

TRI COUNCIL

VILLAGE OF BURK'S FALLS / TOWNSHIP OF ARMOUR / TOWNSHIP OF RYERSON

AGENDA FOR OCTOBER 3, 2022

ARBF MEMORIAL ARENA AT 7:00 PM

1. Call meeting to Order
2. Declaration of Pecuniary Interest
3. Approval of Notes from June 6, 2022
4. Shared Services 2023 Preliminary Budget Presentations
 - a. Fire Department draft budget and breakdown report
 - b. Waste Management draft budget
 - c. Arena draft budget and breakdown report
5. AFAR Union Public Library 2023 Draft Budget
6. Old Business
 - a. Draft 10 Year Combined Shared Service Capital Plan
7. New Business as request by Armour
 - a. Contribution for Canada Day Fireworks
 - b. Potential Library Expansion
8. Next meeting February 27, 2023 (Ryerson)
9. Adjournment

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

TRI COUNCIL NOTES

June 6, 2022

The combined in-person/virtual TRI Council meeting of the Councils of the Township of Armour, the Township of Ryerson and the Village of Burk's Falls was held on Monday, June 6, 2022 at 7:00 p.m. at the Armour Ryerson & Burk's Falls Memorial Arena and hosted by the Township of Armour.

Those in attendance for were:

Village of Burk's Falls Council present included Mayor Cathy Still, Councillors Jarvis Osborne, John Wilson, and Rex Smith; Staff: Nicky Kunkel, CAO/Clerk, Tammy Wylie, Treasurer and Graham Smith, Arena Manager.

Township of Ryerson Council present included Mayor George Sterling, Councillors Joe Vella, Penny Brandt, Delynne Patterson and Celia Finley; Staff: Judy Kosowan, CAO-Clerk, Nancy Field, Deputy-Clerk, Brayden Robinson, Treasurer, Dave McNay, Fire Chief, Ken Stevenson, Deputy-Chief and Cam Haffner, Fire Prevention Officer.

Township of Armour Council present included Mayor Bob MacPhail; Councillors Jerry Brandt, Rod Blakelock, Wendy Whitwell and Rod Ward; Staff: John Theriault, Clerk-Treasurer/ Administrator.

The meeting was called to order by Mayor Bob MacPhail at 7:00 p.m.

OPENING REMARKS

Mayor MacPhail welcomed everyone to the meeting.

He talked about going forward with TRI Council and that, in the new year, there should be a presentation made to TRI Council explaining how the Shared Service Agreement works and all of its intricacies.

He also revisited the concept of decisions being made at TRI Council without having to always go back to each Council for a decision. Staff will have to advise their respective Council on how this could be achieved.

CONFIRMATION OF THE NOTES OF THE PREVIOUS MEETING:

The notes of the regular meeting held on March 7, 2022 were approved as circulated.

DECLARATION OF PECUNIARY INTEREST: None

DELEGATIONS:

Patti Carr, Executive Director of NECO, Community Futures Development Corporation made a presentation to TRI Council on the services NECO provides in our community. They provide loans and grants to help economic growth.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

TRI COUNCIL NOTES

June 6, 2022

DISCUSSION ITEMS

Shared Services 10 Year Capital Plans

TRI Council discussed the need for each municipality to have a 10-year capital plan. The plans could be reviewed together and then prioritized so that each municipality can be ready to finance whatever capital items are approved in any given year.

Each Council directed their staff to prepare a 10-year capital plan and review them together so they can be discussed by TRI Council in the future.

Support for Potential Library Expansion

TRI Council discussed the proposed library expansion. At this time, the Library Board has invested in an architectural review, but the Board does not want to invest more money in more preliminary assessments without knowing if the three partners will support the library expansion.

The discussion included the following scenarios;

1. The expansion of the present library, which would require the purchase of some property to accommodate the increase size of the building. This would add approximately 4,200 square feet to the existing library. The estimate for this investment without the purchase of the land would be 2.4 to 2.7 million dollars.
2. Taking over the Village of Burk's Falls Town Hall and Cinema and renovating it into a library. The administrative offices for the library would be upstairs. This would give the library approximately 6,000 square feet. The estimate for the renovations is 1.5 to 1.8 million dollars. Concerns were raised that the library would still be in an old building which would require constant maintenance. Another concern is that the estimate for the renovations is too low.
3. The last proposal would be to purchase property and build a new library. The Township of Perry is presently building a new 11,000 square foot facility for 4.5 million dollars. Based on this price if we were to build a 7,000 square foot library, the price should be around 3 million dollars, plus the cost to purchase the land.

Each Council will discuss the proposed library expansion and advise the Library Board of their decision.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

TRI COUNCIL NOTES

June 6, 2022

Support for Having Ice at the Arena in September

TRI Council discussed the possibility of keeping ice at the arena in September. If the ice remains, the arena would save some expenses and increase their revenues. On the other hand, the Agricultural Society would not be able to use the ice surface for their vendors at the Fall Fair. The discussion centered on whether or not the arena could cover the ice so the vendors could use the facility. The Agricultural Society maintains that if the Village of Burk's Falls wishes to keep the ice in, they should not do it this year because it is too late of reorganize the Fall Fair. The Society encouraged that the schedule be change next year so that the Agricultural Society has time to adjust.

The Arena Manager will look into the possibility of finding a proper covering for the ice so it can be used year-round by anyone. If that is not an option, the Village of Burk's Falls will have to make their decision on whether or not to keep the ice in September.

Support for Extending Water & Sewer Services into Armour and Ryerson

Both Ryerson and Armour passed resolutions in 2021 supporting, in principle, the study of extending the water and sewer services in Armour and Ryerson. At this time, the Village of Burk's Falls needs to know if Armour and Ryerson are willing to participate in the study on how to expand the water and sewer services. If they are not interested, the study will only investigate the Village of Burk's Falls needs. If they are interested, then the study will include the needs of Armour and Ryerson.

Armour and Ryerson will have to discuss this issue and advise the Village of Burk's Falls of their decision.

Funding of the Almaguin Highlands Health Centre

TRI Council discussed the fact that the Almaguin Highlands Health Centre is used by the whole area. They were advised that we will need to discuss how this facility is funded in the future. The partners will have to consider that they not only have to deal with the yearly deficit, they will have to deal with the renovations which will have to be done to the buildings in the near future.

