

Corporation of the Township of Chisholm

Municipal Office/Council Chambers: 2847 Chiswick Line, Powassan, Ont. P0H 1Z0
Phone (705)724-3526 - Fax (705)724-5099 info@chisholm.ca

AGENDA **COUNCIL MEETING** **TUESDAY, NOVEMBER 14, 2023** **AT 7:00 PM**

1. CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings.”

2. NOTIFICATION OF PECUNIARY INTEREST

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES – October 24, 2023, Public Meeting and Regular Council Meeting

5. APPROVAL OF ACCOUNTS – October 2023

6. PRESENTATION - None

7. OPEN FORUM

8. MAYOR STAFF COMMITTEE AND GOVERNMENT REPORTS

(a) Mayor Report – General Update

(b) Staff Reports

- Taxes Owing Report (Encl.)
- Memo from CAO Jenny Leblond Re: General Update (Encl.)

(c) Committee Reports

- Minutes, Committee of Adjustment, November 7, 2023 (Encl.)
- Minutes, North Bay Mattawa Conservation Authority, September 13, 2023 (Encl.)
- Minutes, Golden Sunshine, September 19, 2023 (Encl.)
- Minutes, Powassan Library, June 19 24, 2023 (Encl.)

(d) Correspondence

- Ministry of Transportation, Electric Vehicle ChargeON (Encl.)
- Discover Routes Annual Trail Mix and Mingle (Encl.)

9. REVIEW BUDGET REPORT – Printed Nov 9, 2023

10. PUBLIC WORKS REPORTS

(a) Memo from OS Shawn Hughes Re: Activity Report (Encl.)

11. NEW BUSINESS

- (a) By-law 2023-38 By-law to appoint an Integrity Commissioner (Encl.)
- (b) By-law 2023-39 By-law to impose fees (Encl.)
- (c) Memo from CAO Jenny Leblond Re: Official Plan Review (Encl.)
- (d) Letter from BDO Re: Audit Fee Increase (Encl.)
- (e) Blue Green Algae Notification Policy (Encl.)
- (f) Memorandum of Understanding, Bonfield Snowmobile Club (Encl.)
- (g) Memorandum of Understanding, South Shore Restoule Snowmobile Club (Encl.)

12. IN CAMERA

- (a) a meeting held in regards to a personal matters about an identifiable individual, as per Section 239(2) of the Municipal Act.

13. ADJOURNMENT

- (a) By-law 2023-40 being a By-law to confirm the proceedings of the council meeting.
- (b) Resolution re: Adjournment.

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Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

MINUTES

PUBLIC MEETING RE: PROPOSED 2023 FEES BY-LAW

TUESDAY, OCTOBER 24, 2023 7 PM

CHISHOLM COUNCIL CHAMBERS

1. Mayor calls meeting to order.
The meeting was called to order by Mayor Gail Degagne, in Council Chambers at 7:00 p.m., with Councillors Paul Sharp, Bernadette Kerr and Claire Riley. Regrets from Councillor Scarfone. Staff member present was CAO Jenny Leblond. 5 members of the public were in attendance and 1 online.
2. Mayor confirms with Clerk that public notice has been given with respect to the meeting.
3. Mayor explains reason for meeting to those in attendance.
4. Clerk-Treasurer explains the by-law highlights.
5. Mayor asks if anyone wishes to make a presentation either in support of or in opposition to the proposed by-law. No comments were made.
6. Mayor thanks the public for their attendance.
7. Mayor declares the meeting closed.

Mayor, Gail Degagne

CAO Clerk Treasurer, Jennistine Leblond

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MINUTES **COUNCIL MEETING** **TUESDAY, OCTOBER 24, 2023** **Following the Public Meeting**

1. CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

"We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings."

The meeting was called to order by Mayor Gail Degagne, in Council Chambers at 7:04 p.m., with Councillors Paul Sharp, Bernadette Kerr and Claire Riley. Regrets from Councillor Scarfone. Staff member present was CAO Jenny Leblond. 5 members of the public were in attendance and 1 online.

2. NOTIFICATION OF PECUNIARY INTEREST

3. ADOPTION OF AGENDA

Resolution 2023-263 Paul Sharp and Bernadette Kerr: Be it resolved that the Agenda for this meeting be adopted as presented. **'Carried'**

4. ADOPTION OF MINUTES – October 10, 2023, Regular Council Meeting

Resolution 2023-264 Claire Riley and Paul Sharp: Be it resolved that the Minutes of the October 10, 2023 Council Meeting, be adopted as printed and circulated. **'Carried'**

5. APPROVAL OF ACCOUNTS – None

6. PRESENTATION - None

7. OPEN FORUM

8. MAYOR STAFF COMMITTEE AND GOVERNMENT REPORTS

(a) Mayor Report – General Update

(b) Staff Reports

- Memo from CAO Jenny Leblond Re: Zoning Amendment Application Update (Encl.)

(c) Committee Reports

- Minutes, General Government, September 20, 2023 (Encl.)
- Minutes, North Bay Mattawa Conservation Authority, August 16, 2023 (Encl.)
- Minutes, Board of Health, August 16, 2023 (Encl.)
- Minutes, Cassellholme Board of Management, August 24, 2023 (Encl.)

Resolution 2023-265 Bernadette Kerr and Paul Sharp: Be it resolved that the Mayor, Staff, Committee and Correspondence Reports, be accepted as presented. **'Carried'**

9. REVIEW BUDGET REPORT – None

10. PUBLIC WORKS REPORTS – None

11. NEW BUSINESS

(a) By-law 2023-29, for establishing Conference, Training and Workshop Attendance Policy
Resolution 2023-266 Paul Sharp and Claire Riley: Be it resolved that By-law 2023-29, being a by-law establishing a conference, training and workshop attendance policy for members of the Council of the Corporation of the Township of Chisholm, be read a first, second, and third time, and passed this 24th, day of October 2023. **'Carried'**

(b) By-law 2023-35, Borrowing by-law to Increase the Credit Card Limits (Encl.)
Resolution 2023-267 Bernadette Kerr and Paul Sharp: Be it resolved that By-law 2023-35, being a by-law to increase the Credit Card Limit, be read a first, second, and third time, and passed this 24th, day of October 2023. **'Carried'**

(c) By-law 2023-36, Building By-law (Encl.)
Resolution 2023-268 Claire Riley and Bernadette Kerr: Be it resolved that By-law 2023-36, being a by-law to regulate the administration of building permits, be read a first, second, and third time, and passed this 24th, day of October 2023. **'Deferred'**

(d) Report from Engineer Antoine Boucher re: beach road (Encl.)
Resolution 2023-269 Bernadette Kerr and Paul Sharp: Be it resolved that the Council of the Corporation of the Township of Chisholm accepts the report from Engineer Antoine Boucher regarding the South end of Beach Road between Chiswick Line and Memorial Park Drive. **'Carried'** (Encl.)

(e) Discussion on Christmas Staff and Council Lunch (Encl.)
Resolution 2023-270 Paul Sharp and Bernadette Kerr: Be it resolved that the Council agrees to have a Christmas Luncheon with both Council and Staff at the United Church, date to be determined. **'Carried'**

(f) Resolution support from Township of McKellar re: digital communication for Notices (Encl.)
Resolution 2023-271 Claire Riley and Paul Sharp: Be it resolved that the Council of The Corporation of the Township of Chisholm, supports the resolution from the Township of McKellar requesting the Provincial government to make an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations, and further that this resolution be sent to the Minister of Municipal Affairs and Housing, Paul Calandra, MPP Vic Fedeli, the Association of Ontario Municipalities (AMO), and CEO and President of Metroland Media Group, Neil Oliver. **'Carried'**

(g) Resolution support from Municipality of Bluewater re: Childcare availability in Ontario (Encl.)
Resolution 2023-272 Paul Sharp and Bernadette Kerr: Be it resolved that the Council of the corporation of the Township of Chisholm supports a resolution passed by the Municipality of Bluewater, urging the provincial government to address and improve childcare availability in Ontario and that this resolution be sent to Premier Doug Ford, MPP Vic Fedeli, and MP Anthony Rota. **'Carried'**

12. ADJOURNMENT

(a) By-law 2023-37 being a By-law to confirm the proceedings of the council meeting.

Resolution 2023-273 Bernadette Kerr and Claire Riley: Be it resolved that By-law 2023-37, being a by-law to confirm the proceedings of the October 24th, 2023 Council meeting, be read a first, second, and third time, and passed this 24th, day of October 2023. **‘Carried’**

(b) Resolution re: Adjournment.

Resolution 2023-274 Claire Riley and Paul Sharp: Be it resolved that the Council now adjourn to meet again on November 14, 2023. **‘Carried’**

Mayor, Gail Degagne

CAO Clerk Treasurer, Jennistine Leblond

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	213,969.60
Total EFT Paid for Approval :	0.00
Grand Total ITEMS for Approval :	<u>213,969.60</u>

Payroll - October 2023

(2 payroll)

Administration	\$ 12,512.36
Council	\$ 1,856.66
By-Law Enforcement	\$ 242.07
Fire Department	\$ 903.00
Public Works Department: Full-time	\$ 15,659.67
Part-time and Landfill	\$ 1,364.21
TOTAL	\$ 32,537.97

TOWNSHIP OF CHISHOLM
Council/Board Report By Dept-(Computer)



AP5130 Page : 1
 Date : Nov 09, 2023 Time : 11:45 am

Vendor : 14215029 To ZEHR
 Batch : All
 Department : All

Cheque Print Date : 01-Oct-2023 To 31-Oct-2023
 Bank : 1 To 1
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 0100 Council

BKERR	KERR BERNADETTE				
SEPT 2023	MILEAGE		153 03-Oct-2023	03-Oct-2023	
1-4-0100-1120		Travel & Conferences			53.68
SCAR	SCARFONE ANNUNZIATO				
SEPT 2023	MILEAGE		153 03-Oct-2023	03-Oct-2023	
1-4-0100-1120		Travel & Conferences			121.39
Department Totals :					175.07

DEPARTMENT 0300 Administration

ALL01	ALLSTREAM				
OCT 2023	LONG DISTANCE CHARGES		161 17-Oct-2023	17-Oct-2023	
1-4-0300-1620		Telephone & Fax			12.30
BAIN	BAINBRIDGE PATRICIA				
10412	GARBAGE COLLECTION		153 03-Oct-2023	03-Oct-2023	
1-4-0300-1498		Office Expenses			81.36
BEL02000	BELL CANADA				
10-11-2023	OFFICE PHONE AND FAX		163 18-Oct-2023	18-Oct-2023	
1-4-0300-1620		Telephone & Fax			585.76
G-F07022	G-FORCE MARKETING				
5919	ASSESSMENT ROLL BINDER		161 17-Oct-2023	17-Oct-2023	
1-4-0300-1610		Office Supplies			240.86
GRA07018	GRAND & TOY				
264207	OFFICE SUPPLIES		161 17-Oct-2023	17-Oct-2023	
1-4-0300-1610		Office Supplies			401.81
HYD15001	HYDRO ONE				
OCTOBER 202	BUILDING HYDRO		153 03-Oct-2023	03-Oct-2023	
1-4-0300-1498		Office Expenses			169.47
JESSICA	SCARFONE-LABERGE JESSICA D				
OCT 2023	MILEAGE		161 17-Oct-2023	17-Oct-2023	
1-4-0300-1440		Travel, Conferences & Other			37.50
PUR16006	PUROLATOR COURIER LTD.				
454427660	SHIPPING		153 03-Oct-2023	03-Oct-2023	
1-4-0300-1630		Postage			5.65
788,380,833	SHIPPING		161 17-Oct-2023	17-Oct-2023	
1-4-0300-1630		Postage			16.95
SUNLIF01	SUN LIFE ASSURANCE COMPANY OF CANADA				
OCT 2023	GRP INS PREMIUMS		153 03-Oct-2023	03-Oct-2023	
1-4-0300-1480		Benefits - Group Insurance			1,398.77
SUNWIRE	SUNWIRE INC				
OCT 2023	PHONE SYSTEM		153 03-Oct-2023	03-Oct-2023	
1-4-0300-1620		Telephone & Fax			140.12
TELUS	TELUS				
OCT 2023	CELLULAR PHONES		161 17-Oct-2023	17-Oct-2023	
1-4-0300-1621		Cell Phone			96.65
VAUGHO01	VAUGHAN PAPER PRODUCTS				
2423423	PAPER PRODUCTS		153 03-Oct-2023	03-Oct-2023	

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G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 0300	Administration				
1-4-0300-1498	Office Expenses				182.35
Department Totals :					3,369.55

DEPARTMENT 0400	General Government				
MUNIC01	MUNICIPAL PROPERTY ASSESSMENT CORPORATION				
OCT 2023	THIRD QUARTER PAYMENT		165 24-Oct-2023	24-Oct-2023	
1-4-0400-2770	Property Assessment				6,297.81
ROY	ROYAL CANADIAN LEGION ONTARIO COMMAND				
2023	DONATION		163 18-Oct-2023	18-Oct-2023	
1-4-0400-1810	General Donations				395.00
VS	VS GROUP				
OCT 2023	EMAIL HOSTING		157 10-Oct-2023	10-Oct-2023	
1-4-0400-2805	Web Site				160.46
Department Totals :					6,853.27

DEPARTMENT 0500	Fire Department				
BEL02000	BELL CANADA				
OCT/NOV 2023	FIRE HALL TELEPHONE		163 18-Oct-2023	18-Oct-2023	
1-4-0500-2135	Communications				84.27
HYD15001	HYDRO ONE				
OCTOBER 2023	BUILDING HYDRO		153 03-Oct-2023	03-Oct-2023	
1-4-0500-2235	Heat & Hydro				169.46
INSER01	INSERVUS MANAGEMENT SYSTEMS				
1728	CLOTHING REPAIR		165 24-Oct-2023	24-Oct-2023	
1-4-0500-2160	Health & Safety				185.62
JIM10008	JIM MOORE PETROLEUM				
630658	CLEAR DIESEL		165 24-Oct-2023	24-Oct-2023	
1-4-0500-2180	Gas & Oil				116.90
LINDE01	LINDE CANADA LIMITED				
38599632	CYLINDER RENTAL		163 18-Oct-2023	18-Oct-2023	
1-4-0500-2160	Health & Safety				125.54
MARCEL	SAUVE MARCEL				
SEPT 2023	TRAINING AIR BRAKE COURSE		153 03-Oct-2023	03-Oct-2023	
1-4-0500-2140	Training				321.20
SEPTEMBER 2023	ETHERNET CABLE		153 03-Oct-2023	03-Oct-2023	
1-4-0500-2130	Building Maintenance				45.69
MESSER	MESSER CANADA INC				
2106877328	CYLINDER REPLACEMENT		155 10-Oct-2023	10-Oct-2023	
1-4-0500-2160	Health & Safety				141.82
MIN13004	MINISTER OF FINANCE				
410231042006	FOREST PROTECTION FEES		163 18-Oct-2023	18-Oct-2023	
1-4-0500-2155	Expenses re: Fire Management Agreem				189.44
POW16033	POWASSAN HOME HARDWARE				
76033	FD SUPPLIES		153 03-Oct-2023	03-Oct-2023	
1-4-0500-2125	Materials & Supplies				18.83
78044	MATERIALS AND SUPPLIES		165 24-Oct-2023	24-Oct-2023	

TOWNSHIP OF CHISHOLM
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AP5130 Page : 3
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Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 0500 Fire Department					
1-4-0500-2125	Materials & Supplies				128.41
RAY06015 RAY FORD					
SEPT 2023 MILEAGE EM SECTOR MEETING		153	03-Oct-2023	03-Oct-2023	
1-4-0500-2190	Travel and Conferences				80.00
TELUS TELUS					
OCT 2023 CELLULAR PHONES		161	17-Oct-2023	17-Oct-2023	
1-4-0500-2135	Communications				134.30
TRANSCANAD TRANSCANADA SAFETY					
45702 FD EQUIPMENT		163	18-Oct-2023	18-Oct-2023	
1-4-0500-2245	Small Equipment				607.06
45927 SUPPLIES		163	18-Oct-2023	18-Oct-2023	
1-4-0500-2125	Materials & Supplies				15.99
Department Totals :					2,364.53

DEPARTMENT 0800 Building Bylaw Enforcement					
BMOUSSEAU MOUSSEAU BENJAMIN					
OCT 2023 MILEAGE		161	17-Oct-2023	17-Oct-2023	
1-4-0800-2720	By-Law Enforce. - Other Expenses				21.00
SEPTEMBER : MILEAGE		153	03-Oct-2023	03-Oct-2023	
1-4-0800-2720	By-Law Enforce. - Other Expenses				33.00
Department Totals :					54.00

DEPARTMENT 1000 Other Protections					
MIN13004 MINISTER OF FINANCE					
31036 POLICING COSTS AUG		165	24-Oct-2023	24-Oct-2023	
1-4-1000-0050	Policing Costs				13,840.00
Department Totals :					13,840.00

DEPARTMENT 1100 Public Works					
BAIN BAINBRIDGE PATRICIA					
10412 GARBAGE COLLECTION		153	03-Oct-2023	03-Oct-2023	
1-4-1100-3160	Garage Building Maintenance				81.36
BEL02000 BELL CANADA					
OCT/NOV OCT/NOV GARAGE PHONE		163	18-Oct-2023	18-Oct-2023	
1-4-1100-3710	Garage - Telephone				102.62
BRANDT BRANDT					
1201990, 4207 GRADER MAINTENANCE		161	17-Oct-2023	17-Oct-2023	
1-4-1100-3212	Grader Parts and Repairs				409.85
CANADA HEA CANADA HEAVY EQUIPMENT COLLEGE					
3113A GRADER TRAINING		157	10-Oct-2023	10-Oct-2023	
1-4-1100-3730	Conferences & Training				2,798.00
COOPER COOPER EQUIPMENT RENTALS					
87026539 EQUIPMENT RENTALS		161	17-Oct-2023	17-Oct-2023	
1-4-1100-3130	Equipment Rentals				246.75
87045978 SHOP SUPPLIES		153	03-Oct-2023	03-Oct-2023	
1-4-1100-3120	Materials & Shop Supplies				130.70

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G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1100	Public Works				
DUNCOR DUNCOR					
2023063 2-4-1100-4456	RESURFACING Village Road Reconstruction	165	24-Oct-2023	24-Oct-2023	66,710.25
GFPRESTON GF PRESTON					
2206,2208 1-4-1100-3282	HOSE AND FILTERS Excavator Parts and Repairs	157	10-Oct-2023	10-Oct-2023	219.62
HEB08001 H E BROWN SUPPLY CO. LTD.					
808175 1-4-1100-3282	FILTERS Excavator Parts and Repairs	157	10-Oct-2023	10-Oct-2023	40.27
HYD15001 HYDRO ONE					
2023-10 1-4-1100-3720	GARAGE HYDRO Garage - Hydro	157	10-Oct-2023	10-Oct-2023	131.63
JIM10008 JIM MOORE PETROLEUM					
629551 1-4-1100-3256	GASOLINE 2019 GMC Fuel	165	24-Oct-2023	24-Oct-2023	1,070.88
1-4-1100-3120	Materials & Shop Supplies				34.01
1-4-1100-3261	2015 GMC Fuel				594.93
629552 1-4-1100-3281	DYED DIESEL Excavator Fuel	165	24-Oct-2023	24-Oct-2023	1,383.25
1-4-1100-3241	Backhoe Fuel				592.82
1-4-1100-3211	Grader Fuel				1,976.07
630658 1-4-1100-3226	CLEAR DIESEL Western Star 2005 Fuel	165	24-Oct-2023	24-Oct-2023	900.90
LINDE01 LINDE CANADA LIMITED					
38596645 1-4-1100-3120	CYLINDER RENTAL Materials & Shop Supplies	165	24-Oct-2023	24-Oct-2023	69.50
MOT13040 MOTION INDUSTRIES					
647923 1-4-1100-3282	HOSE DOOSAN Excavator Parts and Repairs	157	10-Oct-2023	10-Oct-2023	104.76
POW16033 POWASSAN HOME HARDWARE					
75621 1-4-1100-3120	SHOP SUPPLIES Materials & Shop Supplies	153	03-Oct-2023	03-Oct-2023	540.35
75664 1-4-1100-3130	SAW RENTAL Equipment Rentals	153	03-Oct-2023	03-Oct-2023	177.41
78044 1-4-1100-3118	MATERIALS AND SUPPLIES Culverts	165	24-Oct-2023	24-Oct-2023	66.84
SLING01 SLING CHOKER SAFETY AND RIGGING SUPPLIES					
10102 1-4-1100-3120	SHOP SUPPLIES Materials & Shop Supplies	163	18-Oct-2023	18-Oct-2023	377.44
101841 1-4-1100-3770	CLOTHING -HUGHES Boots and Clothing Allowance	155	10-Oct-2023	10-Oct-2023	41.29
101843 1-4-1100-3770	CLOTHING -TRAN Boots and Clothing Allowance	155	10-Oct-2023	10-Oct-2023	322.68
101958 1-4-1100-3770	CLOTHING -JEFFERIES Boots and Clothing Allowance	163	18-Oct-2023	18-Oct-2023	82.58
SPE19001 SPECTRUM TELECOM GROUP LTD.					
1296850	AIR TIME	157	10-Oct-2023	10-Oct-2023	

