Fire Department, John Wilson has stepped aside. John played a very key role in our department. He not only built dispatch to where we are today but looked after all radio communication services as well. This included recommendations for portable and mobile radio purchases, tower components, mobile repeater placement to name a few. John also took great**

**SMOKE ALARMS SAVES LIVES**  
**“Don't be at home without them”**





# **Burk's Falls & District Fire Department**

**CHIEF**  
162 Huston Street  
P.O Box 70  
Burk's Falls  
Ontario, P0A 1C0

**DAVE McNAY**  
To Contact Fire Chief  
Phone: 705-382-4010  
Fax: 705-382-2273  
chiefbfdfd@gmail.com

***“Fighting Fires...Through Education!”***

pride in looking after our cascade air system along with the compressor. John was very instrumental in the building of our running assignments for our automatic aid agreements. I could go on forever with what this man has done for us and he will be greatly missed. Please thank John when you see him as he was an asset like no other.

I'm very happy with Cameron's progress so far, he is close to completing his fire inspector 2 which should be complete the week of March 28,2022.

Listed below are some new purchases for the fire department in 2021

- 10 portable radios
- 27 new helmets
- 7 sets of bunker gear
- Radio Console
- New Fire Hall Sign
- New Floor in Dispatch Office
- Painted Hallway and washroom floor

Any questions or concerns with any of the above please feel free to drop by and discuss.

Thanks for your time  
Dave McNay, Fire Chief

**SMOKE ALARMS SAVES LIVES**  
**“Don't be at home without them”**

	A	B	P	R	S	T	U	V
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2022 DRAFT BUDGET							
3	February 9, 2022							
4	Account #	Description	2019 Actual	2020 Actual	2021 Budget	2021 YTD (Pre-Audit)	2022 Draft Budget	Comments
6	<b>OPERATING ACTIVITIES</b>							
7	<b>OPERATING REVENUE</b>							
8	15-321	MVC	11,711	1,940	4,900	2,930	5,500	3-year average
9	15-321-01	Inspections	555	205	400	649	400	
10	15-321-03	Miscellaneous Revenue	10,411	4,994	100	14,363	1,000	Fines, burn permits
11	15-321-04	Air Station	1,200	1,500	2,250	-	-	Dividing actual invoices 4 ways
13	15-621	Fire Transfer from Reserve	-	-	-	-	-	
14		<b>TOTAL OPERATING REVENUE</b>	<b>23,877</b>	<b>8,639</b>	<b>7,650</b>	<b>17,942</b>	<b>6,900</b>	
15								
16		<b>OPERATING EXPENDITURES</b>						
17	16-202	Vehicle Expense	39,094	18,384	20,100	19,589	20,100	
18	16-203	Equipment/Comm Repair	16,793	12,690	16,900	12,802	12,600	
19	16-204	Utilities	5,453	4,796	6,000	5,002	6,000	
20	16-205	Telephone	6,038	5,740	5,600	5,460	5,600	
21	16-206	Fire Prevention Supplies	914	-	3,000	3,072	3,000	Supplies, fire rate signs, uniforms
23	16-208	Training	35,463	23,238	37,050	30,050	45,595	
25	16-209	WSIB	7,036	4,794	7,900	7,765	7,750	
26	16-210	Response Wages	57,545	54,804	57,600	46,177	58,800	
27	16-211	Wages & Empl Related Costs	166,413	117,910	174,500	174,928	186,050	
28	16-212	Insurance	20,887	22,257	24,800	24,003	26,400	
29	16-213	Building Repair/Maintenance	2,237	1,683	4,000	8,640	9,780	
30	16-214	Office Expense	3,017	3,110	3,500	3,178	3,500	
34	16-215	Air Station Fill and Maintenance	1,547	1,936	3,000	861	750	
35	16-216	PPE	-	3,438	1,500	1,499	3,500	Gloves, masks, gowns, wipes, washer/dryer
36	16-217	New Equipment/Gear	12,616	34,732	49,660	48,610	31,500	Portable radios, bunker gear, helmets, boots, station wear
37	16-218	Miscellaneous	2,624	422	1,000	840	7,000	\$6,000 volunteer appreciation; \$1,000 other misc
38	16-219	Snow Removal	2,005	1,650	2,200	1,599	2,100	