TRI Council was also advised that the area municipalities will also have to deal with what the Province will require from them to fund either the new hospitals or the renovations to the present hospitals. The Province is looking at municipalities to fund 30% of the cost.

Additionally, the area could discuss with the province the possibility of increasing services at the Almaguin Highlands Health Centre.

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

TRI COUNCIL NOTES

June 6, 2022

Armour, Ryerson & Burk's Falls Agricultural Society

This item was discussed with the item on the arena.

ADJOURNMENT:

The TRI Council meeting adjourned at 9:49 p.m.

RESOLUTIONS:

Moved by John Wilson, seconded by Joe Vella; That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls approve the notes of the regular meeting held on March 7, 2022. Carried

Moved by Jarvis Osborne, seconded by George Sterling; That the TRI Council of the Township of Armour, Township of Ryerson and the Village of Burk's Falls adjourn this regular TRI Council meeting at 9:49 p.m. until the next TRI Council meeting scheduled for October 3, 2022 to be hosted by the Village of Burk's Falls. Carried

Note Taker: John Theriault

A	B	R	S	T	U	V	W
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT						
2	2023 DRAFT BUDGET						
3	August 31, 2022						
4	Account #	2020 Actual	2021 Actual	2022 Budget	2022 YTD (08/15)	2023 Draft Budget	Comments
6	OPERATING ACTIVITIES						
7	OPERATING REVENUE						
8	15-321 MVC	1,940	2,930	5,500	-	1,800	3-year average
9	15-321-01 Inspections	205	649	400	120	400	
10	15-321-03 Miscellaneous Revenue	4,994	14,363	1,000	7,401	1,900	Fines, burn permits (3-year average)
11	15-321-04 Air Station	1,500	-	-	-	-	
14	TOTAL OPERATING REVENUE	8,639	17,942	6,900	7,521	4,100	
15							
16	OPERATING EXPENDITURES						
17	16-202 Vehicle Expense	18,384	19,589	20,100	15,146	21,300	
18	16-203 Equipment/Comm Repair	12,690	12,802	12,600	6,621	12,850	
21	16-206 Fire Prevention Supplies	-	3,098	3,500	1,787	4,000	Supplies, fire rate signs, uniforms
23	16-208 Training	23,238	30,050	45,595	6,994	11,000	
25	16-209 WSIB	4,794	7,765	7,750	3,864	8,100	
26	16-210 Volunteer Fire Wages	54,804	46,177	58,800	-	99,500	
27	16-211 Wages & Empl Related Costs	117,910	174,928	186,050	112,849	192,200	
28	16-212 Insurance	22,257	24,003	26,400	29,932	31,500	
29	16-213 Building Repair/Maintenance	1,683	8,640	9,780	551	4,800	
30	16-214 Overhead Expenses	13,647	13,641	15,100	11,023	16,500	
34	16-215 Air Station Fill and Maintenance	1,936	861	750	905	1,000	
35	16-216 PPE	3,438	1,499	3,500	5,237	500	Gloves, masks, gowns, wipes
36	16-217 New Equipment/Gear	34,732	48,610	31,500	12,730	30,400	Portable radios, bunker gear, helmets, boots, station wear
37	16-218 Miscellaneous	422	840	7,000	351	1,000	2022 included volunteer appreciation dinner
38	16-219 Snow Removal	1,650	1,599	2,100	1,357	2,100	
39	16-222 Recharge Fire Extinguishers	178	614	500	319	500	
40	16-223 Radio License	1,420	1,514	1,600	1,565	1,650	Forecasted inflationary increase

A	B	R	S	T	U	V	W	
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2023 DRAFT BUDGET							
3	August 31, 2022							
4	Account #	Description	2020 Actual	2021 Actual	2022 Budget	2022 YTD (08/15)	2023 Draft Budget	Comments
41	16-224	Answering Service	1,261	1,261	1,300	-	1,300	
43	16-226	Office Space Rental	3,242	3,242	3,242	1,891	3,242	
44	16-229	Audit/Accounting	2,534	2,554	2,600	(595)	2,600	Audit fees \$2,200 per contract + \$400 for external accounting
46	16-248	Defib/Medical Supplies	-	829	500	-	500	
47		TOTAL OPERATING EXPENDITURES	320,219	404,117	440,267	212,526	446,542	
48								
49		NET OPERATING EXPENDITURES	311,580	386,175	433,367	205,004	442,442	Increase in operating budget: 2.1%
50								
51								
52		CAPITAL TRANSACTIONS						
53		CAPITAL REVENUE						
54	15-321-03	Miscellaneous Revenue (Capital)	-	-	50,000	-	-	
55	15-321-02	Donations (typically received for fire capital assets)	40	50	100	555	100	
57	15-328	Loan Proceeds	-	-	-	-	-	
59	15-621	Transfer from Fire Committee Reserve	7,500	-	-	-	-	
60		TOTAL CAPITAL REVENUE	7,540	50	50,100	555	100	
61								
62		CAPITAL EXPENDITURES						
63	16-221	Capital Purchase	9,830	-	310,000	206,125	28,700	Ice water rescue tent \$2,500; share of bum building \$20,000; bump station \$6,200
68		Debt Repayment						
69	16-212-1	Tanker Loan - interest	6,811	6,076	5,318	5,667	4,537	
70	16-212-2	Tanker Loan - principal	24,266	24,992	25,740	25,740	26,510	
71								
72		TOTAL CAPITAL EXPENDITURES	40,907	31,067	341,058	237,531	59,747	
73								
74		NET CAPITAL EXPENDITURES	33,367	31,017	290,958	236,976	59,647	
75								

	A	B	R	S	T	U	V	W
1	BURK'S FALLS AND DISTRICT FIRE DEPARTMENT							
2	2023 DRAFT BUDGET							
3	August 31, 2022							
4	Account #	Description	2020 Actual	2021 Actual	2022 Budget	2022 YTD (08/15)	2023 Draft Budget	Comments
76	NET EXPENDITURES		344,947	417,193	724,325	441,980	502,089	
77								
78	MUNICIPAL CONTRIBUTIONS							
79	15-621 A	Armour (47.84%)	165,023	199,585	346,517	211,443	240,199	
80	15-621 B	Burk's Falls (28.6%)	98,655	119,317	207,157	126,406	143,597	
81		Ryerson (23.56%)	81,270	98,291	170,651	104,131	118,292	
82			344,947	417,193	724,325	441,980	502,089	