TOWNSHIP OF CHISHOLM
Council/Board Report By Dept-(Computer)



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 Department : All

Cheque Print Date : 01-Oct-2023 To 31-Oct-2023
 Bank : 1 To 1
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				
DEPARTMENT 1100	Public Works				
1-4-1100-3765	Health & Safety				412.45
SUNLIF01	SUN LIFE ASSURANCE COMPANY OF CANADA				
OCT 2023	GRP INS PREMIUMS	153	03-Oct-2023	03-Oct-2023	
1-4-1100-3660	Benefits - Group Insurance				2,201.84
TOROMONT	TOROMONT CAT				
955704	MONTHLY MAINTENANCE	157	10-Oct-2023	10-Oct-2023	
1-4-1100-3242	Backhoe Parts and Repairs				125.02
TRZ	TZR CONTRACTING				
55882417	COARSE SALT	165	24-Oct-2023	24-Oct-2023	
1-4-1100-3116	Sand and Salt				41,534.03
UNIT01	UNITED RENTALS OF CANADA				
224306347	EQUIPMENT RENTAL	157	10-Oct-2023	10-Oct-2023	
1-4-1100-3130	Equipment Rentals				226.11
Department Totals :					123,706.21

DEPARTMENT 1300	Environmental				
BEL02005	BELL MOBILITY CELLULAR				
10-2023	CELLULAR PHONE	157	10-Oct-2023	10-Oct-2023	
1-4-1300-4510	Site Expenditures				98.88
GFL	GFL ENVIRONMENTAL				
140008	RECYCLING COSTS SEPT	165	24-Oct-2023	24-Oct-2023	
1-4-1300-4610	Recycling				3,318.14
HEA90471	HEATHER HENRY				
OCT 2023	MILEAGE	165	24-Oct-2023	24-Oct-2023	
1-4-1300-4510	Site Expenditures				40.00
MOORE O2	MOORE PROPANE LIMITED				
6020550	PROPANE	165	24-Oct-2023	24-Oct-2023	
1-4-1300-4510	Site Expenditures				70.27
Department Totals :					3,527.29

DEPARTMENT 1400	Health				
NOR14001	NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT				
OCT 2023	MONTHLY LEVY	165	24-Oct-2023	24-Oct-2023	
1-4-1400-5110	Health Unit				3,380.22
Department Totals :					3,380.22

DEPARTMENT 1500	Social Services				
NIP14003	NIPISSING DISTRICT SOCIAL SERVICES BOARD				
OCT 2023	MONTHLY LEVY	165	24-Oct-2023	24-Oct-2023	
1-4-1500-6110	General Assistance				24,884.57
Department Totals :					24,884.57

DEPARTMENT 1600	Home for Aged				
CAS03011	CASELLHOLME				
OCT 2023	MONTHLY LEVY	165	24-Oct-2023	24-Oct-2023	

TOWNSHIP OF CHISHOLM
Council/Board Report By Dept-(Computer)



AP5130 Page : 6
 Date : Nov 09, 2023 Time : 11:45 am

Vendor : 14215029 To ZEHR
 Batch : All
 Department : All

Cheque Print Date : 01-Oct-2023 To 31-Oct-2023
 Bank : 1 To 1
 Class : All

Vendor Invoice	Vendor Name Description	Batch	Inv Date	Inv Due Date	Amount
G.L. Account	CC1 CC2 CC3 GL Account Name				

DEPARTMENT 1600	Home for Aged				
1-4-1600-6210	Home for the Aged				4,536.00
Department Totals :					4,536.00

DEPARTMENT 1700	Parks & Recreation				
BAIN	BAINBRIDGE PATRICIA				
10412	GARBAGE COLLECTION		153 03-Oct-2023	03-Oct-2023	
1-4-1700-1110	Parks Expenses				345.78
HYD15001	HYDRO ONE				
10-2023	TENNIS CRT HYDRO		157 10-Oct-2023	10-Oct-2023	
1-4-1700-1115	Tennis Court				40.25
OCT 2023	BEACH COTTAGE HYDRO		153 03-Oct-2023	03-Oct-2023	
1-4-1700-1110	Parks Expenses				47.60
MCCARTHY	MCCARTHY SEPTIC AND VAC				
1731	SEPTIC PUMPOUTS		161 17-Oct-2023	17-Oct-2023	
1-4-1700-1110	Parks Expenses				406.80
Department Totals :					840.43

DEPARTMENT 2000	Accounts Payable				
CAN03059	CANADIAN UNION OF PUBLIC				
SEPT 2023	UNION DUES SEPTEMBER		153 03-Oct-2023	03-Oct-2023	
1-2-2000-3336	Deductions Payable- Union Dues				438.14
MIN13004	MINISTER OF FINANCE				
1610884295-1-	DEBENTURE REPAYMENTS		155 10-Oct-2023	10-Oct-2023	
1-2-2000-2000	Accounts Payable Planning and Drainage				2,730.95
1-4-2000-1330	Drainage Expenses				2,730.95
MUNICIPAL	MUNICIPAL PLANNING SERV.				
6652,53,54,55	PLANNING SERVICES		157 10-Oct-2023	10-Oct-2023	
1-4-2000-1310	Recoverable Planning & Development				1,313.63
OME15030	OMERS				
SEPT 2023	MONTHLY CONTRIBUTIONS		153 03-Oct-2023	03-Oct-2023	
1-2-2000-3335	OMERS Contributions				6,718.74
RECEIV02	RECEIVER GENERAL - SOURCE DEDUCTIONS				
SEPT 2023	SEPTEMBER DEDUCTIONS RP 0003		153 03-Oct-2023	03-Oct-2023	
1-2-2000-3320	Deductions Payable - CPP				514.40
1-2-2000-3330	Deductions Payable EI				175.84
1-2-2000-3310	Deductions Payable - Inc. Tax				866.43
SEPTEMBER ;	PAYROLL DEDUCTIONS SEPTEMBER RP0001		153 03-Oct-2023	03-Oct-2023	
1-2-2000-3310	Deductions Payable - Inc. Tax				5,891.89
1-2-2000-3331	Deducations Payable - EI Reduced				1,332.13
1-2-2000-3320	Deductions Payable - CPP				3,725.36
Department Totals :					26,438.46

Computer Paid Total : 213,969.60

Corporation of the Township of Chisholm
Municipal Office: 2847 Chiswick Line, RR #4, Powassan, ON P0H 1Z0
(705)724-3526 - Fax (705)724-5099
info@chisholm.ca

Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

MEMO

To: Council
From: Jenny Leblond
Date: November 10, 2023
RE: General Updates

Canada Community- Building Fund (formerly Gas Tax) audit is complete with no issues.

FCM funded project is complete and final payment should be received soon. This project was for the Road needs study project with Powassan and East Ferris.

Parliamentary Assistant Rick Byers from the Ministry of Finance was in North Bay and invited all provincially funded organizations to consult on the 2024 budget. The CAO attended and spoke of municipal infrastructure and that the rural northern municipalities can't afford to keep their infrastructure in good repair. A neighbouring municipality brought up the increasing costs, due to construction loan interest, for the Cassellholme redevelopment project. MPP Vic Fedeli listened to the meeting recording and called the next day to thank the CAO for attending and her comments.

Regional CAOs met October 30 to discuss Short Term Rentals. They will be meeting again November 30th to review a draft from comments at the first meeting and examples and concerns already collected.

Consultant for Strategic Planning is reviewing the Pillars and Goals and will have something back to the CAO next week including next steps.

TOWNSHIP OF CHISHOLM
COMMITTEE OF ADJUSTMENT MEETING
TUESDAY, NOVEMBER 7, 2023 7:00 p.m.

1. ACKNOWLEDGMENT AND CALL TO ORDER

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings.”

The meeting was called to order by Chairperson Mayor Gail Degagne at 7:00 p.m., along with Councillor Nunzio Scarfone, Claire Riley, and committee members Don Butterworth (online), and Chris Frappier. Staff present was Acting Clerk Jenny Leblond.

2. DECLARATION OF PECUNIARY INTEREST - None

3. APPROVAL OF AGENDA

Resolution 2023-41 (COA)

Claire Riley and Chris Frappier: Be it resolved that the *Agenda* for this meeting be approved as presented. **‘Carried’**

4. APPROVAL OF MINUTES

Resolution 2023-42 (COA)

Don Butterworth and Nunzio Scarfone: Be it resolved that the *Minutes* of the October 3rd, 2023, Committee of Adjustment Meeting be adopted as printed and circulated. **‘Carried’**

5. CONSIDER THE FOLLOWING CONSENT APPLICATIONS

A. SUMMARY OF APPLICATION –2023-18 & 19 – 1018 Hills Siding Road - Gledhill

Chairperson confirmed with Secretary Jenny Leblond that notices had been sent in accordance with Planning Act regulations.

Secretary Jenny Leblond reported that a letter, dated October 24, 2023 was received from the North Bay-Mattawa Conservation Authority (NBMCA) relating to File No. 2023-18&19.

- NBMCA reviewed the application as per its mandate.
- The NBMCA has no objection to the application.
- The property lies within the Wasi River subwatershed. There are no natural hazard features associated with this property.
- There appear to be sufficient room on the severed land to accommodate an initial and replacement Class 4F sewage system.
- The retain lands also have sufficient room for a replacement sewage system.
- The severed and the retained are within the Issue Contributing Area (ICA) and are subject to the Mandatory Maintenance Inspection.

Resolution 2023-43 (COA)

Claire Riley and Nunzio Scarfone: Be it resolved that the consent application from Joshua Gledhill to sever two rural lots and retain one on lands described as Con. 17 lot 3 REM PCL 1491, in the Township of Chisholm, District of Nipissing, be deferred, and that the committee requests the following to be submitted to consider the applications:

- an impact assessment report, in accordance with MOE D-Series Guideline, done by a qualified professional;
- a written confirmation of adherence to the LU-131 Noise Guideline; and
- a MDS Calculation for the barn on the adjacent lot.

‘Carried’

6. ADJOURNMENT

Resolution 2023-44 (COA)

Chris Frappier and Nunzio Scarfone: Be it resolved that we do now adjourn to meet again at the call of the Chair. **‘Carried’**

Chairperson, Gail Degagne

CAO Clerk-Treasurer, Jenny Leblond

**NORTH BAY-MATTAWA CONSERVATION AUTHORITY
MINUTES
of the**

EIGHTH meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on September 13, 2023 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
Mattawa, Town of	-	Loren Mick
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Lana Mitchell
North Bay, City of	-	Chris Mayne
Papineau-Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

Bonfield, Township of	-	Steve Featherstone
Callander, Municipality of	-	Irene Smit
Chisholm, Township of	-	Nunzio Scarfone

ALSO PRESENT:

Chitra Gowda, Chief Administrative Officer (CAO), Secretary-Treasurer
Rebecca Morrow, Executive Assistant
Paula Scott, Director, Planning & Development/Deputy CAO
Helen Cunningham, Director, Corporate Services
David Ellingwood, Director, Water Resources
Aaron Lougheed, Assistant Manager, Finance
Valerie Murphy, Regulations Officer
Robin Allen, Chief Building Official, Manager, On-Site Sewage System Program
Sasha Fredette, Area Supervisor, Inspector
Harriet Madigan, Clean Green Beautiful
Melanie Alkins, Clean Green Beautiful
Jamie Lowrey, Clean Green Beautiful

1. Acknowledgement of Indigenous Traditional and Treaty Lands

The meeting was called to order at 4:06 pm and Rebecca Morrow read the Acknowledgement of Indigenous Traditional and Treaty Lands. The Chair asked the delegation of Clean Green Beautiful to present.

2. Clean Green Beautiful and NBMCA

Harriet Madigan, Melanie Alkins and Jamie Lowrey presented the to the members a slide presentation on Clean Green Beautiful. After the presentation the members thanked Clean Green Beautiful for their presentation and their community involvement.

Carried Unanimously

3. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 104-23, Mick-Moreton

THAT the Agenda be approved as presented.

Carried Unanimously

4. Declaration of Pecuniary Interest

None declared.

5. Adoption of Previous Minutes of August 16, 2023

After discussion the following resolution was presented:

Resolution No. 105-23, Trahan-Belanger

THAT the minutes of the meetings held on August 16, 2023 be adopted as written.

Carried Unanimously

6. Correspondence

None presented.

7. An Introduction to the NBMCA On-Site Sewage System Program

Robin Allen made a slide presentation to members on the NBMCA's On-Site Sewage System Program. After her presentation, questions and answers the members thanked Robin for her presentation. Chitra also pointed out that Robin also provides NBMCA staff with inhouse training, which results in a cost savings to the NBMCA.

8. Community Resilience Fair

In the absence of Brittney Fortin, Communications Outreach Liaison for Clean Green Beautiful and NBMCA Chitra Gowda presented the Community Resilience Fair report. After discussion, the members thanked Chitra for the presentation and the following resolution was presented:

Resolution No. 106-23, Mayne-Mitchell

THAT the staff report 'Community Resilience Fair' is received and appended to the minutes of this meeting;

AND THAT the Members approve the participation of NBMCA staff in the Community Resilience Fair and the application to NOHFC for funding for the event.

Carried Unanimously

9. Conservation Authorities Act Section 28 Permits

Valeire Murphy presented the Conservation Authorities Act Section 28 Permits report. After Valeire's presentation the members thanked Valeire and the following resolution was presented:

Resolution No.107-23, Chirico-Lahaye

THAT the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Permits report is received and appended to the minutes of this meeting.

Carried Unanimously

10. Laurentian Ski Hill Capital Reserves Request

Aaron Lougheed presented the Laurentian Ski Hill Capital Reserves Request report. After discussion the members thanked Aaron and the following resolution was presented:

Resolution No. 108-23, Trahan-Mick

THAT the staff report 'Laurentian Ski Hill Capital Reserve Request' is received and appended to the minutes of this meeting;

AND THAT the Members approve the Laurentian Ski Hill and Snowboarding Club's request for \$18,940.46 from the NBMCA's Ski Hill capital reserve.

Carried Unanimously

11. Conservation Authorities Act Update

Chitra Gowda presented the Conservation Authorities Act Update Report. After discussion the members thanked Chitra and the following resolution was presented:

Resolution No. 109-23, Moreton-Trahan

THAT the staff report 'Conservation Authorities Act Implementation Update' is received and appended to the minutes of this meeting;

AND THAT the Board of Directors direct staff to continue discussions with municipalities to finalize Agreements for continuing Category 2 and Category 3 programs and services.

Carried Unanimously

12. Closed Session of Committee of the Whole (5:03pm)

After discussion, the following resolutions were presented:

Resolution No.110-23, Chirico-Mitchell (5:03 pm)

THAT the meeting move into a closed session of "Committee of the Whole" to discuss legal, property and personnel matters.

Carried Unanimously

Resolution No. 111-23, Lahaye-Mick

THAT the meeting move out of a closed session of “Committee of the Whole” and back into an open meeting.

Carried Unanimously

Resolution No. 112-23, Trahan-Moreton

THAT the Board direct staff to request an extension to the Province to the category 2 & 3 agreements due to the need for more time to negotiate the agreements with municipalities.

Carried Unanimously

13. New Business

None noted.

14. Adjournment (6:47 p.m.)

As there was no new business, the following resolution was presented:

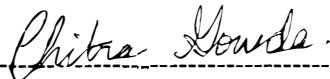
Resolution No. 114-23, Belanger-Mayne

THAT the meeting be adjourned and the next meeting be held at 4:00pm, Wednesday October 25, 2023 or at the call of the Chair.

Carried Unanimously



Dave Britton, Chair



Chitra Gowda, Chief Administrative Officer,
Secretary Treasurer

The Golden Sunshine Municipal Non-Profit Housing Corporation
Minutes of the Board of Directors Meeting
2023-10

Tuesday September 19, 2023

A regular meeting of the Golden Sunshine Municipal Non-Profit Housing Corporation board was held on Tuesday September 19, 2023.

Present: Bernadette Kerr, Mieke Krause, Leo Patey, Tom Piper, Dave Britton, Nancy McFadden & Amber McIsaac, Property Manager. Regrets: Doug Walli

1. Call to order

Resolution No. 2023-49– Moved by Tom, seconded by Leo that the meeting was called to order at 9:31 am. Carried

2. Additions to Agenda – none

3. Approval of the Agenda

Resolution No. 2023-50– Moved by Nancy, seconded by Tom that the agenda be adopted as presented

4. Conflict of Interest Disclosure – Leo Patey, Employer listed on accounts payable

5. Approval of the Minutes from the August 22, 2023 board meeting

Resolution No. 2023-51– Moved by Tom seconded by Leo that the minutes from the board meeting on August 22, 2023 were adopted as presented.

6. Business arising

a) Project Updates

Amber presented that all projects are completed and that the GSMNP was able to come in under budget. Invoice breakdown of completed projects was discussed including surplus of funding in the amount of \$12, 608.60. Board discussed possible projects that were within the scope of the original funding agreement.

Resolution No. 2023-52– Moved by Tom seconded by Dave that GSMNP approves the following quotes as presented for the remainder of OPHI 4 funding: HVAC repairs to electrical exhaust fans in the amount of \$4000-\$6000 by Ainsworth Mechanical, Install 3 more security cameras in the amount of \$1,779.78 by ADT -TELUS, Replace broken timer

for outside block heater plugs in the amount of \$1,553.75 by Lawrence Electrical, replace carpet runners in stairwells and elevators in the amount of \$1,338.34 by floor fashion world, install vinyl flooring in mechanical room, Tim's office and Amber's office in the amount of \$2,762.74 by floor fashion world, Move and replace furniture as needed for flooring install in the amount of \$550 by Tool Box Tim.

b) 1st Draft Budget

Amber presented the first draft of the 2024 budget to be reviewed by the board. Dave suggested increasing the utilities to \$10,000 due to increased water usage with the vegetable gardens, Leo asked for clarity on the increase to the Other Revenue section. Increase was based on parking fees for tenants new to the building as of 2022.

c) Raised Garden Beds

Quotes were presented for raised garden beds from Mike's planters, Dave Hodgins and Tool Box Tim. A discussion took place from the board members and it was decided that more information is needed in regards to the quotes and installing the garden beds. Amber will follow up. Leo Patey and Dave Britton offered to volunteer time to help install the gardens if needed.

d) Pet Policy

Resolution No. 2023-53— Moved by Tom seconded by Mieke that the GSMNP approves and accepts Policy#2022-04, Pet Policy, as presented.

e) Re-Visit of Pines 2

Bernadette discussed the possibility of re-visiting The Pines 2 project should funding ever become available. Dave spoke to the fact that 12 years ago it was a 'shovel ready project' and would consist of 10, 2-bedroom units and that the GSMNP has the land to complete the project. Amber to reach out to the DSSAB to see if they would like attend a meeting and discuss funding possibilities.