A	B	P	R	S	T	U	V
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT						
2	2022 DRAFT BUDGET						
3	February 9, 2022						
Account #	Description	2019 Actual	2020 Actual	2021 Budget	2021 YTD (Pre-Audit)	2022 Draft Budget	Comments
39	16-222 Recharge Fire Extinguishers	333	178	500	614	500	
40	16-223 Radio License	1,522	1,420	1,450	1,514	1,600	Forecasted inflationary increase
41	16-224 Answering Service	1,261	1,261	1,300	1,261	1,300	
42	16-225 Legal	-	-	500	-	-	
43	16-226 Office Space Rental	3,242	3,242	3,242	3,242	3,242	
44	16-229 Audit/Accounting	2,528	2,534	2,600	2,554	2,600	Audit fees \$7,200 per contract + \$400 for external accounting
45	16-247 Smoke/CO Alarms	237	-	-	26	500	
46	16-248 Defib/Medical Supplies	-	-	500	829	500	
47	<b>TOTAL OPERATING EXPENDITURES</b>	<b>388,805</b>	<b>320,219</b>	<b>428,402</b>	<b>404,117</b>	<b>440,267</b>	Change in operating expenditures: 2.8%
48							
49							
50	<b>NET OPERATING EXPENDITURES</b>	<b>364,928</b>	<b>311,580</b>	<b>420,752</b>	<b>386,175</b>	<b>433,367</b>	
51							
52	<b>CAPITAL TRANSACTIONS</b>						
53	<b>CAPITAL REVENUE</b>						
54	15-321-02 Donations (typically received for fire capital assets)	100	40	100	50	100	
56	15-321-03 Miscellaneous Revenue (Capital)	-	-	-	-	50,000	Proceeds from sale of rescue van
57	15-328 Loan Proceeds	-	-	-	-	-	
59	15-621 Transfer from Fire Committee Reserve	24,470	7,500	-	-	-	
60	<b>TOTAL CAPITAL REVENUE</b>	<b>24,570</b>	<b>7,540</b>	<b>100</b>	<b>50</b>	<b>50,100</b>	
61							
62	<b>CAPITAL EXPENDITURES</b>						
63	16-221 Capital Purchase	24,470	9,830	12,000	-	310,000	SCBA \$155,000; pickup \$100,000; gear rack \$20,000; seacan/fence \$15,000
66	16-228 Fire Committee Reserve Expense	2,500	-	-	-	-	
68	<b>Debt Repayment</b>						
69	16-212-1 Tanker loan - interest	7,526	6,811	6,076	6,076	5,318	
70	16-212-2 Tanker loan - principal	23,561	24,266	24,992	24,992	25,740	

A	B	P	R	S	T	U	V
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT						
2	2022 DRAFT BUDGET						
3	February 9, 2022						
4	Account #	2019 Actual	2020 Actual	2021 Budget	2021 YTD (Pre-Audit)	2022 Draft Budget	Comments
71							
72	TOTAL CAPITAL EXPENDITURES	58,057	40,907	43,068	31,067	341,058	
73							
74	NET CAPITAL EXPENDITURES	33,487	33,367	42,968	31,017	290,958	
75							
76	NET EXPENDITURES	398,415	344,947	463,720	417,193	724,325	
77							
78	MUNICIPAL CONTRIBUTIONS						
79	15-621 A Armour (47.84%)	190,602	165,023	221,844	199,585	346,517	
80	15-621 B Burk's Falls (28.6%)	113,947	98,655	132,624	119,317	207,157	
81	Ryerson (23.56%)	93,867	81,270	109,252	98,291	170,651	
82		398,415	344,947	463,720	417,193	724,325	