7

BREAKDOWN OF DRAFT 2023 FIRE BUDGET				
2022-08-31				
Account #	Heading	Item Description	Cost	Total
16-202	Vehicle Expense	Safety Inspection	\$2,800	
		Undercoating	\$300	
		Fuel	\$10,000	
		Aerial Test	\$1,700	
		ATV Tracks on & Tires Off	\$1,500	
		Miscellaneous	\$5,000	
				\$21,300
16-203	Equip/Comm Repair	Pump test	\$1,500	
		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	
				\$12,850
16-208	Training			
		Training Props	\$2,000	
		O AFC yearly registration/NEFEC (Chief, Deputy Chief, FPO, 1 firefighter)	\$5,000	
		Option for firefighters to attend RTC	\$4,000	
				\$11,000
16-210	Volunteer Fire Wages	Steps in new proposed grid: first on \$18, completed recruit training \$20, FF1 \$22, FF2/Hazmat \$26, Acting Captain \$28, Captain \$30, Deputy Chief \$32.50, Chief \$35	\$99,500	
				\$99,500
16-213	Building Maintenance	Cleaning supplies	\$500	
		Contracted cleaning services	\$500	
		Signage for seacan	\$300	
		4 racks for seacan	\$2,500	
		Unanticipated building repairs	\$1,000	
				\$4,800
16-214	Overhead Expenses	Office cleaning	\$2,000	
		Copier contract	\$1,000	
		Phone costs	\$6,500	
		Utilities	\$6,500	
		Supplies including FPO	\$500	
				\$16,500

16-215	Air Station Fill & Maint	Service contract on new air station (1/4 share)	\$1,000	
				\$1,000
16-217	New Equipment/Gear	Forestry Gear/Helmets	\$5,000	
		Coveralls	\$2,500	
		Bunker gear- 4 sets	\$8,000	
		Hats, t-shirts, and station wear	\$3,500	
		Hoses and nozzles	\$4,000	
		4 Seek TICs	\$4,000	
		Other miscellaneous	\$3,400	
				\$30,400
16-221	Capital Purchases	Ice water rescue tent (split 5 ways)	\$2,500	
		Life fire unit (our share)	\$20,000	
		HCN Bump Station	\$6,200	
				\$28,700

2023 TRI R WASTE MANAGEMENT DRAFT BUDGET

	Account #	Description	2022 BUDGET	2022 ACTUAL	2022 PROJECTED ACTUAL	2023 DRAFT BUDGET
TRI R WASTE MANAGEMENT OPERATING BUDGET						
TRI R WASTE MANAGEMENT OPERATING REVENUE						
1	15-341-000	TRI R Landfill Sales	\$145,000	\$116,112.02	\$ 147,000	\$145,000
2	15-342-000	TRI R Recycling Sales	\$10,000	\$31,936.53	\$ 39,000	\$15,000
3	15-344-000	TRI R Recycling Revenue - Blue Box Sales	\$150	\$180.00	\$ 180	\$150
4	15-540-000	TRI R Govt. Grants Recycling Operating	\$65,000	\$17,482.52	\$ 65,000	\$65,000
5	TRI R WASTE MANAGEMENT TOTAL REVENUE		\$220,150	\$165,711.07	\$ 251,180	\$225,150
TRI R WASTE MANAGEMENT OPERATING EXPENDITURES						
6	16-451-000	TRI R - Salaries & Benefits	\$255,420	\$169,792.52	\$249,000	\$279,000
7	16-451-001	TRI R - Landfill Training, Health & Safety	\$4,500	\$4,663.40	\$5,000	\$3,000
8	16-452-000	TRI R - Landfill - Supplies	\$2,500	\$1,068.48	\$2,000	\$2,500
9	16-454-000	TRI R - Skid & Packer Fuel	\$4,000	\$3,500.44	\$4,200	\$4,000
10	16-455-000	TRI R - Insurance	\$6,500	\$6,610.03	\$6,610	\$7,000
11	16-455-002	TRI R - Audit & Accountant Fees	\$4,200	\$0.00	\$4,200	\$4,500
12	16-456-000	TRI R - Landfill - Hazardous Waste Disposal	\$3,000	\$0.00	\$3,500	\$3,500
13	16-460-000	TRI R - Landfill - Dozer/Site Maintenance	\$3,000	\$346.15	\$1,000	\$3,000
14	16-460-005	TRI R - Landfill - Contracted Services	\$6,000	\$12,328.99	\$17,000	\$6,000
15	16-461-000	TRI R - Landfill - Office & Advertising	\$2,500	\$1,516.04	\$1,900	\$2,500
16	16-461-001	TRI R - Landfill Bank Charges	\$2,500	\$1,601.74	\$2,500	\$2,500
17	16-462-000	TRI R- Payment in Lieu of taxes	\$3,800	\$3,587.49	\$3,587	\$3,800
18	16-464-000	TRI R - Landfill - Monitoring	\$20,000	\$10,696.31	\$20,000	\$20,000
19	16-465-000	TRI R - Landfill- Equipment Maintenance	\$25,000	\$22,779.33	\$37,700	\$30,000
20	16-475-001	TRI R - Recycling Training, Health & Safety	\$2,000	\$569.27	\$2,000	\$2,500
21	16-476-000	TRI R - Recycling - Freight	\$15,000	\$8,833.90	\$14,750	\$15,000
22	16-476-005	TRI R - Recycling - Processing Fee	\$30,000	\$19,175.18	\$30,000	\$30,000
23	16-477-000	TRI R - Recycling- Equipment Maintenance	\$15,000	\$9,886.87	\$19,887	\$20,000
24	16-478-000	TRI R - Recycling- Building Maint.	\$1,500	\$0.00	\$0	\$1,500
25	16-479-000	TRI R - Recycling- Promotion	\$0	\$0.00	\$0	\$0
26	16-480-000	TRI R - Recycling - Natural Gas	\$2,700	\$1,792.30	\$2,500	\$2,500
27	16-481-000	TRI R - Hydro & Telephone	\$2,500	\$1,976.38	\$2,500	\$2,500
28	16-483-000	TRI R - Recycling- Supplies	\$2,500	\$1,404.83	\$2,000	\$2,000
29	16-484-000	TRI R - Recycling- Office & Advertising	\$2,500	\$1,029.68	\$2,500	\$2,500
30	16-486-000	TRI R - Recycling - Winter Maintenance	\$4,500	\$825.00	\$3,000	\$4,500
31	TRI R WASTE MANAGEMENT TOTAL OPERATING EXPENDITURES		\$421,120	\$283,984.33	\$437,334	\$454,300
32	TRI R WASTE MANAGEMENT NET OPERATING EXPENDITURES		\$200,970	\$118,273.26	\$186,154	\$229,150