7. Correspondences

a) Managers Report

As follow up to the previous meeting Amber reported that the GSMNP will continue to pay for recycling pick up as per the municipality contract with GFL. Amber advised the board that the required 2023 budgeted amount of \$18,952.00 has been deposited into the Capital Funds account and an electronic copy of the Encasa Funds 2023 Interim Report will be sent to all board members via email. Dave suggested a zoom meeting with World Source/Encasa, Amber to follow up.

b) Financials – August Transaction Report

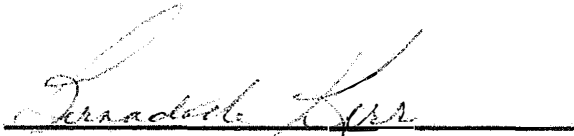
Resolution No. 2023-54 Moved by Tom, seconded by Dave that the board approves the August 2023 Transaction Report as presented. Carried

c) Financials – August Income Statement and Employee Payroll

Resolution No. 2023-55 Moved by Nancy, seconded by Leo that the board approves the August 2023 Income statement and employee payroll record as presented. Carried

8. Next Board Meeting – September 19, 2023 @ 9:30am.

9. Adjournment - Resolution No. 2023-56– Moved by Dave, seconded by Tom that the board meeting be adjourned at 10:20 am. Carried



President, Bernadette Kerr



Property Manager, Amber McIsaac

Powassan & District Union Public Library
Minutes for Monday, June 19, 2023 – 6:00 p.m.
Board Meeting @ Library

In-person: Tina Martin, Laurie Forth, Bernadette Kerr, Leo Patey, Debbie Piper, Pat Stephens, Doug Walli, Marie Rosset

Absent: Steve Kirkey

Item	Action	Responsibility
1. Call to order	6:05 pm	
2. Respect and Acknowledgement Declaration	Declaration read by CEO	
3. General Consent Motion: Present the general Consent Motion which includes: a) Approval of June 19, 2023 Agenda b) Approval of Minutes for May 15, 2023 meetings c) Approval of Financial Reports for May 2023 d) Library Reports for March, April, May 2023 deferred until September	Motion: 2023-21 That the General Consent Motion for June 2023 be adopted as presented Moved by: Debbie Piper Seconded by: Leo Patey	
4. Disclosure of pecuniary interest	None	none
5. General Business a) Notable June Events b) Charitable Tax Return c) Funding Opportunity	Cancellation of LGBTQ+ Culture Event by Seth Compton for health reasons. Event is postponed until October 2023 Mandatory charitable tax return was completed by CEO, resulting in a saving of at least \$700. The library will partner with Hailey Madigan. She will sell books from the Usborne Publisher at the Powassan's Farmer's Market for the month of July and August, while promoting the library, and reading to children. Ten percent of items sold at the market will be donated to the library.	Schedule new date during Library week Draw partnership contract

d) Musical Instruments Library – Update	Program is ready to launch. Policy still required. Also, small guitar humidifier required.	Complete policy and purchase humidifier
e) Strategic Plan – Update	Deferred until September	
f) New Board Member from Restoule	Potential member will be informed to contact Mike McVeety to let him, and their Board know of their interest.	
g) Historical Society Items	Goal is to start displaying historical items of interest to the community inside the library	CEO will contact Mary Heasman to request items
6. Correspondence	None to report	
7. Committee Reports		
a) Property Committee - Elevator Maintenance Contract	<p>Current contract with Otis ends September 30, 2023. Transferring service to Elevator1 will result in a saving of \$700 per year and hopefully, better service.</p> <p>Motion: 2023-22 That the Elevator Maintenance Contract be granted to Elevator1 at the end of the Otis Contract on September 30, 2023. The quarterly FMX maintenance Agreement option was selected at an initial annual cost of \$3,740.00.</p> <p>Moved by: Leo Patey Seconded by: Pat Stephens</p>	Send Otis letter of termination before end of June and return signed contract to Elevator1.
b) Financial Committee	Nothing to report.	
c) Fundraising Committee - An evening with Lisa LaFlamme fundraising event	Plans for the evening are proceeding smoothly. Tickets are selling very well. In the event of a last-minute cancellation, the committee will purchase cancellation insurance to cover fixed costs already incurred.	

<p>d) Policy Committee report</p> <ul style="list-style-type: none"> SERV-06 Programming Policy <ul style="list-style-type: none"> SERV-07 Agreement for PDUPL Facility Use <ul style="list-style-type: none"> RES-19 Request for Withdrawal of Library Materials <p>e) Friends of the Library</p> <ul style="list-style-type: none"> Update 	<p>Next step is to expand the reach of advertising to beyond local community. Invitations to sponsor the event will be sent to various companies.</p> <p>Motion: 2023-23 That SERV-06 Programming Policy be approved as presented</p> <p>Moved by: Doug Walli Seconded by: Pat Stephens</p> <p>Motion: 2023-24 That SERV-07 Agreement for the PDUPL Facility Use be approved as modified.</p> <p>Moved by: Doug Walli Seconded by: Debbie Piper</p> <p>Motion: 2023-25 That RES-19 Request for Withdrawal of Library Materials be approved as presented.</p> <p>Moved by: Bernadette Kerr Seconded by: Pat Stephens</p> <p>Friends have agreed to cover cost of purchasing new library cart at a cost of \$1,187.96. Ann Oshell was thanked for looking after the flower gardens at the front of library.</p>	
<p>8. Adjournment</p>	<p>Motion: 2023-26 That the June 19, 2023 meeting be adjourned at 7pm</p> <p>Moved by: Laurie Forth</p>	<p>Next meeting September 18, 2023</p>

Chairperson: *Kristina Martin*
Kristina Martin, Chair

Secretary: *Marie Rosset*
Marie Rosset, CEO

Powassan & District Union Public Library

Minutes for Monday, September 18, 2023 – 6:00 p.m.

Board Meeting @ Library

In-person: Tina Martin, Bernadette Kerr, Steve Kirkey, Valerie Morgan, Leo Patey,
Debbie Piper, Pat Stephens, Marie Rosset

Absent: Doug Walli, Laurie Forth

Item	Action	Responsibility
1. Call to order	6:05 pm	
2. Respect and Acknowledgement Declaration	Declaration read by CEO	
3. General Consent Motion: Present the general Consent Motion for September 2023, which includes: a) Approval of September 18, 2023 Agenda b) Approval of Minutes from the June 19, 2023 meetings	Motion: 2023-21 That the General Consent Motion for September 2023 be adopted as presented Moved by: Steve Kirkey Seconded by: Bernadette Kerr	
4. Disclosure of pecuniary interest	None	none
5. General Business a) Welcome to Valerie Morgan b) Library hours c) Funding Opportunity	Valerie Morgan is joining the Library Board as the representative from Restoule LSB. The new library hours are as follows: - Mon, Tue, Wed: 10am-6pm - Thu: 10am-7pm - Fri: 10am-5pm - Sat: 10am-2pm This new schedule has a consistent opening time and takes into account the attendance during the hours of our current schedule. Opening an hour later on Thursdays will enable working patrons to use the library during the week. Hailey Madigan decided to withdraw her offer of attending the market under the library umbrella, since another seller was already reading stories to the children.	

Ministry of Transportation

Electric Vehicle (EV)

ChargeON

Program Guide

2023-2024

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1 PROGRAM OVERVIEW

1.1 EV ChargeON Program

The EV ChargeON Program (“Program” or “EV ChargeON”) supports the installation of public electric vehicle (EV) Charging Stations in Ontario communities outside of large urban centres. The Program is administered by the Ministry of Transportation (“Ministry”) and aims to improve network coverage of EV fast chargers to reduce range anxiety by filling existing gaps and support long-distance travel.

EV ChargeON is a competitive, application-based grant program offering up to 50-75% of capital funding through post-construction rebates. Level 2 and Level 3 public Charging Stations are eligible for funding in amounts that are proportional to Charger’s power output. The Program is open to eligible public and private sector applicants.

The terms and expressions capitalized throughout this Program Guide are defined in Appendix A.

1.2 How to Participate in the Program

To participate in the Program, Applicants must meet the Program terms and conditions, including the eligibility criteria, set out in this Program Guide. Applicants must apply online through Transfer Payment Ontario (<https://www.ontario.ca/page/get-funding-ontario-government>).

Recipients will be sent a Letter of Agreement confirming the approved Project and Program Funds. Approved Projects must be completed within 24 months from the date of the receipt of the Letter of Agreement. After completion, Recipients will submit a Project Completion Report and applicable invoices to the Ministry for review. When the Project Completion Report is approved, the Ministry will release the approved Program Funds.

1.3 Contact Us

For questions regarding Program requirements or eligibility, contact the Ministry:

By Email: evchargeon@ontario.ca

For assistance with the Transfer Payment Ontario system:

By Email: TPONCC@ontario.ca

By Phone: (416) 325-6691 or 1-855-216-3090,
Monday to Friday, 8:30 a.m. to 5:00 p.m. ET

1.4 Key Dates and Project Timelines

Date	Activity
October 20, 2023	EV ChargeON Program launch. Application period opens.
January 31, 2024	Application period closes at 5:00 p.m. EST.
Winter 2024	Ministry reviews and evaluates Applications.
Spring 2024	Recipient receives and returns to the Ministry a signed copy of the Letter of Agreement.
At 6, 12 and 18 months from Letter of Agreement	Ministry outreach to Recipients for progress updates on approved Projects.
Up to 24 months from Letter of Agreement	Recipients have up to 24 months from receipt of Letter of Agreement date to complete installation and operationalize their approved EV charger(s). Recipients submit Project Completion Report to the Ministry. Ministry reviews and, subject to compliance with Program requirements, releases Project Funds.
Five years following Project Completion	Recipients submit Annual Usage Reports to the Ministry showing the usage data for the previous 12 months, starting on or about the first anniversary of Project Completion Date for a five-year period.

2 ELIGIBILITY CRITERIA

2.1 Eligible Applicants

Both public and private sector entities (i.e., legal entities incorporated or registered in Ontario) are eligible to participate in the EV ChargeON Program.

To be eligible for the Program an Applicant must be:

- the current property owner, or provide proof of access to the Site, or provide written evidence of Band Council support to install and operate/maintain the charging infrastructure for a minimum five-year period; and,
- a business¹, not-for-profit corporation, municipality, Indigenous community, Indigenous organization, or broader public sector organization (e.g., hospitals, universities, colleges, school boards) located and operating in Ontario.

For greater clarity, the following entities are **not** eligible to apply under this Program:

- Individuals;
- Federal, provincial or territorial governments, and their respective ministries, departments, entities, agencies, and Crown corporations.

¹ For the purposes of this Program, an Indigenous business is at least 51% owned and controlled by an Indigenous person. An Indigenous business can be sole proprietorship, limited company, co-operative, partnership or not-for-profit organization.

2.2 Eligible Project Locations

Charging Stations funded by this Program must be in Ontario and must be Publicly Accessible 24 hour per day, 365 days per year. EV chargers that cannot be used by the general public are ineligible for this Program.

The following are considered eligible locations for the installation of EV chargers under this Program:

- Communities with populations less than or equal to 170,000 people²;
- Any Indigenous community in Ontario.

To view a map of eligible locations, please visit the [EV ChargeON webpage](https://www.ontario.ca/page/ev-chargeon-program) (<https://www.ontario.ca/page/ev-chargeon-program>).

2.3 Site and Infrastructure Requirements

A Site may include Level 2 Charging Stations, Level 3 Charging Stations, or a combination of the two, if the following requirements are met:

Category	Requirements
Number of Level 2 Ports	<ul style="list-style-type: none"> • Level 2: Minimum four Level 2 Ports per Site.
Number of Level 3 Ports	<ul style="list-style-type: none"> • Level 3: Minimum one Level 3 Port if co-located with a Level 2 Port. Minimum two Level 3 Ports if not co-located with Level 2 Port(s). • To provide redundancy to the Site, Tandem Installations are required to meet these minimums (i.e., a single Multi-Port Charger on its own does not fulfill the minimum requirements for Level 3 Ports). <ul style="list-style-type: none"> • If there is another public Level 3 Charger within 5 km of the proposed Site³, this redundancy requirement does not apply (i.e., a single Multi-Port Charger is acceptable).
Eligible Connector Types	<ul style="list-style-type: none"> • Level 2: SAE J1772 standard • Level 3: Combined Charging System (CCS) connectors must represent a minimum of 25% of the connectors at a Site. The remaining connector types may include CCS, NACS or CHAdeMO.
Installation	<ul style="list-style-type: none"> • Commitment to performing work in accordance with local and provincial codes (e.g., building, electrical, accessibility, zoning, parking, environmental). • Installed by a licensed electrical contractor in compliance with the Ontario Electrical Safety Code. • Not replacing an existing charger.
Chargers	<ul style="list-style-type: none"> • Be new and purchased (not leased) after program launch date. • Permanent hard-wired installation (mounted or fixed).

² Defined using 2021 Statistic Canada Census Subdivision data.

³ Refer to the Government of Canada's [Zero-emission vehicle charging stations locator \(canada.ca\)](https://www.canada.ca/en/government/public/government-vehicle-charging-stations-locator)

Category	Requirements
	<ul style="list-style-type: none"> • Certified for use in Canada (e.g., CSA, UL, Interlink) and be commercially available. • Remain operational for a minimum of five years or be replaced with a charger of equal or higher output that remains operational for five years from the date of the original project installation.
Payment Standards	<ul style="list-style-type: none"> • If payment is required, include at least one method of payment that does not require a charging network account, membership or app.
Data & Connectivity	<ul style="list-style-type: none"> • Be networked and Open Charge Point Protocol Compliant (version 1.6 or higher and be capable of being remotely upgraded to the latest OCPP version when a new version becomes available by the hardware supplier) by date of installation.
Accessibility	<ul style="list-style-type: none"> • Dedicated parking spaces for EV charging only. • Comply with the <i>Accessibility for Ontarians with Disabilities Act, 2005</i>, its standards, and requirements of local codes and regulations.

2.4 Eligible Expenditures

Until Project approval, there is no commitment or obligation on the part of the Ministry to make a financial contribution to any Project. The Ministry will only reimburse eligible expenditures for an approved Project for costs incurred during the Eligible Expenditure Period. If an Applicant incurs costs after Program launch, but prior to receiving a Letter of Agreement from the Ministry, the costs are eligible towards the Total Project Costs, but may not be claimed for reimbursement under the Program.

In the Application Form, an Applicant must demonstrate existing financing or intent to finance 100% of Project costs prior to seeking reimbursement from the Ministry.

Eligible expenditures for any Project **must be directly related to, and necessary for, the implementation and conduct of the Project**. Refer to the table below for details on which expenditures are eligible towards the Total Project Costs (i.e., may make up an Applicant’s or other contributor’s share of the contribution) and which are eligible for reimbursement under the Program:

Expenditure	Description	Eligible towards Total Project Costs	Eligible for EV ChargeON reimbursement
Capital expenses	An expenditure that results in an enduring benefit, as required by the project. Can include, but are not limited to, the purchase of charging equipment, costs associated with site preparation	Yes	Yes

Expenditure	Description	Eligible towards Total Project Costs	Eligible for EV ChargeON reimbursement
	and finishing, and networking equipment.		
Professional services	Costs for the purchase of additional support required for the completion of the project. Can include scientific, technical, management; contracting; engineering; construction; installation, testing and commissioning of equipment; training; marketing; data collection; logistics; printing; signage; distribution.	Yes	Yes
Rental fees or leasing costs	Cost to rent or lease any equipment needed for the conduct of the project, which can include construction equipment.	Yes	Yes
License fees and permits	Typically include any municipal, provincial or federal licences or permits for setting up the fuelling/charging infrastructure. This can include safety permits, business permits, environmental permits, etc.	Yes	Yes
Salary and benefits	Salaries include wages for all personnel with direct involvement in the project, such as engineers, construction staff and technical advisers. All eligible personnel must be employees on the proponent's payroll. Benefits are defined as a reasonable prorated share of expenses associated with the direct labour cost, employee benefits, plus any other employer-paid payroll-related expenses.	Yes	No
Reasonable travel costs	Transportation, meals and accommodation necessary for activities directly linked to the project.	Yes	No
Environmental Assessments,	Should a Project require an environmental assessment,	Yes	No

Expenditure	Description	Eligible towards Total Project Costs	Eligible for EV ChargeON reimbursement
permits and authorizations	permit, authorization, study of natural, social and economic and/or cultural environmental study, any costs related to that process would be included here. This could include costs for study documents or processes needed to secure the approval, public consultation or preparing the environmental impact statement.		
GST, PST and HST net of any tax rebate	Any taxes claimed must always be net of any tax rebate to which the proponent is entitled.	Yes	No
Overhead expenses	Up to a maximum of 15% of Total Project Costs. May include administrative support provided directly to the project by the proponent's employee(s), valued on the same basis as professional staff time; and heat, electricity, and office operating costs provided that they are directly related to the project.	Yes	No
In-kind support	A cash equivalent contribution in the form of an asset for which no cash is exchanged but that is essential to the project and the proponent would have to purchase on the open market or through negotiation with the provider if the proponent did not provide it. Value must be determinable and verifiable.	Yes	No
Land costs	Expenses associated with acquiring a piece of property.	Yes	No
Legal costs	Legal fees directly related to, and necessary for, the implementation and conduct of the Project.	Yes	No
Ongoing operating costs	Costs associated with the ongoing operation of the charging stations, including electricity consumption, operation,	No	No

Expenditure	Description	Eligible towards Total Project Costs	Eligible for EV ChargeON reimbursement
	maintenance, networking fees, subscription fees, etc.		

3 FUNDING OVERVIEW

3.1 Maximum Provincial Funding Contribution

The Ministry’s contribution through this Program will be limited to a maximum of **one million dollars (\$1,000,000) per Project**. A single Applicant may submit multiple Applications where the total value of all Projects exceeds one million dollars. The Ministry reserves the right to cap the number of approved Projects per Applicant.

Financial support is based on the total amount of funds available for the Program and the Program timeframe. Recipients are responsible for funding any cost overruns related to their Project.

The Ministry’s per-Project contribution depends on the type of infrastructure and type of Applicant, up to the maximum amounts in the following table:

Maximum Funding for Type of Infrastructure and Applicant

Charger Type	Charger Output	Maximum funding for businesses, not-for-profit corporations, and broader public sector Applicants	Maximum funding for municipalities and Indigenous Applicants ⁴
Level 2	3.3 kW to 19 kW	Up to 50% of Total Project Costs, to a maximum of \$5,000 per port	Up to 75% of Total Project Costs, to a maximum of \$7,500 per port
Level 3	20 kW to 49 kW	Up to 50% of Total Project Costs, to a maximum of \$15,000 per port	Up to 75% of Total Project Costs, to a maximum of \$22,500 per port
Level 3	50 kW to 99 kW	Up to 50% of Total Project Costs, to a maximum of \$50,000 per port	Up to 75% of Total Project Costs, to a maximum of \$75,000 per port
Level 3	100 kW to 199 kW	Up to 50% of Total Project Costs, to a maximum of \$75,000 per port	Up to 75% of Total Project Costs, to a maximum of \$112,500 per port
Level 3	200 kW and above	Up to 50% of Total Project Costs, to a maximum of \$100,000 per port	Up to 75% of Total Project Costs, to a maximum of \$150,000 per port

3.2 Stacking of Government Funds

⁴ Including Indigenous communities, Indigenous organizations, and Indigenous businesses.

During the application process and following Letter of Agreement, Applicants will be required to disclose all Project funding sources continuously until the Project is completed. This includes contributions from other federal and provincial governments and industry sources, whether that funding is firm or still in negotiations.

The EV ChargeON Program allows Applicants to “stack” other government (federal or provincial) funds. Total funding from federal and provincial levels of government cannot exceed 75% of Total Project Costs for businesses. For all other Applicant types, including Indigenous businesses, the stacking limit is 90% of Total Project Costs.

If the proposed total federal and provincial government assistance exceeds the stacking limits set out above Ontario reserves the right to reduce its contribution to the Project until the stacking assistance limit is met.

4 APPLICATION AND EVALUATION

4.1 Applications Per Site

Each Site proposed under EV ChargeON is treated as a separate Project and requires a unique Application Form. A Site can have multiple Charging Stations, and an Applicant can submit multiple Applications.

4.2 Mandatory Documentation

Accompanying an Application Form, Applicants must submit documentation to confirm the validity of Project details, establish property ownership or access to the Site, or Band Council support for the Project, and demonstrate the merit of their proposed Project:

- **Proof of property ownership:** If the Applicant is the owner of the Site, provide proof of ownership by including a copy of at least one of the following: Title deed; most recent property tax assessment roll; or mortgage documentation.
- **Proof of access to Site:** If the Applicant is not the owner of the Site, provide proof of access to the Site indicating the name of the parties, duration, civic addresses and the responsibilities of both parties by including a copy of at least one of the following: lease agreement; legal agreement; or, if a lease does not include the authorization to install or build on site for the intended use, a completed Site Access Verification Form ([Appendix B](#)) with assurance that the construction/installation of the infrastructure is authorized by the property owner.
- **Band Council support:** If the proposed Site is located on reserve, provide written evidence of Band Council support for the proposed Project.
- **Proof of funds:** Confirmation of Contribution from the Applicant ([Appendix C](#)) and/or Funding from Other Contributors ([Appendix D](#)).
- **Proof of preliminary electrical feasibility assessment:** If the proposed project increases the electrical load by more than 50kW, provide a completed Preliminary Electrical Feasibility Assessment Form, signed by the applicable Local Distribution

Company (LDC) (Appendix E). (A form is considered complete when the preliminary assessment is conducted by the relevant LDC).

If project is located within Hydro One service boundaries, please connect directly with Hydro One to get the site assessed for electrical feasibility.

For all other LDCs, please submit directly to the local office.