BREAKDOWN OF DRAFT 2022 FIRE BUDGET				
2022-02-09				
Account #	Heading	Item Description	Cost	Total
<b>16-202</b>	<b>Vehicle Expense</b>	Safety Inspection	\$2,800	
		Undercoating	\$1,500	
		Fuel	\$8,600	
		Aerial Test	\$1,700	
		ATV Tracks on & Tires Off	\$1,500	
		Miscellaneous (batteries, tires, lights, etc)	\$4,000	
				<b>\$20,100</b>
<b>16-203</b>	<b>Equip/Comm Repair</b>	Pump test	\$1,250	
		Bunker gear cleaning	\$5,500	
		Annual flow testing	\$1,550	
		Annual Fit testing	\$1,000	
		Maintenance on comm tower	\$300	
		Miscellaneous (radio batteries, etc)	\$3,000	
				<b>\$12,600</b>
<b>16-208</b>	<b>Training</b>			
		Officer training	\$3,350	
		Recruit training	\$2,400	
		Training props/smoke machine	\$2,000	
		O AFC yearly registration/NEFEC (Chief, Deputy Chief, FPO, 1 firefighter)	\$4,000	
		Option for firefighters to attend RTC	\$8,000	
		Regular training night wages = 50 nights, 2.5 hours, 12 FFs @ \$17.23/hr	\$25,845	
				<b>\$45,595</b>
<b>16-210</b>	<b>Response Wages</b>	Honorariums (1 Deputy Chief @ \$2000; 3 Captains @ \$1500; 1 Chief Radio Operator @ \$1500; 3 acting captains @ \$500)	\$9,500	
		Call Wages (based on 2017-2019 average)	\$49,300	
				<b>\$58,800</b>
<b>16-213</b>	<b>Building Maintenance</b>	Cleaning supplies	\$500	
		Contracted cleaning services	\$780	
		Upstairs flooring replacement	\$6,000	
		Unanticipated building repairs	\$2,500	
				<b>\$9,780</b>
<b>16-214</b>	<b>Office Expense</b>	Office cleaning	\$2,000	
		Copier contract	\$1,000	



		Supplies including FPO	\$500	
				<b>\$3,500</b>
<b>16-215</b>	<b>Air Station Fill &amp; Maint</b>	Service contract on new air station (1/4 share)	\$750	
				<b>\$750</b>
<b>16-217</b>	<b>New Equipment/Gear</b>	Coveralls	\$2,500	
		Boots- 5 pairs	\$2,500	
		Portable radios- 7	\$9,800	
		Bunker gear- 2 sets	\$4,000	
		Hats, t-shirts, and station wear	\$3,500	
		Altair 4 gas detector/bump station	\$6,800	
		Hose- 4 lengths 45mm, 4 lengths 65mm	\$2,400	
				<b>\$31,500</b>
<b>16-221</b>	<b>Capital Purchases</b>	Seacan/Fence	\$15,000	
		Gear rack	\$20,000	
		3/4 Tonne Pickup Truck- outfitted	\$100,000	
		SCBA	\$155,000	
		New Fire Hall	\$20,000	
				<b>\$310,000</b>

## Judy Kosowan

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**From:** John Theriault (Clerk-Treasurer Administrator) <clerk@armourtownship.ca>  
**Sent:** January 12, 2022 11:31 AM  
**To:** Judy Kosowan  
**Cc:** 'Nicky Kunkel'  
**Subject:** Tri Council Meetings

Good morning,  
Council, at the regular meeting last night, discussed the proposal of having four (4) Tri Council meetings per year. Council would like this item to be added to the next Tri Council meeting for further discussion with the three partners being present.  
If you have any questions or require more information, please contact me.  
Regards,

John Theriault, AMCT  
Clerk-Treasurer/Administrator  
Township of Armour  
56 Ontario Street, Box 533  
Burk's Falls, Ontario P0A 1C0  
Email: [clerk@armourtownship.ca](mailto:clerk@armourtownship.ca)<mailto:clerk@armourtownship.ca>  
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