2023 TRI R WASTE MANAGEMENT DRAFT BUDGET

Account #	Description	2022 BUDGET	2022 ACTUAL	2022 PROJECTED ACTUAL	2023 DRAFT BUDGET
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2023 TRI R WASTE MANAGEMENT DRAFT BUDGET

Account #	Description	2022 BUDGET	2022 ACTUAL	2022 PROJECTED ACTUAL	2023 DRAFT BUDGET
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TRI R WASTE MANAGEMENT CAPITAL TRANSACTIONS

TRI R WASTE MANAGEMENT CAPITAL REVENUES

33	16-343-000	TRI-R - Sale of equipment	\$17,000	\$15,000.00	\$18,150	\$0
34	TRI R WASTE MANAGEMENT TOTAL CAPITAL REVENUE		\$17,000	\$15,000.00	\$18,150	\$0

TRI R WASTE MANAGEMENT CAPITAL EXPENDITURES

35	16-489-500	TRI R - 40 yd compaction bin	\$0	\$0.00	\$0	\$15,000
36	16-489-503	TRI-R - Purchase of FoodCyclers	\$31,000	\$27,017.33	\$33,317	\$0
37	16-489-504	TRI R - Landfill - Equipment Repairs	\$0	\$0.00	\$0	\$30,000
38	TRI R WASTE MANAGEMENT TOTAL CAPITAL EXPENDITURES		\$31,000	\$27,017.33	\$33,317	\$45,000

39	TRI R WASTE MANAGEMENT NET CAPITAL EXPENDITURES		\$14,000	\$12,017.33	\$15,167	\$45,000
40	TRI R WASTE MANAGEMENT NET EXPENDITURES		\$214,970	\$130,290.59	\$201,321	\$274,150

41	TRI R WASTE MANAGEMENT CONTRIBUTIONS BY MUNICIPALITY	2022 Applied 15% Plus % of Bags	2022 Applied 15% Plus % of Bags	2022 Applied 15% Plus % of Bags	2023 budgeted 15% Plus % of Bags	
42	Armour	15% of Net Expenditures	\$32,246	\$19,544	\$30,198	\$41,123
43	2021 total bags - 23,661 = 66.544% OF TOTAL BAGS		\$78,677	\$47,773	\$73,682	\$100,337
44	TOTAL CONTRIBUTION		\$110,923	\$67,316	\$103,880	\$141,459
45	Burks Falls	15% of Net Expenditures	\$32,246	\$19,544	\$30,198	\$41,123
46	2021 total bags - 1,248 = 3.510% OF TOTAL BAGS		\$4,150	\$2,184	\$3,887	\$5,292
47	TOTAL CONTRIBUTION		\$36,395	\$21,728	\$34,085	\$46,415
48	Ryerson	15% of Net Expenditures	\$32,246	\$19,544	\$30,198	\$41,123
49	2021 total bags - 10,648 = 29.946% OF TOTAL BAGS		\$35,406	\$21,703	\$33,158	\$45,153
50	TOTAL CONTRIBUTION		\$67,652	\$41,246	\$63,356	\$86,276
51	TOTAL OF ALL CONTRIBUTIONS		\$214,970	\$130,291	\$201,321	\$274,150

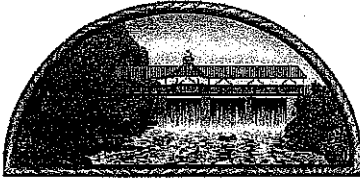
52	2022 Garbage bag count used for application of total contribution by municipality. Number of Bags to be adjusted at year end to 2023 totals. Estimated 2022 total bags = 35,557 (Armour = 23,661 (66.544%) Burks Falls = 1,248 (3.510%) Ryerson = 10,648 (29.946%))					
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Account #	Description	2018 Actuals	2019 Actuals	2020 Actuals	2021 Actuals	2022 Budget	2022 Actuals at Sept 30	2023 Draft Budget
CAPITAL TRANSACTIONS								
CAPITAL REVENUE								
35	15-372 Exhaust Fan inspection/repairs				24,500	0	0	0
37					0	0	0	0
38	TOTAL CAPITAL REVENUE	0	0	0	24,500	0	0	0
39								
CAPITAL EXPENDITURES								
40	16-725 Capital Expense		8,040	1,552	34,334	60,050	46,669	
41								
42								
43	Dehumidifier Replacement with Platform							75,000
44	Zamboni Rebuild to extend life							26,000
45	Zamboni Dynascrub							6,500
49	Facility Structure Report							4,000
50	Oil Separators							12,000
51	Upgrade Relief Pipe/Stack/Size							5,000
52	Dishwasher							7,650
53								
54								
55	TOTAL CAPITAL EXPENDITURES	0	0	1,552	34,334	60,050	46,669	136,150
56								
57	NET CAPITAL EXPENDITURES	0	0	1,552	34,334	60,050	46,669	136,150
58								
59	NET EXPENDITURES	233,408	246,487	234,376	232,021	322,298	225,369	421,326
60								
MUNICIPAL CONTRIBUTIONS								
61	Armour	76,599	83,572	77,340	88,867	107,433	80,577	140,442
62	Ryerson	76,599	83,572	77,340	88,867	107,433	80,577	140,442
63	Burk's Falls	76,599	83,572	77,340	88,867	107,433	80,577	140,442
64		229,797	250,716	232,020	266,601	322,298	241,731	421,326
65								

2 mechanical units with new stand for 2nd unit based on recommendation from Zamboni Co. based on estimate from Zamboni Co. Quebec Required by law - 5 year capital estimate Based on Black and MacDonald 10 year Capital needs Based on Black and MacDonald 10 year Capital needs Machine plus plumber install

Arena Revenue Budget Break Down

	2018	2019	2020
Ice Rental	91,936	90,027	20,436
Public Sk	3,549	3,486	497
Hall Renta	5,181	6,314	1,191
Sign Rent	2,300	1,799	611
Skate Sharpe	918	713	259
Concessio	16,610	13,517	5,511
Donations	246	236	326
Totals	120,740	116,092	28,831



The Municipality of the
VILLAGE OF BURK'S FALLS

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ARBFMA Arena Managers 2022 Budget Review

RECOMMENDATIONS

Accept this report as information for discussion.