This form is a preliminary assessment to inform application review. Successful projects would still be required follow all connection assessment processes as dictated by the LDC. Completion of the form does not guarantee or “hold” electrical capacity for a project.

Applicants are **strongly encouraged** to contact the LDC as early as possible during the application window to give LDCs adequate time to complete the form.

Transfer Payment Ontario will not accept Applications where mandatory fields are not complete or mandatory documentation is not attached.

4.3 Project Evaluation

Recipients will be determined based on eligibility and merit. Available funds will be allocated following a comprehensive evaluation by the Ministry.

Each Project proposal will be reviewed for completeness and assessed against eligibility criteria. Applications that meet the eligibility criteria will be evaluated, rated and ranked against merit criteria (Section 5). Small and medium enterprises⁵ qualify for a 5% bonus as part of the merit evaluation.

The ranked application pool will then be evaluated for equitable geographic distribution of Charging Station deployment and Projects that meet a minimum scoring threshold will be selected until Program Funds are fully committed.

5 MERIT CRITERIA

Consider the following direction for merit criteria when completing an Application Form.

Category	Required in Application	Evaluation approach
Geographic Location	<ul style="list-style-type: none"> Latitude/Longitude 	Evaluation will reward sites that:

⁵ Businesses with fewer than 500 employees as of July 1, 2023, regardless of business structure or annual revenue. If a franchise falls within employee count parameters, the franchise will be awarded bonus points. Similarly, if a corporation has multiple locations but an overall employee count of less than 500, the corporation and respective locations would be eligible for bonus points.

Category	Required in Application	Evaluation approach
		<ul style="list-style-type: none"> • Fill gaps in Ontario’s EV charging network⁶ (Note: for L3 applications, evaluation focus is on gap-filling along corridors, combatting range anxiety and facilitating gas station replacement, while L2 application evaluation focus is on the appropriateness of the location as somewhere drivers would spend multiple hours parked). • Serve the highest number of potential EV drivers and minimize likelihood of underutilized chargers. • Provide public charging in areas where there is limited access to home charging.
<p>Project Overview & Rationale</p>	<ul style="list-style-type: none"> • Overview of the Project including a description, the Applicant’s motivation for pursuing the Project, how it will support the Program objectives, and overall expected outcomes and benefits. 	<p>Project end date should be within 24 months from the date of Letter of Agreement.</p> <p>Project description should be detailed and the rationale justifiable.</p> <p>Scoring will favour Projects that identify and explain positive outcomes and benefits that are specific to the proposed Project and its unique context and location. Strategic partnerships or collaborations with local community partners, businesses, Indigenous communities, and/or adjacent regions are encouraged.</p> <p>Highest points will be awarded for Projects that clearly and directly align with one or more of the objectives of the Program:</p> <ul style="list-style-type: none"> • Reduce range anxiety by filling gaps in Ontario’s EV charging network.

⁶ The Government of Canada’s [Zero-emission vehicle charging stations locator \(canada.ca\)](http://zero-emission-vehicle-charging-stations locator (canada.ca)) can be used to help identify existing public EV chargers and gaps.

Category	Required in Application	Evaluation approach
		<ul style="list-style-type: none"> • Improve network coverage of public EV chargers outside of large urban centres. • Provide accessible EV charging infrastructure that supports communities' local needs.
Project Activities & Timeline	<ul style="list-style-type: none"> • A list of key activities and timelines for completion, demonstrating how the Applicant will complete the Project within the 24-month timeline required. • A description of timeline risks and mitigating strategies. 	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> • The level of detail provided in the activities & timeline table. For example, specifics on timing for equipment procurement; electrical connection; charging infrastructure installation; testing and commissioning. • The degree of realism in the timelines. • The thoughtfulness of risks & mitigation strategies identified.
Budget	<ul style="list-style-type: none"> • Detailed Project budget, including a breakdown of eligible expenditures, amount of funding requested (up to relevant maximums), and sources of secured and anticipated funding. • Rationale for budget estimates, including sources for cost estimates and considerations. • Details on how the Applicant will secure their contribution to the Project, and contingency plans if certain conditional funding does not materialize. 	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> • The completeness of the budget. • The quality of budget estimate rationale, including the listing of credible sources for estimates. • Level of assurance that the Project's other funding sources will indeed materialize, and if not, whether contingency plans appear robust. <p>There are no merit criteria based on the amount of funding requested.</p>
Operations & Maintenance	<ul style="list-style-type: none"> • Up-time targets and approach to achieving them, including: <ul style="list-style-type: none"> • Performance monitoring methods 	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> • Level of detail and quality of responses regarding operations and maintenance plans. • Extent to which user fee approach is reasonable.

Category	Required in Application	Evaluation approach
	<ul style="list-style-type: none"> • Ensuring access (clearing obstructions, snow removal, etc.) • Conducting regular maintenance • Staff training • Incident response procedures • Financial plan, including how operations and maintenance will be funded, and user fee structure (if applicable). 	<ul style="list-style-type: none"> • Evidence that chargers will be adequately funded to maintain operations throughout at least the five-year committed lifecycle. <p>Scoring will favour Projects that demonstrate contingency planning to help meet up-time targets. This could include the use of battery banks to mitigate risk of outages caused by electrical grid disruption.</p>
Capacity to Deliver	<p>Demonstrated ability to carry out the Project successfully, including:</p> <ul style="list-style-type: none"> • An overview of Applicant's ability and experience. • Description of key members of the Project team and their experience and expertise. 	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> • Track record of successful similar projects in the past. • Level of detail of response. • The level of experience and expertise of the proposed Project team.
User Amenities & Signage	<ul style="list-style-type: none"> • Presence of amenities onsite and/or nearby including washrooms, food/beverage, retail, etc. • Approach to wayfinding and visibility (e.g., directional signage to attract users). 	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> • Proximity, quantity and availability of nearby amenities. • Quality and detail of wayfinding and visibility plan. <p>Scoring will favour sites with:</p> <ul style="list-style-type: none"> • Dedicated parking space for EV parking/charging only. • Details on wayfinding and visibility (e.g., signage, pavement markings, lighting). • Co-located amenities that are on-site or within walking distance and provide a variety of services. • Opportunity to expand to accommodate additional chargers in the future.

Category	Required in Application	Evaluation approach
Site and Technical Specifications	<ul style="list-style-type: none"> • If project is under 50kW, provide description of actions taken to ensure electrical feasibility at the proposed site. • If project has a proposed electrical load of 50kW or greater, submission of a completed Preliminary Electrical Feasibility Assessment Form, signed by the relevant LDC, is required. • Payment methods accepted. • Future-proofing and scalability provisions. • Safety and security measures. • Accessibility measures. 	<p>Evaluation will consider:</p> <ul style="list-style-type: none"> • Preliminary assessment and level of site readiness as indicated by the LDC. • Quality of responses to technical questions and significance of implementation barriers. • Payment method user-friendliness (scoring will favour payment methods that are contactless and include a credit card terminal). • Means for communicating operational status to users (favouring Projects that offer transparent and readily-available access to information such as service outages). • Degree of future-proofing, such as modularity to accommodate future standardization of plug types. • Quality of safety and security measures. • Extent of accessibility measures beyond those required by law. • Capability to support peer-to-peer network interoperability through Open Charge Point Interface (version 2.1.1 or higher)

6 REPORTING REQUIREMENTS

A Letter of Agreement will be provided to Recipients, confirming the approved Project and Program Funds. Recipients commit to providing reports that detail the completion of the Project, and the details of annual usage of the Charging Stations for five years following the Project Completion Date.

6.1 Letter of Agreement

The Letter of Agreement will outline the terms and conditions that the Recipient accepts, and a signed copy of the Letter will be returned to the Ministry. The following documentation, by applicant type, must accompany the Letter of Agreement when it is returned to the Ministry.

Documentation by Applicant Type

Applicant Type	Mandatory documentation required with Letter of Agreement
Municipalities	<ol style="list-style-type: none"> 1. Council Resolution 2. Enabling By-law 3. Certificate of Insurance
Indigenous Communities and Indigenous Organizations	<p>One of the following that confirms support for the Project:</p> <ol style="list-style-type: none"> 1. Band Council Resolution; 2. Political Territorial Organization Resolution 3. Tribal Council Resolution; 4. Métis Community Council Resolution; 5. Provincial Council of the Métis Nation of Ontario (PCMNO) Resolution; 6. Letter of Support from Chief, Band Council, Political Territorial Organization, Tribal Council, or Leader from an Indigenous Organization.
Indigenous Businesses	<p>One of the following that confirms Indigenous status of the business owner:</p> <ol style="list-style-type: none"> 1. Indigenous Business Directory (IBD) 2. Canadian Council for Aboriginal Business (CCAB) – Certified Aboriginal Business (CAB) 3. Indian registration in Canada 4. Membership in an affiliate of the Métis National Council 5. Acceptance as an Indigenous person by an established Indigenous community 6. Enrolment or entitlement to be enrolled in a comprehensive land claim agreement
Businesses	N/A
Broader Public Sector	Written confirmation of Board of Directors support for the Project, including reference to Site location
Not-for-Profit Corporation	Written confirmation of Board of Directors support for the Project, including reference to Site location

6.2 Project Completion Report

Following installation and operationalization of approved EV Chargers, Recipients will be required to submit a Project Completion Report to the Ministry via email to evchargeon@ontario.ca. A project is considered operational when the charger delivers the agreed-upon power output and conforms with up-time percentage as identified in the site Operations and Maintenance Plan. If a Recipient changes or is unable to complete a Site as described in an Application, or in the event there are any material changes to the information contained in the Application, they must notify the Ministry as soon as possible.

Project Completion Reports are due within 24 months of the Letter of Agreement date. All Project Completion Reports must include the following information:

- Receipts and invoices for eligible expenditures (e.g., equipment, installation, etc.)
- Final Charging Station purchase agreements or lease agreements
- Copy of network agreement
- Site photos depicting the operational Charging Stations, the required signage, and the Site conditions
- Two weeks of usage data for each Charging Station, including the number of charging sessions and kWh drawn
- Electrical Safety Authority certificate of final inspection
- Copy of warranty (if applicable)
- Confirmation of required environmental mitigation and/or compliance measures, including monitoring, to address environmental assessment commitments or permitting conditions (if applicable).

The Ministry will review each report submitted to ensure that it is completed to the Ministry's satisfaction and will contact the Recipient for any clarifications and missing information as needed. Subject to compliance with Program requirements, the Ministry will release the approved Program Funds.

6.3 Annual Usage Report

Charging Stations that are funded by the Program must be operated for a minimum duration of five years after the Project Completion Date.

Recipients must submit Annual Usage Reports to the Ministry showing the usage data covering the previous 12 months, starting on or about the first anniversary of each Site's Project Completion Date for a five-year period. This data should exclude any personal, and/or proprietary information.

The data collected and submitted to the Ministry must be in spreadsheet (.xlsx, .xls, or .csv) format and include:

- The date, time and duration of each charging session, including which charger type (L2/L3) and connector type (CCS/NACS/CHAdeMO) was used;
- The kWh drawn for each charging session;
- The date, time, duration and reason of any service outages.

If available, Recipients are also requested to provide an overview of the user fee structure (if fees are charged), and information on:

- The state of charge of each vehicle at the beginning and end of each charging session;
- Greenhouse gas emission reductions.

At its discretion, the Ministry may share this information at an anonymized and/or geographically aggregated level on public-facing dashboards or other platforms.

7 GENERAL

7.1 Transfer Payment Ontario

Transfer Payment Ontario is the Province of Ontario's online application system for grant funding. Applicants must create a My Ontario Account with Transfer Payment Ontario to access the Application Form. Once an Application has been started it may be saved or downloaded at any point and returned to later.

Please visit [Transfer Payment Ontario](https://www.ontario.ca/page/available-funding-opportunities-ontario-government) (<https://www.ontario.ca/page/available-funding-opportunities-ontario-government>) for information on how to set up an account.

If you need assistance logging in, navigating or updating your organization's profile, refer to [Transfer Payment Ontario's "Get help" section](https://www.ontario.ca/page/get-funding-ontario-government) (<https://www.ontario.ca/page/get-funding-ontario-government>).

7.2 Ontario Builds Signage and Attribution of Provincial Funding

Depending on the amount of funding awarded and/or the duration of the construction period, the Recipient may be required to install an Ontario Builds sign at the Site that will be visible for the duration of the construction and for a period after the Charging Station(s) is fully operational and open for public use. More information will be provided upon Project approval. See the [Ontario Builds visual identity guide](https://www.ontario.ca/page/ontario-builds-templates) (<https://www.ontario.ca/page/ontario-builds-templates>) for signage guide and templates.

All written communications concerning the Agreement and any approved Project will be prepared in a manner that supports the communications objectives and branding of both the Recipient and the Government of Ontario.

All public information material made by the Recipient concerning the Agreement and any approved Projects will clearly indicate that the approved Project is partially funded by the Government of Ontario.

7.3 Project Promotion

With respect to Project promotion:

- (a) The Recipient will inform the Ministry of any promotional communication a minimum of 15 days before it takes place. The Recipient will also ensure appropriate recognition of the Province's contribution in annual reports, speeches or other opportunities, as appropriate.
- (b) The Recipient will share information promptly with the Ministry on significant emerging media and stakeholder issues concerning the Agreement and any approved Project. The Ministry will advise the Recipient, where appropriate, about media inquiries.
- (c) The Recipient and the Province reserve the right to refer to the Funding provided in their own separate, and non-EV ChargeON Program specific communications. Each commits to acknowledging the other's involvement in the EV ChargeON Program.

7.4 Agreement

The Program Funds will be provided to Recipients pursuant to the Agreement.

Where Program Funds are provided to a Recipient under the Program, the Program Funds will be provided to the Recipient in accordance with the terms and conditions set out in the Agreement between the Recipient and the Ministry.

The Agreement will be effective as of the date of execution of the Letter of Agreement for the Program provided pursuant to the Agreement and, subject to any provisions surviving its expiration, will expire five years following the Project Completion Date.

The Recipient agrees not to sell, lease or otherwise dispose of any EV Chargers acquired with the EV ChargeON Program Funds without the Province's prior written consent.

In the event of a conflict or inconsistency between any of: (a) the Letter of Agreement and any of the requirements of the Program Guide, the Letter of Agreement will prevail to the extent of the inconsistency; and (b) the Program Guide and any of the information provided by a Recipient in the Application Form, the Program Guide will prevail to the extent of the inconsistency.

The invalidity or unenforceability of any provision of the Agreement pursuant to the Program will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

Any provisions which by their nature are intended to survive the termination or expiration of the Agreement under the Program including, without limitation, those related to, accountability, records, audit, inspection, liability, indemnity, and remedies will survive its termination or expiration and continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

7.5 Collection and Use of Information

The Ministry will collect, use, and share an Applicant's documentation prepared in the administration of the Program for the purposes of assessing and reviewing the eligibility of the Applicant and the proposed Project. This information may be shared with:

- Other branches or Ministries of the Government of Ontario; and
- Other levels of government in Canada (e.g., Government of Canada).

The information may be shared with the parties mentioned above, or disclosed to third parties, for the purpose of:

- Determining the possible availability of funding for the Applicant's project under another program or initiative;
- Administration, including audit and evaluation of the Program; or
- Audit, analysis and risk assessment of the Applicant or the Project.

The Ministry may publicize a list of successful Projects, including a description of the Project, the name of the Recipient, the Project name and locations, and the amount of the contribution. This information may be used in:

- Website updates;
- Project funding announcements or other promotions; and
- In other government documents, including public reports on the progress of government initiatives.

The Applicant acknowledges that the information contained in an Application or submitted to the Ministry in connection with the Program is subject to disclosure under the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31

7.6 Non-Compliance with the Terms and Conditions of an Agreement

Under the Agreement, each of the following events will constitute an event of default:

- (a) In the opinion of the Ministry, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including, without limitation, failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) the Recipient fails to comply with any of the terms and conditions set out in the Agreement including, without limitation, fails to carry out the Project in accordance with the Agreement or to use Funding for the purpose of carrying out the Project;
 - (ii) the Recipient fails to own or lease any of the Charging Station acquired with Program Funds for five years after the Project Completion Date;
 - (iii) the Recipient fails to comply with the reporting requirements set out in the Program Guide;
 - (iv) the Recipient or any of the Charging Stations for which Funding were provided no longer meets one or more of the eligibility requirements of the Program; or,
 - (v) the Recipient fails to maintain any of the Charging Station in good working condition usable by the public or fails to repair out-of-order Charging Station.
- (b) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (c) the Recipient ceases to operate.

If an event of default occurs, the Ministry may, at any time, take one or more of the following actions:

- (a) provide the Recipient with an opportunity to remedy the event of default upon terms and conditions set by the Ministry at its sole discretion;

- (b) reduce the amount of Funds and;
- (c) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice.

For greater certainty, the rights and remedies of the Ministry under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

7.7 Liabilities and Indemnities

A Recipient that has received Program Funds is responsible for anything that may arise, directly or indirectly, in connection with the Project for which the Program Funds are received. The Ministry's involvement under the Program is for the sole purpose of, and is limited to, the provision of Program Funds.

Furthermore, a Recipient that has received Program Funds must indemnify and hold harmless the indemnified parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement with the Ministry pursuant to the Program, unless solely caused by the negligence or wilful misconduct of the indemnified parties.

A Recipient that has received Program Funds is also responsible for its own insurance and must carry, at its own costs and expense, the necessary and appropriate insurance that a prudent recipient in similar circumstances would maintain in order to protect itself and the Ministry and support the indemnification, as set out above, provided to the Ministry. For greater certainty, the Recipient will not be covered by the Province of Ontario's insurance program and no protection will be afforded to the Recipient by the Government of Ontario for any losses or proceedings that may arise out of the Program.

7.8 Compliance with the Law and Governing Law

Recipients must comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws applicable to any aspect of the Project, the Program Funds, or both.

The Agreement and the rights, obligations and relations of the Ministry and any Recipient will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

Appendices

Appendix A: Definitions

When used in this Guide or the associated Application Form, the words set out below that import the singular include the plural and vice versa.

Applicant means a community or organization that submits an Application Form to the Program for the purpose of obtaining Program Funds.

Application Form or Application means the form that eligible Applicants use to identify their public EV charger needs within eligible community locations.

Charging Station or Charger means the equipment or device that supplies electricity to charge an electric vehicle. A charging station can have one or multiple charging connectors and may allow multiple vehicles to charge simultaneously. While there are three types of charging stations, only level 2 and level 3 EV charging stations are eligible for this Program.

- “Level 2” represents a charging station with a 208 – 240 volt alternating current (AC); and
- “Level 3 / DC Fast Charger (DCFC)” represents a charging station with a high voltage, direct current (DC) - up to 480 volts.

Connector means what is plugged into a vehicle to charge it. Multiple connectors and connector types can be available on one port, but only one vehicle will charge at a time. Connectors are sometimes called plugs. Specific connector types include SAE J1772 (Level 2), CHAdeMO, CCS and NACS (Level 3).

Electric Vehicle or “EV” means a vehicle propelled by an electric motor with a battery as the motor’s energy storage device and using an external electricity source to recharge the battery. There are presently two types of vehicles considered EVs: Battery Electric Vehicles and Plug-In Hybrid Electric Vehicles.

Eligible Expenditure Period means the period starting on the date when a Letter of Agreement is issued and ending on the Project Completion Date.

EV ChargeON refers to Ontario’s Electric Vehicle ChargeON Program.

Guide means this Program Guide entitled “Electric Vehicle (EV) ChargeON Program”.

Hard-Wired means an EV charger that provides a dedicated electrical line from a circuit breaker to the desired charging location (i.e., is not plugged into a wall outlet).

Letter of Agreement means an agreement entered into between the Ministry and a Recipient, that sets out the terms and conditions under which the Ministry agrees to provide EV ChargeON Funds to the Recipient, including those under the Agreement, and any amendments to the Letter of Agreement. The Letter of Agreement is executed when it has been signed by both the Recipient and the Ministry.

Ministry means His Majesty the King in right of the Province of Ontario as represented by the Minister of Transportation for the Province of Ontario.

Multi-Port Charger means a single charger that can charge more than one vehicle simultaneously.

Open Charge Point Protocol (OCPP) is an open-source communication standard for EV charging stations and network software companies. OCPP compatible means a charger has OCPP installed, and is able to be controlled by any OCPP network operator upon agreement with the charger's owner (i.e., not limited by hardware, software or contract (except for a limited, defined term) to any one network operator). EV ChargeON requires the installation of OCPP v1.6 or higher.

Program means Ontario's Electric Vehicle (EV) ChargeON Program.