2022 Overview

- COVID-19 was still a deterrent to the 2022 budget. In Jan 2022 the ARBFMA was shut down for 3 weeks because of a province wide lockdown.
- COVID-19 restrictions have been lifted, however it is still taking minor sports, leagues, and general customers time to bounce back to normal from the pandemic.
- Making and maintaining the summer ice did have a few costly equipment malfunctions
 1. The dehumidifier went down during the 2nd week of ice making causing tremendous humidity issues inside the building. While waiting for parts, staff had to rent 2 portable dehumidifiers to cope plus the mechanics cost to band-aid the dehumidifier to operate with limited capacity until it could be repaired.
 2. The dehumidifier issues caused a severe spike in hydro and natural gas for the month of July.
 3. The Zamboni had 2 major breakdowns which required staff to have a Zamboni Tech make the repairs. To operate arena staff secured a loaner/rental Zamboni from the Sundridge Arena. Staff want to extend their thanks to the Sundridge arena for their assistance.
- With no COVID-19 restrictions for public use, the summer ice rentals were quite busy and near normal based on previous years.
- The first 3 months of the 2022 year were negatively affected by COVID-19, however, the last 9 months of the year show promising signs of numbers trending back to pre-COVID-19 times.

2022 Highlights

- Public skating opened again in the summer of 2022 and the numbers were very disappointing.
- Fall/Winter Public Skating included a Family Skate Fridays & Sundays, an open Public Skate Fridays & Sundays, and an adult skate Mondays & Fridays and Parents and Tots Tuesdays and Thursdays. There was varied success with these programs but staff remain optimistic
- The hall use has picked up with some paying clients running exercise classes two times a week.
- The new bleachers were installed and painted by staff
- Insurance for the facility went up over \$6500 for the year
- There was damage to the dasher boards and oil damage to the arena floor during the Fall Fair set up and take down – This issue was repaired by staff.



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- A hydrostatic vent was installed which will help with the humidity and rain dripping onto the ice surface.
- Roof repairs over the Zamboni Room and Compressor room were completed which also helped lessen the rainwater and humidity dripping onto the ice surface
- The elevator upgrade was delayed because of the timeline waiting for parts required and is still delayed because of the TSSA strike.
- Staff continue to investigate time, equipment or building efficiencies to assist in operations.
- The LED lights were installed in the Karl Crozier Room
- Inter-department Staff has been hired to help in the scheduling and upkeep of the facility
- Staff anticipate accepting debit payments at the arena before the yearend.

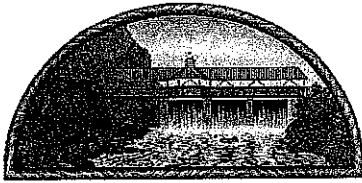
Conclusion

There are still COVID-19 challenges, but staff are well prepared to take these issues on head-on to continue providing a quality facility and ice surface.

The summer months offer the facility much greater success but that is to be expected because of the daytime ice use Monday to Friday.

The fall/winter ice season ice usage reflects people and kids being back at work and school. The fall/winter ice season looks more promising than last fall and staff hope to fill some of the posted available ice times.

Signature
Graham Smith RRFA/CIT
ARBFMA Arena Manager



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ARBFMA Arena Managers 2023 Budget Report

RECOMMENDATIONS

Accept this report as information for discussion.

Revenue Update

- Ice rentals revenues have been adjusted to reflect a 2% increase for the summer and fall/winter ice season.
- Ice rentals also reflect ice being used in September with anticipation that September ice users will include extended summer ice users, early regular fall users, Minor Hockey, and new public inquiries.
- Concession and Public Skating revenues have been adjusted to reflect the decreased facility use by Minor Sports and public skating numbers.
- skate sharpening is an estimate based on September 2022 numbers
- Hall rentals have been adjusted to include the senior's programs and the exercise programs. Inquiries for hall use for large functions has declined significantly. Staff are hoping to see a few more birthday party inquiries as the facility gets back operations post COVID.

Expenses Update

Wages

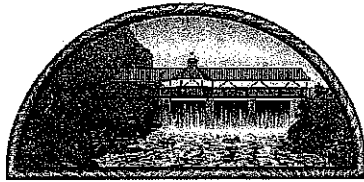
- Wages for 2023 reflect 2023 estimated rates of pay and reflect staff hours for the facility close to pre-COVID-19 times. **2023** – 6068 hours versus **2019** – 5960 hours
- Wages reflect the person chosen for succession training working 40 hours a week during the Fall/Winter ice season
- Wages reflect the need for inter-department shared staff as required during the ice seasons

Insurance

- Insurance had a significant increase in 2022 and is expected again in 2023

Utilities

- Water, Gas and Hydro reflect anticipated estimates.
- Hydro and Gas can be reduced if some 2023 Capital initiatives are implemented



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Ice Plant

- Staff do not anticipate any major issues in the compressor room as the equipment is being well maintained
- The oil usage for Compressor #2 is quite high but will not hurt budget numbers

Building Maintenance and Cleaning Supplies

- Staff expect normal building maintenance and cleaning supply needs for 2023
- there is an added amount to replace the netting for the 2nd set of goal nets
- Staff will still need to stock extra sanitizing chemicals for COVID-19 recommended cleaning

Zamboni

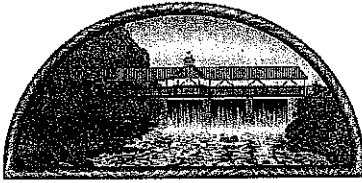
- The annual maintenance amount can be reduced in 2023 reduced if some 2023 Capital initiatives are implemented

Office Supplies

- The Office supplies have been adjusted to offset costs for Clover and Booking software fees
- The Office supplies reflect staff shirts and coats as required

Capital Update

1. The dehumidifier caused trouble during the 2022 summer ice season and has been band-aided to continue to operate.
To replace the dehumidifier with a similar gas fired unit the cost will exceed \$90,000.
The 10-year capital plan from Black and MacDonald that was accepted by Council recommends the desiccant be replaced at an estimated cost of \$15,000 however it is staffs understanding the desiccant wheel will be difficult to obtain and is a very expensive band-aid for a piece of equipment that parts a very hard to obtain.
It is staff's recommendation to install 2 mechanical dehumidifiers – one at each end of the arena.
The 2nd unit will also need a platform installed. 2 dehumidifiers offer the following:
 - Better airflow inside the facility
 - Reduction in hydro and natural gas used in the facility
 - Peace of mind if one unit goes down the other unit will help keep the humidity level at the desired limits for ice usage.
 - It is recommended the machines purchased should be manufactured in Canada
2. The Zamboni rebuild will do a complete overhaul which includes a new engine (the old engine is now defunct, and parts are not made), upgraded hydraulic hoses, new tires, upgrades to the conditioner and a complete overhaul of the machine. This upgrade should extend the life of the Zamboni at least 5 years



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3. The Zamboni Dyna-Scrub is a board scrubber that attaches to the Zamboni to scrub the dasher boards. This equipment will allow staff to scrub the boards as needed and not hire a company to complete this work annually. This also allows staff to scrub the boards anytime ice in or ice out.
4. The Facility Structure Report is a legal requirement
5. The oil separators are part of the 10-year capital plan from Black and MacDonald that was accepted by Council
6. The Upgrade Relief Pipe/Pipe size is part of the 10-year capital plan from Black and MacDonald that was accepted by Council
7. The dishwasher in the Kitchen in the hall has been leaking while in operation. These leaks have the potential to increase the risk of slips and falls and increase the risk of water damage to the floors and walls

Conclusion

2023 will look close to pre-COVID-19 times but will have its challenges. Staff continue to look at equipment, strategies, or techniques to improve building, operational and staff efficiencies.

Staff are still operating under cleaning and sanitizing guidelines because of COVID-19. There are no other current COVID-19 guidelines that will reduce facility use. Based on the summer facility inquiries, staff remain positive that rental inquiries will continue to grow.

Staff are still cautious of the current pandemic or future pandemics and that the Province of Ontario could implement future restrictions on the facility. Staff are now prepared to make recommendations needed to work through a pandemic or restrictions implemented.

Teamwork continues to grow within the arena and Village staff.

Staff have received positive feedback from customers and partners and will continue their customer service which helps the ARBFMA facility maintain and grow its customer base.

Signature

Graham Smith RRFA/CIT
ARBFMA Manager

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2023 BUDGET DRAFT
21-Sep-22

Account #	Description	2021 Actual	2022 Final Budget	December 31, 2022 Projected	2023 Draft Budget	Budget Increase (Decrease) vs. 2021 Actual	Budget Increase (Decrease) vs. 2022 Projected	Comments
1	OPERATING ACTIVITIES							
2	REVENUE							
3	GRANTS							
4	15-375-003 McMurrich/Monleith	2,589	2,589	2,589	2,589	0	0	
5	15-375-013 Gov'l of Ontario annual funding	13,814	13,814	13,814	13,814	0	0	
6	15-375-015 Student Grants	2,887	2,942	1,800	3,000	113	1,200	Canada Summer Jobs grant budgeted re 1 summer student position for 2023.
	15-375-016 Federal YCW Grant	7,036		442	3,000		2,558	Young Canada Works grant budgeted re 1 summer position for 2023.
10	Miscellaneous grants:	1,637	0	300	300	(1,337)	0	Internet Connectivity and ILL postage grant in 2021. Status of connectivity grant for 2022 or 2023 is unknown. Budget = ILL.
12	DONATIONS							
13	15-375-023 Donations - in house (Jar donations)	2,786	600	1,900	1,900	(886)	0	2021 high re COVID vaccine passport donations. Donations in lieu of fines in 2022/2023.
14	15-375-025 Donations - Miscellaneous	0	0	11,500	0	0	(11,500)	Large in-memorium donation received in 2022.
15	15-375-027 Donations - Adopt-a-book	584	400	800	800	216	0	
16	15-375-029 Donations - Earmarked	1,300	0	0	0	(1,300)	0	
17	OTHER REVENUE							
18	15-375-033 Fines	266	300	0	0	(266)	0	Late fees no longer being charged.
19	15-375-043 Faxes sent	252	200	250	250	(2)	0	
20	15-375-053 Used book sales	948	700	1,400	1,000	52	(400)	
21	15-375-063 Photocopies	488	350	700	600	112	(100)	
22	Donations account interest	0	0	0	0	0	0	Any interest earned on bursary reserve is recorded directly as an increase in the reserve, with no net impact on the budget.
23	15-375-073 Investment interest	491	851	851	864	373	13	GIC earning 1.6% and is locked in until Oct 15/24.
25	15-375-083 Non-resident memberships	363	150	375	375	13	0	
26	15-375-093 Miscellaneous revenues	355	120	180	180	(175)	0	
27	15-375-103 Transfer from Bursary Reserve	600	300	333	0	(600)	(333)	Any bursary-related costs to be transferred from related reserve. No bursary expected for 2023.
27	TOTAL OPERATING REVENUE	36,395	23,316	37,234	28,672	(3,687)	(8,562)	
28								
29	OPERATING EXPENDITURES							
30	WAGES							