Program Funds or Funding or Funds means the money the Ministry provides to a Recipient pursuant to an Agreement to be used strictly towards expenditures that are eligible for EV ChargeON reimbursement for a Project and in accordance with and as set out in the Agreement.

Project means a project described in the Application Form, including any modification to the project which has received the prior written approval of the Ministry. Each Site is considered a Project under EV ChargeON.

Project Completion Date means the date on which the Recipient provides the Ministry with evidence (in the form of a Project Completion Report), satisfactory to the Ministry, that the Project is complete and accessible to the public.

Project Completion Report means the report, including documentation showing proof of costs incurred and proof of completion, that the Recipient must submit to the Ministry before receiving Program Funds.

Port provides power to charge only one vehicle at a time even though it may have multiple connectors. The unit that houses ports is sometimes called a charging post, which can have one or more ports.

Publicly Accessible means that a Charging Station is made available to the general public to use, regardless of whether it is publicly or privately owned or that it is built on publicly or privately owned private entity.

Site means the location (identified by civic address and latitude/longitude coordinates) where a Project is proposed for EV charger installation under the Program. Each Site is considered a Project under the Program.

Recipient means an Applicant whose Project has been approved and who has received, signed and returned a Letter of Agreement to the Ministry.

Tandem Installation – A project where more than one Level 3 Charger is installed at the same location. Tandem Installations also refer to a Level 3 Charger co-located with a Level 2 Charger. A Multi-Port Charger on its own is not considered a Tandem Installation.

Total Project Costs means the total verifiable cash or in-kind contributions either received or contributed by the Recipient and directly attributable to the Project.

Appendix B: Site Access Verification Form

Electric Vehicle (EV) ChargeON Program

Applicants to the EV ChargeON Program that do not own the property where the infrastructure is to be located, must provide the Ministry of Transportation with the assurance that the construction or installation of the infrastructure is authorized by the property owner.

This form is to be completed by the property owner. The Ministry of Transportation reserves the right to require that the Applicant and property owner provide further information as required in order to review and approve the application.

TO: HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Transportation, Ontario.

AND TO: _____

(The Applicant)

Conditional upon the Ministry of Transportation and the Applicant entering into an Agreement regarding the funding of the Project described in Electric Vehicle ChargeON Program Application Form, and in consideration of the benefits resulting from the property improvements that will accrue to

(The property owner)

from the implementation of such Project, the property owner hereby warrants that it is the owner of the land(s) at the following address(es):

(full address of the Project Site)

and hereby authorizes the installation or construction of infrastructure on that property.

Property owner

(signature)

Name

(please print)

Date

Appendix C: Proof of Funding – Contribution from the Applicant

Electric Vehicle (EV) ChargeON Program

This form is to be completed by the Applicant for its financial contribution towards the Project.

TO: HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Transportation, Ontario.

Conditional upon the Ministry of Transportation and the Applicant entering into an Agreement regarding the funding of the Project described in the Electric Vehicle ChargeON Program Application Form, I confirm that **INSERT LEGAL NAME OF THE APPLICANT** will contribute the amount of **INSERT \$ AMOUNT** towards the Project at **INSERT SITE NAME**.

Name and Title
(please print)

Signature of duly
authorized financial officer

Date

Electric Vehicle ChargeON Program

Appendix D: Proof of Funding – Funding from Other Contributors

Electric Vehicle (EV) ChargeON Program

This form is to be completed by the funding partner for its financial contribution towards the Project.

TO: HIS MAJESTY THE KING IN RIGHT OF CANADA, as represented by the Minister of Transportation, Ontario.

Conditional upon the Ministry of Transportation and INSERT LEGAL NAME OF APPLICANT entering into an agreement regarding the funding of the Project described in the Electric Vehicle ChargeON Program Application Form, I confirm that INSERT LEGAL NAME OF FUNDING PARTNER will contribute the amount of INSERT \$ AMOUNT towards the Project at INSERT SITE NAME.

 Name and Title
 (please print)

 Signature of duly
 authorized financial officer

 Date

Electric Vehicle ChargeON Program

Appendix E: EV ChargeON Preliminary Electrical Feasibility Assessment Form

Instructions to Applicant:

- Please have the relevant LDC complete sections 2 and 3 of this form, return it to you, and then upload your completed form to Transfer Payment Ontario as part of your application.
- If your project is located in a Hydro One service area, please connect directly with Hydro One to get the site assessed for electrical feasibility.
- For projects located in the service territories of all other LDCs, please submit directly to the local office.

Submission of this form is required for all applications with a total electrical load of 50 kW or greater.

- This form is a preliminary assessment to inform application review. Successful projects would still be required follow all connection assessment processes as dictated by the LDC.
- All comments from the LDC will be interpreted as a 'point in time' preliminary estimate and used as part of the evaluation process.
- Completion of the form does not guarantee or "hold" electrical capacity for a project.
- Applicants are **strongly encouraged** to contact the LDC as early as possible during the application window to give LDCs adequate time to complete the form.

Electric Vehicle ChargeON Program

Section 1: Project Information *(To be completed by Applicant)*

Requested Information	Response
Applicant Name	
Proposed Site Address	
City	
Postal Code	
Description of Facility (e.g., convenience store, hospital)	
Anticipated peak demand (in kW) of charging site, with all chargers being used	
Requested service size and voltage	
Proposed in-service date	

I provide permission for MTO to contact the LDC about my project

Section 2 – LDC Contact Information

Requested Information	Response
Contact Name	
Position	
Organization	
Email Address	
Signature	
Date	

MTO can contact me about this project.

Electric Vehicle ChargeON Program

Section 3 – LDC Preliminary Assessment

Please check **one** of the following:

Project is **likely feasible** to be completed and energized before the in-service date **without significant concern.**

Project is **likely feasible** to be completed and energized before the in-service date **with the following concerns/considerations:**

Project **faces significant challenges** in being completed and energized before the in-service date, **as follows:**

Completing and energizing the site on or before the proposed in-service date is **likely not feasible.**

Additional Comments:

Jenny Leblond

Subject: FW: Discovery Routes annual Trail Mix and Mingle

From: jennifer@discoveryroutes.ca <jennifer@discoveryroutes.ca>

Sent: Wednesday, November 8, 2023 12:06 PM

To: jennifer@discoveryroutes.ca

Subject: Discovery Routes annual Trail Mix and Mingle

To our Municipal Trail Partners,

As an important partner in trails, tourism and active living in the Near North, we are inviting you, our Municipal Trail Partner – your staff, council and residents - to participate in Discovery Routes' annual Trail Mix and Mingle to connect with the regional trails community.

The occasion is an opportunity to engage with community trail volunteers to learn how municipalities can better support local volunteer efforts and contribute to healthier, safer, connected communities. You will also learn how Discovery Routes charitable activities are inspiring trail use, promoting safe and equitable access to trails and fostering collaborations to improve and support trails in all communities across the Near North and grow the local economy.

We are bringing the event to Corbeil this year to celebrate the many accomplishments that the Municipality of East Ferris and community volunteers have achieved in active transportation and trails. We hope you can join us.

Date and Time: November 21, 2023 at 5:00 PM (formal agenda begins at 5:30PM)

Location: Corbeil Park Hall, 392 Highway 94, Corbeil OR via zoom (link sent on registration)

Order of Activities and Agenda: <https://discoveryroutes.ca/annual-meeting2023/>

To register: <https://forms.gle/X2Sfthpx3cikK4X56>

Kind regards,

Jennifer

Jennifer McCourt, Executive Director

Discovery Routes

205 Main Str E, North Bay, ON P1B 1B2

(office) 705.472.8480 ext 223; (cell) 705.499.6653

discoveryroutes.ca

Follow Us @DiscoveryRoutes

The vast network of trails we celebrate exist on the traditional lands and waterways of the Anishinaabe people within the territory protected by the Robinson Huron Treaty of 1850 and Williams Treaties of 1923.

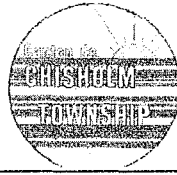
BUDGET SUMMARY



For Period Ending 31-Dec-2023

	ACTUAL	FINAL	PRIOR YR	PRIOR YR
	VALUES	BUDGET	ACTUALS	BUDGET
OPERATING				
REVENUES				
Cemetery Revenue	(955)	(1,100)	(1,584)	(1,100)
General Taxation	(1,809,567)	(1,796,465)	(1,740,726)	(1,720,773)
Taxation School Boards	(189,312)	(187,401)	(183,164)	(179,602)
French Public levy	(3,416)	(3,416)	(3,542)	(3,625)
English Separate Levy	(18,298)	(18,418)	(17,906)	(17,867)
French Separate Levy	(13,830)	(13,850)	(15,156)	(15,073)
Taxation School Boards	(8,929)	(9,561)	(8,279)	(7,270)
Unconditional Grants Provincial	(527,904)	(518,400)	(515,800)	(515,800)
Federal Grants	0	(2,100)	(2,100)	(2,994)
Conditional Grants - Provincial	(1,180)	(19,250)	(70,363)	(138,084)
Administration Revenue	(4,430)	(6,550)	(14,483)	(15,550)
Building Revenue	(30,152)	(20,000)	(34,162)	(20,000)
Animal Control Revenue	(1,732)	(1,500)	(1,640)	(1,500)
Roads Revenue	(21,817)	(22,500)	(30,106)	(11,000)
Fire Dept. Revenue	0	0	(429)	0
Environmental Revenue	(20,456)	(26,000)	(27,572)	(23,000)
Planning Revenue	(22,788)	(19,500)	(16,026)	(19,500)
Other Revenue	(45,554)	(74,900)	(59,750)	(120,635)
Total REVENUES	(2,720,320)	(2,740,911)	(2,742,789)	(2,813,373)
EXPENDITURES				
Council	47,956	42,450	36,647	28,450
Elections	0	0	12,820	10,750
Administration	308,890	367,544	352,433	345,295
General Government	84,403	101,239	99,978	224,385
Fire Department	179,041	144,552	105,007	147,793
Conservation Authority	20,042	24,740	22,905	23,536
Building Bylaw Enforcement	17,830	27,290	28,534	32,510
Animal Control - Canine	0	2,000	2,021	1,500
Animal Control - Livestock	1,130	700	323	950
Animal Control - Veterinary	550	550	550	650
Other Protections	114,352	172,849	173,873	175,503
Public Works	766,405	1,037,275	1,393,550	1,010,198
Environmental	75,821	114,639	121,883	138,263
Health	36,903	41,027	43,877	43,072
Social Services	248,846	298,615	282,539	282,539
Home for Aged	45,362	54,433	54,149	54,172
Parks & Recreation	12,365	10,296	26,849	9,351
Recreation Programs	483	800	790	700
Library Services	30,016	31,016	30,669	30,469
Planning & Development	16,863	36,250	15,100	29,850
Education Req Public	147,584	190,817	192,202	183,227
Education Req Separate	26,904	32,268	36,420	32,940
Education - Commercial/Industrial	0	9,561	0	7,270
Total EXPENDITURES	2,181,745	2,740,911	3,033,120	2,813,373
Total OPERATING	(538,575)	0	290,332	0

TOWNSHIP OF CHISHOLM
BUDGET SUMMARY



GL5410

Date : Nov 09, 2023

Page : 2
 Time : 11:52 am

For Period Ending 31-Dec-2023

	ACTUAL	FINAL	PRIOR YR	PRIOR YR
	VALUES	BUDGET	ACTUALS	BUDGET
CAPITAL				
CAPITAL REVENUES				
Public Works	0	(651,704)	0	(225,000)
Provincial Grants	(72,781)	(490,310)	(166,751)	(448,403)
revenue	0	(90,000)	0	(4,000)
Other Revenue	0	(359,500)	0	(10,000)
Total CAPITAL REVENUES	(72,781)	(1,591,514)	(166,751)	(687,403)
CAPITAL EXPENDITURES				
Fire Department	0	90,000	3,969	4,000
Public Works	478,766	1,596,764	(0)	683,403
Total CAPITAL EXPENDITURES	478,766	1,686,764	3,968	687,403
Total CAPITAL	405,985	95,250	(162,782)	0

TOWNSHIP OF CHISHOLM
Budget Variance Report



GL5070

Page : 1

Date : Nov 09,2023

Time : 12:14 pm

Fiscal Year : 2023 Period : 12
 Account Code : 1-1-1000-1210 To 2-4-1100-4456

Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
REVENUE						
0 Cemetery Revenue						
1-3-0000-1000	Sale of Plots	0.00	0.00	-600	-600.00	100.00
1-3-0000-2000	General Revenue - Cemetery	0.00	-955.24	-500	455.24	-91.05
Total Cemetery Revenue		0.00	-955.24	-1100	-144.76	13.16
1000 General Taxation						
1-3-1000-1000	Residential & Farm	0.00	-1780994.05	-1796465	-15470.95	0.86
1-3-1000-2000	Commercial & Industrial	0.00	-15471.01	0	15471.01	0.00
1-3-1000-4000	General - Supplementary Taxes	0.00	-32246.52	0	32246.52	0.00
1-3-1000-5000	General - Taxes Written Off	0.00	19144.83	0	-19144.83	0.00
Total General Taxation		0.00	-1809566.75	-1796465	13101.75	-0.73
1100 Taxation School Boards						
1-3-1100-1000	English Public Levy	0.00	-187401.50	-187401	0.50	0.00
1-3-1100-2000	English Public Supplementary	0.00	-4011.14	0	4011.14	0.00
1-3-1100-3000	English Public Write offs	0.00	2100.23	0	-2100.23	0.00
Total Taxation School Boards		0.00	-189312.41	-187401	1911.41	-1.02
1200 French Public levy						
1-3-1200-1000	French Public levy	0.00	-3415.90	-3416	-0.10	0.00
Total French Public levy		0.00	-3415.90	-3416	-0.10	0.00
1300 English Separate Levy						
1-3-1300-1000	English Separate Levy	0.00	-18417.76	-18418	-0.24	0.00
1-3-1300-3000	English Separate Tax Write offs	0.00	119.34	0	-119.34	0.00
Total English Separate Levy		0.00	-18298.42	-18418	-119.58	0.65
1400 French Separate Levy						
1-3-1400-1000	French Separate Levy	0.00	-13850.19	-13850	0.19	0.00
1-3-1400-2000	French Separate Supplementary	0.00	-34.10	0	34.10	0.00
1-3-1400-3000	French Separate Tax Write offs	0.00	54.32	0	-54.32	0.00
Total French Separate Levy		0.00	-13829.97	-13850	-20.03	0.14
1500 Taxation School Boards						
1-3-1500-1000	Education - Commercial/Industrial	0.00	-9560.98	-9561	-0.02	0.00
1-3-1500-3000	Education - Commercial & Ind -WOffs	0.00	631.84	0	-631.84	0.00
Total Taxation School Boards		0.00	-8929.14	-9561	-631.86	6.61
4200 Unconditional Grants Provincial						
1-3-4200-5120	Ontario Municipal Partnership Fund	0.00	-527904.00	-518400	9504.00	-1.83
Total Unconditional Grants Provincial		0.00	-527904.00	-518400	9504.00	-1.83
5100 Federal Grants						
1-3-5100-5720	Federal Government	0.00	0.00	-2100	-2100.00	100.00

TOWNSHIP OF CHISHOLM
Budget Variance Report



GL5070

Page : 2

Date : Nov 09,2023

Time : 12:14 pm

Fiscal Year : 2023 Period : 12
 Account Code : 1-1-1000-1210 To 2-4-1100-4456

Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
REVENUE						
1-3-5100-5720	Federal Government	0.00	0.00	-2100	-2100.00	100.00
Total Federal Grants		0.00	0.00	-2100	-2100.00	100.00
5200 Conditional Grants - Provincial						
1-3-5200-5200	Wolf Damage Grants	0.00	-1179.80	0	1179.80	0.00
1-3-5200-5325	Other Provincial Grants	0.00	0.00	-11250	-11250.00	100.00
1-3-5200-5355	Drainage Grant /Revenue	0.00	0.00	-8000	-8000.00	100.00
Total Conditional Grants - Provincial		0.00	-1179.80	-19250	-18070.20	93.87
6100 Administration Revenue						
1-3-6100-1910	Revenue Re: Mandatory Septic Inspections	0.00	-570.00	-1500	-930.00	62.00
1-3-6100-5785	Newsletter Advertising	0.00	-190.00	-300	-110.00	36.67
1-3-6100-5786	Filming Permits	0.00	-100.00	-250	-150.00	60.00
1-3-6100-7770	Tax Certificates	0.00	-1320.00	-2500	-1180.00	47.20
1-3-6100-7800	Tax Registration Revenue	0.00	-2250.00	-1500	750.00	-50.00
1-3-6100-7900	Provincial Offences Net Revenue	0.00	0.00	-500	-500.00	100.00
Total Administration Revenue		0.00	-4430.00	-6550	-2120.00	32.37
6200 Building Revenue						
1-3-6200-7240	Building Permits	0.00	-30151.77	-20000	10151.77	-50.76
Total Building Revenue		0.00	-30151.77	-20000	10151.77	-50.76
6300 Animal Control Revenue						
1-3-6300-7210	Dog Taxes Collected At Office	0.00	-1732.00	-1500	232.00	-15.47
Total Animal Control Revenue		0.00	-1732.00	-1500	232.00	-15.47
6400 Roads Revenue						
1-3-6400-7740	Roads Revenue	0.00	-13449.68	-18500	-5050.32	27.30
1-3-6400-7760	Aggregate Resources Revenue	0.00	-8367.02	-4000	4367.02	-109.18
Total Roads Revenue		0.00	-21816.70	-22500	-683.30	3.04
6700 Environmental Revenue						
1-3-6700-7535	Recycling Revenue	0.00	-12162.06	-20000	-7837.94	39.19
1-3-6700-7540	Tipping Fees	0.00	-4867.00	-3000	1867.00	-62.23
1-3-6700-7545	Scrap Metal Removal	0.00	-3426.82	-3000	426.82	-14.23
Total Environmental Revenue		0.00	-20455.88	-26000	-5544.12	21.32
6800 Planning Revenue						
1-3-6800-7780	Zoning By-Law Amendments	0.00	-4185.12	-3000	1185.12	-39.50
1-3-6800-7785	Severances	0.00	-14269.06	-10000	4269.06	-42.69
1-3-6800-7795	Minor Variances	0.00	-975.00	-1000	-25.00	2.50
1-3-6800-7800	Admin Fees - Road Allowances	0.00	-250.00	-500	-250.00	50.00
1-3-6800-7810	Frontage Fees	0.00	-3108.61	-5000	-1891.39	37.83

TOWNSHIP OF CHISHOLM
Budget Variance Report



GL5070

Page : 3

Date : Nov 09,2023

Time : 12:15 pm

Fiscal Year : 2023 Period : 12
 Account Code : 1-1-1000-1210 To 2-4-1100-4456

Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
REVENUE						
Total Planning Revenue		0.00	-22787.79	-19500	3287.79	-16.86
8000 Other Revenue						
1-3-8000-5000	Interest Income	0.00	-12984.88	-7500	5484.88	-73.13
1-3-8000-7510	Penalties - Current Taxes	0.00	-15893.89	-17000	-1106.11	6.51
1-3-8000-7520	Interest - Tax Arrears	0.00	-13504.24	-14000	-495.76	3.54
1-3-8000-9100	Other Revenue	0.00	-3171.01	-2500	671.01	-26.84
1-3-8000-9978	Contrb from Res One Tme Efficiency	0.00	0.00	-23900	-23900.00	100.00
1-3-8000-9980	Contribution from Reserves -Plan Review	0.00	0.00	-10000	-10000.00	100.00
Total Other Revenue		0.00	-45554.02	-74900	-29345.98	39.18
Total REVENUE		0.00	-2720319.79	-2740911	-20591.21	0.75
EXPENSE						
100 Council						
1-4-0100-1110	Council Remuneration	0.00	33320.00	26000	-7320.00	-28.15
1-4-0100-1120	Travel & Conferences	0.00	10989.05	12000	1010.95	8.42
1-4-0100-1130	Other Expenses	0.00	0.00	500	500.00	100.00
1-4-0100-1141	CPP Premiums Council	0.00	1136.49	700	-436.49	-62.36
1-4-0100-1150	Council EHT	0.00	0.00	550	550.00	100.00
1-4-0100-1160	Exepenses re: Intergrity Commissioner	0.00	2510.59	2700	189.41	7.02
Total Council		0.00	47956.13	42450	-5506.13	-12.97
300 Administration						
1-4-0300-1141	CPP Premiums Administration	0.00	7583.65	9405	1821.35	19.37
1-4-0300-1410	Admin. Salaries	0.00	186400.42	221481	35080.58	15.84
1-4-0300-1430	Admin. Training	0.00	915.05	1600	684.95	42.81
1-4-0300-1440	Travel, Conferences & Other	0.00	4586.16	3000	-1586.16	-52.87
1-4-0300-1460	EI Premiums -Administration	0.00	3515.66	4863	1347.34	27.71
1-4-0300-1470	EHT Premiums -Aministration	0.00	0.00	4319	4319.00	100.00
1-4-0300-1476	Benefits -OMERS	0.00	13850.51	16193	2342.49	14.47
1-4-0300-1480	Benefits - Group Insurance	0.00	15828.19	18216	2387.81	13.11
1-4-0300-1485	Health & Safety	0.00	0.00	100	100.00	100.00
1-4-0300-1490	Worker's Compensation	0.00	6142.01	8018	1875.99	23.40
1-4-0300-1498	Office Expenses	0.00	5209.06	10000	4790.94	47.91
1-4-0300-1520	Insurance	0.00	32923.40	32849	-74.40	-0.23
1-4-0300-1530	Contracted Office Services	0.00	2662.69	2700	37.31	1.38
1-4-0300-1540	Computer Expenses	0.00	10741.20	12500	1758.80	14.07
1-4-0300-1610	Office Supplies	0.00	3344.65	5000	1655.35	33.11
1-4-0300-1620	Telephone & Fax	0.00	6411.48	6500	88.52	1.36
1-4-0300-1621	Cell Phone	0.00	813.44	900	86.56	9.62
1-4-0300-1630	Postage	0.00	3970.75	5000	1029.25	20.59
1-4-0300-1660	Subscriptions & Memberships	0.00	3661.30	3400	-261.30	-7.69
1-4-0300-1710	Office Equipment	0.00	242.74	1000	756.26	75.63

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Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
EXPENSE						
1-4-0300-1710	Office Equipment	0.00	243.74	1000	756.26	75.63
1-4-0300-1720	Computer Equipment	0.00	0.00	500	500.00	100.00
1-4-0300-1735	Miscellaneous Expenses	0.00	86.62	0	-86.62	0.00
Total Administration		0.00	308889.98	367544	58654.02	15.96
400 General Government						
1-4-0400-1669	Intake 3 Modernization	0.00	3419.14	15000	11580.86	77.21
1-4-0400-1670	Audit Fees	0.00	15515.90	16150	634.10	3.93
1-4-0400-1675	Tax Registration Expenses	0.00	2394.08	2500	105.92	4.24
1-4-0400-1680	Legal Fees	0.00	4067.36	10000	5932.64	59.33
1-4-0400-1690	Advertising	0.00	0.00	500	500.00	100.00
1-4-0400-1720	Receptions	0.00	190.46	500	309.54	61.91
1-4-0400-1750	Bank Charges	0.00	1477.53	1998	520.47	26.05
1-4-0400-1760	Rounding Account	0.00	0.09	0	-0.09	0.00
1-4-0400-1800	Awards & Recognition Programs	0.00	105.55	1000	894.45	89.45
1-4-0400-1810	General Donations	0.00	695.00	1500	805.00	53.67
1-4-0400-2770	Property Assessment	0.00	25191.24	25191	-0.24	0.00
1-4-0400-2805	Web Site	0.00	3018.15	3000	-18.15	-0.61
1-4-0400-5330	One Time Efficiency Grant Expenses	0.00	28328.81	23900	-4428.81	-18.53
Total General Government		0.00	84403.31	101239	16835.69	16.63
500 Fire Department						
1-4-0500-1141	Fire Department CPP Premium	0.00	432.69	675	242.31	35.90
1-4-0500-1480	Fire Department EHT	0.00	0.00	275	275.00	100.00
1-4-0500-2125	Materials & Supplies	0.00	817.34	1200	382.66	31.89
1-4-0500-2130	Building Maintenance	0.00	41.14	1500	1458.86	97.26
1-4-0500-2135	Communications	0.00	5097.44	5500	402.56	7.32
1-4-0500-2140	Training	0.00	3524.95	7000	3475.05	49.64
1-4-0500-2145	Insurance - Fire Department	0.00	21892.00	21847	-45.00	-0.21
1-4-0500-2146	WSIB - Fire department	0.00	6613.08	7800	1186.92	15.22
1-4-0500-2150	Equipment Maintenance	0.00	7004.40	10000	2995.60	29.96
1-4-0500-2155	Expenses re: Fire Management Agreem	0.00	189.44	186	-3.44	-1.85
1-4-0500-2156	Expenses Re: Wildfires	0.00	103509.40	0	-103509.40	0.00
1-4-0500-2157	Expenses Re Call Outs	0.00	0.00	1200	1200.00	100.00
1-4-0500-2160	Health & Safety	0.00	4813.28	4500	-313.28	-6.96
1-4-0500-2165	Radio Equipment	0.00	1294.46	2700	1405.54	52.06
1-4-0500-2180	Gas & Oil	0.00	1565.66	3000	1434.34	47.81
1-4-0500-2185	Clothing	0.00	3716.63	3000	-716.63	-23.89
1-4-0500-2190	Travel and Conferences	0.00	1166.22	2000	833.78	41.69
1-4-0500-2192	Fire Department Per Diem	0.00	1440.00	3000	1560.00	52.00
1-4-0500-2195	Salaries (Points)	0.00	0.00	8750	8750.00	100.00
1-4-0500-2200	Honorarium	0.00	10480.00	17144	6664.00	38.87
1-4-0500-2210	Fire Fighter Recognition	0.00	0.00	2100	2100.00	100.00
1-4-0500-2230	Memberships & Subscriptions	0.00	424.75	425	0.25	0.06

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Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
EXPENSE						
1-4-0500-2235	Heat & Hydro	0.00	3813.35	6000	2186.65	36.44
1-4-0500-2240	Fire Prevention	0.00	77.26	750	672.74	89.70
1-4-0500-2245	Small Equipment	0.00	1127.02	3000	1872.98	62.43
1-4-0500-2250	Trsf to Reserves for Fire Dept	0.00	0.00	31000	31000.00	100.00
Total Fire Department		0.00	179040.51	144552	-34488.51	-23.86
700 Conservation Authority						
1-4-0700-2310	Conservation Authority Levy	0.00	13440.00	13440	0.00	0.00
1-4-0700-2350	Mandatory Septic Inspection Fees	0.00	0.00	1500	1500.00	100.00
1-4-0700-2775	GIS	0.00	6601.66	9800	3198.34	32.64
Total Conservation Authority		0.00	20041.66	24740	4698.34	18.99
800 Building Bylaw Enforcement						
1-4-0800-1141	By-law Enforcement - CPP	0.00	49.94	200	150.06	75.03
1-4-0800-1460	By law Enforcement - EI	0.00	45.89	90	44.11	49.01
1-4-0800-2410	Bldg. Insp. Salaries	0.00	10595.86	15000	4404.14	29.36
1-4-0800-2420	Bldg. Insp. - Other Expenses	0.00	4690.70	5000	309.30	6.19
1-4-0800-2450	By-law Enforcement-WSIB	0.00	68.20	0	-68.20	0.00
1-4-0800-2710	By-Law Enforcement Officer	0.00	2092.61	5000	2907.39	58.15
1-4-0800-2720	By-Law Enforce. - Other Expenses	0.00	286.47	2000	1713.53	85.68
Total Building Bylaw Enforcement		0.00	17829.67	27290	9460.33	34.67
900 Animal Control - Canine						
1-4-0900-2510	Canine Control - Wages	0.00	0.00	1500	1500.00	100.00
1-4-0900-2520	Canine Control - Supplies & Serv.	0.00	0.00	500	500.00	100.00
Total Animal Control - Canine		0.00	0.00	2000	2000.00	100.00
901 Animal Control - Livestock						
1-4-0901-2530	Livestock Killed by Dogs/Wolves	0.00	1129.80	500	-629.80	-125.96
1-4-0901-2535	Livestock Evaluation-Expenses	0.00	0.00	100	100.00	100.00
1-4-0901-2540	Livestock Evaluator	0.00	0.00	100	100.00	100.00
Total Animal Control - Livestock		0.00	1129.80	700	-429.80	-61.40
902 Animal Control - Veterinary						
1-4-0902-2550	Veterinary Unit	0.00	550.00	550	0.00	0.00
Total Animal Control - Veterinary		0.00	550.00	550	0.00	0.00
1000 Other Protections						
1-4-1000-0010	Fence Viewing	0.00	0.00	100	100.00	100.00
1-4-1000-0020	Emergency Planning	0.00	0.00	1000	1000.00	100.00
1-4-1000-0040	Costs Re 911 contract	0.00	677.69	610	-67.69	-11.10
1-4-1000-0050	Policing Costs	0.00	113674.00	171139	57465.00	33.58
Total Other Protections		0.00	114351.69	172849	58497.31	33.84

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Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
EXPENSE						
Total Other Protections		0.00	114351.69	172849	58497.31	33.84
1100 Public Works						
1-4-1100-1141	CPP Premiums - Roads	0.00	14239.75	17421	3181.25	18.26
1-4-1100-1460	EI Premiums - Roads	0.00	5001.75	4941	-60.75	-1.23
1-4-1100-1476	Benefits- OMERS	0.00	22548.16	26314	3765.84	14.31
1-4-1100-3110	Wages - Crew	0.00	255555.98	302877	47321.02	15.62
1-4-1100-3115	Gravel	0.00	12567.37	16000	3432.63	21.45
1-4-1100-3116	Sand and Salt	0.00	37835.19	80000	42164.81	52.71
1-4-1100-3117	Calcium	0.00	85110.69	99000	13889.31	14.03
1-4-1100-3118	Culverts	0.00	12519.59	15000	2480.41	16.54
1-4-1100-3119	Cold Mix/Crushed Asphalt	0.00	4571.69	4500	-71.69	-1.59
1-4-1100-3120	Materials & Shop Supplies	0.00	8379.33	12000	3620.67	30.17
1-4-1100-3121	Small Equipment Repairs	0.00	2026.10	4000	1973.90	49.35
1-4-1100-3122	Advertising/Courier	0.00	12.06	1000	987.94	98.79
1-4-1100-3125	Memberships & Subscription	0.00	825.32	850	24.68	2.90
1-4-1100-3130	Equipment Rentals	0.00	20969.57	30000	9030.43	30.10
1-4-1100-3150	Garage Furnace Fuel	0.00	8197.41	12500	4302.59	34.42
1-4-1100-3160	Garage Building Maintenance	0.00	582.19	2000	1417.81	70.89
1-4-1100-3165	Computer and Internet Expenses	0.00	0.00	250	250.00	100.00
1-4-1100-3210	Grader Expenses - Blades	0.00	4191.09	3000	-1191.09	-39.70
1-4-1100-3211	Grader Fuel	0.00	17262.43	19500	2237.57	11.47
1-4-1100-3212	Grader Parts and Repairs	0.00	6408.77	20000	13591.23	67.96
1-4-1100-3225	Western Star2005 License	0.00	5157.00	3324	-1833.00	-55.14
1-4-1100-3226	Western Star 2005 Fuel	0.00	2476.61	10000	7523.39	75.23
1-4-1100-3227	Western Star 2005 Parts and Repairs	0.00	15624.83	11000	-4624.83	-42.04
1-4-1100-3230	International Truck License	0.00	32.00	0	-32.00	0.00
1-4-1100-3231	International Fuel	0.00	1208.89	1210	1.11	0.09
1-4-1100-3232	International Parts and Repairs	0.00	258.82	1770	1511.18	85.38
1-4-1100-3236	Mack Fuel	0.00	8151.08	8000	-151.08	-1.89
1-4-1100-3237	Mack Parts and Repairs	0.00	1952.42	5000	3047.58	60.95
1-4-1100-3241	Backhoe Fuel	0.00	4259.63	6500	2240.37	34.47
1-4-1100-3242	Backhoe Parts and Repairs	0.00	5444.79	8000	2555.21	31.94
1-4-1100-3255	GMC 2019 License	0.00	0.00	100	100.00	100.00
1-4-1100-3256	2019 GMC Fuel	0.00	5131.28	7000	1868.72	26.70
1-4-1100-3257	2019 GMC Parts and Repairs	0.00	1615.35	4000	2384.65	59.62
1-4-1100-3260	GMC 2015 License	0.00	0.00	200	200.00	100.00
1-4-1100-3261	2015 GMC Fuel	0.00	4518.93	3800	-718.93	-18.92
1-4-1100-3262	2015 GMC Parts and Repairs	0.00	3561.64	4000	438.36	10.96
1-4-1100-3270	Freightliner Truck License	0.00	2144.00	2144	0.00	0.00
1-4-1100-3271	Freightliner Fuel	0.00	9208.33	14500	5291.67	36.49
1-4-1100-3272	Freighliner Parts and Repairs	0.00	2632.87	8000	5367.13	67.09
1-4-1100-3273	Expenses Re Argo	0.00	353.57	1000	646.43	64.64
1-4-1100-3275	Fuel Expenses Re: Tractor	0.00	662.12	0	-662.12	0.00

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Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
EXPENSE						
1-4-1100-3281	Excavator Fuel	0.00	5843.64	2500	-3343.64	-133.75
1-4-1100-3282	Excavator Parts and Repairs	0.00	5736.23	5000	-736.23	-14.72
1-4-1100-3660	Benefits - Group Insurance	0.00	25278.47	29193	3914.53	13.41
1-4-1100-3690	EHT Premiums- Roads	0.00	0.00	5906	5906.00	100.00
1-4-1100-3700	WSIB Premiums Roads	0.00	8466.00	10964	2498.00	22.78
1-4-1100-3710	Garage - Telephone	0.00	506.26	1200	693.74	57.81
1-4-1100-3720	Garage - Hydro	0.00	2677.10	3300	622.90	18.88
1-4-1100-3725	Travel	0.00	766.35	1500	733.65	48.91
1-4-1100-3730	Conferences & Training	0.00	12387.09	4000	-8387.09	-209.68
1-4-1100-3740	Plans and Studies	0.00	200.00	1500	1300.00	86.67
1-4-1100-3750	Insurance	0.00	36164.37	36630	465.63	1.27
1-4-1100-3760	Signage	0.00	1115.70	1000	-115.70	-11.57
1-4-1100-3765	Health & Safety	0.00	6455.33	6000	-455.33	-7.59
1-4-1100-3770	Boots and Clothing Allowance	0.00	2012.66	2500	487.34	19.49
1-4-1100-3810	Long Term Loans - Principal	0.00	58661.99	114155	55493.01	48.61
1-4-1100-3915	Long Term Loans - Interest	0.00	6585.40	23226	16640.60	71.65
1-4-1100-4405	Bridge/Culvert Repairs	0.00	0.00	3000	3000.00	100.00
1-4-1100-4430	Costs Re: Aggregate Pits	0.00	0.00	500	500.00	100.00
1-4-1100-4460	Beaver Control	0.00	350.00	2000	1650.00	82.50
1-4-1100-4467	Trsf To Capital Budget	0.00	0.00	12500	12500.00	100.00
Total Public Works		0.00	766405.19	1037275	270869.81	26.11
1300 Environmental						
1-4-1300-1460	EI Premiums Landfill	0.00	225.61	259	33.39	12.89
1-4-1300-1476	Omers Contributions- Landfill Site	0.00	0.00	1020	1020.00	100.00
1-4-1300-4505	Site Cleanup	0.00	20864.88	28000	7135.12	25.48
1-4-1300-4510	Site Expenditures	0.00	16354.23	25000	8645.77	34.58
1-4-1300-4520	Trsf to Reserve Landfill Closure	0.00	0.00	10400	10400.00	100.00
1-4-1300-4610	Recycling	0.00	27445.13	38000	10554.87	27.78
1-4-1300-4620	Wages-Landfill Site	0.00	10596.15	11329	732.85	6.47
1-4-1300-4640	Employer Health Tax	0.00	0.00	221	221.00	100.00
1-4-1300-4650	WSIB	0.00	334.92	410	75.08	18.31
Total Environmental		0.00	75820.92	114639	38818.08	33.86
1400 Health						
1-4-1400-5110	Health Unit	0.00	34266.12	41027	6760.88	16.48
1-4-1400-6510	Cemetery Expenses	0.00	2636.71	0	-2636.71	0.00
Total Health		0.00	36902.83	41027	4124.17	10.05
1500 Social Services						
1-4-1500-6110	General Assistance	0.00	248845.71	298615	49769.29	16.67
Total Social Services		0.00	248845.71	298615	49769.29	16.67
1600 Home for Aged						

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Budget Type : FINAL BUDGET

Acct Code	Acct Desc	Current Month	Year to Date	Budget Amt	Variance	% Variance
EXPENSE						
1600 Home for Aged						
1-4-1600-6210	Home for the Aged	0.00	45362.00	54433	9071.00	16.66
Total Home for Aged		0.00	45362.00	54433	9071.00	16.66
1700 Parks & Recreation						
1-4-1700-1110	Parks Expenses	0.00	5004.20	3000	-2004.20	-66.81
1-4-1700-1115	Tennis Court	0.00	383.50	500	116.50	23.30
1-4-1700-1200	Parks & Recreation Insurance	0.00	6977.55	6796	-181.55	-2.67
Total Parks & Recreation		0.00	12365.25	10296	-2069.25	-20.10
1800 Recreation Programs						
1-4-1800-1310	Recreation Programs and Events	0.00	483.13	800	316.87	39.61
Total Recreation Programs		0.00	483.13	800	316.87	39.61
1900 Library Services						
1-4-1900-1905	East Ferris Library	0.00	0.00	1000	1000.00	100.00
1-4-1900-1910	Powassan Library	0.00	30016.19	30016	-0.19	0.00
Total Library Services		0.00	30016.19	31016	999.81	3.22
2000 Planning & Development						
1-4-2000-1110	Planning Expenses	0.00	7787.61	10000	2212.39	22.12
1-4-2000-1111	Trsf to Reserve Re OPZBA Review	0.00	0.00	7500	7500.00	100.00
1-4-2000-1135	Com. of Adj./Plann Advisory Com	0.00	0.00	750	750.00	100.00
1-4-2000-1321	Strategic Plan Expenses	0.00	5615.71	10000	4384.29	43.84
1-4-2000-1330	Drainage Expenses	0.00	3459.81	8000	4540.19	56.75
Total Planning & Development		0.00	16863.13	36250	19386.87	53.48
4000 Education Req Public						
1-4-4000-1000	English Public Requisition	0.00	144414.16	187401	42986.84	22.94
1-4-4000-2000	French Public Requisition	0.00	3169.48	3416	246.52	7.22
Total Education Req Public		0.00	147583.64	190817	43233.36	22.66
5000 Education Req Separate						
1-4-5000-1000	French Separate Requisition	0.00	11715.11	13850	2134.89	15.41
1-4-5000-2000	English Separate Requisition	0.00	15189.29	18418	3228.71	17.53
Total Education Req Separate		0.00	26904.40	32268	5363.60	16.62
7000 Education - Commercial/Industrial						
1-4-7000-1000	Education - Commercial/Industrial	0.00	0.00	9561	9561.00	100.00
Total Education - Commercial/Industrial		0.00	0.00	9561	9561.00	100.00
Total EXPENSE		0.00	2181745.14	2740911	559165.86	20.40

REVENUE

1100 Public Works						
2-3-1100-8100	New Borrowing	0.00	0.00	-651704	-651704.00	100.00
Total Public Works		0.00	0.00	-651704	-651704.00	100.00
5200 Provincial Grants						
2-3-5200-5300	Provincial Grants	0.00	-72781.10	-490310	-417528.90	85.16
Total Provincial Grants		0.00	-72781.10	-490310	-417528.90	85.16
6500 revenue						
2-3-6500-5800	Transfer from Reserves Fire Dept	0.00	0.00	-90000	-90000.00	100.00
Total revenue		0.00	0.00	-90000	-90000.00	100.00
8000 Other Revenue						
2-3-8000-8200	Contr. From Deferred Revenue	0.00	0.00	-204000	-204000.00	100.00
2-3-8000-8300	Contribution From Operating Account	0.00	0.00	-12500	-12500.00	100.00
2-3-8000-9920	Contribution From Reserves- Road Equip	0.00	0.00	-49616	-49616.00	100.00
2-3-8000-9921	Contribution From Reserves-Future Rd Nee	0.00	0.00	-60000	-60000.00	100.00
2-3-8000-9978	Transfer from Resrve for One Time Eff	0.00	0.00	-33384	-33384.00	100.00
2-3-8000-9999	Borrow From Reserves	0.00	0.00	-95250	-95250.00	100.00
Total Other Revenue		0.00	0.00	-454750	-454750.00	100.00
Total REVENUE		0.00	-72781.10	-1686764	-1613982.90	95.69

EXPENSE

500 Fire Department						
2-4-0500-2185	Fire Dept Clothing Expenses	0.00	0.00	10000	10000.00	100.00
2-4-0500-2255	Fire Dept Equipment Capital	0.00	0.00	80000	80000.00	100.00
Total Fire Department		0.00	0.00	90000	90000.00	100.00
1100 Public Works						
2-4-1100-1740	Int Exp on Internal Borrowing	0.00	0.00	7500	7500.00	100.00
2-4-1100-3115	Gravel Application	0.00	195246.06	204000	8753.94	4.29
2-4-1100-3140	Equipment Capital Purchases	0.00	74880.00	455014	380134.00	83.54
2-4-1100-3160	Garage Building Renovations	0.00	95080.40	95250	169.60	0.18
2-4-1100-3900	New Truck Purchase	0.00	25000.00	0	-25000.00	0.00
2-4-1100-4405	South Shore Bridge	0.00	4818.83	5000	181.17	3.62
2-4-1100-4406	Pioneer Bridge	0.00	24705.49	770000	745294.51	96.79
2-4-1100-4456	Village Road Reconstruction	0.00	59035.62	60000	964.38	1.61
Total Public Works		0.00	478766.40	1596764	1117997.60	70.02
Total EXPENSE		0.00	478766.40	1686764	1207997.60	71.62
Report Total		0.00	-132589.35	0	132589.35	0.00

Corporation of the Township of Chisholm
Municipal Office: 2847 Chiswick Line, RR #4, Powassan, ON P0H 1Z0
(705)724-3526 - Fax (705)724-5099
info@chisholm.ca

Jennistine Leblond, CAO Clerk-Treasurer

MEMO

To: Council

From: Shawn Hughes, Ops Superintendent

Date: November 10, 2023

Re: Public Works Activity Report (Oct 7, 2023 – Nov 9, 2023)

Landfill/Roads/Parks

Cold patching of hard surface roads

Grading as required

Brushing on Poplarvale, Fossmil, Wasing, and Maple road

Removed beaver dam from under bridge on River road

Ditch created on South shore road to prevent water from running down the side of the road

Bulk waste grinding at landfill was completed and material was covered and new cells created at landfill

Duncor patched holes on Village road (continuing to monitor and speak with Duncor as to why it is happening)

Plowed all hard surface roads on Nov. 1 and sanded all roads. Trucks started at 4AM

Replaced road signs

Equipment

Regular maintenance as required on all equipment

Undercoating of trucks completed in house.