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2023 BUDGET DRAFT
21-Sep-22

Account #	Description	2021 Actual	2022 Final Budget	December 31, 2022 Projected	2023 Draft Budget	Budget Increase (Decrease) vs. 2021 Actual	Budget Increase (Decrease) vs. 2022 Projected	Comments
31	16-800-000 Salaries & Benefits	124,761	127,977	133,498	157,114	32,353	23,616	Salary and benefits accounts were combined in 2022. 2023 budget is based on 7.0% CPI increase (most recently published per Bank of Canada at Sep 21/22). Also includes addition of OMERS for one part-time position, + 7 hours/week for one part-time position, and 2 summer student positions for 9 weeks each.
38	ACQUISITIONS							
39	16-800-002 Books, Magazines, DVDs	7,614	12,000	12,000	12,000	4,386	0	
40	FACILITIES							
41	16-800-012 Telephone	269	270	270	270	1	0	No change in current rate anticipated.
42	16-800-014 Hydro	1,625	2,250	1,900	2,000	375	100	5% inflationary increase budgeted for 2023.
43	16-800-016 Heat	734	1,000	900	950	236	50	5% inflationary increase budgeted for 2023.
44	16-800-018 Water	982	982	1,003	1,030	48	27	2.5% increase budgeted for 2023.
45	16-800-022 Cleaning supplies	523	1,000	50	400	(123)	350	
46	16-800-024 Weekly cleaning	2,105	2,200	2,200	2,200	95	0	
47	16-800-032 Insurance	2,211	2,300	2,600	2,730	519	130	5% inflationary increase budgeted for 2023.
48	16-800-042 Repairs & maintenance	23	500	500	500	477	0	
49	16-800-052 Rent	6,738	6,991	6,991	7,201	462	210	3% annual increase per 2022-2024 lease agreement
50	ADMINISTRATIVE AND PROGRAM EXPENSES							
51	16-800-062 ILO expenses re damaged books	0	50	50	50	50	0	
52	16-800-072 Computer support	494	1,000	1,000	1,000	506	0	
53	16-800-082 Program expenses	1,408	2,000	1,000	1,500	92	500	
54	16-800-084 Bursary Program	600	300	333	0	(600)	(333)	Bursary funded from bursary reserve created in 2016.
55	16-800-092 Training	125	1,600	300	1,600	1,475	1,300	
56	16-800-102 Bank charges	304	300	505	450	146	(55)	Currently \$25 + \$12.50 CAFT fees monthly
57	16-800-112 Office & clerical supplies	1,383	2,500	1,800	2,000	617	200	
58	16-800-114 Postage	249	360	380	400	151	20	5% inflationary increase budgeted for 2023.
59	16-800-122 Annual dues & licences	4,331	4,200	4,500	4,725	394	225	5% inflationary increase budgeted for 2023.
60	16-800-132 Internet connectivity	1,343	1,343	1,343	1,343	(0)	0	No change in current rate anticipated.
61	16-800-142 Audit & accounting	5,751	4,800	3,400	3,570	(2,181)	170	5% inflationary increase budgeted for 2023.
62	16-800-152 Advertising	0	500	0	500	500	500	
63	16-800-162 Miscellaneous expenses	707	500	500	500	(207)	0	
64	16-800-172 Contingency	0	500	0	500	500	500	
65	TOTAL OPERATING EXPENDITURES	164,261	177,423	177,023	204,533	40,272	27,510	
66								
67	NET OPERATING EXPENDITURES	127,866	154,107	139,789	175,861	43,959	36,072	
68								
69	CAPITAL TRANSACTIONS							
70	FROM OPENING SURPLUS							

20

BURK'S FALLS, ARMOUR AND RYERSON UNION PUBLIC LIBRARY
2023 BUDGET DRAFT
21-Sep-22

Account #	Description	2021 Actual	2022 Final Budget	December 31, 2022 Projected	2023 Draft Budget	Budget Increase (Decrease) vs. 2021 Actual	Budget Increase (Decrease) vs. 2022 Projected	Comments
71	15-375-001 Previous year surplus (deficit)	10,511	1,511	9,870	14,317			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)
73	15-375-105 Transfer from Future Needs Reserve	0	0	12,640	0			Resolution to be passed to transfer 2022 capital expenditures from future needs reserve.
74	TOTAL CAPITAL REVENUE	10,511	1,511	22,510	14,317			
75	CAPITAL EXPENDITURES							
76								
77	16-800-182 Capital purchases	1,523	0	12,640	0			2022 projection based on YTD expenditures as of September 19 re architect fees and computer purchases and purchase of a printer. Nothing currently budgeted for 2023.
	16-800-192 Transfer to Bursary Reserve	300	151	300	300			10% of prior-year surplus up to \$300
78	16-800-202 Transfer to Future Needs Reserve	10,511	2,900	11,110	15,776			Balance of prior-year surplus (after transfer to bursary reserve) + 1% total annual budgeted municipal contributions
79	TOTAL CAPITAL EXPENDITURES	12,334	3,051	24,050	16,076			
80								
81	NET CAPITAL EXPENDITURES	1,823	1,540	1,540	1,759	(64)	219	
82								
83	NET EXPENDITURES	129,688	155,647	141,329	177,619	43,895	36,290	
84								
85	MUNICIPAL CONTRIBUTIONS							
86	15-375-009/Armour	52,725	59,099	59,099	67,442	14,717	8,343	
87	15-375-005/Burk's Falls	54,721	61,807	61,807	70,533	15,812	8,726	
88	15-375-007/Ryerson	32,112	34,740	34,740	39,645	7,533	4,905	
89		139,558	155,647	155,646	177,619	38,061	21,973	
90								Current 2023 budget distribution is based on January 1st 2022 membership count: BF 39.71% R 22.32% A 37.97%
91	OPERATING SURPLUS (DEFICIT)	9,870	(0)	14,317	0			

SHARED SERVICES

VILLAGE OF BURK'S FALLS / TOWNSHIP OF ARMOUR / TOWNSHIP OF RYERSON

10 YEAR CAPITAL PLAN STAFF COMMITTEE MEETING

Meeting held September 8, 2022

Staff Present:

John Theriault, Amy Tilley, Judy Kosowan, Brayden Robinson, Dave McNay, Nicky Kunkel, Tammy Wylie, Graham Smith

The municipal employees for the three main shared services met as directed from the June 6, 2022 Tri Council meeting. The purpose of the meeting was to commence the process of combining the capital plans for all services so each Council can evaluate feasibility, affordability, and plan reserves. This exercise will assist each municipality with managing their fiscal responsibilities to tax payers by providing a fulsome scope of capital needs across the entire municipality.

Staff discussed that the document must remain a living document and used as a guide or outline as priorities may change from year to year and costs are very subjective to economic impacts.

There was discussion on what is considered capital as each municipality has their own threshold. For the purposes of this exercise the capital threshold will be an item/purchase \$5,000 or more. This will not affect how budgets are created between capital and operating expenses.

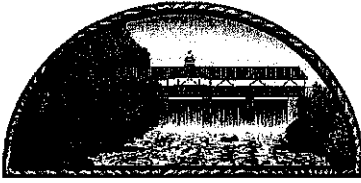
All Treasurers will submit their existing 10 year plans for their administered shared service to Tammy Wylie who will compile the information into one document for the next Tri Council meeting.