Freightliner had annual certification

Mulching head minor repairs to mounting plate)

Other notes

We are hoping to continue brushing as far into the year as we can weather depending. The trucks are all ready for winter and already had a nice little test run at the first of the month. I am told that our new plow truck should be delivered within two weeks so we will be getting our Mack ready to list for sale. Material has been ordered and delivered for a wear layer on the new bridge on Pioneer road and the public works crew will be installing it the week of 14-17th weather depending. On our days that the weather doesn't cooperate for work on the roads we have and will continue to perform maintenance and upgrades to our equipment as well as to out shop.

CORPORATION OF THE TOWNSHIP OF CHISHOLM
BY-LAW 2023-38

Being a By-law to appoint David C. King, Municipal Advisory Services (MAS), as the Integrity Commissioner for the Corporation of the Township of Chisholm.

WHEREAS, section 223.3 through 223.8 of the Municipal Act, 2001, as amended, (the Act) authorizes a municipal council to appoint an Integrity Commissioner who is responsible for performing in an independent manner functions related to the Code of Conduct and sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act of members of council and local boards;

AND WHEREAS such services shall be undertaken by an Integrity Commissioner appointed by the Council pursuant to Sections 9, 10, 11 and 223.3 of the Act; and sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act;

AND WHEREAS the Council deems it advisable to appoint MAS (David C. King, principal) as Integrity Commissioner to perform the services as referred to above;

AND WHEREAS MAS has expressed interest in providing services to the Township of Chisholm acting as Integrity Commissioner on the terms and conditions as agreed from time to time and under written agreement in the form and of the content attached as Schedule "A" hereto;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM ENACTS AS FOLLOWS:

1. That subject to execution of the agreement attached as Schedule "A" hereto, MAS is hereby appointed as Integrity Commissioner for the Township of Chisholm to perform those functions set forth in Section 223.3 through 223.8 of the Municipal Act, 2001 (Ontario) and sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act including but unlimited to:
 - (a) Assisting in the development and application of a Code of Conduct and any related procedures, rules, and policies governing the ethical behavior of members of council and local boards;
 - (b) The provision of educational information to members of Council, members of local boards, the municipality and the public about the municipality's Code of Conduct for members of Council and members of local boards and about the Conflict of Interest Act.2017
 - (c) Conducting inquiries in respect of any requests alleging contravention of the Code of Conduct and/or any other procedures, rule or policy governing the ethical behavior of members of council and local boards; and
 - (d) Reporting to council for the Corporation of the Township of Chisholm as to the activities as Integrity Commissioner, including but not limited to reports as to the results of any inquiry into alleged contravention and/or an annual report of activities as Integrity Commissioner.
2. That this by-law shall come into force and take effect on January 1st, 2024.
3. That by-law 2018-17 is hereby repealed.

Read a first, second and third time and passed this 14th day of November, 2023.

Mayor, Gail Degagne

CAO Clerk-Treasurer, Jennistine Leblond

This is SCHEDULE “A” to By-Law 2023-38 of the Corporation of the Township of Chisholm

AGREEMENT FOR MUNICIPAL INTEGRITY COMMISSIONER

THIS AGREEMENT made as of the 14th day of November, 2023.

BETWEEN:

The **Corporation of the Township of Chisholm**
hereinafter referred to as “the Municipality”

And:

David C. King, carrying on business as MAS
Municipal Advisory Services hereinafter referred to
as “MAS”

WHEREAS:

(A) Section 223.3 through 223.8 of the Municipal Act, 2001, S.O. 2001, c.25 (the “Act”) authorizes a municipality to appoint an Integrity Commissioner to, provide advice and guidance to members of Council and local boards as to the application the Municipal Code of Conduct and sections 5,5.1 and 5.2 of the Municipal Conflict of Interest Act (“MCIA”) relating to their ethical behavior, and, furthermore, to making inquiry into requests as to alleged contraventions of the Municipal Code of Conduct and sections 5,5.1 and 5.2 of the Municipal Conflict of Interest Act by a member of Council or board and to report the results of such inquiry to the municipality;

(B) In appointing an Integrity Commissioner and in assigning powers and duties to him or her, a municipality is to have regard to, among other things:

i) the independence and impartiality of the said Commissioner; ii) confidentiality in respect of the activities of the Integrity Commissioner; iii) the credibility required to be attributed to the role of the Integrity Commissioner; and

(C) the Municipality is satisfied that MAS has the skills and ability to meet the foregoing criteria.

NOW THEREFORE, in consideration of the payment of the sum of one dollar (\$1.00) by each party to the other and the covenants and hereinafter set forth, the sufficiency and receipt of which consideration is hereby acknowledged, the parties hereto agree as follows:

1. Term — The term of this agreement is for the period of 3 years commencing January 1, 2024 (the “commencement date”) and ending on December 31, 2026, unless subject to prior early termination by either of the parties hereto and/or as otherwise renewed or extended by agreement of the parties.

2. Services — the Township hereby retains and appoints MAS as Integrity Commissioner for the purposes of Sections 223.3 through 223.8 of the Act and sections 5,5.1 and 5.2 of the MCIA and MAS accepts such appointment and agrees to provide such services as are reflected in the Acts and as requested by the municipality, at all times in accordance with and to the standards as set

forth in the Act. MAS confirms that such services will be rendered by David C. King, save and accept as otherwise delegated in accordance with this agreement.

3. Duties — As Integrity Commissioner, MAS shall perform the duties and have the powers provided for in the Acts, including but not limited to the following:

(a) Advisory: upon proper written request, provide written advice to individual members of Council respecting the application of the Municipal Code of Conduct and sections 5,5.1 and 5.2 of the MCIA relating to and reflecting upon their ethical behavior; and furthermore and when appropriate, providing the full Council with specific and general opinions and advice in writing respecting compliance by elected officials in respect of the provisions of governing statutes the Code of Conduct and sections 5,5.1 and 5.2 of the MCIA.

(b) Compliance Investigation/Determinations: upon proper written request from a member of Council or local board or one or more members of the public, to conduct an inquiry and make a determination as to any alleged contravention of the Municipal Code of Conduct or sections 5,5.1 and 5.2 of the MCIA to report the details and results of such inquiry to municipal Council.

(c) Educational: provide the Municipal Clerk or as directed with an annual report of activities during the previous calendar year as Integrity Commissioner, including advice given to Council or individual members of Council and a summary of inquiry results and determinations; furthermore, provide outreach programs to members of Council and local boards and relevant staff on legislation, protocols, and office procedures emphasizing the importance of compliance with a Code of Conduct and the MCIA for public confidence in Municipal Government; and, furthermore, dissemination of information available to the public on the website operated by the Municipality.

Notwithstanding that set forth above, the parties acknowledge and agree that the function of the Integrity Commissioner is to provide advice and opinion to Council and members thereof, to provide independent complaint prevention, investigation, adjudication, and resolution to members of Council and the public, and education respecting adherence with the Code of Conduct for members of Council and other procedures, rules, and policies governing ethical behavior.

The parties hereto also acknowledge and agree that MAS, as Integrity Commissioner, will perform services, and in particular those services relating to advisory and educational duties, in a manner so as to avoid duplicated advice, opinion, and cost in respect of identical requests and inquiries — for example, the Integrity Commissioner shall decline to provide individualized advice and opinion to more than one member of Council or a local board on identical issues but should choose to provide general advice to Council or such local board as a whole to answer all such inquiries. In addition, it is recognized that MAS, as Integrity Commissioner, will likely receive requests for advice on matters involving compliance with the MCIA- while the Integrity Commissioner may provide general interpretation of the MCIA, as it relates to sections 5,5.1 and

5.2 of the MCIA it is expected that individual members of Council or local boards will seek independent legal advice on a specific question of individual compliance with such legislation.

4. Fees

(a) Annual Retainer — Prior to the commencement date of this agreement, the municipality shall pay to MAS the sum of THREE HUNDRED DOLLARS (\$300.00) as an annual retainer for appointment as Integrity Commissioner.

(b) Hourly Rate — MAS will be paid a fee of ONE HUNDRED & FIFTY DOLLARS PER HOUR (\$150.00/hour), plus HST, for time devoted to services as Integrity Commissioner identified in Schedule “A” hereto; provided that MAS will charge such hourly rate only for time actively devoted to the duties described in Section 3 (1) and (3) above. For the duties described in Section 3 (2) MAS will be paid a fee of TWO HUNDRED & FIFTY DOLLARS PER HOUR (\$250.00/hour plus HST).

(c) Expenses — Upon presentation of receipts, MAS will be entitled to reimbursement of expenses incurred in relation to performance of duties contemplated by this agreement, including but not limited to food and hotel costs, in accordance with the client municipality’s expense policy, plus mileage at the rate of .61 per/km plus HST.

(d) Legal Advice/Fees — The parties agree that, when necessary, MAS may arrange for and receive legal assistance and advice to properly perform the duties contemplated by this agreement. The parties agree that, as a direct cost and not as a reimbursable expense, the municipality shall pay the cost of such legal assistance and advice.

(e) Invoicing — MAS agrees the hourly fees and related expenses for which reimbursement will be sought and as referred to above shall be charged and invoiced to the municipal corporation from which the request originated and to whom the service was provided.

(f) Payment without deduction — The parties hereto agree that invoices rendered by MAS and payments by the municipality shall be without deduction, specifically for any contributions imposed or required by law for employment insurance, health costs, social insurance, income tax, workers compensation, or mandatory pension.

6. Delegation — In the event that more than one request or complaint is made at any one time and requiring the rendering of more than one service, including more than one investigation, MAS may determine it necessary to delegate some or all of the powers and duties reflected above and MAS is authorized to arrange for and effect such delegation in writing; provided that such delegation shall not be made to a member of Council and provided further that the person, body, or agency to whom such delegation is made agrees in writing to be governed by the terms of this agreement. The person, body, or agency to whom such delegation shall be made shall be under the supervision and direction of MAS. The aforementioned delegation shall not result in any increased expense to the Town. MAS shall prepare and render an invoice to the Town which

accounts for the costs of the delegatee and MAS shall be responsible for the fees and disbursements of such delegatee.

7. Independent Contractor — Notwithstanding the appointment as a statutory officer, the parties agree and acknowledge that MAS is a contractor independent of each member municipality. Nothing within this agreement shall be interpreted to render or create a relationship of employer/employee, partnership, franchise, agency, joint venture or other like arrangement as between MAS and each member municipality.

8. Statutory Officer — For purposes of the agreement and solely for the purpose of arranging for errors and omission insurance, the Integrity Commissioner shall be deemed to hold the status of “Statutory Officer” under the Municipal Act.

9. Indemnification — the municipality agrees to indemnify and save harmless MAS, its agents and assigns, from and against any and all liabilities, losses, suits, claims, demands, damages, expenses, costs (including all legal costs), fines and actions of any kind or nature whatsoever arising out of or in connection with the provision of services and carrying out of duties as contemplated hereunder, including but not necessary limited to any alleged breach of this agreement, any procedural defect, or any breach of relevant statutory provisions.

10. Early Termination — The agreement may be terminated by either party at the end of any calendar year, save and except for the calendar year 2024, by delivery of a written notice of such early termination delivered on or before December 1st of any such calendar year during the term of this agreement.

11. Notice — Any notice required pursuant to this agreement shall be delivered to the respective parties hereto at the following addresses:

For the municipality – Township of Chisholm, 2847 Chiswick Line, Powassan, ON P0H 1Z0

For MAS — David C. King, 440 Fire Road 2, Val Caron, ON, P3N 1P3.

Any written notice between the parties hereto which specifically excludes any invoice rendered herein, shall be delivered or sent by pre-paid registered mail addressed to the parties at the respective addresses listed above. Notice shall be deemed to have been received on the date on which notice was delivered to the addresses designated or, in the case of mailing, on the fifth day after the date of mailing.

12. Severability — All paragraphs, terms, and conditions of this agreement are severable and the invalidity, illegality or unenforceability of any such paragraph, term, or condition shall be deemed not to affect the validity, legality, or enforceability of the remaining paragraphs, terms and conditions.

13. Complete Agreement — This agreement, including any schedule hereto, constitutes the entire agreement between the parties and supersedes all prior agreements, negotiations and discussions, whether oral or written, with respect to the subject matter of this agreement.

14. Inurement — This agreement shall inure to the benefit of and is binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties are to have caused the agreement to be signed and sealed and/or executed by their respective officers which are duly authorized as of the date first written above.

SIGNED, SEALED AND DELIVERED, THE CORPORATION OF THE TOWNSHIP OF CHISHOLM:

Mayor, Gail Degagne

CAO Clerk-Treasurer, Jenny Leblond,
We have authority to bind the Corporation

David C. King
MAS Municipal Advisory Services

**THE CORPORATION OF THE TOWNSHIP OF CHISHOLM
BY-LAW 2023-39**

Being a by-law to impose fees or charges for services provided by the Corporation of the Township of Chisholm

WHEREAS Section 391 of the Municipal Act, S.O. 2001 c.25 authorizes the Council of a municipality and a local board to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of the municipality or the local board.

AND WHEREAS the Corporation of the Township of Chisholm deems it desirable to create a comprehensive by-law to provide for the charging of fees.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM HEREBY ENACTS AS FOLLOWS:

1. That the fees provided in the schedules attached to and forming part of this by-law are hereby imposed for services listed.
2. That Schedules A, B, C, D, E and F are hereby confirmed as being part of this by-law.
3. That if the provisions of this by-law conflict with the provisions of any other by-law of the Corporation heretofore passed then the provisions of this by-law shall prevail.
4. All fees and charges set out in this by-law shall be payable prior to the provision of the service.
5. That By-law 2020-17 and 2022-17 be and is hereby repealed.

That this by-law shall come into force and effect on the 1st day of January, 2024.

Read a FIRST, SECOND AND THIRD TIME and passed in open Council this 14th day of November, 2023.

Mayor, Gail Degagne

CAO Clerk-Treasurer, Jennistine Leblond

**THIS IS SCHEDULE "A" TO BY-LAW 2023-39
OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**

1. The user fees charged for General Government services shall be as follows:

Municipal Freedom of Information & Privacy Act (MFIPPA) as prescribed by legislation

Request	\$5.00
Search time (per 15 minutes)	\$7.50
Preparation of records for Disclosure (per 15 minutes)	\$7.50
Photocopies or print outs (per page)	\$.20

Miscellaneous

Tax Certificate	\$60.00
Zoning Information	\$60.00
Outstanding Work Orders Information	\$60.00
Fire Work Orders Information	\$60.00
Photocopies	\$.25 per page
Returned Item Charge	\$25.00
Facsimile	\$1.00 per page
Interest on overdue accounts	1.25% per month
Zoning By-law copy	\$35.00
Official Plan copy	\$35.00
Record Search	\$7.50 per 15 minutes
Township pins	\$3.00
Newsletter advertising	\$10.00 per publication or 6 publications for \$50.00
Culvert Installation	Actual cost of culvert and gravel. Install labour cost as per MTO OPSS
Entrance Permit	\$100.00
Certification of Documents:	
First Signature	\$15.00
Second Signature	\$5.00
Commissioning of Documents:	
First Signature	\$40.00
Second Signature	\$5.00

911 Replacement Cost

Sign	\$25.00
Post	\$25.00

Tax Sale

Subsequent to registration of tax arrears certificate	\$250.00
Subsequent to registration of first notice	\$350.00
Subsequent to registration of final notice:	
where there has been no extension agreement	\$450.00
where there has been an extension agreement	\$850.00
Pursuant to sale of land by public tender	\$900.00
Special meeting requested	\$450.00

Further costs related to the Public Sale such as advertising, surveying, legal, transfer and other charges will be the actual costs incurred, and will be charged in addition to the above

Mayor, Gail Degagne

CAO Clerk-Treasurer, Jennistine Leblond

**THIS IS SCHEDULE “B” TO BY-LAW 2023-39
OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**

1. The user fees charged for tipping services shall be as follows:

Half-ton truck	\$30.00 per load
Partial loads	At the discretion of the attendant
Trailers- Up to 8' in length	\$30.00
- Over 8' in length	\$40.00
- Up to 8' hydraulic dump trailer	\$30.00
- Over 8' hydraulic dump trailer	\$60.00
Single Axle Dump Truck	\$100.00
Tandem Truck	\$150.00
Tri-Axle Truck	\$200.00
Semi Dump Truck	\$350.00
Slide-Off Container - 20 cu. Metre	\$160.00
30 cu. Metre	\$240.00
40 cu. Metre	\$320.00
Over 40 cu. Metre	add \$8.00 per cu. Meter
Tires	Free
Appliances	\$10.00 each
(Do not accept refrigerators or freezers not tagged.)	
(Doors must be removed from refrigerators and freezers.)	
Furniture	\$10.00 each
Singles item building materials (window, door, drywall sheet, carpet roll)	\$5.00 each
Small Single Items	\$2.00 each
Mattress/ box spring (per piece)	\$10.00 each
Over limit garbage bags	
(Residential/farm property owners)	\$1.00 per bag
(Commercial/Industrial property owners)	\$3.00 per bag
Opening site outside regular hours	\$40.00 per hour over 3 hours – Minimum \$120.00
Landfill Pass Card Replacement	\$2.00
Clean Fill/Brush	Free
Electronic Waste	Free

The above-noted fees apply to all materials, other than bagged household waste, which is exempt from fees up to and including annual limit on pass card.

Material not sorted will not be accepted.

Mayor, Gail Degagne

CAO Clerk-Treasurer, Jennistine Leblond

**THIS IS SCHEDULE "C" TO BY-LAW 2023-39
OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**

1. The user fees charged for dog licenses and pound services shall be as follows:

<u>Dog License Fees</u>		<u>Jan 1st to Mar 31st</u>	<u>After Mar 31st</u>
<u>At same residence</u>			
One dog	<i>at same residence</i>	\$10.00	\$30.00
Two dogs	<i>at same residence</i>	\$25.00	\$45.00
Three dogs	<i>at same residence</i>	\$50.00	\$70.00
Kennel (Breeding)		\$150.00	\$170.00
Kennel (Boarding)		\$150.00	\$170.00
<u>Replacement License Fee</u>		\$2.00	
<u>Fees for Impounded Dogs</u>		\$30.00 per dog, plus the daily pound fee, plus any veterinary fees incurred.	

NOTE: If a dog was obtained after the March 31 date, the early bird price would be in place for the first year.

Mayor, Gail Degagne

CAO Clerk-Treasurer, Jennistine Leblond

**THIS IS SCHEDULE "D" TO BY-LAW 2023-39
OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**

1. Building Permit

A. New building and additions except for accessory buildings

per square foot	\$0.96
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B. Accessory Building

porches, carports, sundecks, balconies, solariums, sunrooms, garages, storage buildings, & farm buildings

per square foot	\$0.54
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C. Renovations without change in area

Repairs to all types of buildings – First \$1000.00 of construction value	\$100
Each additional \$1000.00 of value or part thereafter	\$20

D. Solar Panel Installation

When mounted onto a building	\$130
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E. Replace Roofing

For shingling only.	\$75
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2. Plumbing Permit

Flat fee for plumbing permit	\$45
Additional fee per fixture unit	\$9.00

3. Change of Use Permit

If no construction proposed, shall include minimum of one inspection	\$80.00
If no construction proposed, shall be classified as Class 1 or 2 permit	\$100

4. Conditional Permit (Stage Permit)

Permit stages available are: Excavation and Foundation Structure and Architecture Mechanical and Plumbing	First Stage	\$140
	Add. Stage	\$100 each

5. Occupancy Permit

Inspection of dwelling for occupancy	\$70
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6. Demolition Permit

Flat Fee, Minimum of one inspection	\$140
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7. Transfer of Permit

To transfer permit to another owner	\$120
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8. Administration Service

Outstanding Orders Certificates, Legal inquiries	\$60
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9. Moving a building into, within, or out of Township

Plus applicable building permit fees	\$100
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10. Refunds

Status of Permit Application	Percentage of Fee Eligible for Refund
Application filed, plans reviewed, permit issued and works abandoned prior to completion of foundation stage	50% of fee refundable subject to a minimum non-refundable fee of \$35
Application filed, plans reviewed, permit issued and works abandoned after completion of foundation stage	0%
Permit revoked	0%

Note: (1) For the purposes of this Schedule, building area means the total area of all floors above grade measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of firewalls and where the natural terrain permits a walkout basement, 25% of the floor area of the walkout basement will be included.

***Permits are not required for any building under 161 square feet or for the following:*

- *free standing decks*
- *Tents under 645 sq. ft*
- *fences under 6 ft*
- *Renovations to replace existing doors and windows (Same size)*
- *Metal Roofing*

Mayor, Gail Degagne

CAO Clerk-Treasurer, Jennistine Leblond

**THIS IS SCHEDULE "E" TO BY-LAW 2023-39
OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**

Planning Fees

Consent Applications (Per severance)	\$600 plus a \$500 deposit toward the actual costs in processing the application, i.e. planning consultant fees, North Bay Mattawa Conservation Authority, legal
Validation/Cancellation Certificate	\$275
Minor Variance Applications	\$500 plus a \$250 deposit toward the actual costs in processing the application, i.e. planning consultant fees, North Bay Mattawa Conservation Authority, legal
Official Plan Amendment	\$800 plus a \$1000 toward the actual costs in processing the application, i.e. planning consultant fees, North Bay Mattawa Conservation Authority, legal
Zoning By-law Amendment	\$600 plus a \$1000 deposit toward the actual costs in processing the application, i.e. planning consultant fees, North Bay Mattawa Conservation Authority, legal
Site Plan Agreement	\$300.00 Administration fee plus costs (legal fees and registration)

Lakeshore Road Allowance Closing Fees

Land Cost and Application cost	\$4.00 per linear foot (calculated using length of road allowance not width) plus \$250.00 Administration fee, plus \$2000.00 deposit and actual cost
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Original Road Allowance Closing Fess

Land Cost and Application cost	\$15.00 per linear foot (calculated using length of road allowance not width) plus \$250.00 Administration fee, plus \$2000.00 deposit and actual cost
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Mayor, Gail Degagne

CAO Clerk-Treasurer, Jennistine Leblond

**THIS IS SCHEDULE "F" TO BY-LAW 2023-39
OF THE CORPORATION OF THE TOWNSHIP OF CHISHOLM**

1. The fees charged for cemetery services shall be as follows:

Burial Lots

Township Resident or Property Owner (as of date of purchase)	Single Lot	4'x 8' (New Section) <u>or</u> 4'x 9' (Old Section) \$340 (\$50 plus \$290 Care and maintenance fund)
Non Resident	Single Lot	4'x 8' (New Section) <u>or</u> 4'x 9' (Old Section) \$540 (\$250 plus \$290 Care and Maintenance)

*Price Includes Care & Maintenance Fund.

Interment Rates

	Weekdays	Weekends
Regular Grave Opening: Adult	\$525	\$625
Child/Infant	\$525	\$625
Cremation Opening	\$300	\$400
Double Cremation	\$425	\$575

Care and Maintenance Contributions for Monument/Markers

Under 173 sq. inches (no foundation required)	Nil
1 – 24 inches	\$100
25 – 48 inches	\$200
Over 48 inches	\$400

Cost for constructing foundations at the expense of clients and to be provided by Monument Companies.

Mayor, Gail Degagne

CAO Clerk-Treasurer, Jennistine Leblond

Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line, RR #4, Powassan, ON P0H 1Z0

(705)724-3526 - Fax (705)724-5099

info@chisholm.ca

Gail Degagne, Mayor

Jennistine Leblond, CAO Clerk-Treasurer

MEMO

To: Council
From: Jenny Leblond
Date: November 10, 2023
RE: Official Plan Review

Council had decided to start into the Strategic Plan process and then move onto the Official Plan Review. As we are moving through the Strategic Planning process, it would be a good time to start preparing for this next big project.

I have consulted with the Planner that we have currently retained and told him we would be moving onto an Official plan Review soon. He suggested that we go through the Request for Proposal (RFP) process. He would then review the RFP and decide if he wishes to submit a proposal.

The planner also mentioned that the Ministry does not have any new timelines for the next release of the Provincial Policy Statement. Origanlly staff had heard it would be released this fall.

A few weeks ago we had an unsolicited proposal package put together for the township from a local company who is amping up their planning services for municipalities. We did discuss that we would be looking for help for our Official Plan and Zoning By-law review. He confirmed that his organization could take on these projects and even told us of someone he already had in mind that could help us with the process.

Proposed Resolution:

Be it resolved that the Council of Corporation of the Township of Chisholm direct staff to put together a Request for Proposal to review the township's Official Plan and further bring back a recommendation to Council.



Tel: 705-495-2000
Fax: 705-495-2001
Toll-Free: 800-461-6324
www.bdo.ca

BDO Canada LLP
101 McIntyre Street W
Suite 301
North Bay ON P1B 2Y5 Canada

November 1, 2023

The Corporation of the Township of Chisholm
2847 Chiswick Line RR 4
Powassan, ON P0H 1Z0

Attention: Jenny Leblond

Dear Jenny:

We are writing to let you know that our fees will be increasing relating to the preparation of your Audit engagement.

We value your business and enjoy working with you. Like any business, our operating costs do increase over time and have increased significantly in recent years.

Assuming there are no significant changes compared to the prior year, our fee to complete the 2023 Audit engagement will be \$15,000. This does not include our 7% administration and technology fee or HST.

To maintain the highest level of service that you expect and deserve, this increase is necessary. We are confident that our fees remain competitive for the services that we provide.

Please be assured that BDO has made every effort to keep this increase to a minimum.

To ensure we can effectively plan staffing schedules, kindly acknowledge receipt of this fee change by signing below and returning to our office via email at jtrudeau@bdo.ca, by return mail, or by facsimile at 705-495-2001 **before November 30, 2023**.

We greatly appreciate your continued business and support through this time of change. Please do not hesitate to contact Josh Trudeau at jtrudeau@bdo.ca if you have any questions or would like to discuss this further.

Yours truly,

BDO Canada LLP

Chartered Professional Accountant, Licensed Public Accountants

Agreement of fee change outlined above is hereby acknowledged by:

Signature

Name (please print)

Date

7% $\frac{15,000}{1050}$
16,050 plus HST

2023 15,000 plus HST
2022 14,705 plus HST

Policy:	BLUE GREEN ALGAE NOTIFICATION POLICY	Policy No. 7.25
Section:	MISCELLANEOUS	Effective:
Approved by:	Resolution No. 2023 - XXX	Revised:
		Page: Page 1 of 1

Policy:

The following is a policy to guide staff in notifying residents when Blue Green Algae has been identified in the watershed.

Purpose:

The purpose of this policy is:

- to inform the public of a Blue Green Algae outbreak
- to educate the public on Blue Green Algae using resources from the North Bay Parry Sound District Health Unit (NBPSDHU) and Ministry of Environment, Conservation and Parks (MECP).

Procedure:

- 1) Once staff have been notified in writing by NBPSDHU and/or MECP of an outbreak the following communication will occur:
 - a. A message will be posted on the township social media page.
 - b. The water resource page on the website will be updated.
 - c. Signs will be posted at the Beach at 600 Beach Road and the boat Launch at Laporte's Road
 - d. An email will be sent to members Council, all office staff and Operations Superintendent informing them of the outbreak.
 - e. Notice will be put in the monthly newsletter that follows the date of the outbreak.
- 2) The water resources website page will be updated with any new information as it becomes available.

MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding between the Ontario Federation of Snowmobile Clubs and the local snowmobile club known as the Bonfield Snowmobile Club, and the Corporation of the Township of Chisholm.

On this _____ day of _____ 2023, we the undersigned, owners/occupiers of the premises that are as follows:

- *Road allowance (unmaintained) between lots 25 and 26, Concession 15 and 16 (BF 205 to where trail turns onto Crown Property)*

in the Township of Chisholm, district of Nipissing, do hereby give the undersigned named Bonfield Snowmobile Club, as a member in good standing of the Ontario Federation of Snowmobile Clubs, hereinafter referred to as the OFSC, permission to legally enter, establish, groom, maintain, sign and use that portion of the premise herein designated by me for the purpose of allowing individual trail permit members of the OFSC to use said designated premises for snowmobiling under the following terms and conditions.

- 1) This MOU is valid for the period commencing November 2023 and ending April 2024. The local snowmobile club shall request in writing a yearly renewal before December 15th prior to the commencement of the snowmobile season. Failure to do so will result in the township's refusal to execute the Memorandum of Understanding. Council if in concurrence of the request shall pass a resolution to execute the MOU.
- 2) The local snowmobile club shall at all times remain a member in good standing of the OFSC and be able to verify this to the owner/occupier with a current membership card or certificate or this agreement shall be immediately null and void.
- 3) The local snowmobile club will provide liability insurance in the amount of \$15,000,000 for liability arising from the grooming, maintenance and use of the snowmobile trail but only with respect to the negligence of the local snowmobile club for those operations usual to a snowmobile trail. This coverage is confirmed to the undersigned owner/occupier by signing this memorandum of understanding on the condition no fee has been charged by the owner/occupier for the use of designated premises.
- 4) The insurers will add the landowner as an additional insured but only with respect to liability arising from the operations of the named local snowmobile club. Coverage will be extended to the location listed in the landowner agreement through an insurance policy held by the OFSC and its member organization snowmobile club.
- 5) The above referenced insurance liability policy will not provide any coverage for the willful misconduct and or negligence on the part of the landowner.
- 6) The designated premises shall be identified on the map, as shown on Schedule 'A' attached hereto and forming part of this MOU.

- 7) It is understood that the Snowmobile Club, with the owners/occupier's written consent on each occasion, shall have access to the designated premises prior to and after the winter months for the purpose of opening and closing, upgrading and maintaining the trail when there is no snow cover.
- 8) Notwithstanding no. 7 above, it is understood that the existing trails on unopened road allowance may be brushed, but there shall be no cutting of any trees.
- 9) It is understood that there shall be no excavation and/or removal of aggregate material on any township road allowances.
- 10) It is understood that regulation signs to Ontario Federation of Snowmobile Clubs standards shall be erected, where required, on all trails.
- 11) The Snowmobile Club accepts full responsibility for the removal of any snow accumulations on a daily basis, so as to prevent any accumulation and hazard to the motoring public, as per By-Law 2019-28, as shown on Schedule "B" attached hereto and forming part of this MOU, being a by-law to regulate the use and care of roads in the Township of Chisholm.
- 12) It is understood that all township residents shall have the use of the aforesaid road allowances and crown land within the Township of Chisholm.
- 13) It is understood that the Snowmobile Club shall maintain that portion of the designated premises to be used by individual snowmobile trail permit members in reasonably good condition for snowmobiling purposes only, and; remove on any basis any litter caused by individual trail permit members.
- 14) It is understood that the Snowmobile club shall report any public liability and personal property damage that they are aware of to the Township of Chisholm office. Any damages or expenses occurring as a result of the occupation of this property by the Snowmobile Club shall be the responsibility of the Snowmobile Club. Restoration and/or repair of any damaged municipal property shall be under the direction of the Public works Supervisor or alternate.
- 15) It is understood that the Snowmobile Club will reinstall the concrete barricades on the unopened road allowances and railbed trails that front on Township roads, immediately following the commencement of the snowmobile season, and no later than May 21st. Failure to do so will result in the township's Public works Department doing the work and billing the Club.
- 16) Each party hereto shall give the other thirty (30) days written notice prior to any changes to, or cancellation of this agreement. However, the Club's failure to comply with any of the items in this Memorandum of Understanding shall be considered valid reason for the

Township of Chisholm to immediately terminate the Memorandum of Understanding. Upon termination of this Memorandum of Understanding, further use of this trail system will be considered as trespassing and may result in prosecution under the Trespass to Property Act.

- 17) Representative of the local snowmobile club are hereby authorized to be the owner/occupier's agent(s) to cooperate with local law enforcement agencies in their efforts to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990, c.T21; the Motorized Snow Vehicles Act R.S.O. 1990, c.M44; and the Occupiers Liability Act R.S.O. 1990, c.O-2 as amended.
- 18) The landowner/occupier and the local snowmobile club mutually confirm that the landowner/occupier, by signing this MOU is not requesting nor granting permission for a registered easement over the designated premises.

The Bonfield Snowmobile Club, its wardens and executive are hereby authorized to be the undersigned owner/occupier's agent(s) to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O 1990, C.T.21; the Motorized Vehicles Act 1990, C.M.44, as amended , and the Occupiers Liability Act R.S.O. 1990, C.O.I.

LANDOWNER/OCCUPIER

SNOWMOBILE CLUB

Mayor, Gail Degagne

Mark Lepage, Vice President BSC

Jennistine Leblond, CAO Clerk-Treasurer

MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding between the Ontario Federation of Snowmobile Clubs and the local snowmobile club known as the South Shore/Restoule Snowmobile Club, and the Corporation of the Township of Chisholm.

On this _____ day of _____ 2023, we the undersigned, owners/occupiers of the premises that are as follows:

- *Unopened/Open road allowance lots 2, 3, 4, 5, and 6, Concession 14 ("C110D" Trail Hill Siding trail to rail line)*
- *Opened road allowance (Municipally maintained road known as Maple Road) starting at Lots 1-12 Concession 4 and 5 AND heading north to rail line at Pioneer Road.*

in the Township of Chisholm, district of Nipissing, do hereby give the undersigned named for the South Shore/Restoule Snowmobile Club, as a member in good standing of the Ontario Federation of Snowmobile Clubs, hereinafter referred to as the OFSC, permission to legally enter, establish, groom, maintain, sign and use that portion of the premise herein designated for the purpose of allowing individual trail permit members of the OFSC to use said designated premises for snowmobiling under the following terms and conditions:

- 1) This MOU is valid for the period commencing November 2023 and ending April 2024. The local snowmobile club shall request in writing a yearly renewal before December 15th prior to the commencement of the snowmobile season. Failure to do so will result in the township's refusal to execute the Memorandum of Understanding. Council in concurrence of the request shall pass a resolution to execute the MOU.
- 2) The local snowmobile club shall at all times remain a member in good standing of the OFSC and be able to verify this to the owner/occupier with a current membership card or certificate or this agreement shall be immediately null and void.
- 3) The local snowmobile club will provide liability insurance in the amount of \$15,000,000 for liability arising from the grooming, maintenance and use of the snowmobile trail but only with respect to the negligence of the local snowmobile club for those operations usual to a snowmobile trail. This coverage is confirmed to the undersigned owner/occupier by signing this memorandum of understanding on the condition no fee has been charged by the owner/occupier for the use of designated premises.
- 4) The insurers will add the landowner as an additional insured but only with respect to liability arising from the operations of the named local snowmobile club. Coverage will be extended to the location listed in the landowner agreement through an insurance policy held by the OFSC and its member organization snowmobile club.
- 5) The above referenced insurance liability policy will not provide any coverage for the willful misconduct and or negligence on the part of the landowner.

- 6) The designated premises shall be identified on the map, as shown on Schedule 'A' attached hereto and forming part of this MOU.
- 7) It is understood that the Snowmobile Club, with the owners/occupier's written consent on each occasion, shall have access to the designated premises prior to and after the winter months for the purpose of opening and closing, upgrading and maintaining the trail when there is no snow cover.
- 8) Notwithstanding no. 7 above, it is understood that the existing trails on unopened road allowance may be brushed, but there shall be no cutting of any trees.
- 9) It is understood that there shall be no excavation and/or removal of aggregate material on any township road allowances.
- 10) It is understood that regulation signs to Ontario Federation of Snowmobile Clubs standards shall be erected, where required, on all trails.
- 11) The Snowmobile Club accepts full responsibility for the removal of any snow accumulations on a daily basis, so as to prevent any accumulation and hazard to the motoring public, as per By-Law 2019-28, as shown on Schedule "B" attached hereto and forming part of this MOU, being a by-law to regulate the use and care of roads in the Township of Chisholm.
- 12) All township residents shall have the use of the aforesaid road allowances and crown land within the Township of Chisholm.
- 13) The Snowmobile Club shall maintain that portion of the designated premises to be used by individual snowmobile trail permit members in reasonably good condition for snowmobiling purposes only, and; remove on any basis any litter caused by individual trail permit members.
- 14) The Snowmobile club shall report any public liability and personal property damage that they are aware of to the Township of Chisholm office. Any damages or expenses occurring as a result of the occupation of this property by the Snowmobile Club shall be the responsibility of the Snowmobile Club. Restoration and/or repair of any damaged municipal property shall be under the direction of the Public Works Supervisor or alternate.
- 15) It is agreed and understood that the Snowmobile Club is aware of the telecommunications tower that has been erected on the unopened road allowance between Concessions 14 and 15 on the west side of Alderdale Road. It is understood that the Snowmobile Club shall report any public liability and personal property damage to the telecommunications tower and/or associated equipment to the Chisholm office. Any damages or expenses occurring to this equipment as a result of the occupation of this property by the Snowmobile Club

shall be the responsibility of the Snowmobile Club. Restoration and/or repair of any damaged telecommunications property shall be under the direction of the spectrum Group.

- 16) It is understood that the Snowmobile Club will reinstall the concrete barricades on the unopened road allowances and the railbed trails that front on Township roads, immediately following the commencement of the snowmobile season, and no later than May 21st. Failure to do so will result in the township's Public works Department doing the work and billing the Club.
- 17) Each party hereto shall give the other thirty (30) days written notice prior to any changes to, or cancellation of this agreement. However, the Club's failure to comply with any of the items in this Memorandum of Understanding shall be considered valid reason for the Township of Chisholm to immediately terminate the Memorandum of Understanding. Upon termination of this Memorandum of Understanding, further use of this trail system will be considered as trespassing and may result in prosecution under the Trespass to Property Act.
- 18) Representative of the local snowmobile club are hereby authorized to be the owner/occupier's agent(s) to cooperate with local law enforcement agencies in their efforts to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990, c.T21; the Motorized Snow Vehicles Act R.S.O. 1990, c.M44; and the Occupiers Liability Act R.S.O. 1990, c.O-2 as amended.
- 19) The landowner/occupier and the local snowmobile club mutually confirm that the landowner/occupier, by signing this MOU is not requesting nor granting permission for a registered easement over the designated premises.

The South Shore/Restoule Snowmobile Club, its wardens and executive are hereby authorized to be the undersigned owner/occupier's agent(s) to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O 1990, C.T.21; the Motorized Vehicles Act 1990, C.M.44, as amended , and the Occupiers Liability Act R.S.O. 1990, C.O.I.

LANDOWNER/OCCUPIER

SNOWMOBILE CLUB

Mayor, Gail Degagne

Diane Tregunna, President SSRSC

Jennistine Leblond, CAO Clerk-Treasurer