10 YEAR PLANNED CAPITAL EXPENDITURES

	Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Arena Ice Plant	Condenser Cleaning		1,850		1,900		1,950		2,000		2,050
	Top End Overhaul (6000 hrs)			12,000						12,000	
	Top End Rebuilds Compressor #1 & #2		5,000								
	Safety Values Inspected/Replaced		7,500								
	Plate/Frame Chiller Regasket			25,000							
	Compressor #1 Overhaul (6000 hours)									8,500	
	Compressor #2 Overhaul (6000 hours)										8,500
	Compressor Replacement #1				50,000						
	Compressor Replacement #2					50,000					
	Compressor Oil Separators	12,000									
	Dehumidifier Replacement & Platform	75,000									
	Evaporator Condenser Replacement			95,000							
	Upgrade Relief Pipe/Stack/Size	5,000									
	Install Soft Starts										
Arena Building	Structure Report	4,000					4,500				
	Replace Gas Range in Kitchen		9,780								
	Replace Dishwasher	7,650									
	Puck Board Upgrade/Ice Surface		65,000								
	Zamboni Replacement							145,000			
	Zamboni Rebuild	26,000									
	Zamboni Dynascrub (Board Scrubber)	6,500									
	Arena Roof						212,000				
	Zamboni/Compressor Roof		45,000								
	HVAC Replacement			30,000	30,000						
	Compact Floor Scrubber										
	Lobby Washroom Rubber Flooring					6,500					
	Lobby Washroom Upgrades					12,500					
	Scorelock		15,000			5,000					
LED Lighting Lobby & Washrooms											
Replace All Dressing Room Benches							22,000				
Total Arena		136,150	149,130	162,000	81,900	74,000	240,450	145,000	2,000	20,500	10,550

	Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Fire Department	PPE/Bunker Gear	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
	Boots/Coveralls	1,500	1,500	1,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
	Replace FPO Vehicle			85,000							
	Shared Water Rescue Tent	2,500									
	Replace 211 (Pumper)		642,000								
	SCBA					5,000	5,000	5,000	5,000	5,000	5,000
	Share of Burn Building	20,000									
	Pump Station	6,200									
	Dry Suits				8,000						
	New Fire Hall				1,500,000						
	Prevention Education Tent			15,000							
	Portable Radios						2,500	2,500	2,500	2,500	2,500
	Replace 210 (Pickup)										100,000
	Replace 213 (Aerial)									350,000	
	Helmets										
Total Fire Department		36,200	649,500	107,500	1,516,500	13,500	16,000	16,000	366,000	16,000	136,000
Landfill	40 yard compaction bin	15,000									
	Skid Steer rebuild	65,000									
	Forklift		52,000								
	CAT Compactor rebuild			150,000							
	Landfill Mining - Option 3				152,500						
	Cylinders for recycle compactor					16,800					
	Baler 3 - OCC/OBB						28,000				
	Stationary Compactor							32,000			
	Skid Steer rebuild/replace								65,000		
	CAT Compactor REPLACE									700,000	
Total Landfill		80,000	52,000	150,000	152,500	16,800	28,000	32,000	65,000	700,000	190,000
GRAND TOTAL		252,350	850,630	419,500	1,750,900	104,300	284,450	193,000	433,000	736,500	336,550

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The Municipality of the
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August 9, 2022

Mayor and Council
The Township of Ryerson
RR#1 Midlothian Road
Burk's Falls, Ontario
POA 1C0

Re: Fireworks Display Contributions

Dear Ryerson Council:

Thank you for your continued partnership in the annual Canada Day celebrations. This year donations at the gate were received in the amount of \$1,500.65.

We have received some feedback that the fireworks were short, although quite stunning. To achieve a longer show the budget must be increased. This year's display cost a total of \$4,000.00. If it is the desire to have a longer show for residents, we ask that your council consider an increase to the budgeted annual funds to achieve this.

Starting in 2023, we would like to have a budget of \$10,000.00 to produce fireworks. This should produce a 15-20-minute show for area residents. Fireworks are divided equally between the communities and the gate donations are deducted. For 2023 the estimated budget per municipality would be approximately \$2,850.00. We typically order fireworks in the late fall for the upcoming year.

Once again thank you for the continued collaboration on this event. We look forward to hearing from you.

Regards,

COPY

Nicky Kunkel
Clerk-Administrator



OFFICE OF THE CLERK-
TREASURER/ADMINISTRATOR

DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: clerk@armourtownship.ca

Website: www.armourtownship.ca

August 24th, 2022

Council of the Village of Burk's Falls
c/o Nicky Kunkel, Clerk Administrator
P.O. Box 160
Burk's Falls, ON P0A 1C0

RE: Potential Library Expansion

Dear Council,

The Council of the Township of Armour, at their regular meeting of August 23rd, 2022, discussed the present proposal for the expansion of the library.

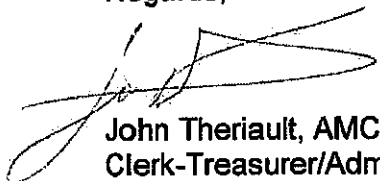
Council wishes to advise the Village of Burk's Falls that it does not support using the present space of the cinema (in whole or in part) to create a new library. The Township of Armour invested in the replacement of the projector so that the cinema could continue to exist and does not wish to see it closed.

The Towne Cinema is something Burk's Falls has relied on for entertainment for almost 80 years. The theatre also provides a learning experience for students in the area. As it is operating in the summer, students take full control of running it. Doug Wark started his empire by first building the Bluebird Theatre, sometime after 1946, followed by the Rio in 1950. There were three of them at one time – the Bluebird Theatre in Burk's Falls, the Fox Theatre in South River and the Rio Theatre in Powassan. The Burk's Falls Theatre is the last of the Wark movie houses remaining in the region. Therefore, the Council of the Township of Armour recommends that a public consultation process regarding the closure of the theatre should be undertaken by the Village of Burk's Falls. Consulting the public on the Library Boards' intentions should be the first step in this process. Spending public money on the design phase might be a waste without first getting their support.

Additionally, the Council of the Township of Armour believes that the cost of renovating the present Village of Burk's Falls municipal office into a library would not make financial sense and it may be better to look into building a new library instead of renovating a very old building.

If you have any questions or require more information, please contact the undersigned.

Regards,



John Theriault, AMCT
Clerk-Treasurer/Administrator